

**UNITED TECHNICAL CENTER**  
**SCHOOL OF COSMETOLOGY**  
**STUDENT HANDBOOK**



**United Technical Center**  
**251 Marietta Street**  
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*United Technical Center does not discriminate on the basis of race, color, national origin, sex, religion, disability, age, or any other basis prohibited by law in its programs, activities, or employment practices. For inquiries contact: Matthew Call, Title IX Director, 251 Marietta Street, Clarksburg, WV 26301, 304-326-7580.*

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## **Section I: Guiding Principles and Curriculum**

### **WELCOME**

The faculty members of the United Technical Center School of Cosmetology extend a cordial welcome to students. Cosmetology is a rewarding profession, and the school exists to help students realize their goal of becoming a Licensed Cosmetologist.

We congratulate you on your decision to become a Licensed Cosmetologist. The program is a challenging course of study. The faculty teach the knowledge, judgement, and work-based skills necessary for successful salon practice. It is the student's responsibility to learn and apply knowledge by providing excellent care to clients in a variety of settings.

The Handbook introduces students to the Program philosophy, objectives, and policies of the School of Cosmetology. Please read it carefully and keep it as a reference throughout the school year. Enrollment in the school indicates knowledge of and willingness to abide by the policies in this handbook including professional conduct and accountability for actions. The School of Cosmetology is also in compliance with the policies of United Technical Center, the West Virginia Board of Education and the West Virginia Board of Barbers and Cosmetologists. Policies are subject to change, and if necessary, students will be notified both verbally and in writing.

Programs are provided under the administration of:

**UNITED TECHNICAL CENTER**

**251 Marietta Street**

**Clarksburg, West Virginia 26301**

**(304) 326-7580**

**ADMINISTRATIVE AND SUPPORT STAFF**

Mr. Matthew Call, Director of United Technical Center

Mr. Raymond Frazier, Assistant Director – UTC

Connie Kovach, Secretary

Stephanie Ayoob, Secretary

Robin Haught, Financial Secretary

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**COSMETOLOGY FACULTY**

Kendra Bland, Coordinator ([Kendra.bland@k12.wv.us](mailto:Kendra.bland@k12.wv.us))

Licensed in Cosmetology from Clarksburg Beauty Academy

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Licensed in Cosmetology from Clarksburg Beauty Academy

**ADMINISTRATIVE COUNCIL**

United Technical Center is governed by an Administrative Council that is comprised of the Superintendent and a Board of Education member from Doddridge, Harrison and Taylor Counties. It also includes a representative of the WVDE, Department of Technical Education and Governor’s Economic Initiatives.

## GENERAL INFORMATION

United Technical Center is a multi-county technical center serving Harrison, Taylor, and Doddridge Counties of West Virginia. The Administrative Council, composed of three superintendents, three Board of Education members, State Department of Career/Technical Education representative, and Director of United Technical Center, operates as the governing body of the Center.

The Cosmetology Program is supported by The West Virginia Department of Education, Division of Career and Technical Education. The program operates on a tuition basis and is accredited by the West Virginia Board of Barbers and Cosmetologists and the Commission of the Council on Occupational Education (COE). Supervised work-based hours will be provided in the salon at United Technical Center.

## ACCREDITATION

United Technical Center is approved and operated in conjunction with the West Virginia Department of Education and the Doddridge, Harrison and Taylor County Boards of Education.

UTC is accredited by the Commission of the Council on Occupational Education (COE); 7840 Roswell Road; Building 300, Suite 325; Atlanta, GA 30350; (770)-396-3898; [www.council.org](http://www.council.org).

## United Technical Center Philosophy

The philosophy of United Technical Center reflects a cooperative effort between the schools, business/industry, and the community in order to prepare the secondary and post-secondary student with the necessary skills to meet the demands of an ever-changing job market.

Career Technical Education is an integral part of a comprehensive educational system. It is designed to enhance the academic program and serve as a stepping stone for students who seek further education and/or employment. The staff of this technical education facility will strive to meet the needs of the students by offering reading, writing, and mathematics as applied to specific programs. The curriculum is also designed to assist persons who want or need updating retraining, or self-improvement skills.

Learning is a dynamic process for each student. At United Technical Center, the intention is to enable students to achieve their individual goals by encouraging good work habits and developing critical thinking and problem-solving skills, as well as the traditional work ethic. Instruction is monitored and paced to meet the individual abilities of each student. Curriculum is designed to allow for a work-based component.

An atmosphere conducive to learning is maintained by the display of a professional attitude by all staff members at all times. Qualified professionals continue to develop their expertise in order to offer students the most current information available in the most efficient instructional manner.

United Technical Center will continually improve equipment and instruction in order to meet the needs of the technological job market. In addition, the school will strive to preserve a safe and orderly environment to maximize learning.

The foundation of United Technical Center's philosophy is a commitment that embraces excellence and a dedication to serving the diverse educational needs of our students and the community.

## **Mission Statement**

United Technical Center will provide rigorous and relevant career and technical education that allows students to succeed and achieve to their highest potential in the workforce of the 21<sup>st</sup> Century.

## **Five Year Broad Goals**

1. United Technical Center will create a high-performance learning environment for all students that combines relevant technical skills with rigorous academic skills and subsequently increase the test scores in all courses and programs to meet or exceed the required measures of proficiency and acquire 21<sup>st</sup> Century skills.
2. United Technical Center teachers, staff, and students will demonstrate 21<sup>st</sup> Century information, media, and technology skills.

## **Core Beliefs That Drive School Improvement**

### ***We believe...***

1. In a 21<sup>st</sup> Century learning environment that motivates and prepares students for lifelong learning.
2. We must strengthen community support, expand public awareness and enhance the lines of communication between the community and the faculty of UTC.
3. Qualified and concerned staff must be employed and provided with opportunities for professional development.
4. In providing a safe environment, 21<sup>st</sup> Century equipment, tools, technology, and instruction to maximize learning and in optimizing the use of all available resources.
5. That by conducting on-going evaluations of programs, policies and procedures, and by successfully meeting state standards on mandatory testing, we will ensure United Technical Center's commitment to excellence.
6. Students, staff, parents and community must actively share in the responsibility for learning.



## United Technical Center School of Cosmetology Program Objectives

The primary purpose of the Cosmetology Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in entry-level job skills, obtain licensure, and obtain gainful employment in the field of cosmetology or related career fields.

Upon completion of the program requirements, graduates will be able to:

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

Resources used: Milady, Cengage Learning, 2016

## Curriculum Information

The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Student salon equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures as set forth in the Practical Grading Sheet. Students must maintain a written grade average of **80 percent or higher** and **pass a final written and practical exam prior to graduation**. Students must make-up failed or missed tests and incomplete assignments. The curriculum is organized into separate foundational and cosmetology theory courses, with provision for reinforcement of information when necessary. Cosmetology courses are presented from simple to complex with instructional support for all required coursework. Practical experiences will be related to theoretical information to the extent possible and be arranged also from simple to complex tasks and assignments. Learning experiences include implementation of client care performance of procedures based upon cosmetology process and constructs.

The following are the sequence of courses in the order that students would take to complete the Cosmetology eighteen-month (1800 hour) program:

Course Code	Course Title
9193A	Barbers & Cosmetology Foundations
9198A	Cosmetology Professional I
9203A	Cosmetology Chemicals I
9199A	Cosmetology Professional II
9200A	Cosmetology Professional Advanced
9201A	Cosmetology Science I
9202A	Cosmetology Science II
9204A	Cosmetology Chemicals II
9190A	Nail Technology Science & Procedures
9191A	Art of Nail Technology
9194A	General Aesthetics I
9196A	Skin Sciences I
9195A	Aesthetic Science
9197A	General Aesthetics II

**The curriculum covers numerous topics within the required coursework. Those topics include but are not limited to the following:**

**THEORY:** orientation, history and career opportunities, life skills management, communicating for success, client consultation, state laws and regulations, professional image, first aid, chemistry, electricity, and professional ethics

**INFECTION CONTROL – PRINCIPLES & PRACTICES:** health, decontamination and cleaning methods, chemical agents, types, classifications, bacterial growth, biology, infections, infection control, products, tools, equipment use and safety

**SCALP CARE, SHAMPOOING, AND CONDITIONING:** properties of the hair and scalp, structure and composition of the hair, hair growth and loss, disorders of the hair and scalp, hair and scalp analysis, scalp care and massage, brushing the hair, shampooing, conditioning, and procedures and practices

**HAIRSTYLING:** principles, elements, and philosophy of hair design; creating harmony; designing for men; principles and techniques of wet styling; blow drying and waving; hair wrapping; finger waving;

hair dressing; braiding; hair extensions, enhancements, and wigs; thermal hair straightening; styling long hair; and styling procedures

**HAIRCUTTING:** basic principles and techniques of sectioning and haircutting; haircutting tools, body and posture positioning; removing length or bulk with razor, scissors, clippers, shears; haircutting safety precautions; and basic haircut procedures

**HAIR COLORING – LIGHTENING:** identifying natural hair color and tone; types of hair color; client consultation; principles and techniques of temporary, semi-permanent, permanent colors; lightening; tinting; toning; highlighting; special effects; hair color safety precautions; and color procedures

**CHEMICAL TEXTURE SERVICES:** the hair structure, principles and techniques of sectioning, wrapping, processing, curling, relaxing and curl reforming, procedures

**FACIALS AND MAKEUP:** skin structure and growth; skin disorders and diseases, skin analysis and consultation; determining skin type; skin care products; client consultation; facial massage; facial equipment, electrotherapy and light therapy; aromatherapy; facial treatments; cosmetic application; artificial eyelashes; removal of unwanted hair; makeup color theory; procedures

**MANICURING, PEDICURING, NAIL EXTENSIONS:** nail structure and growth, nail disorders and diseases, tools and products, principles and techniques of manicuring, pedicuring and advanced nail techniques, aromatherapy, nail art, and procedures

**SALON BUSINESS, RETAIL SALES:** fundamentals of business management, opening a salon, business plan, written agreements, licensing requirements and regulations, laws, salon operations, policies, practices, compensation packages, payroll deductions, telephone use, advertising, sales, communications, public/human relations, insurance, seeking employment, job skills, salon safety, and building your business

**INSTRUCTOR DISCRETION:** to be applied by the instructor to strengthen student performance, supervised field trips, or other related training

Course requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. Miscellaneous hours are applied as needed in the curriculum-related areas or if the student desires to specialize in a specific area.

