



**SALON AND SPA
(Cosmetology and Cosmetology
Instructor)**

PROGRAM STUDENT HANDBOOK

2019-2020

**Hill College
Hill County Campus
112 Lamar Drive
Hillsboro, TX 76645
254-659-7500**

**Hill College
Johnson County Campus
2112 Mayfield Pkwy
Cleburne, TX 76033
817-760-5500**

www.hillcollege.edu

WELCOME

Our faculty wishes you success in achieving your career goals. We hope you, in a student capacity, will join faculty and administration in the ongoing efforts of establishing and maintaining an outstanding program. By doing so, you should be prepared to represent the salon and spa profession and to serve the needs of citizens and our community. This handbook is designed to assist you in areas of requirements, policies, and procedures during your course of study in the salon and spa program. This student handbook is a supplement to the Hill College Catalog (<https://www.hillcollege.edu/Student/Catalog/Index.html#>) and the Hill College Student Handbook (<https://www.hillcollege.edu/CampusLife/index.html>). For general information relating to the college and student information, please refer to the catalog and student handbook. The specific program rules and policies identified in this handbook must be followed to remain in good standing within the program. Should you have questions or need clarification regarding any content, please feel free to discuss it with your instructor, program director, program coordinator, or with the Dean of Instruction. After reading through the program student handbook, you will be asked to sign a statement (last page of the handbook) acknowledging that you understand its contents.

MISSION

Hill College Cosmetology strives to continue outstanding education with updated teaching methods, one on one instruction, state of the art facilities and continued success in the future.

PHILOSOPHY

The faculty of the Salon and Spa Program is committed to the philosophy, mission and core values of Hill College. In keeping with this philosophy, the faculty is dedicated to the preparation of students to qualify as valuable members to serve the public in salon and spa.

We believe that the faculty has the responsibility to plan, implement and evaluate the teaching-learning process and to provide those experiences to ensure safe practice. The individual student accepts the responsibility for learning as the faculty serves only as facilitators in the learning process.

ACADEMIC INFORMATION

ATTENDANCE AND PARTICIPATION POLICIES

The faculty believes that experiences in the classroom and laboratory cannot be adequately duplicated if a student is absent excessively. In addition, the program is designed to teach good work habits, such as attendance. Regular attendance is mandatory in order to qualify to test for State Licensing Examination. Passing both portions of this exam allows one to become a licensed professional.

Any absences in the Fall, Spring and Summer Semesters exceeding three days (24 hours/12 hours) is considered excessive and will place a student on departmental probation for the remainder of the semester. Students will receive a written warning for excessive absences.

Students are required to complete 85% of each course to earn a passing grade. If absences should exceed 15% of course hours (part-time or full-time), the student will be requested to withdraw from the course for excessive absences. Students may receive a class grade of or “F”. If students are not in attendance for (10 days), all supplies left at Hill College become the property of Hill College. Students are responsible for contacting the program director and making arrangements to pick up their personal supplies within the 10 day period. Students should note that all absences will affect grades given on project sheets which could potentially lead to failure of course(s).

Students are responsible for making up any work missed due to absences. Arrangements must be made with the instructor for make-up work. A missed test is to be taken on the next test date! Workbook or other assignments are to be turned in the first day back to class. Tests and other work not completed or submitted the first day back will result in a “0” grade.

A student who is absent from classes for the observance of a religious holy day will be allowed to make up all work provided that proper advance notification is given to the instructor.

A student who is called to active military service will be allowed to make up all work provided the student follows the proper advance notification procedure. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

Hill College shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student’s physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began.

