

The Indiana County Technology Center

General Cosmetology
(includes Esthetician)
& Cosmetology Teacher

Post-Secondary
Student Handbook
of Policy & Procedure

2022-2023



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IMPORTANT INFORMATION

This Student Handbook supplements the policies and procedures of the ICTC as outlined in the Post-Secondary Course Catalog and Enrollment Agreement. General ICTC policy sets forth minimum expectations, rules and procedures. This Handbook discloses program-specific information. The policies herein may impose greater obligations, expectations or responsibilities on students enrolled in the Cosmetology Program, but do not override or supersede any policy of the ICTC.

Students are required to read the Indiana Cosmetology Academy Student Handbook in its entirety and familiarize themselves with the policies and procedures stated within. Any questions regarding the contents of the handbooks may be directed to the Cosmetology Program Supervisor or the Adult Education Coordinator within the first week of class. Students are required to sign an acknowledgement that they have read and understood, clarified any questions regarding, and agree to abide by all policies and procedures of the Indiana County Technology Center as outlined in this handbook and in the ICTC Post-Secondary Course Catalog.

This Student Handbook of Policy and Procedure is periodically reviewed and subject to change without prior notification at the discretion of the ICTC in order to meet program objectives, enhance operating procedures and/or comply with regulatory changes. Students will be provided with updated policies as they become effective throughout the course of their program.

The Indiana County Technology Center is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex, handicap or age in its activities, programs or employment practices in accordance with federal and state statutes and regulations. For more information regarding civil rights, grievance procedures, services, activities and facilities that are accessible to and usable by handicapped persons, contact the Principal, who is the ICTC Title IX and Section 504 Coordinator, at 441 Hamill Road, Indiana, PA 15701, by phone 724-349-6700 or by email to titleIXcoordinator@ictc.edu.

Welcome Statement

We would like to take this opportunity to welcome you to the Indiana Cosmetology Academy (ICA) at the Indiana County Technology Center (ICTC). The administration, faculty and staff of the ICTC are dedicated to assisting students in achieving academic and employment success in their chosen career field. We strive to provide a quality, supportive educational environment where students who actively participate in the learning process can maximize their individual excellence. The educational process does not take place in the classroom alone, but requires coordination of academic and administrative support services. Further, the ICTC is governed by a variety of federal and state statutes, standards and support processes that are designed to foster student success.

The ICTC, among other traits, values:

- ✓ **Teamwork** – working together, sharing information, and building on each other’s strengths.
- ✓ **Service** – providing courteous, timely skills and feedback, with a commitment to follow through on student, faculty and staff needs.
- ✓ **Integrity** – conducting oneself with honor, trust, respect, and honesty.
- ✓ **Commitment** – giving 100% effort to achieve success toward common goals.

We hold the highest expectations of our students, and expect each individual to demonstrate these values and a commitment to their profession.

As you undertake the challenges of your education, you will find that the demands will be great, but the rewards will be even greater. For many of you, that seemingly distant goal of graduating will be upon you much sooner than you imagine today. Take every opportunity to enjoy the experience ahead of you. Building a network of colleagues and friends today can only enhance your experiences in the future.

This Student Handbook of Policy & Procedure will provide you with guidance as you move through your program. It is designed to provide you with program-specific policies and further define the rules and procedures of the ICTC as outlined in the ICTC Post-Secondary Course Catalog and Enrollment Agreement. The student should retain this Handbook, as well as the Course Catalog, for ongoing reference.

Program-Specific Affiliation/Licensures

The Cosmetology programs at the Indiana County Technology Center are diploma programs, with a diploma being issued to students upon verification of their completion of an accredited curriculum. The Cosmetology programs are licensed by the Pennsylvania State Board of Cosmetology.

Pennsylvania State Board of Cosmetology
P.O. Box 2649
Harrisburg, PA 17105
(717) 783-7130
www.dos.state.pa.us

This licensure allows students who successfully complete the programs to apply for licensure by the state (see the State Board Examination section in this Handbook for more information).

Definition

A **Cosmetologist** is a beauty specialist who is educated in treating the hair, skin and nails.

A **Cosmetology Teacher** has a basic function to facilitate learning. Teaching is an intellectual experience that demands the ability to invent, adapt and create new techniques and procedures to meet the changing demands of diverse learners.

An **Esthetician** practices in the massaging of the face, applying cosmetic preparations, antiseptics, tonics, lotions or creams to the face, removing superfluous hair by various methods, and the dyeing of eyelashes and eyebrows.

