



**HANDBOOK
of
INFORMATION
for
COSMETOLOGY
TRAINEES**



SADDLEBACK COLLEGE
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HANDBOOK OF INFORMATION FOR COSMETOLOGY TRAINEES

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INTRODUCTION

The Cosmetology Program is provided for you by South Orange County Community College District under a contract with Lake Forest Beauty College, Laguna Hills. The Cosmetology Program has been operating successfully since 1978, and the District feels that students receive excellent training, in a working atmosphere, that prepares them for the State Board of Cosmetology examination. The beauty college has rules and regulations in order to adequately cover all situations that arise in this unique atmosphere. You are enrolled in this program because you want to be trained for a job; therefore, the college considers you in much the same way your future employer will. Just as no employer can run his or her business with absent or late employees, great importance is placed on regular attendance. This is a joint rule of Saddleback College and the beauty college you are attending. You only benefit from your classes by regular and punctual attendance and conscientious study. The rules regarding absences are outlined in this booklet.

It is difficult to hold personal orientation sessions because of the constant flow of students into and graduating from the program; therefore most of the orientation material is covered in this handbook. Keep it with you for reference while you are enrolled in the Cosmetology Program.

The beauty school that we contract with usually starts new classes the first Tuesday of every other month, and they request the applicant to pre-enroll at the school at least one week prior to start date.

THE PROGRAM

The only way to obtain your State of California Cosmetology License is to prepare for it by studying the theory of cosmetology and by putting this theory into practice. With this in mind, Saddleback College students are required to complete the 1,600-hour course, as outlined in the Saddleback College Catalog, which consists of Cosmetology 400A, 400B, 400C, and 400D.

Following successful completion of the above courses, a student will be required to pass the Cosmetology examination given by the State Board. He/she will then be issued a license.

All students must have a cosmetology kit and required textbook. Students are required to purchase their kit from the beauty college they are attending. No student may make his or her own kit, due to insurance regulations. Your college will give you information regarding the cost of the kit and what it contains.

ATTENDANCE POLICY

- Students must attend forty (40) hours per week, unless otherwise noted. Part-time classes are offered at night. Check with your school for hours.
- The weekly contract hours should be adhered to and time sheets completed daily. (See section on Time Cards.)
- You are required to attend class on Saturday. Because of the nature of this program, and the job for which you are training, Saturday is a very important day in the field of cosmetology. One cannot operate a beauty college successfully without taking Saturday as a serious day of work and study. If you “skip” a Saturday class, this will be considered an Unexcused Absence (unless the absence is for personal illness or family emergency, as outlined in the Absence Policy in this booklet).

ABSENCE POLICY

- Absences must be reported by phone to the beauty college you are attending prior to 8:30 a.m. on the day you will not be in.
- A student absent for two (2) consecutive scheduled days without explanation and notification to the school may be terminated. If you “skip” classes you are not complying with the State of California requirements, and you are depriving another student of the opportunity to enter the program.
- If notification is given for justifiable reasons of absence (sickness, accident, emergency situations, etc.) the student may continue to be enrolled for a period not to exceed ten (10) consecutive days of absence. Should the extenuating circumstances go beyond this period, the student may be terminated. Students may be re-enrolled at a later time once the problem which created the absence has been resolved.
- If your absence is due to illness, and you are unable to attend class for three days or more, it may be necessary to obtain a doctor’s statement which should be presented to the beauty college on the day you return.
- Any student who has been dropped from a class must re-enroll in the regular manner, and a new enrollment fee must be paid at the time of re-registration if a refund was issued.
- A student who wishes to withdraw from the program must personally contact the Advanced Technology and Applied Science Division at Saddleback College (949-582-4541) and the beauty college in which they are enrolled. Students are not to assume that instructors will automatically drop them for non-attendance.
- A vacation request form must be completed at least one month before you plan to go on a vacation.

TIME CLOCK PROCEDURES

- Students must use the time clock at all times.
- The beauty college will inform you of class times. Tardiness will not be permitted.
- Students clocking time cards other than their own are subject to IMMEDIATE EXPULSION. Instructors are not permitted to clock in or out for students.
- After clocking in, report to the front desk and see that your name is circled.
- Students are not allowed to leave the building unless they are checked out on their time cards. Before leaving the premises, the student must notify his/her instructor and the desk receptionist indicating approximate time of return.
- Students are to record on the State Board time card, in the area provided, all assignments for the day. ERRORS WILL RESULT IN LOSS OF HOURS.
- The daily time card and carry-over card must be checked by the instructor at the same time.
- Students' time cards will not be accepted by the State Board without the complete signature (first and last name) of both student and instructor.
- Student and instructor must sign card after each demo or operation.
- TIME CARDS ARE TO REMAIN IN SCHOOL (in the rack provided) AT ALL TIMES.

