

Cosmetology Student Handbook



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WELCOME

Welcome to Cosmetology at Johnston Community College. JCC and the Cosmetology faculty are excited to have you as a part of our program.

We share a tremendous sense of pride and passion in what we offer within this curriculum. The love of this profession and its opportunities compels us to give to you our very best.

Cosmetology is a profession; a challenging, exciting, and rewarding career. Student success in completing this program is highly dependent upon diligence of study, work ethic, sense of morals and principle, and professionalism. With student success a top priority of the Cosmetology faculty, you, as a student, must possess the above characteristics to assist in your success within the program and this profession.

This handbook is exclusively for the cosmetology students of Johnston Community College. It serves as a supplement to the Johnston Community College Catalog that covers general institutional policies related to all students at the college. The policies unique to the cosmetology program are specified in this handbook. All rules, regulations and policies in this handbook apply to Cosmetology students. You are encouraged to refer to it often.

It is the responsibility of every student to review this handbook independently and to refresh upon its content every semester. Students will receive any changes or addendums upon needed updates. Should you have questions concerning any elements of information in this handbook, please talk with your instructor or schedule a time to meet with the Department Chair to discuss questions or concerns.

Your time with us will be a challenging experience yet a gratifying experience. We wish you all much success! So, take charge of your education and let's MAKE IT HAPPEN!!

**JOHNSTON COMMUNITY COLLEGE
COSMETOLOGY FACULTY**

**Johnston Community College and the Cosmetology Faculty reserve the right to make revisions to the policies of the Cosmetology Student Handbook. In the event of such revisions, students will receive notification. The revised policy then becomes the policy of record.*

HISTORY

Johnston Community College has been awarding associate degrees, certificates, and diplomas for more than 40 years to students pursuing occupational, technical, and continuing education skills.

JCC serves some 15,000 students each year in its credit and non-credit programs. Since 1969, JCC has maintained its small town values while progressively meeting the needs of one of the fastest growing counties in the state.

In September 1969, Johnston County Technical Institute was established as the fifty-first school of its kind in the state. The first campus opened in a former high school in Four Oaks under the leadership of Dr. John Tart, founding president. The College moved to its current location in Smithfield in 1976 gaining full accreditation from the Southern Association of Colleges and Schools the following year.

In 1980, the school was renamed to Johnston Technical College, and in 1987 became Johnston Community College. JCC witnessed tremendous progress under Dr. Tart's direction, including the construction of a 1,000-seat performing arts auditorium through a private fundraising campaign and the launch of the college transfer program. After Dr. Tart's retirement in 1999, Dr. Donald L. Reichard was selected to lead the College into the new millennium. During Dr. Reichard's tenure, JCC focused on expanded opportunities for global education, diversity, biotechnology training, and innovative learning. Dr. Reichard retired in June 2009 and Dr. David N. Johnson was selected as JCC's third president.

JCC is located 30 miles east of Raleigh near the junction of Interstate 95 and U.S. 70 Business. Today, the two-year, post-secondary college offers more than 40 occupational programs of study as well as numerous continuing education programs and community service activities on its 177-acre main campus. The College boasts state-of-the-art facilities and has educational centers throughout the county, including the Johnston County Workforce Development Center in Clayton, a biosciences training center that houses classrooms and computer and science labs, the Howell Woods Environmental Learning Center, a 2800-acre wildlife preserve and teaching facility, as well as continuing education centers in Cleveland and Kenly. The College's main campus is also home to a teaching arboretum, the Paul A. Johnston Auditorium, and the North Carolina Truck Driver Training School, the oldest truck driver training school in the United States.

Five bond approvals since 1999 have allowed for upgrades to campus facilities and the construction and renovation of numerous buildings on the JCC campus, including the construction of the Roger A. Smith Building for physical education classes, the construction of the William R. Britt Building, which houses the industrial technology programs, and the construction of the Public Safety Services Building, which houses certified nursing assistant, emergency medical services, fire services, law enforcement and other public service training programs. In fall 2009, an addition to the Health Sciences Building opened, creating more classrooms and specialized labs for health sciences programs. Meanwhile, renovations to the existing building have created upgraded learning space for the College's early childhood and imaging programs. Bond monies also funded the College's new Learning Resource Center, which opened in fall 2011 and includes the library and distance education classrooms.

JOHNSTON COMMUNITY COLLEGE EXPANDED STATEMENT OF PURPOSE

MISSION STATEMENT

Johnston Community College provides accessible, high-quality educational and community enrichment opportunities for the successful development of learners.

CORE VALUES

EXCELLENCE

- We value continuous growth and improvement in every area of campus life. We will strive to provide adequate resources so that, over time, such improvement can be seen and measured.
- We value teamwork, cooperation, collaboration, innovation, and creative problem solving as part of our continuous improvement efforts.
- We value freedom to instruct students using various techniques and to develop methods that will help them achieve their maximum potential.
- We value the courage to provide leadership, to take risks, to welcome change and to persevere.

HONESTY AND INTEGRITY

- We value honesty and integrity and believe that academic and personal honesty are essential elements in education.
- We believe that integrity binds us to fairness, to truth, and to actions and philosophies that meet the highest ethical standards.
- We value intellectual honesty and academic freedom and pledge to foster an environment of trust and responsibility in the learning community.

COMMUNITY

- We value prompt, fair, friendly, courteous, and people-centered service to our communities and to each other.
- We value the many opportunities we have to help make our community, state, nation, and world a better place to live.

LEARNERS

- We value learning as a lifetime endeavor.
- We value the input of learners as we assist them in achieving their goals.
- We create a nexus for learning in this community to include meeting the changing needs of the learner.

RESPECT

- We value our faculty, administration, support staff, and maintenance and operations personnel. We respect their diverse life experiences, appreciate their contributions to our learning community, and encourage their individual, personal, and professional development.
- We believe that all people should be treated with respect, creating a safe, inclusive, and nurturing environment that supports a balanced lifestyle as well as opportunities for life-long learning.

COMMUNICATION

- We value open and honest dialogue, feedback, and active listening, flowing in all directions.

TEAM SPIRIT

- We value team spirit, whereby each member operates unselfishly for the benefit of the cause.

PURPOSE

1. Ensure student achievement of academic goals, enhanced employment opportunities, or transfer to four-year colleges.
2. Collaborate with appropriate agencies and groups to meet workforce and community needs.
3. Provide and support personal and cultural enrichment, outreach, and community based programs, activities and events that reflect the diversity within the community.

INSTITUTIONAL GOALS

1. Enhance student success.
2. Enhance the student experience.
3. Enhance funding for programs, services, and infrastructure.
4. Enhance college image to external constituents.
5. Enhance the organizational climate for employees.

JOHNSTON COMMUNITY COLLEGE COSMETOLOGY

PURPOSE

In coordination with the mission of the North Carolina Community College System and the purpose of Johnston Community College, the purpose of the Johnston Community College Cosmetology Programs is to prepare graduates to integrate the principles of cosmetology and related sciences into the practice of cosmetology.

The first level of cosmetology consists of classes COS 111, Cosmetology Concepts I and COS 112, Salon I, which cover all beginner basics that prepare students with theory knowledge, and the safe practice of live client services upon advancing to the salon clinic floor. Upon completion of the first level, the student is prepared to utilize all concepts taught, perform client procedures, and build skill for the demonstration of NC State Board procedures. Students will be prepared to assume responsibility for applying the communication and practical skill, moral and ethical principles and professionalism necessary to deliver quality service to all clients.

The second level of cosmetology, COS 113, COS 114, COS 115 & COS 116, builds on the foundational studies received in the first level, expounding upon theory concepts of chemicals, advanced procedures, and business principles. The intermediate student will learn more in-depth information and further practice product application and procedure techniques. Upon completion of the second level, the student will portray greater confidence in performance and possess elevated knowledge and experience of salon operations and processes.

The third level of cosmetology concentrates on the preparation of advanced students for NC State Board exams; both written and practical. COS 117, Cosmetology Concepts IV, reviews all text material and organizes the practice and study of theory concepts through extensive practice and exit exams. COS 118, Salon IV, permits the completion of state board requirements (hours and performances) allowing additional practice of client service and state board procedures essential for successful state licensure testing.

PHILOSOPHY

Mission

The cosmetology program supports the mission of the North Carolina Community College System and the mission of Johnston Community College. The faculty is committed to providing accessible high quality cosmetology education to meet the diverse and changing needs of the industry and service area, and to promoting the development of qualified students prepared for the professional role of licensed cosmetologist at the entry-level. Graduates of this program meet the educational requirements to take the North Carolina State Board of Cosmetic Arts Exam. The philosophy of the Cosmetology Program is derived from statements about the quality, achievement of potential, the individual, environment, health, cosmetology, the practice and education of the Cosmetologist. Within this mission, the goal of the cosmetology faculty is to promote the highest quality of cosmetology education to the student, care to the individual client, and the community. The aim is to facilitate optimum quality service, and achievement of potential for the individual.

The Cosmetologist

The graduate of each Cosmetology program at Johnston Community College is prepared to meet the education competencies defined by the North Carolina State Board of Cosmetic Arts. The practice of cosmetology is directed toward meeting the needs of the individual client. The Cosmetologist's role is characterized by evidence-based clinical practice with the provision of cosmetic care for individuals in structured settings. The Cosmetology graduate demonstrates the competencies identified by the North Carolina State Board of Cosmetic Arts to provide services of esthetic care.

Cosmetology Education

Cosmetology education at the diploma and associate's degree level, in the North Carolina Community College System, is a process that facilitates changes in behavior, the acquisition of knowledge, skills, and attitudes necessary to function in the role of entry-level cosmetologist. The curriculum is conceptually based and founded on principles of adult and collaborative learning. Basic assumptions include self-direction, utilizing adult experiences, problem and activity-centered learning.

It incorporates evidence-based cosmetology theory and practice, general education, and the sciences in an environment conducive to learning. The conceptual design defines the essential elements as the environment, achievement of potential, and health and safety. The organizing framework contains content related to the individual, and cosmetology.

The Cosmetology program at Johnston Community College provides an education that is progressive, and sensitive to the changing needs of the industry and individual, and community. Through these educational experiences, students will have the opportunity to develop critical thinking and problem-solving skills.

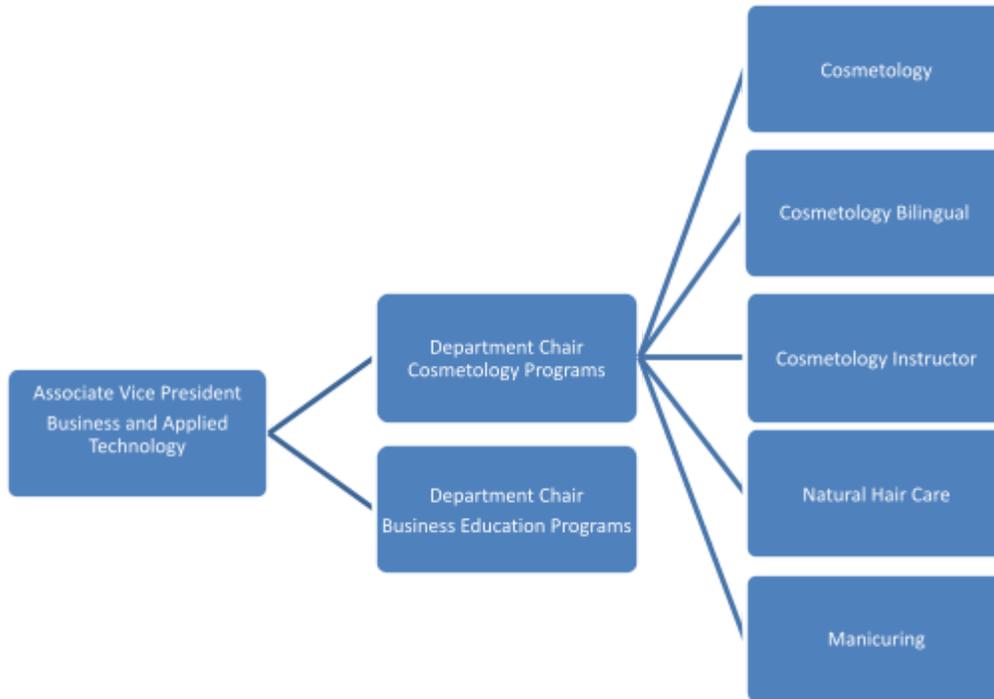
The cosmetology curriculum is based on learning theory rooted in neurobiology. Neuroscientists discovered that the brain develops circuitry and grows as a result of experience and learning. Learning is about making connections. Neurologists and cognitive scientists agree that humans build their minds by “constructing” mental structures and “hands-on” concrete application that connects and organizes information. (Barkley, Cross, & Major 2005)

Learning is a continuous process that results in a change of behavior and occurs when the individual is challenged and motivated to enhance personal knowledge. Teaching and learning is an interactive process between facilitator and student. The responsibility of the faculty of the Johnston Community College Cosmetology Program is to facilitate the student’s understanding and ability to meet the competencies for cosmetology practice through the design and evaluation of learning experiences. The cosmetology instructor is responsible for actively participating in learning experiences, and developing the knowledge, skills, and attitudes necessary to provide quality services with regards to the protection and safety of the public as a professional cosmetologist.