Outcomes/Objectives

The curriculum in the Cosmetology programs is designed to provide quality education that will assist the student in acquiring, maintaining and improving competence in cosmetology-related tasks. The ICTC's goal is to prepare Cosmetologists, Cosmetology Teachers, and Estheticians who have excellent work ethic and professional values, as well as the necessary skills for a successful career.

The overarching objectives of each program are:

- To provide “real-life” exposure to the role of beauty and the beauty industry.
- To build a solid foundation of technical skills.
- To acquaint students with equipment essential to the profession.
- To make each graduate aware of possible fields of work and opportunities for advancement.
- To maintain adequate flexibility so as to identify and include frequent product and styling innovations.
- To fulfill all Pennsylvania State Board of Cosmetology requirements.

Concepts are taught and reinforced through a combination of methods, including lecture, subject demonstration, observation, hands-on experience, audio/visual aids, and role-play.

Upon completion of the **General Cosmetology Diploma program, and the Esthetician Certificate course**, students will demonstrate competencies required to pass the Pennsylvania State Board and the ability to:

- Execute manual skills with mastery and simplicity.
- Define and explain theoretical subject matter.
- Demonstrate good workmanship and the orderly performance of various tasks.
- Care for and properly use commercial products that are related to application.
- Adhere to professional ethics worthy of public confidence, acceptance and respect.
- Understand record keeping and income tax obligations.
- Work with all types and textures of hair (General Cosmetology only)

Upon completion of the **Cosmetology Teacher Diploma program**, student instructors will demonstrate competencies to pass the Pennsylvania State Cosmetology Teacher Examination and the ability to:

- Apply basic teaching methods and effectively use visual aids.
- Develop and deliver courses, including objectives, lesson plans and assignments.
- Effectively communicate with and motivate students with diverse learning styles.
- Demonstrate manual/clinical skills with mastery and simplicity.
- Evaluate student performance and provide appropriate feedback in a classroom setting.
- Employ classroom organization, time management and event control techniques.
- Maintain student academic records, including grades and attendance, in a confidential manner.
- Conduct themselves in a professional and authoritative manner.
- Problem solve and resolve conflict in the classroom and/or instructional setting.
- Write and critique a job resume and effectively participate in job interviews.

Transfer Credit Policy for Previous Training

If order for credit for previous cosmetology training to be accepted by the ICTC, in addition to the policy outlined in the ICTC Post-Secondary Course Catalog, the ICTC must also account for Cosmetology training hours as dictated by the Pennsylvania State Board of Cosmetology in order for transfer credit to be granted. The student must provide a **Certification of School Hours** from all prior schools where Cosmetology hours were earned, as well as official transcripts of Cosmetology Hours from the school(s).

The ICTC will review these documents in addition to catalog descriptions as required under the ICTC Transferability of Hours policy to determine if credit can be applied. It is the responsibility of the student to secure these documents for the ICTC, and any cost associated with this is the responsibility

of the student.

A “transfer” student will, in most circumstances, be required to complete at least 420 hours in the General Cosmetology program at the Indiana County Technology Center. If the ICTC does not accept some or all of a student’s previous training hours, the student will be required to provide the ICTC with a signed Forfeit of Cosmetology Hours Form.

All records of previous education accepted as transfer credit by the ICTC will be maintained in the student’s file. The tuition for transfer students will be pro-rated at the prevailing tuition rate according to the number of training hours required to complete said program after accepted transfer hours are applied. The student’s class schedule and/or start/end date will be modified according to the transfer credit accepted.

State Board Examination

The student should be aware that the State Board of Cosmetology requires a criminal background check to be completed and submitted for their review at the time a student applies for testing. **It is at the sole discretion of the State Board if a student’s criminal history would be prohibitive for licensure.** Therefore, it is strongly encouraged that students with any concerns in this regard contact the State Board of Cosmetology.

General Cosmetology students are eligible to apply for their Pennsylvania State Board of Cosmetology Licensure Exam after completing 900 hours of training, which occurs during the course of their program. Students are responsible for submitting their application to the State Board of Cosmetology and paying their application fee. The ICTC will work with the student in providing the necessary documentation for them to receive an Authorization to Test. **The applicable exam fee is covered by ICTC program cost for FIRST ATTEMPTS only.** Any costs for retakes of a certification exam are the responsibility of the student.

