

# FRANK PHILLIPS COLLEGE



## DEPARTMENT OF COSMETIC ARTS AND SCIENCES

### STUDENT POLICIES HANDBOOK

Revised August 2018

# Preface

The student cosmetology policies set forth in the standards of conduct have been formulated with the students' interest and success foremost in the minds of the administration.

The purpose of these policies and regulations supporting them is to inform the students in understandable language of their responsibilities during their course of study in the cosmetology program.

Circumstances that are encountered from time to time may dictate changes for any item covered in this guide without notice.

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# **INSTRUCTIONAL FACULTY**

## **BORGER CAMPUS**

Mr. Juan Avila, Director

Mrs. Jodie Gandy, Cosmetology Instructor

## **HEREFORD CAMPUS**

Mrs. Mayela Martinez, Cosmetology Instructor

## **DUMAS CAMPUS**

Ms. Misty Light, Cosmetology Instructor

**FRANK PHILLIPS COLLEGE  
DEPARTMENT OF COSMETIC ARTS AND SCIENCES  
STANDARDS OF CONDUCT**

The Student Standards of conduct were written in an effort to promote a professional and educational environment. Developing good work habits and positive attitudes during training can only enhance the cosmetology career opportunities for Frank Phillips graduates.

When referring to rulings governed and administered by the Texas Department of Licensing and Regulation, they will be noted as TDLR Ruling, followed by the ruling number.

The Texas Cosmetologists Laws and Regulations governed and administered by the Texas Department of Licensing and Regulation require by law that all students enrolled in a school of cosmetology must obtain a copy of this publication. This publication was purchased upon your enrollment in the Frank Phillips College Cosmetology Program.

**SCHOOL HOURS:**

Monday - Thursday – 8:30 am to 5:00 pm    Friday – 8:30 am to 4:00 pm

**SUMMER HOURS:**

Monday – Thursday – 8:00 am to 4:00 pm    Friday - Closed

**Clock in is at 8:30 am**

**After 8:35 am you are considered tardy. If you are not clocked in by 8:45 am you are considered ABSENT for Theory and will not be allowed to come into the department for the rest of the day.**

**DRESS CODE:**

**All students must be ready before clocking in to start the day.**

Men having beards/mustaches must keep them neatly trimmed.

Black pants, capris, SKIRTS BELOW THE KNEE – no holes or ragged bottoms

Enclosed toed, comfortable shoes are to be worn at all times. Socks are required.

BLACK SOLID SHIRTS WITH LOGO OF FPC AND SLEEVES ARE REQUIRED

Black smock with sleeves/aprons will be allowed AND REQUIRED ON CLINIC FLOOR

Always look your best since first impressions last longest and are important to your success.

**ALL TOOLS (NAIL BRUSH, ELECTRICAL, SHEARS, OWN MANNEQUINS) NEED TO STAY IN YOUR LOCKER OR CAR. IF YOU AREN'T READY FOR THE DAY THE INSTRUCTOR WILL ASK YOU TO LEAVE FOR THE DAY AND IT WILL COUNT AGAINST YOUR HOURS AS WELL YOUR GRADE.**

### **LUNCH & BREAKS:**

You will be assigned a 30 min lunch break every day. **You do have to clock out while eating even if you are in the department!** You are encouraged to stay in the department so that you do not go over your allotted time. Also two 15 min breaks will be given by your instructor. Instructor will inform students at what time lunch will be held and you will be released at that time.

You may not be out of the cosmetology department and still be on the clock. Roaming the halls of the college will not be tolerated. If you are on the clock, you must be in the **cosmetology clinic floor area unless directed otherwise by an instructor**. Leaving the facility and not clocking out will result in disciplinary actions determined by the Coordinator or Instructor in charge.

TDLR Ruling 83.72 (j) (1) – Each student must clock in/out for himself/herself.

TDLR Ruling 83.72 (j) (3) – If a student is in or out of the facility for lunch, he/she must clock out.

According to TDLR Rules and Regulations a clock hour is defined as 55 actual minutes of Cosmetology related practical and/or theory related activities. If students are found to be uninvolved in cosmetology related activities, they will be clock out.

### **ATTENDANCE POLICY:**

**Attendance is a student's responsibility.** Students are required to be in class. All appointments should be made to not interfere with class. Students will be responsible for all class work covered during absence from class, even though the absence was unavoidable. Failure to attend 5 consecutive days may result in administrative withdrawal of a student from class.

In Reality, there are no excused or unexcused absences in the cosmetology program. You must clock 1500 hours qualify to receive your certificate of completion from Frank Phillips College and complete all practical and cognitive requirements in order to graduate from the program and be scheduled for the Texas licensing exam.

