

CLASSROOM PROCEDURES

Mrs. Todd

Sign In

- Clock in & Sign in your OWN name each class period failure to sign in may result in you being charged with an unexcused absence and loss of hours when you were actually present.

Putting Book Bags Away

- When you arrive please place all bags in your locker or in the locker room. No bags (purse or book bag) are allowed in other areas.
 - Be sure to have your book, binder, paper, and pen/pencil in the classroom the first time. Delay in this process on a regular basis may result in points taken from your employability grade.

Starting Class

- You should be ready for class and in your seat no later than 8:25 a.m. or 12:20 p.m.

Leaving The Room

- If you need to leave, ask the instructor for permission. Please wait until an appropriate time (not during instruction or in the middle of a test).
- You must have a hall pass ANY time you leave the classroom. Failure to do so may result in disciplinary action take by the administration.
- ONE student may leave the room at a time.

Break Time

- Will last no longer than 10 minutes & is a privilege.
- Please keep all food and drinks in the assigned break area and away from all equipment.
- Dispose of all trash. If you spill/drop food or drink it is your responsibility to clean it up.

Duties

- Duties are assigned once a month to the class.
- Each person is expected to clean up there own work area.
- Duties will be done 10 to 15 minutes before class ends.
- You will be held accountable for completing your duty each day
- If a student is absent and not able to do his/her duty that day, it is the responsibility of the entire class to work as a team to get all duties completed.
- Failure to complete all daily duties may result in loss of lab time.

Professionalism

- Kits and work areas will be inspected each 9 weeks and must be kept in a sanitary condition at all times.
- Students must be working at all times. Wasted time will reflect in your grade.
- Professionally dressed with a name tag at all times.
- Nails should be no longer that a sport length (just past the finger tip) during esthetics labs.
- Eating and drinking are prohibited in all areas of the class and lad except for the break area.
- We will simulate a professional salon. This means we will speak and behave as professionals at all times.

Computers

- Computers are to only be used for educational purposes. Any other use will result in corrective action.

Practical Sheets

- One practical sheet is given per student per assignment.
- If you lose your practical sheet you will have to start your work over with the new sheet and 10 points will automatically be deducted from your grade.
- Practical sheets are due at the end of class on the date assigned.
- Failure to turn in your practical sheet on the due date will result in a reduction of grade for each day it is late (see class rules for grade reduction)
- All work must be done on a manikin unless directed by the instructor.

General

- Respect all people and property. Treat and speak to others as you would have them treat you.
- Follow all safety and sanitation regulations.
- Follow dress code for the class. Our dress code is set by the SC State Board of Cosmetology and reads as follows
 - Students enrolled in a school shall wear **name tags** which clearly indicate they are students. All students shall **wear professional attire** while attending school. Knee length **lab coats** must be worn along with **closed toed shoes**.
 - **PLEASE NOTE THAT FAILURE TO FOLLOW ANY OF THESE RULES WILL RESULT IN THE FOLLOWING AND WILL EFFECT YOUR 9 WEEKS EMPLOYABILITY GRADE:**
 - **1st offence: Verbal Warning**
 - **2nd offence: Verbal Warning and a phone call home**
 - **3rd offence: Office referral**