

**CLASSROOM POLICIES & PROCEDURES**



**TEXARKANA COLLEGE**  
*Cosmetology Department*

**2016-  
2017**

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’s 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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# COSMETOLOGY PROGRAM HOURS

All students are expected to complete 42 SCH in three semesters for full-time day students and six semesters for part-time night students. There is no financial aid for additional time needed to complete the program.

### Class Hours

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

#### **Full-Time Days: Monday - Friday 7:45 a.m. - 4:30 p.m.**

- Theory Class: Monday - Thursday 8:15 a.m. – 9:20 a.m.
  - Break Schedule:
    - Phase 1:** 9:20 a.m. - 9:30 a.m. / 2:00 p.m. - 2:10 p.m. (*All break at same time*)
    - Phase 2 & 3:** 9:30 a.m. – 10:30 a.m. / 1:30 p.m. – 3:00 p.m. (*Only 4 students can break-out at a time*)
  - Salon Success held every Monday at 3:50 p.m.
    - Students are counted as tardy at 8:15 a.m.
    - Students are counted absent at 8:16 a.m.
    - Three Tardies equal once absence. ONLY 2 Absences allowed for summer and 4 in the Fall and Spring. **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 ONLY**. This is your responsibility. Credit cannot be awarded until hours missed are made up.

#### **Part-Time Evenings: Monday - Thursday 5:30 p.m. - 9:45 p.m.**

- Theory Class held every Monday from 5:45 p.m. – 9:45 p.m.
  - Students are tardy at 5:45 p.m.
  - Students will be counted absent at 5:46 p.m.

### Client Hours

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

#### **Day Class**

Monday – Thursday 9:15 a.m. –  
2:30 p.m. Friday 8:15 a.m. – 2:30  
p.m.

#### **Night Class**

Tuesday – Thursday 5:30 p.m. – 8:00 p.m.

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# LICENSING BODY

The Texas Department of Licensing and  
Regulation 920 Colorado Austin, Texas  
78701

(512) 463-6599

(800) 803-9202

Texas Department of Licensing and Regulation requires cosmetologists, estheticians, and nail technicians to have a license in order to legally practice.

### **Required Materials- First day of class**

Purchased through Texarkana College Book Store

- Pivot Point Designer's Approach Textbook Package ISBN: 978-997-009-0754
- Pivot Point Snap Cap Hair Package
- Pivot Point Essentials Kit / Electrical Styling Kit / Shears Kit
- Burmax Supplemental Kit
- Smockers Black Smock

Purchased through Texarkana College Office of Admissions

- (3) Student ID's

Required Materials

- iPad - Only approved device
- 3 Ring Binder
- Pens / Pencils / Paper

### EDUCATIONAL FACULTY & STAFF

Texarkana College Cosmetology employs a highly trained and educated staff of individuals who are always willing to use their expertise to assist the student.

Ronda Dozier – Program Coordinator/Professor

Instructor Denice Collier – Assistant Professor  
Brandon Dixon –Day Instructor

Stephanie Stokes – Coordinator of Dual Credit

Gena Edgar – Dual-Credit Instructor  
Sher Jackson – Dual-Credit Instructor

Katryn Latsko-Night Instructor

## **CLASSROOM POLICIES & PROCEDURES**

### **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 hours/credit for the day.

- Students must have hair and makeup on prior to clocking in for the day
- Be in uniform including smock
- TC Student ID

### **Lunches and Breaks**

Full-time students will be given two 10-minute breaks (one in the morning and one in the afternoon). A 30-minute lunch break is also required. Part-time students may take one 10-minute break.

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

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

Students will be assigned a lunch schedule.

### **Procedure for Breaks**

Students must receive a break pass from an instructor, sign-out, punch-out, return in 10 minutes, punch-in, sign-in and return break pass to an instructor. Students taking excessive breaks will receive disciplinary action.

Students exceeding time for breaks and lunch may receive an absence if seven hours have not been met.

### **Early Departure**

A student who leaves the Cosmetology Department must:

- Notify an instructor
- Sign Out
- Clock out

### **Attendance Monitoring/Participation Grade**

Students will receive a participation grade based on attendance for both the day and night programs.

**All Cosmo students park in back of 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. Bonus points can be earned for completion of activities in LAB (Learn About Beauty) online.