**A student is only allowed to miss 24 hours, which equals to 3 full days per semester.** If you miss more of 3 days you will be removed from the program. Any absences will lower your grade average, extend the length of your course of study costing you more tuition, and possibly cost you any financial aid you may be receiving.

**This program is set up to be completed in three semesters only!** If you take more than three semesters; you will have to pay tuition out of your own pocket for classes that you have passed and must retake in order to finish the hour requirements. Financial aid will not pay for these classes.

Although you are in school, you must consider this as your **employment and job training**. The habits you establish will be the habits that follow you into your career. Good attendance is mandatory.

If you anticipate attendance problems or attendance problems become apparent, you may want to reconsider enrolling in this course of study at this time.

You need to have child care options for sick children available.

**Always have plans A, B, & C in regards to childcare.**

No children will be allowed to stay with a student that is on the time clock for any reason.

**Students must consult with an Instructor before leaving for the day.**

**Students who will be absent or late must call 457-4221 no later than 8:00 am. Borger**  
**Students who will be absent or late must call 360-3688 no later than 8:00 am. Hereford**  
**Students who will be absent or late must call 934-9494 no later than 8:00 am. Dumas**

Students who fail to call in more than **two times** in any semester to the instructor's office phone will automatically receive a **two day suspension**. If the problem persists they will be expelled from the program.

Arrangements for expected absences should be made as far in advance as possible.  
If you need to be absent it must be written on the front desk calendar.

Any doctor appointments must have a note to return to class.

**TARDINESS & ABSENCES WILL GREATLY AFFECT YOUR SEMESTER AVERAGE AS ATTENDANCE COUNTS 25% OF YOUR SEMESTER FINAL GRADE.**

HABITUAL ABSENCES AS WELL AS PARTIAL DAY ABSENCES DUE TO TARDINESS OR LEAVING EARLY WILL RESULT IN DISCIPLINARY ACTIONS.

Theory Attendance is a required part of your curriculum and must be in compliance with the Texas Department of Licensing and Regulation criteria in order to complete the program.

Theory class is held every day.

**IF YOUR AVERAGE FALLS BELOW AN 85% IN THEORY OR HOURS OF ATTENDANCE YOU MAY BE EXCUSED FROM THE PROGRAM. STUDENT WITHDRAWALS, REINSTATEMENTS, PROBATION, AND DISMISSALS:**

1. If the student is unable to complete the course or courses for which they have registered, it is the student's responsibility to withdraw from the course(s). The student will need to meet with the Coordinator prior to withdrawal from the course(s). Failure to withdraw may result in a grade of **F** for the course(s).
2. Frank Phillips College reserves the right to request, at any time, the withdrawal or dismissal of any student whose health, conduct, personal qualities, or scholastic record indicate that it would be inadvisable for the student to continue in the program.
3. The Coordinator shall, at any time circumstances dictate such action, recommend administrative action regarding involuntary withdrawal of student from the program.
4. Appeal of any administrative action that has resulted in dismissal from the program must follow the proper appellate procedure.
  - a. An appeal must be filed with the Vice President of Academics no later than three working days following the dismissal.
  - b. Students may appeal the decision of the Vice President of Academics to the President within three working days of the decision.
5. Students who withdraw from the Cosmetology Program, as a result of failing grades in a course, will have an opportunity for admission or readmission to Frank Phillips College Cosmetology Program.
6. A student may repeat any cosmetology course. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, drop, or unsatisfactory grade.



7. A student who repeats must do so within the **first year** following initial withdrawal, drop, or occurrence of an unsatisfactory grade. Students who do not return in the first year will need to retake all cosmetology classes.
8. Students who enter the program and withdraw, or are withdrawn must reapply for admission to the program.
9. Withdrawal from the program requires that the student to meet with the Coordinator and complete the withdrawal process. Failure to follow the procedure for withdrawal may affect future readmission to the program.
10. **Space will not be guaranteed for returning students.** Readmission to the Cosmetology Program is based on available space. Returning students will be ranked as an alternate until such time that space is available.
11. Returning and transfer students will be required to take a refresher practical class and grade out exam.

## **STUDENT DISMISSALS**

The Coordinator of Cosmetology and the Cosmetology Faculty shall constitute a committee to authorize the dismissal of a student who has **shown evidence of inappropriate conduct while in the classroom or clinical area.** The student is granted the right to appeal to the Vice President of Academics and to the President only if proper lines of communication (Chain of Command) have been followed.

## **GRADING POLICIES & PROCEDURES:**

Your semester average is calculated as follows:

<b>25% Attendance Grades</b>	<b>25% Theory Grades</b>
<b>25% Practical Grades</b>	<b>25% Exams</b>
<b>*(Participation and Sanitation)*</b>	

### **Theory Grades:**

Please see your Theory Schedule for all assignments and due dates.

