



ALAMO COLLEGES DISTRICT
Palo Alto College

Cosmetology

**PROFESSIONAL AND TECHNICAL EDUCATION
COSMETOLOGY LEARNING STUDIO**

1400 W. Villaret Blvd.
San Jacinto Building Room 225
San Antonio, TX 78224-2499

STUDENT HANDBOOK

2022

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**This handbook will be updated as necessary with procedures and guidelines to reflect the integrity of our program.*

Welcome to the Cosmetology Program

Congratulations! You are well on your way to a successful future. We have designed a program beyond the State guidelines to ensure that your time with us is rewarding during your course of study. Along with your creativity and your passion, you will receive the foundation to start a successful career as a beauty industry professional.

Upon successful completion of the requirements, you are eligible to take the Texas Department of Licensing and Regulation written and practical examinations for licensing.

Program Philosophy

Palo Alto College's Mission; To inspire, empower, and educate our community for leadership and success.

MISSION STATEMENT: To inspire through the learning process, excellence in serving the public and maintain the integrity of the Cosmetology industry.

GOAL: The faculty and staff of Palo Alto Cosmetology are committed in the development of all professional skills and knowledge in entrepreneurship within the focus for Professional success.

Program Outcomes:

After successful completion of this course students should demonstrate the following competencies:

- Know, master, and apply all the sanitation and sterilization procedures required by Texas Department of Licensing and Regulations
- Master the proper technical and practical skills of all phases of Cosmetology
- Be able to communicate effectively in customer service skills
- Understand the functions of business and develop habits of professional work skills
- Understand the types of business ownership and salon development
- Understand the eligibility criteria for Texas Department of Licensing and Regulations (TDLR), Cosmetology division, State Board Licensing exams
- The successful completion of the Cosmetology licensing program will require following the policies set by this document.

Program Administration

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The Alamo Colleges do not discriminate on the basis of race, religion, gender, national origin, age, disability, veteran status, genetic information, or sexual orientation with respect to access, employment programs, or services. Inquires or complaints concerning these matters should be brought to the attention of Linda Boyer-Owens, Associate Vice Chancellor or Human Resources and Organizational Development, Title IX Coordinator, 210/485-0200. Address: Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas 78204.

Program Overview

The program prepares the students with the theory and basic skills to pass the State Licensing Examination.

Students enrolled in the Palo Alto Cosmetology Learning Studio will register as a *non-transfer* student. The Palo Alto Cosmetology program does not accept TDLR hours from other cosmetology programs. Since this program was established as cohort learning modules, students begin and complete with their cohort group. New incoming students must enroll in the 3 courses for each module. We do not allow students to make their own course selections. The course instruction for each program is delivered in learning modules. Each module includes assignments, laboratory mastery skills, rubrics, projects, and tests. Analysis professional opportunities, requirements, expectations, and development of workplace skills are included. Integration of academic, Professional, and technical knowledge and skills in this laboratory instructional sequence course designed to provide job-specific training for employment in Cosmetology and Esthetics Professionals. The program will additionally provide the opportunity to create a foundation for entrepreneurial development

Upon successful completion of the requirements set by the Texas Department of Licensing and Regulations, students become eligible to take the state licensing examinations to achieve their professional license in the respective area. Students can use their AAS degree and core curriculum hours to transfer to a college or university to earn a bachelor's degree while also having the license to begin and continue working upon completion.

Associate of Applied Science Cosmetology Operator (60 Hours) & Cosmetology Operator Certificate (39 Credit Hours)

This AAS degree and certificate are designed to provide students with the complete professional skills to become a licensed Cosmetology Operator in the State of Texas. Instruction includes sterilization and sanitation procedures, hair care, nail care, and skin care.

Associate of Applied Science Esthetician (60 credit hours) & Certificate (27 Credit Hours)

This AAS degree and certificate are designed for students seeking the professional skills in cosmetic treatments for skin. Instruction includes sterilization and sanitation procedures, basic and advanced skin care skills, along with professional development in industry preparation.