REPORTING ILLNESS OR ABSENCE

1. ABSENCE/ILLNESS

- a. Regular attendance is expected. Failure to attend regularly may result in a student being requested to withdraw from the course/program resulting in a “W” or an “F” in the course(s). Incompletes (I) will be issued in this program for extreme circumstances with documentation.
- b. Leave of absence for an extended period is not given in this program. Withdrawal is required.
- c. It is the responsibility of the student to notify an instructor when illness or absence occurs.
- d. A Health Care Provider’s note must be submitted for dates missed due to illness in order for the time missed not to be considered for withdrawal. (However, if you miss 15% or more of a course, you may be considered to drop a course)
- e. A student missing class for a school sponsored event must provide documentation from the activity sponsor listing the event date, event time, and contact information for the sponsor or designated school official. (Absences still fall under the 15% rule)

2. STUDENT HEALTH SERVICES

- a. Each student is responsible for his/her own medical care throughout the program year.

b. If the student needs to make an appointment with his/her private physician, the student should try to schedule the time so that it does not conflict with the program schedule or class time. You must provide documentation from a doctor to return to school if you have been absent due to an illness. **TDLR Law states: Section 1602.406. Infectious and Contagious Diseases**

(a) A person holding an operator license, instructor license, or specialty certificate may not perform any practice of cosmetology if the person knows the person is suffering from an infectious or contagious disease for which the person is not entitled to protection under the federal Americans with Disabilities Act of 1990 (42 U.S.C. Section 12101 et seq.).

COURSE WITHDRAWALS

1. Hill College reserves the right to request at any time the withdrawal or dismissal of any Cosmetology student whose health, conduct, excessive absences, personal qualities, and/or scholastic records indicate that it would make it inadvisable for the student to continue with the program.

2. If there is voluntary withdrawal from the program, he or she should withdrawal prior to the withdrawal deadline by submitting a request form from Student Information Services.

Withdrawal deadlines are published in the Hill College Academic Calendar

(<http://www.hillcollege.edu/events/index.html>). It is the student's responsibility to follow withdrawal procedures.

3. Withdrawal courses appear on the student's record with a grade of "W". Until a student has officially withdrawn, the student remains on the class roster and will receive a grade of "F" for the course(s).

Students are responsible for understanding the impact of withdrawing from a course which may impact their financial aid, veteran's' benefits, GI bill, international student status, and academic standing. Per state law, first time students enrolling after the fall 2007 semester at any Texas College or University may not withdraw (receive a "W") for more than six (6) courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without penalty. A fee of \$220 will be assessed if a course is repeated more than twice.

STUDENT PROGRAM DISMISSALS

1. It will be the discretion of the program Coordinator, Director, and/or Dean of Health Sciences to recommend dismissal of a student who has shown evidence of unsatisfactory practical performance, failure to follow the code of student conduct while in the classroom or lab area, receipt of multiple written disciplinary forms, excessive absences, or flagrant violations of college or program policies.

2. If the student has an unresolved problem with his/her dismissal, then he/she may proceed with the academic grievance procedures. The guidelines for grievance procedures are outlined in the Hill College Student Handbook (<https://www.hillcollege.edu/CampusLife/index.html>).

STUDENT ON DEPARTMENTAL PROBATION

If it is apparent that a student is having difficulty with theory, practical application, code of student conduct, or excessive absences, the student will receive advisement in order that there will be an improvement and subsequent retention in the program. Upon three (3) advisements/disciplinary/probationary conferences, students will be required to visit with the Program Coordinator and/or the Dean of Health Sciences. If there is still a deficiency, the student will be requested to withdraw from the program.

STUDENT CONFERENCE/EVALUATION

Student conferences/evaluation will be held for probationary students during the program. There will be a complete set of records and data kept on each student. It is at this time that the student will be informed of his/her weak and strong points. All conferences/evaluations require signatures from both instructor and student.

You may be contacted by Hill College officials via the Early Alert Retention system to ensure your success in the program.

SUPPORT SERVICES FOR TECHNICAL STUDENTS

The Carl Perkins Vocational Education program is also sponsored by Hill College. The goal of the program is to encourage success through vocational/technical training, career guidance, and support in order to facilitate placement into the workforce. The program targets the following special populations: economically disadvantaged, educationally disadvantaged, limited English proficiency, persons with disabilities, individuals in non-traditional fields, single parents, single pregnant women, and displaced homemakers. Students should apply for such services online when possible.

