

WARREN WOODS TOWER HIGH SCHOOL
COSMETOLOGY
2023-2024

Warren Woods Tower High School	27900 Bunert Rd.	Warren, MI 48088	586.439.4402
Warren Woods Education Center	12900 Frazho Rd.	Warren, MI 48088	586.439.4617

Instructors: Mrs. Deddeh, Mrs. Mulder

COURSE DESCRIPTION:

Cosmetology is a State certified program that covers two years of comprehensive and involved instruction. The curriculum is set up by the Michigan State Licensing Board of Cosmetology and covers all areas of Cosmetology, theory and skill training. Upon successful completion of this two-year course of instruction, the student is eligible to take the State Cosmetology examination for licensing (must be 17 years old). Once the student is licensed, they will be able to work in an established salon in the State of Michigan.

The Cosmetology program covers a two-year period and requires the completion of 1500 clock hours of training. Seniors may be allowed to enter Cosmetology I on an availability basis only.

COURSE TEXTBOOK:

Alpert, Arlene, *Milady's Standard: Cosmetology*, Clifton Park, New York, Cengage Learning Inc., 2012.

COURSE WORKBOOKS:

Milady's Standard Cosmetology Theory Workbook, Clifton Park, New York, Cengage Learning Inc., 2012.
Milady's Standard Cosmetology Practical Workbook, Clifton Park, New York, Cengage Learning Inc., 2012.

COURSE OBJECTIVES:

Students will learn:

First Year:

- | | | |
|------------------------------|-------------------------------|-----------------------------|
| • Analyzing Skin & Eye Color | • Hair Loss | • Patron Protection |
| • Artistic Principles | • Hair Structure | • Pedicuring |
| • Bacteriology | • Haircutting | • Permanent Waving |
| • Clinic Procedures | • Hairstyling | • Professional Image |
| • Decontamination | • Intro to Hair Color | • Review for Written Final |
| • Desk Procedures | • Introduction to Cosmetology | Exam |
| • Dispensary Mixing | | • Scalp and Hair Treatments |
| • Draping | • Manicuring | • Scalp Disorders |
| • Hair Disorders | • Nail Structure | • Semi-Permanent Color |
| • Hair Lightening | • Nail Disorders | • Shampooing |

- Temporary Color Rinses • Theory of Color • Written Final Exam
- Second Year:**
- Review of First Year • Facial Makeup • Thermal Hair
 - Acrylic Nails • Facials • Straightening (pressing)
 - Advanced Nail Techniques • Finger Waving • Thermal Hairstyling (blow-drying & Marcel Iron)
 - Cells, Anatomy & Physiology • Removing Unwanted Hair • Wiggery
 - Chemical Hair Relaxing • Salon Business • Mock State Board Exam
 - Chemistry • Skin and it's Disorders • (Written & Practical)
 - Cosmetology Laws & Rules • State Board Review
 - Electricity & Light Therapy • (Theory & Practical)
 - Employability Skills • Theory of Massage

COURSE REQUIREMENTS:

Students will attend four hours per day, Monday-Friday in the afternoon from 1:30 to 5:33pm, for approximately 180 school days. Students must follow the Warren Woods Tower High School calendar for attendance and participation.

Students will be required to spend an additional seven hours a day for ten days, Monday-Friday from 7:30 to 3:00pm, after the regular school year ends. This require in the junior and senior year to complete the required 1500 clock hours of training in the two-year program. Summer dates/times are subject to change due to district calendar issues and will be determined on a year-to-year basis according to the Warren Woods Public School yearly calendar.

Regular attendance is required by the student in order for the student to earn the required mandated 1500 hours (750 hours/per school year) to become eligible to take the Michigan State Licensing Board of Cosmetology exam. Students make-up hour time is available for only one hour per week after the school day from 5:33-6:33pm on a limited twenty student sign-up maximum per session/per site.

