

**2018-2019**

**POPLAR BLUFF TECHNICAL CAREER CENTER**

# **COSMETOLOGY HANDBOOK**



**3203 Oak Grove Road Poplar Bluff, MO 63901**

**573-785-6683 573-785-4168 (fax)**

**Board Approved May 2018**

## Poplar Bluff R-I School District

### NOTICE OF NONDISCRIMINATION

**The Poplar Bluff R-I School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. The District does not discriminate on the basis of race, color, sex, age, national origin, ethnicity, religion, disability or sexual orientation in its programs and activities. Discrimination and harassment of students and employees, whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student, will not be tolerated.**

Inquiries, complaints or grievances from students and their parents and employees regarding discrimination and harassment may be directed to:

Dr. Amy Jackson (District Compliance Officer)  
1110 N. Westwood Blvd. Poplar Bluff, MO 63901  
Telephone: 573-785-7751

Any person may also contact the Kansas City Office for Civil Rights, U.S. Department of Education, regarding the District's compliance with Section 504, Title II, Title VI, Title IX, and the Age Discrimination Act.

Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114-3302  
Telephone: 816-268-0550

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII.

Robert A. Young Federal Building  
1222 Spruce Street  
Room 8.100  
St. Louis, MO 63103  
Telephone: 800-669-4000

Other agencies dealing with non-discrimination issues include:

Missouri Commission for Human Rights  
Department of Labor and Industrial Relations  
P.O. Box 1129, 3315 W. Truman Blvd.  
Telephone: 573-751-3325

U.S. Department of Justice  
950 Pennsylvania Ave., NW  
Washington, DC 20530-0001  
Telephone: 202-353-1555

## **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Poplar Bluff R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Poplar Bluff R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Poplar Bluff R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Poplar Bluff R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during school hours or at other times by appointment by contacting:

Mindy Garrett, Director of Special Services at Poplar Bluff Central Office, 1110 N. Westwood Blvd., Poplar Bluff, Missouri, (573) 785-5768.

This notice will be provided in native languages as appropriate.

# **Poplar Bluff R-1 School District**

**ACHIEVING EXCELLENCE THROUGH LEARNING:  
EVERY CHILD, EVERY HOUR, EVERY DAY**

## **Board of Education**

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Alana Robertson  
Roger Hanner  
Jerrod Murphy  
Dr. Cynthia Brown  
Heather Tuggle

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Amy Jackson, Asst. Supt. Personnel  
Patty Robertson, Asst. Supt. Curriculum  
Rod Priest, Asst. Supt. Business

## **Poplar Bluff Technical Career Center**

Charles Kinsey - Director

## **Support Services**

Frank Moe- Fin Aid/Basic Education Coordinator  
Barbie Hon - Vocational Resource Educator

## **Poplar Bluff Technical Career Center Cosmetology School**

Susan Chronister - Coordinator/Instructor  
Amanda Howard - Instructor

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## **POPLAR BLUFF R-1 MISSION STATEMENT**

**ACHIEVING EXCELLENCE THROUGH LEARNING: EVERY CHILD, EVERY HOUR,  
AND EVERY DAY.**

### **PBTCC Mission Statement**

The Poplar Bluff Technical Career Center will provide career and technical education for professional success within a curriculum framework that reflects the relevancy of our times, industry and needs of our community.

### **POPLAR BLUFF TECHNICAL CAREER CENTER PHILOSOPHY**

The society, from which the educational needs of the people stem, must be aware of the fact that the needs of youth change from generation to generation. The period of time in which we live today has seen more technological advances in science and industry in the past twenty years than all previous years in recorded history. We should keep these concepts in mind as we accept the challenge to provide technical education programs that reflect the new emerging economy and social changes of our time. If a society is to succeed, it will be necessary for each individual to formulate certain ideals, practices and beliefs in order to make a contribution to the perpetuation of our culture. A realistic concept must be developed which will enable each individual to function effectively in a society.

It is to this end that we accept the responsibility to provide vocational-technical education for those who need it, to provide a curriculum that reflects the relevancy of our times and the needs of our community. The Poplar Bluff Technical Career Center of Cosmetology has high expectations for students to develop:

- Customer service mastery
- Entry-level skills
- Desirable work habits
- Effective team member techniques
- Knowledge of a safe environment.

### **OBJECTIVES**

Upon completion of the program students should be able to:

- Perform those skills necessary for an entry-level position in the field of cosmetology.
- Communicate effectively with employers, employees, peers, and patrons in a constructive manner.
- Develop an awareness of the scope of the cosmetology field.
- Recognize the need to continually up-grade individual skills and keep current with the trends in cosmetology.

- Learn to select wisely, care for, and use properly commercial products that are related to the application of beauty treatments.
- To foster an appreciation of the contribution of the science and art of cosmetology to progress in the fast moving industry of today.
- Perform their duties in a professional manner.

## **REQUIREMENTS FOR ADMISSION**

### **PREREQUISITES:**

- 17 years of age at time of State Board application
- GED/HiSet or High School Diploma
- 2 photos measuring 2” x 2”
- Copy of Driver’s License or Birth Certificate
- Achieve a passing score on the Test of Adult Basic Education (TABE)
- Submit a copy of up-to-date immunization records

## **TUITION**

The total cost of the program for post-secondary students can be located in the PBTCC School Catalog. The published amount includes tuition, program supplies and student license. A payment plan is outlined on the “Payment Plan Agreement”. Financial aid may be available. Applications are available thru the financial aid coordinator. Students that become delinquent in their payments will be notified. If payment is not made, the student will be terminated from the program. Upon payment, the student can be re-instated at the time of the first available opening. The student must pay the cost of having the student license reissued. Secondary and post-secondary students must pay a non-refundable deposit of \$100.00 upon notification of acceptance. This non-refundable deposit reserves your enrollment status in the program and initial expenses for program supplies. This amount will be subtracted from the total program cost.

## **REFUND POLICY**

A student’s initial tuition entitles the student to attend classes for nine months. This time may vary depending upon factors that affect the school calendar. Each class will have a reasonable ending date established by the PBTCC director and cosmetology instructors. This date will be estimated before each class begins. If a student requires additional time due to absences, a fee of \$10/hour for make-up time will apply.

## **STUDENT LICENSE**

Each applicant must pay \$5.00 for a student license. This fee is due upon notification of acceptance to the class. Payable to the Missouri State Board of Cosmetology.

## LICENSING REQUIREMENTS

Upon graduation, students will be registered for the next regularly scheduled Missouri State Board of Cosmetology Licensing Exam by making application, and paying a registration-testing fee. The licensing exam consists of written and practical phases.