**HOURS REQUIRED FOR COMPLETION OF THE COSMETOLOGY PROGRAM AT UNITED TECHNICAL CENTER**

Hairstyling	1000 hours
Aesthetics	400 hours
Nails and Pedicures	400 hours
TOTAL:	1800 hours

**Adult Student Order of Courses**

<b>First Semester (AM)</b>	<b>First Semester (PM)</b>
<b>Cosmetology Foundations</b>	<b>Cosmetology Science 2</b>
<b>Cosmetology Professional 1</b>	<b>Cosmetology Chemicals 1</b>

<b>Second Semester (AM)</b>	<b>Second Semester (PM)</b>
<b>Cosmetology Professional 2</b>	<b>Cosmetology Professional Advanced</b>
<b>Cosmetology Science 1</b>	<b>Cosmetology Chemicals 2</b>

<b>Third Semester</b>	
<b>General Aesthetics 1</b>	<b>Nail Technology Science &amp; Procedure</b>
<b>Skin Sciences 1</b>	<b>Art of Nail Technology</b>
<b>Aesthetics Science</b>	
<b>General Aesthetics II</b>	

## Admission Policy

Application must be made prior to the first day of class that begins in August annually. United Technical Center follows the school schedule for Harrison County Schools. An application and expense list are mailed to all candidates. The application and expense list are also available on the website. The process and requirements for selecting students at United Technical Center School of Cosmetology are as follows:

### 1. Educational Requirement

- a. Applicants must have a high school diploma or General Education Development equivalent with an official transcript on file in the office at United Technical Center.
- b. T.A.B.E. (Testing of Adult Basic Education) requirement of an eighth-grade level. (Test can be taken twice per school year.)

### 2. Application Form and Transcript(s)

- a. Applicants must complete an application for admission and mail it to the Cosmetology Program prior to the interview. Official transcripts from secondary and post-secondary schools and colleges must also be mailed directly to the program prior to the interview.

### 3. Personal Interview

- a. Applicants who have met the aforementioned requirements will be personally interviewed by the Coordinator of the Cosmetology Program. The staff determine if the candidate has completed the Free Application for Federal Student Aid (FAFSA). Financial aid questions are referred to the Financial Aid Secretary.

### 4. Selection Process

- a. Based on all prior requirements, selection will be made.

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### 5. Background Checks

- a. Criminal background checks are mandatory for adult students in the state of West Virginia due to the exposure of high school students to the adult students during the school day. Convictions of some felonies may prevent possible Cosmetology students from entering the program. Entrance of the program will be at the discretion of the Director of United Technical Center.
- b. Persons convicted of a crime (misdemeanor or felony) or **any arrest** must see the Coordinator immediately as they may not be eligible to remain in the program. \* All information is confidential.

### 6. Drug Testing

- a. Applicant understands and agrees to submit to drug/alcohol screening as a part of the admission criteria with **direct reporting** of results to the School of Cosmetology and the Director of United Technical Center by the laboratory. Testing is done throughout the year. Receipt of positive results shall be grounds for denial of continued participation in the cosmetology program provided that the applicant **does not** have a legally, valid prescription for the identified substance.

**Orientation is mandatory for all students. During orientation, students meet the faculty; complete various forms (parking, confidentiality, insurance verification, handbook agreement, FERPA, etc.); review policies and standards in the Student Handbook with the coordinator; discuss textbooks.**

### **Requirements for Graduation**

In order to graduate, the student must meet the following criteria:

1. Satisfactory completion of 1800 hours of the curriculum.
2. Satisfactory completion of all assignments (classroom and salon) including assigned make-up work.
3. Payment of all fees or dues as required.
4. Obtain a passing grade in all theory courses and "Satisfactory" in all work-based assignments.
5. Return all library and loaned books.
6. Students must successfully pass a mock State Board

### **Safety Testing**

All students who attend United Technical Center must pass a Safety Test within the first ten days of school. Students must earn a 100% on the safety test for their area. Each student will be given three chances to pass the safety test after safety instruction is given. There are NO EXCEPTIONS to this rule. Safety must be the first consideration for anyone at United Technical Center. Adult students who fail the safety test will be removed from the school program.

### **Simulated Workplace Program**

Beginning as a pilot project in 2013-2014 and currently continuing, the West Virginia Department of Education has implemented a new initiative called the Simulated Workplace Program. The program has enhanced the delivery and changed the culture of career and technical education throughout the state. The Simulated Workplace Program will continue to transform traditional classrooms to emulate business structures, processes and expectations. Notes: CTE classes at United Technical Center will be involved in some of the following activities: applications for enrollment to programs; interviews; time clock use for attendance purposes; uniforms; random drug testing; student projects; formative and summative assessments; establishment of program/company names, procedure manuals, teams, quarterly and annual reports; portfolios; resumes; letters of application, etc.

Simulated Workplace at United Technical Center addresses several training program components that are essential to preparing a qualified workforce. They are as follows:

1. Specific program instruction
2. Hands-on skills
3. Computer literacy
4. Employability skills
5. Leadership skills
6. Work Based training

## Section II: Student Finances

### Expenses

#### United Technical Center School of Cosmetology

Financial aid is available to those who qualify. The first step is to complete the FAFSA form. Visit the free website at [www.studentaid.gov](http://www.studentaid.gov) and complete the application online as soon as possible. If you think you may be eligible for WIOA (Workforce Innovation and Opportunity Act), contact the local employment office. For Veteran's benefits, contact the Financial Secretary at UTC at 304-326-7584. The following is a list of expenses for students entering the Cosmetology Program, which is an 18-month course and is for a total of 1800 hours

	New Adults	HS Cosmetology Completer Adults
TUITION	6300.00	4200.00
LAB FEES	2190.00	1590.00
BOOKS	350.00	350.00
SUPPLIES (Kits)	1085.00	1059.00
TESTING (State Board)	221.00	221.00
APPLICATION FEE	100.00 (NR)	100.00 (NR)
STATE BOARD PERMIT	25.00	-
DRUG TESTING/BACKGROUND CHECK	100.00	100.00
<b>Total cost</b>	<b>10,371.00</b>	<b>7,620.00</b>

The total amount will be divided into three payments:

1 <sup>st</sup> payment due by August 15, 2024	3,890.00	3,970.00
2 <sup>nd</sup> payment due by January 15, 2025	3,560.00	3,650.00
3 <sup>rd</sup> payment due by August 15, 2025	2,921.00	-

If 1800 hours are not earned by the end of your program, you will be financially responsible for the hours necessary to complete the program.

*HS= High School      NR=NON-REFUNDABLE*

## Financial Aid Eligibility

A student, to be eligible to receive their federal financial PELL grant at United Technical Center, must file a FAFSA (Free Application for Federal Student Aid).

The student will receive an email indicating that a SAR (Student Aid Report) has started the process for PELL eligibility. The SAR will indicate the EFC (Expected Family Contribution).

Once the report is processed, the financial aid administrator will be able to pull down the information. Based on the outcome of the process, the student will either be eligible for the grant, or not. The administrator will use a yearly PELL chart issued by the DOE (Department of Education) to calculate the amount of PELL a student can receive in their program.

Sometimes a person is chosen by the DOE to be in a process of verification. A student must respond to the verification by answering all questions, filling out the verification form and requesting an IRS Tax Transcript if they did not use the IRS Data Retrieval Tool when filling out the FAFSA. Once, all items have been verified, the administrator will issue a PELL award.

A student who is determined to be in default cannot receive PELL, until after the default has been cleared.

A student who already has a Bachelor's degree cannot receive PELL.

A student who is not maintaining Satisfactory Academic Progress may not be eligible to receive PELL.

UTC (United Technical Center) does not participate in the federal loan program.

A student may apply for scholarships to help with the cost of the program. One such scholarship is Horatio Alger. A student can apply for the Workforce Development Grant.



## Maintaining Financial Aid Eligibility through Satisfactory Academic Progress

To be eligible to receive Federal Student Aid funding a student must be making satisfactory academic progress. Satisfactory academic progress means that a student is able to meet qualitative and quantitative criteria. Both criteria must be met. One is grade-based the other is time-based.

We expect our students to be considered making satisfactory progress if they have a grade that is 80% or above and have attendance within an approved range.

A grade level of 80% is a B or above.

Attendance is based on 1800 hours and you are only allowed 15 total days of absenteeism or a total of 90 hours. If we say then, that 15 days is approximately 5 days in a term, then 80% would mean that you could only miss one day of that term.

Progress reviews will be made annually at the end of the second term. If the review shows that a student does not have the required grade point average **OR** is not maintaining the required attendance, they become ineligible for federal funding.

There is **no** federal funding if a student has to repeat classes.

## Refund Policy

**Only tuition** will be refunded based upon the formula provided should a student not complete the program. The books, fees, supplies, or equipment issued to, purchased by, and received by the student are not returnable items.

United Technical Center retains the following amount of the tuition per payment period:

0 hours	to	50 hours	10%
51 hours	to	100 hours	50%
Over 100 hours			100% of payment period

Refund of Title IV Funds (Pell Grant):

As of October 7, 2000, Title IV Funds received are subject to the Federal Return of Funds Formula, which determines what percent of the Pell Grant a student has earned based upon the percent of the payment period the student attends. **The formula requires that Pell Grant funds be returned to the Pell Grant Program whenever a student attends less than 270 hours of a 450-hour payment period.**

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on percentage of earned aid using the following Federal Return of Title funds formula.

Percentage of payment period or term completed – the number of days completed up to the withdrawal date divided by the total days in the payment period or term. Any break of five days or more is not counted as part of the days in the term. This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = 100% of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

Students who withdraw from school prior to completion of the 270 hours in any payment period will owe the Pell Grant funds back to the Department of Education. In all probability, the student will owe the school money after repaying the Title IV funds back to the Department of Education. If the school is due any money after the Pell Grant funds are returned, the student will have to make arrangements to repay the school the balance owed for tuition.

The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Students who owe Pell Grant funds back to the Department of Education are ineligible to receive Federal Title IV funds from any school until the liability has been satisfied.

If the student owes a liability to the Department of Education and is due a refund from the school, the refund will be paid to the Department of Education FIRST, to satisfy the student's Pell Grant liability.

## Section III: Student Policies and Procedures

### Accidents/Incidents

If the student is involved in an accident or incident in the classroom or salon, the instructor and coordinator must be notified immediately. In turn, the supervisor and safety director at United Technical Center must be contacted, and an incident report must be completed for the school. Hospital and school policy will be followed with regard to the incident, and a copy will be placed in the student's file. The student is responsible for needed medical care.

### Affirmative Action

The United Technical Center School of Cosmetology's goal is to remain free of any form of discrimination, intimidation, or harassment. Students and faculty shall not discriminate against or harass anyone because of race, color, religion, creed, ancestry, sex, marital status, age, national origin, handicap, or any other factor for which discrimination is prohibited by law.

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### Schedule

Class begins promptly at 8:00 a.m. and ends at 3:00 p.m., but there may be times when class is extended for one hour until 4:00 p.m. Notification will be provided should this be necessary. Please arrive ten minutes before 8:00 a.m. in order to be prepared to begin on time. Lunch is scheduled for 30 minutes, and students must eat in the Commons Area of UTC. Scheduling of breaks is at the discretion of the faculty for approximately 10 minutes. Students are expected to return from **breaks and lunch promptly** and conduct themselves professionally during these times. Abuse of break time will result in revocation of breaks at the discretion of the faculty. A sample schedule is provided below.

