



COSMETOLOGY ACADEMY
Addendum to Adult Education
Student Handbook
2020-2021



September 14, 2020 – June 2022
Monday – Thursday 4:00 pm – 9:00 pm

Cosmetology Academy Addendum to Adult Education Student Handbook

Welcome to the Cosmetology Academy at Polaris Career Center

Polaris Career Center is a vocational school district located in Cuyahoga County, offering post-secondary career-training for adults and high-school training for students in grades 7-12. Each program features comprehensive, hands-on training for adults who are just starting a career, who are in job transition, or who want to upgrade their existing skills to remain competitive. Gainful employment information for the Cosmetology Academy is available at polaris.edu/jobtraining.

The school offers quality instructors, certified by the Ohio Department of Education, who follow industry guidelines from the Ohio State Cosmetology and Barber Board. The Cosmetology Advisory Council, consisting of local personal care & service businesses and employers, meet twice a year to review the program. Cosmetology Academy students will train in a newly-renovated classroom and lab while serving work-based experience in the school's Salon Allure. The salon serves the public, offering hair, skin and nail care services during the school year.

The Adult Education Job & Career Training programs at Polaris Career Center are designed to prepare students for meaningful careers in today's leading occupations.

The Cosmetology Academy Addendum to the Adult Education Student Handbook is designed to provide the Ohio State Cosmetology and Barber Board standards and requirements for the cosmetology student.

BENEFITS OF JOB & TRAINING PROGRAMS

During instruction or upon completion of any Job & Career Training program, students receive:

- **Career Portfolio** – documentation of student's capabilities
- **Certificate of Completion** - 90% attendance and a grade of C (70%) is required
- **Job Search Assistance** – Students are provided employability training that consists of job search techniques, resume writing, interviewing skills and general work ethic. Students create an Ohio Means Jobs website account to assist in their job search. Upon completion of the program, students complete an online exit form provided by Polaris's Office of Corporate & Community Partnership Department. This allows students to receive job leads in the field via email. Employment is not guaranteed.
- **One-Year Option College Credit** – upon course completion and successful passing of the licensure exam.
- **Industry Recognized Certifications/Licensures** – passing scores required for the Ohio State Cosmetology and Barber Board Exam

- **Academic Counseling** - The Adult Education Workforce Counselor works with each student throughout the year to assist them in achieving success with their program and career goals. Barriers to success are identified and goals for overcoming these obstacles are set. Students learn to understand their learning style and suggestions are presented for developing solid study and test-taking skills. Developing and meeting both short-and long-term goals culminates in a rewarding career in cosmetology.
- **Individual Assistance** - Individual appointments to discuss academic, career or personal/social concerns with the Adult Education Workforce Counselor may be arranged directly with the Workforce Counselor. On occasion, instructors may also refer students for individual assistance to address concerns. Information discussed in private will remain confidential unless students are in danger of hurting themselves or additional assistance is needed. Contact: Bill Novak, Adult Education Workforce Counselor, at 440-891-7623 and bnovak@polaris.edu.

ACCREDITATION

Polaris Career Center is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Ste 325, Atlanta, GA 30350, Telephone: 770.396.3898 / FAX: 770.396.3790, www.council.org.

GOVERNING BODY

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

MISSION STATEMENT

Inspiring our students to achieve career success

POLARIS VALUES

- **Career Pathways** – Polaris will provide the support needed to ensure students achieve success in their chosen career.
- **Customer Service** – Polaris will serve their students in a professional and positive manner, consistently exceeding student expectations.
- **Operations** – Polaris will manage financial and human resources responsibly to meet the need of our students.
- **Student Learning** – Polaris will challenge its students to reach their full potential.

Cosmetology Academy Overview – Fall 2020 Evening

SCHEDULE

Monday – Thursday 4:00 PM – 9:00 PM

September 14, 2020 – June 2022 (approximate ending date)

1500 Hour Program (80 Weeks)

Ohio State Board Cosmetology Exam – Upon completion of 1500 hrs

No classes on the following dates:

Polaris Career Center							Master Calendar 2020-2021																																																																																																																																											
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2020-2021

Other dates in 2nd academic year TBD

TUITION & OTHER EXPENSES

Total Program Cost: \$14,695 - Includes the following:

Tuition - \$13,711

Books & Supplies - \$932

Materials & Assessments - \$52

Cost includes textbooks, tool kit with mannequin, nail kit and smock.