### **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.

**Phase 1 students must complete a Style Book in Pinterest.**

**Phase 2 students must complete a Portfolio of their work for CSME 2343 Salon Development in LAB.**

**Each course, in addition to the above, has a rubric and/or online test.**



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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.

### Exit Interviews

Interviews are conducted for each student during mid-terms to inform students about grades, attendance and participation in the program. Exit interviews are conducted to gather contact information for state reporting and finish any necessary paper work. Graduates will schedule a date to come back and register for the practical exam as well.

## 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: <http://www.learnaboutbeauty.com>

#### Stylebook

Pinterest

#### Portfolio

LinkedIn

#### Wella Education

App Store

#### Assignments

Adobe Reader

#### Student HUB

[bit.do/txkcosmo](http://bit.do/txkcosmo)

#### Decode (QR Reader)

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



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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

learnaboutbeauty.com is an interactive learning system provided by Pivot Point. You can view all content in LAB through videos, uploads and forums. Log in to LAB -> Click the Learn tab at the top to access your learning paths -> Each path has modules that need to be completed for a grade.

## Online Assignments

The Cosmetology Program consists of 3 semesters for days and 6 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-question test during the semester and a comprehensive Final Exam at the end of the semester with 100-questions. Chapter tests will be taken online through LAB.

### SMARTNOTES

Workbooks will be due the day of the test, before the test is taken. No late work will be turned in. Workbooks can be downloaded in LAB ([www.learnaboutbeauty.com](http://www.learnaboutbeauty.com)).

### 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 the 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 Projects

1st Semester and 2nd Semester students are required to complete a Stylebook and a Portfolio using Pinterest and LinkedIn. Students will be enrolled in each module in LAB and can access rubrics and directions for each of these to be used as a guideline. Both projects will need to be completed in digital format within each app and 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:



## **CLASSROOM POLICIES & PROCEDURES**

### **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 over and over in order to gain the skills needed. We employ this training type through a Weekly Repetitious Training worksheet, Practical & Course Repetitious Training worksheet and Model Calls.

#### **Weekly Repetitious Training**

This assignment requires you to be constantly engaged everyday by completing specific hands-on practical applications on your manikin. Each week you will be given a Weekly Repetitious Training worksheet with (25-30) manikin procedures. This is to be completed each week even with receiving clients. You will need to keep up with this worksheet and turn in each Friday by 4 pm. Late work is not accepted.

#### **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 (3) Model Calls each month only. Each model must bring in a voucher, (not receive one at the front desk) an instructor must sign off on the voucher and verify that they have not received any services from TC. You will need to keep up with the voucher and turn it in at the end of each month 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**

#### **Phase 1 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.

#### **Compass Career & Transfer Center - Portfolio**

Students enrolled in 2nd and 3rd semester will need to make an appointment with a member of the Express Employment Professionals team (located in the Truman Arnold Student Center Compass Career & Transfer Center), to have your resume reviewed prior to the end of each semester. Students will need to coordinate with an instructor prior to making an appointment to do a preliminary review of your resume. This assignment is tied to a course and must be completed.

#### **Salon Mentoring & Shadowing (Day Program)**

Salon Shadowing is scheduled with participating salons for two weeks on Thursdays and Fridays. Students may be required to clock in at the school on time just like any another day. During that time, students who are scheduled will need to work on assignments in the classroom. When you have arrived at your salon you will need to have your mentor call the school to verify your arrival. Please keep in mind that you are representing Texarkana College and the Cosmetology Department; it's considered a privilege to be able to participate in this opportunity. You will need to wear your Texarkana College Cosmetology uniform and TC Student ID badge. Remember you will need to have your TDLR Student Permit with attached picture with you while at the salon. It's unlawful for you to receive compensation from the Salon and you are only able to shampoo and observe per TDLR Rules & Regulations. *In lieu of salon mentoring, the night students will participate in field trips to local salons.*

#### **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 they all have a 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 2 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 Practice**

Each student will be scheduled to use the computers in one hour time slots to practice for the State Written Exam. Students must be scoring in the upper 80% before scheduling this test. Instructors must verify your test scores. You are required to take and pass this test before the last week of the 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 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.
- 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.
  - 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.
- 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.
- Students who are in CSME 2350 Texas State Board Written Exam, will be required to schedule and pass the exam for a course grade.
  - Senior students will be allowed scheduled practice testing time for the Texas Written Exam.
- Mini Boards will be scheduled for those students enrolled in CSME 2351 Prep for

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Licensing Exam/Practical.

