

## CLASSROOM POLICIES & PROCEDURES



**TEXARKANA COLLEGE**  
*Cosmetology Department*

**2021-2022**

## CLASSROOM POLICIES & PROCEDURES



1401 Richmond Road . Texarkana, TX . 75599 . 903.823.3399

[www.texarkanacollege.edu](http://www.texarkanacollege.edu)



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## CLASSROOM POLICIES & PROCEDURES



### **Mission Statement**

Texarkana College Cosmetology strives to provide the educational tools needed for students to become exceptionally trained, qualified professionals in cosmetology. By providing each student with a comprehensive education for employment and advancement in the beauty industry.

### **What Can Be Expected**

Texarkana College Cosmetology offers more than just the education necessary to pass the state board examination to become a practicing cosmetologist, esthetician or nail technician. We offer an education far beyond the “how” and into the “why.” All course offerings stem from Pivot Point’s fundamental art and design concepts and principles and incorporate classroom instruction as well as practical client application. We also require students to complete at least four community service projects teaching students the importance of giving back to the community. A Pivot Point education stands apart from others, giving our graduates an advantage to gain the prestige of being associated with an educational institution that is known and respected throughout the world.

### **Pivot Point is Unique**

Pivot Point teaches design through its Designers Approach program. This approach has its roots in the Bauhaus Theory established by Walter Gropius in 1899. This theory is based on a unique harmony between science, technology and art. Originally directed toward architecture, Gropius broke tradition by blending scientific formulas and measurements with artistic visual effects. Decades later, Pivot Point’s founder, Leo Passage, used these same principles to create a curriculum based on a set of design principles that would bridge cultural and language barriers. This makes it possible for virtually anyone, anywhere, to learn through Pivot Point’s unique system of teaching.

As with any art form, cosmetology, esthetics, and nail technology can be broken down into basic elements. Design principles are universal plans of organization that can be effectively applied to hair, skin and nails as in music, poetry and other art forms. Pivot Point has developed and utilized an educational foundation based on timeless universal principles of art and science. These two disciplines blend to form a practical educational framework that has a scope beyond a beauty school. Vocational training centers worldwide have adopted our curriculum and teaching system—making our concepts internationally accepted.

### **Worldwide Education**

Pivot Point has affiliated training centers located around the world form a network of communication for sharing educational concepts and the latest fashion trends. This information is the inspiration for Pivot Point’s Trend a continuing education publication for salon professionals. Used in conjunction with basic design skills, Trend shows how to recreate the latest styles and techniques that are sweeping the fashion scene. Trend is part of the cosmetology curriculum and is the student’s link to what is happening in salons and spas worldwide.

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# LICENSING BODY

The Texas Department of Licensing and

Regulation 920 Colorado Austin, Texas 78701

COSMETOLOGY PROGRAM HOURS  
(512) 463-6599

(800) 803-9202

All students are expected to complete 30 semester credit hours in three semesters for full-time day students and six semesters for part-time night students.

**NOTE: TC Cosmo may, on occasion, require students to participate in an online environment (TEAMS) for class. Morning theory (two hours) and three additional hours in LAB are required.**

### Class Hours

Texarkana College Cosmetology is open 5 days a week Monday through Friday.

#### **Full-Time Days: Monday - Friday 8:00 a.m. - 3:00 p.m.**

- Theory Class: Monday - Thursday 8:15 a.m. – 9:20 a.m.
  - Salon Success held every Monday at 1:05 p.m.
    - Students are counted as tardy at 8:16 a.m.
    - Students are counted absent at 8:17 a.m.
    - Three tardies equal once absence. Only four absences are allowed in the Fall and Spring semesters.
- All hours MUST be made up per Texas Department of Licensing and Regulations.**  
**Documentation is required from the student.**

Makeup hours are **Tuesday through Thursday 5:30 to 9:30(Night Class) ONLY**. MAX per day is 10 hours. This is your responsibility. Credit cannot be awarded until hours missed are made up.

**Attendance is posted daily in CSME 1401-Discovery; CSME 2401 – Explore. It is your responsibility to monitor your attendance.**

#### **Part-Time Evenings: Monday - Thursday 5:30 p.m. - 9:30 p.m.**

- Theory Class held every Monday from 5:45 p.m. – 9:30 p.m.
  - Students are tardy at 5:46 p.m.
  - Students will be counted absent at 5:47 p.m.
    - Evening students have only one 15-minute break during the class. Please eat dinner prior to arrival.

### Client Hours

Texarkana College Cosmetology is open 4 days a week Tuesday through Friday.

**Day Class**-Tuesday – Thursday 9:15 a.m. – 1:30 p.m.

Friday 8:15 a.m. – 1:00 p.m.

