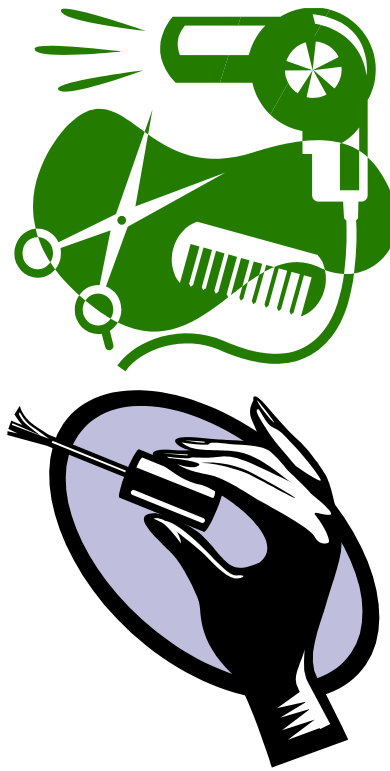


# *BITTERROOT SCHOOL OF COSMETOLOGY*



## *POLICY AND PROCEDURES MANUAL*

*Revised July 2018*

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# POLICY AND PROCEDURES

## 1. Staff

### (A) Organization

Following is an organizational chart of the ownership and staff of the Bitterroot School of Cosmetology.

Owners	Barbara J. Daughenbaugh Douglas C. Daughenbaugh
Financial Aid Director	Barbara J. Daughenbaugh
Instructors	Barbara J. Daughenbaugh Ronnie Bumgarner
Substitute Instructor	Lynn Startin
Financial Aid Office Mgr.	Lynn Startin

### (B) Emergency Evacuation Procedures

The evacuation plan will be explained in total at the beginning of each class or the first day of attendance of any new student to ensure that all students are familiar with the plan. At the direction of an Instructor or at the indication of an emergency that would require the evacuation of the building the following actions will take place;

1. Proceed to the nearest exit in an orderly fashion notifying other students or clients of the emergency, and making sure they are responding in a like manner.
2. Walk, do not run. Do not take personal belongings. Meet in the student parking area behind the Conoco station south of the school.
3. Roll call will be taken to ensure no one was left in the building, Instructors will report the results of the roll call to the director. Do not re-enter the building until directed by an Instructor.

### (C) Emergency Telephone Numbers

Police, Fire Department, Ambulance.....911  
Owners.....961-5108, 369-5108

### (D) Break Room

The break room is located in the S/W corner of the building. The break area is everyone's responsibility to keep clean. You are expected to pick up after yourselves. This room contains a refrigerator, a

microwave oven, a table, and chairs. This room or the outside picnic areas are the only places students are allowed to eat their lunch. You are not allowed to bring guest into the break room; this is for students and staff only. Smoking is not allowed in the building. The smoking area is outside the break room and it is the responsibility of the smokers to keep the area free of cigarette refuse.

(E) Parking

The student parking area is behind the Conoco gas station and includes all spaces along the west/rear fence.

(F) School Equipment and Lockers

A locker is available for every student. Locks must be provided by the student. The school is not responsible for lost, stolen, or damaged articles. The school reserves the right to inspect lockers or styling stations at any time for safety or sanitary reasons.

(G) Appearance of Work Stations

Every work station must be kept clean and neat at all times. All equipment and supplies must be kept in their proper places. Soiled linens will be placed in marked containers. Mirrors and counter tops will be visibly clean. Clips are not to be kept on mirrors, and a limit of one picture or appropriate photograph per work station will be allowed. No food or beverages will be allowed or consumed by students on the clinic floor. At the end of each day every work station will be visually inspected by an Instructor.

(H) Sanitation Duties

Sanitation duties are assigned every month. You are not allowed to leave for the day until your assignment has been completed and inspected by an instructor. A list of the assignments will be posted on the bulletin board.