EVALUATIONS AND GRADING

- The instructors and management at the beauty college will evaluate the progress and attitude of every student to ascertain progress and preparedness for the State Cosmetology License examination. Your license is mandatory before you can become employed in the State of California as a cosmetologist.
- Grades will be turned in to Saddleback College and will appear on your report card, which is available to you in the Office of Admissions and Records or online approximately four weeks after the semester ends.
- If your progress does not appear to be satisfactory (either in theory, practice, attendance, or attitude), you may be given a grade of “F.” This will mean that you will not be permitted to enroll in the next class, but will be dropped from the program.
- When you have successfully completed each block of 400 hours of training, you will be transferred to the next level class. No tuition fee will be charged at that time. However, you must re-register for cosmetology every semester. At the time you register, a tuition fee will be charged through Saddleback College.

DRESS CODE

- Personal cleanliness is very important, and Section 974 of the State Rules and Regulations for Cosmetology stipulates that: “The person and uniform or attire worn by an individual serving a patron shall at all times be neat and clean. Every person shall thoroughly wash his/her hands before serving each patron.”
- You are advised upon entering the beauty college that you must wear white, polishable-material shoes that are not open heel or toed. This is not a whim of the school, but is a rule set down by the State of California. Please be sure to comply with this by wearing proper footwear at all times.
- Clothing should be neat, clean and not restrict your movements. Women must wear a white skirt or pants and lab coat (smock) or dress—no colored clothing may be worn under a white uniform. Men’s pants must be white and lab coat must be white. Check with the individual schools for specific dress codes.
- Students are not permitted to wear a head covering of any kind or to attend patrons unless their hair is dry and combed.
- Students must wear the approved name tag in an obvious place at all times.
- No implements or time cards are to be placed in uniform pockets.
- White cardigan sweaters are allowed.
- Socks or hosiery must be worn by both male and female students. Socks must be white. Hosiery for female students may be white or flesh-toned. No patterned hosiery is allowed.

GENERAL POLICIES

- Where a student phone is provided, incoming calls for students will be limited to 5 minutes. There is no student phone at Lake Forest Beauty College.
- Students are not allowed to have visitors during school hours without prior approval. Visitors and friends are not allowed beyond the reception area.
- Students are not allowed to use the microphone—only the student assigned to the desk for the day.
- All appointments are to be booked through the reception desk. No appointments are to be made on the student phone.
- Courtesy must be shown to patrons, teachers, staff, and fellow students at all times.
- Any student refusing duty or assignment will be clocked out immediately for the balance of the day and must report to the supervisor before returning to school.
- Patron work slips must be priced only by a teacher or receptionist.
- Students must pay close attention to their patron service tickets specifying what he or she is having done. Students performing services to patrons who have not paid for that service will be clocked out for the remainder of the day and must pay for the service themselves.
- Freshman students are not allowed to perform services on senior students, and senior students are not allowed to perform services on freshman students.

GENERAL POLICIES (continued)

- Personal services will be allowed only on certain days established by each beauty college.
- Students are not allowed to sell any type of personal merchandise on the beauty school premises.
- Use of intoxicants, drugs, or narcotics is strictly forbidden. Any student under such influences will be terminated from the program.
- All students must have at their work station required State Board equipment and textbook during all attendance hours.
- Students are not to visit with a fellow student while he or she is performing services on a patron.
- Students are to refrain from loud talk and gossip. Profanity will not be tolerated.
- Students will keep their own work areas and chair clean and sanitary at all times.
- Every student will be assigned specific clean-up duties daily.
- Students must adhere to State Board Sanitary Rules and Regulations at ALL TIMES. See rules and regulations posted at each beauty college.
- The beauty college is not responsible for any personal items or possessions left in the school.

GENERAL POLICIES (continued)

- Theft of any kind will result in immediate termination from the program.
- The Saddleback College Advanced Technology and Applied Science Division office is to be notified of any change of name, address, or phone number.
- Any student discontinuing, transferring, or completing training is requested to inform the Saddleback College Advanced Technology and Applied Science Division office so that appropriate records may be completed.
- Smoking is not permitted in the school building.
- Use of the student lounge is for lunch periods and 15-minute relief periods only.
- Each student is expected to help keep the student lounge clean.
- Abuse of student lounge privileges will result in forfeiture of such privileges.
- State laws require that students wash their hands after using men's or women's rest rooms.
- Students must park only in the Student Parking area designated by the beauty college.

