



**Adult and Secondary Cosmetology
Program Training Contract Agreement**

2023-2024

PURPOSE OF CONTRACT

The purpose of this contract is to highlight specific program policies and procedures above and beyond those in the FCTC Student Handbook.

PROGRAM OVERVIEW

- The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the cosmetology/nails specialist/facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nails specialist and facials specialist occupations.
- This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry; planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

PURPOSE OF THE PROGRAM

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

ADULT PROGRAM STRUCTURE

This program consists of a one occupational completion point. Students must complete the core, or demonstrate the mastery of skills standards contained in the core, before advancing in the program.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

The following table illustrates the postsecondary Facials Specialty program structure:

The following table illustrates the postsecondary Cosmetology program structure:

OCP	Course Number	Course Title	Length	SOC Code
A	CSP0009	Grooming and Salon Services Core, Facials and Nails	225 hours	39-5012
	COS0002	Cosmetologist and Hairdresser 1	300 hours	
	COS0003	Cosmetologist and Hairdresser 2	300 hours	

	COS0009	Cosmetologist and Hairdresser 3	375 hours	
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SECONDARY PROGRAM STRUCTURE

This program is a planned sequence of instruction totaling eight credits. Students must complete the core, or demonstrate the mastery of skills standards contained in the core, before advancing in the program.

The following table illustrates the secondary program structure:

Course Number	Course Title	Length	SOC Code	Graduation Requirement
8757210	Grooming and Salon Services Core 1	.5 credit	39-5012	PA
8905120	Cosmetology Nails 2	.5 credit		PA
8905130	Cosmetology Facials 3	.5 credit		PA
8905140	Cosmetology 4	1 credit		PA
8905150	Cosmetology 5	1 credit		PA
8905160	Cosmetology 6	1 credit		PA
8905170	Cosmetology 7	1 credit		PA
8905180	Cosmetology 8	1 credit		PA
8905190	Cosmetology 9	1.5 credits		PA

(Graduation Requirement Abbreviations- EQ= Equally Rigorous Science, PA= Practical Arts, EC= Economics)

LEARNING OUTCOMES

After successfully completing this program, the student will be able to perform the following:

- 01.0 Identify career opportunities.
- 02.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 03.0 Employ safe, sanitary, and efficient work practices.
- 04.0 Demonstrate language arts knowledge and skills.
- 05.0 Demonstrate mathematics knowledge and skills.
- 06.0 Demonstrate science knowledge and skills.
- 07.0 Explain the importance of employability skill and entrepreneurship skills.
- 08.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 09.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 10.0 Describe the importance of professional ethics and legal responsibilities.
- 11.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 12.0 Use information technology tools.
- 13.0 Solve problems using critical thinking skills, creativity, and innovation.
- 14.0 Use oral and written communication skills in creating, expressing, and interpreting information and ideas.
- 15.0 Demonstrate the practice of performing manicures, pedicures, and apply artificial nails/nail wraps

- identifying the proper procedure and application of chemicals.
- 16.0 Perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the nails and skin that can be described, measured, and predicted. Demonstrate proper procedure and application of chemicals.
 - 17.0 Identify shampoo/hair conditioners and scalp treatments. Evaluate scalp and hair needs by analysis, demonstrating an awareness of diseases and disorders. Communicate an understanding of the chemical compositions and reactions of shampoos, conditioners, and rinses with water and each other. Demonstrate an understanding of electrical current, transfer of energy and how it affects the skin. Demonstrate application of shampoo, manipulations, and rinsing.
 - 18.0 Identify and perform hair shaping (cutting). Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided, and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
 - 19.0 Identify and perform hairstyles. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided, and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
 - 20.0 Identify and prepare hairpieces, wigs, and hair attachments. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided, and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
 - 21.0 Identify and perform permanent waving/reconstruction and curl/ chemical relaxing. Identify the proper chemical to be prescribed and understand the way chemicals affect the hair shaft and skin. Be able to demonstrate proper procedure and application of chemicals.
 - 22.0 Identify and apply temporary/semi-permanent and permanent color/bleach and specialty color techniques. Identify the proper chemical to be prescribed. Understand the chemicals that affect the hair shaft and skin and be able to describe, measure, and predict chemical reactions. Demonstrate proper procedures including the measurement, mixing and application of chemicals.