Nail Technician Certificate (18 Credit hours)

This certificate is designed to provide students with the complete professional skills to become a licensed Manicurist/Nail Technician Specialist. Instruction includes sterilization and sanitation procedures, nail structure, disorders, and diseases along with knowledge of nail services and nail enhancements.

REFERENCES / RESOURCES

Milady Standard Textbook of Cosmetology, 2016 edition

Milady The Essential Companion, 2016 Edition

Milady Standard Textbook of Esthetics, 2020 edition
Milady Standard Textbook of Nails, 2020 edition

Texas Cosmetology Laws and Rules Book, Texas Department of Licensing and Regulations, latest edition.

ADMISSION REQUIREMENTS

First time enrollment to Palo Alto College

1. Apply for admissions
2. Apply for financial aid
3. Submit official transcripts
4. Submit a copy of Bacterial Meningitis Vaccination
5. Login to ACES account
6. Complete AlamoENROLL checklist
7. Take the assessment test if applicable (TSI)
8. Attend an advising session
9. Complete and submit the Cosmetology program application
10. Complete a professional interview with the Cosmetology faculty lead, staff, and/or the Academic Director
11. Register for classes
12. Pay for classes, TDLR permit, Purchase Student Kits, Uniforms, Black Tennis Shoes and Textbooks. (Required Items)
13. SMART START first day counts

ENROLLMENT PROCEDURES

In addition, to meeting the pre-requisites, Texas Department of Licensing and Regulations requires proper state registration procedures. The class is a cohort of 25 students per class.

1. The student will provide the required documentation upon enrolling
 - a. Copy of their social security card
 - b. Current picture ID
2. The student obtains a TDLR student permit with a \$25.00 registration fee for all cosmetology programs. This fee also provides to each student a required TDLR Cosmetology Laws and Rules book which is part of the instruction and licensing exam resource.

Current PAC student:

In addition to meeting the prerequisites, the Texas Department of Licensing and Regulations requires proper state registration procedures. Each class is comprised of a cohort of 25 students maximum. Cosmetology and/or Esthetics students are required to follow through with the steps outlined below:

1. Meet with a cosmetology advisor,
2. Complete a professional interview with the Cosmetology Academic Director and faculty or staff.
3. Register for classes by the Cosmetology Department.
4. Provide the required documentation upon enrolling which include copies of social security card and current I.D photo.
5. Pay for classes, TDLR permit, purchase textbooks, uniforms, black tennis shows, and student kit. (Required)
6. If a student initiates a withdrawal from the program, the student kit is non-refundable.

STUDENT PARTICIPATION:

The student is provided the Rights and Responsibilities with the specific guidelines. In addition, the Palo Alto College policies and Texas Department of Licensing and Regulations has specifics which are clearly addressed.

- 1) Students are expected to conduct themselves in a professional manner within the classroom, lab and among all on and off campus activities.
- 2) Students are **required** to follow their specific module assignments, lab skills practice, study groups, evaluations and any special events/projects set forth by the instructor and as indicated on the course syllabus.

Special events/projects include (event times may vary):

- a. *Field trips (salon and industry visits)*
- b. *Community events*
- c. *College Campus events*

Assignments are incorporated into the course to enhance the experiential learning experience for our students.

- 3) Students will be held responsible for any equipment, textbooks, product and implements during instruction.
- 4) Students are required to wear the appropriate uniform set forth by each area of the cosmetology programs.
- 5) Students will pay the fees for their state board exams. (Written \$50, Practical \$72.00). Successful completion of 900 credit hours of training qualifies the student as a candidate to take the *written* portion of the state board exam for the Cosmetology Operator program. The Operator practical exam is taken after successful completion of the total 1350 credit hours and passing the written exam. The Esthetics written and practical exam is taken after successful completion of the total 1012 credit hours. The Nail Tech written, and practical exam is taken after successful of the total 608 credit hours.
- 6) A student ***salon sales/product goal*** is required of all enrolled students. This will vary by academic year and is determined by the program director based on the departmental financial goals from the previous year.