The testing body for the state board exam is:

Pearson VUE
P.O. Box 1652
Harrisburg, PA 17105
866-638-7502
Website: www.pearsonvue.com/pa/cosmetology



Students should visit the Pearson VUE website and the Pennsylvania Cosmetology Candidate Handbook for additional information regarding testing and licensure through the State Board of Cosmetology.

The student must have met all graduation requirements and all account balances with the ICTC must be paid in full for final official transcripts to be released for Cosmetology license issuance purposes.

Physical Demand

The cosmetology profession and related fields are likely to demand long hours that most often are spent standing, causing physical strain on one’s feet and back.

Employment Opportunities

Education through the Indiana Cosmetology Academy does not just lead to careers in hair care, nail care and skin care. In fact, there are a wide range of jobs in the Cosmetology field. For those completing the Cosmetology Teacher program, educational skills can be utilized in a variety of settings, both formal and informal. Listed below are just some of the opportunities! Additional education may be required for some of the listed occupations.

MANAGEMENT

- * Admissions Representative
- * Career Counselor
- * Salon/Spa Manager

EDUCATION

- * Cosmetology Teacher
- * Guest Artist Educator
- * Trainer of Teachers

COMMUNICATION

- * Beauty Editor
- * Field Technician
- * Product Promoter

GOVERNMENT

- * State Board Examiner
- * State Board Inspector

OWNERSHIP

- * Beauty Supply Store Owner
- * Distributor
- * Private Beauty School Owner
- * Salon/Spa Owner

COSMETOLOGY

- * Hair and Scalp Specialist
- * Hair Color Technician
- * Wig Specialist
- * Manicurist/Pedicurist
- * Nail and/or Makeup Artist

MERCHANDISING

- * Buyer/Assistant Buyer
- * Manufacturer's Representative
- * Trade Technician

Equipment

Each student attending **General Cosmetology** is issued a minimum of the following as a student kit *:

- | | |
|---|--|
| <ul style="list-style-type: none"> • 1 Standard Textbook of Cosmetology • 1 Cosmetology Theory Workbook • 1 Hair Cutting Shears • 1 State Board Review Book • 1 Various brushes and combs • 1 Box of 80 Pin Curl Clips • 1 Flat Iron • 1 Blow Style Dryer | <ul style="list-style-type: none"> • 1 Curling Iron • 3 Mannequins/Stand • 1 Razor with Blades • 1 Clipper Unit • 3 Inch-Marked Combs • 1 Teasing Comb • 1 Shampoo Cape • 1 Box of 12 Duckbill Clips |
|---|--|

Each student attending the **Esthetician** course is issued a minimum of the following as a student kit *:

- | | |
|--|--|
| <ul style="list-style-type: none"> • 1 Esthetics Textbook • 2 Esthetics Workbooks • Various skincare products • 1 Cosmetic Palette • 1 Cosmetic Brush Set | <ul style="list-style-type: none"> • 1 Waxing Kit • 2 Lash Sets • 1 Mannequin • 1 Smock • 1 Carrying Case |
|--|--|

Each student attending the **Cosmetology Teacher** program is issued the following*:

- Master Educator Text and Workbook
- Smock

Students are required to sign a Kit Receipt Acknowledgement verifying that they have received their student kit items.

**The school maintains the right to substitute, add, and/or delete items in the kit as necessary.*

ICTC General Cosmetology Diploma Program Outline

<u>First Term</u>	<u>Hours</u>	<u>Second Term</u>	<u>Hours</u>
Professional Development	14	General Science II	12
General Science I	20	Chemical Texture Services II	35
Introduction to Hair Design	34	Basic Color	38
Principles of Hair Design	33	Basic Hairstyling	29
Chemical Texture Services I	36	Basic Hair Design	30
Color Fundamentals	44	Hair Removal	6
Basic Facials	12	Advanced Facial/Make-up	12
Basic Manicures	14	Basic Pedicures	14
State Law I	3	State Law II	6
		Clinic I	28
Term I	210	Term II	210
<u>Third Term</u>	<u>Hours</u>	<u>Fourth Term</u>	<u>Hours</u>
Intermediate Hairstyling	27	Advanced Hairstyling	38
Specialty Hair Services	28	Advanced Hair Design	63
Nail Enhancement	30	Chemical Texture Service IV	63
Chemical Texture Services III	63	Advanced Color II	38
Advance Color I	58	Business Skills	36
Intermediate Hair Design	53	Spa Services	66
Customer Connections I	10	Customer Connections II	5
Spa Services I	42	State Board Prep II	15
State Law III	3	Clinic III	96
State Board Prep	10	Term IV	420
Clinic II	96		
Term III	420	Total Program Hours: 1260	