GRADING SCALE:

The following is the established degrading scale:

A	94-100%	B+	87-89%	C+	77-79%	D+	67-69%
A-	90-93%	B	83-86%	C	73-76%	D	63-66%
		B-	80-82%	C-	70-72%	D-	60-62%
						F	0-59%

COURSE GRADE EVALUATION:

Student's quarter grades are based upon a cumulative effort of the following areas:

Test/Quiz/Benchmark	30%
Practical Assignments	20%

Theory Assignments	20%
Daily Performance	30%

Student’s semester grades are based upon a cumulative effort of the following areas:

1 st QuarterGrade	40%	3 rd Quarter Grade	40%
2 nd Quarter Grade	40%	4 th Quarter Grade	40%
1 st Semester Mid Year Exam ..	20%	2 nd Semester Final Exam	20%

STUDENT EXPECTATIONS:

- All students will follow the Warren Woods Tower High School calendar.
- All students will follow the Warren Woods Tower High School attendance policy.
- All students will follow the Warren Woods Tower High School rules and regulations.
- All students will be responsible for the supplied textbook, workbooks, tools and equipment.
- All students must be appropriately dressed in uniform, with their name tag, and appropriate shoes to become eligible to earn hours, as set by the Department of Consumer & Industry Services.
- All students must be engaged in the instructional curriculum in order to earn Cosmetology hours.
- All students are to give their full attention during lectures and demonstrations so as not to be disruptive by engaging in private conversations.
- All students are to be respectful of one another by leaving the classroom and clinic clean.

WORK-BASED LEARNING OPPORTUNITIES

Both Junior and Senior Divisions of Cosmetology are driven by work-based learning in preparation for students’ state licensure. Learning opportunities include, but not limited to Job Shadowing, Field Trips to Suppliers/Platform Artists, Guest Speakers, Mentoring, Instructor Supervision, Clinical and Hands-On Training.

ARTICULATION AGREEMENT

Students wishing to enter college after high school graduation are eligible for college credits under an Articulation Agreement between Warren Woods Public Schools and either Davenport University and Ferris State University. If enrollment at Davenport University is selected, the student will have a possible accumulated thirty-three (33) college credits in a Management Degree. The same Articulation Agreement is held between Ferris State University and Warren Woods Public Schools, but the students will have an accumulation of twelve (12) college credits in a Management Degree.

LEADERSHIP OPPORTUNITIES

Students wishing to accelerate and take on more leadership responsibilities have ample opportunity in the Cosmetology program. Some of the leadership opportunities include National Honor Society, Classroom/Program Presidents and Co-Presidents, Tim Tebow's Night to Shine, and Community Service Projects.

Warren Woods Tower High School

Cosmetology Program

Suggestions for Student Success

2023-2024

Warren Woods Public Schools has two (2) separately state licensed Cosmetology facilities. Warren Woods Public Schools Education Center located on Frazho Rd. and Warren Woods Tower High School on Bunert Rd.

Suggestions

To Consider for Enrolling in Cosmetology

1. The student has the tenacity to complete a two-year program.
 - a. Students need to commit to taking the two-year program, as we want completers of the Cosmetology program to successfully pass the licensing exam to become a licensed Cosmetologist.
 - b. Students need to commit to attending a 4 hour/3 minute daily class schedule including 10 days of 7 hours at the end of June. Dexterity, agility, and eye-hand coordination are important characteristics for a student to be successful.
2. The student has great attendance to school.
 - a. Cosmetology requires students to earn 750 clock hours per year. Students need 1500 clock hours to qualify themselves to take the licensing exam in Cosmetology. There is a practical section and a written/theory section for the state-licensing exam.
 - b. There should not be any major student discipline issues.
 - c. *There is very little wiggle room to make-up missed hours each school year.*
3. The student is in line to graduate with their graduating class.
 - a. We have determined that students that are behind in their graduation credits rarely complete the two-year Cosmetology program.
 - b. Seats in the program are limited due to facility restraints; so careful Career Pathway selection is necessary.

COSMETOLOGY I REGISTRATION SYSTEM

2023-2024

PLEASE PRINT LEGIBLE WE USE THIS INFO TO CONTACT YOU

STUDENT NAME _____ (Last) _____ (First)

ADDRESS _____

CITY, ZIP _____

HOME PHONE# _____

PARENT/GUARDIAN'S NAME _____

PARENT CELL PHONE# _____

EMAIL ADDRESS _____
Used for zoom meeting information

STUDENT SOCIAL SECURITY # _____

***This information is required by the Michigan State of Board of Cosmetology Licensing Division**

CURRENT GRADE LEVEL _____

DATE OF BIRTH _____

HOME SCHOOL _____

HOME SCHOOL COUNSELOR _____

- o Please check circle if your student has an IEP or 504 on file at home school. If checked, please complete the form "REQUEST FOR EDUCATIONAL RECORDS"