Additional cost for uniform and licensure examination fee.

Exam Fee: \$40.00 Exam No-Show \$45.00

Work Permit \$10.00 Initial License Fee \$45.00 License Renewal \$55.00

COSMETOLOGY CURRICULUM

Not necessarily taught in this order

Orientation	Manicuring/Pedicure
Sanitation & Bacteriology	Salon Business
Shampooing	Chemical Relaxing
Skin & Hair Analysis	Wigs
Basic Hairstyling	Artificial Lashes/Extensions
Basic Haircutting	Advanced Hairstyling
Hair Coloring & Lightening	Advanced Haircutting
Scalp Treatments	Review of all subjects (theory)
Permanent Waving	Cosmetic Chemistry
Facial & Massage	Eyelash Extensions

ADMISSION

The Polaris Adult Cosmetology Academy is a State Board Cosmetology and Barber Board approved training program for students at least 17 years of age. Students must be a high school graduate or possess a GED. See page 78 for the school's Admission Requirement and Admission Policy.

COURSE GOALS

The major goals of the Cosmetology Academy ask students to:

Complete the program within the given timeframe with the knowledge, experience and skills of a cosmetologist.

Obtain credentialing in the cosmetology field through the State of Ohio Board of Cosmetology license.

Acquire the needed skills, abilities, and manner to be competitive for entry-level opportunities in the cosmetology industry.

COURSE INSTRUCTORS Can be reached at 440-891-7600 ext. 7659

Kay Wakut kwakut@polaris.edu

COURSE DESCRIPTION

The Cosmetology Academy program prepares students for careers in this in-demand field. Students gain hands-on experience in the Polaris Career Center's Salon Allure while obtaining the industry knowledge necessary to sit for the Ohio State Board Cosmetology license. Students acquire skills commonly used in cosmetology, such as dispensary operations, sanitation, reception duties, and salon management. Emphasis will be placed on the hands-on practice of scalp care and hair treatments, shaping and cutting hair, styling hair, permanent waving and relaxing, hair coloring, highlighting and toning, manicuring and pedicuring, facial treatments, wig and hairpiece care, and employability skills. The following are some of the career options (state license required) cosmetologist, color technician, perm specialist, haircutting specialist, esthetician, nail technician, platform artist, and equipment sales.

Theory - Each class begins with a review of prior learning. New information is then presented through instructor lecture using whiteboards, Power Point slides and video or computer software. Textbook(s), pencil/pen, notebook paper are required. Students are also required to participate in discussion and take notes from lecture.

Lab/Clinic - Students will take their theory learning into the lab to practice hands-on skills. The instructor will begin by providing a whole-class demonstration. Students will work independently on skills while the instructor circulates throughout the lab.

Homework & Study Time - Students are required to do readings, complete assignments and study during class time. Homework does not need to be done outside of class if a student actively works and studies during scheduled class time.

Distance Learning – Student has the opportunity to earn 90 hours of Theory using the Milady Online Licensing Preparation. (Note: this is not a requirement)

Grading Scale

Theoretical and practical evaluations and tests will be conducted regularly. A student's academic progress will be measured according to the following scale:

90 - 100% - A = Outstanding

80 - 89% - B = Above Average

70 - 79% - C = Satisfactory

60 - 69% - D = Below Average

Below 60 - F = Unsatisfactory

I = Incomplete

WORK-BASED ACTIVITY

Students are to complete a work-based activity at the on-site salon with client from the general public. Students will receive a work-based activity handbook from their instructor with further information.

TEXTBOOKS

The course textbook is Milady's Standard Cosmetology including the workbook. It follows a sequence from primary subject to advance in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice, and written and practical testing.

