



# **COSMETOLOGY STUDENT HANDBOOK**

**Esthetician/ Facial Specialist & Barbering**

1248 Procter Street

Port Arthur, TX 77640

[www.lamarpa.edu](http://www.lamarpa.edu)

## **Welcome**

### **Lamar State College-Port Arthur Cosmetology Program**

This program is governed by the Texas Department of Licensing and Regulations (TDLR) and the policies and procedures of Lamar State College - Port Arthur. The college catalog and the student handbook are available by means of the internet at [www.lamarpa.edu](http://www.lamarpa.edu)

The Cosmetology Industry is challenging, exciting, and a rewarding career. Student success in completing this program is highly dependent upon diligence of study, work ethic, sense of morals and professionalism.

Upon successful completion of this program, the students will be eligible to take the Texas Department of Licensing and Regulation written and practical examinations for their state license.

Lamar State College-Port Arthur policies and procedures are periodically reviewed and updated. It is the responsibility of every student to review this handbook independently and to refresh upon its content every semester. Students will be notified of any changes during the academic year via course syllabi.

### **Mission**

Lamar State College Port Arthur provides learning experiences that prepare students to continue their education or enter the workforce.

### **Vision**

Lamar State College Port Arthur strives to enhance lives by expanding opportunities through quality education.

### **Values**

We value our students':

- Educational achievements
- Personal enrichment

We value our employees and their:

- Contribution to student success
- Commitment to improve
- Integrity and honesty

We value our community and its:

- Legacy of support
- Diversity

## OBJECTIVES

As a successful Cosmetology student, you will:

- Acquire the ideals, attitudes, and personality traits, which are desirable for working with the public, employer and co-workers.
- Learn the scientific facts and artistic principles relative to the technical skills employed in the professional practice of cosmetology.
- Become proficient, through practice, in the manipulative skills employed in the practice of Cosmetology to the degree of speed and accuracy necessary to pass the Texas Cosmetology State Board exam.
- Develop habits of professional work ethics combined with the safe and organized performance of work.
- Learn the fundamentals involved in Salon Management and the appropriate selection, care, and use of equipment and supplies.
- Practice safety and sanitation methods administered by the Texas Department of Licensing & Regulations and LSCPA.
- Communicate effectively with employers, employees and patrons in a constructive manner.

## COSMETOLOGY FACULTY

### Program Coordinator/Instructor I

Amanda Smith  
[smitham@lamarpa.edu](mailto:smitham@lamarpa.edu)  
409-984-6402

### Instructor I

Helen Fonteno  
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409-984-6409

### Instructor I

Rikki Solis  
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409 984-6510

### Adjunct Instructor

Sherry Richmond  
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409 984-6542

### Adjunct Instructor II

Sherry Lejeune  
[lejeunsl@lamarpa.edu](mailto:lejeunsl@lamarpa.edu)  
409-984-6507

## ACADEMIC DISHONESTY

In an attempt to clarify possible misunderstandings, LSCPA faculty and staff have developed some definitions and examples of two types of academic dishonesty-- cheating and plagiarism.

**Cheating** is defined as the giving or taking of information or material with the purpose of wrongfully aiding oneself or another person in academic work that is to be considered in determining a grade.

**Plagiarism**, or **literary theft**, is defined as appropriating the literary composition of another person, including the parts, passages, or language of that writing, and passing off the appropriate material as one's own. Plagiarism is the failure to give proper credit or citation to one's sources(s) of information. It includes the failure to use conventional methods of documentation for material quoted or paraphrased. Additionally, plagiarism includes allowing someone else to compose or rewrite an assignment for a student. Some examples of cheating and/or plagiarism include, but are not limited to, the following items:

1. Asking for or giving another student information during a test;
2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test;
3. Using materials prohibited by the instructor during a test;
4. Either impersonating another student during a test or having another person assume one's identity during a test.
5. Changing answers on a previously graded test in order to have a grade revised;
6. Stealing examination materials.
7. Copying material, either exactly or in essence, and not providing appropriate documentation;
8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form;
9. Allowing someone else to compose or rewrite a student's assignment;
10. Stealing, buying, selling, or otherwise providing research papers.

As with other violations of student conduct, cheating and/or plagiarism will result in disciplinary action.