ICTC Cosmetology Teacher Diploma Program

<u>First Term</u>	<u>Hours</u>	<u>Second Term</u>	<u>Hours</u>
Basic Method of Teaching/Learning	42	Career & Employment Prep	13
Classroom Management	50	Teaching Success Strategies	58
Program Development	58	Student Teaching I	50
State Law I	7	State Law II	4
Lesson Planning I	15	Lesson Planning II	45
Clinic Supervision I	38	Clinic Supervision II	40
Term I	210	Term II	210
<u>Third Term</u>	<u>Hours</u>		
Student Teaching III	107		
Lesson Planning III	40		
State Board Prep	3		
Milady Review	20		
Clinic Supervision III	40	Total Program Hours: 630	
Term III	210		

ICTC Esthetician Certificate Program

<u>First Term</u>	<u>Hours</u>	<u>Second Term</u>	<u>Hours</u>
Professional Development	12	General Science II	7
General Science I	35	Esthetics	31
Introduction to Esthetics	39	Advanced Facial/Makeup	25
Skin Science I	21	Business Skills	13
Basic Facials/Makeup	37	Customer Connections II	20
Hair Removal	10	State Law II	6
Customer Connections	18	State Board Prep	45
State Law I	3	Clinic	28
Term I	161	Term II	164

Total Program Hours: 325

For cost of tuition for the programs/courses, refunds and other school policies, see the ICTC Post-Secondary Course Catalog.

Requirements for Program/Course

- Basic mathematics and English language skills
- Current copies of non-prohibitive Criminal, FBI and Child Abuse clearances (completed through a third-party agency)
- Reliable transportation to and from all classroom/clinical requirements.
- Ability to stand for long periods of time.
- A “C” grade (75%) average or better in ALL courses in order to continue to the next term/graduation.
- Successful completion of clinic requirements and/or competencies with an ICA instructor’s verifying signature.

For the Cosmetology Teacher program, Official Transcript(s) from the school(s) where General Cosmetology training was completed, an admissions essay, and professional resume are also required.

Student Responsibilities & Expectations of Conduct

Students are expected to take responsibility for their education. ICTC staff and instructors do their best to ensure that students have the assistance, information and resources needed to learn effectively. Students are expected to contribute towards this goal by taking responsibility for the following items and others that a reasonable individual would feel to be a student’s responsibility.

- **Checking their ICTC email account regularly** – This is the school’s official means of communication with students. Instructors use the school’s email to relay important information to students regarding class.
- **Submitting a current address, home and/or cell phone numbers, and email addresses to the Adult Education Office at the start of class and providing immediate notification of any changes to this information** – It is important that the ICTC is able to contact students as is necessary while they are enrolled in the program. Missing an important communication because the student did not provide updated contact information to the school will not be considered a justifiable excuse.
- **Notifying school of anticipated absenteeism when unavoidable and providing documentation** – The ICTC strongly recommends seeking to arrange make-up work ahead of time for planned absences and immediately following any unexpected absences. This is to ensure the student completes all program aspects and remains eligible for graduation.

- **Approaching instructors and ICTC staff with concerns and needs** – If a student has a question or concern about their grade or their program, he/she is encouraged to discuss such with the instructor in a professional manner as they arise, so they can be addressed in a timely manner. This is to maintain an open, comfortable environment and prevent any unneeded conflicts. The student should arrange a private meeting with the instructor outside of class time. If a student feels a course is not meeting their needs, this should be discussed with the instructor as early as possible in the term and not at the end of the term when poor grades are imminent.
- **Maintaining a professional attitude & appearance** – Students are expected to have all necessary equipment and obey all rules of personal hygiene and safety while in school.
- **Securing transportation to and from the school, externship site, or class experiences** – Students are advised of the class schedule at the beginning of the program, and are expected to have a plan in place to attend all classes as scheduled. Absences due to a lack of transportation will typically not be considered for excuse.
- **Participating in all learning experiences** – It is expected that each student will attend and actively participate in all learning experiences which are designed to meet the objectives of the course(s) in which he/she is enrolled.
- **Reporting unsafe behavior** – If a fellow worker/student acts in an unethical, unsafe, or incompetent manner, it is the responsibility of each student to report this behavior to the instructor. If the individual acting in this manner is the instructor, his/her immediate supervisor should be notified.

