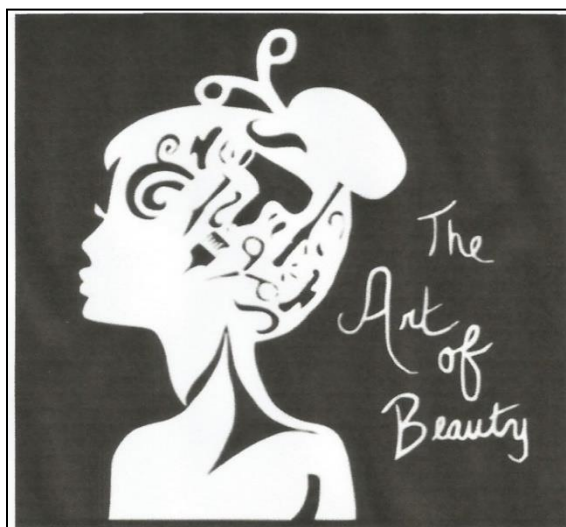


# TECHNICAL CENTER



## COSMETOLOGY PROGRAM

### STUDENT HANDBOOK

2021-2022



Fred W. Eberle Technical Center is accredited by the **Commission of the Council on Occupational Education (COE)**

7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350

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[www.council.org](http://www.council.org)

# **COSMETOLOGY**

## **POLCIES AND PROCEDURES**

### **WELCOME**

Congratulations on your acceptance into the Cosmetology Program at Fred W. Eberle Technical Center. The cosmetology industry is a constantly growing and changing career. Employers are looking for talented, educated, professional and employable workers. At Fred W. Eberle Technical Center, we strive to meet these employers' needs by using a multitude of learning strategies. Students will gain knowledge by lecture, practical work and using real world skills in our salon. It is our goal to have every student successfully pass the WVBBCC state board exam.

The purpose of this handbook is to provide you with program expectations. This handbook is a supplement to the Fred W. Eberle Technical handbook.

**We reserve the right to change, revise and/or alter this handbook at any time during the year.**

**Please be sure to sign the agreement page of this handbook and return to your instructor.**

**FRED W. EBERLE MISSION STATEMENT:** The mission of Fred W. Eberle is to produce generations of knowledgeable, skillful, and productive professionals that will lead the way into the future.

**COSMETOLOGY PROGRAM MISSION STATEMENT:** The mission of the Fred W. Eberle Cosmetology Program is to provide the highest level of education to each and every student, thereby successfully training our students to pass the state board examination, and leading them into future success as a licensed cosmetologist.

## **PHILOSOPHY**

The Fred W. Eberle Cosmetology Program is committed to training our students to be self-reliant, responsible, and lifelong learners capable of competing in the ever changing industry of cosmetology.

### **Core Beliefs**

1. This program believes that every student should leave this program with the necessary employable skills to be successful.
2. This program believes that we must prepare our students to find answers to questions by using industry specific instruction.
3. This programs believes in rigorous, relevant, and engaging instruction to develop every student to their maximum potential.

## **ACCREDITATION**

Fred W. Eberle Technical Center is accredited by the following agencies:

- Barbour, Lewis, Upshur County Boards of Education
- West Virginia Department of Education
- Council on Occupational Education (see cover page)
- West Virginia Board of Barbers and Cosmetologists

## **FINANCIAL AID**

Financial Aid is available. Please contact the administrative office for more information 304-472-1259

## **ADMISSION REQUIREMENTS**

Student admission requirements:

- High School Diploma or Equivalent
- Entrance Exam
- Drug Screen
- References
- Interview
- Must Meet All WVBBC Requirements

## **ADVISORY COMMITTEE**

Fred W. Eberle Cosmetology department has an Advisory Committee, which assists the program with current trends, objectives for the program, workplace competencies, and program revisions.

Advisory Board Members:

Lisa Williams – September Sun Salon – Buckhannon, WV

Sierra Wood – September Sun Salon – Buckhannon, WV

Sara Daniels – Smart Style – Elkins,

Kristin Johnson – Tuscan Sun Spa – Buckhannon, WV

Carissa Kerr – Pam’s Salon - Weston, WV

## **COSMETOLOGY COURSE OBJECTIVES:**

- Provide exceptionally qualified instructors
- Positive attitudes
- Practice good communication skills
- Project self-confidence
- Create a sense of personal ethics, integrity, and professionalism
- Deliver a worthy service
- Perform basic techniques
- Competency for entry level positions
- Equip students with a broad curriculum in cosmetology relevant subjects
- Create an educational atmosphere that is a credit to the cosmetology industry

## **ATTENDANCE: ADULTS**

Students must maintain a 90% attendance rate. Any student receiving financial aid will lose their financial aid if a 90% attendance rate is not maintained. The cosmetology program is an 1,890-hour program and attendance is very important missing one day can put you behind. If you miss 15 days or 90 hours which ever you achieve first you will be removed from the program. Every minute that you are not clocked in but could be will be counted towards your 90 hours.