Milady Standard Cosmetology (Hardcover)

ISBN: 9781285769417

Milady Theory Workbook (Softcover)

ISBN: 9781285769455

Milady Practice Workbook

ISBN: 9781285769479

Exam Review

ISBN: 9781285769554

Ohio Licensing Preparation Printed Access Card

ISBN: 9781285769790

STUDENT KIT

Students are responsible to secure their own kits and materials. Lockers are available. The student must replace all lost items within one week. If the student believes items have been stolen, he/she must report the items immediately to the instructor, who will then inform administration.

UNIFORMS AND PERSONAL APPEARANCE

Students are required to wear a black scrub top (shirt) and black scrub bottom (pants), and comfortable black shoes. This uniform must be purchased by the student and worn at every class period. Uniforms are to be kept clean and neat. A smock is part of the student kits. No additions or substitutions are allowed. Uniforms, personal appearance and conduct are monitored daily and will count as a professionalism grade. Students must be in dress code to be admitted to class or lab.

NOTE TO STUDENTS: If a student is not in proper departmental attire, (uniform, shoes) they cannot clock clinic hours.

Cleanliness and good grooming are an integral part of the cosmetology profession. The student will adhere to the following guidelines for personal appearance:

- **Personal hygiene** - Daily bathing, use of deodorant or antiperspirant is essential. No strong cologne or after-shave.
- **Hair** - Shampooed as necessary to keep it looking clean. Hair should be styled in a neat simple style, off the face and shoulders. Appropriate hair accessories. NO headgear such as hats or bandanas.
- **Fingernails** - Nails no longer than the tips of the fingers, no chipped polish, and clean under the free edge.

STATE REQUIREMENTS FOR THE OHIO STATE COSMETOLOGY AND BARBER BOARD EXAM

In order to work as a cosmetologist in a licensed cosmetology salon, in the State of Ohio, an individual must possess a Cosmetology License. To obtain such a license, an individual must take, and pass, a written and practical examination conducted by the State Board of Cosmetology, at their location in Grove City, Ohio.

Applicants for this examination must possess at least a 10th grade education, or its equivalent, and are at least 17 years old. They must have completed the cosmetology course, which includes 750 hours of student practice and clinic experience, 375 hours in theory, which consists of bookwork and lecture, and 375 of Flexible Learning hours which follow the guidelines of the program for a total of 1500 hours.

State board presently requires a combined (written and practical) score of 75% or higher to pass the state exam.

1500 Hour Cosmetology Curriculum

1500 Hour Cosmetology Curriculum	1500 Hour	Clinic	Theory	Distance Learning
Subject Area	Core	50% Core	25% Core	Theory 60%
1. Infection Control & Principles/Practices				
· Bacteriology	60	30	15	50
· Dispensary Requirements & Operations				
2. Properties of the Hair & Scalp				
· Trichology				
· Draping Techniques/ Client Protection	120	60	30	100
· Shampoos/Rinses/Treatments				
· Disorders/Diseases/Conditions				
· Chemistry (Basics/pH)				
3. Hair Procedures & Practices				
· Styling & Finishing (Roller Setting/Hair Molding)				
· Thermal Styling (Thermal Iron/Straightening/Blow-dry Techniques)	460	230	115	300
· Formal Styling (Braiding/Wigs/Hair Pieces & Hair Additions)				
· Haircutting Basics				
· Haircutting Techniques & Tools (Shears/Razor/Texturizing/Clippers/Trimmers)				
4. Chemical Procedures & Practices				
· Chemical Texturizing (Permanent Wave/Chemical Relaxers/Curl Re-forming/ Corrections)	480	240	120	300
· Hair Coloring (Dimensional Coloring Techniques/ Corrections)				
5. Manicure & Pedicure Procedures & Practices				
· Structure of Nails (Anatomy of Bones, Skin and Muscles)				
· Diseases, Disorders, and Conditions				
· Basic Manicure and Pedicure	120	60	30	100
· Manicure and Pedicure (Tools/ Equipment)				
· Hand/ Arm/ Foot/ Leg Massage				
· Artificial Nail Enhancements / Maintenance				
6. Skin Care Procedures & Practices				
· Skin Theory (Anatomy of Skin/Body Systems/Cells/ Tissues)				
· Diseases, Disorders, and Conditions	90	45	22.5	50
· Basic Facials (Techniques/Treatments/Hair Removal)				
· Relaxation Treatments/ Health History				
				0
7. Artificial Lashes/Extensions	8	4	2	
8. Facial Make-Up				
Brow Tinting	22	11	5.5	0
9. Salon Operations & Communication Skills				
· Salon Operation & Management (Sales/Consultation/Career Development/Professional Image)	120	60	30	0
· Communication Skills (Listening Skills/Product & Service Education/Consultation)				
10. Cosmetology Laws & Rules				
· Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement	20	10	4	0
· Continuing Education / Policies & Procedures				
11. Human Trafficking			1	0
Total	1500	750	375	900
Flexible Learning Hours		375		
Salon Visit				
1) For each salon visited, an individual holding a current, valid license must complete and sign a board-approved form documenting the details of the visit; 2) Any such forms must be submitted to the board as part of the student's certified training record under rule 4713-5-11 of the Administrative Code. Not a requirement.			10	
Revised 9/15/2020				