#### UNITED TECHNICAL BELL SCHEDULE

##### AM SESSION

7:55 – Students in Class  
 (Bell) 8:00 – 11:12 – AM Session  
 (Bell) 10:16-10:21 – Morning Break  
 (Bell) 11:12-11:44 – Lunch

##### PM SESSION

(Bell) 11:45-3:00 – PM Session  
 (Bell) 1:25 - 1:29 – Afternoon Break  
 (Bell) 3:00 – Student Dismissal

### **Classroom Maintenance**

It is the responsibility of each student to maintain order and cleanliness of the classroom and their personal desk and space. **There will be no eating in the classroom. This applies to breaks and lunch.** Personal articles (coats, umbrellas, lunch box) and any medication including over the counter (OTC) may not be left or stored in the classroom overnight. The school is not responsible for lost items.

Students will be scheduled on an as needed basis by the faculty for specific duties, particularly during flu season (clean desks) or for luncheons (dishes). This extends to the salon practice area. Supplies and equipment that were utilized in skills or demonstrations must be stored immediately after use in an organized manner.

### **Counseling and Guidance**

Cosmetology faculty members and the school administrators are available as needed, but appointments must be scheduled in advance. The staff are not professional counselors; therefore, complex problems will be referred to a mental health professional external to the school. Every effort is made to secure assistance for the student when needed, provided the staff is made aware of the problem.

### **Criminal Activity**

Any adult requesting admission into the Cosmetology Program at United Technical Center, who has been convicted of a felony or submitted a guilty plea or a plea of no contest to a felony charge, must meet with the director of United Technical Center to determine eligibility for admittance. Any student who engages in drug or alcohol abuse, theft or any other illegal activity is subject to disciplinary action and/or removal from any adult program.

### **Criminal Activity Reporting**

School personnel and students are strongly advised and encouraged to report crimes and/or suspicious behavior or activity to the school's administrative staff by calling the school at 1-304-326-7580. Any person may also report crimes by dialing 911 or reporting incidents directly to any school official including administrators and/or faculty.

## Emergency Drills

Disaster and emergency drills are conducted periodically in school. Drills will be discussed during the first week of school. Be familiar with the protocol for each drill as well as the location of fire extinguishers in your area. A sign is posted in the classroom for your use.

1. Code yellow: Precautionary lockdown
2. Code blue: Medical Emergency
3. Code orange: Evacuation
4. Code purple: Student at risk
5. Code white: Weather Emergency
6. Code red: Lockdown
7. Code green: All clear
8. Fire Drill

## Employment

Due to the extensive amount of time required by the program, it is strongly recommended that students not undertake more than part-time employment during the school year. The purpose is to give priority to the educational demands of the program.

However, it is understood that there are circumstances that require further or more extensive employment. In such cases, the student must submit in writing, employment hours to the Coordinator and update as needed. Students will not be excused from class or the salon due to an employment schedule. Students should work a shift immediately preceding a scheduled classroom or salon experience, such as night shift. A minimum of 6 off-duty hours is required.

## Grievance Procedure

The purpose of the grievance procedure is to provide a way for students to reach solutions to problems that may occur in school life. It is the intent of this procedure to maintain good morale, and provide a simple, straight-forward method of problem solving. The procedure may be applied between students or student and instructor without fear of reprisal. **All complaints must be put in writing.**

Step 1: Any student or group of students who feel they have a valid grievance may request a meeting within one week with their work based or classroom instructor to discuss the problem. The desire is that a satisfactory solution may be reached at this level.

Step II: If the grievance is not resolved in Step 1, either the student(s) and/or the instructor may request a conference with the Coordinator in writing within one week. The Coordinator must reach a decision within 5 working days of receipt of the request/conference.

- Step III: If the problem is not resolved by Step II, the matter may be presented within one week to the Director of United Technical Center. The Director must reach a decision within 5 working days.
- Step IV: If the issue is not resolved through Step III, the issue may be brought to the Administrative Council of United Technical Center. The problem must be written and processed within one week to be considered for the agenda by the Council. The Council generally meets once per month at UTC.
- Step V: If the issue is not resolved through Step IV, the matter may be brought to the WV State Grievance Board. The problem must be written and presented within one week to be considered by the Board.
- Step VI: If the issue is not resolved through Step V, the matter may be brought to the Council of Occupational Education. The problem must be in written form, and COE must be contacted within one week after the decision is reached by the WV State Grievance Board. The contact information for COE is:
- Council of Occupational Education  
7840 Roswell Road  
Building 300.Suite 325, Atlanta, GA 30350  
Telephone (Toll-Free) 800-917-2081; Fax: 770-396-3790  
The website is <http://www.council.org/>

### Holidays and Vacation

Students are granted one day for all legal holidays. Approximately two (2) one-week vacations are scheduled, in accordance with the United Technical Center calendar. Information is posted on the master calendar. The school reserves the right to adjust the calendar.

### Inclement Weather

In the event of inclement weather (snow, tornado, flood), the Program will observe the same closing and delay policy as the Harrison County Schools. **When there is a two-hour delay, students must report to the classroom, unless otherwise directed.** Snow day makeup hours and winter curriculum will be assigned. Snow day assignments are due the next scheduled classroom day. Students who fail to complete work in entirety will receive a 0 for the daily grade in each course. Make-up hours are in accordance with Harrison County Schools. Snow day work is assigned for the purposes of continued progression in course work, but is not a substitute for hours missed. In some cases, it may be necessary to extend the school day up to one hour to make up the hours.

### Infraction Rule

The Infraction Rule applies to any breach in conduct and any policy or procedure contained within the Student Handbook, Syllabus, or curriculum. The Infraction Rule defines the consequences of problematic behavior. These are:

1. Verbal reprimand for any breach in conduct and any policy or procedure contained within the Student Handbook, Syllabus, or curriculum.
2. Written reprimand for any violation with a zero daily grade for all work based or courses being taught on the day of the occurrence.
3. Conference with Coordinator, Instructor, and school administrator. (See grounds for dismissal).

### Library

The cosmetology library may be utilized by students for books and periodicals, but usually materials may not be checked out. Internet resources are also available at the local libraries. There is a public library on West Pike Street in Clarksburg and on Johnson Avenue in Bridgeport and Internet resources also.

United Technical Center School of Cosmetology has texts and periodicals available for student use based upon the following rules:

1. Reference books may be checked out by an instructor and must be returned in one week.
2. Periodicals are available to be read during school hours, but may not be removed from the department. Periodicals are to be returned to the designated areas.

### Lost and Found

Lost items should be reported to the main office. Students who have lost items should check at the school office and may retrieve their items if they give proper descriptions.

### Make-up Work When Absent

Upon return to class after an absence, the student is responsible for obtaining missed classroom or work-based information upon return. **Faculty will provide objectives, vocabulary, worksheets, or tests. However, notes must be obtained from a peer. Any missed test(s) or quiz(es) must be taken immediately** when the student arrives at school. **Previously assigned work (homework, care plans, or workbooks) must be submitted by 8:00 a.m.** Verification of absence through medical or legal documentation is mandatory if the student is absent for more than one consecutive day.

## Pregnancy

A pregnant student may remain in the cosmetology program with **written approval** for continuance from the physician following each office visit throughout the pregnancy. The student assumes all responsibility for any risks involved in continuing in the program. Should the student choose to remain in school, a waiver must be signed releasing the school and its affiliating agencies from any liability should activities be detrimental to her or the child.

If a student delivers during the school year, the program must be completed in accordance with absentee requirements. If performance is satisfactory, the student may elect to withdraw and be re-admitted the next year (see re-admission policy). Following delivery, a physician's written release is required to continue the program. The student is also responsible for any risk involved in early return to the program.

## Professional Liability Insurance

United Technical Center, through the West Virginia State Board of Education, provides professional liability insurance for each student while enrolled in school.

## Professional Activities

Each student must join SkillsUSA. Participating students are eligible to participate in local, state, or national competition events. A United Technical Center instructor serves as the Advisor and will provide further information.

## Reasons for Immediate Dismissal

1. Violation of the Drug or Alcohol Abuse Policy
2. Violation of the United Technical Center Weapons Policy
3. Violation of the Social Media Policy
4. Violation of the Professionalism and Professional Conduct Policy
5. Breach of Confidentiality
6. Insubordination
7. Theft
8. Violent Acts or Threats of Violent Acts against a School Employee or Another Student
9. Fraud of Academic Dishonesty
10. Misconduct or Unprofessional Behavior in the Salon
11. Discontinuing any salon experience or activities
12. Habitual Offenders of the Attendance Policy
13. Unreasonable Absences or Tardies
14. Non-Payment of Tuition
15. Persistent Safety Violations
16. Illegal or Improper Use of the Internet
17. Any Infraction that Could Harm or Threaten a Student/Staff in any way



## School Safety

The protection of students, personnel and property at United Technical Center is a priority for the UTC Administrative Council and administration. UTC has an excellent working relationship with local, state and federal law enforcement agencies and will use these agencies to see that students, personnel and property are protected from hostile, illegal or threatening situations.

Faculty and staff at United Technical Center make every effort to keep students safe, secure and free of harassment. If at any time, a student feels they need to report a problem, they should do so immediately by speaking with the teacher, coordinator or school administration. In addition, United Technical Center students may report concerns to a 24-hour hotline for all students. Call – 1-800-418-6423 to report confidentially and anonymously any activity that may hurt students or the school.

## Sexual Harassment

It is the policy of United Technical Center School of Cosmetology to maintain a work environment free of inappropriate and/or disrespectful conduct and communication of a sexual nature. Students are subject to dismissal for any act of sexual harassment they commit. It is illegal to harass another person by:

1. Making unwelcome sexual advances, favors, verbal, or physical contact.
2. Using a student's submission or rejection of such conduct as a basis for any education decision.
3. Creating an intimidating, hostile, or offensive working or educational environment by such conduct.

Conduct that arises from a social/personal relationship not intended to be discriminatory may not be viewed as harassment. Persons who feel victimized should report it immediately to the Coordinator. The Coordinator will confidentially investigate the matter complete with documentation. Students who are dissatisfied with the decision reached at this level may proceed to the next level, Director, or may file a complaint through the Grievance Procedure.

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. S2000e, et seq. Title IX of the Education Amendments of 1972, 20U.S.C. S1681, et seq. and WV Code S 5-11-1, et seq. The West Virginia Human Rights Act.

## Social Media

Cosmetology students are not to use social media sites as publication commentary concerning activities, other students, UTC staff, and/or salon business. Pictures of other students or UTC staff cannot be published without permission. Sites such as Facebook, Twitter, Instagram, etc. are all included in this regulation.

## Standards for Professional Conduct

Professional conduct and professionalism are important in every career. Individuals seeking service from professionals must be able to trust their provider. United Technical Center has established standards for professionalism and professional behavior for students while attending UTC and continuing with their career.

