



STUDENT HANDBOOK

Esthetics Program

1248 Procter Street
Port Arthur, TX 77640
www.lamarpa.edu

Welcome

Lamar State College-Port Arthur Cosmetology (Esthetics) 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 on the internet at www.lamarpa.edu

The Cosmetology Industry is a challenging, exciting, and rewarding career. Student success in completing this program is highly dependent on diligence in study, work ethic, and professionalism. Upon successful completion of this program, the students will be eligible to take the Texas Department of Licensing and Regulation's 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 on 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 (Esthetician) student, you will:

- **Develop professional attitudes and interpersonal skills** that promote positive relationships with clients, employers, coworkers, and the community while demonstrating integrity, respect, and professionalism.
- **Acquire the scientific knowledge and artistic principles** related to the practice of esthetics, including skin anatomy and physiology, skin analysis, product chemistry, and treatment principles.
- **Demonstrate competency in esthetics skills and techniques**, including facials, skin analysis, hair removal, makeup application, facial massage, exfoliation, masks, machine-based treatments, and other services within the Texas esthetics scope of practice.
- **Develop professional work habits and ethical practices** while performing esthetics services safely, efficiently, and in an organized salon or spa environment.

- **Understand the fundamentals of salon and spa management**, including client consultation, retailing, scheduling, inventory control, business operations, and the proper selection, care, and maintenance of esthetics equipment and supplies.
- **Apply infection control, sanitation, and safety procedures** in accordance with the requirements of the Texas Department of Licensing and Regulation (TDLR) and Lamar State College Port Arthur (LSCPA).
- **Demonstrate effective verbal and nonverbal communication skills** by conducting professional client consultations, identifying client needs, providing education and home care recommendations, and delivering exceptional customer service.
- **Prepare for professional licensure and employment** by developing the knowledge, technical skills, and professionalism necessary to successfully pass the Texas esthetics licensing examinations and enter the workforce as competent entry-level estheticians.

FACULTY

Program Coordinator/Instructor I

Carla Santos – Garcia

santoscs@lamarpa.edu

409-984-6421

Adjunct Instructor II

Sherry Lejeune

lejeunsl@lamarpa.edu

409-984-6507

ACADEMIC DISHONESTY

To clarify 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 to wrongfully aid 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 source(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 to have a grade revised.
6. Stealing examination materials.
7. Copying material, either exactly or, and not providing proper 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 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 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 the department and students approve area are under the supervision of a licensed instructor. ***Immediate Suspension for Vaping in any area of the Main Cosmetology or Annex Buildings.**

SUPPORT SYSTEM

Students are automatically enrolled in the Seahawk Book Bundle and given the option to easily compare prices of materials on the open market. Once you have compared the numbers, you can choose to opt out of the Seahawk Book Bundle if you want.

Esthetics/Facial Specialist

Milady's Standard Foundations Textbook

Milady's Standard Esthetics Textbook 12th Edition

Milady's Standard Esthetics: Theory Workbook 12th Edition

TDLR Cosmetology Rules and Regulations Book

Determination of Final Grade		100%
Unit Exams:	-----25%-----A	-----90-10
Skills Assignments and Attendance:	---35%-----B	-----89-80
Assignments:	-----25%-----C	-----79-70
Final Exam:	-----15%-----D	-----69-60
	-----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 POLICY

- TDLR (Texas Department of Licensing and Regulation) mandates that a written and practical examination must be passed before receiving a Cosmetology license. Candidates must pass the written examination before they can receive approval to take the practical exam. Examination eligibility is valid for 5 years.
- Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study. Any course not passed with a 'C' or higher MUST be repeated.
- Students receiving an (I) Incomplete due to attendance, MUST make-up all absences and any skills assignments before receiving a grade change.
- Students are to maintain a 2.0 GPA to graduate from LSCPA.
- The TDLR (Texas Department of Licensing and Regulation) has contracted with PSI Licensure Certification to deliver its examinations. The student will receive an email or postcard from TDLR stating their eligibility to schedule an appointment with PSI to take their written and practical exam.