Curriculum Description

The Cosmetology curriculum is designed to provide students with hands-on training in a simulated salon environment. Course work includes instructions in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Cosmetology Organizational Chart



ATTENDANCE POLICY

To remain officially enrolled in the course, all students must enter class prior to the class 10 percent (census) date, which is the date set by the state for reporting purposes. Regular and punctual attendance is expected of all students in order for them to achieve their potential in class and to develop desirable personal traits necessary to succeed in employment. Class attendance is calculated from the first scheduled class meeting to the last. **Late arrivals and/or early departures will count toward total absences.** You are responsible for material covered and assignments regardless of whether or not you are present.

Since course content and teaching methods vary, each department will determine its own requirements for attendance. (See department guidelines) The student can be dropped at ANY TIME during the semester including that time period before the date designated each semester as the last day a student can drop without grade penalty. This rule includes absences from class for any reason (including sickness, jury duty/court, work demands, funerals). Students who violate the attendance policy will be dropped from the class roster.

If a student is dropped by an instructor due to excessive absences, a grade of "WF" will be issued. A "WF" is a grade penalty and could affect his/her financial aid. The student must request reinstatement from the instructor to reenter class. If this request is denied, the student may petition the Department Chair for reinstatement. If the Department Chair denies the request, the Associate Vice President or Vice President of Instruction will make the final ruling on the decision. The Cosmetology guidelines state specific reinstatement criteria for Cosmetology programs.

Students who choose to participate in College related activities such as SGA or Athletics must adhere to the attendance policy. Students are responsible for informing their instructors in advance of absences and are expected to make arrangements for making up work missed. In such cases, upon approval of the instructor, class time missed will not be counted as absences, provided the students are otherwise in good academic standing (2.0 cumulative GPA).

In accordance with the Johnston Community College Attendance Policy (JCC Catalog), cosmetology students are expected to attend every classroom and clinical experience. Attendance is critical to your success in the Cosmetology program.

CLASSROOM / LABORATORY ATTENDANCE

Students are expected to arrive promptly for classroom and laboratory experiences. Class attendance is calculated from the first scheduled class / lab meeting to the last, based on the fifty (50) minute college hour. All cosmetology core classes should be completed within four semesters; three sixteen week semesters and one eight/ten week summer session.

By departmental policy, due to the amount of NC State Board mandated program hours, performances, and nature of the program, ten percent of class hours can be used towards emergency absences. JCC policy states there are no excused absences. For proof of an emergency/valid absence, students should submit supporting documentation for their file and when needed to enter class. Students exceeding ten percent of class hours in Concepts or Salon will be dropped from the cosmetology course. COS 111 & COS 112 are concurrent courses-students attending COS 111 & COS 112 will be dropped from both courses when absence hours are exceeded in either class). All missed time counts towards absence hours. It is imperative that students attend classes. Absences put the student at risk for meeting classroom/clinical objectives.

Upon the need of an absence, if known ahead of time, students should make arrangements with their instructor and bring documentation either before or after the absence. If the student is not aware of the need for an absence, supporting documentation should be brought upon their return.

Should the student be dropped and desire to be reinstated in the course, he / she must follow the

reinstatement procedure outlined in the Johnston Community College Catalog Attendance Policy and meet the reinstatement criteria of the Cosmetology department.

Tardiness

A tardy is defined as arriving after the scheduled start time, leaving before the scheduled end time, or returning late from breaks/lunches during the class period. All time missed will count as absence time. Each tardy will count against the student's grade of professionalism. Upon the third tardy the student will receive a failing grade under attendance for that day and the instructor will schedule to meet with the student to assist the student in making arrangements for improvement. For persistent tardiness, the instructor will schedule a meeting with the Department Chair or refer the student through the Beacon Alert System. When a student is referred through the Beacon Alert System they will be contacted by the Enrollment and Student Success Center for assistance and resources, if needed. All students are expected to be professional at all times in their attendance.

RELIGIOUS OR SOLEMN OBSERVANCE POLICY

Johnston Community College authorizes two excused absences from classes each academic year for religious or solemn observances. For the purposes of this policy, an academic year begins on the first day of fall classes in August and ends on the last day of summer classes in July each year. Students requesting absence from class for religious or solemn observance must complete the Religious or Solemn Observance Absence Request Form and obtain instructor and director approval **at least two weeks prior** to the date of the absence. Students who miss class for religious or solemn observance will be granted the opportunity to make up work missed due to the absence.

Retention Policy

The Cosmetology Faculty at Johnston Community College takes a proactive stance on student retention. Recognizing that each learner differs in terms of life experiences and knowledge acquisition, the Cosmetology faculty is prepared to implement a variety of strategies to facilitate successful progression throughout the program.

Cosmetology faculty will be available during designated office hours and by appointment to assist the student as needed in the course. Cosmetology faculty may also facilitate small study groups, offer structured tutoring throughout the course, and/or refer the student to other resources as deemed necessary for success and retention.

Cosmetology remediation is available by appointment to all students in the cosmetology program. A cosmetology instructor may facilitate remediation of skills and classroom content, and assist with development of satisfactory clinical paperwork in collaboration with the student's classroom and clinical faculty. Students may be referred for remediation any time a need is noted, and/or the student initiates contact with a cosmetology remediation instructor.

A variety of **computer-assisted instructional programs** is available to the student on-line and in the computer Lab. These programs may help the student develop skills and knowledge to aid in success and retention. Please bring personal listening devices (e.g. earbuds, headphones) for use in the computer Lab.

The **Academic Skills Center and Enrollment and Student Success Center** are available at no charge to the student enrolled at the College, and may be accessed through cosmetology faculty referral or by the student's own initiation. Please refer to the College Catalog for a list of services and contact information.

Testing: After the third failed test in a sixteen (16) week course, the second failed test in an eight (8) week course, or when the required chapter average is not met due to testing, the instructor will schedule a meeting with the student to identify any reason or need as to why the student is unsuccessful in testing. Direction for assistance needed will be determined to aid in their success with future testing. An individualized remediation plan will be implemented by the instructor to assist the student, and a copy placed in the student's file. Student progress on the remediation plan will be communicated with all faculty and staff involved in the plan. Failure of the student to complete the agreed upon remediation plan will result in a referral to the Department Chair and may impact successful completion of the course or progression in the program.

(LOA) LEAVE OF ABSENCE REQUEST

In times when the necessity for a leave of absence occurs, the student must complete a Leave of Absence Request form. This form will hold the student's enrollment with the NC State Board until their return. In cases, such as the student needing to skip a semester, the student should communicate this need to their instructor and request a Leave of Absence form, fill in their information and submit to their instructor. The instructor will submit to the Department Chair for approval. Upon approval, the form will be placed in the student's NC State Board file. If denied, the student will be withdrawn from enrollment with the state board and must be re-enrolled when they return for classes.

State board hours and performances are valid for five years after the initial enrollment date for that enrollment period. After five years the student's hours and performances expire. If the student returns to school after five years they will need to repeat classes to gain hours and performances lost in a previous enrollment period.

GRADUATION POLICY

Cosmetology students are eligible for the Diploma or Associate in Applied Science Degree upon meeting the following College requirements:

1. Have passed all courses specified and required in the Cosmetology curriculum.

2. Have earned a minimum cumulative grade point average of 2.0.
3. Have taken and passed at least one-fourth of the course requirements specified in the curriculum at Johnston Community College. It is anticipated that the final fifteen semester credit hours be completed at the College.
4. Have taken and passed three practice and four exit exams.
5. Have paid all financial obligations owed to the College.
6. Have filed an application for graduation within the first 10 days of their final semester.

Refer to JCC Catalog for additional information.

STATE BOARD TESTING ELIGIBILITY AND INFORMATION

After successfully completing the core semesters of the student's designated JCC program and all state board requirements, students will be eligible to sit for the NC State Board of Cosmetic Arts exams. Due to the required NC State Board and D.L. Roope Testing Administrator processes and paperwork students will need to schedule an appointment with the Department Chair for instructions on how to apply for a temporary permit, state board testing, and license. Appointments will be scheduled on dates predetermined by the Department Chair based initially on the necessary time needed for the verification of all state board requirements for each student and other factors such as the last day of classes each semester, semester break/holidays, and number of graduates from each program.

STUDENT ADVISING POLICY

At the time of enrollment in the Cosmetology Program and following semesters, each student will be assigned a member of the cosmetology faculty as an academic advisor who will follow their progress throughout the program.

The faculty role is to provide academic advising so that students can perform at their fullest potential.

Should a student need to skip a semester and know they will be returning for the following semester a Leave Of Absence form should be completed to hold their enrollment with the NC State Board until their return. If the leave will be more than one semester the student will be withdrawn from state board and re-enrolled upon their return.

Appropriate referrals may be initiated based on individual student needs utilizing the Johnston Community College Beacon Alert System.

DUPLICATING / COPIER USAGE

Students are not to use copiers in the salon or college unless approved by staff or faculty. A copier is located in the JCC Learning Resource Center for students at a small fee per copy. Do not ask the department administrative assistants or cosmetology faculty to make copies for you.

RESOURCE MATERIALS POLICY

Cosmetology books, periodicals, and electronic media are housed in the Johnston Community College Learning Resource Center (LRC). Students are to follow all LRC policies when utilizing these materials.

LRC and electronic media resources are evaluated by cosmetology faculty throughout the year. Some are deleted and others requested as fiscal resources are available.

LRC holdings for cosmetology are evaluated by cosmetology faculty. Outdated books are identified and recommendations are made to the Johnston Community College Librarian to remove them from the shelves.

Resources more than 5 years old are not to be used by cosmetology students without approval from the cosmetology faculty.

On occasion electronic media resources may be housed in the Audiovisual Department of the LRC. Students may schedule viewing appointments with personnel in that department. Groups must schedule appointments to view videos.

Prior Textbooks, computer disks, videos, and interactive computer programs housed in the Cosmetology Department may not be removed without permission from Cosmetology Faculty. Cosmetology resources can be checked out for a three week period and will be signed out/in by Cosmetology faculty only.

For further information see Learning Resource Center in the JCC Catalog.

INCLEMENT WEATHER POLICY

The President of Johnston Community College will be responsible for canceling college (classes and labs) in the event of inclement weather.

In order to accomplish this task efficiently and with maximum coverage, school officials ask all students and parents to cooperate by following the suggestions listed below during inclement weather:

- JCC website: www.johnstoncc.edu
- JCC Automated #: (919)934-3051
- Listen to one of the area Radio Stations, TV stations or websites in the early morning for an announcement concerning school closing. (See listing below)
- Do not telephone the weather bureau, radio or television stations, newspaper offices, school officials or school offices. Announcements will reach you by radio and television.