**Night Class**- Tuesday – Thursday 5:30 p.m. – 7:30 p.m.

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## Clocking Procedures

Texarkana College Cosmetology expects students to be punctual and prepared to begin class on time. Students are required to punch in and out in order to receive credit for the day.

- Students must have hair and makeup on prior to clocking in for the day.
- Be in uniform including smock or a **CORRECTLY** worn Pivot Point Apron (2nd semester students (other black aprons must be approved by the instructors).
- VISIBLE TC Student ID

## Lunch Breaks

A 30-minute lunch break is also provided.

Part-time evening students receive 1 ten-minute break and no lunch during the four-hour class.

**Time Clock Use for Breaks:** Students are required to punch in & out for breaks in addition to signing in and out.

**Time Clock Use for Lunch:** Students are required to punch in & out for lunch (Both in AND out of the building in addition to signing in and out).

**Disciplinary action may occur for failure to complete the proper sign in and out procedures.**

Students will be assigned a lunch schedule.

**\*\*\*\*\* NO FOOD OR DRINK MAY BE LEFT IN THE BREAKROOM FOLLOWING LUNCHESES. DRINKS IN CUPS MUST BE THROWN AWAY IMMEDIATELY AFTER LUNCH AND NOT LEFT OUT OR PLACED IN THE REFRIGERATOR. Bottles with screw on caps are the only drinks allowed to remain after lunch. All food items NOT secured in lunch boxes will be thrown away.**

## Early Departure

A student who leaves the Cosmetology Department with permission must:

- Notify the instructor.
- Sign Out
- Clock out

**All Cosmo students park behind the building and around the outer perimeter on the side.**

**NOTE:** Pivot-Point International is a community service-based organization. Cosmetology students are required to participate in a minimum of two community services each semester for a grade while enrolled in the program.



## **CLASSROOM POLICIES & PROCEDURES**

### **GRADING & EVALUATION PROCEDURES**

Throughout all courses, students are evaluated by qualified instructional staff and guided to the highest level of their potential. Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through online content, online tests, and practical exams. Students are required to take all exams and complete all assignments within the course curriculum as described and/or assigned.

Students will be graded on the accumulation of points each semester, providing students an easy way to track progress and determine their grade. Each course grade will be based on the scale of 100 earned from daily work, tests/projects/final, and attendance averaged into each course grade. Letter grades will be assigned. Practical exams are graded with a pass/fail system consisting of specific criteria, known as "Elements." Each passed Element within a practical exam will receive a point. Points are then tallied and issued a score based upon total number of Elements covered. Practical exams are performed on practice mannequins, student- provided models, clients/guests of the Cosmetology Department, and/or a combination of all the above.

Note: All students are required to pass all phases/segments in order to move to the next phase/segment. Exams (practical and/or online) may be timed in order to assess the student's timing and efficiency against the standards in the beauty industry.

#### **Grading Scale**

The grading system is based on a scale of 100. Scores of 70% to 100% are considered to be satisfactory (Passing). A student must maintain a cumulative grade average of 70% or better at the time of official evaluation to be considered progressing in a satisfactory manner in the course.

#### **Phase Requirements**

In order to pass a phase/segment of the course, a student must complete all exams and assignments in the phase/segment as applicable to the course. The student must also achieve a minimum cumulative grade average in that phase/segment of at least 70% practical and 70% theory. Failure to pass a phase/segment of the course will result in termination from the course.

All exams and assignments are required to be completed by the end of the phase/segment in which the exam and assignments are scheduled, as applicable. Failure to make up an exam may result in termination due to failure to pass the phase/segment. In case of mitigating circumstances, a student may request an extension from the Program Coordinator. Documentation is required and must be submitted with a request for extension.

**Discovery students must complete a Style Book in Pinterest. Each course, in addition to the above, has rubrics, smart notes, design decision charts and/or online tests to complete.**

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### **Exam Make-Up**

If a student is absent on the day of an exam (online or practical), or on a day an assignment is due, he or she is required to make up all exams and/or turn in all assignments the same day of returning to class, and during times established by an educator. To maintain the credibility of the exam an alternate exam will be used.

Failure to make up an exam or turn in assignments in accordance with the make-up policy requirements will result in a recorded grade of 0%, which will be factored into the student's grade average and will therefore impact the student's satisfactory progress determination.

## **Assignments**

Students enrolled in the Cosmetology Program will be required to complete all assignments by the due date to receive a grade. No late work will be accepted for any assignments. Each course you are enrolled in has different assignments specific to that course. Please refer to your syllabus on myTC and the coursework tab in myTC for a complete list of your assignments.