SERVICES FOR STUDENTS WITH DISABILITIES

Hill College is committed to maintaining an accessible campus community and providing reasonable accommodations to qualified students, faculty, staff and visitors. Section 504 of the Rehabilitation Act of 1973 (117 kB) and the Americans with Disabilities Act (ADA) of 1990 (117 kB) prohibit discrimination in the recruitment, admission, and treatment of students with disabilities. Students with qualified and documented disabilities may request accommodations, which will enable them to participate in and benefit from educational programs and activities. Students must provide appropriate documentation of the disability, complete an Accommodation Request Form for special accommodation/modification, and schedule and participate in an interview with a Hill College academic advisor or success coordinator. For additional information, students should go to the Academic Advising and Success Center or visit the website at <https://www.hillcollege.edu/Student/Advising/Index.html>.

CARL D. PERKINS GRANT FUNDING

The Academic Advising and Success Center staff provide information about services, workshops, accommodations and other opportunities for assistance with student success for Career and Technical Education (CTE) students. A Career and Technical Education Success Coordinator works district wide to assist students with admission, registration, degree planning and graduation requirements. Perkins funds are used to provide tutoring services for CTE students through the Academic Advising and Success Centers. Additionally, Perkins funds are used to assist students with childcare and transportation needs for those who qualify as a way to assist in retention and increase attendance. For more information, contact the Academic Advising and Success Center or visit the website at <https://www.hillcollege.edu/Student/Advising/PerkinsGrant/Perkins.html>.

NONDISCRIMINATION

Hill College is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Reports of discrimination, may be directed to the Title IX Coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX:

Ms. Jamie Jaska, Director of Human Resources
112 Lamar Drive
Hillsboro, TX 76645
jjaska@hillcollege.edu
254-659-7731

U.S. Department of Education

Office for Civil Rights
1999 Bryan Street, Suite 1620
Dallas, Texas 75201-6810
Telephone: 214-661-9600
FAX: 214-661-9587; TDD: 800-877-8339
Email: OCR.Dallas@ed.gov

SACS ACCREDITATION

Hill College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hill College.

SCHEDULE CHANGES

Students who have registered for the semester may choose to add or drop classes during the semester.

Please refer to the Hill College Academic Calendar (<http://www.hillcollege.edu/events/index.html>).

Adding or dropping courses may affect financial aid, veterans' benefits, international student's status, or academic standing. Students are advised to contact the Academic Advising and Success Center for assistance before making changes to your schedule. For further information on schedule changes, adds/drops/withdrawals refer to the student handbook or inquire within Student Information Services.

ACADEMIC ADVISING AND SUCCESS CENTERS

The Hill College Academic Advising and Success Centers provide an inviting atmosphere that exhibits the highest ethical and professional standards while helping students to realize and achieve their educational and career goals. The Academic Advising and Success Center staff works to assist students with academic and personal success and transition. Advisors provide information on policies and degree requirements, assist in major selection based on personal and professional goals, help with course placement, institute academic plans and track progress towards graduation. For more information, visit the website at <https://www.hillcollege.edu/Student/Advising/Index.html>.

STUDENT INFORMATION SERVICES

Student Information Services is committed to aligning resources for the purpose of enhancing the quality and diversity of the student body, student learning experiences, student satisfaction, and as a byproduct to improve student retention and graduation rates of our undergraduate enrollment. The purpose of financial aid at Hill College is to provide financial assistance to any

student who might be denied a college education because of insufficient funds (*based on documented need*). In addition to need-based assistance, Hill College offers a number of scholarships designed to recognize a student's academic, career and technical ability. These scholarships are awarded on the basis of ability and participation in specific activities. Information and applications are available in Student Information Services Office.