- The absence of any announcement means that school will open as usual.
- If the college is closed, all classes are canceled.

When making a decision on opening or closing the schools, school officials are primarily concerned with the safety and welfare of all students.

*USE YOUR OWN GOOD JUDGEMENT. IF IT IS TOO DANGEROUS TO TRAVEL THEN FOLLOW THE SAME POLICY FOR ANY ABSENCE. HOWEVER, YOU'RE SAFETY IS OF UPMOST CONCERN AND YOU SHOULD MAKE THE BEST JUDGEMENT CALL FOR YOUR SAFETY.

At Your Discretion: Call the COLLEGE, NOT FACULTY.

The decision to postpone or close any activity at the college will be made by the President. Notification will be given in advance, as much as possible.

INCLEMENT WEATHER TELEVISION AND RADIO STATIONS

- **Television Stations**

- WRAL-TV - Channel 5 (www.wral.com)
- WTVD - Channel 11
- WNCT - Channel 9
- WNCN - Channel 17
- FOX - Channel 22

- **FM Radio Stations**

- WRAL – 101.5 FM (Raleigh)
- WPTF – 94 FM (Raleigh)
- WKTC - 96.9 FM (Raleigh)
- WKIX - 96.1 FM (Raleigh)

- **AM Radio Stations**

- Smithfield - WMPM – 1270 AM
- Clayton - WHPY – 1560 AM
- Dunn - WCKB – 780 AM
- Goldsboro - WGBR – 1150 AM

TWO HOUR DELAY means that the College is operating on a two hour delay. JCC officially opens at 8:00 am. In the event of inclement weather, the president may decide to open the college two hours later. This means that the College will open at 10:00 am and all scheduled classes will begin at 10:00 am.

- **Cancelled classes or classes that do not meet for any reason will require a mandatory make up assignment or make up time. Make up time not attended will be time not accumulated for state board hours. Students should make every effort to attend make up hours for cancelled classes.**

TESTING POLICY

Test Taking

Students are required to come to class prepared to take the assigned test with at least two sharpened #2 pencils. If a question arises about a test item during the time the test is being taken, students should wait until they have completed the test, raise their hands and the instructor will come to them. Once the test is completed students are to turn the test in to the instructor.

To protect the integrity of the test, students must not discuss test questions or test content among themselves or with the teaching team until the time of the test review. Students taking the test at a later time will be given a test in proxy of the original.

Test Scoring

For testing in COS 117 seated classes, answers recorded on a scantron form will be used to determine the student's test grade. Students are responsible for accurate transfer of answers to this form. Credit will not be given for errors on the scantron. Scoring for all other classes will be determined by the instructor. Tests in online classes will be administered through MindTap and automatically graded.

Early Test / Late Test

A student may take an assigned test early without penalty due to an absence, with approval of the instructor. The student is responsible for making arrangements with their instructor. The test may be taken in the Academic Skills Center or where designated by the instructor.

If a student does not take the test at the designated time on the scheduled date, the student must be prepared to take the test when and where designated by the instructor. Make-up tests may be given in the Academic Skills Center. The make-up test will be an alternate test. If the student does not take the make-up test within one week of returning to class, a grade of "zero" will be recorded for the test.

Posting Grades

Test grades will be posted in Blackboard. No test grades will be given by way of telephone or other electronic media.

CLASS ASSIGNMENTS/HOMEWORK

Class assignments and homework are assigned by the instructor for each course and are determined by

instructor discretion. All class assignments and homework should be submitted following the instructor's due dates and deadlines.

POLICY FOR ACADEMIC INTEGRITY

The Cosmetology Faculty believes that academic integrity is central to the pursuit of knowledge. This policy reflects the Core Values of Johnston Community College of honesty and integrity, a value that links academic and personal honesty, academic freedom, and integrity to the pursuit of knowledge in the context of the highest ethical standards. The following guidelines will provide the student with a clear understanding of what is considered academic dishonesty and what is expected of the student.

1. Student Code of Conduct: Item A as outlined in the JCC catalog.

Academic dishonesty involving taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism). Plagiarism in any form will be a violation of the Student Code of Conduct.

2. To protect the integrity of the test, students must not discuss test questions or test content among themselves or with the cosmetology faculty until the time of the test review. COS 117 students taking Practice and Exit exams are excluded from this policy and encouraged to work and study together to assist in preparation for the NC State Board Exam.
3. Students are expected to report any alleged violations of this policy to the Cosmetology Faculty.

Violations of this policy may result in **immediate dismissal** from the Cosmetology Program (See Dismissal Policy).

ETHICS POLICY

Cosmetology students at Johnston Community College are expected to conduct themselves as a professional at all times. Cosmetology students are expected to adhere to the Code of Conduct established for all Johnston Community College students. The College (see JCC College Catalog) reserves the right to dismiss any student who demonstrates behavior which conflicts with safe and ethical Cosmetology practice. (Refer to Dismissal Policy)

1. Client confidentiality **MUST** be maintained at all times. **Violation of this policy may result in dismissal from the program.** (See details at end of policy)
2. Students are not permitted visitors during classroom/lab experiences.
3. Emergency calls are to be directed to the cosmetology instructor who will relay the message to the student. Consistent with the policies of our regulatory affiliations, use of cell phones, pagers or other electronic devices while participating in classroom and labs without prior approval of the instructor is prohibited.
4. Client care will be delegated to an appropriate individual any time the student must leave the clinic due to an emergency. Before leaving the client/clinic, the emergency must be reported to an instructor by the student. Applicable accommodations pertinent to the issue will be made by the instructor.
5. Students are not permitted to solicit or sell personal items (i.e. children's fundraising items, home party sales, etc.) in the classroom or clinical settings.
6. Students must adhere to all policies of each theory/clinical classroom to which he/she is assigned.

Any violation of confidentiality related to Protected Health Information (PIH), Information Security, Authorization for Release of Information policies and / or HIPAA violations will result in disciplinary action, up to and including immediate dismissal from the cosmetology program.

Dissemination of information includes but is not limited to:

- Talking to another person/student not directly involved in client care or on a need to know basis.
- Giving out information without first checking to see who is eligible to receive information.
- Talking about or posting anything derogatory relating to clinical practice, client care or instructors on ANY social media venue (e/g FaceBook, Twitter, SnapChat, etc.). This includes saving information to smart phones, tablets or other electronic devices.
- Removing any part of the client chart from JCC.
- Having identifiable personal client information on student clinical paperwork.

Violations by any student may result in dismissal from the program.

(Refer to Social Media Policy for additional details)

Minors on Campus

College policy does not allow minors to be brought to class. Minors are not allowed on campus while parents are attending class. Bringing guests, of any age, to class is a potential disruption for others and places the college in a position of liability.

Social Media Policy

Background:

Social networking sites can benefit health information and educational programs in a variety of ways, including fostering professional connections, promoting timely communication, as well as educating and informing consumers and health care professionals. Social media such as Facebook, LinkedIn, Twitter, SnapChat, and others have grown in popularity and application, allowing users to post content and pictures with virtually anyone. Organizations and businesses including cosmetology related businesses, are rapidly integrating the use of social media into their education, outreach and marketing strategies.

While this creates new opportunities for communication and collaboration, it also creates vulnerabilities for individuals and businesses, especially those involving records of healthcare information. Without caution, these communication methods may result in a student disclosing too much information, and violating client privacy and confidentiality.

Purpose:

The Department of Cosmetology supports the use of social media to reach audiences important to the College such as students, prospective students, faculty and staff, and clients. The College presence or participation on social media sites is guided by college policy. This policy applies to students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about student course activities and requirements. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

Social media includes text, images, audio and video communicated via such tools as:

- Blogs, and micro-blog such as Twitter
- Social networks, such as Facebook
- Professional networks, such as LinkedIn
- Video sharing, such as You tube and vlogs (video weblogs)

- Audio sharing, such as podcasts
- Photo sharing, such as Flickr and Photobucket, and
- Social bookmarking, such as Digg and Redditt
- User created web pages such as Wikis and Wikipedia, and
- Any other internet-based social media application similar in purpose or function to those applications described above.

Social Media Guidelines:

- Use of social media is prohibited while performing direct services or classroom activities and/or assigned areas.
- It is expected that during class use of PDAs and other devices employed for social media will be used only as authorized by faculty. If a PDA is combined with a cell phone, it is expected that the cell phone aspect of the device is silenced.
- No personal phone conversations or texting are allowed at any time while in client areas or in the classroom.
- Use of computers (PDAs, Notebooks, etc.) during class is restricted unless permission is given by an instructor for a classroom activity. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape or audiotape instructors, fellow students, or clients for personal or social media use without the express written permission of the faculty, fellow student, or client.
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients, students, or faculty must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, the privacy of others, and confidential information.

Considerations:

- There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.

- Future employers hold you to a high standard of behavior. By identifying yourself as a Johnston Community College student through postings and personal web pages, you are connected to your colleagues, cosmetology related businesses, and even clients. Ensure that content associated with you is consistent with your professional goals.
- Cosmetology students are preparing for a profession which provides services to a public that also expects high standards of behavior.
- Respect your audience.
- Adhere to all applicable college privacy and confidentiality policies.
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

Consequences:

- Violations of client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.

CELL PHONE & ELECTRONIC DEVICE POLICY

Cell phones can be used for professional purposes only, and must be used with instructor's permission. Professional use is using the cell phone as a proficient tool during the client consultation to show pictures to determine the desires of the client, during the service for before and after pictures for portfolios (with client's permission), and for projects/assignments; all when approved by an instructor. Cell phones cannot be used at any time other than explained above. No texting, emails, or calls can be made during classes. Cell phones or other electronic devices cannot be charged at salon stations or other areas of the salon or classroom. Students can charge a device in the office only in an emergency and must have instructor approval. Charging electronic devices is the student's personal responsibility. In the case of an emergency, students should inform the instructor at the beginning of class if they are expecting an emergency phone call. In an emergency situation only, with instructor approval, students may step out of class in the hallway to use their cell phone. Use of cell phones, pagers or other electronic devices while attending class or participating in class-related activities is prohibited without prior approval of the instructor. All devices must be silenced before entering the classroom or during participation in a class-related activity and stored away in a personal bag (purse, book bag, etc.). **Cell phones cannot be kept in uniform pockets** and should be used only when needed as a professional or technology tool in the theory or salon classroom.

Violations of this policy are cumulative and will result in administrative action with a documented verbal warning on the first offense, documented written warning on the second offense and on the third offense

an official charge form will be completed on the student and sent to the Department Chair. Further action may be taken if sent to the Vice President of Student Services. A charge against a student is a written violation of the Student Code of Conduct with an order for sanction(s). A student charge goes against the student's disciplinary record and can affect a student's enrollment and/or financial aid.

DISMISSAL POLICY

Justifiable grounds for dismissal from the Johnston Community College Cosmetology Program include, but are not limited to:

- a. Violation of the Student Code of Conduct set forth in the Johnston Community College Catalog.
- b. Behavior which conflicts with safe and ethical cosmetology practice as outlined within the policies of this handbook.
- c. Inappropriate use of electronic devices (e.g. cell phones, iPads or other devices)
- d. Performing procedures without instructor's supervision and / or permission.
- e. Violation of the Policy for Academic Integrity.
- f. Falsification of client information and/or documents.
- g. Withholding information or providing false information relative to clients and/or actions of self and others.

The Cosmetology Faculty acknowledges the seriousness of these actions. Students who commit these offenses will be charged and must meet with the Vice President of Student Services and may be dismissed immediately and/or receive a grade of "F". Future readmission to the program may be jeopardized.

The student with physical or emotional health problems that threaten the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, may also be dismissed from the program. If the student has maintained a passing course grade, the student may receive a grade of "WD" for the course. (Refer to Health Policy)

CONFIDENTIALITY POLICY

In accordance with the **Family Educational Rights and Privacy Act (FERPA)** of 1974, Johnston Community College does not release student information concerning attendance, grades, GPA, or withdrawals to anyone, including parents or employers, without proper documentation to the Registrar's

office. If documentation is provided, the Registrar will notify faculty if it is permissible to release information.