Professional behaviors and professionalism are critical to the effective education of students and the practice of their respective professions. All students at UTC are expected to demonstrate high standards of professional behavior in all educational settings, including classrooms and laboratories, professional and work-based sites, and in non-educational settings.

**Examples of such behavior include, but are not limited to the following:**

Honesty, integrity, trustworthiness, empathy, cultural diversity, communication punctuality, professional behavior, ethical standards, social contracts, negotiation, compromise, conflict resolution, lifelong improvement and professional competence, time management, decision-making and appearance.

Adherence to professional standards is an academic requirement for graduation from United Technical Center and a performance standard for students. Failure to meet these standards will result in disciplinary action, which may include dismissal from the program and UTC.

## Telephones and Electronic Devices

Students may **not** use the office telephones for personal business. **Mobile telephones and pagers must be turned completely off and placed out of sight. This rule applies to the classroom and the salon.** This is a UTC policy. Students should make sure that baby sitters, employers, and schools have phone numbers for United Technical Center in case of emergency. Persons must understand that students should be contacted only for events of a serious or emergency nature.

## Theft

Students are responsible for personal items that are brought to school and left unattended. United Technical Center is not responsible for the replacement of lost or stolen items.

## Tobacco Use

There is a No-Smoking Regulation in the school building and on school grounds including the parking lots. Students may only smoke in the designated outside area at UTC. Smoke breaks must meet the 10-minute limit as specified in the classroom and salon schedule. In the classroom, students must leave and enter the building as a unit when going outside to smoke during breaks at UTC. Abuse of breaks will result in lost privileges. Oral forms of tobacco also apply.

## Transportation and Parking

The student is responsible for transportation to school and the salon area. Students must park in the area allocated for cosmetology students in the lower lot of United Technical Center and enter through the front door. A UTC parking permit must be visible hanging below the middle front mirror in the front of the vehicle. Parking permits may be purchased in the main office annually for \$20.00.

## Use of Media

Social media is defined as any web-based or mobile technology utilized as a form of communication or interactive dialogue. As such, students are not permitted to create or manage a social media site, page, network, etc., that claims to be affiliated with United Technical Center School of Cosmetology and United Technical Center.

Cosmetology students are not to use social media sites as publication commentary concerning activities, other students, UTC staff, and/or salon business. Pictures of other students or UTC staff cannot be published without permission. Sites such as Facebook, Twitter, Instagram, etc. are all included in this regulation.

Further, no health information of any kind or any work-based situation can be shared through social networking by students such as client identifiers and services. Students will be held accountable for their comments, posts, pictures, etc.

The posting/use of unauthorized (written permission is required) pictures, logos, videos, or Cosmetology Program materials is strictly prohibited. Social networking, texting, email, or other electronic devices are not allowed during class or in the salon.

Students who use online social networking and identify oneself as associated with the program must explicitly note any views or opinions are their own and not that of the program. Keep in mind, any social networking that includes harassment of others will result in termination of the program.

The use of computers and the Internet within the school strictly prohibits accessing social networking sites (Facebook, YouTube, etc.),

**Faculty must maintain professional boundaries with students. Therefore, do not attempt to make personal contact with instructors through social media until 12 months after completion of the program.**

An orientation will be provided to students prior to the use of any media at UTC. The Computer Use Policy (WV Department of Education) will be discussed and a form acknowledging the appropriate use of computers will be completed by students. Students will be provided a user name, and initial password for use on the school's computers.

Students must know how to send and receive e-mail, download documents, save a file, and search the Internet for information. Please familiarize yourself with these methods or ask for assistance if needed.

A monthly planner is **required** for school and should be used to store user identification and passwords for use of computers at UTC. Check personal email frequently as faculty may elect to send packets, power points, vocabulary, or objectives via email for students to print their own copies. Email may be used for clarification of an assignment, provided the email is received before 5:00 p.m. **on weekdays only. However, email with faculty is not to be used for reminders about homework assignments and scheduled tests.**

### **Visitors**

Any individual that is not listed on a class roster or employed by UTC is considered a visitor to United Technical Center. All visitors must report to the office, sign-in and obtain a visitor's pass/name tag. No adult student may have visitors at school without first obtaining written permission from the Cosmetology Coordinator or the administrative office. Cosmetology students may not bring their children to class. Any visitor found on school property without office clearance will be reported to the authorities (the police) immediately.

## Section IV: Classroom Policies and Procedures

### Schedule

Class begins promptly at 8:00 a.m. and ends at 3:00 p.m., but there may be times when class is extended for one hour until 4:00 p.m. Notification will be provided should this be necessary. Please arrive ten minutes before 8:00 a.m. in order to be prepared to begin on time. Lunch is scheduled for 30 minutes, and students must eat in the Commons Area of UTC. Scheduling of breaks is at the discretion of the faculty for approximately 10 minutes. Students are expected to return from **breaks and lunch promptly** and conduct themselves professionally during these times. Abuse of break time will result in revocation of breaks at the discretion of the faculty. A sample schedule is provided on the next page.

### Faculty Responsibilities in the Classroom

Faculty are not available prior to 8:00 a.m. or during lunch for questions. Any questions about curriculum or assignments will be addressed during class. Other matters can be discussed during the morning or afternoon breaks. For more serious issues, it is best to request an appointment in writing.

#### Faculty shall:

1. Provide each student with one copy of the unit objectives and assignment or email information to the student, prior to a new unit of study. If the student receives an email copy, it is the student's responsibility to print the materials.
2. Plan and present each lesson with clarity and organization in a timely manner.
3. Maintain the classroom in an orderly manner to meet defined objectives. This includes question and answer sessions when assignments and tests are returned.
4. Direct student to additional information sources to enrich or enhance the learning process.
5. Construct, administer, and evaluate written examinations to determine achievement of defined objectives.
6. Document the student's progress, and provide evidence of grades to students. If the student's progress is unsatisfactory, complete a written improvement plan and discuss with the student privately.
7. Return graded tests and assignments **within two instructional days** to the student. However, if a test is given on Thursday, and Friday and Monday are work based, the student shall receive the grade on the following Tuesday. Care plans will be returned within one week.

All assignments, tests, and final exams will be posted. Any change in the dates are ONLY at the instructor's discretion.

## Student Responsibilities in the Classroom

Testing: All materials such as erasers, paper, drinks, mobile phones, calculators, and books must be cleared from the desk. Students may have an additional pen or pencil, but no additional paper is needed. There will be no talking once the tests have been distributed. Upon completion of the test, students must remain quietly in their seats with the test and answer sheet turned face down. The instructor will pick up the test and answer sheet if used.

1. A maximum of **one hour** is allocated for tests. Final exams are allotted **90 minutes**. Additional time of 15 minutes may be granted to complete testing in a designated office. However, it is at the discretion of the faculty to adjust the time to less than one hour for brief quizzes or shorter tests.

### Students Shall:

1. **Be punctual:** Students are expected to be seated and ready to begin class at 7:55 a.m. and to be prompt when going to and from lunch or breaks. (Review the tardy policy). All written assignments must be submitted in entirety at 8:00 a.m. No assignment will be accepted after this deadline for a grade.
2. **Be prepared:** Students are expected to be prepared for class by reading the text beforehand and having syllabus, objectives, and writing assignments available. Students must remain in seat during lecture without unnecessary walking about the classroom. Behavior such as talking out of turn, sleeping, cell phone use, or any disruptive behavior will not be tolerated.
3. **Be responsible:** Students are responsible for their own learning by using initiative, participating in discussions, asking questions when unsure, and requesting clarification of information as needed. Students must keep desks, tables, salon, etc. clean daily. **No food** is permitted in the classroom, nor can food or medication be stored in the classroom. **Drinks only** are permitted on the desk **except during testing**. **Drinks must be discarded at the end of the day**. Students are not permitted to work on other assignments, study for other tests, etc. during the lecture period.
4. **Be courteous:** Demonstrate courteous classroom behavior to faculty and peers. Address each person by name, with respect. Students will not interrupt when another person is talking, nor belittle anyone. **Students will not use foul language, profanity, distasteful, or slang language directed to another student or faculty.**
5. **Be accountable:** Work individually at all times unless, otherwise directed. If group work is assigned, students must remain in their assigned group. Maintain a passing grade in all courses. Students must print materials at home if requested to do so. Use of printers in the practice lab or asking faculty to print materials is prohibited. If materials are lost, it is the student's responsibility to replace them by requesting a copy from a peer or from faculty (\$.25 per page). Copy requests must be put in writing, and faculty have 24 hours to return copies to the student.

6. **Be professional:** The student must exhibit professional behavior, attitude, communication, and dress. The parking permit must be displayed in the front window, and students must park in the student lot and enter through the front door. Students will remain in the classroom until break time, lunch, or dismissal or if verbal permission is granted from the instructor. Students will not pack up their material at the end of the day until the instructor deems class is over. **Any interpersonal problems with another must be written on the appropriate form before being addressed by faculty. Forms will be provided upon request.**
7. **Be safe:** Do not block the aisles with book bags or personal items (fire code regulations). Do take all personal items home at the end of the day. Do not leave electrical cords in the aisles. Anyone using a computer must bring a surge protector to use or share with others due to limited outlets available.
8. **Follow dress code:** The student is expected to have clean hygiene and be well groomed at all times. The United Technical Center dress policy must be followed by all students. Shoes must be worn in the classroom. No hats or head coverings are allowed. (this includes sunglasses on the head). Clothing suggestive of violence, alcohol, or drugs are not permitted.

### **Attendance/Absence**

The Program is an intense eighteen-month program of study that requires regular attendance. As mandated by the WV State Board of Barbers and Cosmetologists and the WV Department of Education, (1800 clock hours must be completed. **There is little opportunity to make-up any hours.** One day of class is equal to 6.5 clock hours.

**Students must clock into the classroom in the morning and out of the classroom during dismissal using the time clock for each day in attendance. Failure to clock in will result in an absence being recorded for that day. Absences must not exceed 90 hours/15 total days. An absence is recorded on the student's individual calendar and stored in the computer.**

When absent or tardy in the classroom, the student must call the school and report off. Contact either **304-326-7592 (Kendra Bland)** or **304-326-7583 (Connie Kovach)** before **7:30 a.m. and leave your name and reason for absence.** The absence is documented (date, hours, or minutes). Students may review individual calendars at the end of each quarter or when requested. Students must sign the attendance record after the review.

Tardiness is defined as being one minute late for class or salon (8:00 a.m.) for less than one hour. Leaving early is defined as leaving class or salon for less than one hour.

Two incidents of tardiness or leaving early less than one hour equals  $\frac{1}{2}$  day absent. Sixty minutes or more is counted as  $\frac{1}{2}$  day absent. If a student does not call off from the classroom or work-based site, the incident is documented as a no call/no show. Three incidences of failure to report will be referred to the director and recorded on the final transcript of grades.