Regulated Programs

This program is regulated by the Florida Department of Business & Professional Regulation; Florida Board of Cosmetology.

Students wishing to complete the Cosmetology program, OCP A – Hairdresser and Cosmetologist, shall complete the requirements listed in Rule 61G5-22 that outline the basic curriculum which shall be used in cosmetology schools in the State of Florida. This curriculum includes definitions, level of acceptable competency, knowledge of Florida law, and sanitation and sterilization practices. Additional curriculum requirements are listed in the table below:

Rule Cite	Number and Types of Services Required
61G5-22.006, F.A.C.	Ten (10) facials including skin care and hair removal
61G5-22.0125, F.A.C.	Twenty (20) manicuring/pedicuring/nail extension services
61G5-22.007, F.A.C.	Seventy-five (75) hair shaping services

61G5-22.008, F.A.C.	Forty-five (45) scalp treatments and hair care rinses
61G5-22.009, F.A.C.	Fifty (50) shampoos and rinses
61G5-22.010, F.A.C.	Three hundred (300) hair arranging/styling services
61G5-22.011, F.A.C.	Forty-five (45) hair coloring services
61G5-22.012, F.A.C.	Sixty-five (65) chemical waving and relaxing/straightening services

Note: Mastering a skill may require more than the minimum service required by the state.

ADULT ACADEMIC SUCCESS

Student grades are not negotiable. Students may always ask for clarification or additional feedback to explain the rationale for a grade.

Grades are posted in FOCUS (the FCTC student information system) in a timely fashion throughout the course. It is the students' responsibility to check FOCUS consistently.

Each *COURSE* in the program *REQUIRES* students to:

- Meet the minimum service requirements AND
- Achieve test scores of at least 75% AND
- Achieve at least 75% in each grading classification (listed below)
- Complete all assignments as assigned

Students unable to meet the academic requirements above, will not be able to progress to the next course and/or complete the program.

SECONDARY ACADEMIC SUCCESS

Student grades are not negotiable. Students may always ask for clarification or additional feedback to explain the rationale for a grade.

Grades are posted in eSchoolPlus (the SJCS D student information system) in a timely fashion throughout the course. It is the students' responsibility to check grades consistently.

Each *COURSE* in the program *REQUIRES* students to:

- Meet the minimum service requirements AND
- Achieve test scores of at least 60% AND
- Achieve at least 60% in each grading classification (listed below)
- Complete all assignments as assigned

Students unable to meet the academic requirements above, will not be able to progress to the next course and/or complete the program.

Course Grades:

Classification	Weight
Theory (written tests, projects and homework)	30%
Practical Skills (service competencies)	30%
Employability Skills (includes salon evaluations)	20%
Finals	20%

Assignments must be completed to take a test. A grade of 0 will be given to students who do not complete the test until that test can be taken. Retakes are at the discretion of the instructor and if granted, the highest grade a student can receive is 75%.

Grade	Percentage	Work Ethic	Definition
A	90% - 100%	4	The attitudes and behaviors of the student fully meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students and shows a positive attitude.
B	80% - 89%	3	The attitudes and behaviors of the student meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students and shows a positive attitude.
C	70% - 79%	2	The student shows evidence of meeting minimal occupational expectations. The student participates irregularly, makes variable progress and is sometimes off task. There is some evidence of lack of positive attitude toward training and occupational goals.
D	60% - 69%	1	The student needs to make considerable improvement in attitudes and work habits to meet occupational standards. The student does not participate productively, is often off task and does not take necessary responsibility.
F	Below 60%	0	There are serious questions about the student's work attitudes and behaviors. The student should rethink their personal objectives and career goals.
IP	N/A	N/A	Course in progress; not yet complete.