It is expected that each student participating in a program through the ICA will:

1. complete and submit an honest written evaluation of the course(s) in which they are enrolled when periodically requested.
2. engage in honest, open communication relevant to any factors which interfere with acceptable progress in their course of study with the student's instructor.
3. observe all rules and regulations relevant to the program.
4. participate in only those activities for which he/she has been prepared, thus minimizing the potential for physical harm to oneself or others.
5. respect the rights and professional standing of colleagues in their own or other professions.

Compliance with Expectations of Student Conduct

Expectations of conduct for the Cosmetology/Cosmetology Teacher/Esthetician student are dictated by those moral and personal qualities inherent in the professional role; e.g., honesty, responsibility, dependability, accountability and concern for others. Appropriate action (which may include probation or dismissal from the program) will be taken regarding conduct that:

- is brought to the attention of the instructor or ICTC Administration as being problematic to self or others.
- is noticeable and clearly indicates anti-social behavior, irresponsibility or destructiveness.
- directly reflects the program or profession in a negative manner.

Attendance

As stated in the ICTC Post-Secondary Course Catalog, regular attendance is extremely important. Students are **EXPECTED TO ATTEND ALL** scheduled classroom activities and learning experiences, as the Cosmetology and Cosmetology Teacher programs and the Esthetician Course are **BASED UPON CLOCK HOURS**. Students are expected to be on time, and to remain in class for the full scheduled session. All absences, late arrivals, and early leaves will be recorded as absent hours per the **ICTC Attendance Policy** and reported to the Adult Education Office (see the Post-Secondary Course Catalog for more information).

If an absence from class is unavoidable, the student is required to **call the Cosmetology Program Supervisor at 724-349-6700 x219 at least one (1) hour prior to the start of the class day** to report their absence. Students should leave a message if no one answers. **DO NOT send text messages to your instructor or another student.** Even though a student has called off, the absent hours will be recorded per the ICTC Attendance Policy. Students may also be required by their instructor to notify them directly of an absence, and students should follow this direction. However, any communication other than that above will not be considered an official call-off, and may result in the absence being inexcusable even if for an excusable reason.



Attendance is critical to the learning of concepts in all courses, and the student is responsible for completing all competencies as required by the curriculum. Each individual student is responsible for the material covered in class and assignments given in his/her absence. Attendance may be calculated as part of the final grade by the instructor. Students should schedule a meeting with their instructor to discuss absenteeism.

Each student is responsible for transportation to and from school. Students who car-pool together should be aware that missing class and/or clinic because a driver is unavailable is NOT an excusable absence. Backup transportation is the responsibility of each student.

IMPORTANT PROGRAM-SPECIFIC ATTENDANCE DEFINITIONS

The ICTC Attendance Policy refers to maximum allowable absent hours and Attendance Period, which are specific to each program. For the Cosmetology programs, these definitions are as follows:

1. A student may not accumulate more than 5% of program hours* in unexcused absent hours over the course of the Program, which is translated into hours as below. Cumulative absence tallies will be evaluated on a regular basis. Students with absent hours in excess of the allowance will be terminated effective the date on which the maximum absent hours was exceeded.

For the GENERAL COSMETOLOGY Program, a student may not accumulate more than 63 unexcused absent hours (5% of total program hours*) over the course of the Program.**

For the COSMETOLOGY TEACHER Program, a student may not accumulate more than 31.5 unexcused absent hours (5% of total program hours)* over the course of the Program.**

For the ESTHETICIAN Course, a student may not accumulate more than 16 unexcused absent hours (5% of total course hours)* over the course of the Course.**

2. The Attendance Period is defined as the morning session, which is 3 hours, and the afternoon session, which is typically 4.25 hours (but varies by program/course). Therefore, as outlined in the ICTC Attendance Policy, students who are more than thirty (30) minutes late to class for a morning session will be marked as absent for 3 hours.

STUDENTS SHOULD NOTE that in order to receive their Cosmetology/Cosmetology Teacher/Esthetician License, they must successfully complete all program hours. Therefore, although a student's absences may be within the limits to remain enrolled, the student must purchase any unexcused absent hours at the prevailing tuition rate at the end of the program/course in order to graduate.**

*** Absent hour maximums for transfer students are calculated at 5% of hours scheduled to be completed at the ICTC.**

****Please see the ICTC Post-Secondary Course Catalog for information on Excused Absences, which, if approved, may be permitted up to 3% in addition to the 63 Unexcused Absent hours**

State Board Attendance Requirements

Because of State Board hour requirements, if a student does not complete the required hours of training by the scheduled program end date because of absences, in order to obtain licensure, the student will be required to attend all missed hours after the scheduled program end date. The student will be charged the prevailing tuition rate per hour for all uncompleted hours that were marked as unexcused. Excused absent hours will not be charged. A schedule will be given to each student, as well as a breakdown of the charges for attendance occurring after the scheduled ending date.