The written test is given daily at several sites throughout the state. The practical exam is given on the first four Mondays of every month. The first Monday of the month the test is given in St. Louis, the second Monday in Kansas City, the third Monday in Jefferson City, and the fourth Monday in Springfield. Applicants receive written results by mail upon completion of the exam. Students who fail the examination will receive a diagnostic breakdown of their strengths and weaknesses along with appropriate forms for retake of the examination. The regulating agency for the practice of cosmetology in the State of Missouri is the:

Missouri Board of Cosmetology and Barber Examiners  
P. O. Box 1062  
Jefferson City, MO 65102  
573-751-1052

## PLANNED CURRICULUM

The first 160 hours of training will be conducted in the classroom with both theory and practical work on mannequins and on fellow students. Following the first 160 hours, the remaining weeks of the course are divided into 7 hours of theory and 26 ½ hours of practical work in the clinic per week. Clinical work is done on patrons as well as on fellow students in a salon atmosphere under constant supervision and individual guidance from the instructor.

## SUBJECTS

CA License  
(Cosmetologist/Manicurist)

### Hours

Anatomy (20)  
Comb Outs and Hair Styling Techniques (105)  
Scalp treatments and scalp diseases (30)  
Cosmetic chemistry (25)  
Facials, eyebrows, lash dyes and arches (40)  
Hair coloring, bleaches and rinses (130)  
Hair cutting and shaping (130)  
Hair setting, pin curls, finger waves, thermal curling (230)  
Manicuring hand and arm massage, and treatment of nails (110)  
Misc. lectures and test review (160)  
Permanent waving and relaxing (150)  
Salesmanship and shop management (30)  
Sanitation and sterilization (30)  
Shampooing of all kinds (40)  
State law (10)  
Total hours (1220)



## **SUBJECTS INCLUDED IN THE CURRICULUM**

Safety Rules and Practices  
Hair Coloring  
Professional Development  
Hair Bleaching and Toning  
Implements and Equipment  
Sterilization and Sanitation  
Anatomy  
Bacteriology  
Chemistry  
Shampoos  
Salon Management  
Scalp Treatment  
Scalp Analysis  
Leadership  
Finger Waving  
Soft Curl Perm

Pin Curls  
Roller Sets  
Comb Out  
Hair Cutting  
Hair Analysis  
Manicuring  
Nails  
Permanent Waves  
Blow Drying  
Thermal Hair Styling  
Chemical Relaxing  
Pedicuring  
Facials  
Eyebrows and Eyelashes  
Make-up  
Hair Removal

## **COURSE DESCRIPTIONS**

### **Safety Rules and Practices**

The students will demonstrate the ability to work safely with equipment, maintain an orderly work area, operate a fire extinguisher, perform basic first aid procedures in cosmetology (i.e. blood spills, CPR), work safely with implements, use personal protective equipment when necessary and ensure the safety of the client.

### **Hair Coloring**

Students will be able to identify the color wheel, levels of color, color tones, demonstrate a strand test; apply a temporary color, a semi-permanent color, a permanent tint retouch with a brush, a permanent tint retouch with a bottle, a virgin tint, a filler and color for a tint back; identify safety measures in hair coloring; follow manufacturers' directions as it relates to color and demonstrate a patch test.

### **Professional Development**

Students will demonstrate professional ethics in cosmetology; illustrate essentials of personal grooming; exhibit professional attitude for the cosmetologist; demonstrate the ability to resolve conflicts and communicate effectively and courteously (coworkers and clients).

### **Hair Bleach and Toning**

Students will demonstrate a bleach retouch; apply a toner; identify safety measures in hair lightening; highlight the hair with technique of choice and give a virgin bleach.

### **Implements and Equipment**

Students will identify types of equipment and implements; operate equipment and implements correctly, and maintain equipment and implements correctly.

### **Sterilization and Sanitation**

Students will define sanitation terminology; apply methods of sanitation and sterilization; identify physical and chemical agents and demonstrate setting up a wet/dry sanitizer (ultra-violet ray); explain sanitizing procedures; demonstrate public sanitation (hand washing, clean restrooms, disposable towels, etc.); mix proper percentage solutions for manufacturer's recommendations and identify disinfectants and antiseptics commonly used in salons.

### **Anatomy**

Students will describe the functions of the muscular system; the effects of nutrition on the body; identify bones and muscles of the face; identify bones of the arms and hands and distinguish between the sensory and motor nerves.

### **Bacteriology**

Students will describe the three forms of bacteria; identify pathogenic and nonpathogenic bacteria; explain how the body fights infection and identify vegetable and animal parasites.

### **Chemistry**

Students will define chemistry; identify the physical properties of matter; describe the properties of common elements, compounds, and mixture and explain acidity and alkalinity.

### **Shampoos**

Students will determine pH of shampoos; differentiate among types of shampoos; demonstrate proper shampoo procedures and proper use of conditioners.

### **Salon Management**

Students will describe procedures to open and operate a salon; identify regulations and applicable laws; demonstrate methods of advertising and techniques for managing a salon; perform procedures for appointment booking; demonstrate good telephone communication skills and how to sell services and products; and keep client records.

### **Scalp Treatment**

Students will follow proper procedure for hair brushing and scalp treatment; apply high frequency treatments to the scalp and heat cap treatments.

### **State Law**

Students will explain the purpose of state law regarding cosmetology; read state law requirements and regulations; demonstrate adherence to current state laws and pass state law test with at least 75% success.

### **Scalp Analysis**

Students will determine scalp disorders and diseases, and suggest treatment for scalp disorders.

### **Leadership**

Students will demonstrate an understanding of SkillsUSA, its structure, and activities; demonstrate an understanding of one's personal management skills, good interpersonal skills,

etiquette and courtesy, and effectiveness in oral and written communications; develop and maintain a code of professional ethics; maintain a good professional appearance; perform basic tasks related to securing and terminating employment; and perform basic parliamentary procedures in a group meeting.

### **Finger Waving**

Students will finger wave entire head using a side part; place a vertical finger wave on side of head; and place a shadow wave on the back of the head from ear to ear.

### **Soft Curl Perm**

Students will determine proper product to use; section hair for a soft curl perm; straighten hair using correct product; determine correct rod size; and demonstrate wrapping a soft curl permanent wave.

### **Pin Curls**

Students will place ridge curl in set; place sculptured curl in a shaping, place row of full stem curls in a shaping; place row of half stem curls in a shaping; place row of no stem curls in a shaping; place a row of stand-up curls; place a row of barrel curls; form a brush wave on side and back of head; form a skip wave on side and back of head; and complete a basic set using various types of pin curls

### **Roller Sets**

Students will place rollers on base, off-base, and half-base; place rollers for half bang; place rollers for hair to go back on top; and place vertical rollers in back to create various types of roller sets.

### **Comb Out**

Students will apply basic comb out techniques; back comb hair; relax the style with proper brush out techniques; and demonstrate control, balance, and form.

### **Cutting Hair**

Students will section hair for a basic hair cut using bone structure of face and head as a guide; follow guidelines for a basic hair cut (man, woman, child); cut a basic style using shears; cut a basic style using razor; cut a style with high elevation (layered style); thin hair using thinning shears; thin hair using razor; cut a one length style with zero elevation using shears; and demonstrate proper use of clippers.