SALON VISITS

Students may earn up to ten (10) hours to students for educational salon visits under the following conditions:

For each salon visited, an individual holding a current, valid license must complete and sign a board-approved form documenting the details of the visit.

WORK PERMIT

Upon successfully completing 1500 hours of cosmetology curriculum at Polaris Career Center, the student may apply to the State Board of Cosmetology for a work permit. This enables the student to work in a salon until the scheduled State Board of Cosmetology Exam. The student pays the work permit fee.

Items needed for the work permit application include: A copy of the student's driver's license or photo ID, proof of tenth grade education, work permit application and fee.

ATTENDANCE

Polaris follows all prescribed State Board of Cosmetology guidelines. Specifically, students may earn hours only while under the supervision of a Polaris Cosmetology Academy teacher.

Attendance of 100% is expected. Attendance of 90% is required for completion of the Polaris program. For attendance that falls below 90%, see the SAP (Student Academic Policy) in the Adult Education Handbook and the description of the Unofficial Withdrawal Policy. After 1500 hours of scheduled program hours, and the student has not been present 100% of the time (i.e. attendance falls between 90% - 99%, the student may continue to attend class (up to 150 hours of additional class time is available) in order to reach 1500 hours and apply to sit for the exam.

Sign In/Out Sheets

- Students must sign in when first arriving in the classroom. This signature provides evidence for reporting purposes that the student was in attendance and in the school facility at a specific time and day.
- Students may not sign in for another student.
- Signatures must be legible and written using a pen.
- Students must accurately record the time they arrived according to the digital clock sitting near the sheet.
- Students must sign out at the end of class.
- Students leaving early must notify the instructor and accurately record the departure time.
- **The Cosmetology Academy rounds sign-in and sign-out times to the nearest 15 minutes (i.e. 4:00, 4:15, 4:30, 4:45).**
- Instructors are responsible for maintaining the accuracy of Sign In/Out sheets.
- Following regulations, students are not permitted to "bank" extra time by arriving early or staying after their official course time.
- Sign In/Out sheets will be recorded in Achademix by the Adult Education office.

Absences

- Students must inform the instructor of special circumstances prior to an absence.
- Students must assume responsibility for obtaining curriculum content missed during absence from class.
- If an exam is missed due to an absence, the exam must be made up on the first day back to class. It is the student's responsibility to arrange make up of exam(s) with the instructor.
- Appointments with physicians, dentists or other personal business should be scheduled for hours outside of regular school hours. In the event that an appointment is scheduled within school hours, the student will be marked absent for that portion of the day that was missed. There are no exceptions.

PROFESSIONAL SAFETY

Safety in the work place is very important. Students are trained in safety and sanitary procedures for their own protection and that of their clients. Safety and sanitary rules include: reading and following manufacturer's directions; wearing protective gloves, masks, etc. when necessary; keeping floors clear and dry; securing sharp or hot tools; keeping a first aid kit available; preventing the spread of disease through proper disinfection techniques; and maintaining good posture.

COSMETOLOGY ACADEMY REGULATIONS

1. Students will follow all instructors' requests. Each student will be required to serve as a model for practice on fellow students. Students are not required to have permanent chemical services or to have their hair cut by other students.

