

*Wyoming County Career and Technical Center*

*Cosmetology*

*Student Handbook*



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The Cosmetology handbook is a working document and is subject to change. Visit <https://wcvtc.wyom.k12.wv.us> for update version.

**Staff and Administration**  
***Wyoming County Career and Technical Center***  
***Cosmetology/Nail Tech Program***

Stacey Lusk	Principal
Luke Stevens	Assistant Principal
Sherry Younce	Instructor
Kelli Wilson	Instructor

***Wyoming County Board of Education Members***

Allan R. Stiltner	President
Michael R. Prichard	Vice President
Nora Robin Hall	Member
Dr. Douglas E. Lester	Member
Douglas R. Kennedy	Member

***Superintendent of Wyoming County Schools***

John Henry

***Assistant Superintendent of Wyoming County Schools***

Kara Halsey-Mitchell/Keith Stewart

## **Wyoming County Career and Technical Center**

### **Mission Statement**

Upon the completion of a defined program of study, all students will have the necessary academic and technical skills to be competitive in the 21<sup>st</sup> century workforce and /or higher education.

### **Vision Statement**

It is our belief that all students can master skills in their technical program. The result will be students who are focused and better prepared for the 21<sup>st</sup> century workforce or post-secondary.

### **Core Beliefs**

1. Through a combined effort of students, teachers, administrators, and stakeholders, our students will reach their academic potential and be able to compete in the 21<sup>st</sup> century.
2. A commitment to continuous improvement is imperative if our school is to enable students to become confident, self-directed, and lifelong learners.
3. That students will maximize their potential when given the right tools and motivation.

## Student Terminal Objectives

### Cosmetology Objectives

The Cosmetology course is designed to train the student in the practical skills, theoretical knowledge, and professional attitudes necessary to obtain licensure and for competency in entry-level positions in the Cosmetology profession. Upon completion of the course requirements, the determined graduate will be:

- Prepared to pass the State of West Virginia Examination.
- Able to perform skills in the areas of hair cutting, hair styling, hair coloring, skin care, applying Make-up, Pedicuring, manicuring, nail enhancements
- Able to communicate effectively with colleagues, supervisors and guests.
- Able to project professionalism at all times.
- Able to perform basic analytical skills to be able to advise clients on total look concepts.
- Apply academic learning, technical information and related matter to assure sound judgements, decisions and procedures.

After the graduate has successfully passed their State Board Exam, they are qualified to work as a licensed cosmetologist. The graduate should continue to learn new and current information related to skills, trends, and methods for career enhancement in cosmetology and related fields.

### Nail Technician Objectives

The Nail Technician course is designed to train students in practical skills and knowledge with professional attitudes and to obtain licensure after completion of the program.

- Perform basic manicures and pedicures
- Understanding and recognize nail disease and disorders
- Able to communicate effectively with colleagues, supervisors and guests.
- Apply academic learning, technical information and related matter to assure sound judgements, decisions and procedures.
- Able to perform wraps, tips, paraffin was treatments, polishing uv gel, and nail enhancements.

**After the graduate has successfully passed their State Board Exam, they are qualified to work as a licensed Nail Technician. The graduate should** continue to learn new and current information related to skills, trends, and methods for career enhancement in Nail Technician related fields.

## **Welcome to WCCTC**

The faculty and staff of the Wyoming County Career and Technical Center would like to welcome you to our facility. We would also like to congratulate you on committing a licensed Cosmetologist or Nail Technician. This is a great step towards a great future!

This program is challenging program and course of study. Our instructors teach the knowledge, decision making and clinical skills necessary for salon practice. It is your responsibility to treat our cosmetology program as a business and exhibit professionalism at all times, including: communication, dress and timeliness.

This handbook introduces students to the philosophy, objectives, policies and expectations of the Wyoming County Career and Technical Center, as well as the Cosmetology program. Please read and keep this handbook as a point of reference throughout the school year. By enrolling and participation in our program, you are indicating you agree to abide by the policies and rules in this handbook. Our Cosmetology program is also in compliance with the policies of the West Virginia Board of Education and the West Virginia Board of Barbers and Cosmetologists. If policies should be changed at any time, students will be notified of these changes verbally, and in writing.