All sanitation duties will begin no later than one-half hour before closing. Sanitation of all equipment, work areas, tools, and implements is extremely important, it is not just a school rule, it is a requirement by the Montana State Board of Cosmetology.

### **3. Admission Procedures**

(A) Non-Discrimination Policy

The school enrolls students without discrimination as to race, sex, age, creed, marital status, color, religion, national origin, ethnic origin, physical disability, or mental disability.

(B) Enrollment and Re-Enrollment

Admission is offered to career minded men and women. The school admits as students, persons with the following;

1. Proof: (driver's license or birth certificate) that the student applicant is at least 17 years of age.
2. Proof: a High School Diploma or the equivalent, or GED Certification.

3. All students are required to pass a TABE test prior to acceptance. The test is administered at the school on Tuesdays and Thursdays by appointment

(C) Transfer Students

1. Transfer students will be accepted in accordance with the State Board rules and regulations and must submit the following prior to enrollment;
  - a. Copy of birth certificate.
  - b. A copy of transcript of hours completed, with a breakdown of individual educational areas i.e. haircutting, permanent waving, coloring etc.
  - c. Certification of hours from the State Board of previously attended school. **4. School Rules and**

**Regulations**

(A) Attendance

Every student is required to attend school 34 hours per week. We accept no part time students. After a student completes the freshman training program they may accrue approved overtime hours. In order to be credited with overtime hours you must be accompanied by an Instructor at an approved course or event.

(B) Attendance Tracking

Students are required to record their attendance on a biometric time clock, and are required to clock in or out whenever entering or leaving the school. You are responsible for recording your own time. The school *will not* adjust your clocked time. You are allowed a half hour for lunch. Students must take their lunch unless they are booked and have permission from an Instructor to work through their lunch period. When taking lunch or leaving the school, be sure you sign out at the front desk and receive permission from an Instructor. Never leave the school grounds without permission, as this will result in a disciplinary action.

(C) Absenteeism and Tardiness

Your attendance and punctuality are essential to your education, and are solely your responsibility. If you are not in attendance by 8:30am your appointments will be moved and you will not be allowed to clock in. Any absence due to illness or injury should be documented with a statement from a physician.

1. Any absence or tardiness on a Friday without prior confirmation with an Instructor, will result in the following; The Student will not be allowed to attend classes until the following Wednesday.
2. During the week when theory classes are being taught, if a Student is unable to clock in for the day prior to 8:30 AM, they will not be allowed to attend classes that day. Any theory class that is missed will have to be made up at a later date by attending additional theory classes prior to graduation.
3. Items one and two above may be appealed if the student can prove to the School's satisfaction that the absence or tardiness involved an emergency or was an incident beyond their control.

(D) Additional Tuition Charges

If a student must attend the school longer than the prescribed time allotted for the course of study, he or she must pay an additional Contract Overage fee of \$10.00 per hour . This fee is based on hours remaining starting the day after the student contract ending date and is due the day after the contract ending date unless other arrangements are made with the school. .

The additional hourly fee or any portion thereof may be waived with written consent of the school under demonstration of any circumstances warranting such a waiver. The student requesting a waiver must submit their reasons in writing with any documentation supporting the claim. The Director will evaluate the request and decide what portion, if any will be excused.

(E) School Holidays

The Bitterroot School of Cosmetology observes the following holidays and will be closed;

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. If New Year's Day or Christmas Day falls in the middle of the week, arrangements may be made to be closed either prior to or immediately after the holiday. The school may also close for staff training if necessary.

(F) Conduct

Students are expected to conduct themselves in a dignified and professional manner at all times. Students may be disciplined by verbal reprimand, written reprimand, suspension, and or termination for conduct that disrupts the school operations or reflects unfavorably in any way upon the school.

If a student receives a suspension notice (sent home) because of their conduct, they will not be admitted back in school until the school is assured that such actions will not be repeated by the student and a written apology from the student will be submitted and placed in their file. Following is a list of incidents that will result in disciplinary action;

- Use of cell phone while clocked in and accruing hours.