Board Policy:

F.6.1.3 (Procedure) Student Success: The Student Experience – Progress to and through

Completion Responsible Department: Vice Chancellor for Student Success

Based on Board Policy: F.6.1 – Student Success

Approved: 7-26-11

Last Amended: 12-12-17

- Course learning outcomes may include application of knowledge and skills through integrated learning activities such as shadowing of employers, internships, or interviews. These activities provide students interaction with and observation of professionals in the career field to include faculty mentors.
- Co-curricular activities will be available each term within each AlamoINSTITUTE to provide additional learning activities that may be included in course requirements or available for engagement in the career pathway and are documented in co-curricular transcripts.

COURSE POLICIES

As stated in the Administrative Rules 16 of the Texas Administrative Code, Chapter 83.72, Palo Alto College will:

At the end of the course or module or if the student drops or withdraws, submit to the department an electronic record of each student's accrued credit hours in a manner and format prescribed by the department.

Alamo Colleges Grading System

Course instructors establish grading policy in their respective syllabi. Permanent grades are recorded only at the end of each semester/session. The grades used are:

- A - (excellent/exceptional performance)
- B - (above average)
- C - (average)
- D - (below average) *This grade is not acceptable and students must retake the course; no TDLR hours earned.*
- F - (failure) *This grade is not acceptable and students must retake the course; no TDLR hours earned.*
- I - (incomplete) *
- W - (withdrawal)

*Incomplete Grades

The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a Performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I." The "I" grade is given by the instructor and is reviewed with the Director before the grade is issued to the student.

Students may be required to sign an agreement outlining the requirements to satisfactorily complete the course. In addition, students must successfully pass a final written and practical assessment prior to graduation to be for the Texas Department of Licensing and Regulation licensing examinations.

The grades used are:

A= 90-100	C= 70-79	F= 59 or less
B= 80-89	D= 60-69	

Students will be given a weekly grade and a theory exam grade. Weekly grades are calculated as follows:

Quizzes 20%	Attendance/Daily Grade 35%	
Mid-term 20%	Final Exam 25%	Total: 100%

Grades are based on all or nothing. Points will be given if task has been completed to satisfaction. Descriptions of task completed to satisfaction are listed below.

Attendance: Is of the utmost importance. Students must be present, on time and active participants of learning. Please refer to the academic standards set forth by the Alamo Colleges.

Attendance- ZOOM meeting: Students will have a 10-minute grace period to log in to Zoom meetings. Students who are not logged on must wait until the next break, to be let into class.

On-Campus- Students will have a 10-minute grace period to get to class while on campus. Students will not be allowed into class after the 10-minute grace period and will need to schedule student course management with their instructor.

Theory Assignments: Prepared with textbooks and workbooks ready for class participation. Students must complete individual class assignments and participate in group projects. Students must also complete all assigned theory and practical workbook assignments.

ONLINE Discussion Posts - All posts must be 100 words. Students must reply to 2 classmates with a 100-word comment.

Makeup test/ assignments- Make-up test and assignments may be taken 1 time if the student has failed with a 69 or lower. The highest grade that can be recorded for makeup assignments and tests is a 70. Additional point deductions will still apply for incorrect answers/ or practical skills.

Late work/ Late submission- All work submitted after the due date will have 10 points deducted per week it is late. All assignments completed between weeks 1-7 must be turned in by week 7. Assignments completed between weeks 9-15 must be turned in by week 15. If assignments are not turned in, they will record as a 0 in the grade book.

Quizzes- students will be allowed 3 attempts to take quizzes. Quizzes are locked after 3 attempts and cannot be retaken. The highest grade will be recorded in the grade book.

Midterm/ Final: 45% Written and Practical exams will be given at mid semester and at the end of the course. There are no makeup exams for midterms and finals.

Laboratory/Sanitation Assignments: Students must be prepared with kit and appropriate mannequins. Effort/quality of technical skill performed on mannequins for individual/class work and client services. Students must complete monthly and project work sheets. These worksheets are to be turned in monthly for a grade. Students will practice on manikins, other students, and salon customers. Salon customers come first, therefore; students should always be prepared to serve customers. Refusal to serve the customer will result in a dismissal for the day and no grade. Service customer forms must be turned in daily to receive proper credit.

Daily cleaning assignments must be completed and working station must be sanitized after use. Students must maintain sanitation and safety throughout the day when servicing customers or practicing with individual work assignments as set by the Texas Department Law and Rules Books.