LIBRARY

Hill College libraries offer a large selection of books, print materials, audiovisuals, electronic resources, and computer software available to students. Reference librarians are available at each campus or via e-mail or phone to assist students in finding resources and information. Library resource information and contact information is online at: <http://www.hillcollege.edu/campuslife/Library/index.html> . For information about checking out material from the library contact the librarian.

TESTING CENTERS

The Hill College Testing Center maintains the highest compliance with nationally recognized professional testing standards and practices while bridging the testing gap between instructors and students. Testing Centers are located at the Hill and Johnson County Campuses. Tests offered include the TSI Assessment, College Level Entrance Exam (CLEP), GED, THEA ibt (internet based testing), HESI A2 with CT, Correspondence Proctoring Services, Person Vue and more. For more information, contact the Testing Center at (254)659-7816 Hill County Campus or (817)760-5815 Johnson County Campus or via email at testing@hillcollege.edu.

TEXTBOOK AND SUPPLIES

Required textbooks may change without notice. Contact the Hill College bookstore for a current list of required materials prior to purchasing any book. Additional supply information may be found on the program website (<https://www.hillcollege.edu/academics/Business-Industry/Cosmetology/CosmoHome.html>).

PARKING

A student who plans to operate a vehicle on campus must register the vehicle and obtain a Hill College parking sticker. Parking stickers are available in the Office of Student Life on the Hill County Campus or from Student Services at the Johnson County Campus and Burleson Center. There are designated parking areas for student and visitors. Violations of the college traffic and vehicle regulations are subject to citation and the vehicle may be towed at the owner's expense.

GRADUATION/COMMENCEMENT

Each student who has completed the certificate requirements/hours will be allowed to participate in graduation. Commencement exercises are held in May of each year. Students should work with their advisor to complete the graduation application and for application deadline information. Students not meeting requirements will not be recommended for graduation by the faculty advisor. All students must receive a grade of at least a "D" to be considered for Graduation.

GRADE CHANGE POLICIES/PROCEDURES

Hill College Cosmetology faculty follows the college's policies on grade changes.

ALLEGED DISCRIMINATION OR HARRASSMENT GRIEVANCES

Reports may be directed to the Title IX Coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX:

Ms. Jamie Jaska, Director of Human Resources
112 Lamar Drive
Hillsboro, TX 76645
jjaska@hillcollege.edu
254-659-7731

U.S. Department of Education

Office for Civil Rights
1999 Bryan Street, Suite 1620
Dallas, Texas 75201-6810
Telephone: 214-661-9600
FAX: 214-661-9587; TDD: 800-877-8339
Email: OCR.Dallas@ed.gov

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The Health and Community Services division follows the college's policies for student complaints.

Information can be located in the Hill College Student Handbook or at:

<http://www.hillcollege.edu>.

The purpose of student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices, as well as, discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. *This procedure does not apply to student disputes about course grade which are resolved under the supervision of the appropriate instructors and instructional administrators.* The program will not retaliate against the student as a result of filing a complaint. **Students enrolled in the Cosmetology Program should first contact their instructor with their concerns. If the instructor is unavailable the student should contact the Cosmetology Program Coordinator/Director with their concerns. If the grievance cannot be settled to the student's satisfaction after talking to the instructor, coordinator, or Cosmetology Program Coordinator/Director, then the formal grievance procedures set forth by the College's policies will be followed.*

SPECIFIC RULES AND REGULATIONS

1. Students will be neatly groomed and must wear the required uniform. Scrubs that do not look professional will be subject to disciplinary action.
 - Fresh laundered unmodified plain black scrubs (must be clean, wrinkle-free, unbleached and replaced when visibly soiled) and the approved CHI Partner School t-shirt
 - Closed toe shoes (athletic shoes with rubber soles are preferred).
2. Clean-up duties are assigned on a rotation basis and must be maintained throughout the day and before leaving the lab for the day. Students not completing clean-up duties will obtain a

written warning either on the day of non-completion or the following morning, and student will not be allowed to clock in until said duty is completed. Students may be sent home for the day if they do not comply.