- Use of obscene, vulgar, or profane language.\*

- Stealing from school, patrons, or other students.\*

- Cheating, dishonesty, or falsification of records.\*

- Clocking in or out for other students.

- Causing dissent among staff or students.\*

- Immoral, improper, or unprofessional conduct.\*

- Refusing to do services, or disrespectful to clients.\*

- Disrespect to Instructors or staff of the school.\*

\* Denotes incidents that may be cause for immediate termination of enrollment with no recourse for student.

(G) Make-Up Work

All work missed due to absence or tardiness must be made up the day the student returns to school. Failure to complete and submit make-up work will result in a 0% for that assignment.

You the student are responsible for making an appointment with the appropriate Instructor (Instructor who originally made the assignment) to complete missed work.

(H) Release of Information

1. Students and parents/guardians of minor students have the right to gain access to their cumulative records by appointment, and under the supervision of an instructor. Information pertaining to a student's record will only be released to other individuals or family members with the written permission of the student or parent/guardian of a minor student, every separate incident.

2. Student records may be released without their consent to any of the following agencies for the purposes of an audit or investigation. Montana State Board of Cosmetology, NACCAS, The US Department of Education, or any other financial aid assistance organization that is supporting the student with their education.

3. A fee of \$1.50 per page will be required from a student requesting copies from their file with a maximum fee of \$25.00. (I) Dress Code

The following dress code has been deemed appropriate for a professional image by the staff. Any student not dressed in accordance with the dress code will not be allowed to attend classes or accrue hours until they are dressed in compliance with this policy. All clothing shall be neat, clean, and in good repair.

Appropriate clothing shall be;

Black blouses, sweaters, shirts, or tops.

Black pants, full length, (no Levi/denim).

Shoes and stockings shall be worn at all times. Shoes must be closed toed and clean. Open toed shoes with a back strap may be worn in warmer weather.

Inappropriate clothing;

Cut-off shirts, halter tops, dresses, skirts, braless look shirts or tops.

Shirts with slogans or designs.

Sweat pants or other exercise attire.

Students are expected to be prepared for the day prior to 8:30 AM. Hair is to be styled and make-up should be applied prior to clocking in. A student cannot accrue hours for time spent on personal hygiene preparing for the day. Students may have an opportunity to do their hair and make up between 8am and 8:30am.

Lab jackets are provided in the student kit and will be worn at all times when the student is clocked in and accruing hours.

The Instructor's decision on whether or not the student's attire is appropriate is the final decision. If it is deemed inappropriate the student will be asked to clock out and leave.

### (J) Theory Classes

Theory classes are conducted Monday through Friday from 8:30a.m. To 9:30a.m. Students are expected to be seated and prepared for the start of class at 8:30a.m.

All chapters covered require the completion of the theory workbook prior to test day. If the workbook is completed on time the student will receive + 5 points on their theory test. If the workbook is not completed by test day the student will receive -10 points

on their theory test.

All exams are graded promptly and recorded in the grade book.

After a cosmetology student has completed 1100 hours of instruction they are eligible to take the final written examination and the final practical examination (Manicuring student, 300 hours; Teacher Training student, 600 hours). They all must take and pass both of these examinations with a minimum of 75% in order to graduate. All students are required to remain enrolled in the theory classes until they graduate, even if they have successfully passed both final examinations.

## **5. SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows: Cosmetology 450, 900, 1200 clocked (actual) hours

Manicuring 200, 350 clocked (actual) hours

Teacher Training 300, 500 clocked (actual) hours

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress.

Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which



indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

#### MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
<i>Cosmetology</i> (Full time, 34 hrs/wk) – 1500 Hours	66.2 Weeks		2250
<i>Manicuring</i> (Full time, 34 hrs/wk) – 400 Hours	17.65 Weeks		600
<i>Teacher Training</i> (Full time, 34 hrs/wk) 650 Hours	28.68 Weeks		975

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled contracted hours.

