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The Cosmetology Program

CIP 12.0401

Instructors: Patricia Adams & Linda Sayer
padams@rmctc.org or lsayer@rmctc.org

Have Questions?

Contact: Mrs. Donna Henderson– School Counselor
Reading Muhlenberg Career & Technology Center
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Reading, PA 19604
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READING MUHLENBERG CAREER & TECHNOLOGY CENTER

MISSION STATEMENT

The Reading Muhlenberg Career & Technology Center, in partnership with our diverse community, sponsoring districts, and business and industry, is committed to providing quality career and technical education, resulting in opportunities for students to gain employment, pursue post-secondary education, and develop an appreciation for lifelong learning.

VISION STATEMENT

To empower Reading Muhlenberg Career & Technology Center students with the technical knowledge and skills to confidently pursue a career.

BELIEFS

- We believe in valuing the diversity of each student
- We believe education leads to opportunity
- We believe quality education starts with quality leadership
- We believe a career and technical education is a critical component of workforce development
- We believe technology is vital to learning and will help students connect with a rapidly changing world
- We believe technology must be embraced by teachers as a tool to help prepare students to meet current and future labor market demands
- We believe in providing all students with a positive educational experience
- We believe students should feel proud of what they have accomplished each day
- We believe students will be provided the opportunity to achieve their highest potential
- We believe students will be provided the opportunity to acquire and cultivate leadership skills
- We believe in providing students with a safe school environment
- We believe the success of a student is enhanced by parents and/or other influential adults through their support and involvement
- We believe in encouraging students to maintain a lifelong affiliation with the school
- We believe change is an ongoing process, not an event, and is fundamental for building quality programs of study
- We believe instruction must accommodate individual student learning styles

Dear Parent/Guardian and Student,

It gives me great pleasure to congratulate your child on being selected for the Cosmetology program at RMCTC. I am looking forward to providing your child with the knowledge, professional skills, and work ethics necessary to pass the Pennsylvania State Cosmetology Board Exam and consequently, to obtain a position in the cosmetology related field.

Cosmetology is not a personal grooming class. Students are expected and required to complete all assignments while completing 1250 hours of instruction. This makes attendance a very important aspect of your child's success in the Cosmetology program. Missing class or being late is just as important as missing a day's work and it will be reflected on your child's grade. A major portion of a grade is assessed directly from attendance and performance in class. If absent, your child will need to bring in a parental or doctor's note to receive a grade for that day.

All necessary application forms and payments must be submitted by the deadline stated in your acceptance packet. Failure to do so may result in placement into another CTC program or full day home school schedule. Your child will also be bringing home classroom forms during the first few days of school. Please try to return these forms in a timely manner, as some of the paperwork is required for lab participation.

Students are required to complete theory and hands on/practical work, quizzes and tests on a regular basis as part of the Cosmetology curriculum. Students are also required to wear black pants, black enclosed leather shoes and school issued polo shirts. Not being in complete uniform will result in loss of daily grade points and loss of state mandated hours.

Our school also offers other opportunities such as SkillsUSA participation. SkillsUSA is a national organization for Career & Technical students. All students at the school will have the opportunity to become a member. SkillsUSA teaches students leadership skills and professionalism. I advise all my students to become members.

Thank you for taking an interest in your child's future. I am hoping to make an impact on your child's life and I am looking forward to a great successful school year. If you have any concerns, you may contact me at 610-921-7300 ext. 7471 or by email – Lsayer@RMCTC.org.

I will be your child's instructor for the first year of the Cosmetology Program. Mrs. Patty Adams is the second and third year program instructor.

Linda Sayer
COS-L Instructor



Cosmetology

- Discover your creative, artistic abilities designing various hair styles and nail art.
- Prepare for an exciting, rewarding career working in a salon or spa atmosphere.
- Imagine yourself as a world renowned haircutter/hairstylist in your own salon or teaching other stylists.
- Receive a State Board of Cosmetology license upon completion of the state mandated 1,250 hours and the passing of state boards.



