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PHILOSOPHY

Cosmetology is one of the various courses offered at Hays High School where a student can acquire the necessary skills and knowledge for entry-level employment in a licensed profession. Many aspects learned in the course are also adaptable for daily living. Examples of the some of those things are written and oral skills and getting along with others.

Cosmetology is described as being an art and science. As an art, it appeals to the esthetic needs of the individual. These needs are expressed through their personal creativity and talent to satisfy patron's desires. As a science, the student is exposed to areas such as Biology, Chemistry, Anatomy, and Mathematics.

Given the proper education and training in a chosen trade, the individual may enjoy job satisfaction along with financial stability. Along with the artistic and scientific fundamentals of cosmetology, ethical practices are also emphasized. Cosmetology offers the essentials for achieving success in the world of work.

GOALS

Prepare students for entry-level competency in the field of Cosmetology. Offer, upon completion of the program, the technical competency in the cosmetology field so the students are able to pass the state licensing examination. Provide students with the opportunity to become familiar with the responsibilities and public relations needed when encountering customers in the field.

OBJECTIVES

Upon completion, this course will provide you with the basic knowledge, attitudes and skills needed to be successful in the vast beauty industry. During the time in this course students will participate in hands-on, industry relevant training and experiences in the areas of hair, skin and nail care. Students complete classroom theory work, practice on mannequins, classmates, and demonstrate competency by passing written exams and practical skills evaluations. Student will learn about the legal and ethical responsibilities associated with personal care. Classroom viewing of industry related DVD's and introduction to guest speakers from several areas of this broad industry. Topics include: salon business/retailing, infection control, shampoo/conditioning, design concepts, trichology, haircutting, hairstyling, formal styling, chemical texture, hair coloring, nail care and skin care. The student will be able to: Perform the basic manipulative skills involved in the occupation. Make application and use of the underlying theories, technical information and related occupational information to ensure sound judgments, decisions and proper procedure involved in the occupation.

Students will learn to appreciate and respect the employer – employee relationship and the awareness of the necessity of delivering service worth the value received. Develop a sense of personal integrity and confidence in their ability to earn their rightful place in the community. Practice those qualities of citizenship which will lead the way toward a happy and productive live. Gain employment in the occupation for which training is given.

COURSES, REQUIRED SUPPLIES and ASSOCIATED FEES

Principles of Cosmetology Design and Color Theory: Nonrefundable \$25.00

Covers: Permit

Intro to Cosmetology: Nonrefundable \$50.00

Covers: Lab jacket and consumable lab products

Cosmetology 1: Nonrefundable \$400.00

Covers: Kit

Cosmetology 2:

Written Test \$54, Practical Test \$72

Students participating in Skills USA: Membership Fee \$16.00

Supplies for Cosmetology

- a. Blue or black ink pens/pencils
- b. Markers and highlighters
- c. folder or binder designated for cosmetology papers
- d. Passport size photo to put on your permit (starting freshman year)
- e. Lab jacket (starting sophomore year)
- f. completely closed- toe tennis shoes (starting junior year)
- g. Large hand sanitizer

PARTICIPATION and ATTENDANCE REQUIREMENTS

Hair by Hays at Hays High School is a 4 year program that meets every day. When a student has a total of 900 hours, the student is eligible to take the 100 question written portion of the State Board Exam for licensing in Austin.

Upon completion of 1000 hours, along with the 500 hours credit for successfully completing all HCISD required courses for graduation, the student can schedule the practical portion to complete the state exam and then be ready to begin a career in Cosmetology.

Regular class attendance is necessary in Cosmetology. Each student should not miss more than 5 days each school year. Besides regular school day hours, the student is expected to attend at least 100 after-school hours. The after school and special event hours are crucial to reach the required 1,000 hours to complete program. We offer weekly after-school hours plus Saturday events during the year. These events are highly encouraged and failure to attend could result in not reaching required hours along with lower participation grades.

When a student leaves the classroom for any reason, the student must clock out. This includes pep rallies, assemblies, counselor, early releases, office, ISS, etc. Along with attendance, the student is required by the state to complete a certain number of practical applications and hours in theory. Regular attendance is an absolute necessity for a student to accrue 1000 hours by May/ June of the student's senior year. A student absent 30 curriculum days will be terminated from the cosmetology program. Students must complete 90% of the required hours and have a passing grade to move on to the next course in the program.