- **Disability Services** – The Disability Services Office helps adapt Johnston Community College’s general services to the individual and specialized needs of students who have special health conditions, disabilities, or limitations. Services are provided in accordance with Section 504 of the Rehabilitation Acts of 1973, as amended in 1998 in Part IV of the Workforce Investment Act, Perkins Vocational and Applied Technology Education Act of 1998, and the Americans with Disabilities Act of 1990. Our goal is to ensure all qualified students with equal opportunity and access to all programs and facilities.

Disability Services Office – 919-209-2088
Student Services Office – 919-209-2128
TTY – 919-209-2154

- **Safety and Evacuation Information**

Evacuation strategy or response to an emergency situation: If the fire alarm goes off or the college officials call for evacuation leave out the nearest exit and move out 150 feet from the buildings until the all-clear signal is given to reenter. In the event of a tornado warning we will exit classrooms into the hallway and continue with tornado safety instructions.

- **Jaguar Notification System**

Students, faculty and staff are reminded that Johnston Community College (JCC) utilizes an e-mail Emergency Notification System known as the Jaguar Notification System. Emergency alerts are sent directly to your JCC Gmail account and any other cellular device or e-mail account that you have chosen. To add another cellular device or e-mail account, please go to <http://www.johnstoncc.edu/jaguaralerts.aspx> to make your change.

STUDENT CODE OF CONDUCT AND SANCTIONS

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of College officials, a student’s conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

The act of enrollment at Johnston Community College indicates acceptance by the student of published rules and policies of the College. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct prohibiting certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in Section V. Prohibited conduct shall include, but not be limited to:

- A. Academic dishonesty involving taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).
- B. Theft of, misuse of, or damage to College property, or theft of or damage to property of a member of the College community or a campus visitor on College premises or at College functions; unauthorized entry upon the property of the College or into a College facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a College facility after closing hours.
- C. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College sponsored or supervised functions off-campus or in College owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his or her actions.
- D. Disorderly, lewd or indecent conduct, including but not limited to, public urination, defecation, sexual acts performed in public or on college premises, taking pictures of another person in a gym locker room or restroom without that person's consent, disrobing or streaking, and possession or distribution of any obscene materials.
- E. The use of legally obscene language or behavior that materially or substantially disrupts college function.
- F. Excessive noise on college property including its hallways, walkways, driveways, and parking areas.
- G. Conduct which threatens or endangers the health/safety of any person on the campus, online, or at any College authorized function/activity including, but not limited to, physical abuse, the threat of physical abuse, sexual misconduct and assault.
- H. Discrimination on the grounds of age, race, color, sex, national origin, disability, religion, creed, military or veteran status, or genetic information of on College premises, at College-sponsored or supervised functions, or online that is sufficiently severe that it limits or denies an individual the ability to participate in or benefit from the College's educational program or activities.
- I. Any act, comment, or behavior that materially and substantially disrupts the college or interferes with a student's performance including that which promotes actual violence or harm, fighting words, true threats, violations of the law, criminal or severe harassment, defamation that harms a person's reputation, false advertising or commercial speech that is misleading, or the use of public resources for partisan political activities.
- J. Intimidation (implied threats) or coercion that causes a reasonable fear of harm in another.
- K. Material or substantial obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions and other duly authorized activities on College premises.

- L. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- M. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.
- N. Possession or use of a firearm, incendiary device, or explosive, except in connection with a College approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
- O. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- P. Gambling.
- Q. Smoking and/or using other forms of tobacco products or use of electronic cigarettes in classrooms, shops, and labs or other unauthorized areas.
- R. Violation of College regulations regarding the operation and parking of motor vehicles.
- S. Forgery, alteration, copyright violation, or misuse of College documents, records, computer software, or computer equipment with intent to deceive; making a knowingly false statement, either orally or in writing, to a College official.
- T. Failure to comply with instructions of College officials acting in performance of their duties, including failure to provide student ID in a timely manner when requested.
- U. Violations of the terms of disciplinary probation or any College regulation during the period of probation.
- V. Fiscal irresponsibility such as failure to pay College levied fines, failure to repay College funded loans, or the passing of worthless checks to College officials.
- W. Violation of a local, state, or federal criminal law on College premises adversely affecting the College community's pursuit of its proper educational purposes.
- X. Violation of the College's Information Technology Acceptable Use Policy.
- Y. Use of cell phones, pagers or other electronic devices while attending class or participating in class-related activities (i.e. labs, clinicals, etc.) without prior approval of the instructor.
- Z. Failure to respond to a notice of charges.

Please note: Certain programs such as associate degree nursing and basic law enforcement training also have supplementary codes of conduct to which students within those programs must adhere.

IV. Disciplinary Procedures

A. Immediate Suspension

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or

administrative officer may direct the student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the student(s) fails to cease and desist, the instructor may then suspend the student(s) from the class. The vice president/designee or the president may suspend the student(s) from either the class or the College until a resolution of the matter can be made.

The instructor or administrative officer invoking such suspension shall notify the vice president in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than two days following the incident. The vice president shall resolve the matter in a timely fashion utilizing the steps outlined below in Section IV, C.

B. Responsibility for Implementation

The vice president/designee is responsible for implementing student discipline procedures.

C. Disciplinary Procedures

In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. Charges: Any administrative official, faculty member, or student may file charges with the vice president against any student or student organization for violations of College regulations. The individual(s) making the charge must complete a charge form (available from the office of the vice president or the College's Web site) stating:
 - a. name of the student(s) involved,
 - b. the alleged violation of the specific Code of Conduct,
 - c. the time, place, and date of the incident,
 - d. names of person(s) directly involved or witnesses to the infractions,
 - e. any actions taken that relate to the matter, The completed charge form should be forwarded directly to the vice president.
2. Investigation and Decision: Within five working days after the charge is filed, the vice president/designee shall complete a preliminary investigation of the charge and shall schedule a meeting with the student to discuss the alleged infraction. The vice president/designee may act as follows:
 - a. Drop the charges.
 - b. Impose a sanction consistent with those shown in Section V.
 - c. Refer the student to a College office or community agency for services.
3. Notification: The decision of the vice president/designee shall be presented to the student orally or in writing immediately following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the vice president/designee or where the student refuses to cooperate, the vice president/designee shall send a certified letter to the student's last known address providing the student with a list of the charges, the vice president's decision, and instructions governing the appeal process (Section VI).

V. Sanctions:

The Student Code of Conduct sanctions are listed below. The list does not imply an order or sequence of sanctions. The sanctions in each case will be determined by the factors related to the specific cases. Sanctions include the following:

- A. Verbal Warning: A verbal warning statement, including friendly advice, counsel, criticism, or rebuke, to the student that further disciplinary action will take place if the specific behavior/condition is continued or repeated.
- B. Reprimand: A written warning statement to the student which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
- C. General Probation: An individual may be placed on general probation when involved in a minor disciplinary offense. General probation has two important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two semesters.
- D. Restrictive Probation: Restrictive probation results in the loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally, the individual will not be eligible for initiation into any local or national organization and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. This probation will be in effect for not less than two semesters. Any violation of restrictive probation may result in immediate suspension.
- E. Restitution: Paying for damaging, misusing, destroying, or losing property belonging to the College, College personnel, or students.
- F. Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice until a final decision has been made concerning the alleged violation.
- G. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
- H. Withholding the Transcript, Diploma, or Right to Register or Participate in Graduation Ceremonies: Imposed when financial obligations are not met. (Will not be allowed to register until all financial obligations are met.)
- I. Suspension: Exclusion from class and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the vice president before returning to campus.
- J. Expulsion: Dismissing a student from campus for an indefinite period resulting in losing student status. The student may be readmitted to the College only with the approval of the president.
- K. Suspension from Campus Activities: Exclusion from participation in designated student clubs, organizations, or activities for a specified period of time and/or loss of officer standing within a student organization.

- L. Group Probation: This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
- M. Group Restriction: Removing College recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
- N. Group Charter Revocation: Removal of College recognition for a group, club, society, or other organizations for a minimum of two years. The re-chartering of a group/club must be approved by the College president.
- O. Other Sanctions: Students may be required to attend workshops or research topics that pertain to the behavior that violated the Code of Conduct. These sanctions assist the student to gain the skills necessary to avoid future conduct code violations.

COSMETOLOGY DEPARTMENT GUIDELINES

These guidelines are unique for cosmetology students and serve as a supplement to the Johnston Community College catalog that covers general institutional policies related to all students at the College. The policies in this handbook apply throughout the time you are enrolled in the cosmetology program. They are subject to change, which may be required based on changes in college and state regulation. If any questions, please discuss with the Cosmetology faculty.

Professional Attire

The personal appearance and demeanor of the Cosmetology student at Johnston Community College reflects the standards of the college, the program, and the profession of Cosmetology.

The cosmetology student is expected to adhere to the following dress code.

Uniform Policy

Cosmetology/Manicurist Students

- **Black** uniform top (Standard V-neck scrubs, design and fabric required)
- **Black** uniform pants (hemmed to the correct length)
- **Black** socks or hose must be worn
- **Black** leather tennis shoes or black nursing shoes (black Crocs™ accepted—without holes preferred)
- **Black** uniform jacket and/or black smock (Aprons-black color only)
- **No headbands, hats, or scarfs**

(Due to infection control rules and regulations, outside coats and/or sweaters cannot be worn. No shirts, etc. with a hood are allowed. Students who are cold natured must layer with a black short-sleeved shirt, black long sleeved shirt, and/or black turtle neck under their uniform top. Layers on top of uniform can be a black uniform jacket and/or black smock.)

JCC and NC State Board infection control and safety rules and regulations prohibit piercing jewelry in the facial area, ears, neck, or hands. Bracelets, watches, or long necklaces and earrings are not allowed to be worn while performing live services. Students with long hair must have hair pulled back or up to prevent contact with clients.

- **Nametag** – Silver with black lettering & JCC college logo, first and last name must be displayed

*Must be worn on the outside layer of uniform piece. (Uniform top, uniform jacket, black smock or apron)

*At no time should a student fail to wear a name tag.

- **COS 111/112:** "Cosmetology" must be engraved below student name
- **COS 113/114, 115/116, 117/118:** "Cosmetology" must be engraved below student name
- **COS 3101:** "Nail Technology" must be engraved below student name

- **COS 3104:** "Natural Hair Care" must be engraved below student name

*Nametags may be purchased at:

Smithfield Sign Design

331 E. Peedin Road, Smithfield, NC 27577
(919) 934-9436 (Cost: \$7 - \$12)

Uniforms will be checked randomly for infection control and a grade for professionalism.

JCC Student ID – Picture ID made in the Learning Resource Center (Library)
(cost for ID is included in tuition – \$5 fee for remakes)

- A student ID is needed for any financial aid purchases in the bookstore, for use in computer labs, library resources, academic skills center/tutoring, etc. and must be updated every semester.
- Student IDs are used to clock in and out of cosmetology core classes to track NC State Board program hours and is essential for class attendance.

ID copies for State Board Enrollment – Must be submitted to instructor the first week of classes.

- Social Security Card, Tax ID number or Visa information
(If a student does not have a SS# or Tax ID# state board will assign a number for all paperwork.)
- Government issued ID w/picture and proof of date of birth
(Valid Driver's License, State or Military ID, Passport, etc)

Textbooks

- 2016 Milady's Standard Cosmetology MindTap Software Access
- 2016 Milady's Standard Cosmetology Hardcover Textbook

*Textbooks are available in the **bookstore**

Supplies Kit

The Cosmetology Supplies Kit includes all necessary supplies/manikins to begin Cosmetology and is available in the **bookstore**.