## **Educational Philosophy for Wyoming County School**

The Wyoming County School System seeks to provide an educational program based upon the needs and characteristics of the learners.

We strive to maintain a curriculum flexible enough to provide for such differences and structured enough to insure that basic levels of competencies are achieved by all students. Emphasis is placed on the mastery of the basic functional skills of computation, reading and written and oral communications. Wyoming County seeks to provide full and productive years of educational experiences in an atmosphere conducive to learning.

It is the intent of the Wyoming County School System to present learning experiences which will enable each student to develop those skills which will contribute to his or her becoming a successful citizen.

Wyoming County Career and Technical Center

**Cosmetology Program  
Personnel Information**

Stacey Lusk-M. Ed.	Principal	<a href="mailto:Stacey.lusk@k12.wv.us"><u>Stacey.lusk@k12.wv.us</u></a>
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<i>Luke Stevens-M. Ed.</i>	<i>Assistant Principal</i>	<a href="mailto:lmstevens@k12.wv.us"><u>lmstevens@k12.wv.us</u></a>
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<i>Sherry Younce</i>	<i>Instructor</i>	<a href="mailto:syounce@k12.wv.us"><u>syounce@k12.wv.us</u></a>
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<i>Kelli Wilson</i>	<i>Instructor</i>	<a href="mailto:kdwilson@k12.wv.us"><u>kdwilson@k12.wv.us</u></a>
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Wyoming County Career and Technical Center

Phone 304-732-8050 Fax 304-732-8332

Monday-Friday 7:30 a.m.-2:30 p.m.



*Master Plan  
Cosmetology  
August - June*

General Professional Information	Theory Hours <b>100</b>	Practical Hours <b>0</b>	Year 1
The Science of Cosmetology	Theory Hours <b>132</b>	Practical Hours <b>21</b>	Year 1 and 2
Professional Cosmetology	Theory Hours <b>64</b>	Practical Hours	Year 2
Chemicals	Theory Hours <b>42</b>	Practical Hours	Year 2
The Science of Aesthetics	Theory Hours <b>62</b>	Practical Hours <b>35</b>	Year 2
Skin Sciences	Theory Hours <b>28</b>	Practical Hours <b>36</b>	Year 2
General Aesthetics	Theory Hours <b>28</b>	Practical Hours	Year 2
The Science of Nail Technology	Theory Hours <b>38</b>	Practical Hours	Year 1
Basic Nail Procedures	Theory Hours <b>45</b>	Practical Hours <b>69</b>	Year 1
The Art of Nail Technology	Theory Hours <b>145</b>	Practical Hours <b>336</b>	Year 1 and 2
Total Hours	<b>740</b>	<b>1060</b>	<b>1800</b>

**Master Plan  
Nail Technician  
August -June**

General Professional Information	Theory Hours 100	Practical Hours 0	Integrated
The Science of Nail Technology	Theory Hours 64	Practical Hours 10	Integrated
Basic Nail Procedures	Theory Hours 12	Practical Hours 80	Integrated
The Art of Nail Technology	Theory Hours 21	Practical Hours 113	Integrated
Total Hours	197	203	400

## **Admission Policy / Adults Only**

Students are admitted without discrimination in regard to creed, ethnic origin, marital status, race, sex or age.

Educational requirements- Enrollment is limited to adult students who have a high school diploma or GED equivalent.

At the time of scheduled interview, each applicant will be asked to complete the following:

1. Release of information
2. Copy of high school transcript, GED scores
3. Social Security Card
4. Application forms-Application forms are available in the office of the Wyoming County Career and Technical Center. HCR 72, Box 200, Pineville WV 24874.
5. Copy of TABE Test Results
6. Drug screen
7. Back ground check

## **Cosmetology**

### **Adult Only**

Total Cost	\$8,400.00
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Kits and Supplies	\$6,400.00
Tuition	\$2,000.00

\$2,300.00 (Hair Styling Kit) is due first day of class. The remained of \$6,100.0000 will be paid monthly for ten (15) months in the amount of \$406.66 and are expected to be received on or by the 15th of each month.

If a student is dismissed from the program, or student withdraws and provides notification of their withdrawal, they will be reimbursed within 45 days on the amount paid on cosmetology kits not yet received.