**Late assignments are not accepted. This is the policy for ALL ASSIGNMENTS.**

It is the student's responsibility to ask for and get any missed assignments. Any missed tests will be made up the day you return to school; if the test is not made up the day you return it will not be made up at all.

**We have a ZERO TOLERANCE POLICY on CHEATING!**

We have two weeks from the date the assignment is turned in to post the grade in cams. Theory Grades (cognitive) which include but are not limited to: tests, workbooks, special reports, computer assignments and theory assignments count 25% of your semester final grade.

**Midterm & Final Exams:**

Your midterm & final exam includes a written exam and a practical exam.

Exams grades count as 25% of your semester final grade.

**Grade Scale:**

The numerical grading scale used by FPC Cosmetology Department is as follows:

A	100-90	<b>Below a 76 is considered failing!</b>
B	89-80	
C	79-76	
D	75-70	
F	69 or lower	

Students will have advanced notice of being scheduled for grade outs.

Missed grade outs unless otherwise approved, will receive an automatic zero.

**There is no re-scheduling for grade outs due to the extent and time constraints of the exam.**

**QUALIFYING FOR THE STATE LICENSING EXAM:**

The State licensure exam consists of two parts, the written which can be taken upon completion of 1000 clock hours with instructor approval and the practical which is taken after receiving your Certificate of Completion from Frank Phillips College. To qualify to receive your Frank Phillips College Certificate of Completion you must have successfully completed all 10 required courses receiving 42 credit hours and maintained a grade average at or above 2.6 (76).

## **1000 HOUR TESTING:**

When you have clocked 800 hours you will begin taking comprehensive tests on your Delmar learning computer program. When you have passed a minimum of 10 comprehensive tests on Delmar learning with a score of 80% or better on the tests and have received notification from TDLR that you are eligible for 1000 hour testing, you may schedule your written exam, only with instructor approval. There is a \$52 written testing fee that is to be paid by the student using a credit/bank card at the time of registration for the exam.

Please understand that 1000 testing is not mandatory! Some will find that they need longer to feel properly prepared to take the written exam. It is our job to make sure that you are comfortable and ready to take the written exam. There is a great advantage in taking the written exam early, but there is also an advantage in taking the time you need in order to make sure you are prepared to take and pass the written exam the first time.

For the practical state board exam there is a \$74 testing fee that is to be paid by the student using a credit/bank card at the time of registration for the exam.

Students must have clocked 1500 hours. We prefer 5 hours extra to cover any mathematical errors. (1505)

All requirements must be verified by the Coordinator. There is NO falsification of verification.

**IF ALL REQUIREMENTS ARE NOT FULFILLED BY THE TIME YOU CLOCK 1500 HOURS YOU WILL BE REGISTERED AS A GRAD-DROP WITH TDLR AND YOU WILL NOT BE ALLOWED TO TEST UNTIL THESE REQUIREMENTS ARE COMPLETED.**

## **Requirements for Graduation:**

**FPC application for graduation completed between January 10th and April 15th.**

**Certificate of completion turned in**

**Graduation fee paid to office of admissions and records**

## **SATISFACTORY ACADEMIC PROGRESS (SAP):**

You must maintain SAP in order to remain on the active student roster and in order to receive financial aid. SAP is having a minimum overall academic grade average of 85% or above in sanitation, theory, and practical work and attending school at least 96% of the possible clock hours for each month. For those receiving any type of financial aid, failure to maintain SAP can

result in your having funding withheld or lost. **You may also be placed on academic probation, suspension or termination from the program for failure to maintain SAP.**

See also FPC Financial Aid (SAP) found in your FPC student handbook.

### **KITS and MINDTAP:**

The student kit designated for the program will be purchased by the student at the time that tuition is paid along with mind tap. Also all students are required to purchase the kit and mind tap in the Cosmetology program. If this is not done the student can be expelled from the program.

### **PRODUCTS AND SAFETY DATA SHEETS:**

The school provides products for the student's use on the clients. However, if the student wishes to use a PROFESSIONAL product that the school does not stock, it will be with the approval of the Coordinator and at the student's expense. Any product used in the school will be a professional product. Students will be required to provide a product safety data sheet before bringing the product into the department. Clients are not allowed to bring in their own product. The school will provide hair spray and perm papers for the students, as they are needed.

**STUDENTS WILL BE REQUIRED TO PAY FOR ANY PRODUCTS EXCEPT STYLING PRODUCTS DUE TO EXCESSIVE USAGE.**

### **FOOD AND DRINKS:**

**All food and drinks must be confined to the student break room.**

Food and drinks must be cleaned up immediately after break and lunch. A microwave, hotplate and refrigerator have been provided for student's use. Each appliance MUST be maintained in a sanitary condition and cleaned on a daily basis. Also any kind of food or open container is not permitted in the clinic floor at any time.