Student Certifications

- Cosmetology Certification
- NOCTI – National Occupational Competency Testing Institute Certification
- * Cosmetology
- Manicurist Certification
- Hair Braiding Certification
- Teacher Certification
- Esthetician
- S/P2 – Cosmetology



Job Titles – Career Pathways

- 25-1194 Vocational Education Teachers, Postsecondary
- 25-2032 Vocational Education Teachers, Secondary School
- 39-5012 Hairdressers, Hairstylists and Cosmetologists
- 39-5092 Manicurists and Pedicurists
- 39-5093 Shampooers
- 39-5094 Skin Care Specialists
- 43-4171 Receptionists and Information Clerks
- LOCAL Natural Hair Braider

CTC knowledge transfers to college credits at:
 Pennsylvania College of Technology



Instructor – Ms. Patricia Adams

Biography

I am a graduate of Muhlenberg High School and Reading-Muhlenberg Area Vocational Technical School, Randy Rick Beauty School, Kutztown University, and Temple University. I have been a Camp Fire leader, Bible School teacher, and hairdresser.

Education

B.S., Elementary Education, Kutztown University
Randy Rick Beauty School
Vocational Education II Teaching Certificate, Temple University
Masters, Temple University

Certifications and Awards

PA Cosmetology Teachers License, Elementary Education, and numerous certificates relating to education and behavior intervention.

Work Experience

I owned a beauty salon and have been an instructor at two cosmetology schools. I also have taught elementary education and have been an early intervention specialist.

Hire Date

2009



Instructor – Ms. Linda Sayer



Biography

As a graduate of RMAVTS, I was happy to return as a teacher. The sharing of my knowledge and observing the minds and talents of my students are the most rewarding parts of my job. I enjoy watching students grow in their skill development and their determination to succeed. Networking with other CTC cosmetology instructors helps to keep me up to date on the latest trends and teaching techniques.

Education

Graduate of Reading High School and Reading Muhlenberg Vocational-Technical School
Vocational Education II Teaching Certification, Temple University
Empire Beauty School

Certifications and Awards

PA Cosmetology Teacher's License

Work Experience

Private cosmetology school instructor
Salon experience

Hire Date

2001

Community Service

SkillsUSA volunteer

Program Planning Tool

Program Title: CIP 12.0401 COSMETOLOGY

Student Name: _____

This document has been designed as a tool to facilitate student placement decisions and provides important information about the program. The chart on the reverse side is designed to assist in the identification of necessary skills, present educational levels, and supports, if any, that are needed to foster program success.

Program Completion Requirements

A successful student will...

- Secondary Academic Course Requirements: The PA Dept. of Education's focus is to ensure every student is college and career ready, therefore all students are recommended to follow a college prep sequence of academic classes. Courses such as applied math or general science are not appropriate for this program. PDE's goal is to have all students perform at the competent or advanced level on the Keystone Exams and Program of Study end-of-program assessment (NOCTI).
- Complete an Occupational Competency Assessment (i.e. NOCTI end-of-program exam) and score at the "competent" or "advanced" level. This end-of-program exam will cover the full scope of the program of study curriculum and includes (1) a multiple choice test and (2) a performance test consisting of occupational related tasks scored and evaluated by industry judges.
- Earn a minimum of one industry recognized certification. Students will be encouraged and expected to earn all recognized industry certifications that make up the scope of the curriculum. Accommodations are not permitted for industry certifications. These include: Pennsylvania State Manicuring License, Pennsylvania State Operator License, Pennsylvania State Teacher's License, Esthetician, and Hair Braiding Certification.
- Complete the approved program curriculum and earn a minimum of one RMCTC Job Title aligned with the student's career objective. Job titles are identified on the program task list, aligned with local workforce needs and high priority employment occupations, and annually reviewed and approved by the program's occupational advisory committee.
- Successful completion of Keystone Exams as determined by sending school district.
- Maintain a 95% attendance rate or better and attendance of RMCTC extended school year week(s) in order to meet 1250 hour requirements for State Board of Cosmetology.
- Transition on to a post-secondary institution, military or related fulltime employment aligned to their CTC program of study.

Instructional Process/Specifications

A successful student will...