Texas Department of Licensing and Regulation

Contact Information:

PO Box 12157 Austin, TX 78711 (512) 463-6599

www.tdlr.texas.gov

Email: 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

Examination Fees: Written Examination \$55

Practical Examination \$76

TDLR: (CRIMINAL HISTORY EVALUATION)

Every individual who applies for a license with the Texas Department of Licensing and Regulation (“the Department”) is subject to a criminal background check to determine his or her suitability for the license. In 2009, the Texas Legislature enacted new provisions to allow a person to find out *before* applying whether he or she would likely be denied a license due to his or her criminal history. This was due to the time and expense involved in applying for a license, which in some cases includes completing required education and taking an examination. See [Section 51.4012](#) and [Chapter 53, Subchapter D, of the Occupations Code](#), which allow a person to request a criminal history evaluation letter from the Department, prior to actually applying for a license. The Department has issued [Criminal Conviction Guidelines](#) for each occupation the Department licenses. These guidelines list the crimes which are considered to relate to each occupation, as well as other factors that affect the decisions of the Department. When a request for a criminal history evaluation letter is filed, the Department will review the requestor’s criminal history with reference to these guidelines, the same as if an actual license application had been filed.

TDLR: (Students with No Social Security number)

The Texas Department of Licensing and Regulation (TDLR) requires extra documentation before you can enroll in certain programs or obtain a license. You must complete and submit the Social Security Number Status Certification, along with your lawful presence documents, directly to TDLR.

Once TDLR reviews and approves your documents, you will be eligible to enroll at LSCPA. For the full details and the application form, visit:

<https://www.tdlr.texas.gov/lawful-presence.htm>

All students MUST be TDLR registered by the first-class day.

GENERAL POLICIES: STUDENT RESPONSIBILITIES

- **TDLR Student Permit** – A \$25.00 registration fee is required for all students. The registration fee is due **before** the first-class day.
- **LSCPA Uniform Patch** – A \$10.00 Uniform fee is required for students to have the LSCPA patch added to their scrub top.
- **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** - The Student ID Card grants access to campus facilities and events such as athletic games, workouts, plays, recitals, and lectures, and serves as a library card. The fee is \$5 and can be paid for at the business office.
- **TDLR Rules and Regulations Book** – Upon receiving your book in the mail, bring it to school immediately. it ***MUST*** be visible or always displayed at your station. **Transfer student:** A copy of the rules and regulations book can be purchased on the TDLR website. (www.tdlr.texas.gov)
- Students are responsible for their supplies and personal items. Lockers will be supplied, and their use is encouraged. All students must bring their own lock. LSCPA is not responsible for lost or stolen items. **NO PURSE, CELLPHONES ARE TO BE SEEN WHILE ON THE CLOCK!** For your safety, keep all personal items in your locker or your vehicle.
- Electronic devices are not allowed while on the clock unless authorized by the instructor. No electronic devices will be used on Make-Up Friday. All assignments will be issued by your instructors. (iPad, lap tops, headphones or iPod)
- Students are not allowed 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 allowed to have visitors while on the clock unless approved by an instructor.
- The break room (kitchen) exit is for **emergency use only**.
- The designated eating areas: the gazebo area, breakroom, and theory classroom.
- Any lab/skills assignments missed, can be made up according to your instructor's schedule.
- Students who wish to withdraw or is dropped from the program must go to the Student Center, third floor, to complete an official drop, and remove all their belongings from the Cosmetology building. LSCPA is not responsible for missing or stolen items. If ***not*** removed after the 10th class day, these materials will become the property of LSC-PA.

ATTENDANCE POLICY

Regular class attendance is important to the attainment of the educational goals of the college. The cosmetology (esthetics) 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 for their licensure exam.

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

Tardy/Late Students: Students should make every effort to attend class **ON TIME**, consult with your instructor in advance if you know you will be absent. Students arriving late should immediately clock in; Do not enter the classroom if the door is closed. Please have a seat in the hallway or go into the lab and begin working on written or skills assignments. Three (3) or more tardies will count as a day absence.

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.

Students 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."

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.

BLACKBOARD: Blackboard is your online platform that provides the students with access to course material, announcements, grades, and the ability to submit assignments electronically. All students **MUST** sign in daily to their course on Blackboard. Additional information will be given by your instructor.