FOOD WILL NOT BE ALLOWED TO ACCUMULATE IN THE REFRIGERATOR. IT WILL BE CLEANED OUT EVERY FRIDAY, NOTHING LEFT OVER THE WEEKEND OR HOLIDAYS.

IF BREAKROOM IS NOT KEPT CLEAN, AND STUDENTS DO NOT PICK UP AND WASH UP AFTER THEMSELVES IT WILL BE CLOSED AND STUDENTS WILL HAVE TO EAT OUTSIDE OF THE DEPARTMENT.

## **PERSONAL ITEMS:**

The College is not responsible for the loss of personal property. It is advisable that all items of value be locked in your locker when not in use. This includes the required equipment you must keep in the department. Lockers are provided by the department. Students are required to provide their own locks.

ANY UNAUTHORIZED ITEMS LEFT UNATTENDED FOR 30 CONSECUTIVE DAYS WILL BE DISPOSED OF.

## **CELL PHONES and OTHER ELETRONIC DEVICES PROCEDURE:**

We understand that in today's world everyone has a cell phone. We also acknowledge that this is how almost everyone in your life gets in touch with you. Cell phones will be allowed keeping in mind you must follow the following procedures:

If you must take a call, please do so off of the clinic floor. Fellow students and clients do not need to know the intimate details of your life!

**If a call comes in while you are working on a client that is not an emergency, ignore it!!!**

**If a call comes in while you are working a client that is an emergency: Excuse yourself telling the client it is an emergency and you need to return this call, have another student step in to continue on the client and leave the floor to take the call.**

**If cell phone usage on the clinic floor becomes a recurring problem you will be written up, and suspension as well as expulsion become a very real possibility!**

**NEVER ANSWER YOUR PHONE WHILE WITH A CLIENT!!!! YOU CAN CALL THE PERSON BACK!!!!**

Cell phone use while in theory class is strictly prohibited!!! They are a distraction not only to you but your fellow classmates. If you are caught with your cell phone (**this includes texting and surfing**), it will be confiscated and not returned until the end of theory class. If this becomes a recurring problem in theory class you will be written up, and suspension as well as expulsion become a very real possibility!

Cosmetology Students should leave the following number with an appropriate contact in case of an emergency:

Juan Avila office phone: 457-4247  
Jodie Gandy office phone: 457-4255  
Borger Front Desk Phone: 457-4221  
Mayela Martinez / Hereford: 360-3688  
Misty Light / Dumas: 934-9494

### **COMPUTER/INTERNET USE:**

The program is progressively moving into newer technology as facilities permit. Computer classes have already been implemented. Enrollment in these classes is mandatory. The department has computer lab for the completion of your work assignments. Please note this is not time for your personal use of the computers!! Your computer work and time will be scheduled and monitored.

### **PERSONAL CALLS:**

The college phones are business phones; PERMISSION IS REQUIRED for personal calls and is to be limited to 3 minutes. Instructors cannot interrupt your training to call you to the phone while you are in class or working on a client unless it is an emergency.

### **STUDENT PARKING:**

Borger:

Students will park on the east side of the building (side door) or last two rows on south side of the building.

Dumas:

Students will park on the opposite side, which is the south side of the building at all times.

Hereford:

Students will park on the west side of the building, only instructor or clients are allowed in the south side parking lot.

### **VISITORS:**

All visitors who are not receiving a service must remain in the reception area or hall area.

Children are not allowed unless they are receiving a service.

This rule applies to clients as well as students. Clients not receiving a service cannot be on the clinic floor.

## **DRUG FREE ENVIRONMENT:**

Frank Phillips College is a drug free environment and is non-tolerant of drugs on campus.

The following is the Frank Phillips College Cosmetology Department Substance Abuse Policy:

**SUBJECT:** Substance Abuse Policy (for Cosmetology Students)

**POLICY:** Frank Phillips College Cosmetology Department has a vital Interest in maintaining a safe and healthy work and learning Environment. This policy is for the protection of clients, students and faculty.

### **STATEMENT OF POLICY:**

It shall be the policy of the department to prohibit any of the following while attending classroom, clinical or fieldtrip experiences:

The possession, manufacturing, dispensing, use or sale of illegal substances or alcoholic beverages.

The possession, manufacturing, dispensing, use or sale of paraphernalia, which are used to consume or make illegal drugs.

Reporting to the classroom, clinical setting or field trip activities while under the influence or having possession of illegal substances or alcoholic beverages.

Reporting to the classroom, clinical setting or field trip activities while under the influence of other drugs including prescription or over-the-counter drugs, when there is any possibility that such may impair the students ability to safely perform his/her duties or responsibilities, or may adversely affect his/her safety or that of clients or other students/faculty.