SMOCK SIZE: _____

COMMENTS _____

Parent Signature _____

Student Signature _____

Forms to be completed, signed and returned

Registration form	Critical info page	Dress code	Hours and discipline	Media Release Form	Emergency Data form	IEP/504 If applicable
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COSMETOLOGY STUDENT DAILY DRESS CODE

- SCHOOL ISSUED LAB COAT (COMPLETELY BUTTONED UP)
- SHOES THAT COVER THE TOP OF THE FOOT AND HAVE A FIRM, HARD SOLE (SANDALS, SLIPPERS, FLIP FLOPS AND HIGH HEELS ARE NOT ACCEPTABLE)
- SHOES HEEL MUST BE NO HIGHER THAN ONE (1) INCH
- ALL STUDENTS ARE REQUIRED TO WEAR A NAME TAG DAILY
- NAME TAG WILL BE ISSUED BY THE SCHOOL
- NAME TAG WORN MUST HAVE YOUR OWN NAME ON IT
- NAME TAG MAY NOT BE DECORATED
- NO HATS, OR SUNGLASSES ALLOWED

NOTE: ALL UNIFORMS ARE THE PROPERTY OF THE SCHOOL AND MUST BE RETURNED AT THE END OF EACH SCHOOL YEAR, CLEANED AND FREE FROM DAMAGE. (IF DAMAGED OR LOST, AN ACCESSMENT WILL BE CHARGED TO THE STUDENT NOT TO EXCEED \$30.00 FOR EACH DAMAGED OR LOST UNIFORM)

STUDENTS MUST CHANGE IN THE LOCKER ROOM OR DESIGNATED AREAS ONLY. CHANGING IN THE HALL, CLINIC, OR IN THE CLASSROOM WILL RESULT IN LOSS OF DAILY POINTS.

The uniform code has been explained to me and I understand it. I acknowledge having received a copy of this memo.

Student signature

Date

Parent signature

Date

COSMETOLOGY POLICY - STUDENT HOURS & DISCIPLINE

I am aware that disciplinary infractions at either my home school or in the Cosmetology Program may result in immediate removal from the program.

I am aware that I must be present a minimum of the 750 hours (800 hours offered) during the Cosmetology 1 Program in order to be enrolled in the Cosmetology 2 Program.

Print student Name _____

Student Signature

Date

Print Parent name _____

Parent Signature

Date

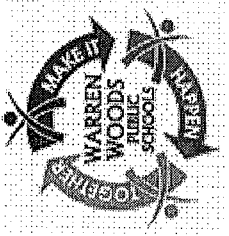
CRITICAL Cosmetology Information 2023-2024

- Cosmetology is a 2-year program with a requirement for 1,500 state-mandated hours to be eligible to take the Mi State licensing exam--750 each year.
- Cosmetology I & II will be held at either Warren Woods Tower High School from 1:30pm to 5:33pm daily. Ten days after the final day of school in June are 7-hour days from 7:30am -3:00pm.
- If your district does not provide transportation, students are responsible for their own. It is imperative to have reliable transportation, as this may become an issue with student hours.
- **Attendance is of utmost importance!**
- Cosmetology students will follow WWTHS calendar, attendance policy and discipline policies. For absences call WWT attendance office at 586-439-4563.
- Students are not allowed to leave the premises during class hours!
- Cosmetology I students are NOT automatically “rolled over” to Cosmetology 2. In order to progress to Cosmetology 2, students must be on track to meet the 1500-hour requirement. Minimum of 750 hours by the end of year 1
- There are no open toe shoes allowed at any time.
- Expectations of students:
 - Respectful of one another and of the classroom and clinic by keeping it clean
 - Responsible for supplied textbook, workbooks, tools and equipment
 - Appropriately dressed in uniform with name tag and appropriate shoes to earn hours
 - Student must be engaged in instructional curriculum to earn cosmetology hours
- This is a 100% face to face, live instructed, hands on course. There is no virtual option.
- Due to the tremendous time commitment to this state licensed program, the ability of students to engage in other after school activities including sports is not possible.
- Attendance at mandatory parent/student meeting in May 2023 is required!

I have read and understand the above cosmetology information.