Inclement Weather/Snow Days

When inclement weather occurs, students may be either on a delay or possible closure for the day. When a delay occurs, students will receive an automated phone call (indicating a two-hour delay) **BUT PLEASE NOTE**, adult Cosmetology students are to report at 9:45 a.m. when a delay occurs. When a closure is called, students will receive an automated phone call and are not to report to the building that day. Makeup days are built into the student schedule (labeled as Snow Days) to make up missed hours when the school is closed. **PLEASE NOTE**, adult students do not follow the secondary schedule.

Students should refer to the ICTC Post-Secondary Course Catalog for additional information on Attendance, Tardiness, Early Departures, etc.

Academic Progress

Academic progress of enrolled students is based upon academic achievement, clinical achievement and adherence to the policies and procedures of the Indiana County Technology Center. **To successfully move into the next term in good academic standing, all courses listed in a term of the program must be passed with a grade of "C" (75%) or better.**

The **General Cosmetology Program** consists of nine (9) months of coursework (1,260 classroom contact hours).

The **Cosmetology Teacher Program** consists of eight (8) months of coursework (630 classroom contact hours).

The **Esthetician Course** consists of four (4) months of coursework (325 classroom contact hours).

Course evaluation is done through oral discussion, written examination, hands-on experience, quizzes, student participation, teacher observation, student counseling and student presentation. Progression through the curriculum is based on the completion of all required courses in each term. Graduation from the program is based upon satisfactory completion of the course objectives, scheduled hours, clinical competencies and service points.

The ICTC grading scale, which applies to all students under the Cosmetology umbrella, is as follows:

Grade	Percentage	
A	93 - 100	Superior Achievement
B+	89 - 92	Excellent Achievement
B	84 - 88	Above Average Achievement
C+	80 - 83	Average Achievement
C	75 - 79	Passing
D	70 - 74	Unsatisfactory Performance
F	0 - 69	Failure



Students are also required to successfully perform various hands-on skills a specified number of times, which are defined as Repetitions. Cosmetology students will also be evaluated throughout the program on Competencies. A Competency is a graded component which evaluates the student's ability to demonstrate and/or perform the skills they learn in the classroom. The Repetitions and Competencies required for each term are outlined for the student per term, and these must be completed prior to advancing to the next term. Failure to do so will result in academic probation. Grading and

Repetitions are often earned while performing services on clients in the student clinic. However when a client is not available, students are required to utilize a mannequin to acquire a Grade or Repetition. Quality of Work, Attitude and Appearance are items taken into consideration when grading clinical and service performance.

Make-Up Work

The ability to make up any work administered/due on a date the student is absent from class is not guaranteed. In most cases, a student will be permitted to make up a theory exam missed due to an absence that has been excused by the Adult Education Office. When feasible, a student will typically also be permitted to make up other missed work if the absence was excused. Otherwise, it is at the sole discretion of the instructor if the student may make-up work and/or exams missed due to unexcused absences.

All make-up work must occur outside of regularly scheduled class time, and be completed within one (1) week of the absence, unless alternative arrangements have been made with the instructor and approved by administration. Students should understand that permission to make up missed work does not erase the absent hours from the student's attendance record.

Any assignments or exams not turned in or made up will be recorded as a zero (0%).

Test Retakes

If a student is unhappy with their score on an exam, they may retake the exam. This opportunity for retake occurs only once, and must occur within one week of the original test date as arranged with the instructor. **Test retakes are scheduled at 8:30 a.m.** on a regularly scheduled class day. There are no exceptions. The score on the retake exam will be averaged with the student's original score for a final grade for that exam.

Policy on Professional Conduct & Safe Practice

The Cosmetology student will recognize the importance of appropriate professional conduct. Students are required to exhibit professional and appropriate behavior in the classroom and clinic. Pronounced and repeated unprofessional behavior during classroom instruction renders the student unsuitable for professional work and client interaction.

Demonstration of unprofessional behavior at any time during enrollment may be cause for dismissal.