3. An instructor must check all work. All projects are performed under supervision of an instructor and evaluated for a grade in order to monitor student's progress. Students caught forging instructors signatures will receive an "F". This is cheating!

4. Students will be expected to do assigned practical work on patrons. Refusal will result in the student being clocked out for an entire 8 hour day. If a student is responsible for patrons and wants to clock out early, he/she will be required to provide documentation for their early leave request or will be subject to the 8 hour day clock out requirement the following day.

5. Students are expected to be friendly and polite when servicing the patrons; absolutely no arguing in front of patrons. This could result in a (3) three day suspension. Any patron disputes are to be handled by an instructor.

6. Socialization is not permitted between students while servicing patrons: friends and relatives are not permitted to visit during class time.

7. The receptionist on duty will be responsible for the appearance of the desk, reception area, and greeting the patrons. If receptionist assigns a student a patron then student will do the client or go home.

8. There will be no smoking or eating in the lab or the classrooms. TDLR regulations dictate this. Students may have 1 beverage per station. Beverages must be in closed containers. All students are required to smoke in designated areas only. Any student violating the smoking policy will be given a written warning and possible suspension for up to three days.

9. Students are expected to keep workstations sanitized, clean, attractive, and free of clutter.

- Sweep hair after haircuts, before advancing to the next procedure and empty dustpan.
- Follow sanitation rules and regulations set by TDLR, sanitizing before and after each client.
- All implements in proper containers.

Failure to comply with the above can result in a (1) one to (3) three day suspension.

10. Handle equipment and tools with respect and safety. Mishandling, breaking, or destruction of equipment or school property will result in the students being clocked out for the remainder of the day. Hill College Student Handbook states on page 29:

- **Theft:** It is illegal for students to be in possession of any property that is not their own. This includes, but is not limited to, road signs, property of the college or a member of the college community, or property of any campus visitor. Violators will be held accountable for their actions. If a theft is detected, contact campus safety and the local authorities as soon as possible.

Sanitize before and after each client.

If at any time a student notices that equipment is damaged or in need of repair, advise an instructor immediately.

11. Students are prohibited from removing the patron's jewelry.
12. Students not busy with a patron or in lecture will be expected to work on requirements or assignments. Students who are not engaged in cosmetology at all times must clock out, for the remainder of the day (no riding the clock). This a TDLR rule.
13. During scheduled laboratory time services on patrons will be first priority.
14. Students are not to use the office or receptionist telephones. The receptionist will take a name and phone number, and the student should return the phone call on the student's own time (i.e., breaks or after class).
15. Electronic Devices – Cell phones/pagers/electronic devices should be on silent at all times. All cell phones must be turned off during theory unless TDLR Curriculum is being followed, while using. Students may not use cell phones/MP3's/iPods/Computers or any other electronic device during class times unless invited to use per instructor discretion. TDLR curriculum must be followed at all times, which includes cosmetology appropriate materials on electronic devices only
18. Tardiness – Program hours officially begin at 8:15 a.m. for morning session and 1:15 p.m. for afternoon session during the fall and spring semesters. Students not clocked in by 8:15 a.m. or 1:15 p.m. will not be allowed to clock in for that day unless proper documentation is submitted for consideration. **NOTE:** Doors will be locked, once students are considered tardy and will not be opened again, until after class or the beginning of the next break period.
19. Conduct – Considerate conduct is expected in order to maintain an environment conducive to learning. Students are required to follow the Hill College Code of Student Conduct, which is found in the Student Handbook. Profanity, complaining, gossiping, undermining or arguing with an instructor or student will not be tolerated. The student will meet with the instructor to discuss the situation and/or resolve the difference. A written warning will be given to the student. If the student's misconduct warrants, the student will be required to clock out for 1 to 3 days. Please be aware that social media sites (such as Facebook, Instagram, and Twitter) are not private. You should exercise caution when posting comments online.
20. Each student is responsible for clocking in and out each day. Any student allowing another to clock in or out for him/her, along with the student clocking in or out for someone else will be dismissed from the program. The time clock is the official record of hours required by the Texas Department of Licensing and Regulations. No student may leave the facility for any reason without clocking out.
21. Lockers are provided for each student's use. It is the student's responsibility to bring a lock and extra key for the student file (or provide combination #). Lockers are to be cleaned out at the