### **Hair Analysis**

Students will identify type of hair treatment to be used; record hair analysis results; perform elasticity test on hair; perform porosity test on hair; and identify hair texture.

### **Manicuring**

Students will identify implements for manicuring; arrange implements and materials properly, demonstrate how to sanitize implements; perform a plain manicure; perform a hot oil manicure;

repair a broken natural nail; apply a sculptured nail; give an arm and hand massage; identify safety measures in manicuring; apply a nail tip; and perform a nail wrap.

### **Nails**

Students will identify nail disorders; identify nail diseases; identify parts of the nail; determine various shapes of a nail; and suggest treatments for nail disorders.

### **Permanent Waves**

Students will wrap the top section going forward; wrap the side with vertical rods; wrap the side with horizontal rods; give a permanent wave; differentiate between the types of permanent wave lotions; determine appropriate rod size to be used; apply solution; and perform a test curl.

### **Blow Drying**

Students will learn to blow dry hair using a vent brush; blow dry hair using a round brush; demonstrate proper techniques in blow drying; and styling hair using the blow drying method.

### **Thermal Hair Styling**

Students will learn to give a hard press; give a soft press; identify when to use a hard and/or soft press; demonstrate thermal curl; demonstrate a croquignole curl; demonstrate a spiral curl; demonstrate an on base curl; demonstrate an off base curl; and demonstrate a half on, half off base curl.

### **Chemical Relaxing**

Students will section hair for a chemical relaxer; straighten hair using thio chemical relaxer; straighten hair using sodium hydroxide relaxer using proper procedure; and determine proper product to use.

### **Pedicuring**

Students will arrange implements/materials for a pedicure; perform a pedicure; give a foot and lower leg massage; and sanitize implements.

### **Facials**

Students will be able to identify the histology of skin; cleanse the face; give a facial massage; give a basic facial; apply a facial mask; explain the purpose and types of facial treatment; and explain the purpose of skin care machine.

### **Eyebrows and Eyelashes**

Students will be able to identify shapes of eyes and eyebrows; arrange implements and materials; give lash and brow tint; and follow proper safety and sanitation procedures.

### **Make-Up**

Students will be able to identify the balance and shape of the face; determine correct color of base/foundation to be used; apply a daytime makeup; coordinate colors in make-up and clothes; apply evening make-up; apply individual lashes; apply strip lashes; and follow proper sanitation procedures.

## Hair Removal

Students will be able to apply wax depilatory; apply chemical depilatory; match types of hair removal to correct procedure; use implements correctly; and practice safety and sanitation measures.

## REQUIRED SERVICES

Each student will be required to complete the following number of services properly to be eligible for graduation from the program. The procedures may be completed on customers or mannequins and must be approved by an instructor to receive credit.

Shampoos	30	Bayliage	10
Hair Color:		Finger waves	5
Complete application	10	Thermal Curling	20
Retouch	10	Comb outs	40
Foils with color	10	Scalp Treatments	10
Frosting Cap Highlights	15	Facials	5
Bleach Virgin Application	5	Eyebrow Arch (Hot Wax)	10
Bleach Retouch	5	Make-Up Application	5
Hair Cutting	40	Manicures	15
Perms	30	Pedicures	15
Roller Sets	20	Artificial Nails (one of each type)	3
Pin Curl Sets	5	Flat Iron Style	25

## STUDENT ORGANIZATIONS

Clubs and organizations related to the school's programs play an active and integral part in the school's atmosphere. Cosmetology program students can become members of SkillsUSA. Officers are elected at the beginning of each year. Students are encouraged to participate in activities at the local, regional, state and national levels sponsored by SkillsUSA. These activities provide leadership and person growth experiences. Fundraising activities take place only as authorized by SkillsUSA sponsors and the PBTCC director. The primary purpose of funds raised is to provide financial support for students participating in the SkillsUSA organization and activities. The students will be introduced to organizations of cosmetology such as: NCA, National Cosmetology Association. Students who qualify will be invited to join the National Technical Honor Society (NTHS) a CTE honor society specifically for career education students.

## PLACEMENT SERVICES

The Poplar Bluff Technical Career Center offers placement service for students through the Missouri Division of Workforce Development. We provide access to representatives who have access to job market data for local, state and national employment opportunities.

The Poplar Bluff R-1 School District is an equal opportunity employer and operates educational programs that do not discriminate on the basis of age, race, color, creed, religion, national origin, sex or marital status with regard to public assistance of disability or handicap. The school district is prohibited from discriminatory practices by Title VI and Title VII of the Civil Rights

Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act, and Title II of Americans with Disability Act of 1990.

## **COSMETOLOGY CAREERS**

Beauty Operator	Hair Coloring Specialist
Beauty Salon Owner/Manager	Hair Cutting Specialist
Beauty School Owner/Manager	Make-Up Artist
Wig and Hair Goods Specialist	Lecturer
Product Development and Manufacturing	Demonstrator
Beauty School Instructor	Hair Stylist
Skin-Scalp-Hair Specialist	Manicurist

## **RULES AND REGULATIONS**

Students are expected to abide by the rules and regulations set in this handbook. Other rules found in the Missouri Board of Cosmetology and Barber Examiners Statutes and Rules, Technical Career Center handbook, and the Poplar Bluff R-1 handbooks may also apply.

## **TIME CLOCK**

Each student will clock only themselves in and out at all times. Any student caught clocking other students in or out at any time will be given a written warning. The second offense will automatically result in termination from the program.

## **TIME CLOCK POLICY** (fingerprint time clock)

1. Students will clock in with fingerprint when they arrive at school, out and in for breaks and for lunch, and clock out at the end of the day.
2. Failure to clock in/out at time of arrival and/or returning from lunch or break and/or when leaving for the day will result in loss of verifiable hours.
3. It is the student's responsibility to maintain proper procedures when clocking in/out to insure all allowable clock time is credited.

Each student is allowed two 15 minute breaks. These breaks will occur at 9:30 am and 2:30 pm. If a student desires to take their break at a different time due to working on a customer during the assigned break time, this must be cleared with an instructor.

Any student that leaves the cosmetology campus must be clocked out. Failure to do so will result in a written warning for the first offense, probation for the second offense, and termination for the third offense.

Students are allowed to clock out for 30 minutes each day for lunch.

The PBTCC is considered closed campus for secondary students. Secondary students are not allowed to leave campus without prior permission and checking out through the main PBTCC office. Attendance and tardy policies as stated in the Poplar Bluff High School handbook apply to all secondary students.

## **DRIVING**

Secondary students are expected to follow all rules of driving that are found in the High School Handbook. Once a student has driven on the school property, they are expected to park the car until leaving after school, or until such time that they have permission to leave. Students are not permitted to sit in their cars.