Students who can not complete the course within the maximum time frame will be withdrawn.

#### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following scale:

92 - 100	EXCELLENT
82 - 91	VERY GOOD
75 - 81	SATISFACTORY
74 and BELOW	UNSATISFACTORY

#### DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students

will receive a hard-copy of their Satisfactory Academic Progress 20 Determination at the time of each of the evaluations. Students deemed not maintaining 19 Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning.

## WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student will be withdrawn.

## RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period.

## INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## APPEAL PROCEDURE

If a student is determined to not be making unsatisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## **6. Return of Unearned Title IV Funds**

In the event a student withdraws or is terminated from the program, the following policy applies to the treatment of Title IV Aid.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered and that the school participates in are: Federal Pell Grants, Direct Student Loans (Stafford Loans), and Plus Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and /or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed 60% of the payment period or period of enrollment, you earn all of the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your post withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some school ask for this when you enroll), you will be offered the funds. However it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30<sup>th</sup> day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a plus loan) repay in accordance with the terms of the promissory note. That is you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds that you received or were

scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for the Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV aid program funds, you can call the Federal Student Aid Information Center at 1-800-4-fedaid (1-800433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## **7. Internal School Complaint Procedure**

This procedure provides an avenue and directions for students, employees, and other interested parties to officially file a complaint against the school.

The complaint must be submitted to the school Director in writing, dated, and state the nature of the complaint.

All complaints will be discussed and evaluated by the complainant and Director within 10 calendar days of receipt. The minutes of the meeting will be recorded in writing and a copy will be given to the complainant.

If the complaint cannot be resolved to the satisfaction of the complainant it will be forwarded to the School Complaint Committee. The School Complaint Committee will be comprised of a school owner, the Director, an Instructor, and a senior student. The Complaint Committee will meet within 21 calendar days of the receipt of the complaint.

The Complaint Committee will examine the minutes from the initial meeting, and any additional information or evidence that has been submitted in writing. The Complaint Committees will offer a decision on the allegations within 15 calendar days of this meeting.

If the complaint is determined to be valid the Committee will document in writing the steps taken by the school to correct the problem. If the complaint is determined to be unwarranted the Committee will document in writing their findings as to why the allegations were not warranted and a copy will be issued to the complainant.

If after receiving the Committees findings the complainant is not satisfied, they will be advised to contact either the Montana State Board of Cosmetology or the National Accrediting Commission of Cosmetology Arts and Sciences and obtain the correct Complaint Form from that agency.

This last resort should not be exercised until all in school procedures for resolving the complaint are exhausted.

The school will maintain written records of all proceedings in the complainants student file and in a separate file for a minimum of 3 years.

## **8. Counseling Procedures**

Counseling sessions will be used to discuss satisfactory progress with the student in the following areas. Attendance, theory classes, practical work, past assignments, attitude, professionalism, and student concerns.

These counseling sessions are for the benefit of the students. Input and comments from the students are appreciated but are on a voluntary basis only. These monthly sessions are used to track the progress of the student and any concerns they may have regarding their education at the school.

## **9. Alcohol and Drug Abuse Policy**

The Department of Education requires a school to certify that it has adopted and implemented a program to prevent drug and alcohol abuse by its students, employees, and officers. In accordance with the “Drug Free Workplace Act”, the school authorities hereby firmly announce actions the school will initiate against a student, officer, or faculty member who violates these prohibitions.

Any student that is convicted for any offense, during a period of enrollment for which the student was receiving Title IV HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant or loan.

A. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on school property, or as a part of the school’s activities.

B. The unlawful possession and use of drugs or alcohol is wrong and harmful.

C. Disciplinary sanctions consistent with local, state, and federal law, up to and including expulsion/termination and or referral for prosecution, will be imposed on students, employees, and officers of the school who violate the standard of conduct as described by the above sanctions.