Professional competency: Students are responsible for maintaining professionalism at all times while in the learning studio, in the classroom and on and off-campus trips. It includes compliance with program uniform and appropriate shoes, class preparation, respecting school property, appropriate language, classmates, faculty, and staff. Students contact their instructor when tardy or absence will occur.

PROGRAM POLICIES

ATTENDANCE: For a student to be successful in achieving their academic goals, regular and punctual attendance is expected for all scheduled classes. While there may be an occasional need for a student to be absent, **there are no excused absences at the PAC Cosmetology Learning Studio.** The only exception to this rule is granted to students representing the school in an official capacity and with prior approval from the program director.

Due to COVID-19, attendance policies may change. Students should read all their district emails on CORONAVIRUS, please visit <https://www.alamo.edu/returntocampus/student-resources/>. In addition, the program reserves the right to change the course schedule to address COVID-19 concerns.

TARDY: Students will clock in and out. Please be advised that students who are 10 minutes tardy to lecture may not clock in until their scheduled lab time. Tardiness can have an impact on your final passing grade.

Non-compliance with the attendance policy will affect the required hours per the State Board of Cosmetology and may affect your financial aid.

Policy: [Student Responsibility for Success](#)

Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which they integrate into the campus life. Attendance has a significant impact on performance, and attendance during the first week is integral to success. Regular and punctual attendance in all classes and laboratories is required.

SmartStart. Student absences will be recorded from the first day the class meets, and beginning Fall 2014, students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed.

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Ongoing Attendance. Course instructors establish policy with regard to attendance in their respective syllabi and may drop a student for excessive absences. Absences may be considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively. In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced but faculty must clearly explain these policies in their syllabi.

Students who are absent for any reason should always consult with their instructors. Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence. Additionally, it is the student's responsibility to drop a course if s/he can no longer attend according to the instructor's course policy.

Students who stop attending class for any reason should contact the instructor and Enrollment/ Admissions and Records office to officially withdraw from the class. Students may be required to consult with a faculty member or designee before dropping. Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a completed Withdrawal Form to the Enrollment Services/Admissions and Records office.

Students receiving financial aid, or any other external financial support should review and understand that dropping or being withdrawn from a course may result in owing funds to the federal government or other support provider and impact eligibility for future awards.

The following table shows the number of missed class meetings that make up an absence rate approximating 12.5%.

Meeting pattern	Absences equal to 12.5%
Regular Semester	
3 meetings/week	6
2 meetings/week	4
1 meeting/week	2
Flex term, Summer 8-week	
4 meetings/week	4
3 meetings/week	3
2 meetings/week	2
Summer 5/6-week term	
5 meetings/week	3
4 meetings/week	2.5
Maymester	
4 meetings/week	1

For further information on this subject, see PAC catalog [Making the grade](#).

DEGREE/CERTIFICATE REQUIREMENTS:

To be awarded an Associate Degree or Certificate students must:

- Complete all required courses and semester credit hours for the specific degree or certificate
- Achieve a minimum cumulative GPA of 2.0 in the coursework that applies to the student's degree certificate program completed at the college in the Alamo Colleges District awarding the Associate Degree or Certificate.
- Submit official transcripts of all coursework attempted at other colleges and universities.
- Earn a grade of "C" or better in all technical courses directly relating to the technical program, i.e., Associate of Applied Science Degree or Certificate programs.
- Earn at least 25% of degree hours required for graduation in residency at the college of the Alamo Colleges District granting the degree or certificate.
- Fulfill all Texas Success Initiative (TSI) requirements.
- Be in Good Academic Standing at the end of the term the student is receiving the award.

TDLR HOURS:

Students who do not earn a grade of "C" or better in a cosmetology course will not earn the TDLR hours for that course until the student re-takes the course and earns a "C" or better grade. It is the mission of the cosmetology program to produce students that demonstrate they have the foundational skills and knowledge to be successful beauty industry professionals.

STUDENT COURSE MANAGEMENT

Students are responsible for managing course hours and coursework missed due to absences. Students will earn the grade for the coursework performed during course management and meet the student learning outcomes of the specific course.