end of each semester. Items left in lockers at the end of the semester will become the property of Hill College. Should an emergency arrive, locks may be cut from lockers.

22. Students are responsible for their own equipment and supplies. Using another student's kit and/or supplies without permission is prohibited. Students who do so will receive a written warning. Hill College is not responsible for lost or stolen equipment. Students should keep all personal items in locker, away from station. This includes book-bags, purses, make-up, etc. All supplies on the salon/lab floor must be in sanitary condition per TDLR. Personal makeup should be placed in student locker.

23. Breaks - Breaks will be permitted twice a day, one 15-minute break in the morning and one 15-minute break in the afternoon. Students who leave the department without permission, except for break times, will be required to clock out for the remainder of the day. Please complete clients on time to avoid running into lunch time or staying after 5PM.

24. Clocking Out Other Than Breaks - Students may leave the department for reasons other than appointed Break Times, with instructor's permission and return. Reasons such as doctor's appointments, jury duty, leaving to buy products, funerals and school activities and function are examples of what are acceptable reasons to leave and the student be allowed to clock back in. Upon returning, the student must provide the instructor with appropriate documentation or receipt of purchase, before clocking back in. If the student does not provide one of these to the instructor, they will not be allowed to clock back in for that day. Students clocking back in, without providing appropriate documentation or receipt of purchase are subject to disciplinary action.

25. Lunch – Each student is required to clock out for a lunch break. Students who fail to clock out for lunch will be clocked out for the remainder of the day.

26. Parking:

- Parking stickers should be obtained during the registration/enrollment process or from the Student Services Office. Parking stickers should be visible at all times. Students should park in the appropriate areas for Salon and Spa students at each campus/center.
- Students should not be in the parking lot or in their vehicles during class/lab times without permission. Students, who are in the parking lot or in their vehicles, except during break or lunch times, will be clocked out for the remainder of the day.

27. Written Warnings – If an offense occurs, a student will receive a Written Warning. After one written warning for an offense, if that offense occurs again, the student will be subject to a disciplinary clock out for that offense.

28. Disciplinary Clock Out - Students who are required to clock out for a period of time due to disciplinary reasons will not be allowed to attend any courses the student is enrolled in through the department.

29. Student Handbook – Students enrolled in Hill College Salon and Spa Technology programs are responsible for reading and abiding by the Hill College Student Handbook.

<https://www.hillcollege.edu/academics/Business-Industry/Cosmetology/CosmoHome.html>

30. Scholastic Dishonesty – Scholastic integrity is an essential component of professional behavior in Salon and Spa Technology programs. Scholastic dishonesty shall constitute a violation of the “Code of Student Conduct”, and is punishable by the instructor, director, coordinator, and Deans of the instructional programs and/or the Division of Student Services.

31. Substance Abuse – Hill College expects a high standard of conduct from its students. Students are expected to comply with Federal, State, and Local law, respect proper constitutional authority and obey College District policies rules and regulations. The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of the College District and agrees to abide by them.