All students are expected to drive safely and within posted speed limits.

## **PRIVACY**

Students will be working closely with each other and customers. However, each other's privacy should be respected at all times. Students are not to look thru other students' personal belongings or cosmetology assigned kits or cabinets without permission. Taking supplies from each other without permission will result in a written warning and possible termination. Personal information heard or overheard from customers and/or other students while at school is not to be repeated either in school to other students or customers, or outside of school to anyone. The confidentiality of our students and customers must be respected.

Students are not to enter the instructors' office at any time without permission.

## **DISPENSARY RULES**

It is the responsibility of all students to keep the Dispensary "neat, orderly and clean at all times". This includes:

- Sinks clean
- All items returned to designated areas of storage
- Towels kept clean and folded
- Floor swept and clean
- Wipe down counters
- Bottles, brushes cleaned
- Keep sign-out sheet current
- Keep counters clean at all times
- Keep all bottles filled
- Read all directions carefully
- Keep wastebasket lids clean
- One student will be assigned to the dispensary each day. This student **only** is to remain in the dispensary at all times that day except for class time. An alternate student will be designated to relieve the assigned student during lunch and breaks. The assigned student will be responsible for:
  - listing all items taken from the dispensary
  - checking items back into the dispensary
  - cleaning and disinfecting items returned when applicable
  - putting items away in the dispensary
  - keeping the dispensary clean
  - checking with the instructor before leaving for the day

## **CLINIC RULES**

1. School approved smocks or aprons must be worn at all times.
2. Clean, professional-looking, closed toe, shoes must be worn at all times.

3. Fingernails (natural or artificial) must be kept short and shapely at all times. This is a safety measure for student and client. If a student's nails interfere with their ability to perform clinical duties they will be asked to trim them to a reasonable length.
4. All supplies in kits must be labeled. Kits are not to be taken from school until graduation or during skill competitions.
5. Keep chair, work stations, and floor free from hair at all times.
6. No smoking will be allowed.
7. Gum chewing is allowed in break area only.
8. All work must be checked by the instructor daily.
9. Students are expected to be courteous to instructor, other students and patrons.
10. No profane language is allowed.
11. Students may have personal services done with the instructor's permission; however, students must pay a minimal fee to cover supplies and overhead.
12. Area clean-up must be approved before students can leave building.
13. Only student assigned to appointment desk should monitor calls, make appointments and receive patrons.
14. Pets are not allowed in the building.
15. Students are not allowed to receive or make personal phone calls with the exception of emergencies.
16. Instructor may request a physician's note in the event a contagious disease is prevalent.
17. Student nametags must be worn at all times.
18. All reading material must be related to cosmetology.
19. All phases of personal hygiene must be practiced daily.
20. Students must park vehicles in areas designated by the school.
21. All personal articles, purses, books not related to cosmetology, etc. must be kept in lockers at all times.
22. If a student refuses to perform an assigned customer service or classroom activity, they will be instructed to clock out for the remainder of the day.

### **CLASSROOM RULES**

1. No food will be allowed at classroom tables.
2. Once class begins, no student is allowed to leave the classroom without permission. If they do so, the student must clock out for the remainder of the class period.
3. Only Cosmetology textbooks, workbooks, and State Rules and Regulations books will be allowed at the school. Any reading material must pertain to hairstyling, cosmetology, or nail care. Any student found with other reading material will receive a written warning for the first offense. The student will be placed on probation for a second offense, and will be terminated for a third offense.
4. If a student does not participate in and/or stay attentive during class, they will be instructed to clock out until class is over. They will also lose their morning break.



## **RECEPTION AREA**

The reception area should be kept clean and free from clutter. All retail shelves should be stocked at all times. Retail should be lined up, pulled forward and have the labels facing forward. Magazines and books should be neatly stacked. Students are not allowed to gather and socialize in the reception area or behind the reception desk. Reception area shelves should be dusted every day. Retail products cannot be removed from retail stock for salon use without instructor's permission.

## **FRONT DESK**

The front desk should be kept organized at all times. No personal property should be kept at the front desk. Students should not be at the front desk unless they are designated to do so or are conducting business. Telephone use is limited to business calls and emergency calls only. One student will be assigned to the front desk each day. This student **only** is to remain at the reception desk at all times that day, except during class time. An alternate student will be designated to relieve the assigned student during lunch and breaks. The reception desk student is responsible for:

- greeting all customers as they enter the clinical area assigning walk-ins, using the assigned student work list
- taking appointments
- answering the phone
- registering customers
- checking out customers
- completing a record card for each customer
- checking with an instructor before leaving each day

## **WORK STATIONS**

- Countertops and chairs should be wiped down every day.
- Mirrors should be clean and free of dust.
- Personal items cannot be kept on stations.
- All cabinets should be clean at all times.
- All tools and product containers should be clean and free of hair.
- Any tools, combs, brushes, rollers, towels should be removed from the station and cleaned immediately after every use.
- Hair should be swept and floor clean at all times.
- Chairs turned facing mirrors.

## **ATTENDANCE**

The importance of regular attendance and punctuality cannot be overemphasized. Employers are interested in dependability. Each student is expected to be in school regularly unless hindered by his/her own illness, or other illness or death in his/her family. If you are going to be absent or late, you should call the school before 8:00 a.m. This program is a clock hour program. 1220 hours is required to complete this program.

Students receive weekly updates as to status of clock hours of attendance. At any time an adult student accumulates the minimum number of allowable hours of absences for a specific

cosmetology program the student will receive a warning and be placed on attendance probation. Students may lose financial aid eligibility while on attendance probation. Financial Aid/Adult Coordinator will schedule a conference with student to discuss possible consequences. Should an adult student accumulate and go over the maximum number of allowable hours of absences for a specific cosmetology program, the student may be terminated from the PBTCC cosmetology program for a violation of the attendance policy. The appeals procedure may be implemented at this time. It is essential for the student to document reasons for absences in the event a termination for violation of attendance policy should take place. Rules concerning absentees are found in the Title IV Federal Rules and Regulations.

**Secondary students will follow the High School Handbook concerning absentees. Post-Secondary students will follow the absentee policies included in this handbook.**

Five days of no attendance and no contact with the school will be considered as a request for termination. The student's license will be sent back to State Board with a termination form as required by the State Board Statutes and Rules. If a student requests to return to school after this has been done, a new application for student license will be required, including an additional State Board Student License Fee, and the student will have to wait until the new student license is received from State Board before beginning to attend class again.

Secondary students that have not completed the 1220 hours by the last day of school must pay the monthly rate of \$150.00 in order to complete the program.

Adult students that have not completed the 1220 hours by the designated completion date must pay \$10.00 per hour in order to complete the program.

These times may be extended only by the TCC director in the event of a pro-longed medical illness or a family emergency. The request for an extension must be submitted in writing to the TCC director prior to the completion date of the class.