ACADEMIC POLICIES

Students are expected to adhere to the highest standards of integrity, professionalism, and scholarship. Cheating in any form is a despicable act in a community of scholars and represents an egregious violation of the values of FCTC. Students suspected of cheating on either an exam or the research paper will be fully prosecuted according to the standards, policies, and process outlined in FCTC's Student Handbook and will be referred for Administrative Review.

Academic Course Materials:

Required textbooks for program: available for purchase at the online campus bookstore

(<https://www.bkstr.com/fctcstore>)

Additional materials are **required** for Cosmetology program. A list of items are included on the Program Cost Sheet. These additional materials are *mandatory* and must be in possession daily.

Course materials for secondary students will be provided and charged to their home school.

State Board Application

Upon successful completion of the program, the application to DBPR will be submitted at the student's expense. FCTC will not approve student applications if not submitted within six months of program completion. Applications must be signed by the instructor to certify that the student has:

- Completed at least 1,000 hours of training at a Florida cosmetology school, have met the minimum competency standards of performance as prescribed in Chapter 61G5-22, Florida Administrative Code, and determined competent by a school official to sit for the cosmetology exam, **OR**
- Completed a minimum of 1,200 hours of training at a Florida cosmetology school.

State Board Requirements (<http://www.myfloridalicense.com/DBPR/cosmetology/>)

NOTE: Challenging the Board at 1,000 hours requires instructor approval and support. Instructor may require **exceptional mastery** of program content knowledge *and* performance of program skills for such approval. Therefore, the decision to challenge the board at 1,000 hours is at the discretion of the instructor. Challenging the Board for licensure at 1,000 hours is discouraged, as 1,200 program hours allows students additional time for skills practice and preparation for the state exam.

Students are responsible for the following:

- HIV/AIDS course completion certification - \$15.00 (prices subject to change)
- Cosmetology License by Initial Examination application fee to DBPR - \$45.00 (prices subject to change)

Beginning October 1, 2019, new provisions went into effect which require the board to collect additional information regarding an applicant's background. Section 455.213, Florida Statutes, requires the board to identify the date of conviction, finding of guilt, plea, or adjudication entered, or date of sentencing, for each crime reported.

ADULT ATTENDANCE POLICY

It is encouraged and expected that all students enrolled in the program attend regularly, to derive maximum benefit from the instructional program and develop habits of punctuality, self-discipline and responsibility. Our faculty and staff are committed to prepare our students with the diverse skill set necessary to be successful in the workforce. Effective work habits are paramount to students' success and all our programs include an employability criteria checklist within their grading policy.

FCTC students are expected to attend all class sessions. Class begins at 8:00 AM and ends at 3:00 PM. Lunch is 30 minutes and must be taken daily, but the time may fluctuate to accommodate clients. Students MUST punch in and out on the clock for each scheduled class to receive credit for any hours present. STUDENTS MAY NOT PUNCH IN AND OUT FOR ANOTHER STUDENT. This is considered fraud and the student may face disciplinary action including, but not limited to, dismissal from the program. A student is expected to be on time for the start of the

class. If a student is late for class and/or from lunch, the clock hours will be calculated upon the punch in time on the clock and the tardy will count against their Employability Skills grade.

Step 1) If a student misses 3% of the program instructional hours, the instructor will meet with the student to review the student handbook attendance policy. The instructor will be proactive and provide problem- solving options for the student to be on time and improve their attendance. The instructor will notate in the student information system referral tab the summary of the meeting and plan.