D. Information relating to any drug and alcoholic counseling and rehabilitation that are available in our local community include:

Alcohol and Drug Abuse; 214 Pinckney St., Hamilton, MT 406-363-3060

Alcoholic Anonymous Referral and Addiction- 24 hour hotline 800-262-4944

The school authorities encourage staff members and students to report any infractions relating to drug and alcohol abuse displayed by anyone in the school. Furthermore, as a condition of employment, employees will notify the school of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The seriousness of a “Drug Free Work Place” cannot be overly emphasized. Let us continue to work together harmoniously in a “Drug Free Work Place”, making our ownership, employment, and student training respectable in our profession and community.

A copy of this “Drug Free Work Place” statement will be given to each staff member, employee, and student during their initial employment interview and or student enrollment indoctrination. A signed certificate/statement will be completed by the respective recipient that he/she received a copy of this policy and is thoroughly familiar with its contents. The certificate/statement will be filed in their respective files.

## **10. Appeal Procedures For Policy Violations**

Students who are terminated for non-conformance to school policy and procedures may appeal the termination. The student must submit a written appeal to the school authorities, along with supporting documentation and reasons why the termination should be reversed, and a request for a re-evaluation based on the evidence submitted. The appeal must be received by the school within (5) school days of the termination. Should a student fail to appeal within the allotted time the decision to terminate is final.

An appeal hearing will take place within (5) days of receipt of the written appeal. This appeal will be attended by the student, parents/guardian (if the student is a dependent minor), the students Instructor and the director of training. A decision on the student's appeal will be determined within (3) school days by the School authorities and will be communicated to the student in writing.

Should a student receive favorable results upon his/her appeal and the School is assured the violations of its policy and procedures would not continue the student will be automatically re-entered in the course.

## **11. Graduation Requirements**

In order to graduate, students must successfully complete the designated work assignments, the required number of hours for their chosen course and pass the final written and practical examination with a Minimum grade of 75%. The students will, upon graduation and after financial obligations to the School are satisfied receive a diploma/certificate for their course of study.

## **12. Licensing Requirements**

To be licensed in Montana, you must be 18 years of age, hold a high school diploma or G.E.D., complete the required hours of your desired course and graduate, and pass a national examination.

## **13. Employment Assistance**

The School does not guarantee employment to its students; however, the School will assist students in seeking employment. The School's placement assistance procedure does include; identifying employment opportunities and advising students on appropriate means of realizing these opportunities. See Gainful Employment Statistics on our website, [bitterrootsofcosmetology.com](http://bitterrootsofcosmetology.com).

## **14. Physical Demands/Safety**

Physical demands of the Cosmetology and Manicuring courses are as follows; a Cosmetology student can expect to spend at least 75% of their total course time on their feet. A Manicuring student can expect to spend at least 80% of their total course time seated at a manicuring table or seated on a pedicure stool. If a prospective student has a history or suspicion of physical limitations to chemical odors, standing, sitting, bending, stooping, or light lifting, he/she should consult his/her physician before entering training. Safety and hygiene are stressed in all aspects of both courses. The School is inspected regularly by the Montana State Board of Cosmetology. All reasonable accommodations will be considered for mentally or physically disabled students.

## Licensing Agency

Montana State Board of Cosmetology  
301 South Park Avenue  
Helena, Montana  
406-841-2335

## Accrediting Agency

NACCAS  
3015 Colvin St  
Alexandria, Virginia 22314  
703-600-7600

### 15. Program Outlines

#### **NAME OF COURSE: Cosmetology**

Description of Course: All phases of Cosmetology, 1500 Clock Hours.

Course Goals:

- 1.) Our goals are to prepare today's students to become tomorrow's successful and influential professionals by teaching a high level curriculum in the cosmetology arts, and sciences field.
- 2.) Pass the Montana State Written and Practical Cosmetology Examination for Licensure.

