



COSMETOLOGY I

2022-2023

Congratulations on your admission to CTE Cosmetology I for the 2022-2023 school year.

Kalamazoo RESA Career and Technical Education (CTE) along with West Michigan College of Barbering and Beauty cordially invite you and your parent/guardian to attend a **mandatory** orientation on **Wednesday, May 11**. **Due to space considerations, please make all efforts to arrive for your scheduled time.**

Last Names A-L 6:00 pm
Last Names M-Z 7:15 pm

Location: West Michigan College of Barbering and Beauty 3200 S. Westnedge Ave Kalamazoo

This will include time to:

- Meet the instructor and hear about countless class experiences
- Learn more about the program's dress code and two-year obligation
- Learn more about how to purchase a supply kit
- Learn how successful completion of the course can lead to future opportunities
- Ask questions about program logistics

The attached program guidelines will be discussed in detail during the orientation. Students will be asked to sign the guidelines acceptance form at the end of the orientation.

We look forward to seeing you **Wednesday, May 11**. *Please have this packet for review during this meeting.*

For more information contact:

Cindy Goss

Program Coordinator

Kalamazoo Regional Educational Service Agency

1819 E Milhan Ave, Portage MI 49002-3035

Cindy.goss@kresa.org

269-250-9327

Special Note: You are receiving this packet because your name was provided to us by your school counselor as enrolling in a CTE program. If in doubt, check with your counselor. We apologize if this packet was sent to you in error.

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability, genetic information or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designed to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents, Tom Zahrt & Mindy Miller. Contact information: (269) 250-9200, 1819 E. Milham Ave. Portage, MI 49002.

2022-2023

CTE COSMETOLOGY PROGRAM GUIDELINES

Overview

CTE Cosmetology prepares students with the knowledge required to take the State Board of Cosmetology examination and fulfill the licensing process. Within the Cosmetology curriculum, a student will gain marketable skills, business career awareness, and the key characteristics necessary to be successful in the ever-changing cosmetology industry.

Enrollment means you have made a commitment to attend a 1500-hour, State of Michigan, regulated occupational program. A student enrolling as a junior can complete this obligation by maintaining **excellent attendance** throughout their junior/senior year and attending minimally 240 hours (approx. 32 full days) during the summer between. A student beginning enrollment as a senior has an opportunity to achieve a good portion of these hours as well.

CTE will cover the student tuition costs associated with enrollment, through the date of the student's high school graduation. **If a student does not finish their necessary course work by graduation, completion of the course will be at their own expense.**

During CTE enrollment, students will have access to community equipment (tools). Conversely, a student will need to purchase their own supply kit before sitting for their licensure exam. For this reason, students are encouraged to talk with the beauty school about how to purchase their own kit upon acceptance into the program. Owning one's own kit will enable a student to work much more independently during and outside the school day.

Cosmetology is held **12:30 p.m. – 4:30 p.m. Monday – Friday** during the school year; if you miss one day, makeup will require attending class on a day when your high school isn't in session.... Ask yourself, "How many days did I miss school during this past year?" "If I have the same number of absences while enrolled in cosmetology, how will I make up the missed class time?"

Be sure you are ready to make this commitment!

Performance Hours and Grades

To receive a passing grade in Cosmetology, the student must successfully fulfill academic and skill expectations and meet a minimum cumulative performance hour requirement. Student progress is evaluated each marking period. Students not meeting required academic, skill or performance hour expectations will be recommended to drop the program.

Semester	MINIMUM cumulative student performance hours (attendance) required each semester
Jr. Year 1 st semester	315 performance hours
2 nd semester	630
SUMMER between Jr. and Sr. year	870
Senior Year 1 st semester	1185
2 nd semester	1500

Trimester	MINIMUM cumulative student performance hours (attendance) required each trimester
Jr. Year 1 st trimester	210 performance hours
2 nd trimester	420
3 rd trimester	630
SUMMER between Jr. and Sr. year	870
Senior Year 1 st trimester	1080
2 nd trimester	1290
3 rd trimester	1500

Student is responsible for ALL costs beyond high school graduation.

To best prepare students for the State Board of Cosmetology examination, the following grading scale is used. Also, a student's grade is made up of 1/3 performance hours, 1/3 practicals and 1/3 tests.

Cosmetology Grading Scale	
A	100 – 95%
B	94 - 85%
C	84 – 75%
D	74%
F	73% and below

**2020-2021
CTE COSMETOLOGY
PROGRAM GUIDELINES**

★ Bring this packet with you to the orientation on May 25, 2021.

New enrollees in the Cosmetology program should be aware of the following program guidelines:

1. A junior student is committing to two-full years of coursework plus 240 hours during the summer between the student's junior and senior year.
2. A student beginning enrollment as a senior is committing to finishing the program, after high school graduation at their own expense.
3. CTE will pay all tuition costs incurred by the student through their high school graduation.
4. **Cosmetology is from 12:30 – 4:30 PM, Monday – Friday, during the school year. Summer hours will vary.**
5. Student academic & skill performance along with performance hours are reported at the end of each trimester/semester. If the student is failing in any of these areas, the student's progress will be reviewed by the beauty school and CTE to see if the student is eligible to continue with the program.
6. Credits for this experience are defined by the individual's school district.
7. Students are expected to dress according to the beauty school's rules. (See below)
8. The beauty school will provide students with information on how to purchase a supply kit.
9. Cosmetology attendance policies, except for summer hours, are the same as the local high schools.
10. Students are required to call if they will be late or absent from class. A note from the student's parent/guardian and/or school must be provided upon their return to class.
11. CTE students must follow beauty school and home district rules of conduct when in attendance.
12. Personal services are allowed. If the service is part of an assignment, there is no charge. If the service is elective, the student may bring in their own professional product for approval and usage at no charge or pay the beauty school for any chemicals used.
13. Questions about transportation to this program need to be directed to the student's home district. All students are responsible for transportation home.

★*Class uniform will consist of:*

- Black dress pants; no leggings
- Black shoes
- Polo shirt to be purchased from the beauty school
- Sweatshirt available for purchase (optional)



**2021-2022
COSMETOLOGY I
PROGRAM GUIDELINES
ACCEPTANCE FORM**

Career and Technical Education enters into a contract with the beauty school upon the student's enrollment into Cosmetology. It is very important students understand the obligation they are making. Please sign below indicating both parent/guardian and student have read the guidelines on page 3 and agree to the program arrangements.

****This form must be returned to the Kalamazoo RESA Career and Technical Education office by May 31, 2022.***

See contact information on front page of packet.

My daughter/son (printed name) _____, who attends
_____ High School has visited West Michigan College of Barbering and
Beauty, received a copy of and read the Cosmetology program guidelines. We agree to the guidelines and
understand the commitment to this program.

Student signature: _____

Parent/legal guardian name (printed): _____

Parental/legal guardian signature: _____

Date: _____

Mailing address: _____

Street Address

City

Zip Code

Student email: _____

Student cell number: _____

Parent/legal guardian email: _____

Parent/legal guardian phone number: _____

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