Step 2) If a student misses 6% of the program instructional hours, the teacher will meet with the student to review the attendance policy and support the learner. The teacher will develop a pro-social action plan for the student and determine if the student should also meet with the career specialist. The Teacher will notate in the student information system, in the referral tab, summary of the meeting and plan of action. If the teacher or career specialist decide that the student may need additional outreach support from the student advisor, the teacher will direct the student to the student advisor. The student advisor will meet with the student and provide necessary outreach information to support student attendance success. If the student advisor provides additional attendance and or outreach support to the student, the student advisor will also notate that within the students the student information system referral tab.

Step 3) If a student misses 10% of the program instructional hours, or a student has six (6) consecutive absences, the instructor will notify the career specialist. The career specialist will meet with the student to provide and offer options to improve their attendance. The career specialist will determine if the student will be reviewed by the attendance review committee to discuss dropping the student from the program. If a student is involuntarily withdrawn due to attendance, the re-enrollment policy must be followed.

Students must complete 100% of the program hours to meet state license regulations.

When it is necessary to be absent due to illness or emergency situations, students **MUST** notify the instructor on or before the date of the absence.

Course material and assessments missed due to absences are the responsibility of the student. Make-up work is due, and assessments must be taken the next class day, unless the instructor has agreed to an alternate schedule.

Students with absences could be subject to penalties such as lower grades and withdrawal from the program. **If a student does not complete 100% of their program, that student is responsible and must pay for additional hours required to complete the program.**

[Additional hours will be served in the Salon completing course content (if applicable), additional service requirements (if applicable), and/or performing services aligned to their program. The additional hours are intended to reinforce the content and skills of the program to prepare students for employment.]

SECONDARY STUDENT ATTENDANCE POLICY

First Coast Technical College (FCTC) encourages and expects all students enrolled in programs to attend regularly, to derive maximum benefit from the instructional program, and develop habits of punctuality, self-discipline, and responsibility. Our faculty and staff are committed to prepare our students with the diverse skill set necessary to be successful in the workforce. Effective work habits are paramount to students' success and all our programs include an employability criteria checklist within their grading policy. Please note the mastery of content is the key for successful completion of our non-licensure and licensure programs.

Student Attendance Procedure

Step 1) If a student misses 3 consecutive unexcused days, per grading period, of the CTE program instruction, the instructor will meet with the student to review the student handbook high school attendance policy. The instructor will be proactive and provide problem-solving options for the student to be on time and improve their attendance. The student advisor will notify the student's home high school registrar and/or school counselor of instructor/student meeting.

Step 2) If a student misses 5 consecutive unexcused days, per grading period, of the CTE program instruction, the instructor will meet with the student to review the attendance policy and support the learner. The instructor will develop a pro-social action plan for the student. The student advisor will notify the student's home high school registrar and/or school counselor of instructor/student meeting and plan of action.

Step 3) If a student misses 10 consecutive unexcused days, per grading period, of the CTE program instruction, the instructor will notify the student advisor. The student advisor will email the student's home high school registrar/ and or guidance counselor and program instructor of program dismissal.

Step 4) If a student misses 15 total unexcused absences within the school year, the student will be reviewed by the review committee. If the review committee makes the decision to drop the student from the program, the student will be withdrawn from their program. The student advisor will email the student's home high school registrar/ and or guidance counselor and program instructor of program dismissal.

For all high school tests scheduling to include exam week(s), students are required to attend their FCTC dual enrollment course(s) if there is no conflict with their high school exam schedule.

Anytime an instructor or career specialist is concerned about a student's attendance and determines that the student may need additional outreach support from the student advisor, the instructor and/or career specialist will direct the student to the student advisor. The student advisor will meet with the student and provide necessary outreach information to support student attendance success. If the student advisor provides additional attendance and/or outreach support to the student, the student advisor will also notate that within the students FOCUS referral tab (for dual enrollment students) and will contact the student's home high school counselor/ registrar.

Tardiness

Students are required to report to class on time. Students with excessive tardiness will be referred to administration. Tardiness and absences will also impact grades and required program hours. Attendance concerns, outreach support, etc. will be communicated to the student's home high school by the Secondary enrollment student advisor.

STUDENT CODE OF CONDUCT (CLASSROOM AND SALON SETTING)

FCTC students are expected to conduct themselves in a professional adult manner. When a student's conduct seriously affects the college's operation or property in a negative way, the student will be disciplined according to FCTC regulations up to and including dismissal from the college and/or payment for damaged property.

The primary goal of FCTC is to provide an educational opportunity for all students. In order for this to be accomplished, it is necessary that the school environment be free from disruptions that interfere with the student's right to learn and the instructor's responsibility to teach. To maintain order in the school, rules are established for the good of all.

FCTC expects all students to uphold the six pillars of character as outlined in Character Counts! of St. Johns County (<https://ccstjohns.com/>)

TRUSTWORTHINESS

Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

RESPECT

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

RESPONSIBILITY

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

FAIRNESS

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

CARING

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need • Be charitable and altruistic

CITIZENSHIP

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

Career Ready Practices:

Career Ready Practices describe the career-ready skills that FCTC seeks to develop in their students. While these practices are taught and reinforced in the cosmetology program, we expect students to hold these skills with the highest of regards and practice them in the classroom and clinical setting as they progress through the program.

Students will be evaluated on these Career Ready Practices and they are a part of their grade.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.

10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Safety:

There are several potential health and safety hazards associated with the service skills within Cosmetology. To this end, it is important that students follow all safety rules, policies, and procedures as explained by the instructor. Students should not operate any equipment and/or work with chemicals until properly instructed to do so and/or without permission from the instructor.

Cell Phones:

Cell phones are prohibited from the classroom and the salon floor. Cell phones may only be used in the classroom with instructor approval. All personal calls will be taken on student personal time.

DRESS CODE

The State Department of Labor sets a standard of dress for safety and health. Any style of dress that creates a safety or health hazard to themselves or others is not permitted. Students must dress and groom themselves to meet fair standards of safety and health to not cause substantial disruption of the educational process. Students shall dress appropriately for school and shall avoid extremes in make-up, hairstyles, clothes, etc.

The overall appearance of a students in this program should convey a professional image and attitude. FCTC's dress code is in accordance with accepted standards in the cosmetology profession, including health and safety requirements. The FCTC smock shall not be worn during off campus activities in a manner that will negatively reflect the program or profession. This would include, but is not limited to, wearing the smock to bars or nightclubs.

Students ***MUST*** arrive to class in dress code.

- FCTC ID badge.
- FCTC smock that is fastened, which is available for purchase at the campus bookstore. The smock will be given to secondary students to use during class time. (If student needs additional clothes for warmth, clothing can be layered underneath the smock. Visible clothing must be black.)
- Solid black pants. (NO holes, rips, or threaded areas. Leggings may be worn, ONLY if smock completely covers the bottom area.)
- Solid black rubber soled shoe (no holes and/or mesh) with closed toes and backs. (Crocs with holes and strap back are unacceptable.)
- Hair styled in a professional manner. Students are not permitted to groom their own hair or another student's hair during class time unless approved by an instructor as a training activity.
- Make-up applied in a professional daytime look. Students are not permitted to apply their own

make-up or another student's make-up unless approved by an instructor as a training activity.

- Hands clean and fingernails shaped to an appropriate professional length (as determined by the instructor/s) for practice standards. Students are not permitted to do their own nails in class or another student's nails unless approved by an instructor as a training activity.
- No excessive jewelry such as bangle bracelets, large hoop or dangle earrings, long necklaces or rings that may present a safety hazard or that need to be removed to perform assigned tasks.
- Professional personal hygiene.