## ABSENCES

### COSMETOLOGY STUDENTS

The following absentee schedule is followed:

0 – 37.5 hours: Make-up time recommended but not required; conference with instructor and Financial Aid/Adult Coordinator

37.5 – 75 hours: When a student misses over 37.5 hours a warning letter will be given to the student and student is placed on attendance probation. Any time missed over 37.5 hours must be made up.

**When a student misses over 75 hours, they are subject to termination from the program.**

### ESTHETICIAN STUDENTS

The following absentee schedule is followed:

0 – 20 hours: Make-up time recommended but not required; conference with instructor and Financial Aid/Adult Coordinator  
20 – 50 hours: When a student misses over 20 hours a warning letter will be given to the student and student is placed on attendance probation. Any time missed over 20 hours must be made up.

**When a student misses over 50 hours, they are subject to termination from the program.**

#### NAIL TECH STUDENTS

The following absentee schedule is followed:

0 – 15 hours: Make-up time recommended but not required; conference with instructor and Financial Aid/Adult Coordinator

15 – 30 hours: When a student misses over 15 hours a warning letter will be given to the student and student is placed on attendance probation. Any time missed over 15 hours must be made up.

**When a student misses over 30 hours, they are subject to termination from the program.**

#### INSTRUCTOR STUDENTS

The following absentee schedule is followed:

0 – 20 hours: Make-up time recommended but not required; conference with instructor and Financial Aid/Adult Coordinator

20 – 50 hours: When a student misses over 20 hours a warning letter will be given to the student and student is placed on attendance probation. Any time missed over 20 hours must be made up.

**When a student misses over 50 hours, they are subject to termination from the program.**

Any time a student misses any time from classroom and clinical work, they must fill out an absence report upon returning to school. If a student leaves class early, an absence report form should be filled out before leaving. Students should always tell either the coordinator or an instructor prior to leaving. A student who leaves early without completing an Absence Report AND without notifying an instructor will receive a half day suspension. Please note: Students must both notify the instructor AND complete an absence report.

#### **PROCEDURE FOR CALLING IN WHEN ABSENT OR TARDY**

The student **MUST** report the absence to a PBTCC staff member before the beginning of class, 8:00 or 11:00. **DO NOT** leave a message with anyone except the faculty or staff. If calling in before school hours, a message may be left on the answering machine. If a student is absent and does not call in or has not filled out an absence form in advance, they will be suspended for one day. If they are absent half a day and do not call in, they will be suspended for half a day. If a student is not present at 8:00 a.m. when class begins, they cannot clock in until 9:30 a.m. If they are not present at 9:30 a.m., they cannot clock in until 12:00 p.m. If they are not present at 12:00 p.m., they cannot clock in until the following school day. Students arriving at school at 9:30 a.m. instead of 8:00 a.m. will not be allowed a morning break.

#### **TARDIES**

All students that arrive after 8:00 a.m. must report to the main TCC office and sign in on the official “sign in” sheet. Students arriving after 8:00 a.m. (or 11:00 a.m. on Tuesdays) will not be allowed to clock in or enter class until theory class is over. They will then be allowed to clock in and do their cleaning duty, but will not be allowed a morning break. Students arriving to school more than 10 minutes late, a.m. and/or p.m. following lunch, are not eligible for break during the portion of the day for which they arrive late.

Post –Secondary students who are tardy and fail to contact the instructor(s) within 15 minutes of the beginning time of class will be suspended half of one day. Secondary students must follow the High School Handbook policy. Tardiness to class will be counted on a semester basis. The third tardy and following tardy will result in an office referral.

Consequences for tardiness is as follows: 3<sup>rd</sup> tardy – 2 detentions, 4<sup>th</sup> tardy – 4 detentions, 5<sup>th</sup> tardy – 1 Saturday school. Further referrals for tardiness will result in OKIS/Out-of-School suspension. Disciplinary consequences for sending school students will be referred to their home school.

### **DRESS CODE**

All students are subject to Missouri State Board of Cosmetology rules and regulations and to Poplar Bluff R-1 regulations. Students should dress in good taste that shall not attract other than normal attention. Properly attired students are usually more respected and admired by their fellow classmates, the faculty, and the community. Clean appearance is expected at all times. Nose, tongue, and facial rings are not permitted.

Five shirts will be issued to each student. Additional shirts may be purchased. These shirts must be worn daily in both the class and clinical settings. Students that attend class out of uniform have the option of purchasing a shirt or clocking out and leaving the campus until dressed according to these regulations.

Students must wear professional attire, at the instructor’s discretion, at all times. Shorts, short skirts, and sweat pants are specifically not allowed at any time. Capri pants at least 2” below the knee are acceptable.

Students will be required to wear a smock or apron whenever working in the clinic area.

Students must wear clean, professional-looking, closed toe, shoes designed for standing and walking. Closed toe tennis shoes are allowed, but must be kept clean at all times. This is a safety measure. As a health service professional, good personal hygiene is a must. Students shall maintain good oral hygiene; hands washed, daily bathing, hairstyle befitting a professional hairdresser, make-up, clean face or neatly trimmed facial hair.

### **UNSATISFACTORY PROGRESS**

Any time a student has 75% or below in either academic and/or clinical areas, the instructor will inform them in writing of unsatisfactory progress. The student will be asked to sign a progress report. In case of violation of school regulations and/or disciplinary problems, the instructor will initiate progress reports. If the student does not show improvement, the result may be suspension or expulsion from the program. Graduation depends upon successful completion of the program. Students must complete all theory and clinical components with at least a 75% average and must not score less than 75% on more than two exams in one course.

### **STUDENT COMPLAINT AND GRIEVANCE PROCEDURES**

Students are to follow the following procedures when wishing to file a grievance. Verbal communication of alleged discrimination shall be made to the classroom teacher and/or the Director of Vocational/Technical School. Unresolved complaints may be taken directly to the Title IX Coordinator, Assistant Superintendent –Personnel. Complaints no resolved may be file as formal written grievances under the following procedures. Students present their grievance in writing to the PBTCC Director. This must include the filing date, description of alleged grievance, name of school staff involved and the student’s signature. Upon receipt of a written grievance, the Director will:

- Notify the Assistant Superintendent-Personnel
- Make a decision no later than five (5) days following the filing of the formal complaint.
- Provide the complainant with a resolution in writing within five (5) school days. If a grievance is not resolved satisfactorily to all parties, the student has the opportunity to request a hearing with the Board of Education.

A Civil Right Grievance may be appealed directly to the U.S. Office for Civil Rights. Contact information will be provided upon request.