“Drugs” includes alcoholic beverages, inhalants, illegal drugs and prescription drugs, unless prescribed drugs are taken as directed by the student’s physician. A written note will be required from the student’s doctor stating that the student is to be taking the drug, length of duration and amount. Any time a student is on medications of any type a written Dr.’s note will be required for the student’s file.

“Illegal drugs” includes any drug which:

Is not legally obtainable.

May be legally obtainable but is not legally obtained.

Is being used in a manner or for a purpose other than prescribed.

Is not the person's own prescription.

“Drug test” means any test administered to determine the presence or absence of a drug or a drug metabolite in a person's urine or blood.

## **TESTING OF STUDENTS:**

The Frank Phillips College Cosmetology Department reserves the right to perform drug testing of students under the following conditions:

When there is a reasonable suspicion that a student is under the influence of any drugs or alcohol.

“Reasonable suspicion,” is satisfied when the student:

Is observed using alcohol or drugs while on the job.

Is in an apparent state of physical impairment.

Is in an incoherent mental state.

Exhibits marked changes in personal behavior that are otherwise unexplainable.

Exhibits deteriorating student performance that is not attributed to other factors.

When a student is found in possession of alcohol, drugs, or drug paraphernalia in violation of this policy, or when such alcohol, drugs or paraphernalia are found in an area controlled by the student (e.g., student's locker or cart etc.)

Following an accident or other action whose nature indicates possible impairment or ability of judgment reasonably believed to have been caused by alcohol or drugs.

As part of a screening examination of all cosmetology students to whom have been accepted.

All students will be informed that such testing is a condition of Frank Phillips College Department.

As part of any periodic, medical examinations required or provided.

The college will under no circumstances perform a drug test on a student without first obtaining the student's signed consent. Signed consent will also be obtained for the release of the test results. Should a student refuse to submit to a drug test or authorize release of the test results, the student shall be informed that such refusal constitutes grounds for disciplinary action, which may include termination of student from the cosmetology program. The consent form will be designed to allow the student or applicant to indicate any type of medication they might be on, or otherwise provide information that might be relevant to the reliability of the test.

Drug test that are performed on a student will be performed utilizing the services of Forward Edge Drug testing center located in Borger, Texas. The expense of any required/requested drug testing will be at the expense of the student.

The student will not be allowed to clock hours until the results are obtained.

## **CONSEQUENCES OF A POSITIVE TEST RESULT:**



Should a student have a test result confirmed positive which indicates the presence of drugs or alcohol, the consequences may result in termination in status as a cosmetology student.

Should a student be found or even suspected to be in possession or under the influence of any “questionable” substance during the duration of a field trip the student will immediately be sent home at the student’s expense to ensure the safety and credibility of other students, faculty and Frank Phillips College.

Other Provisions:

Any student taking a drug or any other medication, whether or not prescribed by the student’s physician for a medical condition, which is known or advertised as possibly affecting or impairing judgment, coordination or other senses, or which may adversely affect his/her ability to perform work in a safe and productive manner must notify the Coordinator of Cosmetology prior to starting classes. The Coordinator will decide if the student can remain in class and what work restrictions if any are deemed necessary. Any student violating this requirement will be subject to disciplinary action, which may include termination of student from the department.

The College reserves the right to perform searches and inspections of students and their personal effects for the purpose of determining whether any person is in possession of alcohol, drugs or controlled substances at the classroom, clinical setting of field trip location.

## **WORK ON CLIENTS:**

Students may not perform any clinic floor service on the public until they have clocked a minimum of 10% of the total hours required for their respective course of study and have successfully passed the freshman grade out exam with a minimum 80% grade average.

Patrons should be greeted courteously. Any client directed to you by the Instructor or the Receptionist is YOUR ASSIGNMENT and should be made to feel welcome without hesitation. Your clients are a personal one on one practical class. Once a client is assigned to a student, that client may not be re-assigned without the permission of the Instructor in charge.

There will be no refusal of clients.

## **DUTIES:**

**If student needs to leave early, that student is still responsible for assigned duty for the day.** As sanitation is a part of your training required by the State of Texas and cleanliness is a must in the salon at all times it is our responsibility to see that the salon remains in a sanitary condition. The responsibility of the salon’s upkeep belongs to each and every stylist

working together as a team. Every student is assigned a duty at the end of the day and is responsible for the proper cleaning of the area. **Failure to perform your duty** to the satisfaction of the instructional staff will result in consequences decided upon by the instructional staff.

Trash should be emptied anytime it is full no matter what time of day. This is the responsibility of each and every student. If you see that a trash is full, empty it and replace the liner.