- Perform a wide variety of tasks in a laboratory environment with equipment consistent with industry standards. Up to 25 students are assigned to work "independently" and in "small teams". Student progress by using learning guides in a self-directed manner. In the laboratory students will be required to use clippers, scissors, trimmers, and razors. Students will also be required to work with such products and chemicals as nail polish, polish removers, bleach, dyes, tints, chemical relaxers, sanitizers, hair sprays shampoos and conditioners. Students will be exposed to the fumes from the various salon products. Students will be working with outside customers to perform cosmetology services. Working in the laboratory requires standing for long periods of time, self-discipline and strict adherence to rules to ensure safety of self and others.
- Participate in classroom theory and laboratory applications for generally 2 ½ hours each day; students will spend 25% of their time in classroom theory and 75% of their time doing laboratory applications and live work.
- Complete written and performance tests. Students will be evaluated weekly on occupational skill performance using rubrics. In addition, students will be evaluated daily on work ethics. Progress is measured by test performance, task completion and work ethic.
- Read and study textbooks and technical manuals. Most textbooks are written at a 12th to 13th grade reading level and most technical manuals are written at a higher level and are accessed on line.
- Participate in Career & Technical Student Organizations including SkillsUSA and/or National Technical Honor Society.
- Complete homework on time. Homework typically involves chapter or workbook assignments, on line research assignments and writing assignments.
- Purchase appropriate work and safety attire, tools, and equipment. Following is an estimated breakdown of costs:
 - TOOLS: 1st year kit & manikin \$400, 2nd year kit, manikins & misc \$180, 3rd year manikin \$46
 - CERTIFICATION TESTS: State Board Exam & License \$110 (additionally – fees for pictures & mailings)

Program Planning Tool

CTE Requirements	Present Educational Ability/Level	Support Needs
Program Completion – Strong self-determination skills and understanding of personal strengths and weaknesses. Ability to meet industry established standards of performance, complete the program of study without curriculum modifications, and earn industry certifications without testing accommodations.		
Reading & Language Arts Level - Text and manuals written on a 12 th -13 th grade reading level. Proficient on end-of-course exam (Keystone). Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar. Understanding written sentences and paragraphs in work related documents. NOCTI assessment and industry certification exams require a proficiency in English language skills.		
Math Level - At grade level and proficient on end-of-course exam (Keystone). Knowledge of arithmetic, algebra, geometry and their applications. Ability to count currency and make change.		
Aptitude – Artistic, creative, active listening, social perceptiveness, critical thinking, attention to detail, oral comprehension and expression, deductive and inductive reasoning. Problem solving and troubleshooting skills.		
Safety & Physical – Arm-hand steadiness, manual dexterity, finger dexterity, trunk strength (use abdominal and lower back muscles to support part of the body repeatedly or continuously over time), multi-limb coordination and color discrimination. Ability to stand for extended periods of time. Hand-eye coordination. Safe handling and disposal of various chemicals. Stamina for long periods of standing.		
Interpersonal/ Social – Cooperative, honest and ethical, maintaining composure even in difficult situations, dependability, sensitivity to other’s needs and feelings and being able to personally connect with others on the job. Ability to work independently and in a team.		
Other Occupational/Program Considerations – Long periods of standing, working with products and chemicals with strong fumes, working closely with clients. This program is 1250 hours in length to meet State Board of Cosmetology License requirements, therefore students must enroll by 10 th grade, attend for three years, attend the RMCTC extended program summer weeks.		

12.0401 Cosmetology/Cosmetologist, General Cosmetology

Learn about RMCTC and Cosmetology Classroom

Complete orientation.
Apply proper safety & first aid techniques for a salon.
Discover Cosmetology history & career opportunities available.

Determine skills for success in life & career.
Build qualities for a professional image.
Elaborate about communication skills for success.

Intermediate - Complete orientation.
Plan proper first aid & sanitation procedures.
Advanced - Complete orientation.

General Sciences

Prioritize infection control: Principles and practices.

Intermediate - Examine general anatomy and physiology.

Advanced - Interpret basics of chemistry.
Advanced - Assess basics of electricity.

Learn about Hair Care

Evaluate properties of the hair and scalp.
Compare various principles of hair design.
Demonstrate shampooing, rinsing and conditioning.
Perform "0" Degree haircut.
Perform "45" Degree haircut.
Perform "90" Degree haircut.

Perform "180" Degree haircut.

Design and perform "Razor" haircut.
Perform texturizing.
Develop and perform hairstyling using "rollers".
Perform hairstyling using "pin curls".
Perform hairstyling using "air form".
Perform hairstyling using "curl iron".
Perform "rope" braiding and perfect ponytail.
Perform "fish tail" braiding.
Perform "dutch" braiding.
Perform "french" braiding.
Perform basic cornrows.
Intermediate - Perform sew in braid extensions, beading, and glue in hair extensions.
Perform permanent wave on mannequin.
Intermediate - Perform fingerwaving.
Intermediate - Model a RS, curling iron and hair straighten iron on a client.
Intermediate - Perform permanent wave on a client.
Intermediate - Perform ethnic hair relaxer.
Take part in ethnic hair straightening utilizing pressing combs.