### **Course Instructional Technology**

#### **Texarkana College**

Coursework, Attendance, Syllabus, Gradebook, Email  
myTC: <https://my.texarkanacollege.edu/ics>

#### **Pivot Point**

Educational Materials - Textbooks, Videos, Forum, Handouts  
LAB: <https://pivotpointlab.com>

#### **Stylebook**

Pinterest

#### **Wella Education**

App Store

#### **Syllabus**

[www.tconline.texarkanacollege.edu](http://www.tconline.texarkanacollege.edu)

### **Locating Assignments in myTC**

Each course you are enrolled in has assignments and due dates that must be completed. It's your responsibility to keep track of any work that is required. Log in to myTC -> click on the student tab -> scroll to the bottom and look for a section titled "Attendance & Grades - Jenzabar LMS" -> under this header you will find all the courses you are enrolled in, click on each course -> when you click on a course you will need to locate the light blue box on the top left hand side and select "Coursework" -> this is where you will find all the assignments due for the semester. Note that myTC is where you find your assignments, and LAB has the content for each assignment.

### **Locating Assignments in LAB**

LAB is an interactive learning system provided by Pivot Point. You can view all content through

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videos, uploads and forums.

## Online Assignments

The Cosmetology Program consists of 2 semesters for days and 4 semesters for nights. Each semester requires different assignments and projects to be completed and submitted online and in class, by the required deadline to receive a grade.

### Chapter Test/Workbook

We will cover (4) Chapters from the Cosmetology Fundamentals textbook. You will be tested over these (4) Chapters with a 50-100 question tests during the semester and a comprehensive Final Exam at the end of the semester with 200 questions. All tests will be taken online through LAB.

### SMARTNOTES

Workbooks will be due the day prior to the assigned test. No late work is accepted.

### LAB Online Course Exams

Within LAB you will be enrolled in modules that coincide with the courses you are enrolled in. You will need to view each video, download and turn in assigned work and take lesson challenges, which will be your course test. All modules must be completed in order to ensure competency of the procedure associated with practical rubrics to be tested over.

### Online Project

1st Semester students are required to complete a Stylebook utilizing Pinterest. Students can access rubrics and directions to be used as a guideline. The project will need to be completed in digital format viewed by an instructor to receive a grade.

## PROFESSIONAL AFFILIATIONS

Texarkana College Cosmetology is a proud member and in good standing with the following agencies:





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### **Classroom Assignments**

As part of your training to become a licensed professional you will be engaged in repetitious training to develop and sharpen your skill set for knowledge, speed, and accuracy to match that of a professional. For this type of training, you will be required to constantly repeat the same procedures continuously in order to gain the skills needed. We employ this training type through a Weekly Repetitious Training assignments and Model Calls. Daily assignments are posted and **MUST** be completed each day in addition to continuous practice on practical procedures.

#### **Weekly Repetitious Training**

This assignment requires you to be constantly engaged everyday by completing specific hands-on practical applications on your manikin. This is to be completed each day even with receiving clients.

#### **Model Calls**

As part of your training, you are required to become engaged with the public, so it becomes second nature in the field. For this assignment you will be asked to hand out Model Calls, which are vouchers for a free haircut and basic style to people that you normally would not become engaged with in public. As a disclaimer, if a person seems to be dangerous, do not approach them. Use your best judgment when approaching strangers.

You will be required to bring in (2) Model Calls each month (no more). An instructor must sign the voucher and verify that they have not received any services from TC in the past. You will need to keep up with the voucher and turn it in to receive a grade. Take before and after pictures of your work.

#### **Practical & Course Repetitious Training**

This assignment is tailored for each semester to cover practical rubrics pertaining to the courses you are enrolled in. This will need to be completed and turned in no later than the assigned due date before the end of the semester. You will be responsible for accessing the content to complete practical assignments. Assignments can be viewed in LAB and myTC.

#### **Course Rubric Testing**

All course related work in LAB will need to be completed by the deadline given by the instructors. Rubrics will be assessed as a class to demonstrate proficiency in each course rubric. This will count as a substantial portion of your grade. Please keep in mind if help is needed ask in advance. If for some reason you do not complete the required modules for each course rubric prior to the testing date, you will not be allowed to test that day. You will have to schedule a day to make up any exam(s) and the highest grade you will be able to make is a 70%.

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### **Course Assignments**

#### **Discovery Phase- Test Out to the Clinic Floor**

At the end of the first semester students will be tested over practical procedures learned thus far. This exam will be graded on skill, proficiency, timing, and accuracy. Students must make an 80% or better to pass this exam and go to the clinic floor.

#### **Community Enrichment**

Texarkana College Cosmetology has partnered with several outreach programs in the city to help enrich our community. Through this, we teach our students the importance of social responsibility to help those in the community that need it most. We require our students to participate in school-sponsored events as well as participating in two additional community enrichment projects every semester. Please verify which event you will be helping at with an instructor prior to each event.

#### **State Written Exam**

You are required to take and pass this test soon after mid-term of the second semester. This will count as a course grade.