#### **TOPIC: HAIR CUTTING – 155 HOURS**

Objectives:

- 1) Know how to hold hair-cutting tools properly.
- 2) Know when and how to use various hair cutting tools. ( Shears, razors, clippers, tapering shears and blenders)
- 3) Know men's clipper cutting techniques and how to outline men's cuts with an edger razor.
- 4) Learn various methods of planning and sectioning haircuts.
- 5) Know how to establish length and design lines.
- 6) Know how to elevate the haircut for high, medium, low under and reverse elevation. 7) Know how to taper hair. (Shallow, medium and deep.) 8) Be able to read clients hair growth direction.
- 9) Know how to cut a straight line in the hair with shears, clippers and edger.
- 10) Know how to slither hair with shears.
- 11) Know how to use blending shears.
- 12) Learn how to communicate with patron and determine the desired style and their needs.
- 13) Learn how to communicate with patron and determine the desired style and their needs.
- 14) Know that hair cutting and shaping is the foundation for the hairstyle.
- 15) Know safety precautions for shaping and cutting.

#### **TOPIC: CHEMICAL SERVICES – 395 HOURS**

Objectives:

- 1) Know how to wrap a perm rod perfectly.
- 2) Know how to section hair for various permanent waves.
- 3) Know how to prepare the strand for no-stem, half-stem, and full stem perm wraps.
- 4) Able to recognize different hair textures, hair density and hair porosity.
- 5) Know how to read a permanent wave rod.
- 6) Know how to do a split wrap.
- 7) Know how to do a spiral wrap.
- 8) Know how to do a rod transfer perm.
- 9) Know the difference between acid and alkaline perm and how to do both perms.
- 10) Know chemistry pertaining to permanent waving.
- 11) Know how to protect client during permanent waving service.
- 12) Know record keeping for permanent waving
- 13) Know safety rules for permanent waving > Know various reasons for tinting, bleaches and dyes.

- 14) Know various products used for tinting, bleaches and dyes. How they are applied and used. 15) Know hair coloring triangle CO-ED-CO program.
- 16) Know color levels from dark to light colors.
- 17) Know how to select proper color for client.
- 18) Know how to give a patch test.
- 19) Know hair color definitions.
- 20) Learn frosting, tipping and streaking methods.
- 21) Know record keeping for tints, bleaches, and dyes.
- 22) Know safety precautions for tints, bleaches and dyes. 23) Sodium Hydroxide.

**TOPIC: HAIRSTYLING – 195 HOURS**

Objectives:

- 1) Successfully complete and master CO-ED-CO Hairdressing for Beginners program. 2) Complete and master Hairdressers Skills and Designs CO-ED-CO program.
- 3) Learn wet setting techniques.
- 4) Learn dry setting techniques (Iron and air waving).
- 5) Learn CO-ED-CO five steps on the comb-out.
- 6) Know various products used in hair styling, how they are applied and the effect they have on hair.
- 7) Know safety rules for hair styling.
- 8) Know how to drape a patron.
- 9) Know how to give a shampoo manipulation 10) Know proper rinsing techniques.
- 11) Product knowledge- Know various shampoos, rinse and conditioning products, how they are applied and their effect on the hair and scalp.
- 12) Be able to recognize various scalp disorders.
- 13) Know how to apply professional scalp manipulations.
- 14) Know safety precautions for shampooing, rinsing and scalp treatments.

**TOPIC: MANICURING – 95 HOURS**

Objectives:

- 1) Know implements and cosmetics used in manicuring.
- 2) Know how to prepare a manicure table.
- 3) Know basic procedure for manicuring.
- 4) Know basic procedure for pedicures.
- 5) Know how to apply and prepare nail tips.
- 6) Know how to apply acrylic, gel and silk wraps.
- 7) Know how to give arm, hand and foot massage.
- 8) Know safety and sanitary procedures for manicuring.

**TOPIC: FACIALS, COSMETIC, CHEMISTRY, ELECTRICITY, WAXING – 110**

Objectives:

- 1) Learn hair structure and chemistry simplified (Milady Text).
- 2) Know basic electricity pertaining to cosmetology.