### **Adult Attendance Policy Guidelines:**

- 15 days or 90 hrs. - removal from program
- No Doctor excuses, etc. will be accepted (emergency or long-term circumstances evaluated on a case-by-case basis)
- Must maintain 90% attendance rate
- Instructors will notify you each month of your attendance percentage and how many days and hours you have missed.

### **HIGH SCHOOL Attendance Policy Guidelines:**

- Students cannot miss more than 8 days in their junior year and not more than 8 days in their senior year, for a combined total of 16 days for both years.
- Students who miss more than the 8 days per year will not be permitted to return as an adult.
- Doctor's excuses will not excuse the students from the 8 day per year limit.
- Doctor's excuses must still be on file to excuse you from legal actions.

## **TARDINESS - Adults**

Students are required to be on time each day. Students should arrive no later than 8:00am each morning. Any Student that isn't clocked in by 8:10am for morning uniform check will be asked to leave for the day.

## **High School Tardiness:**

High school students must clock in as soon as they arrive, go to their lockers get what is needed for the day, and be in class 5 minutes after their bus arrives.

Students that are being home schooled and are driving themselves must arrive at school before or at the same time their bus arrives.

Home schooled students who are tardy will be sent home for the day.

## **BOOK-BAGS/PURSES/BAGS**

All book-bags, purses and any other type of bags must be kept in your locker. These items should NOT be found in the classroom or on the clinic floor.

## **UNIFORM REQUIREMENTS/HYGIENE**

- Proper uniforms must be worn every day.
- Students will line up each day at 8:10 AM to have uniform checked.
- If you are out of compliance with the uniform guidelines you will be sent home for the day.

## **Uniform Guidelines: ADULTS**

- White shirt – no V-necks, no scooped necks, must not show cleavage, belly, and no shoulders cut out, no holes.
- Black Pants – no jeans, yoga pants, sweat pants, capris and no bands at the ankles.
- Black socks – no ankle socks – we shouldn't be able to see your ankles. You must wear socks every day.
- Black Shoes - no boots, no open toed or open heeled shoes, no crocks. Shoes should not be of the moccasin type and should not have any type of fur inside or out or made with soft cloth like material

- No head gear, hats, etc.
- Smock with your name tag must be on at all times and snapped.
- You must come to school with your hair and make-up done.
- Please make sure you are clean, have clean hair, brushed teeth, and deodorant on.
- Your uniform should NOT have ANY wrinkles.
- You can wear turtlenecks, mock turtlenecks and long sleeve crew neck shirts under your white shirt, must be black or white
- No hoodie, and or jackets can be worn
- No colored undergarments or tank tops under your white shirt.
- Your nails natural or enhancements should not be any longer than sport length.
- **If you are out of compliance with the uniform guidelines you will be sent home for the day. Professionalism is what is needed.**

## **UNIFORM GUIDELINES – HIGH SCHOOL**

- Students must wear pants/capris – no shorts.
- Pants/capris must not have any holes in them.
- Closed toed and closed heeled shoes. Shoes should not be made of fuzzy/furry materials inside or out, or be of the moccasin type.
- No hoodies, jackets with hoods, or shirts with hoods allowed under your smocks.
- Students must wear their assigned smocks and name tag.
- Smocks must be snapped/zipped at all times.
- Shirts should not show your belly or cleavage and no cut outs on the arms/shoulders.
- No tank tops, or spaghetti straps.

- Your nails natural or enhancements should not be any longer than sport length
- Failure to follow these guidelines will result in the loss 20 points per day on your participation grade.

### **BREAKS – Adults/High School**

Breaks are a privilege. Breaks will be given at the instructor's discretion. Snacks and drinks must be taken to the classroom. No loitering in the hallway. You must sweep and clean your area after eating. No cups/drinks are to be left at the end of the day. You must put a paper towel under your drinks to protect the tables. Failure to follow this policy will result in the entire class losing break privileges

### **CELL PHONE POLICY – Adults/High School**

- Student cell phones should be kept on silent.
- Students will be required to place their phones in designated baskets/hanging pockets.
- Students should not at any time have their phones out during instruction times.
- On occasions students may be allowed to use their phones for possible hair style help, you must have instructor permission.
- Students should take before and after pictures of their work. Students may ask permission to use their phones for pictures and must return phones immediately to the baskets/pockets.
- Students will lose phone privileges or phones will have to be left in the pockets all day except lunch if any of this policy is broken.
- High School students will sometimes follow Apple's Up.



## **LUNCH**

- Lunch will be from 11:00am to 11:30am each day.
- Students cannot wait for each other to take their lunch (ex: your friend has a client at lunchtime you must go on your lunch without your friend).
- When you have finished with a client you must take your lunch immediately after cleaning up you CANNOT wait on your friend.
- All items such as books, drinks, papers etc. cannot be left in the classroom during lunch or on the clinic floor.
- Always clean up your area/station before leaving for lunch.
- Breakroom tables and classroom tables should be cleaned after use.
- If you use the microwave you are to clean it out after use.
- Keep items cleaned out of the refrigerator

## **FOOD/DRINKS – Adults/High School**

No food and drinks are allowed in the classrooms except at break and at lunch. Do not leave food in lockers or refrigerator's for extended periods of time.