DISCIPLINARY ACTION OF EITHER SUSPENSION OR TERMINATION WILL RESULT IF ANY OF THE ABOVE REGULATIONS ARE NOT ADHERED TO.

RULES AND REGULATIONS FOR STUDENT BEHAVIOR

(South Orange County Community College District Board Policy AR-5401)

Students at Saddleback College are responsible for regulating their own conduct and for respecting the rights and privileges of others. Saddleback students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution and respect and obey all civil and criminal laws. Failure to show respect for the standards as set forth by Saddleback College is cause for disciplinary action.

Requirements for student conduct are set forth in the California Education Code, California Administrative Code Title 5, Policies of the Board of Trustees, in the Civil Code, and in the Penal Code.

This policy has been established to effectively and efficiently guide the approved educational programs, student activities and community services conducted by the South Orange County Community College District.

CODE OF CONDUCT

A student may be disciplined for one or more of the following causes related to college activity or attendance.

1. Theft of or willfully cutting, defacing or otherwise injuring in any way any property, real or personal, belonging to the college, a member of the college, or campus visitor.
2. Forgery, alteration or misuse of college documents, records or identification, or knowingly furnishing false information to the college.
3. Cheating or plagiarism in connection with an academic program at the college.
4. Physical or verbal abuse, or any threat of force or violence directed toward any member of the college or a campus visitor engaged in authorized activities.

5. Use, possession, distribution, or being under the influence of alcohol, narcotics, or other dangerous drugs on campus at any time, or off campus at any college-sponsored event.
6. Unauthorized entry into, unauthorized use of, or misuse of, college property.
7. Disorderly, lewd, indecent, obscene or offensive conduct on college-owned or controlled property or at a college-sponsored or supervised function.
8. Possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances while on the college campus or at a college-sponsored function without prior authorization of the College President or designee.
9. Failure to comply with directions of college officials acting in performance of their duties including, but not limited to, the provision of the Penal Code Sections 626.6 and 626.8.
10. Obstruction or disruption on or off campus of the college's education process, administrative process, or other college function.
11. Violation of any order of the College President, notice of which has been given prior to such violation and which order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the college newspaper, or by posting on an official bulletin board designated for this purpose.
12. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
13. Any other cause not listed above which is identified as good cause by Education Code Sections 76032 and 76033.
14. Attempting to do any of the causes for disciplinary action identified above.

DISCIPLINARY ACTION

The Vice President for Student Services will determine or recommend to the President which type of disciplinary action is appropriate. Some of the possible disciplinary actions are the following:

- A. **WARNING:** Verbal or written notice to the student that the continuation or repetition of specific conduct may be a cause for subsequent disciplinary action.
- B. **REPRIMAND:** Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college.
- C. **DISCIPLINARY PROBATION:** Status that may include the student's exclusion from participating in privileged or extracurricular activities for a specified period of time. The imposition of disciplinary probation includes the notification in writing of the reason for and the conditions of probation to the student.
- D. **RESTITUTION:** Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
- E. **SUSPENSION:** Exclusion from student status, or exclusion from other privileges or activities for a specified period of time. If a minor student is suspended, the parent or guardian shall be notified in writing of the suspension.
- F. **EXPULSION:** Expulsion is exclusion from the college. The Board of Trustees may expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others.

REMOVAL FROM CLASS BY INSTRUCTOR

An instructor may remove a student from class for the day of the removal and the next class meeting for any of the causes set forth in the Code of Conduct. The instructor shall immediately report the removal to the President. If the student removed is a minor, the President shall request the student's parent or guardian to attend a parent conference regarding the removal as soon as possible. If the instructor or parent or guardian request, a college administrator shall attend the conference. During the period of the removal, the student shall not be returned to the class from which he or she was removed without the concurrence of the instructor.

The instructor, upon removal of a student, shall give the student notice of the reasons for the removal. The instructor's decision is final.