****Please note: Additional supply purchase and replacement is necessary throughout the program.***

Faculty reserves the right to deny entry into the clinic area when the dress code is not followed and when students come to class unprepared without textbooks or kits without all supplies.

Attendance

Attendance is vital to the accomplishment of course objectives and success in the Program. Students are expected to arrive promptly for class and attend class times as scheduled.

Due to the amount of NC State Board mandated program hours and performances required in this program, 10% of class hours are designated for **emergency** absences only. JCC policy states there are no excused absences. For proof of an emergency/valid absence, students should submit supporting documentation for their file and when needed to enter class. Students exceeding ten percent of class hours in Concepts or Salon will be dropped from the cosmetology course. COS 111 & COS 112 are concurrent courses. Students attending COS 111 & COS 112 will be dropped from both courses when absence hours are exceeded in either class. It is imperative that students attend classes. Absences put the student at risk for meeting classroom and clinical objectives.

All cosmetology core classes should be completed within four semesters; three sixteen week semesters and one eight/ten week summer session. Upon the need of an absence, if known ahead of time, students should make arrangements with their instructor and bring documentation either before or after the absence. If the student is not aware of the need for an absence, supporting documentation should be brought upon their return. All time missed will be recorded by instructors (tardiness, leaving early, and absences.) Students should also keep record of all absence time.

Each student is responsible for their time (state board required hours) by clocking in/out each day. Time clocks are located in C1116 (Level I department) and at the front desk in the advanced department (C1090). Students must get permission from an instructor to take a break/lunch and sign out/in on the provided break form. Breaks are limited to 15 minutes and lunches to 30 minutes. A break area is provided in the small lab located in the advanced department. Students taking breaks/lunch in the designated areas of the small lab, courtyard outside the advanced salon, or break area behind the bookstore will need to sign out on the break form provided but are not required to clock out if they can be found in either of these designated areas. Students leaving the department or established Cosmetology break areas for breaks or lunch will need to clock out and sign out on the provided break form. The Cosmetology department reserves the right to restrict a student's privilege to stay on the clock during a break or lunch if the student is caught abusing this benefit. In the event of college auditor or state board inspection visits, it is imperative that instructors know where students are at all times. Students should not leave theory or lab classrooms without an instructor's approval. In the event a student feels they need to meet with the Department Chair or upper management they should contact the administrator to schedule an appointment or visit their office outside of class time (before/after class or on break/lunch), unless a valid emergency arises.

*** Attendance records are state property, therefore, it is illegal to clock in/out for another student. Actions will be taken by the proper college officials and state board authorities.**

One free 10 minute break is provided between Concepts and Salon classes on days when both classes are attended. In semesters when there are days of Salon class only, no free break is given. During theory classes in summer sessions with two hours of Concepts an extra free 10 minute break is given between the two hours. Students arriving late (after the ten minute grace period) for the first hour of Concepts may enter class for the second hour. No students are allowed to enter Concepts after the second hour has begun. If time does not permit the student to enter at the beginning of the second hour they may clock in for Salon class. When entering class upon the second hour during theory class for the summer session the first hour missed will count as absence time.

A ten minute grace period for each class will allow students to enter late without disruption of class. Students are not allowed to enter class after the ten minute grace period has expired without supporting documentation of an emergency absence and PRIOR instructor approval. Students are allowed to clock in thirty minutes early and no later than the ten minute grace period. To enter Salon classes after the ten minute grace period, documentation must be presented to the class instructor. For advanced Salon classes, instructors need to know how many students are available for servicing clients. With prior approval being required, instructors should know when a student will need to enter after the grace period. Students entering advanced Salon classes after the ten minute grace period, a failing grade will be entered for attendance and attitude and the student will be added to the end of the client service list. Students who come in late should enter class without interruption of instruction. No absence is excused and all time missed will be reflected in the student's attendance grade.

Students arriving late for class, from breaks and lunches, or clocking out early before class is dismissed will receive a tardy. Arriving during the ten minute grace period is counted as a tardy. Upon notice of the

third tardy, the student will receive a failing grade under attendance for that day and the instructor will schedule to meet with the student to assist the student in making arrangements for improvement. For persistent tardiness, the instructor will schedule a meeting with the Department Chair or refer the student through the Beacon Alert System. When a student is referred through the Beacon Alert System they will be contacted by the Enrollment and Student Services Center for assistance and resources, if needed. All students are expected to be professional at all times in their attendance.

Students cannot stay late to leave early and miss class time on a later date. Students with an approved special circumstance that has contributed to the loss of hours will be allowed to stay late during their last core semester to make up time with the approval of the Department Chair and a specific plan of completion agreement. Instructors are not required to stay late for students to gain hours. Accumulating the required state board hours is the responsibility of the student, not instructors.

If considerable class instruction is missed due to hours, the student will be required to follow a remediation plan arranged with their instructor. Should the student's absences inhibit their success the student will be dropped from the cosmetology class(es) registered and will need to re-enroll the following semester.

Incessant absences will prevent sufficient accumulation of NC State Board hours, jeopardize student success, and punctual graduation. Students persistent in not attending classes will be withdrawn from the program. Awareness and understanding of this fact is vitally important as this could be cause of student withdrawal and possibly affect his/her financial aid, ability to attend another college, or the ability to obtain gainful employment.

Should illness or extenuating circumstances occur, students are expected to notify their instructor as soon as possible. Extenuating circumstances include required court dates, deaths in immediate family, emergency room visits, or hospitalization; for student only. All absences are classified as non-excused. Written documentation of such incidents should be submitted by the student. Documentation of absences will be placed in the student chart for support and proof of a valid absence in the event of the request for reinstatement. Supporting documentation does not guarantee reinstatement but will be considered in the evaluation of the student's absence record.

Attendance includes time in class, lab, and salon. If dropped from classes, students will be withdrawn from state board. Absence time prevents the accumulation of NC State Board hours and will result in a shortage of program hours needed to graduate. Hours of instruction required for Cosmetology licensure are mandated by the NC State Board of Cosmetic Arts. Regular student attendance is a necessity and must be a commitment of the student. Should students fall behind in accumulating state board hours their attendance should become top priority. Students can clock in 30 minutes early each day, take breaks/lunches in one of the three designated cosmetology break areas to stay on the time clock, complete an internship, and take advantage of field trip hours that will count in addition to school hours. Students behind in hours should make every effort to be in class. Students dropped from classes due to attendance should refer to the Attendance Policy outlined in the Johnston Community College Catalog.

If a student does not complete the required 1500 NC state board hours by the end of their fourth semester of core classes they must register and pay for the subsequent core class that will satisfy the hours needed and are required to follow all rules as a regular student. For students needing ten hours or less, a grade of "Incomplete" will be received and a scheduled plan of completion will be set by the Department Chair to complete the remaining hours. After the remaining hours are satisfied a grade change will be submitted to replace the "Incomplete" grade. While attending classes to complete requirements, returning students will complete instructor assignments and will work weekly details as needed.

ONLINE COURSE ATTENDANCE POLICY: (Should any government mandates require due to COVID-19)

Attendance in class is expected of all students in order for them to achieve their potential in class and to develop desirable personal traits necessary to succeed in employment. This course is considered 100% online. In order for students to be considered "attending" this course, they must engage in this course as much as (or more than) they would in a traditional classroom. To be engaged, students must actively participate **weekly** in all components of the course. Please read the following information carefully to understand the attendance requirements:

- All students must enter class prior to the class 10 percent (census) date, which is the date set by the state for reporting purposes. **The census date for this class is see syllabus.**

- Each student will be officially “entered” into the class with the completion of the online Enrollment Verification Quiz.

*****Online courses have weekly attendance requirements.**

In order to satisfy these requirements, students must demonstrate **active weekly online attendance** by submitting at least one academic assignment.

For this course, if a student misses more than see syllabus weeks in the course the student will be dropped. The student can be dropped at ANY TIME during the semester including that time period before the date designated each semester as the last day a student can drop without grade penalty. This rule includes absences from class **for any reason including sickness, jury duty/court, work demands, funerals**. If a student is dropped by an instructor due to excessive absences, a grade of “WF” will be issued. A “WF” is a GRADE PENALTY and could affect his/her financial aid. The student must ask for REINSTATEMENT permission from the instructor to reenter class. If this request is denied, the student may petition the Associate Vice President for reinstatement. If the Associate Vice President denies the request, the Vice President of Instruction will make the final ruling on the decision.

Intern Hours

Five percent of program hours are allowed by state board for internship hours. For 1500 hour programs, seventy-five hours can be completed and counted towards the 1500 hour requirement. Students can start an internship after completing 500 hours. Internship hours must be completed within the program and must be finished by the end of the student’s fourth core class semester, including the summer session. To request an internship, the student must schedule an appointment with the Department Chair (outside of classes) to receive an internship packet, instructions for paperwork, state board and JCC rules concerning internships, and salon approval.

All signed paperwork must be returned to the Department Chair within two weeks of receipt for submission to state board for approval. The start date for internships will be three days after the packet is returned to the Department Chair. Students who do not return their packet within the required two weeks will prolong their start date and will not receive credit for any hours completed before the start date as stated above. Logged intern hours must be signed by the licensed cosmetologist with whom the hours were worked and the original log sheet returned to the Department Chair when the desired amount of hours are completed (up to 75 maximum for Cosmetology, 15 for Manicuring, 15 for Natural Hair Care). Submitted intern hours will be verified by the Department Chair and added to the student’s attendance hours after all school and intern hours for dates logged are validated. Students will be notified if any hours prove invalid.

Field Trip Hours

Students can earn up to forty field trip hours for any state board approved field trips the school may host or plan. An instructor must be present during these events for students to receive credit hours.

Reinstatement Policy

If a student is dropped by an instructor due to excessive absences, a grade of “WF” will be issued and calculated in his or her grade point average and could affect his or her financial aid. A student may be dropped by an instructor due to excessive absences at any time during the semester, including that time period before the date designated each semester as the last day a student can drop without grade penalty. The student must obtain the permission of the instructor to reenter class. If this request is denied, the student may petition the Department Chair for reinstatement. If the Department Chair denies the request, the student may request approval from the Associate Vice President. If the AVP denies the request, the Vice President of Instruction will make the final ruling on the decision. A student initiated drop does not oblige or require a reinstatement.

The following criteria must be met before a student will be considered for reinstatement:

Theory Classes

1. Satisfactory progress in the class with sufficient time to complete any missing class assignments and/or homework.

2. Have passed all chapters to date with an 80 average or have chapters with retakes available.
3. Have no written behavior warnings or student charges against them.

Salon Classes

1. Satisfactory progress with all salon assignments, class work, and state board required performances (if applicable).
2. Have no written behavior warnings or student charges against them.

*All students who are reinstated must have enough future available opportunities between class, salon, internship, and/or field trips to be within ten hours of the required state board 1500 hours upon completion of program. The instructor will calculate the possible total to make a recommendation on reinstatement.

Salon Practice

The salon clinic is a classroom and students are expected to conduct themselves accordingly. Upon such incidents of misconduct a verbal warning will be given and documented for the first infraction. The second violation will result in a formal reprimand and a third charge may be cause for dismissal. Salon is considered lab work and essential to student learning and success in the program. Faculty in the salon will assist in facilitating learning assignments/activities that meet course objectives.

Performance requirements necessary for Cosmetology licensure are mandated by the NC State Board of Cosmetic Arts. Persistent student effort to complete all performances is imperative and the responsibility of the student. It is expected that students keep record of completed state board projects. Faculty will review school records of individual student performances, hours, and attendance the first week of every month with each student to ensure accuracy of records and to remind students of their status in each area. If any discrepancies are found upon the receipt of a progress report they must be brought to the attention of the instructor within one week to allow for review and correction if needed. Inquiries regarding performances and/or hours conveyed after one week will not be considered for review. Questions and concerns regarding performances and hours will only be addressed by instructors during office hours. Students are to schedule an appointment with their instructor to discuss these issues outside of class so that class time can be productive.