### **DISRUPTIVE BEHAVIOR:**

Some types of social behavior are considered unprofessional and are unacceptable in the job market. Part of your training is to be educated in acceptable work ethics. Disruptive behavior is defined as any action that disrupts the educational environment of other students or the regular operations of the school. In the job market place this would translate into disrupting the daily work environment of the salon and co-workers.

The following is a list of some unacceptable infractions and behaviors that will not be tolerated:

- Tardiness and/or excessive absences.
- Not calling in when you will not be returning from lunch.
- Not calling in when you will be arriving late, or will be absent
- Discussing sexual activities or beliefs with clients or other students.
- Criticizing another's work.
- Arguing with an instructor in the presence of a client or another student.
- Gossiping
- Fighting/Trash talking in any way in any form! This includes all forms of **social media**.
- Unauthorized personal services.
- Refusing to service an assigned client or refusing an instructors assignment.
- Cursing, foul language, and discussing any subject matter that is inappropriate.
- Immoral conduct in or out of the department. As an enrolled student of FPC, we expect you to exhibit the highest standards and not bring reproach upon yourself or this college in any way.
- Cheating
- Altering the appointment books without permission from the Instructors.
- Going into the Instructors office without permission and/or in her absence.
- Going behind the receptionist desk or in the stock room without permission.
- Using the facial room as a lounge/nap area.
- Not being in uniform.
- Eating or drinking on the clinic floor.
- Parking in an unauthorized area.
- Not being a team player.

- Any disruptive behavior, refer back to definition of disruptive behavior.
- Any type of tobacco use in the building.
- Any infraction of the Texas Department of Licensing and Regulation Laws and Policies.

## **DISCIPLINARY ACTIONS:**

Individuals exhibiting disruptive behavior or infractions of the above list will be counseled and the issue will be documented on the proper form along with the consequence. The consequences of the above listed infractions will vary according to the severity of the infraction. Students must sign the counseling form as acknowledgement that the infraction has been discussed. This is not an admission of guilt; however, failure to sign the form will be seen as further insubordinate behavior and will result in being sent home for the day. A meeting with the Coordinator must be arranged before the student will be allowed to clock back in.

Inappropriate interaction with an Instructor, other students, or clients will not be tolerated.

Disciplinary actions will range from counseling regarding an infraction, suspension for one or more days, to termination from the program.

The Coordinator and Instructors reserve the right to take any disciplinary action deemed necessary and reasonable under the circumstances.

## **INFRACTIONS RESULTING IN IMMEDIATE TERMINATION FROM THE PROGRAM:**

- Theft from another student or the school
- Violent behavior or destruction of property
- Consuming, possessing, or distributing alcoholic beverages and/or illegal substances on school property and/or school activities at any time.
- Fraud or falsification of records.

## **CHAIN OF COMMAND:**

If disciplinary actions are administered and you feel they are unfair you should first meet with the Coordinator to discuss your concerns. If you are suspended from school, you may not re-enter class until a meeting is held with the Coordinator and an acceptable understanding is reached. If the Coordinator is unable to help you, you may follow the outline of appeal in the Frank Phillips Student Catalog.

**THIS CHAIN OF COMMAND MUST BE FOLLOWED SPECIFICALLY**

## **COUNSELING DOCUMENTS:**

These documents are used to record progress reports, going over monthly hours, exceptional work as well as infractions of the rules and regulations. Student's signature is required and only verification that the subject matter has been discussed with the Coordinator or Instructor. In the event the document is used in disciplinary matters, the student signature IS NOT an admission of guilt; it is only verification that the Instructor has addressed the issue with the student.

## **COUNSELING:**

I am available to meet with students following morning theory as needed in regard to problems concerning progress with course work. Keep in mind that you can access your grades at anytime using your CAMS portal.

Should you need help with a personal problem, a school counselor is on staff to assist you. Students are not allowed to discuss their personal problems with clients.

## **TUITION AND FEE REFUND POLICY:**

**REFUNDS:** Refunds are not automatic; students must complete the proper forms. No refunds can be made until after the third week of classes. Processing refunds for the fall or spring usually takes four to six weeks.

**CLASSES CANCELED BY THE COLLEGE:** Students will be refunded 100% of their tuition and fees if a class is canceled by the college.

**WITHDRAWALS AND DROPS:** If a student withdraws from college prior to the first day of the semester, tuition and fees will be refunded less a \$15.00 service charge. A \$10.00 change of schedule fee will be charged to add, drop, or withdraw from classes after classes begin.

**"CLASS DAYS"** are counted beginning with the first calendar day of the semester (not the first day an individual class meets), and counting each day, Monday through Friday, except holidays.

