



COSMETOLOGY 1 & 2

Welcome to Cosmetology! In this two-year course we will examine all aspects of the industry, including basic haircare, chemical services, infection control, nail services, skin care, and salon business. Students who maintain satisfactory attendance and complete all required coursework will be eligible to take the two-part Virginia Cosmetology Test to gain licensure.

ABOUT MRS. TURNER:

Mrs. Turner has been working in the beauty industry since 2008. Ever since she had her first job as a salon assistant, she loved the industry. In 2015, Mrs. Turner graduated from Sylvain Melloul International Hair Academy and went on to receive her cosmetology license. Her favorite service to do is balayage hair color. She currently maintains a clientele in addition to teaching, to help stay current on hair trends and techniques.

CLASSROOM MATERIALS:

What materials do I need for this class?

- A charged laptop
- Writing utensil of choice. Any color ink is fine (we like color here).
- Highlighters
- Notebook paper or a notebook
- *A three-inch binder & pack of dividers*
- Wired headphones
- Something to color with such as your favorite colored-pencils, crayons, markers, etc. (we like to get crafty)

What materials does the school provide?

- All lab materials (blow dryers, curling irons, hair color, rollers, etc.)
- Poster Board & Construction Paper
- Index Cards

-Glue

-Paint

CLASSROOM HOURS:

The cosmetology board of Virginia has a current requirement of 840 classroom hours for high school students. Cosmetology is a two-year program, so 420 hours are completed each year. If a student fails to complete their hours for any reason, they will either not be eligible to continue to cosmetology two or will be disqualified from taking the state board exam. This a requirement of the state and not a Campbell County policy.

TASKS/PERFORMANCES

The state board requires that all cosmetology students perform a certain number of services.

- Hair and scalp treatments: 20
- Hair styling: 60
- Haircolor & Lightening: 50
- Cold permanent waving or chemical relaxing: 60
- Haircutting: 60
- Wig care, styling, placing on model: 5
- Manicures and pedicures: 15
- Facials: 15
- Waxing: 15
- Makeup: 20
- Acrylic Nails: 30
- TOTAL 350

Failure to hit these benchmarks can result in being disqualified to take the state board exam (per state law). Tasks/Performances will be assigned weekly and graded every 9 weeks for completion.

What counts as a task/performance?

Any service performed on a manikin or live model. Services performed on yourself do not count.

Hair Styles, Haircuts, Color Services, and Perms/Relaxers make up a good portion of performances.

- A “hair style” includes a blow dry, flat iron, curl, roller set, braids, twists, finger waves, or updo style.
- Chemical services such as color, highlights, perms, or relaxers done on a manikin with mock product count towards the student’s task goal.

Tasks cannot be substituted. For example, a student who has maxed out their waxing services cannot perform a wax and receive credit for a different category such as a haircut or style.

CLASSROOM WORK:

Though Cosmetology is a very hands-on program, there is still a theory component that takes place in a classroom. We study the Milady textbook, which has 32 chapters. Completing the classroom part of the course is essential to passing the State Board Theory exam needed to gain licensure. The Milady book contains chapters on topics such as haircutting, hair coloring, hair styling, manicure/pedicure, and basic skin care services as well as:

- The History of cosmetology
- Professionalism
- Communication
- Life Skills
- Infection Control
- Nail Diseases
- Skin Disorders
- Anatomy
- Chemistry
- Electricity
- Salon Business

With the textbook is a workbook that will be completed at various stages of the program. Students will be given time in class to complete the workbook, however what doesn't get finished in class is assigned as homework. There will also be a variety of other assignments such as slide presentations, art projects, diagrams, posters, and essays.

Corse Breakdown:

Cos 1	Cos 2
History of Cosmetology	Advanced Cut & Color Techniques
Infection Control	Introduction to Hair Extensions
Basic Hair Styling & Care	Acrylic Nails
Perm & Relaxer	Anatomy
Chemistry	Electricity
Introduction to Cut & Color	Advanced Facial
Scalp, Skin, & Nail Disorders	Waxing
Manicure & Pedicure	Life & Communication Skills
Basic Facial	Salon Business
Facial Makeup	State Board Prep: Practical
Professional Image	State Board Prep: Theory

Missing or Late Work:

Late work is accepted on a case-by-case basis and must be turned in by the end of the current 9 weeks for credit.

Assignments not turned in will go in the grade book as a 0 until the completed assignment is received.

If a student is absent, they have one week (unless a different due date is agreed upon) to turn in any missed assignments before a 0 is given. If a student is absent, they are responsible for collecting their missing assignments from the “Absent Work” bin located at the front of the classroom. ***If a student is absent the day of a test, it is up to them to schedule an alternative time to take the test within 7 days of the absence***

Grading breakdown:

- Daily assignments completed in the classroom or lab: 10 points
- Study Guides & Review Packets: 20 points
- Quizzes: 30 Points
- Tests: 1 point per question
- Practical Assessments: 40 Points
- Workbooks: 50 (less than 5 chapters)-70 points (5 chapters +). Collected and checked at the end of every 9 weeks.
- Quarterly Tasks: 1 point per assigned task

LAB EXPECTATIONS:

Safety:

In the lab we deal with hot tools, hair cutting shears, chemicals, and other potentially hazardous materials. Safety is of the utmost importance. Students are expected to use all tools properly and are not to perform a service until they have been instructed to do so properly. For example, if a student has not taken the nail care unit, they are not permitted to perform nail services.

