

Cosmetology

Cosmetology I, II, III
Melanie Walker - Instructor

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Dear Students and Parents/Guardians:

Welcome! With parents' help and support, this will be an interesting and productive year. If there are any questions, please do not hesitate to call or email me, I check my voicemail and email regularly. In order to ensure that parents have read and understand the following information, please return the signed recognition form at the end of this packet.

I am looking forward to working with your student this school year.

Daily Classroom Procedures

At the beginning of the school year, each student will be given their own file in the student file cabinet with their names on them. This file is for the students to record and keep all test and necessary study materials. This file is extremely important for the student to keep and maintain.

Each week we will be working in theory (written work) as well as practical (lab work). Our normal schedule will be Mon, Wed, and Friday - practical. Tuesday & Thursday - theory.

Each month students will be assigned a clean-up job for the days they work in lab. Each student is required to do their job 15 minutes before the end of class bell rings. Any student that cannot do their job that is assigned will need to inform the teacher so that a different job can be assigned to them. Otherwise points will be deducted for jobs left undone. I feel it is important to create an atmosphere most conducive to learning and that will reflect the professional cosmetology industry.

Safety is a priority! No student will be allowed to work in the lab area without first passing a safety test. There will also be safety test on most of the chapters in the Milady standard cosmetology text book. Students must make 100% on all safety tests. They will be given the opportunity to retake any safety test they fail.

Proof of insurance or a signed insurance waiver must be turned in before student can work in the cosmetology lab. This is a requirement for all Career and Technical classes.

Cell phones in the classroom. Cell phones in the cosmetology lab and theory classroom have become a distraction from learning. To protect the learning environment, students will be asked to turn their cell phones and tablets during class time unless they are using them for classroom research and are instructed to do so by the instructor. This practice is designed to help prepare students for the world of work, and post-secondary education.

State Hours Recording

The cosmetology program at CHS is unlike any other program here. Each student will earn hours each month that are reported to the state of Tennessee. These hours will go toward a professional license in Cosmetology and can be transferred to a Post-secondary school for completion of hour requirements.

A student not receiving a passing grade will not receive hours for that month.

*The Cosmetology State board requires that students **full legal name as well as the last 4 digits of their social security number** be sent with the hours of completion each month. This information is kept strictly confidential and will never be shared with anyone else. Any student that does not wish to give the required information **will** receive school credit but not cosmetology state board hours.*

Test and Quizzes Policy

Quizzes may be given at any time; however, test will be announced at least one day in advance. All test and quizzes count as a daily grade.

Make-up Procedure

When a student is absent, it is his/her responsibility to obtain make-up work the first day back to class. The new make-up work policy for CHS is as follows: Students have as many days as they missed to make up the work. For example: Out on Monday, get assignment on Tuesday, due on Wednesday.

Participation & Grading

Class participation is a requirement for this class; anyone not participating in activities and lab assignments will be given a zero for the day.

Grades are given as follows:

- A: 100 - 93
- B: 92 - 85
- C: 84 - 75
- D: 74 - 70
- F: 69 - 0

Skills USA

Our Career and Technical Student Organization is called SKILLS USA. Any student who is enrolled in drafting, auto technology, or cosmetology is eligible to join the club.

Membership dues are \$14.00 and must be paid before students are allowed to join.

Skills USA will have monthly meetings that will include; election for officers, community service projects, competitions on both regional and state level, as well as fundraising and family engagements opportunities.

I encourage all cosmetology students to join Skills USA, it is a great way to socialize with new people and learn leadership skills necessary for the work force.

Course Description & Competencies

The new course competencies for Cosmetology, required by the Tennessee Dept. of Education-Career and Technical Division can be found on the Tennessee department of Education/CTE website. The address is www.tn.gov/education/cte.

In this list you will find a detailed description of what your student will be learning in his/her class this year. Again, after you have read all the information in this packet, please sign the form below and send back to school as soon as possible.

Thank you,

Melanie Walker
Cosmetology Instructor

I have read and agree to the class guidelines, outlines and competencies required by the Tennessee Dept. of Education - Career and Technical division.

Student's full legal name and last 4 digits of their social security number:
(please print)

Student's Signature:

Parent/Guardian Signature: