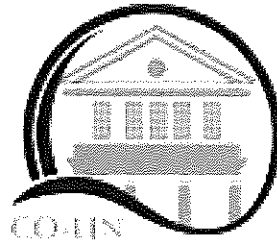


COPIAH-LINCOLN COMMUNITY COLLEGE

P. O. Box 649

WESSON, MISSISSIPPI 39191



**COSMETOLOGY TEACHER TRAINEE PROGRAM
HANDBOOK**

Revised June 2017

TABLE OF CONTENTS

I.	Admission Policies	1
II.	Proper Wearing of the Uniform-Required Dress	1
III.	Lunch and Break Times	1-2
IV.	Program Completion.....	2
V.	The Honor System	2
VI.	Dismissal from the Program	2
VII.	General Discipline	3
VIII.	Tobacco Free Campus	3
IX.	Phone Calls	3
X.	Attendance	3-4
XI.	Exemption Policy.....	4
XII.	Classroom Decorum	4
XIII.	Financial Aid.....	5
XIV.	Non-Discrimination Statement.....	5
XV.	Disability Statement.....	5-6
XVI.	Cosmetology Teacher Trainee.....	6

COSMETOLOGY POLICIES

Recognizing the need for competent, safe, and ethical members of the cosmetology profession, the Cosmetology Teacher Trainee program at Copenhaver-Lincoln Community College formed the following policies. These rules and regulations were established to simulate the “real” working situations as closely as possible. In learning to adhere to these policies, the student will be better prepared to follow the policies of future employers. They will gain employability skills as well as occupational skills. The student will then be able to become a successful and productive part of the work force in the community.

I. Admission Policies

- A. Must have accredited high school diploma or GED
- B. Complete and have on file a Copenhaver-Lincoln Community College official application
- C. Copy of license
- D. 21 years of age
- E. Proof of 2 years work experience
- F. Must have on file a transcript from an accredited high school showing graduation, or satisfactory scores on the GED test, and/or a transcript from previous college attendance showing graduation from accredited high school
- G. After notification, applicant must attend required cosmetology orientation or selection is forfeited
- H. 12 academic hours approved by the Mississippi State Board of Cosmetology in Methods of Training

II. Proper Wearing of the Uniform – Required Dress

- A. Uniform (any combination of black and white attire)
- B. Lab coat
- C. Dress shoes to match attire
- D. Name Tags

If a student comes to class without any of the above, they will be considered out of uniform and will not be allowed to sign in for class and get hour credit for either theory or lab.

III. Lunch and Break Times

- A. Students are responsible for their own meals.
- B. Thirty minutes is allowed for lunch.
- C. Classroom breaks will be given at the instructor’s discretion.
- D. Lunch will be flexible during lab time and are assigned by the instructor.

- E. Students are required to leave the classroom and lab areas during breaks and lunch. **This is a must.**

IV. Program Completion

To be eligible to complete the Cosmetology Teacher Trainee program, a cumulative average of 85 percent or above must be maintained with a minimum of 750 hours of training and 2 years work experience. Upon program completion, the student will be eligible to take the Cosmetology Instructors Licensing Exam given by State Board of Cosmetology.

V. The Honor System

- A. Each student in the classroom or in the lab area is on the honor system and is responsible for his or her own actions.
- B. Any student aware of another student cheating must inform the instructor within 24 hours.
- C. Errors, mistakes or incidents in the lab area must be reported immediately to the instructors.
- D. Any student who is accused of cheating will be referred to the Dean of Career-Tech for disciplinary action. The most severe disposition could be dismissal from the program.
- E. Remember that actions in and out of school reflect not only the student but the school and classmates.
- F. All work performed on a client must be checked by an instructor before the client leaves the building.

VI. Dismissal from the Program

- A. Inability to function in the cosmetology occupational setting, classroom or laboratory due to any pre-existing condition that limits ability to function in the classroom or lab.
- B. Failure to pass each semester of study with an 85% or better average.
- C. Violation of Co-Lin's Drug-Free School Policy as listed in the Co-Lin's student handbook.
- D. Falsification of any part of the student's application to the school or to the program.
- E. Neglect or abuse of any patron while in the lab.
- F. Evidence of cheating or plagiarism on assignments or time sheets.
- G. Excessive absences. (See attendance policies)
- H. Actions that are abusive or disrespectful in nature that are directed towards college officials and/or other students. This includes harassment, intimidation, or bribery of any student, faculty, or staff. Harassment is considered to be words, behaviors, and/or actions which intentionally inflict serious mental or emotional distress on others and/or distress the educational environment.

- I. Theft or damage to property of the college or to property of a member of the college community or of a visitor to the college.
- J. Violation of dress code.
- K. Any other violation deemed inappropriate by the Dean of Career, Technical and Workforce Education.

VII. General Discipline

- A. Repeated Breach of Program Policies. Students will be subject to dismissal for violation of program policies. All violations will be recorded on the teacher/student conference form and reviewed by teacher and student. The student will make any desired comments and sign. The information will then be placed in the student's file.
- B. Students must follow general school guidelines listed in the Student Handbook.

VIII. Tobacco Free Campus

In order to promote a healthy environment for students, faculty, staff and visitors, Copiah-Lincoln Community College is tobacco-free in all locations, Wesson, Natchez, and Simpson County Center. The use of tobacco and smoking products which include vape products, E-cigarettes, E-liquid, and other non-tobacco inhalants are not permitted on any property owned by the college, which includes but is not limited to buildings, grounds, parking areas, walkways, recreational and sporting facilities, and college-owned vehicles.

IX. Phone Calls

- A. Cell phones are prohibited. Students may use departmental phone number for emergencies only. The nature of the emergency must be explained to the instructor. Violation of cell phone policy will result in a \$25.00 fine. Multiple offenses will result in increased fine amounts and possible dismissal of the program.

X. Attendance

- A. 750 clock hours is required for completion of the program. A maximum of (21 hours) per semester for emergency will be allowed with prior approval.
- B. An absence must be reported before 7:50 a.m. to the instructor by telephone. It is mandatory that the student notify the instructor. Do not send word by a classmate or have someone else call for you. Failure to notify is a breach of policy.
- C. If the student exceeds 10 hours absence, they must meet with a counselor.

- D. The student will be cut out after receiving 21 hours of absence. The student may appeal by following the attendance appeal process in the student handbook.
- E. Students with extenuating circumstances will be allowed make up work/hours if they have not completed the required 1500 contact hours in a three semester period. The following changes will be applied as follows:

0 – 12 days (84 hrs)	-	no charge
12 days and over (84 hrs)	-	Full Tuition

XI. Exemption Policy

No exemptions from final examination will be granted.

XII. Classroom Decorum

1. Appropriate Conduct

The classroom is an educational setting; conduct in the classroom is to be conducive to the atmosphere of learning. Instructor discretion will be used to deal with violations in conduct that deviated from this norm. A serious offense or an offense that is repeated after notice to correct such conduct may be cause for the instructor to temporarily dismiss a student offender from the classroom setting. This decision will be made by the instructor when it is felt to be in best interest of the instructional setting.

2. Disciplinary Action – Classroom

Upon being dismissed from a class, a student will be sent directly to the appropriate administrative office: career-technical student to the Dean of Career, Technical and Workforce Education/Assistant Dean of Career-Technical Instruction. The appropriate administrator will issue a warning, probation, suspension, or other sanction commensurate with the violation, depending upon the nature and seriousness of the offense. A second (repeated) offense will automatically carry a stiffer penalty than the previous offense unless extenuating circumstances exists. A suspension shall not be issued on the first offense unless irreconcilable differences exist or unless a clear and present danger exists in letting the student remain in the classroom.

3. Grading Policy

The following point system will be assigned to grades:

A=95-100 C=83-88 F=76 and below
B=89-94 D=77-82

XIII. Financial Aid

Federal Student Aid Programs include Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Stafford Loans, Parent PLUS Loans, and Work-Study. The FAFSA, Free Application for Federal Student Aid is the primary application and can be completed online at <https://fafsa.ed.gov>.

Mississippi grant programs include MTAG, MESHG, and HELP. These can be applied for at <http://www.riseupms.com>.

XIV. Non-Discrimination Statement

Copiah-Lincoln Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or other factors prohibited by law in any of its educational programs, activities, admissions, or employment practices. The following offices have been designated to handle inquiries and complaints regarding the non-discrimination policies of Copiah-Lincoln Community College.

Questions, complaints, or requests in regard to Title IX directives should be made to the Title IX Coordinator, Dr. Brenda Brown Orr, Sandifer Building, John Landress Circle, Wesson, MS 39191, (601) 643-8671.

Questions, complaints, or requests in regard to Section 504 directives should be made to: Wesson Section 504 Coordinator, Jordan Burt, Henley Building, Lester R. Furr Dr., Wesson, MS 39191, (601) 643-8401; or Natchez Section 504 Coordinator, Zach Moulds, Tom Reed Academic Building, 11 Co-Lin Circle, Natchez, MS 39120, (601) 446-1205; or Simpson Section 504 Coordinator, Beverly Barnes, Sidney Parker Academic Building, 151 Co-Lin Dr., Mendenhall, MS 39114, (601) 849-0121.

XV. Disability Statement

If you are a student that has a disability which qualifies under the *Americans with Disabilities Act (ADA)* and requires accommodations, you should contact the Office of Disability Support Services.

Disability Support Services contacts on all campuses:

Natchez Campus – Zach Moulds
Phone: (601) 446-1205
Email: zach.moulds@colin.edu

Simpson County Center – Beverly Barnes
Phone: (601) 849-0121
Email: Beverly.barnes@colin.edu

Wesson Campus – Jordan Burt
Phone: 601-643-8397
Email: Jordan.Burt@colin.edu

XVI. Cosmetology Teacher Trainee

The Cosmetology Teacher Trainee course is a special course designed to prepare a person to become a cosmetology instructor. Instruction will be given in development of instructional method, development of visual aids, development of effective evaluation, practical applications of cosmetology instructions, classroom management techniques, cosmetology laws, rules, and regulation; and practical application of cosmetology instruction.

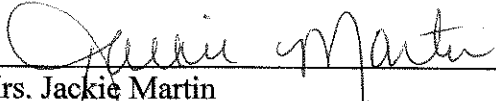
Based on 750 hours for those applicants with two or more years of active experience, 12 hours Theory Observation, 68 hours Skill Observation, 164 hours The Professional Teacher, 99 hours Student Motivation and Learning, 332 hours Method, Management and Materials, 65 Testing and Evaluation, and 10 Cosmetology laws, Rules and Regulations.

I have read and do fully understand the COPIAH-LINCOLN COMMUNITY COLLEGE COSMETOLOGY TEACHER TRAINEE PROGRAM HANDBOOK. I further agree to abide by all rules and regulations contained in this handbook. Failure to abide by the rules and regulations is grounds for dismissal from the program.

TEACHER TRAINEE 'S SIGNATURE

DATE


THE ABOVE POLICIES FOR THE COPIAH-LINCOLN COMMUNITY COLLEGE
COSMETOLOGY TEACHER TRAINEE PROGRAM HAVE BEEN READ AND APPROVED
BY:



Mrs. Jackie Martin
Dean of Career, Technical Workforce Education

6/29/17

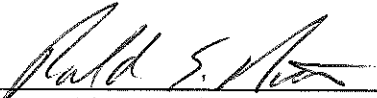
Date



Dr. Jane Hulon
Vice President of the Wesson Campus

6/29/17

Date



Dr. Ronald E. Nettles
President
Copiah-Lincoln Community College

7/5/17

Date