All students will submit a course management form for approval to their faculty and provide written documentation stating the reason of absence the following class day. The student course management process should only be used when a student has extenuating circumstances such as a death in the family, jury duty, car accident, medical reasons.

Faculty will provide the Academic Director with the daily lesson plan and assignments the student is requesting to manage. Students will receive notification from their faculty.

Student Course management is as assigned by the faculty member. Please review the schedule with your faculty.

Students attending class must comply with the student handbook policies, procedures, dress code and bring the required kit.

DROP/WITHDRAWAL POLICY: TDLR regulations also require withdrawal after 10 days of consecutive absences.

Course instructors establish policy regarding the colleges attendance policy in their respective syllabi and may drop a student for excessive absences. Absences are considered by semester, including lecture and lab. Students may also be withdrawn from class due to non-compliance as noted in the student acknowledgement contract.

Students may be required to consult with an advisor or designee before dropping. Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a completed Withdrawal Form to the Admissions and Records Office, within the designated dates under PAC policy

COMMUNICATION: The responsibility for constructive dialogue belongs with the faculty, staff and with the students.

Open door policy. An open-door policy is acknowledged and practiced by all levels of management. Students should feel free to meet with any staff member. Ask your instructor for persons to direct your questions, complaints, suggestions, or problems. We value your input.

PROFESSIONAL BEHAVIOR: Students always have a responsibility for maintaining professionalism while in the learning studio, the classroom and on or off-campus field trips. This includes the following:

1. Dress as outlined in the Student Handbook dress code which includes makeup, hair, uniform, and shoes.
2. Prepared for theory and lab with books and student kit.
3. Always accept a client during lab hours with a positive and enthusiastic attitude.
4. Use of the cell phone only during designated times given by the instructor.
5. Comply with TDLR policy on ALL time clock guidelines. TDLR rule 83.72 (I)
6. Respect school property, peers and ALL staff and instructors in accordance with the Palo Alto College StudentCode of Conduct.
7. Communicate with the instructor and clock out when needed to leave the premises.
8. Perform all the required duties during lab use (sanitation, organization, stocking product, cleanliness).
9. No chewing gum while in the lab.
10. Use of inappropriate language with customers or other classmates.
11. During COVID-19, students must wear masks/face covering as required by theCollege.

ELIGIBILITY FOR PARTICIPATION IN COLLEGE-SPONSORED PROGRAMS AND EVENTS: A student participating in college-sponsored programs and events must be part of the cosmetology student organization. Students placed on Academic Probation during any semester may not participate in public activities of the Alamo Colleges in meetings or on competitive teams of the Alamo Colleges, or hold club or class office. In addition, a GPA of 2.0 must be achieved and maintained for memberships and participation into any Alamo College authorized student leadership organization.

CELL PHONES

Cell phones can be disruptive in the classroom therefore such devices may only be used with the expressed permission of the instructor for instructional purposes. Use of cell phones is prohibited in the classroom and lab. If there is need to check for or receive a call, the student must communicate with the instructor prior to the beginning of class. Students who create a disturbance by using the device will be asked to leave the class.

FOOD AND BEVERAGES

In our efforts to create a comfortable and clean classroom environment for our students, food and drinks are prohibited in the lab. Students can have drinks in the classroom with the permission of the instructor. Students are invited to enjoy their meals in the student center cafeteria or in the foyer where food tables are provided. Food and drinks are not allowed in the hallway outside of the Learning studio.

BREAKES AND LUNCHESES

Your instructors will provide you with the break and lunch schedule. Students are responsible for returning to class on time or the tardy policy will be applied. Students must return no later than 10 minutes after the lunch period ends. Faculty may request justification for the tardiness.