Advanced - Perform a "0", "45", "90", "180" and a razor haircut on a client.

Advanced - Perform a variety of clinical services on clientele.

Intermediate - Formulate hair coloring on swatch and mannequin.

Advanced perform hair coloring on client.
Advanced - Perform men's hair cutting (must trim beard, mustache and use clipper cutting) on mannequin.
Intermediate - Identify wigs and hair enhancements.

Learn about Skin Care

List skin structure, growth, diseases and disorders.
Justify and perform hair removal (wax/tweeze).
Demonstrate a facial.

Intermediate - Perform facial makeup.
Intermediate - Skin care machine.
Advanced - Elaborate and perform skin care and makeup on a client.

Learn about Nail Care

Explain nail structure, growth, diseases and disorders.
Demonstrate a manicure.
Demonstrate a pedicure.
Intermediate - Combine a gel, and acrylic overlay on a nail tip.

Advanced - Perform a set of gel, acrylic overlay, and tips on a client.

Learn about Salon Operation / Business Skills

Advanced - Demonstrate salon management/business skills.

Employability Skills

Establish career goals and develop a plan to meet goals.
Complete a job application.
Compose a resume, reference list and cover letter.
Prepare for a job interview.
Compose various employment letters, i.e. thank you and resignation.

Participate in online career search & develop online accounts.

Create a career portfolio.

THIS FORM MUST BE COMPLETED AND RETURNED WITH PAYMENT

APPLICATION FOR ENROLLMENT

1. Name _____ 2. Social Security # _____
3. Address _____ City/State _____ Zip Code _____
4. Phone # _____
7. I have completed a ninth grade education or the equivalent thereof. Yes No
8. I AM AM NOT transferring hours from another school of cosmetology.
(a notarized certificate of transfer must accompany this application)
-

9. PARENT/GUARDIAN STATEMENT

Commonwealth of Pennsylvania

County of _____

Parent/Guardian Signature

I, _____
being the parent/guardian of

Parent/Guardian Printed Name

do state that she/he is free of contagious
and infectious diseases.

Parent/Guardian Printed Address

Date

READING MUHLENBERG CAREER & TECHNOLOGY CENTER

COSMETOLOGY PROGRAM GUIDELINES

ALL STUDENTS ENROLLED IN THE COSMETOLOGY PROGRAM AT READING MUHLENBERG CAREER & TECHNOLOGY CENTER ARE **REQUIRED** TO FOLLOW THE FOLLOWING GUIDELINES. **FAILURE TO ADHERE TO THESE GUIDELINES COULD CAUSE DISMISSAL FROM THE PROGRAM.**

1. All students must have the proper forms completed by the start of the school year and have met all financial obligations.
2. **Attendance is extremely important.** You must be in attendance in order to earn the state-required hours. Students lacking hours due to truancy or classroom violations will be required to pay for additional instruction. Students will forfeit their opportunity to participate in field trips and extracurricular activities if they have more than **10 total absences** (excluding medical related absences).
3. You are responsible for your uniform. You must wear your complete uniform on a daily basis. If a uniform is incomplete, you will not earn your hours and daily work ethic grade.
4. Repetitive absences will be subjected to a “Guidance Referral” and a parental conference. If absenteeism continues, it will mean removal from the Cosmetology Program. This includes, but is not limited to; excessive lateness to school and lateness from lunch and Social Studies class.
5. All students are required to attend their Social Studies class at the Career Center. If it becomes necessary to be excused from Social Studies for the Cosmetology class due to guest speakers, you must have a signed permission slip from the Social Studies teacher and a grade of “C” or better in your Social Studies class.
6. You may be expected to pay for other costs in the Cosmetology Program. These may include optional additional supplies and field trips.
Note: The expenses of each year must be paid in full prior to being admitted to the class by the deadline stated in your acceptance packet.
7. If you have any questions concerning the rules and regulations of the Cosmetology Program at the Reading Muhlenberg CTC, please contact Dr. Haas, CTE Director of Curriculum, Professional Development & Student Services, at 610-921-7300, ext. 7681.