130 classroom hours clocked -Principles of Cosmetology Design and Color Theory
130 classroom hours clocked – Intro to Cosmetology
260 classroom hours clocked -Cosmo 1
260 classroom hours clocked-Cosmo 2
Plus 220 additional after-school hours
Equals 1000 total hours to complete program

RULES AND REGULATIONS TEXAS DEPARTMENT OF LICENSING AND REGULATION

The following are the minimum requirements of the Texas Department of Licensing and Regulation. The practical applications shall be executed on a mannequin, student or a patron while under supervision of a licensed instructor. In order for a student to finish the requirements for examination, all the outstanding fees, required applications and hours must be completed under the supervision of a licensed instructor or licensed substitute.

APPLICATION AND THEORY REQUIREMENTS

1. Client protection: 600 applications
2. Hairdressing: 600 applications
Arranging, cutting, dressing, shampooing, curling, pressing, and finger waving
3. Sanitation: 500 applications
4. Hair coloring: 100 applications with a minimum of 15 services in each
Category: temporary, semi-permanent, permanent, bleaching and dimensional coloring.
5. Chemical hair services: 100 applications
Restructuring, permanent waving, straightening and relaxing
6. Facials: 30 applications with a minimum of 5 services in each category:
Skin analysis and care, manipulation and massage, skin care, removal of hair by wax, tweezers, or depilatories, make-up and brow arch
7. Scalp and hair treatments: 30 applications
8. Manicures and Pedicures: 30 applications

Theory- (1,000 Hours of Theory)

1. Haircutting, styling, and related theory: 400 hours
2. Hair coloring and related theory: 150 hours
3. Cold waving and related theory: 100 hours
4. Manicuring and related theory: 100 hours
5. Orientation rules and laws: 75 hours
6. Shampoo and related theory: 75 hours
7. Chemical hair relaxing and related theory: 50 hours
8. Facials and related theory: 25 hours
9. Hair and scalp treatment and related theory: 25 hours

DRESS CODE AND TIME CLOCK

1. Students will report promptly to class and must be in uniform before clocking in. students will be marked tardy after the tardy bell. Tardiness will be dealt with according to Hays CISD school policy.
3. All uniforms should be labeled with your name, and must be kept clean and neat at all times. Must have I.D at all times.
4. Beginning their junior year, all students must wear all close-toed shoes. Example: tennis shoes or boots.
5. All students must be in uniform jacket starting sophomore year of the program.
6. Any student that is not in proper uniform will not be allowed in the Lab/Salon and will lose participation points. However, they will still do theory work in the classroom that day.

CLASSROOM AND LAB POLICIES

- 1) Cell phones are not allowed in the Cosmetology classroom or lab. Consequences will be as follows:
 - a) A phone call to parent plus loss of points from participation grade.
 - b) A take-home practical assignment to be completed and returned following day plus loss of points from participation grade.
 - c) Referral to administrator. Loss of participation points.
- 2) Students must bring pen and paper to every class.
- 3) All items must remain in kit at all times, items may be taken home for homework assignments but returned following day.
- 4) Each student will be responsible for completing assigned work. Students must keep busy with cosmetology related work from bell to bell or grade points will be deducted.
- 5) Students must not criticize another student's work.
- 6) All sanitary rules and regulations must be followed in the lab area at all times. The State Licensing Inspector can/will enforce fees.
- 7) There will be no eating or drinking in the lab area. All food must be consumed outside the cosmetology area and all students must be OFF the clock.
- 8) The Cosmetology department will not be responsible for loss of any kind. Keep valuables locked away. Any phones left to charge are the sole responsibility of the owner of phone. The instructor or school is not responsible for phones charging in room.
- 9) Conduct should always be in a professional manner.
- 10) All stations are to be clean and orderly and duties complete before the dismissal bell sounds.
- 11) If Skills USA fees are paid by the school and the student withdraws from the competition, then fees must be reimbursed to the school.

GRADES

1. All Cosmetology students will maintain passing grades (70). Passing grades in all subject areas are mandatory to successfully complete in the program.
2. Cosmetology students will be graded on the following: theory work, tests, uniform compliance, labs, practical applications, sanitation, participation, workbook, homework, activities, salon nights and daily duties, expected clocked hours. Cell phones are not allowed in the cosmetology area. Abuse of the cell phone policy will reflect on the student's participation grade.
3. In order to receive hours from the Distance Learning program, the student must pass the Distance Learning assignment. Non-passing grades in Distance Learning will not get the credited hours.
4. Grades will also be given for state clocked hours monthly.

Hays CISD will not be responsible for lost or stolen items, replacements, or repairs.
All items must be replaced if stolen, lost or broke. This is your copy of the handbook.
Please sign and return the portion below to Mr. Lopez or Mrs. Foster.

Cut and return portion below

By signing this, you and your parent/guardian acknowledge the terms of Hair by Hays
Cosmetology and have read the handbook. We understand the terms of the program. I
understand that I may be removed from the program if not satisfying program
requirements.

Student signature Date

Parent signature Date