ACADEMIC INTEGRITY VIOLATIONS

Academic integrity violations cover conduct involving scholastic dishonesty. It is a violation of the Student Code of Conduct to engage in the following conduct:

1. *Sale of Academic Product.* Preparing, selling, offering or advertising for sale, or delivering to another person an Academic Product, in exchange for anything of value, except where the conduct consists solely of offering or providing tutoring or editing assistance to another person in connection with the other person's preparation of an Academic Product to satisfy the other person's academic requirement, and the particular Student does not offer or provide substantial preparation, writing, or research in the production of the Academic Product. Academic Product includes but is not limited to a term paper, thesis, dissertation, essay, report, recording, work of art, or other written, recorded, pictorial, or artistic product or material submitted or intended to be submitted by a person to satisfy an academic requirement of the person.
2. *Academic Enticement or Influence.* Influencing or attempting to influence an employee, faculty member or administrator in a specific exercise of official duties.

F.4.2.2 (Procedure) Academic Integrity Disciplinary and Appeal Process Responsible Department: Vice Chancellor for Student Success Based on Board Policy: [F.4.2](#) - Student Code of Conduct Approved: 4-30-10 Last Amended: 2-17-15 This document replaces F.4.2.3 Academic Integrity Disciplinary Process F.4.2.3.F (Form) Academic Integrity Report Form will be developed upon approval of this document. Reviewed: 2-22-16 (such as course grades, extensions of deadlines or waivers of academic requirements) by offering any benefit to the employee, faculty member or administrator.

3. *Academic Misconduct* - the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or assessment, or any information regarding the content of such an instrument.
4. *Fabrication* – intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
5. *Cheating* - the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; or unauthorized copying or collaboration.
6. *Plagiarism* - the unauthorized or undocumented use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.
7. *Collusion* – assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

DRESS for SUCCESS CODE

As a student in the field of Cosmetology, you are expected to dress in a manner that exemplifies a professional image of a cosmetologist, esthetician, and Nail Technician. It is also important to project yourself as the professional with the ability to provide beauty salon services.

All students must comply before entering the learning studio. Students who do not meet the dress code of professional standard will be dismissed from class. The dress code will be enforced by all faculty, staff, and the director. If you are unsure of the dress code, please check with your faculty or staff.

UNIFORMS

During the current COVID-19 situation, all students are **encouraged** to wear masks/face coverings and gloves. Gloves may be required by the instructor for safety and sanitation regulations.

- ❖ Cosmetology Operator program students wear the black scrubs.
- ❖ Esthetics program students wear the teal scrubs.
- ❖ Nail Technician program students wear the dark green scrubs.
- ❖ No other clothing attire will be allowed unless it is an approved fundraiser or otherwise approved by the Director.
- ❖ Students with offensive tattoos are required to wear a long sleeve t-shirt underneath the uniform top.

SHOES

- ❖ All students are required to wear black, closed-toe tennis (comfortable) shoes with rubber soles

BLOUSES/SHIRTS

- ❖ If a fundraiser is approved, no t-shirts with writing/sayings that may be distracting or offensive to others, sweatshirts, or flannel shirts of any color or style are allowed.

SWEATERS/JACKETS

- ❖ Same-color long sleeve cardigan sweaters and light jackets (no hoodies) can be worn under scrubs for additional warmth.

HAIR & MAKE-UP

- ❖ Hair and make-up are expected to be professionally styled and or applied.
 - o Long hair should be secured when servicing clients on the clinic floor to avoid hanging in your clients' face, hands, or feet.
- ❖ Baseball caps, hats and other head gear are not permissible.
(Head covers that are required for religious purposes or to honor cultural tradition are allowed)

NAILS

- ❖ Nails should be well trimmed and manicured.
- ❖ Any nail color, design, or art is acceptable if it is done professionally and with good judgement.

JEWELRY, TATTOOS, & BODY PIERCINGS

For reasons of safety and sanitation, the following rules will apply:

- ❖ No earrings and bracelets that dangle
- ❖ Rings must be kept to a minimum. They can tangle in the hair and slip off.
- ❖ Body Piercings should be kept to a minimal and should not interfere with the safety of guests and other students including interference with facial machine electrical currents.
- ❖ Tattoos should not be offensive to others. Student may be asked to cover any offensive tattoos.

Student Code of Conduct

The Cosmetology Learning Studio commitment to development of professional ethics, along with teamwork, leadership, and communication skills in professional preparation is of the utmost focus.

The students are required to obtain knowledge and maintain the highest of standards of the professional learning environment.