Online Friday: All students **MUST** sign in online every Friday morning for attendance and assignment. Failure to sign in on time will result in a half day absence.

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 Inspector's visit.

Make-Up Policy

Any absences accumulated during the semester must be made up before the end of the semester. Students who have a passing grade but do not complete all required make-up hours may receive an Incomplete (I) and may be permitted to complete the remaining hours during the subsequent semester, subject to program approval. Students who are failing the course will receive the earned final grade and will be required to repeat the course before progressing in the program. A make-up schedule will be provided by the instructor.

DRESS CODE POLICY

Professionalism: A professional appearance is always required. 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 always remain in uniform. (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 solid color) may be worn under scrub top.
 - No hoodies or sweatshirts 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, or cotton nurse jacket.
- **Approved** Lamar Cosmetology t-shirts may be worn with black scrub pants.
- As a service professional, good hygiene is 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://texas-sos.appianportalsgov.com/rules-and-meetings?chapter=83&interface=VIEW_TAC&part=4&title=16

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 always swept and free of hair.
2. Before going on break and/or lunch, workstations 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. Lamar State College Port Arthur values its relationships with clients and expects students to uphold high standards of professionalism and ethics in these interactions. Students are expected to be friendly and polite when servicing patrons, absolutely no arguing in front of patrons.
2. Socialization is not permitted between students while servicing clients.
3. It is the students responsibility to come to class with all necessary supplies needed for theory and practical applications.
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 always prohibited.

CLASSROOM POLICY

1. Time Clock: Students are not permitted to go outside to their cars once they have clocked in. In the event you need to return to your vehicle or go outside for any reason, students must inform the instructor and clock out first.
2. No sleeping, closing eyes, or laying down on the desk or table.
3. No food or drinks on the lab floor, (TDLR Rule) or in the computer lab.
4. No feet on the furniture, chair, wall or sitting on the tables.
5. Assignments: Late work accepted with penalty, at instructor's discretion.
No make-up exams will be given.

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 an important telephone call, or requiring making a call, you must notify the instructor prior to class regarding the nature of the situation.
- **Smart Watches** are 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.
- For emergencies call: Mrs. Santos 409-984-6421 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 that 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 are also responsible for paying several fees that support college services and programs. The tuition rate varies based on 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 | Student Success Center Office 117
P.O. Box 310 | 1500 Procter Street Port Arthur, TX 77641-0310
Phone: (409) 984-6241 | Fax: (409) 984-6056 | Email: 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.

Chain of Command:

- First:** Instructors:
Carla Santos-Garcia
Sherry Lejeune
- Second:** Cosmetology Director:
409-984-6421
- Third:** Department Chair:
Dr. Blas Canedo Gonzalez
canedoba@lamarpa.edu
- Fourth:** Provost/ Vice President for Student and Academic Success:
Dr. Melissa Armentor
armentormf@lamarpa.edu

NOTICE: Student must bring all counseling notes and notifications 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.



ESTHETICIAN PROGRAMS

STUDENT WRITTEN NOTIFICATION

Student's Name: _____

Semester: _____

REASON FOR NOTIFICATION:

- () **Dress code policy:**
_____ loss of clock hours and sent home until in compliance with Cosmetology dress code policy.
- () **Cell phone policy:**
_____ 1st Verbal and Written Notification
_____ 2nd Verbal and Written Notification
_____ 3rd (and any additional) Written notification and half-day suspension.
- () **Sanitation/Classroom/Lab Policies**
_____ 1st Verbal and Written Notification
_____ 2nd Verbal and Written Notification
_____ 3rd (and any additional) Written notification and half-day suspension.
- () **Attendance Policy:** Any days missed MUST be made up before the end of the semester.
- () **Tardies:** 3 allotted a.m. tardies.
- () **Behavior:** Stealing, Disruptive, Disrespectful and Violent Behavior
Automatic drop or suspension from the program.
(See Program policies)

EXPLANATION FOR NOTIFICATION:

SIGNATURES:

STUDENT (print name) _____

STUDENT: _____ Date _____

INSTRUCTOR: _____ Date: _____

PROGRAM DIRECTOR: _____ Date: _____

Note: The student's signature is not an admission of guilt.