# **Nail Technician**

## **Adults only**

Total Cost     \$3,000.00

Kits and Supplies	\$1,800.00
Tuition	\$1,200.00

\$1,800.00 (Nail Kit) is due first day of class. The remained of \$1,000.00 will be paid monthly for (4) four months in the amount of \$300.00 are expected to be received on or by the 15<sup>th</sup> of each month.

If a student is dismissed from the program, or student withdraws and provides notification of their withdrawal, they will be reimbursed within 45 days on the amount paid on cosmetology kits not yet received.

### **Readmission Policy / Adult Only**

The policy for readmission requires that in order to obtain credit for subjects previously completed, they must apply for re-entry within a one year period. The student must have also followed the school policy regarding absenteeism. If the above criteria has been met, the applicant must then follow the entire admission process, i.e., the application procedure, physical examination, interview. Upon satisfactory completion of these requirements, the student will receive credit for the previously taken classes passed with an 75% and be required to demonstrate lab techniques applicable. The student may then return at point of exit of the previous year, if space permits. Current tuition and Costs apply.

### **Policy on Advanced Standing / Adult Only**

In certain exception cases, provisions for advanced standing in the program may be granted. Advance standing would be considered for students under category C-Readmission and those students transferring from other Schools of Cosmetology. In the cases of transfer from a different Cosmetology Program, the Coordinator shall contact that particular school for verification of pre-entrance test scores, course completion, grades, curriculum schedule and absenteeism. All of the pre-admission and admission requirements must be met. The tuition will be based on the present daily rate of the tuition, the number of class days the student is enrolled and any other additional hours required for evaluation.

### **Transfer Policy Only / Adults Only**

Transfer students will only be considered if opening exists. If more than one year has elapsed since a student withdrew from another program, he or she will not be considered as a transfer student. The student must have left the previous School of Cosmetology in good standing. If they did not leave in good standing, they will not be admitted to our program.

Acceptance of transfer students and evaluation of credits, with a plan of completion, shall be at the discretion of the coordinator of the program and must meet the requirements

### **All Students Financial Assistance**

The Wyoming County Career and Technical Center accepts financial assistance from the following:

State of WV Division of Rehabilitation 304-294-  
5653 Workforce Development 304-929-2033  
United Mine Workers of America 304-256-2600

## **Textbooks:**

Adults-Textbook are included in the student's kits. See Fees

**High School** Students-Textbooks will be given out at the beginning of the school year. Textbooks will be return at the end of the school year.

## **Library**

Our Cosmetology student have access to library books, videos, resume templates, and computer. All students will sign-in and out when using the Library, see your instructor for times available.

## **Grades and Academic Policies**

Each student must maintain passing scores in all areas of classroom and clinical instruction. Students must maintain a final "C" grade (75%) at the end of each unit of study, or will be required to withdraw from the program. An 75% in these basic areas.

The grading system will be as followed:

90-100 = **A**

80-89 = **B**

70-79 = **C**

Below 0-59=F

Evaluation of performance will be conducted throughout the program on the basis of:

1. Skill performance of competencies
2. Written examinations, scheduled and non-scheduled
3. Self-evaluation
4. Instructor evaluation
- s. Evaluation by students of each instructor

## **Cosmetology/Nail Technician Orientation Agenda**

10:00 am	Welcome
10:10 am	Expectations Students/Staff
10:30 am	Financial Assistance
11:00 am	10 minute break
11:10 am	Discussion Cosmetology Handbook Signature of all required forms
12:00 pm	Discussion all policies and procedures
1:00 pm	Dismissal

## **Failure/Dismissal**

***Verbal Warning-*** May be given at any time regarding classroom and/or Salon performance or attendance. A report of verbal warning indicating the behavior exhibited shall be signed by the instructor and student and placed in the student's file. This places the student on probation for ten (10) school days. At the end of this period, a written warning will be given unless the student has shown the necessary improvement.