Students who officially withdraw or reduce their course enrollment after the first day of classes will have their tuition and mandatory fees refunded according to the following schedule (Note: Refunds to students who receive Federal Financial Aid will be calculated as per current federal regulations):

Fall, spring, and Summer Long Semesters:

Prior to the first class day	100%
During the first 5 class days	80%
During the 6th through 10th class days	70%

During the 11th through 15th class days	50%
During the 16th through 20th class days	25%
After the 20th class day	None
Summer I and Summer II Semesters:	
Prior to the first class day	100%
During the 1st through 3rd class days	80%
During the 4th through 6th class days	50%
After the 6th class day	None

Mini-terms (December/January or May):	
Prior to the first class day	100%
During the 1st class day	80%
During the 2nd class day	50%
After the 2nd class day	None

Please see Student Financial Services for all withdrawals

### **Privacy Policy/Release of Information:**

Under P.L. 93-380, the college is authorized to release directory information to the general public without the written consent of the student. A student may request that all or any of the general information be withheld from the public by making a written request to the Office of Admissions and Records by the last official day to register for a given semester. The request will apply only to the current enrollment period. The following information is considered public and directory information:

- Name
- Dates of Attendance
- Student classification
- Degrees and certificates received
- Awards received, the type of award received (academic, technical, Tech-Prep, or continuing education)
- Field of Study
- Enrollment Status (full time, part time, undergraduate, etc.)
- Name of most recent institution attended

### **Interruption / Re-Enrollment:**

If a student's training is interrupted for any reason other than termination due to violation of standards or inability to benefit from the program, that student may re-enroll in classes.

The procedures for re-enrollment will be the same as for a new student. All fees and tuitions are applicable.

### **General Safety Rules:**

- Students are prohibited from operating any machine, tool or appliance in the lab until such time as the student has received proper instruction in its usage and been approved to operate it.
- All floor areas must be kept clean hair must be swept up and disposed of immediately after a hair cut before proceeding with any other portion of a service. Spilled water or liquid must be mopped up immediately. (Even if under the shampoo bowl).
- All accidents must be reported immediately to the Instructor. An incident report must be completed at once.
- Any illness, headache or nausea must be reported to the Instructor.
- Smoking is prohibited except in designated areas. Students, who smoke, may NOT at any time leave a client with a chemical on their head to go smoke or for another reason. Clients that smoke may not leave the clinic area with a chemical on their head for any reason.
- Horseplay, practical jokes or playing with water spray bottles is prohibited at all times.
- Manicure chairs are not scooters! Rolling around the department is prohibited.
- Spraying or aiming hair spray or chemical products at anyone is prohibited.
- Cuts, bruises, scratches or burns (no matter how slight) must be treated immediately.
- Foreign matter is to be removed from the eyes by an instructor or staff member.
- All equipment, especially manicure tables and stools, are to be kept in their proper place.
- Immediately after use, all small appliances and tools are to be returned to their proper place.
- All cabinet doors are to be kept closed at all times.
- All waste material must be placed in the proper receptacle.
- All electrical equipment (blow dryers, curling irons, etc.) must be turned off after use and be properly stored.
- Shampoo spray hoses must be held firmly when turning on the water and while rinsing. Water temperature must always be checked prior to application to a client's head.
- Every client must have a client service record no matter what type of service they are receiving.
- Every client must sign a release form before a chemical service can be performed.
- Extreme caution should be taken when using sharp edged or pointed tools such as razors or scissors.
- Inhaling chemicals when mixing them is extremely dangerous and must be avoided. Smelling should never be used to identify a container's contents.

- Electrical wires or appliances must never be touched with wet hands or while user is standing on a wet surface.
- Any implement that is dropped on the floor must immediately be picked up and placed with the un-sanitized implements. A dropped implement cannot be used until it has been properly sanitized.
- All containers, bottles, etc., should be properly labeled and stored in a designated area.
- Manufacturer's instructions and directions must be read prior to using any product.
- An appliance or piece of equipment that is not working properly must be labeled with an "OUT OF ORDER" sign and reported to the Instructor.
- No tool or implement should be placed in the student's pocket, on his or her person, or in his or her mouth.
- Retailing and up grading your tickets is part of your training please remember that some of the products in the dispensary are extra cost.