Instructors will review time clock detail for student attendance every day. Any tardiness for class, tardiness from breaks or lunches, and early departures will be counted as absence time. For changes of clock in/out times, instructors can only change times in the time clock if the student signed in or out on the sign out/in sheet, otherwise, no adjustments can be made.

Students are expected to be in compliance with the following salon procedures:

Salon Class Assignments

Students will be assigned to stations by class. With the exception of caring for clients (shampooing or placing clients under the dryer), or services being provided in the facial/nail room, students are required to remain at their stations working to complete instructor assignments and to practice state board testing procedures. A performance log is to be completed and displayed at each student's station for any services or practice mannequin procedures being performed. Students must be actively working at all times completing required performances and assignments. Student performance is graded daily.

Front Desk Operations

Two students will be assigned to the front desk when possible, depending on the number of students on the roster for salon classes. For each client, the front desk students will complete a receipt ticket and supply a new client card or pull existing client card. All new clients are to complete a client card. During client check-in, the front desk students will enter client and the needed information for new clients to schedule the service in the computer and receive monies for all paying clients. Once the client is checked in, the assigned front desk student will present the receipt ticket and client card to the student performing the service. The student performing the

service will conduct a client consultation and update the client information if any changes or if it has been six months or longer since the client information was received.

Students are to document, in detail, all services performed on the client's card. Front desk students should attach a completed client card for new clients to the receipt ticket for student/client consultation and documentation of the service. A returning client's card should be pulled by the assigned front desk student and attached to the receipt ticket for any client information updates and documentation of client services performed. The student assigned to perform the service will complete the client card information or update client information with the client during the client consultation.

Students performing manikin, salon practice, and student/student services are responsible to complete a performance log. Performance logs are located at the front desk. After students finish a performance log it should be placed in the completed performance log box located at the front desk. When the window closes, the front desk students will complete a Daily Cash Analysis form and balance receipts with money received, enter the client information or any updates, enter service details, and any approved recruit appointments for the next day. At end of day, the front desk students will turn in all performance logs to an instructor. Services completed on the performance logs will be entered in the computer by instructors daily.

Manual Receipt Book Policy

- Receipt books are to be signed out and returned to the business office by an instructor.
- A receipt should be written every time money is received.

- Receipts must be used in consecutive order.
- The white copy is to be completed and attached to the client card.
- The pink copy stays in the receipt book.
- The blue copy is removed from the receipt book after the window closes for the day. Blue receipts are to be totaled and balanced with the money received.
- All receipts, including voided receipts, must be accounted for. For voided receipts, both white and blue copies must be turned in with the daily deposit to the business office.
- At day end, a Daily Cash Analysis form is to be completed by the assigned front desk student and submitted to an instructor for verification and signature.
- Place money, blue receipts, and Daily Cash Analysis form in bank bag and carry to business office.

Service/Performance Approval

Students must obtain an instructor's initials to start any service and consult with an instructor and have instructor's approval prior to starting a chemical procedure. It is the student's responsibility to be sure all services performed are written on their performance log. Instructors will not sign any services not seen or performed poorly. All performances must be checked by an instructor during and after the service to obtain instructor signature for credit of service. All client cards must be completed thoroughly and signed by an instructor to receive credit.

Students are not allowed to receive tips from clients. Taking tips from clients is against department policy and can be reason for dismissal from the program. Clients can donate to the Cosmetology Club if so desired. All monies must be given to an instructor for deposit into the Cosmetology Club account.

Dispensary/Supply Operations

Dispensary students will be responsible for providing students working on the floor with products needed for services. One to three students will be assigned to the product dispensary as necessary depending upon the number of students on the roster for salon classes. Supply Monitor(s) will assess services being performed on the floor and check with students for any needed products. A product sign-out sheet will be used to track products to ensure the check-out and return of all items. Products are not to be passed from student to student. The dispensary student assigned to the check-out of products will be responsible for the return of products when students are finished. Supply Dispenser(s) will collect products needed, mix color (ordered by instructor), measure relaxer, etc., and ensure that product is not wasted. For all items that must be returned to the dispensary and chemicals, a dispensary supply slip must be completed and given to the supply monitor. Dispensary slips for chemicals must be signed by an instructor before the products can be dispensed. The supply monitor will then pass to the supply dispenser to collect supplies needed.

No students are allowed in the dispensary unless assigned or accompanied by an instructor.

No student bags of any kind are allowed in any dispensary (purses, totes, kits, etc). Personal items should be placed in student lockers and secured with a pad lock.

Safety Data Sheets (SDS)

Safety data sheets for all products used in the salon are compiled in notebooks located in the salon office and supply dispensary. In case of an emergency, students should locate the product SDS and follow emergency instructions. In the event of an extreme emergency call 911.

Recruits/Free Clients & Walk-Ins

All clients must be thirteen years old or older to receive a service.

Students may bring free clients (immediate family ONLY = spouse, children, mother, father, brother, sister, grandmother, grandfather, or step-children, step-mother, and step-father) and/or recruited clientele (paying customers) to receive services when working on the salon/clinic floor. Advanced students may schedule two recruit/free clients and Intermediate students may schedule one recruit/free client on scheduled recruit Mondays and Tuesday-Thursday. Students must complete an Appointment Slip for any recruit/free clients. All free (immediate family) and recruited clientele appointments must be approved by an instructor by 1:30 pm the day before the appointment. The instructor approving the service will record it on the appointment calendar and sign under instructor approval. The instructor will then pass the appointment slip to the front desk students to enter in the computer. Front desk students must sign the appointment slip after the appointment is entered and hold at the front desk to attach to the client card when the client arrives for the appointment.

Late clients: Clients will have 15 minutes to arrive for their appointment. Clients arriving 15 minutes past their appointment time will be rescheduled. Factors to be considered are: if the student who scheduled the appointment is not with another client or if the late client is agreeable to being assigned to the next student on the client list.

Student Absence: Scheduled clients arriving for an appointment with a student who is absent will have the option to be assigned to the next student on the list or reschedule with the initial student.

Walk-ins will be scheduled with the next student on the service assignment list. Thirty minutes prior to a scheduled appointment will be blocked for students with scheduled appointments for the day to prevent double booking a client from the client assignment list.

*If the privilege of free clients (immediate family only) is abused, the Cosmetology Dept. reserves the right to suspend or terminate this opportunity and students will only be allowed to recruit clientele (paying customers).

Guests in the Salon

No guests are allowed in the salon; only clients who are receiving a service. Bringing guests, of any age, to class is a potential disruption for others and places the college in a position of liability. Any guest(s) who are waiting for a student should wait in the student lounge (cafeteria) area until classes are dismissed.

Education/Recruit Mondays

The salon will be closed to the public on Mondays. Education and Recruit Mondays will be scheduled for advanced students by instructors teaching the advanced classes and will rotate every other Monday.

Education Mondays will include but will not be limited to the following: Education classes by internal and outside educators, team/class assignments, timed procedure practice, state board procedure practice, club meetings and bible study meetings for interested students, etc. Students who do not wish to attend club or bible study meetings will remain in class and follow instructor assignments until class end. Education Mondays may include beginner students for specific events.

Recruit Mondays will be scheduled for advanced students to practice recruiting clientele and re-booking appointments. Students must follow instructor assignments when they have no recruit appointments scheduled.

Limited/Special Services

Students are permitted to perform ONE braid, upstyle, & flat iron a day on a manikin or student as credit for a Hair Styling project. A shampoo and blow-dry must be given before each style.

Students cannot receive an additional performance credit when changing a braid to an upstyle with a pin/clip.

Two clipper cuts performed back to back with different guards are permitted when necessary for graduating students only and must be approved by the Department Chair.

Students must complete entire head with perm rods or rollers to receive credit for the procedure. Partial perms and clips are not acceptable credit for a procedure. Only when clients have hair too short below the occipital bone to roll can a student receive credit for a partial perm.

Roller sets are to be brushed out thoroughly with nylon brushes. Sets can be BRICKLAYERED in the back area to prevent roller marks. Instructors are available for assistance in this procedure.

Students are expected to frequently check the temperature of dryers while clients are utilizing them. In addition, clients that have high blood pressure should be checked on periodically and watched carefully. Students should be working while waiting for clients sitting under a dryer to dry.

COS 114 students learning chapter material for wig services are allowed to complete wig performances (attached to the head) when directed by their instructor.

A retouch relaxer application cannot be turned into a virgin relaxer application by adding more product to get another performance credit. Retouch and Virgin relaxer applications are two separate applications and must be done separately to receive credit for two services.

Services for Students

Students may receive services only to assist other students in completing state board required performances. If a service requested by a student is not a necessity for the completion of NCSB performances for the student performing the service it cannot be provided. Services may only be provided in the designated lab area. Students may not receive services during scheduled client

hours unless approved by an instructor. Students must receive prior approval from an instructor before proceeding with any services on each other and cannot be one of the next four on the client list to perform a service. Students must look professional at all times when performing a client service.

Students that are one of the next four on the client list to perform a service should only take a break or lunch with an instructor's approval and must inform the instructor where they can be located if needed to service a client.

To meet student potential and training for the Cosmetology profession, students working on mannequin performances must remain standing when doing so. Only for approved medical reasons with a documented note will students be allowed to sit while performing services.

Students may not perform work/services of any kind on themselves during class times.

Students that sign out for the day are asked to leave the department for that day. Students may not sign out and stay in the department to receive a service.

Students unsure of a procedure should seek assistance from the instructor prior to performing the procedure.

Infection Control

For infection control purposes, no food or drink is allowed in the classroom except for stored items. All food and drink items must be stored out of sight in a separate bag or purse. No food or drink can be stored in a student's cosmetology kit. Students cannot step out of class to eat or drink unless they have a medical condition with documentation submitted to their instructor.

Students are assigned details each week to teach infection control. Students will receive a daily grade for detail work. Students are required to follow all infection control rules and regulations.

Students must be in compliance with the following policy:

Uniform checks will be conducted periodically throughout the semester. Uniforms are expected to be clean and pressed with clean shoes. (See uniform policy above) Name tags must be worn at all times.

Kits are to be brought in the department and stored at the student's assigned station during concepts class everyday even when the student is assigned to a weekly detail. Students should inspect their kits daily for required items and clean them daily. Random kit checks will be scheduled by instructors during each semester. Students should be prepared each day with a clean kit and all supplies included.

Kit checks can be called during concepts or salon classes. For kits found incomplete or unsanitary, students will be asked to clock out and leave the department to clean and/or refurbish items necessary to complete the kit. Students can possibly receive a failing grade depending on the points deducted due to how unsanitary the kit is found upon inspection. After correcting the kit, students should return to class for an instructor to recheck their kit. After the instructor rechecks the kit and finds it to meet North Carolina State Board regulations, the student will be allowed to return to class.

If upon rechecking the kit, the instructor finds the kit still fails to be in compliance with the required disinfection standards and/or inclusion of required items, the student will receive a failing grade for the kit recheck, infection control, and attitude and will not be allowed to return to class for the remainder of the day.

Student kits found unsatisfactory upon recheck will be checked the following day and days thereafter until regulations are met. The student will not be allowed to enter class until their kit passes North Carolina State Board regulation.

Kit Regulations

Storage of kit items are as follows and are subject to change according to state board instruction or changes in state board rules/regulations.

1. All original kit items must be in the kit at all times and ready for use in class every day.
2. The kit case and tools/implements must be clean and ready for services at the beginning of each day.
3. A "To be disinfected" container should be kept in the kit for items used throughout each day and dirty tools/implements disinfected at the end of every day, cleaned according to the state board disinfection policy. Once used items are disinfected, the "To be disinfected" container must be disinfected and all placed back into the kit for use the next day.
4. Tools/Implements cannot be stored in cardboard/paper boxes or any material that is porous.
5. Electrical tools must be stored in separate containers. (Irons, blow dryer, clippers, trimmers, etc.)
6. Dirty implements cannot be stored in the same container with clean implements.
7. All supplies added to the kit by the student are subject to inspection.