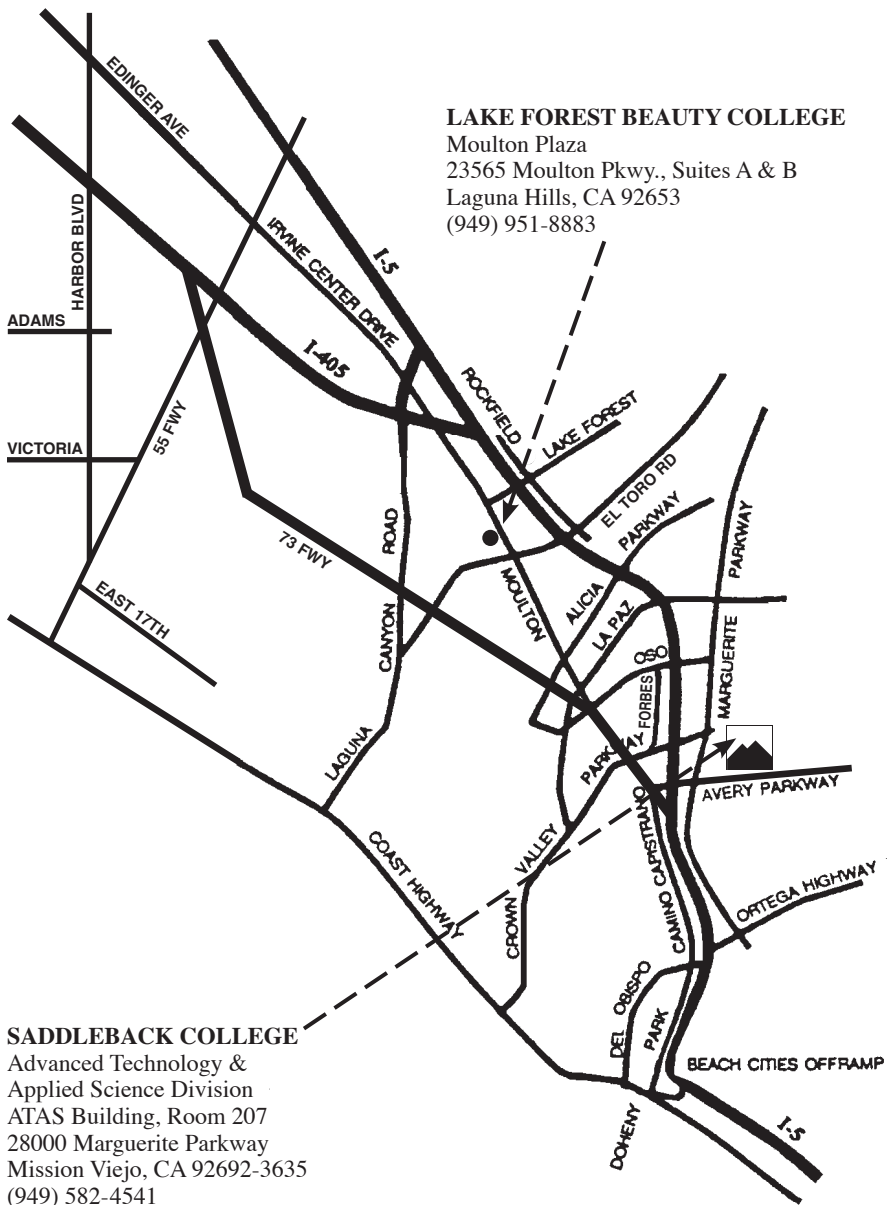
PROCEDURES FOR SUSPENSION OR EXPULSION

A written notice of the suspension or expulsion shall be given or mailed to the student (and to the parent or guardian if the student is a minor) by the President. This notice shall include:

1. A statement of the charges.
2. Notification of the student's right to request a hearing before the Disciplinary Hearing Panel.
3. Notification of the student's right to be accompanied and represented by a representative.
4. Notification that the hearing body may consider the student's previous disciplinary and academic record.
5. A copy of the Board Policy, *AR-5401, ADMINISTRATIVE RULES AND REGULATIONS FOR STUDENT BEHAVIOR*.

See Board Policy, *AR-5401, ADMINISTRATIVE RULES AND REGULATIONS FOR STUDENT BEHAVIOR* for more detailed explanations of the above items, and information on informal resolutions and formal hearings to disciplinary actions.

SADDLEBACK COLLEGE and BEAUTY COLLEGE LOCATION



LAKE FOREST BEAUTY COLLEGE
 Moulton Plaza
 23565 Moulton Pkwy., Suites A & B
 Laguna Hills, CA 92653
 (949) 951-8883

SADDLEBACK COLLEGE
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