***Written Warning*** - This letter will be delivered to the student by the Instructor.

***Students placed on probation will be informed of all requirements for removal from this status, the time in which all requirements must be met, and dismissal from the program may be the result if not completed.***

***Any student that receives two probations will be immediately dismissed from the program.***

***If a student is placed on probation, their status will be reviewed by the Principal/Director of the Wyoming County Career and Technical Center.***

**If a student is dismissed from the program they must wait one year to re-enroll**

Grounds for Dismissal of a Student  
Grounds for immediate dismissal include the following:

1. The use of any illegal drug.
2. The use of illegal mood altering drugs
3. The use of alcohol prior to or during class/clinical hours
4. Receipt of positive drug screen
- s. Theft
6. Client abuse verbal or physical
7. Falsifying information
- s. Cheating
9. Plagiarism
10. Fraud
11. Profanity and or sarcasm in classroom or Clinical areas.
12. Absence of 10 total day's total.in a year. 5 days MUST have valid medical, Legal, or bereavement excuse.
13. Refusal to undergo requested drug screening



14. Insubordination
15. Breach of confidentiality.
16. Misuse of social media.
17. Loss of Permit Due to Attendance.

### **Grievance Procedure / All Students**

Definition: A grievance is simply a complaint, or a basis for complaint.

- All students have the right to file a grievance.
- Grievances do not have to be written. A student may file a grievance by:
- Telling the Instructor that he or she has a complaint or by sending a letter to:

Wyoming County Career and Technical Center  
HCR 72 Box 200  
Pineville, WV 24874

All grievance shall be filed within fifteen (15) days of the date the aggrieved party became aware of, or should have become aware of the cause of such grievance.

All complaints and grievances will be processed in the following manner:

Step 1: The aggrieved party shall attempt to resolve the dispute with the Instructor of the Program. If not settled within five (5) calendar days from the date the party first became aware of the cause for such grievance, the matter shall proceed to:

Step 2: The grievance shall be reduced to writing (not necessarily by the aggrieved party) and referred to the Director of the Wyoming County Career and Technical Center. If not settled within five (5) additional calendar days, the matter shall be sent to the Superintendent of Wyoming County Schools and the Wyoming County Board of Education to be solved.

If any student would like to bring their concerns to Commission on Occupational Education they may do so by writing or call:

Council on Occupational Education  
7840 Roswell Road, Building 300 Suite 325  
Atlanta, GA 30350  
[www.council.org](http://www.council.org) 1-800-917-2081

## Personal Appearance

The Wyoming County Career and Technical students are all adults and are expected to behave and dress as such. **Your classroom attire should always reflect neat, clean, well-groomed and professionalism student. Your Stations will be cleaned and all supplies will be put up daily.**

Code

po5511

Status

Active

Legal

West Virginia Board of Education Policy 4373

Adopted

October 29, 2018

Last Revised

December 2, 2019

### 5511 - DRESS AND GROOMING

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program and process of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and to enhance the educational movement. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Accordingly, the Superintendent shall establish such dress and grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health, safety or welfare of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational process;
- C. distracts or is indecent to the extent that it interferes with the teaching and learning process;
- D. displays or promotes drug, alcohol or tobacco-related product that is prohibited in school buildings, on school grounds, in school-leased or owned vehicles and at all school-affiliated functions;

- E. cause excessive wear or damage to school property;
- F. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing Wyoming County School District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming in his/her building;
- B. invite the participation of staff, parents, and students;
- C. instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- D. ensure that all rules implementing this policy impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

### **Personal Conduct in Salon**

1. Student will always dress and speak professional.
2. No Smoking
3. Students are not to receive or make personal phone calls while on duty. Only in case of emergency.
4. Students are to observe all rules expected of employees of the Salon area which is assigned.
5. Do not leave assigned area until your Supervisor is notified and approves.
6. Inform your instructor when you have completed your assignment. You are not to "Hang out" in the Salon station.
7. Be on time.
8. Keep your Stations clean

### **Students with Disabilities (Accommodations)**

Wyoming County Career and Technical Center can only accommodate for special needs within the requirements of the Cosmetology Program. Student has to be able to do all required skills and training expected for the profession. An example of an accommodation may include longer time for testing.

## **Uniforms**

Students will be required to wear the complete uniform as specified by the Instructor.

The name tag must be worn on the uniform at all times.

