

COSMETOLOGY

Student Handbook



2021-2022

May 2021

Dear Parent/Guardian:

We know it is early to be thinking about next school year, but some planning now and during the summer will help get the school year off to a great start.

Enclosed are the Cosmetology Policies and Procedures Handbook, which include our program description and requirements. **Please read through this with your child prior to the beginning of the school year. Sign and date page 5 and send it with your child the first day of school.**

Cosmetology has taken on many changes at the state level. Some of the changes will be reflected in the handbook. The most significant are the required 1500 clock hours and the academic credits required to complete the program. **Good attendance is essential to the successful completion of this program.** The four academic credits required by the State Board of Cosmetology should be planned with your counselors. The state has mandated that these credits must be earned **while enrolled** in the two year cosmetology program. Students need to work with their counselors in regards to class scheduling of these required credits. Passing grades for the junior and senior year of cosmetology theory and lab, academic classes and the completion of the 1500 clock hours are required for **eligibility to take the state board exam for licensure. Seventy-five percent or higher is presently the percent needed to pass the state exam and be licensed.**

Cintas is our uniform provider. Please see attached paper for more information. Uniform pants are not included in the Cintas order but they **are to be purchased** on your own. They are required to be hemmed to a professional length to project neatness and good grooming. Shoes need to be **professional black leather** clinic shoes. Please see uniform information sheet. **All students need to wear their uniform and shoes to school the first day. Anything other than the uniform purchased will not be allowed to be worn at any time.**

Also enclosed is the kit information and pricing. This kit must be ordered no later than July 1, 2021. Please be sure you are using the correct **junior kit** order form for your **dominant hand of right or left handed.** You must have a kit to perform lab skills and earn grades.

Items you will need daily for theory class use and should be brought the first day are:

Three ringed notebook with approximately 30 dividers and labels

Lined loose notebook paper

Black and red pens

#2 pencils

Highlighters (3-4)

3x5 lined index cards

We plan to call each incoming student before the first day of school. If you have questions we will try to answer them at that time. You will receive information regarding registration this summer.

Have a good summer! We look forward to meeting you in August.

Sincerely,

Stephanie Fuerst
Program Instructor

Ramona Hasan
Program Instructor

TABLE OF CONTENTS

| | |
|----------------------------------------|---|
| INTRODUCTION | 1 |
| PROGRAM OBJECTIVES | 1 |
| COSMETOLOGY CURRICULUM | 2 |
| EXPENSES | 3 |
| DEPARTMENTAL POLICY | 3 |
| TOOLS AND EQUIPMENT | 4 |
| STUDENT DRESS | 4 |
| ATTENDANCE | 4 |
| INSTRUCTORS OFFICE | 4 |
| THE RECEPTION AREA | 4 |
| WORK PERMITS FOR SENIOR STUDENTS | 4 |
| FAMILY SERVICE POLICY | 5 |
| STUDENT/PARENT STATEMENT | 5 |

INTRODUCTION

WELCOME . . .

The Polaris Cosmetology program is a State Board of Cosmetology and Barber approved training program for students entering their junior year. Students who enroll should have a strong interest in becoming a cosmetologist and possess the ability to meet the licensing requirements of the State Board of Cosmetology and Barber.

Successful students have a strong desire to learn, are able to work well with others, and have the ability to develop and demonstrate self-control.

Successful students become professional cosmetologists with poise and a confident demeanor. Good grooming, professional personal appearance, and the ability to develop positive communication skills are emphasized throughout the training.

PROGRAM OBJECTIVES

The training objectives are as follows:

1. To train men and women to meet the legal standards set up by the Ohio Department of Education, State Board of Cosmetology and Barber and our approved course of study.
2. To qualify, graduates must meet the standards set up by the State of Ohio's Department of Licenses.
3. To maintain maximum efficiency and safety for the public through the proper use of equipment and cosmetics.
4. To train graduates for employment in cosmetology.
5. To place particular emphasis on what is a unique and interesting facet of the cosmetologist's training through a program of personal development. The cosmetologist is encouraged to bring out the best features of their personal appearance, to cultivate a positive attitude that will provide them with *tolerance, tact*, a sense of humor and an attractive smile, and to make adjustments to their lives that will enable them to handle new challenges.

COSMETOLOGY CURRICULUM

The first year is designed to **teach the basic fundamentals of cosmetology.**

In the second year, student responsibilities are expanded by working with customers, improving customer contacts, developing salon management skills, reviewing all theory and refining lab skills covered during the first year.

Four specific academic credits required by the State Board of cosmetology and Barber and Department of Education should be planned with your counselor. **These are mandated classes and must be taken while enrolled in the two year cosmetology program.** Please be aware of this important requirement and your credit standing. With successful completion of the two year program, academic credits and completion of 1500 clock hours you will be eligible to apply to take the state board exam for licensure.