Student Signature

Date

Parent Signature

Date

READING MUHLENBERG CAREER & TECHNOLOGY CENTER
COSMETOLOGY/LISTING OF CHARGES

FIRST YEAR

Uniform Polo Shirt
State Board Exam Review Book, Theory Workbook
Milady Textbook
Kit which includes:
Light-complexion manikin
Manikin holder
Set of Cutting Tools
Various resource materials
Total \$400.00

(ESTIMATED) SECOND YEAR

Dark - complexion manikin
Male manikin
Various resource materials
Total \$185.00

(ESTIMATED) THIRD YEAR

Blonde Manikin
Various resource materials
Total \$55.00

*Future expenses will include:

**State Board Application Due at completion of 1,250 hours
\$93 for exam (money order) and \$10 online payment for application.**

- **A criminal background check is also required.**
- **State Board Application must be completed and mailed before May 31st of your senior year.**

NOTE: These fees may be subject to change at the discretion of the State Board of Cosmetology.

DRESS CODE FOR COSMETOLOGY STUDENTS

- Uniform:
 - Black Nursing/Dress Pants
 - Polo Shirt w/logo purchased through the Cosmetology Program
 - Black rubber-soled nursing shoes

****For cold weather – if a sweater, etc. is needed, students will be required to wear a black turtleneck or black long sleeved tee under the polo shirt.**

UNACCEPTABLE ATTIRE AND FOOTWEAR:

- Soiled uniforms
- Canvas / nylon or street wear sneakers/shoes
- Sweaters, jackets or other clothing articles are not to be worn over polo shirt

FAILURE TO WEAR THE COMPLETE UNIFORM WILL RESULT IN ASSIGNMENT TO THE THEORY ROOM AND LOSS OF HOURS AND DAILY WORK ETHIC GRADE.



COSMETOLOGY PROGRAM

The Pennsylvania State Board of Cosmetology administers the Cosmetology Law, Rules and Regulations for the Cosmetology course. As stated in section 4, the requirement for Cosmetologist Examination is as follows:

“In order to be eligible for a State Examination, a student must complete a minimum of 900 hours. Upon completion of the 1,250 total hours the student can receive their license.”

BREAKDOWN OF HOURS FOR COSMETOLOGY

Theory	200
Facials	50
Finger waving and hairstyling	170
Hair cutting	150
Hair coloring	150
Manicuring	200
Permanent waving	200
Scalp treatments	50
Shampoo and rinses	40
Sterilization and hygiene	40

Total Hours 1,250

To meet these requirements, a rigid attendance policy is necessary. This was outlined for you previously within this correspondence. It is also outlined in the Reading Muhlenberg CTC Student Handbook.

Please note: § 7.32d. Requirements for cosmetologist examination.

(d) An applicant seeking credit for educational credits under subsection (c) shall complete the total of 1,250 cosmetology training hours, including those already completed in the limited license practice field for which the applicant is seeking credit, within 4 consecutive years.

(Student has 4 years from enrollment date to complete the 1,250 hours, otherwise hours will expire).

Excessive absenteeism has a direct negative effect on the completion of the 1,250 hours required by the State Board of Cosmetology and **will result in removal from the program.**

NOTICE: We reserve the right to drop a student from the Cosmetology Program if they are not completing hours due to excessive absences or inappropriate behavior within a given school year.

Our school year consists of four (4) marking periods. Each marking period contains approximately 45 days. In order to become the best student you can be, the following are some guidelines which would exhibit good school conduct:

- I. **WORK ETHIC:** The importance of developing the proper working behavior, that enables you to work with the public, has been stressed by the Cosmetology profession. This includes the following:
 - **COOPERATION:** Willingness to work well with others
 - **BEHAVIOR TOWARD LEARNING:** Willingness to take and following through with orders

- **HOUSEKEEPING:** Maintains a neat working area and completes assigned duties
- **RESPONSIBILITY:** Assurance that any assignment is always completed properly and on time
- **PERSONAL APPEARANCE:** Wears the proper attire each day and displays a neat appearance at all times
- **ORGANIZATION:** Assurance that notebooks, workbooks and projects are arranged orderly
- **RULES:** Compliance with the classroom rules and school rules that are outlined in the student handbook
- **SELF-CONTROL:** Strives to develop self-control both in the Cosmetology classroom and in the school
- **PREPARATION:** Always prepared for class or shop activities
- **MANNERS:** Demonstrates respect towards peers, the public and teachers
- **USE OF TIME:** Makes a daily effort to participate in activities related to Cosmetology

II. SKILLS

With the proper behavior, it is possible to develop practical skills necessary to become a licensed cosmetologist and work in industry. This behavior includes:

- Following the weekly practical work schedule
- Participating in oral questions of the assigned practical skills
- Adhering to all safety procedures
- Properly using tools and equipment
- Following proper sterilization techniques
- Completing all assigned clinic work
- Accuracy and neatness
- Ability to work independently
- Following all directions