## **LOCKERS – Adults/High School**

Lockers are to be used for books, kit items, and personal belongings. Lockers must have a lock. A spare key or the combination to your lock must be given to the instructors to keep in your file. Lockers are to be cleaned out at least once per month. DO NOT keep food or drinks in your locker for extended periods of time.

## **Graduation**

Students are considered graduates once they have completed the 1,890 hours required by the WV State Board and the WV Dept. of Education, and will participate in graduation ceremonies held each year in May.

## **WORKPLACE SANITATION – Adults/High School**

All students must keep their stations, lockers, desks/table, supplies, kit and chairs clean at all times. Students must clean up after themselves using proper WV State Law procedures on sanitation. All safety guidelines must be followed at all times. It is the responsibility of all students to help keep the school clean.

## **GRADING POLICY – Adults/High School**

Fred W. Eberle grading scale is as follows:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 & Below	F

Students must score an 80% on all chapter tests in order to take the State Board exam. If you score below an 80% you must retake the test until you have received an 80 %.

**High School students will receive an embedded English credit. Students must have all their English assignments up to date or they will not be permitted to do hands on skills.**

## **SKILL BLOCKS – ADULTS (Freshman, Sophomore, Junior, Senior)**

Skills assignments will be set up in 450 hour blocks. You will begin at the freshman block, once all skill assignments are complete you will move up to next 450hr block. Skill blocks must be completed by the due date given by the instructor. Failure to complete the skill blocks on time will result in a 530

or more point deduction. Each student will be given a ribbon indicating their status in the program (ex. Freshman, Sophomore, etc.).

This ribbon must be displayed on your station. You cannot receive the next skill block ribbon until all the assignments in the previous block is completed. You may move to next skill block if you complete the assignments in the previous skill block early.

### **TIME CLOCK**

- This course requires you to complete 1890 hours.
- Students must clock-in and out each day when arriving, lunch, leaving school grounds and at the end of the day.
- If a student makes an error during clocking in/out they must write it on the clipboard located at the end of the lockers. Student must write the date, the clock in/out problem and the time.
- Students must clock in/out only for themselves, if you are caught clocking someone else in or out, you will be removed from the program.
- Clocking in for the program starts at 7:30am.
- When a student leaves early you must sign out, using the sign out sheet located on the desk of the instructor. Please provide a date and time.
- No faces are to be made while clocking in or out.
- Only you should be in the photo.

### **High School – Time Clock**

- Students must clock in immediately upon arriving.
- Students must clock out each day.
- Any time clock errors must be written on time clock sheet.
- County managers should ask each of their county students each day if they are clocked in.
- Do not clock in or out for another student
- No faces are to be made while clocking in and out.
- Only you should be in the photo.

### **CONDUCT – Adults/High School**

Good conduct is expected from every student at all times. Any violation

of school rules will result in possible point deductions from the student's grade and/or a referral to administration.

Some unacceptable behaviors:

- Drug or alcohol use/possession
- Being high or intoxicated
- Cheating or copying
- Stealing
- Classroom disruption
- Lack of cooperation
- Disrespecting instructors, administrators, other students or staff
- Inflammatory statements, obscenities, threats to clients, students, instructors, or other staff
- Sale or possession of firearms or weapons
- Any type of physical contact, or threat of physical contact

#### **DRUG TESTING - Adults/High School**

Students will be drug tested, drug testing is done randomly or upon suspicion. Students who do NOT pass a drug test will be required to follow the Fred W. Eberle Technical Center Drug Testing Policy located in the Student Handbook.

#### **SCHOOL CLOSURE POLICY**

The cosmetology program at Fred W. Eberle Technical Center follows the Upshur County school calendar. In most cases if school is canceled for any reason in Upshur County we will not have school that day. This policy is subject to administrative discretion.

#### **SMOKING Adults/High School -**

No smoking is allowed on school grounds. We follow The Fred W. Eberle Technical Center handbook policy.

**Please refer to the Fred W. Eberle Technical Center Handbook for all other policies.**

**These policies may be changed without notice.**

**Please sign below and return to your instructor immediately.**

By signing below, I am agreeing that I have received a copy of the 2020 -2021 Fred W. Eberle Technical Center Cosmetology Handbook. I have read and understand the information contained in the handbook. I understand that all the information was current at the time of the publication, but all items are subject to change as county, state, and policies and laws are modified. Also, I have read the Fred W. Eberle Technical Center Handbook online and understand the information contained in the FETC handbook.

PRINT STUDENT NAME: \_\_\_\_\_

PERMISSION TO PHOTOGRAPH AND PUBLISH \_\_\_\_\_ YES \_\_\_\_\_ NO

STUDENT SIGNATURE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**These policies may be changed without notice.**