### **Do not text instructors' phones to report absences.**

When a student has missed five days, a written notice and improvement plan form the Coordinator is given to the student for a signature. **Students whose absences exceed 90 hours/15 days will be dismissed from the Program.** An exit conference with the Coordinator, faculty member, and financial secretary/accountant will include an interview. Financial arrangements must be made at the exit interview with United Technical Center.

### **Illness or Injury**

Students are responsible for their own health care during the school year. Each student must carry health insurance. If none is available, the student must purchase insurance, and evidence of health insurance is required.

Reasonable absences include serious personal or immediate family (spouse, children, parents, grandparents, siblings) illness or death, unavoidable court appearances, military obligations, or act of God (fire, flood). Bear in mind, absences for these reasons are still accrued in total days of absence. Consideration for bereavement is given for immediate family including spouse, child, parent, sibling, or grandparents. Evidence of death in the family must be submitted. All students should stay at home to prevent the spread of disease. The school is not responsible for the cost of health care for any illness. If students become ill during school or salon hours, students may choose to visit the Emergency Department or a local quick care facility.

**In the salon area, the instructor may elect to send an ill student home (fever, infection) to protect the safety of the client or other persons.** Students should take the influenza vaccine, when it becomes available to cut down on absences.

### **Make-up Work When Absent**

Upon return to class after an absence, the student is responsible for obtaining missed classroom or work-based information upon return. **Faculty will provide objectives, vocabulary, worksheets, or tests. However, notes must be obtained from a peer. Any missed test(s) or quiz(es) must be taken immediately** when the student arrives at school. **Previously assigned work (homework, care plans, or workbooks) must be submitted by 8:00 a.m.** Verification of absence through medical or legal documentation is mandatory if the student is absent for more than one consecutive day.

### **Theory Grades**

The curriculum is arranged in individual courses. Students receive credit for a course only after having completed all of the assigned work satisfactorily within the allotted time frame. The student must maintain a satisfactory grade in each course in order to continue in the program. Students who do not receive a satisfactory grade in a course will be dismissed from the program. No course may be repeated during the currently enrolled school year.



**All assignments must be handed in at 8:00 a.m. on the day it is due.** Any assignment that is submitted after 8:00 a.m. on the day it is due is still considered late. If an assignment is not submitted on time or is incomplete, the late policy includes:

- One day late (or after 8 a.m.) 10% deduction
- Two days late 20% deduction
- Three days late 30% deduction
- Four days late 40% deduction
- Five days late A grade of zero (0) is assigned

**If the assignment is incomplete or not done at all, the instructor will notify the student to complete the work despite the zero grade. The assignment must still be completed in entirety and submitted as assigned to meet course requirements. Please note a failing grade on a test may not be made up.**

Each student is responsible for their own work. Notes and course work from previous graduates are not permitted in the classroom. Students may not work assignments, study for tests, read books, play computer games, or use cell phones during lectures. Notices for tests and assignments will be posted by the instructor. A personal planner is required of students to record due dates. Schedules for assignments are not negotiable, although faculty may change dates, if necessary. A Master Calendar is posted on a bulletin board in the classroom. Holidays are included on the Master Calendar. Grades for all courses are posted on Schoology, and students have 24-hour access. Each student is provided with a user ID and password. Faculty are available to discuss academic performance by appointment. Students exhibiting scholastic deficiency (80 or <) will be counseled and an improvement plan will be written with the student's input. The improvement plan gives students suggestions for improvement and a designated period of time to achieve the goal of improved scholastic performance. If the student does not meet the improvement plan's goals and less than satisfactory is obtained in a course, dismissal may result.

### Theory Grade Scale

Numerical grades are considered according to the following scale:

90-100	A
89-80	B
79-70	C
69-60	D
0-59	F

## Section V: Salon Policies and Procedures

### Instructor Responsibilities in the Salon

#### Instructor Shall:

1. Assess the student's level of preparation for working with clientele. Select learning experiences according to the student's ability and needs.
2. Unprepared students shall be evaluated by the instructor for further action.
3. Provide supervision, instruction, and feedback to individual students ensuring each receives equitable attention.
4. Provide the opportunity for pre- and post - conferences during the work-based day to reinforce learning and share experiences.
5. Evaluate and document student performance and work-based assignments based on written criteria.
6. Emulate professional behavior, dress, communication, skill, and knowledge in order to provide a role model of exemplary professionalism. Faculty shall not use mobile devices during the instructional day.
7. Provide students with information about the salon schedule.

### Student Responsibilities in the Salon

#### Students Shall:

1. **Be courteous:** Each person is to be addressed by the proper title. This is acceptable professional etiquette. **This includes a positive attitude, moderate tone of voice, calm approach, and mannerisms.** If necessary, students may request an individual conference in **writing** for any personal concerns.
2. **Be punctual:** Each student will report to the assigned work-based area 10 minutes prior to appointments. Students are expected to be prompt when going to and returning from lunch. No student shall leave the salon area for any reason without verbal permission of the instructor.

3. **Be accountable:** Never perform any task if you are unsure of the proper skill or technique. Do not be afraid to ask for help. Take advantage of every learning opportunity. Follow through on all specific directions of the instructor. Participate in self-evaluation to assess individual progress. Perform safely and ethically within a legal framework.
4. **Be responsible:** Always think of client safety first. Report any client incidents or emergencies immediately to faculty. Always wear appropriate apparel. Keep personal belongings to a minimum.
5. **Be prepared:** All tool kits must be clean and complete daily for salon use. No tools will be permitted to leave the school until completion of program. Utilize preplanning time to familiarize yourself with equipment, products and client requests.
6. **Be professional:** Appearance is considered a component of professional conduct. Students not adhering to the following dress code will be sent home and considered absent.
  - a. The uniform must be clean.
  - b. Hair must be clean daily. If a male student wears a beard or sideburns, it must be clean.
  - c. **Students must exhibit courteous professional behavior in the salon area at all times.**
7. **Establish rapport:** Introduce yourself to the client. Be helpful and cooperative with staff, peers, clients, and faculty. Communicate promptly the client's condition and care to the instructor throughout the day. Do not wait to report a change in the client's condition.
8. **Written assignments: Handwritten documentation is to be done as required. The computer areas are specifically for computer documentation and use for cosmetology education; they are not social areas.**

**\*If a student is noncompliant with any policies, including dress code policy or exhibits unprofessional behavior, the faculty may send students home.**

### **Absences in the Salon**

A total of 90 hours or 15 absences are allowed for the program. **An absence is recorded as a zero for the grade.**

Students must report off to the instructor prior to leaving for any reason. Instructors will assign lunch, and students must clock out before going to lunch. Students may bring their lunch or buy their lunch.

## PROFESSIONALISM

Cosmetology students are required to show respect, courtesy and professional behavior when interacting with clients, peers, guests, visitors, faculty, staff and administration. This includes but is not limited to the following: Discussing only ethical and professional subjects; No chewing gum; No eating or drinking while on the salon floor; Refraining from using profanity, obscene gestures and yelling; Avoidance of fights.

Failure to exhibit professional behavior may lead to disciplinary action or removal from the program.

## DRESS CODE AND PERSONAL IMAGE

Cosmetology students are expected to project a professional image. A professional image includes your personal appearance, uniform, hygiene and grooming. All students must wear the mandatory school uniform when inside the school facilities. This uniform includes the following:

1. Hair shall be clean and styled.
2. Make-up shall be applied prior to the beginning of class or appointments in the salon.
3. Fingernails shall be clean and well-manicured.
4. The body and mouth shall be free from unpleasant odors.
5. Uniforms are required for all cosmetology students. Adult students must purchase and wear black, grey or white scrubs. Adult students must also wear a school apron or approved clothing in the salon area
6. All cosmetology students must wear black, clean, closed-toed shoes and name tags.
7. All students are allowed to wear black, grey or white  $\frac{3}{4}$  or full-length sleeved shirts under scrubs. No hoodies or jackets will be allowed at any time.

## TIME VERIFICATION

Time is verified by the use of a time clock in the classroom and additional sign-in sheets daily. Recorded times are kept to document the hours required for completion of the cosmetology program. Hours are submitted to the WV Board of Barbers and Cosmetologists on a monthly basis. All students are required to sign-in and sign-out individually. Instructors cannot adjust time errors. All students will be informed regularly of their completed hours.

## CHECK-OFF SHEETS

Cosmetology students must complete a weekly check-off sheet. All tasks on the sheet must be completed by the end of each week.

## DOWN TIME

All students are expected to work on the weekly check-off sheets when they are not working with clients. In addition, all students are responsible for cleaning and organizing the salon.

### **FALSIFICATION OF RECORDS**

The willful falsification of employment, client or school records, such as receipts, compensation records, or inventory reports will lead to disciplinary action or dismissal.

### **INVENTORY**

Inventory must be stocked orderly in the dispensary and display cases. Retail and beauty supplies will be inventoried on a regular basis according to school policies. The misuse of product through waste or stealing will result in disciplinary action or dismissal.

### **PERSONAL TELEPHONE CALLS**

All cell phones must be kept in an assigned personal locker. Please inform your family and friends that you may not take personal calls while in class. This includes text messages and all social media systems. In the case of an emergency, please have your family contact (304) 326-7580.

### **STUDENT POSSESSIONS**

United Technical Center is not responsible for kits, mannequins, electronic equipment (such as iPads, etc.), or tools left unsecured either on the salon floor at a station or in the sanitizer. Students must leave their kits at school.

For adult students, kits and mannequins remain the property of United Technical Center until the student completes the cosmetology program.

### **Salon Experience**

#### **(STUDENT APPEARANCE)**

Cosmetology students are expected to project a professional image. A professional image includes your personal appearance, uniform, hygiene and grooming. All students must wear the mandatory school uniform when inside the school facilities. This uniform includes the following:

1. Hair shall be clean and styled.
2. Make-up shall be applied prior to the beginning of class or appointments in the salon.
3. Fingernails shall be clean and well-manicured.
4. The body and mouth shall be free from unpleasant odors.
5. Uniforms are required for all cosmetology students. Adult students must purchase and wear black, grey or white scrubs. Adult students must also wear a school apron or approved clothing in the salon area
6. All cosmetology students must wear black, clean, closed-toed shoes and name tags.
7. All students are allowed to wear black, grey or white  $\frac{3}{4}$  or full-length sleeved shirts under scrubs. No hoodies or jackets will be allowed at any time.