Kits will be checked randomly for infection control and a grade for professionalism.

Professional Behavior

Professional behavior is an integral component of the program while preparing the student for entry into the profession. Faculty adheres to the Johnston Community College Code of Conduct found in the College Catalog. In addition, students are expected to adhere to the following professional behaviors:

1. Arriving on time.
2. Proper dress and uniform
3. Wearing name tag labeled with their first and last name displayed
4. Bringing textbooks to every class. (Concepts and Salon class)
5. Bringing complete and clean kits to every class, even if assigned to weekly detail or special class assignment.
6. Serving clients in a professional manner.
7. Respectful language. Profanity will not be tolerated in class or anywhere on campus. If inappropriate language is reported by JCC faculty/staff and student is identified the student will be charged for violating the Student Code of Conduct and must meet with the VP of Student Services.
8. Respectful behavior with clients, students, and instructors.
9. No disruptive behavior.
10. Handling issues/complaints in a mature and professional manner.
11. Following the chain of command starting with the instructor and following up with the instructor if the issue is not resolved.
12. Always follow professional and ethical standards.

Students not following these procedures and infection control/safety guidelines will be removed from the lab floor and placed in the small lab for remediation to work on mannequins until they can demonstrate proper procedures. Student Lab grades will be affected when the student does not demonstrate and follow proper guidelines for department policies, rules and regulations with a possible failing grade recorded under the related evaluation area (see evaluation methods listed in syllabus).

Student Concerns

The JCC Cosmetology faculty considers all student concerns a priority. Students should communicate any complaints or issues to their instructor with valid facts and/or suggestions to help resolve or improve the situation. All communication must be conveyed in a respectful manner to ensure a positive outcome for all.

Issues that involve another student(s) will be addressed with each student, however, instructors cannot discuss or report any details of information or correction with another student. The Family Educational Rights and Privacy Act (FERPA) prevents sharing information about a student with anyone other than that student unless otherwise stated on a release form signed by the student. With legal limitations and the restriction of disclosing information, students do not know the facts concerning a particular student's state of affairs. Students must refrain from sharing assumptions and misinforming other students and/or faculty or administration; which in doing so prevents a charge against themselves. It is essential that students understand policy requires a process to follow in all situations to appropriately address concerns.

Most classroom issues can be solved with respectful and prompt communication. For a student concern, **please follow the steps outlined by the Business and Applied Technologies department. Students not following the steps will be redirected.**

- **The first step** for resolving the situation is generally for the student to communicate concerns or complaints *with the instructor, outside of class time.*
- As a follow-up step, the student can contact the Department Chair for that course. (see below for contact information).

If the matter remains unresolved, the student would contact the Associate Vice President of Business and Applied Technologies, prepared to explain the particular area of disagreement with the decision of the instructor and Department Chair.

Administrator	Title	Office	Email	Phone
<u>FACULTY FIRST</u>				
Jennifer W. Wells	Department Chair, Cosmetology Programs **CCP Students should also outreach to the Director of CCP if concern goes beyond the Department Chair Level**	Wilson C1094	jwwells@johnstoncc.edu	919-209-2107
Dr. Jennifer Servi-Roberts	Associate Vice President of Business & Applied Technologies **CCP Students should also outreach to the Director of CCP if concern goes beyond the Department Chair Level**	Wilson C2002	jlservi@johnstoncc.edu	919-209-2041

Students must be professional at all times. Handling issues in a professional manner is an important element in achieving personal and professional success. A professional outlook is essential in creating the professional environment.

Code of Professional Ethics

The National Association of Complementary and Alternative Medicines adheres to and supports a code of ethical business practices for professional massage therapists, yoga instructors, Pilates teachers, reflexologists, cosmetologists, estheticians, nail technicians, dance instructors, and movement therapists.

Services – Client Focused

1. I will endeavor to provide appropriate quality services for my clients.
2. I will endeavor to be honest in thoroughly explaining the services I provide and the remuneration charged for my services.
3. If a client's needs exceed my skill or capability, I will acknowledge that in my initial discussion with the client and attempt to refer the client to the appropriate professional or organization.
4. The client's well-being, satisfaction, and health are my overriding concern as a professional.
5. All discussions with my client and services provided to my client will remain confidential.

Professionalism – Self Focused

1. I intend to grow in my skills and techniques, educating myself in becoming the best I am capable of becoming in my profession.
2. I will abide by all professional, local, state and federal requirements and regulations with regard to the services I provide.
3. I will honestly inform potential clients concerning the services I offer through my website and other marketing materials.
4. I intend to contribute to my profession through networking and through supporting the growth of the profession by encouraging and helping others who seek to join my profession.
5. I endeavor to treat those with whom I work in a professional and supportive manner.
6. I will make every effort to project professionalism and ethical behavior in how I conduct myself at my place of business or place of employment.

7. I am aware that even when I am not working, my behavior reflects on my profession.

Cosmetology Club BY-LAWS

ARTICLE I **NAME AND ADDRESS**

Section 1. The name of this organization is JOHNSTON COMMUNITY COLLEGE COSMETOLOGY CLUB.

Section 2. The address of the organization shall be P.O. BOX 2350, SMITHFIELD, N.C. 27577.

ARTICLE II **STATUS AND AUTHORIZATION**

Section 1. This shall be a non-profit organization by virtue of which status it shall operate tax-exempt under the laws of the State of North Carolina and the regulations of the North Carolina Department of Revenue and the United States Bureau of Internal Revenue.

ARTICLE III **PURPOSE**

The purpose for which this organization is organized is as follows:

1. To expand the knowledge of cosmetology and to give back to the community.
2. To develop and promote talent in all disciplines of the artistic arts.
3. To give students of JCC the opportunity to promote the services of the Cosmetology students.

ARTICLE IV **OFFICERS**

Authority and responsibilities: The governing authority of the organization shall be officers that:

- a) Determine general policy designed to accomplish the purposes of the organization as set forth herein and in the Articles of Organization.

- b) Approve the general concept and procedures of projects and activities to be conducted under its auspices.
- c) Approve budgets.
- d) Periodically review, appraise, and evaluate the said activities as to operation and effectiveness.

Number, Term and Qualification: The number of officers of the organization shall not be less than four (4). Each officer shall hold office until resignation, removal, disqualification, or graduation, for the term of one (1) year. Officers need not be residents of Johnston County. Each officer must show professional conduct and passing academically.

Compensation: No officer shall receive compensation for any service he/she may render to the organization. However, any officer may be reimbursed for his/her actual expenses incurred in the performance of his/her duties.

Grounds for Dismissal: Any officer may be dismissed by a vote of the majority of the remaining members of the Johnston Community College Cosmetology Club as a result of, but not limited to, the following reasons.

- a) Failure to uphold the obligations and duties as set forth in the college by-laws.
- b) Neglecting to attend meetings without proper written notification to all other officers. No officer shall miss more than three (3) meetings per year.
- c) Failure to show leadership abilities or professionalism, also not following the rules that govern the cosmetology department.

ARTICLE V **MEETINGS**

Section 1. Special Meetings. Special meetings of the officers may be called by or at the request of the President or any two (2) officers and shall be held in a place the officers may determine.

Section 2. Notice. Notice of meetings can be called or cancelled by the President or two (2) officers by written notice to be placed on the Club News Board located inside the cosmetology department.

Section 3. Quorum. A majority of the officers shall constitute a quorum for the transaction of business. Every act or decision done or made by the majority of the officers present shall be regarded as the act of the Johnston Community College Cosmetology Club.

Section 4. Action Taken Without a Meeting. The officers shall have the right to take any action in the absence of a meeting that they could take at a meeting by obtaining the written approval of all the officers. Any action so approved shall have the same effect as though taken at the meeting of the officers.

ARTICLES VI **OFFICERS**

Section 1. Enumeration of Offices. The officers of the organization shall be a President, one or more Vice-Presidents (the number thereof to be determined by the officers), a Secretary, and a Treasurer, and such other officers as may from time to time be created by resolution.

Section 2. Election of Officers. The election of officers shall take place at the beginning of each spring semester.

Section 3. Term. The members of this organization shall elect officers annually, and each officer shall hold office for one (1) year unless he/she shall sooner graduate, resign, be removed, or otherwise disqualified to serve.

Section 4. Resignation and Removal. Any officer may resign at any time giving written notice to the officers, effective on the date of receipt of such notice or at any later time specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. The Office of President. The office of the president shall be a one (1) year term. In the event of resignation, graduation or removal, the Vice-President shall take on such duties and obligations as required by the office until such time as a full meeting of the officers can be held for the purpose of electing a successor to finish out the original one (1) year term.

Section 6. Vacancies. A vacancy in any office may be filled by appointment by the officers. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he/she replaces.

Section 7. Duties. The duties of the officers are as follows:

- a) President: The President shall preside at all meetings of the officers and shall see that orders and resolutions of the organization are carried out.
- b) Vice-President. The Vice-President shall act in the place and stead of the President in the event of his/her absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required by the organization.
- c) Secretary: The secretary shall record the votes and keep the minutes of all meetings and proceedings of the officers, keep appropriate and current records of the organization, and shall perform such other duties as required by the organization.
- d) Treasurer: The Treasurer shall receive and deposit in appropriate bank accounts all monies of the organization and shall disburse such funds as directed by resolution of the officers; and shall prepare an annual budget and quarterly statement of income and expenditures.

ARTICLE VII AMENDMENT

Section 1. These by-laws may be amended, at a regular or special meeting of the officers, by a vote of a majority of a quorum of officers present in person or proxy.

ARTICLE VIII **FUNDS**

Section 1. The Johnston Community College's Student Government Association will sponsor the Johnston Community College Cosmetology Club.

IN WITNESS WHEREOF, we, being all the organizers of the Johnston Community College Cosmetology Club, have hereunto set our hands this thirtieth day of August 2011.

Advisor

Advisor

Johnston Community College Cosmetology Club Advisors

President of Cosmetology Club

Secretary

Vice President

Treasurer

ADDENDUM

POLICY FOR CLUB MEMBERS

1. All members must be academically achieving passing grades.
2. All members must be respectful of their board members, teachers and other classmates.
3. There are no set fees for being a member however, each member must be willing to assist in any fundraising to help achieve a goal for the club.
4. Monies collected and disbursed towards any tickets or hotel fees will be for club members only.

Halloween Costume Rules

1. No risqué costumes. Nothing too low cut or too high cut. If not sure, have your costume approved by an instructor ahead of time.
2. Costumes must be respectful in dress.
3. Wear costumes and makeup that will not interfere with client work.
4. No full head masks. Customers must be able to see your face.
5. No Street clothes for costumes. Everyone must wear a costume or uniform.
6. Nametag must be worn on your costume/uniform.
7. Costume shoes should be comfortable to wear throughout the day and not puncture station mats or create a fall hazard for the client or student.
8. No eating candy/food or drink on the floor or in pockets.
9. Bring uniform in case your costume is not approved and you are asked to change or you wish to change out of costume.

APPENDIX

**JOHNSTON COMMUNITY COLLEGE
COSMETOLOGY**

FORMAL REPRIMAND

_____ was given a formal reprimand on _____
(Student Name) (Date)

for _____
(State Reason)

A second offense anytime while enrolled in the Cosmetology Program may result in a charge form against the student. A second offense for cell phone violation will be a written warning and a meeting with the Department Chair. Upon the third offense for a cell phone violation a charge form will be sent to the VP of Student Services and the student must meet with the VP before returning to class.

Instructor Signature _____ Date _____

Print Student Name _____

Student Signature _____ Date _____

Copy Received _____

Director Signature _____ Date _____

JOHNSTON COMMUNITY COLLEGE

COSMETOLOGY Educational Assistance Form

Directions: Student needing additional learning assistance will be referred to Resource Faculty by the primary faculty assigned to the student. The referring faculty will complete the top of the referral form. The referring faculty will then send the form to the resource faculty. The student must assume responsibility for contacting the Resource Faculty to schedule a time to complete this activity.