## **TOBACCO FREE CAMPUS POLICY**

- A. Effective June 1, 2012, the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and any other items containing or reasonably resembling tobacco or tobacco products) by students, faculty, staff, and visitors are prohibited on all Lamar State College-Port Arthur properties.
- B. The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and any other items containing or reasonably resembling tobacco or tobacco products) is prohibited:
1. In all interior spaces of all Lamar State College-Port Arthur properties;
  2. On all outside property or grounds of the Lamar State College-Port Arthur campus including parking lots, partially enclosed areas such as walkways, breezeways, and garages;
  3. In Lamar State College-Port Arthur vehicles, including all vehicles leased for the purpose of transporting individuals on College business.
  4. The College premises for this purpose, includes any property in use by the College, property leased or owned (including all grounds, buildings, facilities, vehicles, parking lots), property used for official functions sponsored by the College; and property used by the College in the conduct of any of its courses.

### **TDLR Rule 83.72 j 4 Responsibility of the Beauty Culture School**

(4) Students leaving the facility for any reason, including smoking breaks, must clock out, except when an instructional area on campus is located outside the approved facility, that area is approved by the department and students are under the supervision of a licensed instructor.

**Immediate Suspension for Vaping in any area of the Cosmetology building.**

## SUPPORT SYSTEM

### Cosmetology

Milady's Standard Cosmetology 2016 Textbook  
Milady's Standard Cosmetology 2016 Theory Workbook  
Milady's Standard Cosmetology 2016 Exam Review Book  
TDLR Cosmetology Rules and Regulations Book

### Esthetics/Facial Specialist

Milady's Standard Foundations Textbook  
Milady's Standard Esthetics Textbook 12<sup>th</sup> Edition  
Milady's Standard Esthetics: Theory Workbook 12<sup>th</sup> Edition  
TDLR Cosmetology Rules and Regulations Book

### Barbering

Milady's Standard Barbering Textbook 6<sup>th</sup> Edition  
Milady's Standard barbering Theory Workbook  
TDLR Cosmetology Rules and Regulations Book

**Support material can be purchased at LSCPA Online Bookstore; Amazon; Barnes and Noble**

**Supply Kit:** Cosmetology, Esthetics & Barbering supply kits must be purchased at LSC-PA within one week of their availability. If needed, please see the business office for a short-term loan.

<b>Determination of Final Grade</b>		<b>100%</b>	
Unit Exams	30%	A	90-10
Skills Assignment	30%	B	89-80
Special Assignment	10%	C	79-70
Attendance	10%	D	69-60
Final Exam	20%	F	59 or Below

**Please Note: Students must earn a minimum grade of 'C' or Higher in all technical courses to receive credit from Lamar and TDLR.**

## Program Policies

- Students MUST make a “C” or better in each class to progress to the next semester. If a student makes lower than a “C” in a course, they must repeat the course.
- Students are to maintain a 2.0 GPA to graduate from LSCPA.
- Texas Department of Licensing and Regulation (TDLR) mandates a written and practical examination must be passed before receiving a Cosmetology license. You must pass the written examination before you can go for the practical examination. Examination eligibilities are good for 5 years and you may test an unlimited number of times.
- Texas Department of Licensing and Regulation (TDLR) has contracted with PSI licensure: certification to deliver its examinations. Once you have been approved by TDLR, you are responsible for contacting PSI to schedule an appointment to take your examination.

Contact Information: Texas Department of Licensing and Regulation

PO Box 12157 Austin, TX 78711

(512) 463-6599

[www.tdlr.texas.gov](http://www.tdlr.texas.gov)

Email: [examinations@tdlr.texas.gov](mailto:examinations@tdlr.texas.gov)

All questions and requests for information pertaining to the examination should be directed to PSI.