### **Clinic Floor Policies:**

- Each station will have a school provided anti bacterial hand sanitizer that is to remain at/on the station.
- No chewing gum is allowed while working on clinic floor.
- Student drinks are to be kept in the break room – NO EXCEPTIONS.
- Jackets, purses, etc...are to be kept in your assigned locker.
- Hair is to be swept up immediately after cutting.
- Make sure station is cleaned up and sanitized properly after each client.
- Every client will have client record filled out for EVERY service!
- Every client will have a release form for ANY chemical service (color, perms and artificial nails).
- Spills should be properly cleaned up, the area mopped, and a wet floor sign put up immediately!
- Clients may not bring in their own products period, NO EXCEPTIONS!
- Floor under your styling bar area must be kept clear.
- Clean hydraulic chairs daily with soapy warm water only!
- **OUTBURSTS OF ANY NATURE AND USE OF PROFANITY ARE STRICTLY PROHIBITED!** Always be mindful of what you are saying and who is listening.
- When watching videos, return it to the cabinet, do not leave it in the VCR or on the stand.
- Students are not allowed to leave their client while performing services at any time.
- Students are not allowed behind desk area unless assigned.
- Students are not allowed in the dispensary unless assigned.
- Students are not allowed in the stock room unless assigned.
- Students are not allowed in the office without permission.

- Students are assigned clients! Refusing a service or voicing dissatisfaction on the clinic floor is unacceptable behavior!
- Return from lunch promptly, you may have been booked while you are out.
- No personal use of telephone without permission from instructor in charge.
- The school does have a first aid kit. It is for emergency only. You are responsible for you own OTC medications.
- Never throw away any empty bottle without permission.
- Clients are not allowed outside the building with chemicals on their heads.



**Frank Phillips College**  
**Department of Cosmetic Arts & Sciences**  
**Course Curriculum**

**83.120. Technical Requirements--Curriculum.** *(New section effective March 1, 2006, 31 TexReg 1280; amended effective August 1, 2006, 31 TexReg 5952; amended effective October 11, 2007, 32 TexReg 7050; amended effective February 17, 2012, 37 TexReg 681)*

**PRIVATE AND PUBLIC POST-SECONDARY COSMETOLOGY SCHOOLS (1500  
CLOCK HOURS OR EQUIVALENT CREDIT HOURS)**

- (A)-haircutting, styling and related theory-500 hours
- (B)-hair coloring and related theory-200 hours
- (C)-cold waving and related theory-200 hours
- (D)-orientation, rules and laws-100 hours
- (E)-manicuring and related theory-100 hours
- (F)-shampoo and related theory-100 hours
- (G)-Chemistry-75 hours
- (H)-salon management and practices-75 hours
- (I)-hair and scalp treatment and related theory-50 hours
- (J)-chemical hair relaxing and related theory-50 hours
- (K)-facials and related theory-50 hours

## **MANICURE CURRICULUM (600 CLOCK HOURS OR EQUIVALENT CREDIT HOURS)**

(A)-procedures: basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish, application of artificial nails, application of cosmetic fingernails, preparation to build new nail, and application of nail extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products-320 hours

(B)-bacteriology, sanitation and safety: definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and ventilation odor in salons-100 hours

(C)-professional practices: manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations-80 hours

(D)-arms and hands: major bones and functions, major muscles and functions, major nerves and functions, skin structure, functions, appendages, conditions and lesions, nails structure, composition, growth, regeneration, irregularities and diseases-70 hours

(E)-orientation, rules, laws and preparation-15 hours

(F)-equipment, implements and supplies-15 hours

## **COSMETOLOGY INSTRUCTOR (750 CLOCK HOURS OR EQUIVALENT CREDIT HOURS)**

(A)-Lesson plans-140 hours

(B)-Methods of teaching-180 hours

(C)-Classroom management-90 hours

(D)-Evaluation techniques-90 hours

(E)-State laws and forms-60 hours

(F)-Visual aids preparation and use-60 hours

(G)-Learning theory-100 hours

(H)-Orientation, rules, and laws-30 hours

**The above practical applications may be performed on a mannequin, a student or a patron and mock applications may be used where appropriate and necessary. It shall be the responsibility of the beauty culture school to keep a record of the number of practical applications performed by each student.**

**Frank Phillips College**  
**Department Of Cosmetic Arts & Sciences**

**CLASS SCHEDULE**

8:30 am to 8:40 am – Clock in & assemble in classroom

8:45 am – Theory

10:00 to 10:15 am - Break

10:30 am - Clinic floor opens to clients

10:30 am - Freshman class begins

4:30 pm – Daily Duties Monday – Thursday

3:30 pm – Daily Duties Friday

**WEEKLY REQUIREMENTS**

In addition to your theory schedule and weekly practical assignment sheet, every student has a daily written assignment that must be handed in before cleanup each day.

The **cosmetology** weekly written assignment is as follows:

Week 1: Pre-Exam, Manicure, Facial Service

Week 2: Chemicals, Shampoo, Hair Shaping

Week 3: Permanent Waving, Curl Demo, Blow Drying and Thermal Curling, End of Exam

The **nail tech** weekly written assignment is as follows:

Week 1: Manicuring, Tip Application

Week 2: Nail Wrap, Acrylic

**Contact information for the  
Texas Department of Licensing and Regulation**

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920 Colorado  
Austin, Texas 78701

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