

SONORA HIGH COSMETOLOGY PROGRAM GUIDELINES AND POLICIES

It is important that you understand the Sonora High Cosmetology Program attendance, work rules and legal requirements. They are to help prepare you for the working world and for success as a member of the business community.

Attendance: You are required to attend class on a regular daily basis for the hours required by the program. Regular attendance supports your ability to serve clients, run a business and be a responsible professional.

Absences: You are expected to attend all class sessions. You are not to exceed ten absences for the spring semester and ten absences for the fall semester. *Absence Notification:* You must notify the instructors of your absence prior to or by 7:00 a.m. Failure to notify us will result in a discipline sanction.

Adult students, you are not to exceed ten absences for the fall semester; fall semester is from the first day of school in August until winter break in December. You are not to exceed ten absences for the spring semester; spring semester is from January until Sonora High graduation. During summer session you are allowed four absences; which is the last three weeks of June. These absences are allowed for illness and personal business. If you exceed these absences, you will be dropped from the program.

High School Students, fall under the attendance policy of Sonora Union High School. Grades will be reflective of tests, homework, attendance and daily point sheets. Students who fail to participate in regular class sessions (attendance) will receive no credits for the class and a failing grade.

When your presence is required in a Court of Law, the absence is not counted against your attendance. You must provide documentation from the court.

Late: A late is any clock-in after 7:00 a.m. or a late return from lunch. When you choose to leave class before the class session is over it is **two** lates. Five lates equal one absence. Being on time is a key component to a successful career.

Voluntary or Mandatory Withdrawal: Whether you drop from the program by personal choice or are dropped by administration, you must sit out the remainder of the present quarter, plus an additional quarter. All re-entry requests will be considered on an individual basis. Factors for re-entry include prior academic success, completion of assigned work, attendance, professionalism, and work ethic. Please submit written requests for re-entry to Carol Travis, CTE Career Technician. When you return to school, you must sign a re-entry contract. There will be a re-entry fee of \$200.00.

Adult Semester Fees: These fees are due from adult students at the start of each semester. The fee is \$25.00. They are due in January, June, and August. These fees are due by the 10th of the month and can result in suspension from the program until the account is paid in full.

Daily Time Sheets: Keeping track of your daily time sheet and attendance records is mandatory as prescribed by State Law. They must be kept accurately and completed daily. No time sheets or client records are to be taken from the school at any time. Under no circumstances may a student clock in or out for another student as per State Law. Violation of these rules will result in a discipline sanction.

Time Clock Procedure:

1. Clock in on your personal ticket and clock in sheet every morning when you arrive.
2. You may not sign yourself in if you forget to clock in.
3. If you forget to clock in or out for lunch on a seven or eight hour day, you will be signed in by an instructor. You will be docked additional time for negligence.
4. Saturdays you receive two 10 minute breaks and a ½ hour lunch.

Theory Class and Grades:

You must be ready for classroom activities promptly at 7:00 a.m. Theory days are Tuesday, Thursday and Saturday in morning; during the school year schedule and every day during the full time schedule. Homework assignments will be assigned with a due date by the theory teacher.

Practical work, theory grades and attendance, as well as attitude, work ethic and personal appearance are all considered when grades are issued. If a student is absent on the day of a written test, the student is allowed to make up the test the following Wednesday. If homework for that chapter was not turned in on time, it will drop the student's test grade one full letter grade. All theory and practical work must be caught up before any State Board paper work for pre-application may be sent in.

Personal Belongings: Each student will be assigned a locker. Lunch, purses, books, clothing, etc. are to be placed in the locker before theory in the morning. Any tools, supplies or books that are lost or misplaced will be the responsibility of the student to replace. All personal belongings should be marked for safe keeping. Money should be kept on your person or in your car. Large sums of money, expensive electronic devices or jewelry should not be kept in the building or your locker.

Personal Appearance: Students must wear a school uniform. Uniforms must be professional and kept clean, neat, ironed and in good repair. If a sweater or jacket is needed during the day it should be a school logo sweatshirt or *all* black . You must come to class well groomed. Hair must be styled. This is a working environment and we are preparing you for your future career. If you do not comply with the uniform code then you will be asked to leave and return when you are in compliance. Time missed will be considered unexcused.

Practical Work: Please observe the following guidelines for the program:

1. Each student must wear a name tag. If you lose it you must replace it. The cost is \$10.00.
2. Borrowing is an undesirable work habit. Restrict it to an emergency basis.
3. Each student is responsible for the completion of each operation and for having the daily grade sheet signed. Please do your tickets and grade sheets carefully as they are legal documents of the work required by State Board.
4. All disinfection procedures in practical work must be observed at all times.
5. There is no food or drink allowed at your work station.
6. Students do not teach each other. Consult an instructor for proper instruction.
7. If a client becomes difficult or abusive call an instructor immediately.
8. If you do not have a client, you must work on a mannequin.
9. If you accidentally soil a client's clothes or injure yourself or client, notify an instructor immediately.
10. Never make critical remarks about a client's style, color, or appearance unless it is complimentary.
11. Stylists who gossip or who are negative about other people, lose clients.
12. Do not criticize another student's work to anyone. We are all learning.

Professional Ethics: Please observe the following ethical guidelines.

1. Students shall conduct themselves as professionals at all times. To be treated as a professional in the business world, you must act professional.
2. No business establishment condones boy friends, girl friends, husband, wives or parents hanging around in a salon for employees. They must wait outside for you to end your day and if they arrive unexpectedly, the desk person may notify you that someone is waiting.
3. Conversation must be kept to the needs of the client and the client themselves. Do not discuss love life, politics or religion on the workroom floor.
4. No foul language. If you do not comply, it will result in a discipline sanction.
5. There is no place for children to be watched or taken care of during our school hours. Please make the proper arrangements for child care.

Pre-Application: This can be achieved at 1,200 hours. You must notify instructors of intent to apply at 1100 hours. This is a privilege. It ensures that you go to State Board within two to three weeks after you are completed with your 1,600 hours. Senior status is

a requirement for pre-application. You must have excellent attendance and all practical work, homework, and tests must be complete.

Electronics: There are no cell phones, iPods etc. to be used or on your person during class time. If you are found violating this rule the device will be taken and stored in the office and given a disciplinary sanction. If you are caught three times or more you will be suspended for one day (unexcused). This is a people profession and you need to be concentrating on your client and your work. This is in keeping with the Sonora Union High School District regulations.

Smoking: There is absolutely no smoking on school district property. Just a reminder, that many people are allergic to cigarette smoke. Stylists that smell like tobacco lose clients. Always remember that your personal choices can impact your future income.

Parking: Parking is available along Shaw's Flat Rd. in designated parking spots only. The parking enforcement will ticket you. You may not park in the school parking lot. This is reserved for clients and instructors. Students that have acquired their "Senior" status may park in the parking lot on non-client days.

Reasons for Expulsion: If you are caught stealing from the school or fellow students. If you fraudulently clock-in for another student on your ticket. Threatening behavior towards other students or instructors.

Transfer Students: If you are transferring from another California institution, you must submit a written request, Proof of Training from State Board and your last ticket from the previous California school. You are required to have or purchase current textbook used by Sonora High Cosmetology, a school approved kit and pay the current transfer fee. A meeting must be scheduled with instructors. Admittance of transfer students will be approved on an individual basis.

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