III. KNOWLEDGE

You will be tested and graded on your ability to do the following:

- Complete all assigned tests and quizzes
- Keep a complete, neat and accurate notebook containing all required assignments
- Complete assignments
- Complete all assigned projects

IV. GENERAL

- Students must earn a passing grade each marking period in order for hours to be submitted to and accepted by the State Board of Cosmetology.
- Periodically, tests will be scheduled. If a student is absent, the test will be rescheduled the first day the student returns to class. It is the student's responsibility to ask the teacher about tests and assignments missed due to an absence.
- In the event of a lengthy illness, assignment arrangements are to be made **by the student contacting** the instructor.
- **Students must be in complete uniform to earn hours towards certification.**
- **Students who are absent, suspended or serving in-school suspension will not earn hours towards certification.**
- **Cosmetology students have the opportunity to attend a school sponsored field trip to a professional trade show (if they meet field trip requirements and have eligible attendance criteria).**

Student Name _____ includes the following supplies:

1) Blow Dryer (minimum 1000 watts)		35) Razor w/Blades		
2) ¾" Marcel Iron		36) Manikin – 100% human hair, 19-22"		
3) Shampoo Cape		37) Manikin Stand – Adjustable Height		
4) Cobblers Apron – Jam 'N Jellie		38) Flat Iron		
5) Box End Papers		39) Manicure/fingerbowl		
6) Tint Bowl		40) Nail Polish Palette		
7) Tint Brush		41) 3-way Nail Buffer		
8) Tint Bottle				
9) 1 dz. Butterfly Clamps – Wide				
10) 1 bx. Single Prong Clips				
11) 1 bx. Double Prong Clips				
12) Hair Cutting Comb				
13) Rattail Comb – Heat Resistant				
14) (2) Black Rattail Combs				
15) Barber Comb				
16) Color Comb – Long Tooth/Styling/Comb-Out				
17) Black Heavy Back Fingerwave Comb				
18) Lg. DeTangle/Shampoo Comb		Textbook		
19) Hair Pick		Workbook		
20) 5/7 Row Brush		State Board Review book		
21) Air Waving/Vent Brush				
22) Lg. Paddle Brush				
23) Sm. Metal Round Brush				
24) 2" Metal Round Brush				
25) 3" Metal Round Brush				
26) 12 dz. Rollers on Stack				
27) (2) Zipper Bags				
28) Manicure Case w/Equipment				
29) Lock				
30) Safety Glasses				
31) Supply Case/Kit				
32) Manicuring Fingernail Brush				
33) Sculptured Nail Brush				
34) Haircutting Kit-Shears & Texturing Shears				

GRADING POLICY FOR COSMETOLOGY

Students are graded daily in two areas:

Work Ethics

Each student starts the day with a passing grade. The following is a partial, but important list of infractions that will alter their daily grade.

Partial Uniform	-5
No Uniform	-9
Not signing in	-1 to -2
Late for class	-2
Sleeping in class	-2 to -8
Chewing Gum	-2
Insubordinate to school personnel	-4 to -9
Disruptive in class	-2 to -9
Incomplete / missing kit items	-9
Dirty mirror / station	-2 to -4
Leaving textbooks / workbooks out	-2
Incomplete / missing daily journal entries	-1
Incomplete / missing word of day sentence	-1

Knowledge

This includes workbook assignments along with tests. Almost all chapters in the textbook have a workbook assignment. A 10% reduction in grade is assessed for each day the workbook is late. Any test grade below a 70 must be retaken within a week of the original test. The tests are helpful in preparing the students for their State Board Exam, therefore it is important that students study and be able to pass them.

COSMETOLOGY CLASSROOM AND STUDENT RESPONSIBILITIES

1. Student must wear the required uniform at all times.
2. Students are not permitted to use any electronic devices, including cell phones at any time. Use during classroom time will result in confiscation and the device will be turned into the Administrative Office.
3. Students must maintain a professional appearance and demonstrate good hygiene.
4. Student attendance is extremely important to ensure completion of the state mandated required hours.
5. Student is expected to adhere to all school/classroom rules and regulations at all times.
6. Chewing gum is considered to be unprofessional and is not acceptable in the classroom.

LOCKERS

Lockers and the locker room are the responsibility of the students. However, lockers are property of the school and may be checked periodically. We have the right to conduct locker searches as outlined in the Student Handbook. The lockers are to be kept cleaned and locked at all times. Appropriate action will be taken toward those students who violate locker privileges. We are not responsible for lost, missing, or stolen items whether it be missing from the classroom or the locker.