**TOPIC: SALON MANAGEMENT, BUSINESS METHODS -115 HOURS**

Objectives:

- 1) Know cosmetology code of ethical conduct.
- 2) Learn how to maintain a professional attitude.
- 3) Learn well, sound, selling techniques, and methods.
- 4) Know and practice good personal grooming habits.



**TOPIC: SANITATION - 60 HOURS**

**TOPIC: SCHOOL DISCRETION – 375 HOURS**

Objectives: This portion of the curriculum will provide students with a high level of practical experience.

Instructional Methods: The course will be taught using a variety of teaching methods, including lectures, small groups, demonstrations, handouts/worksheets, practical applications, etc.

**REFERENCES:**

Books:

- 1) Milady Standard Textbook of Cosmetology
- 2) Milady Standard Theory Workbook
- 3) CO-ED-CO Student Work book
- 4) Montana Cosmetology Law Book      Periodicals:

- 1) Modern Salon
- 2) Nail Pro
- 3) Behind the chair

Visual aids:

- 1) TV and VCR

**SCHOOL GRADING SYSTEM**

**THEORY**

92-100	Excellent
83-91	Good
75-82	Satisfactory
Below 75	Fail/Unsatisfactory

**PRACTICAL**

92-100	Excellent
83-91	Good
75-82	Satisfactory
Below 75	Fail/Unsatisfactory

**NAME OF COURSE: Manicuring**

Description of Course: All phases of Manicuring 400 Clock Hours.

Course Goals:

- 1) Our goals are to prepare today’s students to become tomorrow’s successful and influential professionals, by teaching a high level curriculum in the cosmetology arts, and sciences.
- 2) Pass the Montana State Written and Practical Manicuring Examination for Licensure.

**TOPIC: SALON MANAGEMENT – 60 HOURS**

Objectives:

- 1) Know professional salon conduct code and ethical conduct.
- 2) Learn well, sound, selling techniques and methods. 3) Know and practice good personal grooming habits.

**TOPIC: BACTERIOLOGY – 55 HOURS**

Objectives:

- 1) Know types of Bacteria.
- 2) Know the classification of pathogenic bacteria.

3) Know the growth and reproduction of bacteria.

4) Know safety precautions for bacteria.

**TOPIC: MANICURES – 15 HOURS**

Objectives:

1) Know implements and cosmetics used in manicuring.

2) Know how to prepare a manicure table.

3) Know how to give hand and arm massage.

4) Know safety and sanitary procedures for manicuring.

**TOPIC: PEDICURES – 20**

Objectives:

1) Know implements and cosmetics used in pedicuring.

2) Know how to prepare a pedicure area.

3) Know how to give foot and lower calf massage.

4) Know safety and sanitary procedures for pedicuring.

**TOPIC APPLICATION OF ARTIFICIAL NAILS – 115 HOURS**

Objectives:

1) Know implements and cosmetics used for artificial nails.

2) Know how to set a table for artificial nails.

3) Know how to apply and prepare nail tips.

4) Know how to apply acrylic, gel, and silk wraps.

5) Know how to do a backfill.

6) Know safety and sanitary procedures for artificial nails.

7) Know the various implements used.

8) Know safety and sanitary procedures of the implements.

9) Know and understand chemicals.

10) Know and avoid skin problems.

11) Know and sanitation procedures.

**TOPIC: SCHOOL DISCRETION – 135 HOURS**

Objectives: This portion of the curriculum will provide students with a high level of practical experience.

Instructional methods: The course will be taught using a variety of teaching methods, including lectures, small groups, demonstrations, handouts/worksheets, practical applications, etc.

**REFERENCES:**

Books:

1) Milady standard textbook nail technology

2) Milady standard nail technology theory work book.

3) Montana laws and Rule book.