Cosmetology students must exhibit the following characteristics, which are necessary to be effective in the beauty industry. Failure to demonstrate the following characteristics may be cause for dismissal:

- Cooperation and honesty
- Respect and courtesy toward instructors, superiors, classmates and co-workers
- Responsibility and dependability – good class attendance
- Initiative and Enthusiasm
- Appropriate professional attitude
- Appropriate professional appearance – neat and clean grooming
- Appropriate conduct under stressful situations
- Ability to respond appropriately to constructive criticism
- Restraint from abusive behavior toward others



Cosmetology students will be required to demonstrate safe practice and obey all rules of personal hygiene, sanitation and sterilization at all times while enrolled in their program at the Indiana County Technology Center. Dismissal for unsafe practice may occur at any time while the student is enrolled based on unsafe behavior demonstrated by the student as determined by the Cosmetology Program Supervisor or Adult Education Coordinator.

Any violation of the ICTC's Student Conduct Policy will result in immediate action from the ICTC administration. See the ICTC Post-Secondary Course Catalog for additional information.

Dress Code and Conduct for the Classroom

The following policy will be adhered to by all students in the Cosmetology program while in class, clinic, or labs, unless otherwise specified by the instructor.

- Each student will be provided with a uniform scrub top and bottom at the beginning of the program. Students are required to wear their scrubs the majority of time, including:
 - ⇒ When attending scheduled classes or program activities
 - ⇒ When representing the ICTC
 - ⇒ When instructed to by Cosmetology instructors or staff
- Clothing, including scrubs, must be clean, neatly pressed, not too tight or baggy, and free of odor.
- When wearing their uniform smock in clinic, students should wear scrub top and bottom underneath.
- Black or clean white shoes must be worn.
- Students must be clean and free of odor at all times.
- Hair and make-up should be completed and presentable such that it would be considered work-ready when the student walks into class. **No time will be allowed in class for such activities.** Students who fail to comply with this may be sent home. Any hours missed will be marked as an unexcused absence which will result in paid hours due in order to complete the program.
- Cell phone usage (this includes making calls and texting) is not permitted when class is in session. However, in cases of emergencies, cell phones may be used during a break and the instructor should be notified. Any abuse of this will result in termination of ALL cell phone usage.
- Food is not typically permitted in the clinic or lab areas. Food may be permitted in the classroom at the instructor's discretion. Drinks must be in a covered container. Vending machines are available for use at the ICTC; HOWEVER, Adult Cosmetology students are to use the Front Lobby vending machines ONLY. At no time is an Adult Cosmetology student permitted down the secondary hallway.
- There is to be no fraternization between Adult Cosmetology students and ICTC faculty/staff/secondary students on school property or during class hours.



Students in violation of any of these policies will be counseled and, depending upon the violation, may not be permitted to participate in the activity for that class until the offense is remedied. Inappropriate clothing or shoes, or arriving to class without hair and make-up done, may result in the student being sent home, and missed time will be recorded as an unexcused absence which will result in paid hours due in order to complete the program. Repeated instances prompting counseling may result in disciplinary action.

Open-to-the-Public Clinic

Students have the opportunity to gain hands-on skills in an open-to-the-public clinic as part of their program. Clinic is a graded component of the curriculum, and is designed to introduce students to a salon environment. All work done in clinic is completed by students who are in the learning process and work at different paces. It is at the instructor's sole discretion to determine scheduling, the number of clients, and the services that can be completed within the allotted timeframe. This could result in multiple appointments to achieve the desired outcome.



Students are expected to demonstrate professionalism when in clinic, not only with one another but also in their interaction with clients. Students will be evaluated on their clinic hands-on performance, attitude and preparedness to work on clients. The fee collected for services rendered is to cover the cost of our supplies, and is not to compensate students in any way.

Community Service Requirement



Community service is an integral aspect of the Cosmetology profession and thus also the Cosmetology programs/courses at the Indiana County Technology Center. It is important to give back to the communities in which we work. Each term, students will be required to participate in community service opportunities that will be arranged by the Cosmetology Program Supervisor. **These activities are typically scheduled during school hours, but this is not guaranteed.** Students should be aware that for some activities they may be required to bring supplies from their kit, and, although the school works to minimize these occurrences, students may be required to report off-site.

Cosmetology Student Club

Students in the Cosmetology program may choose to form a student club. The club functions as an avenue for students to pursue further educational development opportunities not already provided by their program. Students also learn valuable leadership skills as they serve in the elected offices of President, Vice President, Treasurer and Secretary. These offices must be filled in order for the club to be recognized. Regular meetings must be held.