### **Remember:**

- a. Wear the uniform in accordance with the above stated policies.
- b. Have your uniform clean, ironed, and properly buttoned and the proper length.
- c. Wear proper shoes that are in good repair.
- d. Wear your uniform with pride and dignity. Be proud of it and set an example to others by being immaculately groomed and dressed.

## **Social Media**

The use of Facebook, Twitter, Instagram, Snap Chat or any type of social media that could identify students, faculty, administration, Clients, or Clients family members, the Wyoming County Career and Technical Center is strictly prohibited and is grounds for immediate dismissal from the program.

## **Personal Habits**

### ***Smoking, Vaping, Smokeless Tobacco***

Smoking- West Virginia State Board of Education affirms smoking is not permitted within county or state operated school building. Therefore, smoking is not permitted anywhere on school grounds. (See Wyoming County School Zero Tolerance Policy.)

Refer to "Grounds for Immediate Dismissal"

The student is expected to adhere to the smoking policy of the particular facility in which he/she working.

All Students and Employees will be expected to adhere to existing state law regulating tobacco use. (16-9a-4)

### **§16-9A-4. Use of tobacco, tobacco products, alternative nicotine products or vapor products in certain areas of certain public schools prohibited; penalty.**

Every person who shall smoke a cigarette or cigarettes, pipe, cigar or other implement, of any type or nature, designed, used or employed for smoking any tobacco or tobacco product; or who shall use any tobacco product or tobacco-derived product in any building or part thereof used for instructional purposes, in any school of this state, as defined in section one, article one, chapter eighteen of this code, or on any lot or grounds actually used for instructional purposes of any such school of this state while

Such school is used or occupied for school purposes, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be punished for each offense by a fine of not less than one nor more than five dollars: Provided, That this prohibition shall not be construed to prevent the use of any tobacco or tobacco product or tobacco-derived product, in any faculty lounge or staff lounge or faculty office or other area of said public school not used for instructional purposes: Provided, however, That students do not have access thereto: Provided further, That nothing herein contained shall be construed to prevent any county board of education from promulgating rules and regulations that further restrict the use of tobacco products or tobacco-derived products, in any form, from any other part or section of any public school building under its jurisdiction.

### **Absence**

The nature of the training in this course of study makes regular attendance a requirement. In case of illness or emergency, when a student cannot attend class or report to the Salon area, instructor must be notified prior to the time of the scheduled class or Salon assignment.

Students must clock in every morning by 7:40 a.m. Four (4) tardy will be counted as one (1) day missed. Students leaving is consider early outs. Four (4) early outs will also be counted as one (1) day missed.

#### **Students who miss more than 10 (Ten) total days in one year will be dismissed.**

The only exception being death in the student's immediate family (mother, father, child, grandparent, sibling or spouse). In that event, a (two) 2 day extension will be granted.

In case of illness or emergency, when a student cannot be in attendance in the Salon the school must be notified personally by the student no later than 30 minutes within the scheduled time of attendance for that day. Students are not allowed to rely on other students to relay the message nor does lack of a telephone excuse a student from this requirement.

It is the student's responsibility to inquire about assignment and tests which were missed during an absence. Any tests which were missed must be made up the class day following the absence. Absenteeism must be regarded as detrimental to the student's successful completion of the program.

- If a student is absent five consecutive days, the student's course of study will be reviewed by the Instructor, faculty and advisory committee and definitive action will be taken.

- If a student is absent two or more consecutive days for personal illness, the student shall present a doctor's excuse on his/her first day back to school.
- Each student will be expected to sign an agreement form indicating an understanding of the requirements of class scheduling
- If for any reason a student is required to leave the classroom before the assigned time, the student must sign out in the main office.

### **Drug Policy**

The student understands and agrees that he/she is requested to submit to a drug screen before entering the program. The student also understands and agrees that he/she may be requested to submit to random drug/alcohol screening during the course of the academic year. Said screening may be requested at any time by the faculty of the Wyoming County Career and Technical and shall be performed in accordance with proper chain of custody procedures. The random drug/alcohol screening shall be performed at the expense of the Wyoming County Career and Technical Center Cosmetology Program.