PSI licensure: certification

3210 E Tropicana

Las Vegas, NV 89121

(800) 733-9267 Fax (702) 932-2666

[www.psiexams.com](http://www.psiexams.com)

Examination Fees: Written Examination Only \$52 - Practical Examination Only \$74



## GENERAL POLICIES – STUDENT RESPONSIBILITIES

- **Parking Pass** – The parking pass tag must be displayed as instructed in official parking and traffic regulations, which are issued when automobiles are registered with LSCPA.
- **Student Photo Identification Card** - All students must purchase a photo identification card located on the 2<sup>nd</sup> floor of the student center.
- **TDLR Student Permit** – \$25.00 registration fee is required for all students. The registration fee is due **before** the first-class day.
- **TDLR Rules and Regulations Book** –Upon receiving your book in the mail, bring it to school immediately, it ***MUST be*** visible or displayed at your station at all times.
- Students are responsible for their supplies and personal items. Lockers will be supplied and their use is encouraged. LSCPA is not responsible for lost or stolen items. Student must supply their own lock. **NO PURSES ARE TO BE SEEN WHILE ON THE CLOCK!** For your safety, keep your personal items in your locker or your vehicle.
- A student that withdraws or is dropped from the program must do an official drop on the 3<sup>rd</sup> floor of the student center and remove all of their belongings from the Cosmetology building. If ***not*** removed after the 10th class day, these materials will become the property of LSC-PA.
- Electronic devices such as laptops, iPads, iPods or headphones are not permitted while on the clock, unless authorized by the instructor.
- Students are not permitted in the following areas unless they have permission from the instructor: the front desk, reception area, dispensaries, supply cabinets, copy room, and instructors' offices.
- Students are not permitted to have visitors while on the clock unless approved by an instructor.
- The break room (kitchen) exit is for **emergency use only**.
- No food, drinks, or use of tobacco products in the classroom.
- Excused absences include medical and family emergencies and are determined at the instructor's discretion. Written proof from a physician will be required for medical and family emergencies in order to substitute the score for missed exam **ONLY**. Documentation must be turned in to your instructor upon your return the following morning.

- Any lab/skills assignments missed can be made-up on Fridays

## ATTENDANCE POLICY

Regular class attendance is important to the attainment of the educational objectives of the college. The cosmetology program has formulated an attendance policy that is consistent with the objectives of the program and the needs of the student to fulfill all necessary requirements needed.

Students should make every effort to attend class ON TIME Consult with your instructor in advance if you know you will be absent.

**ANY COSMETOLOGY LAB DAYS MISSED MUST BE MADE UP BEFORE THE END OF THE SEMESTER.**

Late arrival to class is disruptive. Students who consistently arrive after the beginning of the class, (3 or more times) will receive a half days absence. Students who arrive after the start of class should not enter the classroom, but go into the lab and begin working on their skills assessments.

**Cosmetology Time Clock:** The time clock is used for TDLR attendance verification. Each student is assigned a code to clock in and out. It is your responsibility to clock in and out each day. No student may clock in or out for another.

Any student absent from class (online & lab) without notifications, for 30 days, will be dropped from the program. TDLR Rule 83.72: “A school shall terminate a student who does not attend class for 30 consecutive days.”

Make-up exams will NOT be given. Any missed exam due to an Excused Absence Only, will be replaced with your lowest unit exam grade. This replacement will occur only **Once** per class. Final exams are exempt, students must be present for all final exams.

Texas Department of Licensing & Regulations (TDLR) mandates the completion and passing of all the registered modules (courses) to be eligible to take the state board exam.

Attendance, theory and practical documentation must be available for the State Inspectors visit.

Lamar State College-Port Arthur mandates the completion and passing of all Cosmetology classes with a “C” or better to attain the knowledge and skills needed to pass your State board exam.

### **Make-Up Policy**

Lamar will provide the Cosmetology, Esthetician, & Barber students the opportunity to make-up any days missed every Friday. (9am -2pm). This will give the student time to make-up and Lab/Skills assignments missed. Absences must be made-up before the end of the semester. If not the students will receive an Incomplete with the options to be completed the following semester.

## DRESS CODE POLICY

**Professionalism:** A professional appearance is required at all times. The professional image consists of more than the appropriate uniform. The Cosmetology instructors are committed to helping students grow in both skills and professionalism.

Each student is required to adhere to the dress code policy set by the College and Texas Department of Licensing & Regulation. Every student must be in uniform **before** clocking in and remain in uniform at all times. (Includes hair and make-up).