Parent signature

Student signature



WARREN WOODS PUBLIC SCHOOLS

AUTHORIZATION FOR REQUEST/RELEASE OF STUDENT RECORDS

Please fill out only if your student has a current IEP or 504 Plan.

The student listed below has enrolled in the CTE Program through Warren Woods Public Schools.

Student Information:

LAST NAME:	FIRST NAME:	DATE OF BIRTH
GRADE LEVEL:	START/ENTRY DATE:	STUDENT UIC#:

School Information:

PRIMARY HOME SCHOOL NAME:	
SCHOOL ADDRESS:	
SCHOOL PHONE #:	SCHOOL FAX #:

I hereby grant permission for the release of the above record(s) to Warren Woods Public Schools.

Parent/Guardian Signature (Student if 18 years of age)

Date

Under the provisions of the Privacy Rights of Parents and Students Act, page 1213, Subpart D, 99.30 (b) it is not necessary to have the written consent of the parents to release records "to officials or other schools or school systems in which the student seeks or intends to enroll..."

For registration purposes, please send current IEP to:

via email – to Lisa Homic at lhomic@mywwps.org

via fax – to Lisa Homic at 586-353-0544

Please call 586-439-4464 if you have any questions.

Warren Woods Tower High School
Emergency Data Verification Form

2022-2023

Please complete and return this form. Make any necessary changes in RED.

Name:	--RESIDENCE--		--MAILING--	
Grade:	Address:	Address:		
Gender:	City/Zip:	City/Zip:		
Birth Date:	Phone:	☐ unlisted	Alt Phone:	☐ unlisted

Emergency Contacts

Name:	Home Phone:	Contact Priority:
Relation:	Cell Phone:	☐ Resides with student
Address:	Other Phone:	☐ Additional Mailing
City/St/Zip:	Work Phone/Ext:	
EMail:	Employer:	

Name:	Home Phone:	Contact Priority:
Relation:	Cell Phone:	☐ Resides with student
Address:	Other Phone:	☐ Additional Mailing
City/St/Zip:	Work Phone/Ext:	
EMail:	Employer:	

Name:	Home Phone:	Contact Priority:
Relation:	Cell Phone:	☐ Resides with student
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City/St/Zip:	Work Phone/Ext:	
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Name:	Home Phone:	Contact Priority:
Relation:	Cell Phone:	☐ Resides with student
Address:	Other Phone:	☐ Additional Mailing
City/St/Zip:	Work Phone/Ext:	
EMail:	Employer:	

Other Emergency Contacts

Name	Relation	Address	Phone
1.			
2.			
3.			
4.			

Health

Hospital: _____

Medications: _____

Medical Alerts: _____

Limitations: _____

Physician Name: _____ Dentist Name: _____

Physician Phone: _____ Dentist Phone: _____

☐ Asthma ☐ Diabetes ☐ Vision Problem ☐ Hearing Problem ☐ Heart Condition

Signature of Parent/Guardian: _____ Date: _____

WARREN WOODS PUBLIC SCHOOLS

Warren, Michigan 48088

MEDIA RELEASE FORM

NOTICE TO PARENTS:

The news media and others may obtain student directory information (such as student's name, photograph, etc.) without parental consent in accordance with applicable law. However, the District occasionally will get requests from local media to interview students involved in positive instructional and extracurricular programs of the District, such as classroom activities, concerts, musical programs and athletic contests. In addition, the District will occasionally videotape classroom instruction and other activities at the District for educational purposes, such as improving instructional techniques of teachers and/or training staff, and for informational, noncommercial purposes, such as informing students, parents and the public generally about District programs and services.

By completing the form below, you will give the District, including it's cable access TV education station and publications, it's Web site as well as the news media, permission to interview and video tape your child in connection with activities involving Warren Woods Public Schools for as long as your child is a student in the District. Please complete the form and return it to your building principal. The completed form will be kept in the school office.

RELEASE:

The person named below consents and gives Warren Woods Public Schools permission to allow the news media and/or the District to photograph, video and/or audio tape his or her child in connection with news events and activities involving the District. Such permission includes the reproduction and recording of my child's voice. I consent to the use of his/her name and/or the recording and reproduction of him/her in connection with the production, exhibition, distribution and promotion or other use of any photographs, photo plays, audio plays or otherwise. I agree that his/her participation is voluntary and without consideration or compensation. If, at any time, I do not want my child to participate in media interviews, or District videotaping for educational/informational/noncommercial purposes, I will notify the building principal in writing.