Cleanliness:

Students are assigned daily chores to encourage proper infection control, cleanliness, and teamwork. Lab clean ups include laundry, sweeping, wiping down counters, cleaning shampoo bowls, and disinfecting implements (combs, clips, brushes, etc.)

In addition to classroom clean ups done as a team, everyone is responsible for ensuring all items used during lab time are put away properly and cleaning their own color bowls. Failure to keep the lab clean could result in temporarily losing the privilege to do practical work.

Stations:

Each student will be assigned a station and number. Each station will include some basic tools to be used on your manikin. You may not change or move stations without permission. It is the student's responsibility to keep track of any items assigned to the station and ensure they are properly maintained. Keep in mind that you will be sharing a station with a student in the opposite class, so it is important for everyone to clean up after themselves.

Receiving a Service:

Each student will be sent home with a permission form that is to be signed off by their parent or guardian. A student is only eligible to receive the services checked off on the form. Failure to bring in the form will prohibit the student from all services, including in class demos.

If a student wishes to get a service done, the student must have prior permission from the supervising instructor. Student services are a privilege and not available everyday when in the lab. A student service signup sheet will be available in the lab on student service days. The supervising instructor will review the signup sheet and grant permission to start. Depending on the nature of services requested, not everyone may be able to receive a service same day. Students who sign up for a service and do not get selected will be given priority on the next signup sheet.

There are several services students can receive free of charge, such as manicures and haircuts. Chemical services such as color, highlights, perms, or relaxers are available for a small fee to cover product costs. Services must be paid for and approved by the supervising instructor prior to starting. If a student wants to bring in their own product instead, they may if it's professional grade. Students are eligible to shop at both Cosmo Prof and Salon Centric (Ages 18+) in Lynchburg to purchase salon grade color. Outside products must be approved before use.

Performing a Service on a Live Model:

Students are only eligible to perform a service on a live model after they have successfully passed a practical exam on the given service. For example, a student who has taken their shampoo and style assessment may shampoo and style a classmate's hair. The only services that do not require a practical assessment to perform on a model are nail services, facials, and makeup.

Students will occasionally have the opportunity to bring in models from outside of class. The client must be over 18 and sign a waiver. If the client is under 18, a permission form must be collected, or the parent must be present. Campbell County/Tech Center students may not miss class to get a service done.

TARDY POLICY:

Students are given a 5-minute grace period before being marked absent during daily roll call. Cos 2 students have until 8:35 and Cos 1 students have until 11:45. All students should report to class straight from the bus/parking lot or lunch before going to the restroom, office, water fountain, etc.

PROFESSIONAL IMAGE POLICY:

- Language and conversation in the classroom/clinic should always remain appropriate.
- Think before you speak. Is what you want to say helpful? Kind? Does it contribute to the class in a meaningful way?
- Remember to follow the golden rule: treat everyone the way you would want to be treated.
- Student's clothing should follow Campbell County student dress code and be safe/comfortable for lab work.

- Proper personal hygiene is expected as an industry standard. This includes but is not limited to:
 - Clean fingernails
 - Hair that is clean and neatly styled
 - Proper hand washing
 - Makeup is encouraged, but not required (not everyone likes to wear makeup, and that's ok!). If a student chooses to wear makeup it should appear freshly done.
 - Every student should follow proper cleaning and sanitation procedures as set by the cosmetology board.
- Follow all safety procedures

DRESS CODE:

On regular class days, students should follow the dress code of their home school. Comfortable shoes are recommended, as we will spend a lot of time standing. Students may wear open toed shoes at their own risk (remember, we use hot tools and sharp shears). Also, keep in mind we work with chemicals that can stain clothing. Aprons are provided, but accidents still happen.

Dress Code Exceptions:

- Career Fairs, Guest Speakers, and Class Field Trips: Students are expected to dress professionally for any career fairs (including career day at CCTC), on guest speaker days, and for any field trips (unless communicated otherwise). Professional dress means no crop tops, ripped jeans, pajama bottoms, etc. Students should dress the way they would for a job interview, since we will be representing the school and potentially meeting with possible employers during these events.
- State Board Dress Code: The dress code for state board testing is professional dress in all black. Closed toe, closed heel shoes are required. Please do not wear blue jeans, ripped jeans, crop tops, or anything else that would not be considered business casual/professional dress. Jewelry should be kept to a minimum. It is recommended to wear your hair up and out of your face and to avoid wearing clothing you will need to fidget with, pull up or down, etc.

TECHNOLOGY POLICY:

In compliance with Governor's Order 33, students are not allowed to have cell phones, wireless ear buds, personal tablets, or personal laptops/chrome books in class. Cell phone use is only allowed on the bus and in the lunchroom. Smart watches may be worn if they are not causing a distraction in class.

Three Strikes, You're Out: Students will be given two warnings if caught using the above items in class. A third will result in an office referral.

Cos 2 students:

During state board classes, cell phones and smart watches are 100% prohibited to mimic the regulations of the real testing facility. Being on your cell phone during state board class will automatically result in being sent to the office.

CHEATING/PLAGIARIZING

Copying another student's work, plagiarizing, using AI to generate an assignment, or turning in someone else's work as your own are all considered cheating. Cheating can result in a 0% grade on the assignment and an office referral.