GRADE REPORTING

Purpose: The intent of this grading procedure is to provide a student grade that accurately reflects student achievement. Progress will be measured in the areas of work ethics, and knowledge. All activities and assessments that are required as the student progresses through their skills (learning guides) will be reflected within the knowledge grade. Students will be evaluated according to established program standards on an individual basis. The ClassMate grading software automatically calculates student grades using the following formula:

Work Ethic 40%
Knowledge 60%
100%

Teachers must be able to justify grade percentages in the event of inquiries or concerns.

Interpreting a Grade: The two levels of evaluation are described below:

Work Ethics Grade (40%): Each school day, every student receives a Work Ethics or daily grade. Criteria that comprise these grades are safety, student behavior, preparation/participation, productivity or time on task, professional appearance and extra effort. The Work Ethics grade range is based on a 0 to 10 model that students may earn each day depending on how many criteria they satisfactorily meet.

NOTE: Impact of Absenteeism, Tardiness/Early Dismissals - The direct effect of absenteeism on a students' grade will be through the Work Ethic component of the grading formula. If a student is Tardy or has an Early Dismissal the Work Ethic grade will automatically be defaulted to a five (5) from a possible ten (10) points. The instructor may change this value as they see fit.

Knowledge Grade (60%): Throughout the marking period, a student's cognitive knowledge about various career-specific topics will be evaluated and recorded by the instructor. Examples of knowledge activities include: lab/shop assignments, homework, quizzes, tests, and research activities. The Knowledge grade range is based on actual points earned divided by the total accumulative points.

Task tracking: For the purpose of students earning a job title associated with their program are, teachers track students' skill/task work. Teachers identify specific criteria to evaluate each task performed, ranging from a 0 to 5 (not completed to mastery). Students must earn a 4 or 5, in order to credit the task towards earning the specific job title. Students have the opportunity to revisit a task multiple times until successfully receiving credit. The job titles a student earns will be listed on the student's RMCTC certificate that is awarded at Senior Recognition Night.

GRADE REPORTING (continued)

CTC Letter Conversion Table Grade Letter

100 – 97 A+
96 – 93 A
92 – 90 A-
89 – 87 B+
86 – 83 B
82 – 80 B-
79 – 77 C+
76 – 73 C
72 – 70 C-
69 – 65 D
64 – under F

Final Grade average is based on the student's four (4) numerical marking period grades. The final average will directly align to the letter conversion table listed above.

If a student has three (3) marking period grades of "F" the teacher shall give appropriate consideration to that student not passing for the year. If a student is on an **upward trend** at the end of the school year, this **may** justify having the student pass for the year. If the opposite is true, and the student is on a **downward trend**, the student **should** receive a failing grade.

The individual teacher must evaluate each student's achievement in terms of the expected goals for their program area.

Failure to complete assignments, frequent lateness or absence, and demonstrated indifference to school are major contributors to student failure. **Blatant refusal** to attempt or to complete a significant number of course requirements may, by itself, justify a final course grade of "F".

The following divisions are given as a guide to recording and interpreting the grading system. It remains for each teacher to objectively and fairly rate each student, not based upon personality, but performance.

Determination of Grades: Teachers will give thorough consideration using all grading components in determining students' grades to both class work and test results.

A = Excellent

1. This grade represents **superior work** and is distinctly an honor grade.
2. The excellent student **has reached all course objectives** with high quality achievement.
3. The excellent student displays unusual effort and works willingly and effectively in reaching required objectives.

GRADE REPORTING (continued)

B = Good

1. This grade represents **above average** quality achievements.
2. The good student **has reached a large majority of course objectives.**
3. The good student is industrious and willing to follow directions.

C = Average

1. This grade represents **acceptable** quality achievements.
2. The average student **has reached a majority of course objectives.**
3. The average student is cooperative and follows directions, yet extra effort and improvement are needed for more complete mastering of the material.

D = Passing

1. This grade represents a **minimum acceptable** quality achievement.
2. The student is performing below-average work and **has not reached a majority of course objectives.**
3. This achievement level indicates there is a great need for improvement, daily preparation and improved dedication and attendance.