All Alamo Colleges students are expected to comply with the Student Code of Conduct, which is outlined in detail in the academic catalog and also stated in the Board Policies.

Violations include, but are not limited to:

- Vandalism.
- Falsification of official college records.
- Conduct of a nature which significantly interferes with the activities of the college.
- Stealing.
- Use or possession of alcohol, narcotics, or hallucinatory drugs on campus.
- Any willful attempt to cause bodily harm to self or others.
- Academic dishonesty involving, but not limited to, cheating on a test, plagiarism, and collusion.
- Possession on one's person or in one's automobile of a firearm, illegal knife, or other dangerous weapon (such as explosives or fireworks, swords, daggers, or straight razors).
- Any form of hazing.
- Sponsored activities.
- Failure to comply with college traffic and parking regulations.
- Sexual harassment.
- Committing any act classified as an indictable offense while on campus or during campus-
- Misuse of college documents, records, or ID card.
- Gambling.
- Violating college policies/regulations concerning registration of student organizations or use of college facilities.
- Unauthorized distribution or posting of printed material on campus.
- Activities or actions interrupting scheduled activities or classes.
- Failure to comply with college regulations/guidelines on student expression and demonstration during a mass gathering.

The Student Code of Conduct is contained in the Board Policies and consists of Policy at F.4.2, the procedure for Non-Academic Misconduct Disciplinary Process at F.4.2.2, the procedure for Academic Integrity Disciplinary Process at F.4.2.3, and the form for reporting academic integrity violations at F.4.2.3.

COLLEGE POLICIES:

A. All of the Alamo Colleges are tobacco free.

B. Alamo Colleges DPS Emergency Phone

Numbers:Emergency Phone (210) 485-0911

General Phone (210) 485-0099

Weather Phone (210) 485-0189 (For information on college closures)

C. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories, and the library.

Disability Access Statement – In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is the responsibility of the student to self-identify with the campus Disability Services office. Only those students with appropriate documentation will receive a letter of accommodation from the Disability Services office. Instructors are required to follow only those accommodations and/or services outlined in the letter of accommodation. For further information, please contact the Disability Services office at (210) 486-3020 or visit the office located in the Palomino Center, Room 101. If you have specific needs, please discuss them privately with your instructor.

Student Service Procedures

Student Service: A Student currently enrolled in the Cosmetology program who is receiving a service in the retail salon/ lab. A service(s) refers to the services listed on the Cosmetology Learning Studio Price List.

___ Students performing a service and receiving a service during their scheduled lab time should be in good standing in their attendance (no more than 1 absence or hours equivalent to a day per month) and caught up on all classroom assignments.

___ ALL student services are discounted based on the Tier Level Price and only available to those students currently enrolled in the Palo Alto College Cosmetology program.

___ Retail Product prices are sold at 30% discount to students currently enrolled in the cosmetology program.

___ Students who have graduated, dropped, or withdrawn from the program are not eligible to receive the student service price for services and will be required to pay the full retail service price for services and products.

___ ALL student services should be entered in the Salon Iris salon software by the receptionist prior to starting the service.

___ Students may not use outside products for student services.

___ Client Service Standards should still be met during student services.
(See **Client Service** in Daily Lab checklist.)

PALO ALTO COLLEGE
COSMETOLOGY LEARNING STUDIO
ACKNOWLEDGMENT FORM

I have read and understand the student handbook for the Palo Alto College Cosmetology Learning Studio. I will abide and comply with the policies. Failure to comply will result in disciplinary action and may cause dismissal. Three Warnings (write ups) will result in the Instructor dropping or withdrawing me from the cosmetology program.

I also understand that the Palo Alto Cosmetology Learning Studio reserves **the right to modify** the rules and regulations at any time and that I will be advised of all modifications.

My readmission into the school will be based upon an interview with the Cosmetology Academic Director, and approval by the Department Chair or Dean.

By signing this document, I am committing to a positive work ethic and attitude, to be responsible and an engaged member of the Palo Alto College Cosmetology Learning Studio and contribute to my Professional and program success.

Student Name (PRINT) _____ Banner ID _____

Student Acknowledgement Signature _____

Date _____