**PERIODICALS**

1) Nail Pro

2) Industry source

**VISUAL AIDS**

1) TV, VCR, and DVD

2) DVDs

## **SCHOOL GRADING SYSTEM THEORY**

92-100	Excellent
83-91	Good
75-82	Satisfactory
Below 75	Fail/Unsatisfactory

## **PRACTICAL**

92-100	Excellent
83-91	Good
75-82	Satisfactory
Below 75	Fail/Unsatisfactory

### **NAME OF COURSE: Teacher Training**

Description of Course: All phases of Teaching Methods 650 Clock Hours.

Course Goals:

- 1) Our goals are to prepare today's students to become tomorrow's successful and influential professionals, by teaching a high level curriculum in the cosmetology arts, and sciences.
- 2) Pass the Montana State Written and Practical Teacher Training Examination for
- 3) Licensure.

### **TOPIC: Teaching Methods - 245**

Objective:

- 1) Know task analysis.
- 2) Know developing instructional objectives.
- 3) Know how to use visual aids and their construction.
- 4) Know motivational tools.
- 5) Know preparation of instructive materials.
- 6) Learn lesson planning of practical theory classes and practical demonstration classes.
- 7) Know fundamentals of speech and public speaking.
- 8) Know methods of test constructions.
- 9) Know methods of evaluation or grading.
- 10) Know curriculum planning and development.

### **TOPIC: General Psychology – 75 HOURS Objectives:**

- 1) Know general principles in relations to teaching and counseling.
- 2) Know conflict resolution.
- 3) Know student counseling.
- 4) Know student and Teacher relationships.
- 5) Know public relations. **TOPIC:**

### **Business Methods – 115 HOURS**

Objectives:

- 1) Know recruitment.
- 2) Know job analysis.
- 3) Know student registration.
- 4) Know student withdrawal.
- 5) Know student hours.
  - a) Tracking
  - b) Completing
  - c) Calculating
  - d) Verifying
- 6) Ethical employee and employer relationship.
- 7) Know Salon/Booth rental relationship.

- 8) Know professional ethics.
- 9) Know current state board laws and rules

**TOPIC: ADVANCED THEORY OF COSMETOLOGY ETHICS, OR MANICURING – 75 HOURS**

Objective:

- 1) Know advanced Chemistry
- 2) Know advanced Safety 3) Know advanced Sanitation.
- 4) Know advanced Bacteriology.
- 5) Know advanced Physiology.
- 6) Know advanced Anatomy.
- 7) Know advanced diseases and disorders that apply to each course.

**TOPIC: SCHOOL DISCRETION – 140 HOURS**

Objectives: This portion of the curriculum will provide students with a high level of practical experience.

Instructional Methods: The course will be taught using a variety of teaching methods, including lectures, small groups, demonstrations, handouts/worksheets, practical applications, etc.

**REFERENCES:**

Books:

- 1) CO-ED-Co Instructors Manual.
- 2) Cosmetology Hair styling teacher-training manual.
- 3) Milady’s standard system of Salon skills.
- 4) Teaching starts here By: Rufus V. Hays.
- 5) Montana Laws and Rules

**PERIODICALS**

- 1) Modern Salon.
- 2) Nail Pro.
- 3) Behind the Chair.

**VISUAL AIDS**

- 1) TV, VCR, and DVD
- 2) DVDs
- 3) Projector and screen with internet access

**SCHOOL GRADING SYSTEM**

**THEORY**

92-100	Excellent
83-91	Good
75-82	Satisfactory
Below 75	Fail/Unsatisfactory

**PRACTICAL**

92-100	Excellent
83-91	Good
75-82	Satisfactory
Below 75	Fail/Unsatisfactory

**RECEIPT OF POLICY AND PROCEDURE MANUAL**

I \_\_\_\_\_ do hereby certify that I have read and understand the policy and procedure manual that I have received and have retained a copy for my records.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**DRUG FREE WORK PLACE CERTIFICATION**

I \_\_\_\_\_ do hereby certify that I have read and understand the significance of the “Drug Free Work Place” sanctions and will adhere to this policy.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date