- Graduates will be required to setup an appointment with an instructor to schedule the Texas State Board Practical Exam.
- Students will be allowed to use the designated student computers for one hour, or scheduled to study in the library on campus, after permission has been granted.
- **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 will not be allowed to receive any services on Thursdays or Fridays.
- Students will pay \$10.00 for chemical services, pedicures and facials. Additional charges will be applied for multiple colors or chemicals being used. Tickets will be checked for payment. Instructor approval must be granted prior to service.
- Immediate family members living in the home with students may receive services at reduced prices. (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 making a decision. If you drop or withdraw from the program, upon re-entry you will be charged the \$150.00 for Pivot Point LAB Online again.**

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 42 SCH by completing all courses and days of attendance each semester in full before graduating, regardless of reaching 1500 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 is part of that industry and should be performed by all **“Professionals in Training.”**

Random dress code checks will be performed.



### Professional appearance

- Black or white scrub pants, shirt, & jacket.
- Colored accessories are permitted.
- Closed toed shoes.
- Black smock must be worn over all clothing types at all times.
- TC Student ID **MUST BE WORN AT ALL TIMES.**
- Students may not perform services on themselves.
- Students must look professional at all times
- Hair must be clean and styled.

## DISCIPLINARY LEVEL SYSTEM

Texarkana College Cosmetology uses the following chart to determine the disciplinary action taken once an incident has occurred. Incidents are categorized in levels ranging from level one to level three, or (minor to serious).

Note: All incidents listed on the following chart are in no way a complete list. Incidents are handled case by case at the discretion of an instructor. All conferences between students

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and instructors will be recorded for the sole purpose of documentation. Any student who continues with same action after being written-up, student will receive a level 2 and will be sent home. Attendance policy applies.



Conduct that Violates Expectations or Policies & Procedures	<b>LEVEL 1 WRITE-UP</b>
	Failure to break in or out for breaks and punch in or out for lunch.
	Failure to fill out Leaving Early form when leaving for any reason. Instructor must be informed.
	No smock or appropriate shoes. Student can return when corrected.
	Eating/Drinking/Chewing Gum anywhere in the building except break room.
	Congregating anywhere inside or outside of the building.
	Getting on computer without permission or before required times.
	Using cell phone anywhere in the building. Use of tables only.
	Taking excessive lunch and break times.
	Violation of the Acceptable Use Policy for Electronic Devices
	Leaving items on top of trolley.
	<b>LEVEL 2 WRITE-UP &amp; SEND HOME</b>
	Refusing to serve a patron or showing any form of disrespect towards patron.
	Disruptive/Unprofessional behavior or disrespecting instructors.
	Not being engaged in some type of learning at all times. i.e. textbook, workbook, repetitious training sheet, computer testing or additional assignments
	Improper dress and personal appearance guidelines. Out of dress code, hair/makeup unacceptable.
	Failure to bring necessary tools or supplies to class.
	Head down/sleeping during theory or anywhere in the building.
	No profanity on campus or in any building on campus.
	Loaning or borrowing tools or supplies applies to both individuals.
	Violation of safety and sanitation guidelines. i.e. sanitizing shampoo bowls, sweeping hair clippings, client protection, cleaning station, duty etc.
	Soliciting for tips.
	<b>LEVEL 3 AUTOMATIC TERMINATION</b>
	Academic Dishonesty (see TC Handbook)
Stealing, other students property, school property, instructors property or providing additional services that client has not paid for.	
Consumption, possession, or distribution of alcohol, prescription drugs, or illicit drugs. TPCD will be notified.	
Bullying, threatening verbal or non-verbal, demonstrating aggressive, volatile behavior, or sexual harassment to instructor(s) or other student(s).	
<b>ACTION LEVEL KEY: LEVEL 1 - Write-Up    LEVEL 2 - Write-Up &amp; Send Home    LEVEL 3 - Student Termination</b>	