Cosmetology Outline

| | |
|---------------------------|----------------------|
| Professional Development | Chemical Texturizing |
| Salon Ecology | Haircoloring |
| Anatomy and Physiology | Nail Theory |
| Electricity and Chemistry | Nail Care |
| Salon Business | Trichology |
| Design Decisions | Skin Care |
| Haircutting | Hair removal |
| Hairstyling | Skin Theory |
| Wigs and Hair Additions | |

EXPENSES

Each student will be required to purchase **and/or** pay school fees for the following:

Junior Year

Student Kit/Mannequins
Textbook & workbooks
Lab fee
Uniforms

Senior Year

Mannequins
Lab fee
Uniforms

THE PRICES ON THE ABOVE ITEMS CHANGE WITH EACH SCHOOL YEAR!!

DEPARTMENTAL POLICY

1. Students will follow all instructors' requests.
2. 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.
3. Students **may not** visit with one another while working on patrons or visit with any students during their customer service assignments.
4. Students must have their instructor's **prior permission to assist** another student with customer service.
5. Food, gum or candy is not permitted in the **lab, clinic or classroom area.**
6. Students must have a pass from their instructor to leave the department/classroom.
7. Personal belongings, academic and cosmetology books must be kept in the lockers.
8. **NO PURSES** will be allowed in the lab classes. Students are responsible for their own personal valuables.
9. Students will be responsible for the comfort and security of his/her patron at all times, including fire and tornado drills.
10. **Cell phones are not permitted in the classrooms/Lab.** They will be collected at the door. If student fails to comply, the phone will be sent to the office for pick up at end of the day.

TOOLS AND EQUIPMENT

Students are required to have their tools/kit in class daily. Students are responsible to secure their own kits and materials. Please keep your property locked and secure. **The student must replace all lost or stolen items within one week.** Not being prepared with tools/kit in class will result in removal from class and assigned written work. This results in lost lab credit for the day.

STUDENT DRESS

ALL STUDENTS enrolled in the Cosmetology program shall be required to be dressed in a clean, sanitary uniform of the style and color of their class. The uniform jacket is mandatory and a required piece for your state board exam dress. This is your official uniform. No additions or substitutions will be permitted.

CLEAN, black leather uniform shoes must be worn at all times. Socks must be worn at all times.

NOTE TO PARENTS AND STUDENTS: If a student is not in proper departmental attire, the student will be required to do *written cosmetology* work and will not receive that day's lab credit or clock hours.

ATTENDANCE

The State Board of Cosmetology and Barber requires a student to complete 1500 clock hours, passing grades in cosmetology theory and lab and their academics to be eligible to take the state exam. Students are required to earn a 75% or higher on their state exams to pass and be licensed. Attendance is one important supportive component to help achieve that. If student does not pass Theory and or Lab their junior year, they are not accepted into the program for their senior year.

Please note: Polaris follows all prescribed State Board of Cosmetology and Barber guidelines. Specifically, students may earn credits/clock hours only while under the supervision of a Polaris cosmetology teacher.

THE RECEPTION AREA

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.

WORK PERMITS FOR SENIOR STUDENTS

Upon successfully completing cosmetology, the four required academic class credits and their 1500 clock hours the senior student may apply to the State Board of Cosmetology and Barber for a work permit. This enables the student to work in a salon until the next scheduled State Board Exam.

License applications require: Fee information will be given to you closer to completion of the program. License applications are completed online at the end of the senior year upon completion of hours.

STUDENT/PARENT STATEMENT

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

I have read, understand, and accept the policies stated in the Cosmetology Policy and Procedure Manual. I herewith agree to abide by its contents. I will offer my continued support to the instructor for the best possible education of my son/daughter.

_____ **Date** _____
Signature of Parent/Guardian

I have read, understand and accept the policies stated in the Cosmetology Policy and Procedure Manual. I herewith agree to abide by its contents.

_____ **Date** _____
Signature of Student

TO PARENTS/GUARDIANS

I _____ give my permission for
Parent/Guardian

_____ to have his/her hair worked on
Student's Name

in a teaching situation with the understanding that the best possible care and instruction will be given and acted upon with good judgment.

I give permission also for _____ to receive:
Student's Name

color _____ perm _____ artificial nails _____ Haircuts _____

_____ **Date** _____
Signature of Parent/Guardian

Comments:

Student Records, Required Cosmetology Release

Student's Name _____ School _____

Program _____ Student Social Security _____

Name of Parent or Guardian _____
Last First Middle

Address _____ Phone _____

We will compile a cumulative record of the cosmetology level I and level II student's career-technical skills and academic performance at semester and end of the school year. This information is to meet the **Ohio State Board of Cosmetology and Barber requirements** of competency attainment and examination for licensure. Do we have your permission to share this information with the Ohio State Board of Cosmetology and Barber in order for your son/daughter to be eligible for the licensing exam?