Upon request of the Instructor, if reasonable cause exist, the student shall agree to submit to testing to determine whether any controlled substances, drugs used illegally, or substances which may be mood altering in any way are present in his/her blood and/or urine. Said testing shall be performed as soon as possible following proper chain of custody procedures. Testing pursuant to probable cause shall be at the expense of the student. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances, and shall be grounds for immediate dismissal from the Program.

Any student who is prescribed any narcotic medication or medication which may be mood altering in any way shall cause his/her physician to document the prescribing of said medication. The student shall furnish said documentation to the Instructor of the Program the next instructional day following the prescribing thereof. At no time shall the student engage in direct Client care while he/she is under the influence of a narcotic, illegal drug, drugs used illegally, or otherwise mood altering medications.

### **Meals / Adults**

When at the Career and Technical Center, the food service area will occasionally be open for lunch. If the student leaves the school grounds on the lunch break, the instructor shall be notified.

### **Transportation**

Each student is responsible for his or her own transportation to the school. Student parking at the Career and Technical Center shall be the student's responsibility. The Career and Technical Center will not be responsible for any personal or property damage incurred in any case.

**High School student will not be allowed to drive to the Wyoming County Career and Technical Center.**

### **Pregnancy**

If a student becomes pregnant, she may remain in the Cosmetology program only with the written permission of her physician. The faculty feels because of possible health risks in clinical rotations, it is recommended that students who become pregnant should consider a leave of absence from the school. However, if the student should choose to remain in the school, she will be required to sign a waiver releasing the school and its cooperating agencies from any liability should her activities be detrimental to her or to the child.

The student must present to their Instructor, a statement for the physician each month stating she is physically capable of clinical performance. If the student remains in the school for the duration of the pregnancy, she must abide by the physician's orders in regard to her return to the clinical area following the birth of the child.

The student must also adhere to the attendance policies of the school.

### **Cell Phones**

The Wyoming County Career and Technical Center School of Cosmetology/ Nail Technician has a no cell phone policy permitted in the classroom.

Anyone breaking this will be reprimanded and is subject to being sent home and loss of class hours.

If a student breaks the cell phone policy, a Salon unsatisfactory will be given and the student is subject to being sent home.

### **Illness or Injury of Students**

Students shall be responsible for their own medical care if they become ill during the school year. It is recommended that each student carry medical/ hospital insurance.. The school is not responsible for any illnesses or injury contracted by the student while performing school or clinical assignments.

### **Class Days and Hours**

<b>Adults</b>	Cosmetology	7:40 am - 2:20 pm	Monday-Friday
	Nail Tech	11:20am -2:20pm	Monday-Friday
<b>Students</b>	Cosmology	7:40 am- 10:15 am	Monday-Friday
	Nail Tech	11:20 am- 2:25 pm	Monday-Friday



### **Fire and Safety Precautions**

Students will be given copies of fire and safety regulations at the Career and Technical Center.

### **Appearance of Building**

Each student will be provided with a locker. The student will be expected to keep his or her desk and locker clean and neat and do his or her share in maintaining a good physical appearance in the school area.

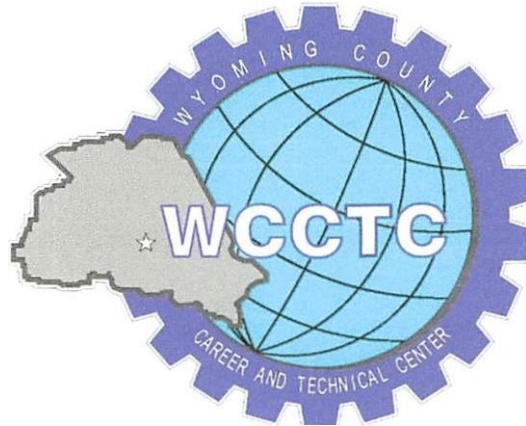
### **Counseling**

A student may request counseling for school related problems. Faculty members are not qualified to act as counselors for personal problems, however, will refer students for counseling upon request.