The Hill College Student Handbook page 27 states:

Alcohol NO ALCOHOL OR ALCOHOL PARAPHERNALIA is allowed on campuses or centers of Hill College as students are prohibited from using or being under the influence of intoxicating beverages on College District premises or off premises at a College District-sponsored activity. Students and their guests are required to comply with state and local statutes as well as college policy concerning use, possession, control, manufacture, transmission, sale, distribution and consumption of intoxicating beverages. Public intoxication by students and their guests that disrupt others will not be tolerated. This behavior will be confronted by Hill College staff and students may be found responsible for violating college policies, rules and regulations, including but not limited to completing Alcohol 101. Paraphernalia consists of bottles, cans and boxes (packaging for containers). Paraphernalia will be confiscated and thrown away.

Drugs Students are required to comply with state and local statutes and laws as well as college policy, rules and regulations concerning use, possession, control, manufacturing, transmission, distribution sale and/or being under the influence of illegal drugs, prescription drugs, or illegal distribution of legal drugs, whether it be on person, in college buildings, at a college sponsored activity or in a registered student vehicle. Individuals will be subject to immediate disciplinary action according to the student code of conduct. This includes the use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance. Paraphernalia including, but not limited to, bongs, hookah pipes, clips, residue, seeds and stems, bowls, a smoke filled residence hall room, or any other items used in the preparation or consumption of illegal drugs, are not permitted on the Hill College campus/center and will be confiscated and submitted as evidence with the proper law enforcement agencies.

32. **TDLR:** Students will follow all guidelines set by TDLR. All students are required to have a current TDLR Rules and Regulations book at all times. No hours can be accrued until the \$25 credit card/debit card is submitted, permit is on file and, all documents are filed with TDLR.

33. Please remember the chain of command and the order must be followed, at all times and for every situation.

1. Your instructor
2. Your Director
3. Program Coordinator- Christopher Andry 817-760-5943 candry@hillcollege.edu
4. Dean of Health Sciences- Lori Moseley 254-659-7921 lmoseley@hillcollege.edu
5. Vice President of Instruction-Office 254-659-7821

STUDENT ACKNOWLEDGEMENT

2019-2020

The College student is considered a responsible adult. The conduct of students on the premises of Hill College must not interfere with the orderly processes and governance of the College. The student's enrollment in the College District indicates acceptance of those standards of conduct. I have read the Hill College Salon and Spa Program Student Handbook and I understand that it is my responsibility to be knowledgeable of and to comply with the contents and provisions of Hill College Policy, rules and regulations stated within and to comply with the Texas Department of Licensing and Regulations policies, rules and requirements.

I am aware that it is my responsibility to read the Hill College Catalog and the Hill College Student Handbook and to abide by all policies, procedures, rules and regulations set forth in those documents.

STUDENT SIGNATURE

DATE

SEMESTER & YEAR

Disciplinary Acknowledgement Form

2018-2019

As prescribed by the Texas Department of Licensing and Regulations (TDLR), a student may be clocked out and sent home if an instructor deems it necessary, for any form of misconduct and/or failure to follow the policies, rules and requirements set forth by TDLR, Hill College and/or the Salon and Spa Department. **Reason for Clock Out:**

- _____ Not completing clean-up duties (Rule #2)
- _____ Failure to do an assignment (Rule #3, #4)
- _____ Refusal of a patron (Rule #5)
- _____ Destroying Equipment or School Property (Rule #10)
- _____ Electronic Devices (Rule #15)
- _____ Arguing/Disrespecting an Instructor (Rule #19)
- _____ Profanity (Rule #19)
- _____ Clocking another student in or out for **any** reason (Rule #20)
- _____ Being outside the Building except for Break Time without permission (Rule #23, #24)
- _____ Being caught in the Parking Lot or in a Vehicle without permission (Rule #26)
- _____ Other _____

Disciplinary Action Taken

_____ **Warning Only with No Clock Out**

_____ **Disciplinary Clock Out**

Your signature acknowledges this discussion. It does not indicate agreement or disagreement with this disciplinary action._____.

SIGNATURE OF STUDENT

DATE

SIGNATURE OF INSTRUCTOR

DATE