#### **State Practical Exam Mock Board Exam**

Each student will be required to participate in this exam. This will give you the opportunity to see the format of the practical exam and ask questions. This will count as a major test/course grade.

**The Program Coordinator reserves the right to make changes when deemed necessary.**

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- Texarkana College is a Tobacco Free Campus.
- Students must adhere to the Acceptable Use Policy for electronic devices.
- All students will be required to use their myTC account to access the myTC portal and use TC email address.
- Trolleys will be assigned to each student. TC will not be liable for lost or stolen items.
- ALL student items must be locked up inside trolleys.
- **STUDENTS MAY NOT GET KEYS FROM THE CABINET FOR TROLLEYS (ZERO TOLERANCE)**
- Trolleys may be unlocked if key is lost or missing but will not be relocked.
- Trolley key replacement is \$10.00.
- Clean up duties are assigned upon entry into the program.
- The facility is to look new at the end of every day. Students will clean all areas after each use.
- Stations must be cleaned and sanitized before leaving the building for any reason.
- State law requires hair to be swept immediately and disposed of after every cut, prior to styling procedures.
- Congregating at the desk, Instructor offices, in dispense or in groups is not allowed.
- Students are not allowed to sit in reception area.
  - o Clients are not allowed to sit in these areas while processing chemicals.
- Texas Department of Licensing and Regulations prohibits the practice of performing services of any type without supervision of our College Instructors.
- Visitors are not allowed to eat in the break room or in the guest services area; Also, they may not go beyond the desk without signing in as a client.
- Students must collect all items from the break room at the end of each day or it will be thrown away. No uneaten food or drinks with lids may be left after lunch breaks. Bottles with screw on lids are allowed and **all** food must be contained in a lunch box regardless of location...both inside the refrigerator or on left out in the breakroom.
- Every Friday the refrigerator will be cleaned out and any items left will be thrown away.
- Students should call the school when going to be absent in the event clients have been scheduled.
- Students will not be allowed to use office computers.
- Mini Boards will be scheduled for 2<sup>nd</sup> semester students enrolled.

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- No personal items on the clinic floor, dispense, or at the desk.
- No children allowed except when receiving services. Adult must be present.
- A student may not for any reason bring a child to school with them. **NO EXCEPTIONS.**
- Texarkana College has a Zero Tolerance Policy for Bullying.

### Services for Students and Family Members

- Students are not allowed to receive any services on Mondays, Thursdays, or Fridays.
  - Students will pay \$10.00 for chemical services (**MORE charges for multiple processes and multiple colors; PRICE MUST BE APPROVED BY AN INSTRUCTOR!!**), pedicures and facials. Additional charges will be applied for density and length. Tickets will be checked for payment. Signing the book to receive a service is required in advance.
- Immediate family members living in the home with students may receive services at reduced prices. *Student/Senior discount pricing* (i.e., Mother/father of dependent student, husband/children of independent student.)

**ATTENTION!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/ or Federal Government. Please check with the Financial Aid Office before deciding. If you drop or withdraw from the program, upon re-entry you will be charged the \$150.00 for Pivot Point LAB online again.

**\*\*\*\*\* Attention-TDLR 83.74 ruling: If you do not complete the semester, you earn no hours.**

Withdrawal or termination shall be defined by the number of hours scheduled according to the enrollment agreement or contract the student has signed with the school or other document acceptable to the department and not the clock hours the student has earned during class attendance.

Any items left at school following a drop, withdrawal or graduation will become property of Texarkana Cosmo after 30 days.

Failure to maintain passing grades will result in students being dropped from the program.

Students must receive 30 SCH by completing all courses and days of attendance each semester in full before graduating, regardless of reaching 1000 clock hours.

If hot or cold natured please dress appropriately. Maintaining the dress code standards. Temperature of building WILL NOT be adjusted.

For additional information on college policies see the Texarkana College Student Handbook.

Texarkana College Cosmetology reserves the right to make changes as deemed necessary to the policies and procedures of the department.



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## DRESS CODE



This is the Beauty Industry; makeup and hair styling are part of that industry and should be performed by all.

### **“Professionals in Training.”**

Random dress code checks will be performed.

### **Professional appearance**

- Black scrubs & smock (NO LOGOs permitted on jackets) Cold natured students must layer using black only. Smock is **REQUIRED** to **ALWAYS** be on top of all clothing.
- Colored accessories are permitted.
- Closed toed shoes.
- Black smock must be always worn over all clothing types.
- Not hats, caps, or rags.
- TC Student ID **MUST BE WORN AT ALL TIMES.**
- Students may not perform services on themselves.
- Students must always look professional.
- Hair must be clean and styled.

## Expectations

Texarkana College Cosmetology faculty and staff determines the disciplinary action taken once an incident has occurred. Four violations of the program policies may result in termination. Students can be dropped on the 4<sup>th</sup> disciplinary action.