

Criteria for Notebooks

1. 3" three ring binder: No Exceptions!!! (You will use this binder every year)

2. 8 tab dividers:

Label dividers according to the following:

1st Divider: Orientation Info.: put papers in the following order (behavior contract, classroom policies, time card procedures, notebook grading scale & information, classroom and safety rules, safety pledge, CTE rubric, standards, barbicide certification)

2nd Divider: Procedures Handouts

3rd Divider: General Information (History and Career Opportunities, Life Skills, Professional Image, Communication, Infection Control, Anatomy & Physiology, Chemistry and Electricity)

4th Divider: Hair Care (Properties of Hair & Scalp, Hair Design, Shampooing and Conditioning, Haircutting, Hairstyling, Braiding/Extensions, Wigs, Chemical Texture Services, Haircoloring)

5th Divider: Skin Care (Skin Structure and Growth and Nutrition, Skin Disorders and Diseases, Hair Removal, Facials, Facial Makeup)

6th Divider: Nail Care (Nail Structure and Growth, Nail Disorders and Diseases, Manicuring, Pedicuring, Nail Tips and Wraps, Artificial Nails)

7th Divider: Business Skills (Seeking Employment, On the Job, Salon Business)

8th Divider: MISC.

3. Pencil/Pen Bag WITH pen/pencil & highlighter in it-This is a MUST!!!!!!

4. All work is to have name, date, class period in the upper right hand corner, and assignment topic on the top line of loose-leaf paper.

*Nothing should be in the pockets unless specified by the instructor!

NOTEBOOKS ARE DUE AT THE END OF EACH GRADING PERIOD. HOWEVER, THEY CAN BE TAKEN UP AT ANY TIME THROUGH OUT THE NINE WEEKS FOR A QUIZ GRADE. ALWAYS KEEP YOUR NOTEBOOK WITH YOU AND READY TO TURN IN.