



Cosmetology Rules

Student Conduct

All students will be respectful of instructors, classmates, school staff, and clients. There shall be no unnecessary interruptions or excessive noise. Foul language, gossip, and explicit conversation will not be tolerated. Conflicts and confrontations are strictly prohibited.

TCAT Upper Cumberland Student Handbook/pg. 30&31

Dress Code

Cosmetology law states: "All students in a school of Cosmetology must wear a uniform prescribed by the school". TCAT Upper Cumberland requires the following: Students may wear a black scrub top/jacket and black scrub pants (**No jeans, yoga, leggings, shorts, capris, or athletic type pants**). Students **may also** wear solid long/short sleeve undershirts. All clothing shall be clean, free of stains and excessive wrinkles and must not have any foul odor. For safety purposes there will be no coats, sweaters, jackets, or hoodless permitted in the clinic. Only professional type shoes with slip resistant soles which cover both the student's heels and toes will be permitted. Students should be dressed in **ALL Black**, any additional layers of clothing that are visible must be a solid black in color. No Head dress or hats shall be worn during class. All students will be required to wear a nametag at all times. Hair must be styled and makeup applied before the start of the day

TN Cosmetology Rule 0440-2-.08, TCAT Upper Cumberland Student Handbook pg. 24

Sign – In

All students will be required to sign in upon arrival each day. The sign in sheet should be an accurate record of a student's hours. If a student wishes to leave class he/she may only do so with the direct permission and sign out with the instructor.

TN Cosmetology Law 62-4-122, TCAT Upper Cumberland Student Handbook pg. 10

Cell Phone Policy

In accordance with Tennessee College of Applied Technology – Upper Cumberland's student policy, Cell Phones must be silenced!!! **No calls and no texting!!!** Any personal cell phone use will be limited to scheduled break times and must be done outside the cosmetology clinic. Smart phones may be used in the classroom **ONLY AS PRESCRIBED BY THE INSTRUCTOR** as it is applicable to the learning process. No personal listening devices permitted during scheduled class time for safety purposes (Radio, mp3, I-pod, phone, etc.) unless otherwise directed by the instructor.

Equipment, Supplies and Sanitation

When using TCAT supplies you must return them clean and in good condition. There will be no out side products used in TCAT Cosmetology Salon. Do not waste dispensary supplies. All equipment and supplies may only be used for their intended purpose with safety in mind. Cleaning assignments will be made by the instructors. All students will be responsible for his or her own cleaning assignment at the completion of

each day. All mannequins used by a student and left in the classroom must be shampooed and combed out before dismissal. Exception to this may be if a student is in the middle of a practical evaluation and needs to leave the work intact for accurate assessment the following day.

TN Cosmetology Rules 0440-2-.03,.06-.07,.09,.12-.14, TCAT Upper Cumberland Student Handbook pg. 23

Academic Misconduct

Cheating and plagiarism will not be tolerated. All parties involved will be disciplined and lose all credit points for the involved.

Client Assignments

Clients will be assigned by instructors according to the student's skill level. Once assigned a student may not refuse service unless a safety or sanitation issue involving the client arises.

TN Cosmetology Law 62-4-122

Program Aesthetics and Professionalism

Cluttering will not be permitted in the classroom or clinic areas. Only books and note taking items should be on the table during lecture and only relevant materials during practical assignments. The only items that should be on the table/station tops are those items being used at that time. DO NOT EVER prop your feet up on the tables or stations!!!

TN Cosmetology Rules 0440-2-.03,.06-.07,.09,.12-.14,

Tobacco Use:

There will be no use of tobacco (smoking/smokeless/vapor) inside of the school. Smoking will only be allowing in the designated area or off campus during schedules breaks.

TCAT Upper Cumberland Student Handbook pg.25

Visitors and Children:

There will be no unauthorized visitors in the clinic or classroom during class time. TCAT Cosmetology is not a child friendly environment due to the abundance of chemical and hot/sharp tools. With this in mind no children under the age of 12 will be permitted beyond the reception area of the clinic. In addition, those children must be always supervised by a non-student parent or guardian. Students and instructors are not **permitted to care for minors during class hours.**

TCAT Upper Cumberland Handbook 22

Disciplinary Action:

Actions taken against students for failure to comply to the rules range from verbal warnings, written warnings, loss of points from grade average, and/or suspension. Instructors will use their discretion in choosing appropriate discipline. Notes pertaining to disciplinary action will be added to student files for documentation purposes.

TCAT Upper Cumberland Student Handbook pg. 33, 34p

Cosmetology Services

Cosmetology Students of TCAT Upper Cumberland are not allowed to charge for services. The Tennessee Board of Cosmetology and Barber Examiners has the authority to assess civil penalties ranging from \$250 to \$1000 for each violation. Each individual act and each day of continued violation can be considered a

separate violation. Engaging in unlicensed cosmetology practices can be considered a crime in Tennessee carrying a potential penalty of up to six months in jail.

TN Law 62-4-127 B