Consequences:

- **1st Offense:**
 - Verbal warning
 - Reduction of Employability Skills grade
 - A time extension may be granted by the instructor for valid reasons (for example: size not available)
- **2nd Offense:**
 - Pro-Social Action Plan detailing student plan to avoid future dress code violations
 - Reduction of Employability Skills grade
 - May be sent home to complete dress code requirements
- **3rd Offense:**
 - Referral to the Career Specialist
 - Reduction of Employability Skills grade
 - Sent home to complete dress code requirements

WEAPONS PROHIBITED

Students found to have committed one of the following offenses on FCTC property or during a school sponsored activity shall be expelled and be referred to the criminal justice or juvenile justice system:

- a. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, any school function, or possessing a firearm at school.

Pursuant to FS 790.06, section 12(a), a license to carry a concealed weapon does not permit a firearm on campus.
- b. Making a threat or false report as defined in Sections 790.162 and 790.163, Florida Statutes, respectively, involving school or school personnel's property or a school-sponsored activity.

TOBACCO FREE POLICY

All FCTC campuses are smoking and tobacco free facilities. Tobacco products include the use of any product, whether intended to be lit or not including smoking cigarettes, cigars, pipe tobacco, smokeless tobacco including snuff, dip, chewing tobacco, smokeless pouches, and any other form of loose-leaf or smokeless tobacco. The use of electronic cigarettes and vapes is prohibited.

ALCOHOL AND ILLEGAL SUBSTANCES POLICY

The FCTC campuses have a zero-tolerance policy for consumption and/or sale of alcohol beverages and illegal substances. If a student, instructor, or FCTC staff member suspects a student of being under the influence of any drug, he/she will be reported to FCTC Administration and campus police immediately for further action. Please see the FCTC Student Handbook for further clarification.

DECLARATION OF INTENT

First Coast Technical College's mission is to provide career, technical, and adult education to meet the changing needs of students, businesses, and the workforce. We expect that our students will attain certification and/or licensure appropriate for their field. However, there are times when students enroll in our career courses for reasons other than certification and/or employment. In that case, students must declare his or her intent to enroll for personal reasons, waiving their commitment to attain certification and/or licensure.

ADMINISTRATIVE REVIEW AND DISCIPLINE

Student conduct and discipline is based on School Board rules, which adhere to Florida Law, Chapter 1006.07(2) F.S., Code of Student Conduct. Students are required to read and understand the rules and responsibilities as stated in the FCTC Student Handbook and the Cosmetology Program Training Contract Agreement.

Any breach of the FCTC Student Handbook and/or the Cosmetology Program Training Contract Agreement is subject to administrative review and discipline. Depending on the student infraction, the student may face disciplinary action including, but not limited to, dismissal from the program.

Students who feel their rights have been denied are entitled to due process. Please refer to the Due Process and Grievance Procedure in the Student Handbook.

READMISSION TO PROGRAM

If a student has left or been dismissed from the program, to re-enter, the student must request to re-enter by submitting an email to the Admissions Specialist and Career Program Specialist. If the request is approved, the student will be allowed to enroll in the next available course on a space available basis. Student must reapply as a new admission to the program. In addition, students approved to re-enter a program may be required to demonstrate retention of essential prerequisite knowledge and skills before re-entry.



Knot Just Hair Salon

On-Campus Work-Based Activity Plan

The Cosmetology program at First Coast Technical College has an imbedded student-run salon, called Knot Just Hair Salon, to replicate and model the workforce students will be entering. Through this work-based imbedded training cosmetology, facials specialty, and nails specialty students can work towards mastering the skills necessary to be successful in the field of cosmetology. Within the work-based training salon, students not only sharpen their cosmetology skills and services, but they develop deeper problem-solving skills, positive work attitudes but they can work on real clients and develop their customer services skills needed for their occupation. Students can perform services on salon patrons from the community once all service competencies have been completed and the student has reached an acceptable level of mastery.