**(CLEANING DUTIES)**

Cleaning duties should be completed to eliminate down time and before the end of the am session and pm session. Each student will have a check-off list that will include but not be limited to the following:

1. Cleaning mirrors
2. Cleaning light fixtures
3. Cleaning stations
4. Cleaning walls
5. Cleaning and straightening dispensary
6. Cleaning sinks and sanitizing
7. Cleaning esthetics and nail/pedicure areas and sanitizing
8. Emptying wastebaskets
9. Sweeping the floor
10. Other duties as assigned

**(RECEPTION DESK)**

The reception desk may be the first contact a client has with the United Technical Center School of Cosmetology. The students must make certain that this area is kept clean, orderly and attractive. The following steps should be taken daily:

1. Desk should be cleaned daily
2. Reception area must be cleaned daily
3. All paper work should be organized and neat
4. All work surfaces must be free from beverage cups, boxes, stains, dust, dirt, etc.
5. UTC business cards should be displayed
6. Waste basket must be emptied daily

**(STUDENT WORK STATIONS INCLUDING ESTHETICS AND NAIL/PEDICURE AREAS)**

Student work stations must be clean and free from clutter at all times. All work stations are to be clear of food, drinks and personal belongings. While at the work station, students are not to discuss personal information, issues, politics or religion. Students must perform the following duties daily:

1. Clean working surface.
2. Clean the entire chair.
3. Clean mirror.
4. Clean and sanitize equipment according to state law.
5. Clean surrounding floor area.
6. Maintain working equipment and tools.
7. Wet sanitizer cleaned and filled with fresh solution as needed.

**(SUPPLY ROOM OR DISPENSARY)**

All students are responsible for maintaining the supply room or dispensary area in a clean manner. Students must make sure that the following duties are done daily:

1. All beauty supplies must be stocked in an orderly manner.
2. Cleaning supplies must be stocked in an orderly manner.
3. Mixing supplies, bottles, bowls, rods and other materials must be cleaned after each use and stored in the appropriate area.
4. Perm trays and rods must be cleaned and stored after each use in the appropriate area.

**(ALL OTHER AREAS)**

All students are responsible for maintaining the salon areas that have not been mentioned previously. Students must perform the following cleaning duties daily:

1. Cleaning chairs and manicure tables.
2. Cleaning shampoo bowls.
3. Cleaning pictures.
4. Cleaning plant areas.
5. Cleaning school fixtures.
6. Emptying trash cans.
7. Sweeping salon floor.
8. Sweeping or vacuuming classroom.
9. Wiping down outside of trash cans, tops and sides.
10. Wiping down back bar.
11. Wiping down classroom tables, desks and chairs.
12. Monitoring and cleaning up entrance area to the salon (Keep this area free from trash, etc.).
13. Keep locker areas clean and neat.

**(USE OF PRODUCTS AND SERVICES)**

Supplies are to be used for educational purposes only. Students are allowed four (4) personal services per month. Anything beyond this, students will be charged a product fee.

## **CLIENT PROCEDURES**

### **(DISCOURTESY TO CLIENTS)**

Cosmetology students must communicate with clients in a professional manner at all times. Good communication skills are mandatory. It is a direct violation of prescribed customer-handling policies to show any discourtesy to clients, such as verbal abuse, physical harassment or failure to provide service. Profanity will not be tolerated.

### **(SERVICES TO CLIENTS)**

Cosmetology students cannot refuse to serve any patron at any time for any reason. If a student refuses or is not prepared for a client, they will lose clock hours. An adult student will clock out and go home; the high school student will clock out and leave the salon area.

### **(CLIENT COMPLAINTS, RETURNS AND RE-DO PROCEDURES)**

Client service directly affects the success of the United Technical Center School of Cosmetology. The school expects each student to follow the prescribed client handling guidelines in every situation. Occasionally, there will be a client complaint about services or products. Remember, our school goal is excellent service. It is extremely important that the following procedures are adhered to in the event of a complaint:

1. Remain composed when working with an angry client.
2. Be attentive and understanding to the client's needs, assuring them of your assistance in finding a solution to his/her problem.
3. Determine the facts and do not take a complaint personally.
4. Refer the client to the instructor or school director if a complaint is beyond your control.
5. Use open communication and prompt action when explaining and implementing refund, re-do and return policies.
6. Report all complaints to the instructor.

### **(PAYMENT PROCEDURES)**

West Virginia Department of Education and United Technical Center accounting procedures determine the policies and procedures used in handling money, checks, etc. All payment for services at the UTC Salon will be by check or cash only. No credit cards or debit cards may be used.



The following procedures must be followed in handling funds generated through the salon:

1. Checks under \$3.00 should not be accepted.
2. Checks should not be accepted without proper identification. Proper identification is a picture I.D. or driver's license, and the number must be written on the check.
3. Record correct telephone number on the check.
4. Third party checks are unacceptable.
5. Clients may only make the check amount for the service plus a tip.
6. When accepting a check, an instructor's initials must be placed near the address.
7. Consult an instructor if unsure about accepting any check.
8. Do not accept checks from a client who has previously written bad checks.
9. There is a \$35.00 service charge for all non-sufficient funds or returned checks.

### (TIPS)

Students are not to expect or ask for a gratuity under any circumstances. This violation will lead to a disciplinary action.

## Section VI: Program Policies

### Dismissal

- A. **Verbal Warning** – may be given at any time regarding unsatisfactory classroom and/or salon performance, appearance, attitude, or conduct. A verbal warning will be documented in the student's file. After one verbal warning is given, a written warning is completed.
- B. **Written Warning** – A letter of warning is delivered to the student by the Coordinator, indicating the violation. An improvement plan is written and a re-evaluation date is set, in which time satisfactory improvement must occur. If improvement is not demonstrated, student will be referred to the Director at which time the student may be dismissed from the program.
- C. **Out of School Suspension** – A student may be placed on out of school suspension at the discretion of the faculty for academic or work-based deficiency or professional misconduct following a verbal and written warning. A suspended day(s) will be given and counted as an absence for each day.
- D. **Immediate Dismissal** – Students are subject to immediate dismissal without prior warning for the following offenses including, but not limited to:
  1. **A failing theory grade** upon completion of a subject.
  2. **A failing work-based grade** after completion of a work-based assignment.

3. **Insubordination** – disobedience, malicious gossip, refusing to follow the direction of the instructor, profanity, belligerence in relationships with faculty, fellow students, clients, violence in any form, verbal abuse, argumentative, or inappropriate displays of anger (slamming, throwing items, hitting objects, or yelling).
4. **Under the influence of unauthorized drugs** or failure to notify the faculty of the need to take medically prescribed mood/behavioral altering drugs including possession or under the influence of alcohol, narcotics, marijuana, tranquilizers, stimulants, or controlled substances on school property. Refusal to undergo drug testing for requested alcohol or using an adulterant during drug testing shall constitute immediate dismissal. Students taking prescribed drugs which impair judgment or reaction time shall not present themselves for client care.
5. **Dishonesty, cheating**, falsifying written or verbal information, lying to an instructor, team leader, or xeroxing a chart or graded assignments, theft, plagiarism, or falsifying any application or information.
6. **Personal violence and unauthorized possession of weapons** – including an angry outburst, slamming doors, pocket knives, blunt objects, or guns, etc.
7. **Engaging in unsafe practices** – including physical, biological, or emotional factors, such as failure to recognize errors in aseptic technique, failure to seek help when needed, performing actions without supervision, inappropriate use of equipment, lack of proper protection of the client, making the client fearful, giving incorrect information, or unstable emotional behavior.
8. **Breach of confidentiality** or other unethical conduct – breaking confidentiality regulations as determined in salon area or improper exploitation of a client. This includes lunches, breaks, or in smoking areas, and divulging information to another.
9. **Nonpayment of tuition and fees** as previously discussed.
10. **Unprofessional behavior and dress** – breach of dress code, discourtesy to peers, faculty, or staff, use of profanity, silly or immature behavior
11. **Failing to abide by the policies** set by each affiliating agency including Harrison County schools.
12. **Absences in excess of 90 hours or 15 days** as outlined by the attendance policy
13. **Declarations of Incompetency** by authorities or through medical evidence.
14. **Failure to disclose information** which may prevent the student from taking the State Board Examination such as arrests, convictions, or addiction.

\*Students shall not remain after dismissal, without permission.

### Withdrawal

A student may voluntarily withdraw from the program at any time and should:

1. Arrange a conference with the Coordinator of the Program.
2. Submit a written resignation stating the reason(s) for leaving school.
3. Complete business arrangements including tuition payment. (See refund policy).

### Re-admission

An individual who leaves the program and wishes to return must request readmission in writing to the coordinator. Students must have adhered to all school policies including absenteeism and paid fees prior to exit. Students exited due to misconduct are not eligible for readmission.

1. An application form must be completed and in-person interview with faculty and director must be completed.
2. For any class or work-based failure, the student may reenter the program at the decision of the faculty and director, provided that the following admission requirements are met:
  - a. Any class with an incomplete or score less than passing must be taken again.
  - b. If more than 24 months has passed since the student has exited, challenge exams are required for previous theory courses to provide evidence of knowledge retention. If the student does not pass the challenge test, the course must be repeated.
  - c. For any course previously completed with a grade of 80 or less, it is highly recommended that the course be repeated. If there is evidence of lack of knowledge, the faculty may determine that the student needs to repeat specific units in a course or an entire course.
  - d. The student must abide by all policies contained within the Student Handbook including attendance and grading policies.
  - e. A designated entrance date will be provided to the student based upon the previous exit date and absences, which must be made up.
  - f. In the event that program changes have been made since the previous admission including updated or additional courses, the student must complete the course requirements.
  - g. Admission to the program is contingent upon the student/instructor ratio.
3. Tuition fees will be prorated until the student begins full time attendance. All other fees apply as indicated on the expense sheet. Attendance includes instruction, review of skills, or any condition in the classroom.
4. Students dismissed or who withdraw a second time will not be eligible for readmission.

### Transfer or Advanced Standing

A transfer or advance standing student is a qualified applicant who previously attended a school of cosmetology. Any student exited from a program due to misconduct is not eligible for admission. The individual may transfer if the following criteria are met:

- A. An application form for admission must be completed. (Identification documents, enrollment application, information data sheet, etc.)
- B. Has been enrolled in a cosmetology class within the past year (12 months).
- C. Submits an official transcript(s) from the previous cosmetology program certifying hours and grades while attending and at least one recommendation. An official transcript may be available from the state board. All documentation pertaining to previous training is kept in the student's file.
- D. Submits an official high school transcript with evidence of graduation or general equivalency diploma (GED).
- E. Transfer of the student into the program is contingent on the appropriate faculty to student ratio as specified in the West Virginia State Board of Barbers and Cosmetologists Laws and Rules and contractual agreements.
- F. Individual must demonstrate knowledge of cosmetology skills and theory by passing the following.
  - 1. All students must pass fundamental and advanced skills' challenge tests in the salon to be exempt from skills practice, salon simulation, or salon experience for any previously completed work-based course. Skills checklists will be used to evaluate performance.
  - 2. Direct transfer of credit will be based upon official transcript of grades only.
  - 3. Successful passage of a challenge examination in courses provided on the transcript of grades will be recorded on the UTC transcript. Any class with an incomplete or score less than passing must be taken again.
- G. Must have a minimum of six months in the program at United Technical Center and begin at a designated time according to needed course work.
- H. Tuition fees will be prorated until the student begins full time attendance. All other fees apply as indicated on the expense sheet. Attendance includes instruction, review of skills, or any condition in the classroom.