**Failure to comply with these requirements will result in a suspension and sent home until in compliance with the cosmetology dress code.**

**Failure to return in compliance with LSC-PA dress code will result in an absence.**

The requirements are as follow:

- **Uniform:** The uniform must be ironed or wrinkle-free.
  - **Solid black** scrub top with sleeves.
  - **Solid Black** scrub pants. Pants must be hemmed and not dragging the floor.
  - **Solid Black** skirts may be worn, below the knee.
  - A long sleeve **shirt** (any color) may be worn under scrub top.
  - No hoodies or sweat shirts may be worn under scrub top.
  
- **Shoes:** Comfortable tennis shoes or workforce shoes only.
- **Head Attire:** No hats, caps, wave or wrap caps, or bandanas.  
Adornment headbands are acceptable upon approval.
- **Nails:** As a safety precaution, all nails should be of average length. (No longer than the end of the finger)
- **Hair: Hair must be neat and presentable daily. (you are your biggest advertisement)**
- **Lab Jacket or Vest:** **Solid Black** lab jacket, vest, of cotton nurse jacket.
- **Approved** Lamar Cosmetology t-shirts may be worn with black scrub pants.
- As a service professional, good hygiene is a required daily.
- Uniforms and shoes will be monitored and checked on a regular basis.

## TDLR SANITATION POLICY

Students are responsible for the cleanliness and sanitation of their tools and equipment throughout the day. All students are required to participate in general sanitation and patron protection before, during and after each service.

### **TDLR Rule: 83.73. Responsibilities of Students**

- (a) Students are responsible for compliance with the health and safety standards of this chapter.

**TDLR Rule: 83.102. Health and Safety Standards--General Requirements.** (a) All practitioners must clean their hands with soap and water or use a hand sanitizer prior to performing any services and as necessary during the service to ensure a client health and safety. All establishments, schools, and practitioners must utilize clean and disinfected equipment, tools, implements, and supplies in accordance with this chapter, and must employ good hygiene habits while providing barbering or cosmetology services.

Additional Information

[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=4&ti=16&pt=4&ch=83&rl=Y](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=16&pt=4&ch=83&rl=Y)

## LSCPA SANITATION POLICY

1. Students must clean their work area each day. Stations may be checked at any point throughout the day.

Sanitation/Disinfection Includes:

- Wiping your mirror using glass cleaner
  - Wiping down hydraulic chair (seat and base of the chair).
  - Wiping down your station
  - Wiping down and cleaning out your supply caddy.
  - Keeping your area swept and free of hair at all times
2. Before going on break and/or lunch, work stations and supplies must be cleaned.
  3. Daily sanitation duties are assigned on a rotation basis and must be maintained throughout the day and before leaving the lab for the day.
  4. Sanitation duty should be done in the last 30 minutes of your lab time.
  5. No running, throwing objects, or squirting water across the room.
  6. For safety and sanitary reasons, natural or artificial nails must be no longer than the end of the fingertip.

## LAB POLICY

1. Clients come to Lamar to benefit the students and assist with their education, and for that we are eternally grateful. The school will not tolerate rudeness or unethical conduct with the clients. If a problem occurs, notify your instructor immediately.
2. Students are expected to be friendly and polite when servicing patrons; absolutely no arguing in front of patrons. Any patron disputes are to be handled by an instructor.
3. Socialization is not permitted between students while servicing patrons. Your focus should be on your client.
4. Students refusing to stay on task and refusing to do lab assignments, will immediately receive:

**A written notification, sent home and counted absent for the remainder of the day.**

5. **NO** student may perform or receive personal services during class time except as assigned by the instructor.
6. Horseplay, practical jokes, or playing with water spray bottles is prohibited at all times.
7. Students must be on Cosmetology related task at all times. It is your responsibility to come to class with all necessary supplies needed for theory and practical applications.

No open containers, food, or drinks (no eating or drinking) is allowed on the lab floor or the hallway. The designated eating areas are the break room and each theory classroom.

## CLASSROOM POLICY

1. No sleeping, closing eyes, or laying the head down on the desk or table.
2. Back packs or book bags are not allowed on the tables during theory or in the lab area.
3. Snacks and/or drinks in the classroom during theory at the instructor's discretion.
4. No feet on the furniture or sitting on the tables.
5. Late work accepted at instructor's discretion. **No make-up exams will be given.**
6. Students are not permitted to go outside to their cars once they have clocked in.

## CELLPHONE POLICY

Cell phones should be in a silent mode and put away during lecture and lab hours.  
Not in your pocket, or supply caddy.

Students may use their cellphones/smart watch on BREAK and BREAK ONLY and in designated areas ONLY.

(Theory classroom, break room, gazebo area)

If you are expecting a very important telephone call, or requiring to make a call, you must notify the instructor prior to class regarding the nature of the situation.

Smart Watch is not allowed during an exam. Any student wearing a smart watch during the exam will receive a ZERO.

Student may not charge cell phones during class time. Break time is acceptable.

Office phones and the front desk phones are off limits to all students unless authorized by an instructor.

The front desk phone is for appointments ONLY.

For emergencies call: Ms. Smith 409-984-6402 or Mrs. Guillot 409-984-6381 or the main number: 409-983-4921 or 800-477-5872, and Lamar security will be sent with the message.

## BEHAVIOR POLICY

1. Stealing – Theft or destruction of property will not be tolerated;  
**Automatic dismissal from the program, with a one-year suspension from the college.**
2. Disrespectful, disruptive behavior, and profanity *will not* be tolerated;  
**The student will be written up for the first offense. A second offense will result in a one-day suspension. Further offenses will require a meeting with the instructor, program coordinator, and department chair.**
3. Violent behavior towards another student, client, or an instructor will not be tolerated;  
**Automatic dismissal from the program with a one-year suspension from the college.**

## TUITION AND FEES

Tuition is calculated based on the number of semester credit hours which the student registers. It is determined by the student's classification as a Texas resident, a non-resident U.S. citizen or a non-resident who is a citizen of another country. Students also are responsible for paying several fees that support college services and programs. The tuition rate varies based upon the residency status of a student.

Click on the link for additional information.

<https://lamarpa.smartcatalogiq.com/en/2023-2024/academic-catalog/tuition-and-fees/tuition/>

## REFUND POLICY

Students officially withdrawing during the refund period will receive a refund for tuition, Student Center Fee, Student Services Fee, course fee, laboratory fee, Library Use Fee, private lesson fee, and Technology Service Fee according to the refund schedule below.

Refunds are awarded based on the following schedule:

Semester Length (9 to 16 or more weeks)

1. Prior to the 1st class day ..... 100% (less \$20 matriculation fee)
2. During the 1st five class days ..... 80 % of total fees
3. During the 2nd five class days..... 70 % of total fees
4. During the 3rd five class days ..... 50 % of total fees

## DISABILITY SERVICES

All students with disabilities are encouraged to register with Disability Services and provide appropriate documentation of their disability. Students should register with Disability Services as early as possible to help ensure that all accommodations are in place by the beginning of the semester.

Laurie Marcantel, M.Ed., L.P.C., A.T.S.

Disability Services Coordinator

Lamar State College – Port Arthur Madison Monroe Education Building Rm 231B

P.O. Box 310 / 1500 Procter Street Port Arthur, TX 77641-0310

Phone: (409) 984-6241

Fax: (409) 984-6056

Email: [marcantella@lamarpa.edu](mailto:marcantella@lamarpa.edu)

## ORDER OF AUTHORITY

Students are encouraged to utilize **the chain of command** when voicing questions pertaining to disciplinary notifications, grades, or any other concerns.

The chain of command is shown below:

- Instructor of your course(s)
- Program Coordinator
- Department Chair
- Dean
- Vice President of Academic Affairs

Begin directly with the instructor, and then if additional clarification is needed, follow up with the program coordinator.

Instructors: Helen Fonteno  
409-984-6409

Rikki Solis  
409-984-6510

Sheri Richmond  
409-984-6542

Sherry Lejeune  
409-984-6542

Second: Cosmetology Director: Amanda Smith  
409-984-6402

Third: Business and Technology Department Chair: Sheila Guillot  
409-984-6381

Fourth: Dean of Technical Services: Dr. Melissa Armentor

Fifth: Vice President of Academic Affairs: Dr. Pamela Millsap

**NOTICE: You must bring counseling notes from the instructor and/or program director before seeing the department chair, dean, or vice president. If you jump the chain of command, you will not be seen. You will be sent back to follow the chain of command.**