The Cosmetology Program Supervisor is the Club advisor for the Cosmetology Student Club, and all events organized by the club must be approved by the Club Advisor, as well as ICTC Administration when necessary. Inquire in the Adult Education Office for additional information on the structure and function of ICTC student clubs.

Students should be aware that use of the ICTC Logo and other branding materials, through a Club or otherwise, is not permitted without authorization from the Adult Education Office.

Dismissal Policy

Herein is outlined dismissal guidelines that inform students of their responsibilities, rights and requirements concerning academic performance, fieldwork, education and professional behavior. Dismissal from the Indiana Cosmetology Academy may result at any time during the academic calendar under the following circumstances:

- Poor attendance
- Poor academic performance
- Unsafe clinical practice
- Academic/professional dishonesty (including cheating and plagiarism)
- Unprofessional behavior

Students should refer to the ICTC Post-Secondary Course Catalog for additional information. A student who has been dismissed from the Indiana Cosmetology Academy may be considered for readmission, depending upon the reason for dismissal. The student must apply for readmission according to ICTC policy.

Note: Students should refer to the Student Complaint Procedure as outlined in the ICTC Post-Secondary Course Catalog for information regarding addressing any concerns about a dismissal.

Dismissal for Poor Attendance

In accordance with the ICTC Attendance Policy, students with cumulative absences exceeding five percent (5%) of total program hours (63 hours for General Cosmetology and 31.5 hours for Cosmetology Teacher) will be terminated effective the date on which the permissible number of absent hours is exceeded. This absence tally does not include Excused Absences UNLESS the student has exceeded the three percent (3%) of total program hours maximum (38 hours for General Cosmetology, 19 hours for Cosmetology Teacher, and 10 for Esthetician).

Students who feel their attendance is not correctly recorded may provide documentation of such, which will be reviewed by the Adult Education Coordinator and the Cosmetology Program Supervisor, who will make a determination if the student's record should be adjusted.

Absent hour maximums for transfer students are calculated at 5% of hours scheduled to be completed at the ICTC.

Dismissal for Poor Academic Performance

In accordance with the Cosmetology Academic Progress Policy, students may be dismissed from the program after earning a grade of less than a "C" in any Cosmetology-related course for two consecutive terms. Students must also successfully complete all competencies and required Service Points.

Students earning a grade of "F" in any course will be terminated without the option for probation, except in the case of documented extenuating circumstances. Satisfactory Academic Progress and Probation is discussed in detail in the appropriate sections of the Post-Secondary Course Catalog.

Dismissal for Unsafe Clinical Practice

Dismissal for unsafe clinical practice may occur at any time during the program. Dismissal is based on unsafe behavior demonstrated by the student as determined by the clinical or academic instructors of the program.

Dismissal is based upon:

- one potentially life-threatening incident; or
- one incident contributing to the injury or death of another; or
- two or more incidents of unsafe practice identified at any time during the length or enrollment in the program, or
- failure to maintain control of health disorders or practice health maintenance; or
- failure to protect self, peers, staff, faculty and the community at large from actual health hazards; or
- failure to adhere to ICTC policy that impacts on safety, which includes but is not limited to the Student Conduct Policy and Drug and Alcohol Free Facility policy, as outlined in this Handbook and in the Post-Secondary Course Catalog.

For safety purposes, it is strongly recommended that students report all health disorders or pregnancies to the Cosmetology Program Supervisor in writing.

Dismissal for Unprofessional Behavior

Dismissal for unprofessional behavior may occur at any time during the program. Dismissal is based on unprofessional behavior demonstrated by the student as determined by the clinical or academic instructor.

The following listing provides examples of behaviors that may be considered as a basis for dismissal from the Cosmetology Program:

1. Regulatory:

Example: the student's failure to practice within the guidelines of the Policies and Procedures of the Indiana County Technology Center.

2. Accountability:

Examples include, but are not limited to, the student's:

- a. failure to adequately prepare for clinical learning experiences;
- b. failure to report unsafe or incompetent practice of peers or others to the instructor;
- c. failure to practice within the limitations of the student's role;
- d. failure to accept responsibility for own behavior;
- e. failure to accept responsibility for client care;
- f. failure to seek appropriate guidelines from the instructor/supervisor;
- g. respect for worth and dignity of faculty and peers;
- h. offensive or insulting behavior, including offensive language;
- i. academic or professional dishonesty.

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