Date: _____ Student Name: _____ Course Number: _____

Referred To: _____

Type of Learning Assistance Recommended / Reason for referral:

Faculty Signature: _____

Scheduled Assistance Dates and Time: _____

Date / Time In: _____

Date / Time Out: _____

Resource Faculty Comments:

Date Learning Activity Completed: _____

Resource Faculty Signature: _____ Date: _____

The Resource Faculty will return the completed referral to the primary faculty assigned to the student. The completed form should then be attached to the appropriate documents to validate this assistance and placed in student's file.

SALON PROCEDURE PRACTICE

SHAPING & PIN CURL PLACEMENT (Full head Pin Curl or Fingerwave for one sign off)

DATE									
INSTR									

BASIC FACIAL (Demonstrate manipulations)

DATE									
INSTR									

MANICURE/PEDICURE (Manicure - One hand = Nail set) (Pedicure – Full pedicure for sign off)

DATE									
INSTR									

HAIRCUTS (30 MIN) (For each Haircut: Five Practice/Five Timed)

DATE									
INSTR 0°									
DATE									
INSTR 45°									
DATE									
INSTR 90°									
DATE									
INSTR 180°									
DATE									
INSTR RAZOR									

MULTI-DIMENSIONAL COLOR (Low/High Lights, Peek-a-boo, Full-head, Halo, Cap, Baliage)

DATE									
INSTR									

ROLLER SET (15 MIN)

DATE									
INSTR									

FULL BLOW-OUT STYLE (30 MIN) (Style w/round brush only)

DATE									
INSTR									

Instructor Signature (Class End)

Grade: _____

**COSMETOLOGY
PERFORMANCE RECORD SHEET**

STUDENT NAME: _____

ARTIFICIAL NAILS (5) LIVE & MANNEQUIN

LIVE (2)

MANNEQUIN (3)

							3	2	1
2	1								

CHEMICAL REFORMATION (30) MANNEQUIN

20	19	18	17	16	15	14	13	12	11
10	9	8	7	6	5	4	3	2	1
10	9	8	7	6	5	4	3	2	1

CHEMICAL REFORMATION (5) LIVE

3	2	1							
2	1								

COLOR APPLICATON (25) MANNEQUIN

15	14	13	12	11	10	9	8	7	6
5	4	3	2	1					
10	9	8	7	6	5	4	3	2	1

COLOR APPLICATION (15) LIVE

10	9	8	7	6	5	4	3	2	1
5	4	3	2	1					

FACIALS (10) LIVE

5	4	3	2	1					
5	4	3	2	1					

FULLHEAD FINGERWAVE & STYLE (5) LIVE & MANNEQUIN

**At least two performances must be completed with gel, dried, & styled.*

LIVE (2)

MANNEQUIN (3)

							3	2	1
2	1								

STUDENT NAME: _____

FULLHEAD PINCURL & STYLE (5) LIVE & MANNEQUIN

*At least two performances must be completed with gel, dried & styled.

LIVE

MANNEQUIN

							3	2	1
2	1								

HAIR REMOVAL (5) LIVE

5	4	3	2	1					
---	---	---	---	---	--	--	--	--	--

HAIRSTYLING (70) MANNEQUIN

35	34	33	32	31	30	29	28	27	26
25	24	23	22	21	20	19	18	17	16
15	14	13	12	11	10	9	8	7	6
5	4	3	2	1					
10	9	8	7	6	5	4	3	2	1
25	24	23	22	21	20	19	18	17	16
15	14	13	12	11	10	9	8	7	6
5	4	3	2	1					

HAIRSTYLING (100) LIVE

50	49	48	47	46	45	44	43	42	41
40	39	38	37	36	35	34	33	32	31
30	29	28	27	26	25	24	23	22	21
20	19	18	17	16	15	14	13	12	11
10	9	8	7	6	5	4	3	2	1
15	14	13	12	11	10	9	8	7	6
5	4	3	2	1					
35	34	33	32	31	30	29	28	27	26
25	24	23	22	21	20	19	18	17	16
15	14	13	12	11	10	9	8	7	6
5	4	3	2	1					

HAIRCUTS (20) MANNEQUIN

10	9	8	7	6	5	4	3	2	1
10	9	8	7	6	5	4	3	2	1

STUDENT NAME: _____

HAIRCUTS (65) LIVE

35	34	33	32	31	30	29	28	27	26
25	24	23	22	21	20	19	18	17	16
15	14	13	12	11	10	9	8	7	6
5	4	3	2	1					
15	14	13	12	11	10	9	8	7	6
5	4	3	2	1					
15	14	13	12	11	10	9	8	7	6
5	4	3	2	1					

LASH & BROW TINTING (2) LIVE

2	1								
---	---	--	--	--	--	--	--	--	--

MULTIDIMENSIONAL COLOR (15) MANNEQUIN

10	9	8	7	6	5	4	3	2	1
5	4	3	2	1					

MULTIDIMENSIONAL COLOR (10) LIVE

5	4	3	2	1					
5	4	3	2	1					

NAIL CARE (15) LIVE

5	4	3	2	1					
10	9	8	7	6	5	4	3	2	1

SCALP & HAIR TREATMENTS (10) LIVE

5	4	3	2	1					
3	2	1							
2	1								

TEMPORARY COLOR (2) LIVE

2	1								
---	---	--	--	--	--	--	--	--	--

MAKEUP APPLICATION (2) LIVE

2	1								
---	---	--	--	--	--	--	--	--	--

COS 116	
COS 118	



NC State Board of Cosmetic Arts

PERFORMANCE REQUIREMENTS

Performance	Manikin/Live - Performances per Semester							
	MANIKIN	114	116	118	LIVE	114	116	118
Scalp & Hair Treatments	--	--	--	--	10	5	3	2
Fullhead Fingerwave & Style	3	3	--	--	2	--	2	--
Fullhead Pincurl & Style	3	3	--	--	2	--	2	--
Hair Styling	70	35	10	25	100	50	15	35
Haircuts	20	10	10	--	65	35	15	15
Chemical Reformations	30	20	10	--	5	3	2	--
Temporary Color	--	--	--	--	2	--	2	--
Color Applications	25	15	10	--	15	10	5	10
Multi-dimensional Color	15	10	5	--	10	5	5	--
Lash & Brow	--	--	--	--	2	--	2	--
Nail Care	--	--	--	--	15	5	10	--
Artificial Nails	3	3	--	--	2	--	2	--
Facials	--	--	--	--	10	5	5	--
Make Up Application	--	--	--	--	2	--	2	--
Hair Removal	--	--	--	--	5	5	--	--
TOTAL	169	99	45	25	247	118	72	57
90% Totals	152	89	40	23	222	106	65	51

► Performances are divided amongst three semesters to help students achieve the NCSB mandated performance requirements and punctual graduation.

► Semester performance requirements are a class assignment and are grade dependent.

► Students must complete 90% of semester totals to pass each semester.

- ▶ Students not completing the required number of performances for a particular semester will repeat that semester.

DISPENSARY/SUPPLY PRODUCTS

Student: _____ **Date:** _____

Styling Products

Chemical Products

Color Products/Formula

Other

Instructor Signature _____
(chemicals only)

DISPENSARY/SUPPLY PRODUCTS

Student: _____ **Date:** _____

Styling Products

Chemical Products

Color Products/Formula

Other

Instructor Signature _____
(chemicals only)

DISPENSARY/SUPPLY PRODUCTS

Student: _____ **Date:** _____

Styling Products

Chemical Products

Color Products/Formula

Other

Instructor Signature _____
(chemicals only)

DISPENSARY/SUPPLY PRODUCTS

Student: _____ **Date:** _____

Styling Products

Chemical Products

Color Products/Formula

Other

Instructor Signature _____
(chemicals only)



Daily Cash Analysis

Date _____

PERSON COMPLETING DCA _____
INSTRUCTOR'S SIGNATURE _____

COSMETOLOGY DEPT:

CASH COLLECTIONS:	ACTUAL	BUS OFFICE
TOTAL CASH COLLECTED:	\$	\$
LESS:		
TOTAL OF CASH RECEIPTS:	\$	\$
OVER/SHORT	\$	\$
CASH RECEIPTS PER COSMETOLOGY DEPT:		
BEGINNING RECEIPT #	_____	
ENDING RECEIPT #	_____	
VOIDED RECEIPT #	_____	

CUMULATIVE OVER/SHORT PER BUSINESS OFFICE:

PREVIOUS OVER/SHORT _____

OVER/SHORT _____

CUMULATIVE OVER/SHORT _____

Johnston Community College

MONTHLY ACADEMIC REVIEW/PROGRESS EVALUATION

All students receive an academic review monthly. This form may also be used to document a student's Satisfactory Academic Progress Evaluations. Mark the appropriate block to indicate the purpose of the review.

- COUNSELING
 SATISFACTORY ACADEMIC PROGRESS EVALUATION

STUDENT NAME: _____ COURSE: _____

REVIEW FOR PERIOD ENDING _____

TOTAL HOURS ABSENT _____ ABSENCE HOURS REMAINING _____
 TOTAL HOURS EARNED TO DATE _____ THEORY AVERAGE _____

PERFORMANCE	EXCELLENT	VERY GOOD	SATISFACTORY	DEVELOPMENT OPPORTUNITY
<i>PRACTICAL SKILLS</i>				
<i>PROFESSIONALISM, POLICIES, ATTITUDE</i>				

Identify development opportunities and action plan for improvement of student performance below as needed:

- _____ Adhere to the standards of conduct and school policies at all times.
- _____ Attend theory/salon class regularly and on time.
- _____ Increase study habits.
- _____ Suggested tutoring in Theory/Practical: _____
- _____ Theory/Practical assignment: _____
- _____ Use time more effectively and complete more practical projects in: _____
- _____ Practice skills in: _____
- _____ Increase speed by completing timed projects in: _____
- _____ Other (explain) _____

COMMENTS:

_____ Determined making satisfactory progress. If improvement to minimum requirements does not occur by _____ a second progress date will be set.
_____ Second Progress Date. If improvement does not occur by _____ an appointment will be set with the Department Chair.
_____ Meeting with Department Chair on _____.

I hereby acknowledge that the applicable standards of performance or progress have been reviewed with me.

Student Signature

Johnston Community College

Cosmetology

Leave of Absence (LOA) Request

To be completed by Student or authorized personnel on Student's behalf:

Student Full Name:		Student #:
Home Address:	City/State/Zip:	Home Phone:
Cell Phone:	Work Contact Phone:	Hours @ LOA:

INDICATE REASON FOR REQUEST:

- | | |
|-----------------------------------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/> Personal Illness | <input type="checkbox"/> Family Member's Illness: _____ (relationship to student) |
| <input type="checkbox"/> Pregnancy/Birth of a Child | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Military Duty - Training | <input type="checkbox"/> Military Duty – Reserve Active Duty |
| <input type="checkbox"/> Other: _____ | |

Begin Date:	Expected Return Date:
-------------	-----------------------

EXPECTED LENGTH OF LEAVE:

Student's Signature (or signature of relative to student or authorized personnel) Date

- I understand and acknowledge my leave of absence option and if I do not return on the expected return date the school is required to withdraw my enrollment with the NC State Board of Cosmetic Arts.
- I understand that any state board hours and/or performances earned will expire five years from the original enrollment date of that enrollment period.

21 NCAC 14T .0703 EXPIRATION OF STUDENT CREDIT

Students and graduates who fail to file an application for the examination within five years of the initial enrollment shall not be credited any hours or performances previously earned.

To be completed by Director of Cosmetology Programs/Dean ONLY:

- Approved Tentatively Approved (*pending receipt of additional information*)

Last Date of Attendance::	Begin Date of LOA:	Expected Return Date:
---------------------------	--------------------	-----------------------

Medical Certification Required?

Yes, every _____ days.

No

Reinstatement Certification Required?

Yes

No

Denied Reason for Denial: _____

Department Chair/AVP Signature

Date