### **APPEALS PROCEDURE**

A student wishing to appeal must notify the PBTCC Director in writing within 5 days. The student will be given the opportunity to defend himself/herself in the presence of the Direct, Adult Coordinator and program instructor. This committee may render a decision of acquittal, probation or expulsion based on the facts provided. The student has the prerogative of appealing this decision to the Poplar Bluff R-1 School District’s office of the Superintendent of Schools within two (2) days for reconsideration of the decision of the Committee. The Superintendent’s decision shall be rendered within five (5) days. The student may appeal the Superintendents decision to the Board of Education. Such requests must be made in writing. Both parties may be represented at the hearing. The Board will hold such a hearing with due consideration of all aspects before finalizing their decision.

### **GRADING**

Students will be evaluated in both academic and clinical settings. A written test will be given at the completion of each chapter. Upon completing a practical skill a student is evaluated by an instructor and receives a “practical test grade” on a rubric scale while performing the skill. During the second semester, the student’s overall competency with customers is also evaluated and scored continually while student is on the clinic floor. This skill will be a component assessed for “practical test grade” assessments. Students will be evaluated for every service performed based on the outcomes of their clinical performances. Of the services required for course completion, a minimum number of services (practical assignments) are assigned during each quarter grading period. Completing the required number of services in a timely manner is essential for the student to be able to complete the course within the allotted amount of time. A student’s practical assignment grade during a given quarter grading period is determined by the percentage of the required number of services completed during that quarter time period. To meet course completion requirements students are required

to complete the overall minimum of required services regardless of meeting/not meeting the assigned amount of required services each quarter.

A student's overall grade will be determined by the following formula for any given grading period:

50 % Written tests - 50 % Practical tests/assignments and Participation grades. Written and practical tests missed due to an excused absence may be made up. It is the student's responsibility to schedule the make-up test with the instructor. This must be done within two days of the student's return to school following the excused absence. If this is not done, the student will receive a zero for the missed test.

### **PERMANENT RECORDS**

A permanent record of each student's grades, attendance, achievements, etc., is kept at the Technical Career Center in Poplar Bluff, MO.

### **COMPLETION**

Upon satisfactory completion of 1220 hours in the cosmetology program and completing the required number of individual services, students will receive a certificate of completion and may be eligible to take the State Board Examination.

### **CLINICAL ASSIGNMENTS**

Patron appointments are evenly distributed between students. Appointments are scheduled from 10:00 a.m. to 2:30 p.m. Requests by customers are honored whenever possible. Students must do the service(s) assigned to them or clock out for the remainder of the day. Students will have responsibilities for cleanup of clinical areas.

The job of receptionist is assigned on a rotating basis. The receptionist will receive experience in scheduling appointments, making change and greeting patrons. Students are also assigned to the dispensary on a rotating basis. This includes determining items in short supply, keeping records of items dispersed, laundry, and restocking consumable items. Students are responsible for cleaning all areas, including sweeping the floors, and washing all counter surfaces.

### **DAILY SCHEDULE**

Students in the Cosmetology Class attend classes Monday—Friday. One day will be designated as a late start and ending day. For the most current daily schedule, contact the cosmetology office or refer to the current year student bulletin. Students are allowed thirty (30) minutes for lunch, and are allowed two (2) fifteen (15) minute breaks per day, one (1) in the morning after class and one (1) in the afternoon. Lunch and break time may be staggered only according to customer scheduling. Students arriving to school more than 10 minutes late, a.m. and/or p.m., are not eligible for break during the portion of the day for which they arrive late. The p.m. break must be taken one hour prior to dismissal time for the day. School Calendars will be adjusted to allow for the New Year.

### **SAFETY**

Fire Signal: Continuous ringing of the bell. Students calmly leave the building through the front door fire exit to the far side of the parking lot.

Tornado Signal: Series of 3 rings. Students must sit in the hallway.

Earthquake Signal: In most instances there will not be sufficient time for a bell warning. If possible, the same bell procedure will be used as for a fire. Students must crawl under desk or tables when tremors are felt.

## **GUIDANCE**

Time is provided in the schedule for students to seek guidance for personal or scholastic problems. The faculty, coordinator, and/or vocational counselor are available for counseling. Referrals are made as appropriate.

## **VISITORS**

**Children, relatives, friends, or employees are not permitted to be in attendance during school hours because of regulations and/or legal implications. This includes both classroom and clinical areas.**

## **ADDRESS AND TELEPHONE NUMBERS**

Current addresses and phone numbers of the student must be on file in the coordinator's office. Phone numbers of the school and clinical facilities will be provided to the student's family for emergency use only. If the student is needed while in the clinical area, the instructor is to be contacted and will then contact the student.

## **USE OF TELEPHONE**

Only in cases of emergency will students be called to the telephone during class periods. The office and counter telephone is for school business. A phone is provided in the main office for student use. All student phone calls must be from the student phone. Cell phones and pagers are not to be used on campus during the school day as they are a disruption and detrimental to the educational process. Violation of this policy will result in the cell phone being held in the office until the end of the day. Continued violation of this policy may result in disciplinary action.

## **LIABILITY INSURANCE**

All students are covered by general liability insurance.

## **READMISSION POLICIES**

### **1. Students terminated in satisfactory academic/clinical standing**

A student who has withdrawn from the program in satisfactory academic and clinical standing may submit a written request for readmission to the coordinator. Readmission is granted on the basis of space available and for one time only. A fee of \$250 will be assessed for reinstatement. The amount of tuition and fees due will be assessed by subtracting the amount previously paid from the current total program cost. Any student readmitted will be required to take an exam in any course already completed to demonstrate knowledge retention or may repeat the class. They will be required to complete the class if the exams are not passed with a score of 80% or above. If a student must repeat a class, they will be expected to be in attendance at each class session and they will be counted absent if not presents. The date they must return full time will be calculated by taking the date they withdrew and backdating the number of hours missed in the previous year of attendance.

### **2. Students Terminated for Cause**

A student who had been dismissed from the program, may petition for readmission by submitting in writing a request to the Director of Vocational Education. The petition will be submitted to a readmission committee composed of the Director of Vocational Education, The Cosmetology coordinator, and three other members not directly associated with the Cosmetology program. These additional; three members will be agreed upon by the Vocational Director, Cosmetology Coordinator, and the student. If approved, the student will be readmitted for this one time only. A fee of \$250 will be assessed for reinstatement. The amount of tuition and fees due will be assessed by subtracting the amount previously paid from the current total program cost. Any student readmitted will be required to take an exam in any course already completed to demonstrate knowledge retention or may repeat the class. They will be required to complete the class if the exams are not passed with a score of 80% or above. If a student must repeat a class, they will be expected to be in attendance at each class session and they will be counted absent if not presents. The date they must return full time will be calculated by taking the date they withdrew and backdating the number of hours missed in the previous year of attendance.

Any student that is readmitted will be required to complete the same requirements for graduation as do other members of the class to which they are admitted. They will also be required to follow the same policies and rules/regulations of the current handbook.

A student who attended under the secondary student status as the time of termination would be required to pay the readmission fee and the prorated tuition amount for the remainder of the class needed to fulfill completion requirements. The prorated amount will be based on the calculated return date.