### **Graduate Follow-up Survey**

We ask that student's complete a graduate follow-up survey. This is available in written form and it will also be sent to you through email or text. *WE are requesting your valuable input about our program. This survey will assist us improve.*

WCCTC  
Cosmetology Letter  
of Agreement



I have read, understand and agree to all policies and procedures in the Wyoming County Career and Technical Center Cosmetology

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Applicant Signature

Date

Grievance Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Assignment at time of  
Grievance: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

Complete the description of the grievance that occurred:  
\_\_\_\_\_  
\_\_\_\_\_

What is the claim you feel has been violated:  
\_\_\_\_\_  
\_\_\_\_\_

Grievant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Response: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Principal \_\_\_\_\_ Date: \_\_\_\_\_

Wyoming County Career and Technical Center

Release of Responsibility for Pregnancy

I, \_\_\_\_\_ release the Wyoming County Career and Technical Center, Instructors, Board of Education, from any responsibility for any injury or ill effects that may occur during the school year to myself or to my unborn child. I Acknowledge responsibility for myself and I have discussed the potential consequence and/or complications with my physician. I will submit written permissions from my health care provider following each visit.

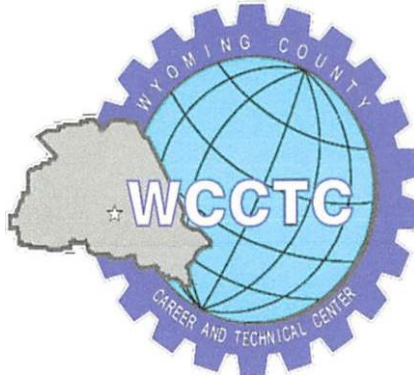
Date: \_\_\_\_\_

Student: \_\_\_\_\_

Instructor: \_\_\_\_\_

Principal: \_\_\_\_\_

Revised 11/20,1/21



## Wyoming County Career and Technical Center Graduate Follow-up Survey

\_\_\_\_\_ I agree to complete the  
Wyoming County Career and Technical Center Graduate Follow-up Survey. I  
understand the importance of this survey.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_



**Wyoming County Career and Technical Center**

HCR72, Box  
1201 Bearhole Road  
Pineville, WV 24874  
Phone (304)732-8050  
Fax(304)732-8332

**Stacey Lusk**

Principal

**Luke Stevens**

Assistant

Principal

**Dawn Clay**

Secretary

**Reta Morgan**

Secretary

**Transcript Request Form**

Name at time of Graduation: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Last four of S.S # \_\_\_\_\_

Date of Birth \_\_\_\_\_

Phone number \_\_\_\_\_

Program \_\_\_\_\_

Please send an official copy of my transcript to the following facility:

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Must have a copy of Driver's License**

Office Use:

Date Received: \_ \_ \_ \_

Date Issued: \_ \_ \_ \_



### Authorization to Release Information

I, \_\_\_\_\_, hereby authorize the Wyoming County Career and Technical Center Cosmetology/Nail Technician Department to release information to:

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---

The following document/information to be released is described/listed below:

---

---

I understand that my authorization shall remain in effect from the date of my signature

Until \_\_\_\_\_ and the information will be handled confidentially and in compliance with all federal laws related to release of record information.

I understand that I may see the information that is to be sent, and that I can revoke the authorization at any time by written, dated consent.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Wyoming County Career and Technical Center

Unsatisfactory Performance Warning Form

Student \_\_\_\_\_ Date \_\_\_\_\_

Reason for Verbal Warning \_\_\_\_\_ Date \_\_\_\_\_

Grades (Clinical/Class) \_\_\_\_\_ Unprofessional (Clinical/Class) \_\_\_\_\_

Excessive Absences \_\_\_\_\_ Insubordination \_\_\_\_\_

Unsafe Clinical Practice \_\_\_\_\_ Other \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Follow-up \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Coordinator \_\_\_\_\_ Date \_\_\_\_\_

(Reviewed)

Principal/Director \_\_\_\_\_ Date \_\_\_\_\_



Wyoming County Career and Technical Center  
Requesting Examination Accommodations

Requesting Examination Accommodation(s)

Name \_\_\_\_\_

Last Name

First Name

Middle Name

Address: \_\_\_\_\_

Street

City

State

Zip Code

Email Address

Daytime Phone Number

Date of Birth: \_\_\_\_\_

What is the nature of your disability? \_\_\_\_\_

What accommodation(s) are requesting? \_\_\_\_\_

\*Submit Accommodation request along with supporting documentation from an appropriately  
credentialed professional.