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Please Print Information

(Check One:)

_____ I agree to the above release language as parent or legal guardian of:

_____ I do not agree to the above release language as parent or legal guardian of:

(Student's Name)

Date: _____

Name: _____

Relationship: _____

Signature: _____

2021 Recommended Immunizations for Children 7–18 Years Old

INFORMATION FOR PARENTS

Talk to your child's doctor or nurse about the vaccines recommended for their age. COVID-19 vaccination is recommended for some adolescents.

	7-8 Years	9-10 Years	11-12 Years	13-15 Years	16-18 Years	More Information:
Flu						Everyone 6 months and older should get a flu vaccine every year.
Tdap Tetanus, diphtheria, pertussis						All 11- through 12- year olds should get one shot of Tdap.
HPV Human papillomavirus						All 11- through 12- year olds should get a 2-shot series of HPV vaccine. A 3-shot series is needed for those with weakened immune systems and those who start the series at age 16.
Meningococcal						All 11- through 12- year olds should get one shot of meningococcal conjugate (MenACWY). A booster shot is recommended at age 16.
MenB						Teens 16-18 years old may be vaccinated with a serogroup B (MenB) vaccine.
Pneumococcal						
Hepatitis B						
Hepatitis A						
Polio						
MMR Measles, mumps, rubella						
Chickenpox Varicella						

These shaded boxes indicate when the vaccine is recommended for all children unless your doctor tells you that your child cannot safely receive the vaccine.

These shaded boxes indicate the vaccine is recommended for children with certain health or lifestyle conditions that put them at an increased risk for serious diseases. See vaccine-specific recommendations at www.cdc.gov/vaccines/hcp/acip-recs/.

These shaded boxes indicate the vaccine should be given if a child is catching up on missed vaccines.

This shaded box indicates children not at increased risk may get the vaccine if they wish after speaking to a provider.

Vaccine-Preventable Diseases and the Vaccines that Prevent Them

Disease	Vaccine	Disease spread by	Disease symptoms	Disease complications
Chickenpox	Varicella vaccine protects against chickenpox. Tdap* and Td** vaccines protect against diphtheria.	Air, direct contact	Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs)
Diphtheria	Tdap* and Td** vaccines protect against diphtheria.	Air, direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart, muscle, heart failure, coma, paralysis, death
Hepatitis A	HepA vaccine protects against hepatitis A.	Direct contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure, arthritis (joint pain), kidney, pancreatic and blood disorders
Hepatitis B	HepB vaccine protects against hepatitis B. HPV vaccine protects against human papillomavirus.	Contact with blood or body fluids Direct skin contact	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer
Human Papillomavirus	HPV vaccine protects against human papillomavirus.	Direct skin contact	May be no symptoms, genital warts	Cervical, vaginal, vulvar, penile, anal, oropharyngeal cancers
Influenza (Flu)	Flu vaccine protects against influenza.	Air, direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs)
Measles	MMR*** vaccine protects against measles.	Air, direct contact	Rash, fever, cough, runny nose, pink eye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
Meningococcal Disease	MenACWY and MenB vaccines protect against meningococcal disease.	Air, direct contact	Sudden onset of fever, headache, and stiff neck, dark purple rash	Loss of limb, deafness, nervous system disorders, developmental disabilities, seizure disorder, stroke, death
Mumps	MMR*** vaccine protects against mumps.	Air, direct contact	Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness
Pertussis	Tdap* vaccine protects against pertussis.	Air, direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
Pneumococcal Disease	Pneumococcal vaccine protects against pneumococcal disease.	Air, direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
Polio	Polio vaccine protects against polio.	Air, direct contact, through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
Rubella	MMR*** vaccine protects against rubella.	Air, direct contact	Sometimes rash, fever, swollen lymph nodes	Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, birth defects
Tetanus	Tdap* and Td** vaccines protect against tetanus.	Exposure through cuts on skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death

*Tdap combines protection against diphtheria, tetanus, and pertussis.
 **Td combines protection against diphtheria and tetanus.
 ***MMR combines protection against measles, mumps, and rubella.

If you have any questions about your child's vaccines, talk to your child's doctor or nurse.