### **WITHDRAWAL**

If a student wishes to withdraw from the program and also remain in good standing, he/she must contact the coordinator and submit in writing a statement that gives the reason for withdrawal. Any part of a student kit or any personal belongings that remain at the school 15 days after that student's termination/graduation will become the property of the school.

### **School Calendar**

**Holidays:** This program operates on the same schedule as the Poplar Bluff Public School System. On holidays that are observed by the Poplar Bluff R-1 School System, this program will not be in session.

**School Closings:** This program follows the Poplar Bluff Public School Policies regarding closing due to weather and road conditions. This information is relayed to the following media:  
TV: KFVS, Channel 12 and KPOB, Channel 15  
Radio: KKLR 94.5 FM, KJEZ 95.5 FM, KLID 104.3 AM, PBTCC Facebook Page



PBTCC  
School of Cosmetology  
Calendar  
Fall 2018 Class

Class meets daily 8:00-4:00, except Tuesday which meets 11:00-7:00.

8/6	First Day of Class (High School)
8/31	Collaboration Day*
9/3	Labor Day (no school)
9/?	First Day of Class (Sept Class Adults)
9/24	Collaboration Day*
10/25	Collaboration Day*
10/26	No School
11/19-23	No School Thanksgiving
12/19-1/2	No School Christmas Break
1/3	Classes Resume
1/21	No School Martin Luther King Day
1/22	Collaboration Day*
2/15	Collaboration Day*
2/18	No School President's Day
3/15	Collaboration Day*
3/25-29	No School – Spring Vacation
4/18	Collaboration Day*
4/19	No School – Good Friday
5/23	Teacher In-service
5/27	No School Memorial Day
6/14	Last day to fulfill 1220 hour (Sept Adults)

**\*Dates subject to change contingent upon any changes made to the Poplar Bluff R-1  
schedule/calendar.**

PBTCC  
School of Cosmetology  
Calendar  
Spring 2019 Class\*

Class meets daily 8:00-4:00, except Tuesday which meets 11:00-7:00.

2/7	1 <sup>st</sup> Day of Class
2/15	Collaboration Day*
2/18	No School President's Day
3/15	Collaboration Day*
3/25-29	No School – Spring Vacation
4/18	Collaboration Day*
4/19	No School – Good Friday
5/23	Teacher In-service
5/27	No School Memorial Day
5/28	Class Meeting time changes to 8:00-3:00 daily (6.5 hours clocked daily)
6/	Last day to fulfill 1220 hour (Sept Adults)
7/4	No School Independence Day
7/22-26	No School Summer Break (Summer Break date subject to change)
TBA	No School Teacher In-Service
TBA	Class meeting time changes to 8:00- 4:00 daily
9/3	No School Labor Day
10/30	1220 Class Hours Clocked*
11/15	Last day to fulfill 1220 hour requirement without penalty*

**\*Dates subject to change contingent upon any changes made to the Poplar Bluff R-1 schedule/calendar and adoption of the next school year schedule/calendar.**

**A Winder Class may be scheduled for October if enough interest is warranted.**

# **ESTHETICIAN HANDBOOK**

All policies and regulations stated in the preceding Cosmetology Handbook also apply to students enrolled and participating in the Poplar Bluff Technical Career Center Esthetician class. Exceptions to the policies which are specific to the Esthetician class are stated as follows.

## **OBJECTIVES**

1. Upon completion of the program students should be able to:
2. Perform those skills necessary for an entry-level position in the field of esthetics.
3. Communicate effectively with employers, employees, peers, and patrons in a constructive manner.
4. Develop an awareness of the scope of the esthetics field.
5. Recognize the need to continually up-grade individual skills and keep current with the changes in esthetics.
6. Learn to select wisely, care for, and use properly commercial products that are related to the application of beauty treatments.
7. To foster an appreciation of the contribution of the science of esthetics to progress in the fast moving beauty industry of today.
8. Perform their duties in a professional manner.

## **TUITION**

The total cost of the program for adults will be \$5,804 for an in district student and \$6,019 for an out of district student. This amount includes 1 smock/apron, 4 shirts, 1 kit, and a student license. A student's initial tuition entitles the student to attend classes for 7 ½ months. This time may vary depending upon factors that affect the school calendar. Each class will have a reasonable ending date established by the TCC director and cosmetology instructors. This date will be set before each class begins. If a student requires additional time due to absences, a fee of \$10.00 per hour will apply.

## **PLANNED CURRICULUM**

The first 75 hours of training will be conducted in the classroom with both theory and practical work on mannequins and on fellow students. Following the first 75 hours, the remaining weeks of the course are divided into 180 hours of theory and 495 hours of practical work in the clinic per week. Clinical work is done on patrons as well as on fellow students in a salon atmosphere under supervision and guidance from the instructor.

## **SUBJECTS**

E License  
(Esthetician)

- Facials, cleansing, toning, and massaging (120 hours)
- Makeup application (100 hours)
- Hair removal (30 hours)
- Body treatments, aromatherapy, and wraps (120 hours)
- Reflexology (35 hours)
- Cosmetic sciences, structure, conditions, and disorders (85 hours)
- Cosmetic chemistry, products, and ingredients (75 hours)
- Salon management and salesmanship (55 hours)
- Sanitation, sterilization, and safety (45 hours)
- State law (10 hours)
- Miscellaneous Lectures and Test Review (75 hours)
- Total Hours 750 hours

### **Esthetician Course Description**

Esthetician Students shall complete the following curriculum to be eligible for graduation:

#### **Facials, cleansing, toning, and massaging**

Students will be able to identify the histology of skin; cleanse the face; give a facial massage; give a basic facial; apply a facial mask; explain the purpose and types of facial treatment; and explain the purpose of a skin care machine.

#### **Makeup application**

Students will be able to identify the balance and shape of the face; determine correct color of base/foundation to be used; apply a daytime makeup; coordinate colors in make-up and clothes; apply evening make-up; apply individual lashes; apply strip lashes; and follow proper sanitation procedures.

#### **Hair removal**

Students will be able to apply wax depilatory; apply chemical depilatory; match types of hair removal to correct procedure; use implements correctly; and practice safety and sanitation measures.

#### **Body treatments, aromatherapy, and wraps**

Students will recognize advanced ingredients, explain how AHA's work, understand aromatherapy, describe spa body treatments, and identify clinical skin care procedures.

#### **Reflexology**

Students will study the treatment of the body through reflex points on the bottom of the feet and the palms of the hands.

### **Cosmetic Sciences, Structure, Conditions, and Disorders**

Students will describe the functions of the skin, explain the structure and layers of the skin, explain how the skin ages, identify common skin conditions and disorders, understand acne and the causes of the disorder, and know which disorders to refer to a physician.