Student Signature

Date

Approval is granted to release the above grades to the Ohio State Board of Cosmetology and Barber.

Parent/Guardian Signature

Date

MARIANNA
STUDENT KIT ORDER FORM

SCHOOL NAME: Polaris Career Center

Kit Number: 23825 - Jr Kit (Right Hand)

School Ship to Address: 7285 Old Oak Blvd

Price: \$353.53

City: Middleburg Hghts State: OH Zip: 44130

Shipping/Handling: \$15.00

Phone: 440-891-7600 Fax: _____

Tax (if applicable): _____

CUSTOMER ACCOUNT NUMBER: 13647

TOTAL: \$368.53

ACCEPTED FORMS OF PAYMENT:

Visa/Mastercard/American Express/Discover

Cashier's Check/Postal Money Order

Cardholder Name: _____

If paying with cashier's check or money order, please make payable to:

Billing Address: _____

MARIANNA

Credit Card Number: _____

11222 I STREET

Exp. Date: _____

OMAHA, NE 68137

Security Number/CVV: _____

Cardholder Signature: _____

Cardholder Phone Number: _____

This transaction will appear on your credit card statement as billing to Marianna Industries, INC

NO REFUNDS ON KITS ONCE PURCHASED

I understand this kit purchase will be shipped directly to the school in the name of the kit owner.

Print First and Last Name of Student: _____

Student's Signature: _____



MARIANNA

Omaha, NE 68137 • (800) 228-9060 • mariannabeauty.com

MARIANNA
STUDENT KIT ORDER FORM

SCHOOL NAME: **Polaris Career Center**
School Ship to Address: **7285 Old Oak Blvd**
City: **Middleburg Hghts** State: **OH** Zip: **44130**
Phone: **440-891-7600** Fax: _____
CUSTOMER ACCOUNT NUMBER: **13647**

Kit Number: **210523 (Jr Kit - Left Hand)**
Price: **\$354.27**
Shipping/Handling: **\$15.00**
Tax (if applicable): _____
TOTAL **\$369.27**

ACCEPTED FORMS OF PAYMENT:

Visa/Mastercard/American Express/Discover

Cardholder Name: _____
Billing Address: _____
Credit Card Number: _____
Exp. Date: _____
Security Number/CVV: _____
Cardholder Signature: _____
Cardholder Phone Number: _____

Cashier's Check/Postal Money Order

If paying with cashier's check or money order, please make payable to:

MARIANNA
11222 I STREET
OMAHA, NE 68137

This transaction will appear on your credit card statement as billing to Marianna Industries, INC

NO REFUNDS ON KITS ONCE PURCHASED

I understand this kit purchase will be shipped directly to the school in the name of the kit owner.

Print First and Last Name of Student: _____

Student's Signature: _____



MARIANNA

Omaha, NE 68137 • (800) 228-9050 • mariannabeauty.com



Cosmetology 2021-2022

Dear Students/Parents,

You will be required to purchase your school uniforms through Cintas for the upcoming school year. The Black uniform pants and black leather shoes can be purchased at any store you desired. Make sure that the are **UNIFORM BLACK PANTS. NO LEGGINGS ALLOWED!** The ordering link for the uniforms can be found on the Polaris website. The website will be available to start purchasing on May 24th. Once on the website, please click on Grades 7- 12, parents & students, uniforms & spirit wear, Cintas online ordering. This will take you to the Cosmetology link and the uniforms will be upload on there. If you have any questions or need further assistance, please contact Katie Holzinger at 440.238.5565 or holzingerk@cintas.com

2874 women's top- Teal (juniors) (XS-XL) \$24.00 (2XL-5XL) \$27.00

WW360 mens warm up jacket- black (XS-XL) \$18.00 (2XL-5XL) \$20.00

4350 womens warm up jacket- black (XS-XL) \$18.00 (2XL-5XL) \$20.00

prices above will include the embroidery

(tax & shipping will be calculated at the end of the sale)

**COSMETOLOGY JUNIOR YEAR
PROGRAM FEE LIST**

Items to be purchased through Polaris Career Center:

| | |
|--------------------|--------|
| Milady Textbook | 151.00 |
| Polaris School Fee | 30.00 |

Total Fees due to Polaris: \$181.00

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Items to be purchased on your own prior to start of school:

- Black clinic shoes
- Uniform – Purchase from Cintas by July 1, 2021
- Cosmetology Kit – Needs to be ordered by July 1, 2021
(Paperwork included)