F = Failure

1. This grade represents **unacceptable** quality achievements.
2. The failing student **has not reached necessary course objectives.**
3. The failing student has not attempted to complete assignments, is constantly late or absent, and generally has failed to accomplish the fundamental minimum essentials necessary in the program area.
4. It may be noted that generally a student does not fail because of a lack of ability; failure may be caused by laziness, non-dedication, or a general disregard to directions of the teacher and the unwillingness to use whatever ability he/she possesses.

Incomplete Grades: Incomplete grades must be updated no later than ten (10) days from the close of the marking period. As soon as the work is completed and the grade is available, it must be reported to the appropriate person.

Failures: Students who receive a failing final grade in a program area are permitted to repeat that program, but are urged not to do so for obvious reasons. If this situation presents itself, students and parents are advised to consider an alternative program which is probably more suited to the student's true interests and aptitudes and not merely satisfying a short-term or unrealistic desire.

Attendance and its Impact upon Grades: The importance of regular school attendance and its positive impact upon a student's performance grade cannot be overstated. If a student is absent, he or she does not have the opportunity to keep pace with their classmates and must work independently to acquire the information missed during any absence. Regardless of how well a student performs when he/she is present, habitual absenteeism usually results in a failing performance grade. This situation is not unlike the conditions of the business or industry for which the student is being trained.

GRADE REPORTING (continued)

Make up Work for Absences: Students have the opportunity to make-up school work due to an illness/being absent from school. **PROVIDED** their absence is excused. Students must submit make-up work within the following timelines:

1. One (1) to three (3) days excused absences – five (5) school days to complete assigned work.
2. Four (4) or more days excused absence – ten (10) school days to complete assigned work.

All work missed through unexcused absences will be graded as a zero

Report Cards (See Progress Reports): Students will receive a report card from the sending school district which will reflect the student's grade from their Career & Technology program. Students will also receive a report card from RMCTC reflecting their program grade and Social Studies grade, where applicable. In addition, grades are available on the parent portal.

Senior Recognition Night: Reading Muhlenberg Career & Technology Center hosts an annual Senior Recognition Night, which honors our senior students. During this event, all senior students in attendance are recognized and may also receive awards that they have earned relevant to their accomplishments while attending Reading Muhlenberg CTC.

PARENT PORTAL: The Parent Portal is available for parents/guardians to view your child's progress by accessing the RMCTC District Portal on the School's web-site; www.rmctc.org. This will give you up to date information related to your child's attendance, grades (work ethic and knowledge), discipline referrals and schedule. In order to use this resource, you must provide the CTC with a current email address and register online.

Log onto www.rmctc.org, click on "**Parents**", then click on "**parent portal**" which will navigate you to the link where you will log into the portal. You will have to "**create an account**" on your first visit to the portal by using your email address (you need to use the email address you provided us on your child's application) and setting up a password. Once registered you may return at any time to view your child's information. Please utilize our website, to track your child's progress by viewing their grades and attendance, along with any discipline action. In addition you will be able to review your child's report cards & progress reports as soon as they are available. You also have the ability to select the option to receive email notifications for specific instances that you choose. You can choose to receive an email automatically if your child is absent/tardy or both, if your child receives a discipline referral or suspension and if your child receives a specific grade.

CAREER & TECHNICAL STUDENT ORGANIZATIONS (CTSO)

All students enrolled in Reading Muhlenberg Career & Technology Center have the opportunity to participate in at least one Career & Technical Student Organization (CTSO) while enrolled at the CTC. Students who become members in these co-curricular organizations have the opportunity to participate in team building, leadership, community service and social events.

Students also have the opportunity to attend skill competitions where the skills they have learned are "put to the test" against other competitors. These competitions include testing of knowledge and hands-on skills in a variety of trade and leadership events. Students who are fortunate enough to win their events at a district or state competition are able to compete at the national level and travel to locations such as Louisville, KY, Kansas City, MO, San Diego, CA, Orlando, FL, and Cleveland, OH.

SkillsUSA



<http://skillsusa.org>

SkillsUSA is a national organization of students, teachers and industry representatives who are working together to prepare students for careers in technical, skilled and service occupations. SkillsUSA provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

National Technical Honor Society (NTHS)



www.nths.org

NTHS is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Over 2000 schools and colleges throughout the U.S. and its territories are affiliated with the NTHS. Member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

NTHS members receive: the NTHS membership certificate, pin, card, window decal, white tassel, official NTHS diploma seal, and three personal letters of recommendation for employment, college admission, or scholarships. Students will have access to our online career center including these valuable services: MonsterTRAK, Wells Fargo, Career Safe, and Career Key.