In this regard, the instructors are deemed the “on-site” employers and serve as the student’s teachers, support, and workplace supervisors. The services are performed by the students with supervision from the instructors. Each student is placed at a salon station by the instructor once the student is ready to take clients. Salon stations can be rearranged by the instructor at any time. Services are assigned to all students at the direction of the instructor. Students are unable to refuse the assigned service unless the reason for refusal has been communicated to and approved by the instructor.

The following standards must be met in the salon and when performing a service on a client. The student will be evaluated and graded on the following:

- Station and workspace are always neat and clean (following sanitation and infection control guidelines)
- Contact and communication with client are professional
- Student performs a service consultation with client and reviews it with the instructor prior to service
- Instructor performs a mid-service evaluation for student coaching and support
- Instructor and client perform a final service evaluation
- Client completes a feedback survey on the service provided
- Student uses proper protocols to clean and disinfect tools and station or workspace

The salon is operated by students, as they are assigned to specific tasks on a rotating basis. For example, some of these tasks include, Front Desk, Dispensary, Linens, etc. This is not a complete set of tasks assigned to students, but each job is specific with detailed expectations that enable each student to learn all the aspects of sanitation and responsibilities their employer will expect from them in the workplace. The tasks are subject to change at the discretion of the instructor to meet the maximum effectiveness and efficiency of the classroom and salon.

Reserved cosmetology client parking for the salon is located in front of buildings G and F. Students are prohibited from parking in the reserved areas.



**I AM AWARE THAT THE FCTC STUDENT HANDBOOK AND
THE FACIALS AND NAILS SPECIALTY TRAINING CONTRACT AGREEMENT
ARE AVAILABLE ON THE FCTC WEBSITE**

I AM PERSONALLY RESPONSIBLE FOR THE INFORMATION CONTAINED THEREIN

I, (student name) _____, understand I am held fully responsible for:

- following the rules, regulations, and policies as written in the FCTC Student Handbook
- following the rules, regulations, and policies as written in the FCTC Cosmetology Training Contract Agreement

Important Contract Reminders:

- Course materials – textbooks and additional materials
- Proper dress code
- Cell phones
- Knot Just Hair Salon (On-Campus Work-Based Activity Plan)
- Academic policies
- Attendance policies
- Course and program completion requirements
- State Board application and requirements

Additional Agreements:

- I am responsible for all of my supplies and/or personal items, and I understand that if I leave items behind after I have completed the program, they will be donated to the program.
- I consent to participate in practicing services as a human subject (client). It is my responsibility to disclose any information or medical issues that will limit or bar me from participation to instructor in a timely manner.

Any breach of the FCTC Student Handbook and/or the Cosmetology Training Contract Agreement is subject to administrative review and discipline. Depending on the student infraction, the student may face disciplinary action including, but not limited to, dismissal from the program.

Human Services Program Specialist Signature

Date

Student Signature

Date

PARENT/GUARDIAN RESPONSIBILITY (Required if student is under 18 years of age).

Parent/Guardian's Signature

Date

This signature page will be kept in each student's official file.

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Secondary Student Contract

As a high school student of the Cosmetology program, you are held to the same standards as the adult students, except the attendance and grade policies. The attendance policy is detailed in this contract and this program will follow the grade policies for St. Johns County School District.

All secondary students must meet the same requirements as outlined in the Cosmetology Training Contract Agreement. Failure to meet the requirements will result in a failing grade and dismissal from the program.

I have received, read, and understand the Cosmetology Training Contract Agreement. By signing, I agree to abide by the policies and regulations with the understanding that this a condition of acceptance and continuance in the program.

Student Print Name

Student Signature

Date

PARENT/GUARDIAN (required if student is under 18 years of age).

I have carefully read and understand the Facials and Nails Specialty Training Contract Agreement. By signing, I agree to abide by the policies and regulations with the understanding this a condition of acceptance and continuance in the program.

Parent/Guardian's Signature

Date