- I. The student must abide by all policies contained within the Student Handbook including attendance and grading policies.
- J. Applicants must meet all admission criteria required of any applicant to the program and are subject to the approval of the West Virginia Board of Barbers and Cosmetologists.
- K. In the event of changes in curricula, the student must complete all course work.
- L. Students dismissed or withdrawn a second time will not be eligible for readmission.

### **Drug Testing as Criteria for Admission**

The applicant understands and agrees that he/she shall submit to drug/alcohol screening as required by the Simulated Workplace program at United Technical Center. If drug/alcohol screening is performed on a urine sample or by a mouth swab rather than a blood sample, the individual shall provide the sample under observation. Appropriate chain of custody procedures shall be followed. The results of the drug screening must be reported directly to United Technical Center School by the laboratory performing the test. Receipt of positive results of a drug/alcohol screen for any substance for which the student has NO legal, valid prescription or for a non-prescription substance not declared prior to the screen shall be grounds for implementation of the procedures approved for Simulated Workplace sites.

### **Drug Testing of Students Following Admission**

The student understands and agrees that he/she may be requested to submit to drug/alcohol screening during the course of the academic year. Screening may be requested at any time by the staff of United Technical Center, and shall be performed in accordance with proper chain of custody procedures. If drug/alcohol screening is performed on a urine sample or mouth swab rather than a blood sample, the student shall provide the sample under observation. Appropriate chain of custody procedures will be followed. Drug/alcohol screening shall be performed at the expense of the United Technical Center.

Upon request of the faculty or administration of the cosmetology program, if reasonable cause exists, the student shall agree to submit to testing to determine whether alcohol, controlled substances or substances which are mood altering in any way are present in his/her blood and/or urine. Testing shall be performed as soon as possible. If a urine sample or mouth swab is collected, it shall be under observation. Appropriate chain of custody procedures shall be followed. Drug/alcohol screening pursuant to probable cause shall be at the expense of the school. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances, and shall be grounds for immediate dismissal from the cosmetology program

Any student who is prescribed any narcotic medication or medication which may be mood altering in any way shall cause his/her physician to document the prescribing of said medication. The student shall furnish documentation to the coordinator of the cosmetology program the next instructional day following the prescribing thereof. At no time shall the student engage in direct client care in the salon setting while he/she is under the influence of alcohol, a narcotic drug, or other mood-altering

medication, without a statement from his/her attending physician indicating the student's ability to perform cosmetology functions and is not impaired and following evaluation by the coordinator or her designee to determine the student's functional ability.

Any student who utilizes any non-prescription substance which may contain alcohol, cause drowsiness, or in any way impair the ability to perform cosmetology functions shall inform coordinator or her designee on any instructional day on which the substance is utilized, and prior to the student's submission to any drug/alcohol screen which may be requested in accordance with the above policies. At no time shall the student engage in direct client care if the ability to perform cosmetology functions is impaired as determined by the coordinator or her designee following the use of a non-prescription substance.

**RECEIPT OF RESULTS INDICATING THE PRESENCE OF ANY AMOUNT OF ANY SUBSTANCE FOR WHICH THE STUDENT HAS NO LEGAL, VALID PRESCRIPTION OR FOR A NON-PRESCRIPTION SUBSTANCE NOT DECLARED PRIOR TO THE DRUG/ALCOHOL SCREENING SHALL BE GROUNDS FOR IMMEDIATE DISMISSAL FROM THE COSMETOLOGY PROGRAM.**

### **ACADEMIC INTEGRITY**

Plagiarism is defined as submitting work as one's own, but created by another. This includes copying and pasting information from an Internet site or including words, images, ideas verbatim from a book, journal, or other publication without proper citation. When citing work, utilize quotations and reference according to the American Psychological Association style guidelines.

There is a zero tolerance for plagiarism, and dismissal will result if there is any evidence of it. If a student has questions regarding citations, please consult the instructor or visit the APA website.

Cheating in any form is dishonorable and will not be tolerated. Cheating is grounds for immediate dismissal from the Program. Cheating includes a broad range of deceptions such as securing or giving assistance during testing, improper use of books or notes, copying another's work, lying verbally or in writing, giving information about a test prior to a test, and falsification of class or salon records.

## **Section VII: Dismissal and Disciplinary Action**

### **ACADEMIC INTEGRITY**

Plagiarism is defined as submitting work as one's own, but created by another. This includes copying and pasting information from an Internet site or including words, images, ideas verbatim from a book, journal, or other publication without proper citation. When citing work, utilize quotations and reference according to the American Psychological Association style guidelines.

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Cheating in any form is dishonorable and will not be tolerated. Cheating is grounds for immediate dismissal from the Program. Cheating includes a broad range of deceptions such as securing or giving assistance during testing, improper use of books or notes, copying another's work, lying verbally or in writing, giving information about a test prior to a test, and falsification of class or salon records.

### **Criminal Activity**

Any adult requesting admission into the Cosmetology Program at United Technical Center, who has been convicted of a felony or submitted a guilty plea or a plea of no contest to a felony charge, must meet with the director of United Technical Center to determine eligibility for admittance. Any student who engages in drug or alcohol abuse, theft or any other illegal activity is subject to disciplinary action and/or removal from any adult program.

### **Drug Testing of Students Following Admission**

The student understands and agrees that he/she may be requested to submit to drug/alcohol screening during the course of the academic year. Screening may be requested at any time by the staff of United Technical Center, and shall be performed in accordance with proper chain of custody procedures. If drug/alcohol screening is performed on a urine sample or mouth swab rather than a blood sample, the student shall provide the sample under observation. Appropriate chain of custody procedures will be followed. Drug/alcohol screening shall be performed at the expense of the United Technical Center.

Upon request of the faculty or administration of the cosmetology program, if reasonable cause exists, the student shall agree to submit to testing to determine whether alcohol, controlled substances or substances which are mood altering in any way are present in his/her blood and/or urine. Testing shall be performed as soon as possible. If a urine sample or mouth swab is collected, it shall be under observation. Appropriate chain of custody procedures shall be followed. Drug/alcohol screening pursuant to probable cause shall be at the expense of the school. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances, and shall be grounds for immediate dismissal from the cosmetology program.

Any student who is prescribed any narcotic medication or medication which may be mood altering in any way shall cause his/her physician to document the prescribing of said medication. The student shall furnish documentation to the coordinator of the cosmetology program the next instructional day following the prescribing thereof. At no time shall the student engage in direct client care in the salon setting while he/she is under the influence of alcohol, a narcotic drug, or other mood-altering medication, without a statement from his/her attending physician indicating the student's ability to perform cosmetology functions and is not impaired and following evaluation by the coordinator or her designee to determine the student's functional ability.

Any student who utilizes any non-prescription substance which may contain alcohol, cause drowsiness, or in any way impair the ability to perform cosmetology functions shall inform coordinator or her designee on any instructional day on which the substance is utilized, and prior to the student's submission to any drug/alcohol screen which may be requested in accordance with the above policies. At no time shall the student engage in direct client care if the ability to perform cosmetology functions is impaired as determined by the coordinator or her designee following the use of a non-prescription substance.

**RECEIPT OF RESULTS INDICATING THE PRESENCE OF ANY AMOUNT OF ANY SUBSTANCE FOR WHICH THE STUDENT HAS NO LEGAL, VALID PRESCRIPTION OR FOR A NON-PRESCRIPTION SUBSTANCE NOT DECLARED PRIOR TO THE DRUG/ALCOHOL SCREENING SHALL BE GROUNDS FOR IMMEDIATE DISMISSAL FROM THE COSMETOLOGY PROGRAM.**

#### **Reasons for Immediate Dismissal**

1. Violation of the Drug or Alcohol Abuse Policy
2. Violation of the United Technical Center Weapons Policy
3. Violation of the Social Media Policy
4. Violation of the Professionalism and Professional Conduct Policy
5. Breach of Confidentiality
6. Insubordination
7. Theft
8. Violent Acts or Threats of Violent Acts against a School Employee or Another Student
9. Fraud of Academic Dishonesty
10. Misconduct or Unprofessional Behavior in the Salon
11. Discontinuing any salon experience or activities
12. Habitual Offenders of the Attendance Policy
13. Unreasonable Absences or Tardies
14. Non-Payment of Tuition
15. Persistent Safety Violations
16. Illegal or Improper Use of the Internet
17. Any Infraction that Could Harm or Threaten a Student/Staff in any way



## Standards for Professional Conduct

Professional conduct and professionalism are important in every career. Individuals seeking service from professionals must be able to trust their provider. United Technical Center has established standards for professionalism and professional behavior for students while attending UTC and continuing with their career.

Professional behaviors and professionalism are critical to the effective education of students and the practice of their respective professions. All students at UTC are expected to demonstrate high standards of professional behavior in all educational settings, including classrooms and laboratories, professional and work-based sites, and in non-educational settings.

Examples of such behavior include, but are not limited to the following:

Honesty, integrity, trustworthiness, empathy, cultural diversity, communication punctuality, professional behavior, ethical standards, social contracts, negotiation, compromise, conflict resolution, lifelong improvement and professional competence, time management, decision-making and appearance.

Adherence to professional standards is an academic requirement for graduation from United Technical Center and a performance standard for students. Failure to meet these standards will result in disciplinary action, which may include dismissal from the program and UTC.

## Theft

Students are responsible for personal items that are brought to school and left unattended. United Technical Center is not responsible for the replacement of lost or stolen items

## Section VIII: Additional Information:

This handbook has been prepared with information from the following resources:

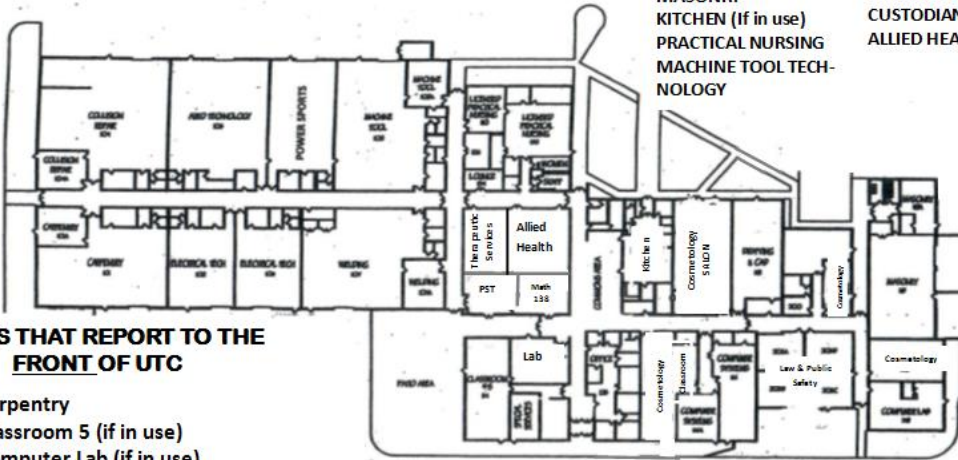
1. Cosmetology Educators of America
2. Milady 2016, Cengage Learning, Instructional Systems
3. SkillsUSA Website
4. United Technical Center Student Handbook United Technical Center Policy Manual
5. West Virginia Barbers & Cosmetologist Board Regulations
6. West Virginia Department of Education Policies & Regulations for CTE

The contents of this document are an accumulation from the resources used. Some sections are duplicates from our resources. We appreciate the assistance from all resources in preparing this handbook. If there are any questions, please contact Ray Frazier, Assistant Director at 304-326-7588 or Matthew Call, Director at 304-326-7585.