2. Students may not visit with one another while working on patrons or visit with any students during their customer service assignments.
3. Students must have their instructor's **prior permission to assist** another student with customer service.
4. No food or drink are permitted in the classroom or salon area.
5. Students must have their instructor's permission to leave the department/ classroom.
6. NO PURSES are allowed in the salon or classroom. Students are responsible for their own personal valuables. Lockers are available for the students' personal items.
7. Students will be responsible for the comfort and security of his/her patron at all times, including fire and tornado drills.
8. Please note: No cell phone use without permission from the instructor.
9. All cosmetology students will enter and exit the department through the theory room door.
10. Students are permitted in the instructor office when their instructor is present or with the instructor's permission.
11. The reception area is a place of business. Professional, business-like demeanor is required at all times. Only students assigned to the reception desk are to be in this area.

PROFESSIONAL ATTITUDE AND BEHAVIOR

1. **Appropriate communication**
 - No slang or swearing
 - Correct grammar
 - Professional tone of voice
 - No inappropriate gestures
 - No gossip
 - No discussions of inappropriate nature — the client is always listening
2. **Ability to take direction and accept criticism**
3. **Honesty.**
4. **Enthusiasm**
5. **Compassion**

ACCESS TO STUDENT RECORDS **PROCEDURE**

Specific Operational Tasks

The procedure for access to student records, in compliance with the Family Educational Rights and Privacy Act, (FERPA) govern access to student education records and identify the procedures students may follow to obtain or restrict access to his/her education records as listed on the Polaris Career Center Adult Education FERPA form.

The Adult Education Administrative Coordinator is responsible for the compliance with these procedures. Current records are maintained in fireproof, locked filing cabinet in the storage room. The key is kept in the locked key box located on the storage room wall. The key box access is limited to designated personnel: Administrative Coordinator, Transition Coordinator, Financial Aid/Student Services Coordinator, Workforce Counselor, Director of Adult Education and Secretaries.

Step-by-Step Instructions

1. The student requests access to his/her record in-person in the Adult Education office.
 2. The student must produce a photo state ID.
 3. The student identifies the record(s) he/she would like access to.
 4. The Administrative Coordinator permits the student to view the requested record in front of him/her.
 5. The student signs the Student Record Access Log.
- Copies of requested records are given to the student.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

JOB SEARCH ASSISTANCE

Adult Education Job & Career Training Program students are provided with employability skills training that consists of job search techniques, resume writing, interviewing skills, and general work ethics. Job search assistance, through the Corporate and Community Partnerships, is available to students. All students are required to register through the Ohio Means Jobs website as part of their program. It is recommended students use this website with their job search.

Employment is not guaranteed. Students can access job opportunities through the Polaris Career Center Corporate and Community Partnerships and the Ohio Means Jobs website.

Ohio State Cosmetology and Barber Board ENROLLMENT INFORMATION

To enroll in the cosmetology program, State Board needs the following information:

Student First Name _____

Student Middle Initial _____

Student Last Name _____

Date of Birth _____

Social Security Number _____

Home Address _____

City _____

State _____

Zip Code _____

Preliminary Education _____

Address of Polaris Board Office _____

Highest grade completed to date _____

STUDENT STATEMENT

PLEASE RETURN THIS FORM TO YOUR COSMETOLOGY ACADEMY INSTRUCTOR BY THE END OF THE FIRST WEEK OF SCHOOL.

I have read, understand, and accept the policies stated in the *Polaris Career Center Cosmetology Academy Addendum to the Adult Education Student Policies & Financial Aid Consumer Handbook*. I herewith agree to abide by its contents. I will offer my continued support to the instructor for the best possible education.

Student signature _____

Date _____

STUDENT AGREEMENT FOR RECEIVING COSMETOLOGY SERVICES BY CLASSMATES MONITORED BY THE INSTRUCTOR.

I _____ give my permission to have the following procedures performed on my hair/nails/skin worked on in a teaching situation with the understanding that the best possible care and instruction will be given with good judgment. I give permission to receive:

Hair color _____

Permanent wave _____

Relaxer _____

Artificial nail enhancement _____

Haircuts _____

Student signature _____

Date _____