### **Cosmetic Chemistry, Products, and Ingredients**

Students will define chemistry; identify the physical properties of matter; describe the properties of common elements, compounds, and mixture and explain acidity and alkalinity.

### **Salon Management and Salesmanship**

Students will describe procedures to open and operate a salon; identify regulations and applicable laws; demonstrate methods of advertising and techniques for managing a salon; perform procedures for appointment booking; demonstrate good telephone communications skills and how to sell services and products; and keep client records.

### **Sanitation, Sterilization, and Safety**

Students will define sanitation terminology; apply methods of sanitation and sterilization; identify physical and chemical agents; explain sanitizing procedures; demonstrate public sanitation (hand washing, clean restrooms, disposable towels, etc.); mix proper percentage solutions for manufacturer's recommendations and identify disinfectants and antiseptics commonly used in salons.

### **State Law**

Students will explain the purpose of state law regarding cosmetology; read state law requirements and regulations; and demonstrate adherence to current state laws.

### **Miscellaneous Lectures and Test Review**

These hours will be used for overall review preparation for the State Board Exam, and will be individually adapted to subject areas in which the students are weakest.

### **Daily Schedule**

Students in the Esthetician Class attend classes Tuesday – Friday. One day will be designated as a late start and ending. For the most current daily schedule, contact the cosmetology office or refer to the current year student bulletin.

### **PBTCC Esthetician Calendar**

Class meets 25 hours per week. The PBTCC Cosmetology Coordinator will determine daily class schedule prior to the start of a specific class. Refer to program coordinator for more details.

Calendar TBA and will coordinate with the Poplar Bluff R-1 calendar.

# INSTRUCTOR TRAINEE HANDBOOK

All policies and regulations stated in the preceding Cosmetology Handbook also apply to students enrolled and participating in the Poplar Bluff Technical Career Center Esthetician class. Exceptions to the policies which are specific to the Esthetician class are stated as follows.

## **OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communication skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching: writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction, measuring student achievement, supervising clinic operations and maintaining required student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions and procedures.

## **TUITION**

The total cost of the program for adults will be \$4,460 for an in district student and \$4,631 for an out of district student. This amount includes 3 shirts, books and a student license. A student's initial tuition entitles the student to attend classes for 6 ½ months. This time may vary depending upon factors that affect the school calendar. Each class will have a reasonable ending date established by the TCC director and cosmetology instructors. This date will be set before each class begins. If a student requires additional time due to absences, a fee of \$10.00 per hour will apply.

## **PLANNED CURRICULUM**

The first 75 hours of training will be conducted in the classroom with both theory and practical work by preparing lesson plans. Following the first 75 hours, the remaining weeks of the course are divided into theory and practical work in the clinic every week. Clinical work is performed by instructing students in theory in the classroom as well as practical instruction on the clinic floor in a salon atmosphere under constant supervision and individual guidance from the instructor.

## **SUBJECTS**

200 hours to be devoted to basic principles of student teaching to include teaching principles, lesson planning, curriculum planning and class outlines, teaching methods, teaching aids, testing and evaluation;

50 of psychology as applied to cosmetology, personality and teaching, teacher evaluation, counseling, theories of learning, and speech;

50 of business experience or management including classroom management, record keeping, buying and inventorying supplies, and state law; and

300 hours of practice teaching in both theory and practical application.

## **INSTRUCTOR TRAINEE COURSE DESCRIPTION**

Instructor Trainee Students shall complete the following curriculum to be eligible for graduation:

### **THEORY – CLASSROOM INSTRUCTION**

Orientation, State Laws and Regulations, First Aid, Career and Employment Information, History of Teaching, Industry Needs, Fundamentals of Business Management and Communication Skills.

### **MASTER EDUCATOR – EDUCATOR RELATIONSHIPS**

Organizational Requirements, Professional Image, Effective Communications and Human Relations, Interpersonal Skills and Professional Conduct, Work Habits, Position Descriptions, Performance Assessment, Professional Development

### **DEVELOPING A PROGRAM OF STUDY**

Curriculum Development, Advisory Council, Course Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Learning and Preparing Lesson Plans, Principles of Teaching, Planning, Analysis, Implementation, Benefits, Course Review

### **EDUCATIONAL AIDS**

Videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies, CD-ROM

### **TEACHING SKILLS – PRESENTATION TECHNIQUES**

Communication Skills, Generational Skills, Presentation Skills, Motivation, Openings, Closing, Varying the Stimuli, Research Topic, Examples, Analyzing Learners

## **CLASSROOM MANAGEMENT**

Classroom Atmosphere, Professionalism, Principles of Learner Behavior, Academic Advising, Counseling, Classroom Environment, Classroom Arrangement, Administrative Responsibilities

## **DYNAMIC CLINIC**

Clinic Philosophy, Teamwork, Reception Desk, Effective Dispensary Procedures, Record Keeping, Client Communication, School Promotions, Down Time Activities, Zone Teaching, Supervising Multiple Students, Educator Tools, Supervision of Clinic Sanitation and Client Safety

## **EVALUATION AND TESTING**

Grading Procedures, Grading Styles, Written Grading Methods, Performance Evaluations

## **TEACHING AND LEARNING METHODS – LEARNER RESULTS**

Teaching to Diverse Learning Styles, 4MAT Cycle, Lecture, Demonstration, Group Discussion, Role Playing, Window Panning, Field Trips, Guest Speakers, Mind Mapping, Concept Connectors, Visualization, Games, Group Synergy, Competitions, Special Learner Needs, Learner Barriers, Study Skills

## **LICENSURE AND EMPLOYMENT REQUIREMENTS**

Preparing for Licensure, Job Seeking, Targeting the School, Employment Interview, Compensation Packages and Payroll Deductions

## **MISCELLANEOUS**

Remaining hours to be applied by Instructor to strengthen student performance.

The above requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The miscellaneous hours are to be applied as needed in curriculum related areas.



Poplar Bluff Technical Career Center  
Cosmetology Student Handbook  
Statement of Understanding  
2018-2019

I, \_\_\_\_\_  
(Print name on line above)

Certify that I have read and understand the student handbook furnished by the  
Poplar Bluff School District R-1 Technical Career Center.

My signature below demonstrates receipt of student handbook including district  
policies and I agree to comply with the standards and rules set forth therein. I  
understand that failure to comply with the policies established and set forth by the  
Poplar Bluff R-1 Board of Education may result in disciplinary action and/or  
dismissal from the Poplar Bluff Technical Career Center programs of study.

Disciplinary, technology usage, and attendance policies are found within the  
handbook.

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

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Date

The district may use your image in either photographs or video clips to publicize  
events taking place at the school or may provide this information to media sources  
to publicize your participation, awards and accomplishments in school events.  
Should you object to the Poplar Bluff R-1 School district and/or the Poplar Bluff  
Technical Career Center using your image or voice in this manner **please notify  
the Poplar Bluff Technical Career Center in writing.**