## EMERGENCY EVACUATION MAP

### AREAS THAT REPORT TO THE BACK OF UTC

- DRAFTING (CAD)
- COSMETOLOGY SALON
- MASONRY
- KITCHEN (If in use)
- PRACTICAL NURSING
- MACHINE TOOL TECHNOLOGY
- AUTOMOTIVE TECHNOLOGY
- COLLISION REPAIR TECHNOLOGY
- POWER SPORTS
- CUSTODIANS
- ALLIED HEALTH



### AREAS THAT REPORT TO THE FRONT OF UTC

- Carpentry
- Classroom 5 (if in use)
- Computer Lab (if in use)
- Computer Systems
- Cosmetology Classrooms
- Electrical Technician
- Therapeutic Services
- Law & Public Safety
- Math
- Medical Assisting
- Office
- Welding

United Technical Center  
Clarksburg, WV

PLEASE **EXIT** THROUGH THE CLOSEST DOOR TO YOUR ASSIGNED AREA

## SkillsUSA Pledge

Upon my honor, I pledge:

- To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers.
- To base my expectations of reward upon the solid foundation of service.
- To honor and respect my vocation in such a way as to bring repute to myself.
- And further, to spare no effort in upholding the ideals of SkillsUSA.

### Meaning of the Pledge

Upon my honor, I pledge: This is a very strong statement. It means you are committed to follow through on your promise.

To prepare myself: Preparation requires self-control. It means effort without immediate reward but with the knowledge that the effort will pay off when the preparation is completed.

By diligent study: Diligence implies something far beyond a quick review of assignments. Diligence means perseverance, concentration and not always taking the easy route.

And ardent practice: A person of character makes every effort in spite of setbacks or personal loss.

To become a worker: SkillsUSA members take pride in making things happen, in being good workers and in their employers.

Whose services: Doing things for others is the basis of many occupations. SkillsUSA members strive to be active in their schools and communities.

Will be recognized as honorable: The result of preparation, study, practice, work and service is the respect and honor given SkillsUSA members.

To base my expectations of reward upon the solid foundation of service: This statement reinforces the attitude that we must first serve in order to gain. This attitude is important to success.

To respect my vocation: SkillsUSA members recognize the need to find their vocation and strive to understand its traditions, skills, leaders and potential.

To bring repute to myself: SkillsUSA members strive to have a good reputation among their peers, fellow workers, teachers, parents and employers.

To spare no effort in upholding these ideals: This means service to the community, school and SkillsUSA chapter – getting things done and becoming a leader, all with the ideals of SkillsUSA in mind.

## United Technical Center

### 2024-2025 Academic School Calendar

#### 2024

<b>August 1</b>	<b>First Day</b>	<b>Returning Adults (HS completers)</b>
August 14	No School	Professional Meetings
August 15	No School	Curriculum development
August 16	No School	Preparation for Opening school
<b>August 19</b>	<b>First Day</b>	<b>HS Cosmetology Students &amp; New Adults</b>
September 2	No School	Labor Day
October 14	No School	Faculty Senate/Parent Teach Conference
November 5	No School	Election Day
November 11	No School	Veterans Day
November 25- 29	No School	Thanksgiving Break
December 20	3 hr. early dismissal(HS)	Faculty Senate
December 23-31	No School	Christmas Break

#### 2025

January 1	No School	New Year's Day
January 2-3	No School (HS)	Professional Learning Days
January 20	No School	Martin Luther King, Jr. Day
February 17	No School (HS)	OS Day
February 24	No School (HS)	Professional Learning Day
March 28	No School (HS)	Professional Learning Day
April 17	3 hr. early dismissal(HS)	Faculty Senate
April 18	No School (HS)	OS Day
April 21-25	No School	Spring Break
May 26	No School	Memorial Day
May 30	Tentative Last Day for High School Students	
June 19-20	No School	19th-Juneteenth, 20th-WV Day
June 30	Tentative Last Day for Adult Students	

- Calendar subject to change
- HS= High School

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## Appendix A

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### Course Descriptions:

#### 9193A Barbering and Cosmetology Foundations

This course provides knowledge and skills in the fundamental theory of professional development as delineated by the WV Board of Barbers and Cosmetologists such as: effective communication, human relations, government organizations, professional organization and development, first aid and general infection control. Students will utilize problem-solving techniques and participate in hands-on activities to develop understanding of course concepts.

#### Aesthetics: 9196A Skin Sciences I

This course will provide the student with knowledge and skills to be able to: apply nail tips, wraps and gels; apply facial make-up; and practice various methods of hair removal—as delineated by the WV Board of Barbers and Cosmetologists. Students will utilize problem-solving techniques and participate in hands on activities to develop an understanding of course concepts.

#### 9195A Aesthetics Science

This course provides information on the aspects of aesthetics science such as: infection control, general anatomy and physiology, basics of chemistry, basics of electricity, and basics of nutrition as delineated by WV Board of Barbers of Cosmetologists.

#### 9194A General Aesthetics I

This course will provide the knowledge and skill for working in the treatment room, basic facial practices, facial massage, hair removal, makeup, advanced topics and treatments as delineated by the Board.

#### 9190A Nail Technology Science and Procedure

This course provides knowledge and understanding of infection control specifically for nail technicians; general anatomy and physiology; skin structure and growth; nail structure and growth; nail diseases and disorders; basics of chemistry, nail product chemistry; and electricity as delineated by the WV BBC.

#### 9191A Art of Nail Technology

This course provides the knowledge and skills to perform basic manicures and pedicures; electric filing; wraps, tips, paraffin wax treatments, monomer liquid and polymer powder nail enhancements, UV gels, and creative designs as delineated by the WV BBC.

#### 9192A Nail Technology +al Experience

This course provides knowledge and skill as delineated by the WV BBC for the provision of manicures, pedicures, massage and facials.

### 9198A Cosmetology Professional I

This course provides knowledge and skill for working with hair and scalp, scalp treatment, shampoo and rinse, facial shapes, and hair styles as delineated by the WV BBC. Students also gain the professional or skilled knowledge and skills necessary in beginning a career in hair styling professional.

### 9199A Cosmetology Professional II

This course will provide knowledge and skill for working with wigs, hair additions, braiding and extensions as delineated by the WV BBC.

### 9200A Cosmetology Professional Advanced

This course will provide the knowledge and skills for hair cutting as delineated by the WV BBC. Program area provides individuals with the principles, practices and concepts involved in hair cutting.

### 9201A Cosmetology Science I

This course provides information on the scientific aspects of cosmetology as delineated by the WV BBC such as: human anatomy, basics of chemistry and electricity, infection control and tools and equipment.

### 9202A Cosmetology Science II

This course will provide the student with information on electricity and chemical products used in cosmetology and the effects on the human anatomy delineated by the WV BBC. The program area provides individuals with the principles, practices and concepts involved in cosmetology. Students also gain the professional or skilled knowledge and skills necessary in beginning a career in the cosmetology profession.

### 9203A Cosmetology Chemical I

This course will provide knowledge and skills for scalp care, shampooing and conditioning as delineated by the WV BBC such as: explaining the importance of pH and shampoo selections, role of surfactants in shampoo, selection of various types of shampoos and conditioners, proper scalp manipulation and shampoo and conditioning procedures.

### 9204A Cosmetology Chemicals II

This course will provide knowledge and skills for working with chemical texture services and hair coloring as delineated by the WV BBC such as: factors in hair analysis for chemical texture services, types of permanent waving, basic wrapping procedures, difference between neutralizers and relaxers, color theory and techniques.

### 9197A General Aesthetics II

This course gives students the knowledge and skill of the aging process of skin, skin analysis and skin care products as delineated by the WV BBC.

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Appendix B

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### **COSMETOLOGY LICENSE INFORMATION**

According to WV Board of Barbers and Cosmetologists State Code Chapter 30, Article 27, Title 3, Series 1, an applicant for licensure shall present satisfactory evidence to the Board that he or she:

- Is at least 18 years of age.
- Is of good moral character and temperate habits.
- Has completed at least the 12th grade of public school or its equivalent.
- Has graduated from a school of cosmetology approved by the Board.
- Has passed the appropriate examination
- Has submitted the appropriate application with fees to the board
- Has presented a certificate of health from a licensed physician.
- Is a citizen of the United States or is eligible for employment in the United States
- Has fulfilled any other requirements specified by the board

## Appendix C



Michael J. Farrell, Esq. Chair  
Sarah Armstrong Tucker, Ph.D. Chancellor

## ADDENDUM TO CATALOG

VA Pending Payment Compliance

Facility Name: United Technical CenterPerson Completing Addendum: Matthew Call

Despite any policy to the contrary, for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, we will not:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

I, M. Call / UTC, do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, or one of similar import, in the next revision of our catalog.

Matthew Call  
Signature

5-19-21  
Date



### STUDENT AGREEMENT

The following agreement is made between the United Technical Center School of Cosmetology and enrolled students of said school. I have read the student handbook, have had an explanation of all items, understand and agree to abide by the policies therein as well as:

1. Participate actively and professionally in assigned rotations in the salon.
2. Maintain passing grades in each course.
3. Participate in student activities and organizations.
4. Adhere to the attendance policy, and schedule appointments after class.
5. Assume the responsibility, if absent, to contact the instructor and make up any tests or assignment missed as well as submit already scheduled assignments.
6. Assume responsibility for my transportation.
7. Notify the school office or instructor if I am ill or unable to attend class, for any reason. I will notify these persons each day in the event of an extended illness or absence.
8. Maintain my health to protect myself and others of the health team.
9. Exhibit appropriate conduct (clothing, respect, etc.) for fellow classmates and faculty.
10. Avoid defacement or damage to school or personal property.
11. Avoid these specific factors that constitute immediate dismissal from the Program.
12. Submit a letter of resignation and complete an exit interview if necessary to withdraw.
13. Submit to any random drug/alcohol screen when requested to do so by the faculty.
14. Adhere to all policies set forth in this Handbook.

**Please sign below, include the date, and submit this page to the faculty.**

**STUDENT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Student copy**

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The following agreement is made between the United Technical Center School of Cosmetology and enrolled students of said school. I have read the student handbook, have had an explanation of all items, understand and agree to abide by the policies therein as well as:

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**DATE** \_\_\_\_\_