



Supplemental Student Catalog

Cosmetology, Esthetics, & Barber Teacher Trainer (IL) Instructor Training (IN)

This Supplemental Catalog serves as a basic guide for students and contains descriptions of the policies, procedures, and expectations which apply to all Tricoci University of Beauty Culture teachers in training. Each subject is a summary of school policies or operating procedures and is provided to give general information. Specific questions should be addressed with campus management. This Supplemental Catalog, along with the Student Catalog and Enrollment Agreement, represents the contractual agreement between Tricoci University of Beauty Culture and student, specifying the rights and responsibilities of teachers in training students and Tricoci University of Beauty Culture. Students are responsible for reading all documents in their entirety.

Review of these matters will be conducted on a regular basis and are subject to change at any time. Tricoci University of Beauty Culture reserves the right to modify or rescind the terms of the policies described in this supplemental catalog for any reason at any time. Any and all modifications will be made public notice to the student body prior to implementation.

May 29, 2018



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Uniform Standards

Maintaining a professional appearance is vital to your success in this industry. White, black or black and white business attire is expected. Clothing must be clean and neat and reflect a professional image. Threading in garments that combine both black and white and appear gray will be considered gray, and not in dress code. One (1) uniform coat will be provided; additional uniform coats are available for purchase. The uniform must be well maintained, clean, and pressed at all times. The uniform coat must be worn at all times, both in the classroom and in the clinic. Jeans, shorts, casual capri-length pants, sweat shirts or sweat pants, mini-skirts, halter-tops, tube tops or tank tops are not allowed. Closed toe shoes (can include black gym shoes) are required by the State of Illinois. Socks or hose must be worn at all times, as required by the State of Illinois and Indiana. Flesh-tone pedi-socks or pantyhose may be worn in the summertime; no fishnet stockings. Colored or white gym/tennis shoes, flip-flops and beachwear shoes are not allowed. Hair should be stylishly kept, no banana clips or scrunchies allowed.

Students in violation of the dress code requirements will have the option to change immediately into the appropriate attire, clock out – go home, change, and return, or clock out and be dismissed for the day. The Campus Director has final approval on dress code matters.

Technology Use Policy

This policy does not attempt to define **ALL** required or prohibited behavior by teachers in training ("students"), but rather an operating framework for the student to follow. Each student **MUST** exercise good judgment and appropriate conduct. For purposes of this policy, Tricoci University of Beauty Culture's computer network includes all Tricoci University of Beauty Culture's computers and peripheral equipment (including, but not limited to, telephones and fax machines, mail, text messages, cell

phones), the Tricoci University of Beauty Culture's local and/or wide area network, and access to the Internet through Tricoci University of Beauty Culture computers or local and/or wide area networks.

It is the responsibility of each student to adhere to the following:

1. Respect and protect the privacy of others.
 - o Use only assigned accounts.
 - o Do not view, use, or copy passwords, data, or networks to which they are not authorized.
 - o Do not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - o Observe all network security practices.
 - o Report security risks or violations to a supervisor.
3. Respect and protect the intellectual property of others.
 - o Do not infringe copyrights.
 - o Do not plagiarize.
4. Respect and practice the principles of community.
 - o Communicate only in ways that are kind and respectful.
 - o Do not intentionally access, transmit, copy, or create material that violates the company's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - o Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - o Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - o Do not send spam, chain letters, or other mass unsolicited mailings.
 - o Do not buy, sell, advertise, or otherwise conduct business, unless approved as a company project.

Users cannot expect absolute privacy as it relates to the use of the computer network. Tricoci University of Beauty Culture owns any communication sent via email or that is stored on company equipment. Management reserves the right to examine, use, and disclose any data found on Tricoci University of Beauty Culture's information network in order to further the health, safety, discipline, or security of any person, or to protect property. Tricoci University of Beauty Culture may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Gifts or Gratuities

Students or any member of their immediate family may not accept money under any circumstances from suppliers or other students. Students may not solicit or accept non-monetary gifts, favors or other personal benefits from vendors or students or any company seeking to do business with Tricoci University of Beauty Culture unless the gift is of minimal value (less than \$20). All gifts should be reported to the Executive Director of Education.

Safety in the Workplace

We are committed to providing a safe environment for associates, students and guests. All students should use care in keeping their work area as clean and safe as possible in order to prevent accidents or hazardous situations. It is the duty of every student to ensure that the highest possible standards of school cleanliness are upheld. Any unsafe conditions should be reported to the campus management immediately. It is important to make sure that hair is swept away before any other service is performed. Any spills should be cleaned up immediately to prevent accidents or other problems. Any injury occurring should be reported to the campus management.

Adherence to Tricoci University Beauty of Culture's rules, policies and regulations, as well as Federal [OSHA], State and Local laws are required to be followed.

Sanitation

Proper sanitation as set forth by Federal and State requirements is critical in the continued licensing of the school and comprehensive education of the students. All sanitation rules must be followed in their entirety every day. All students must adhere to the sanitation requirements in their entirety. Failure to comply with the sanitation standards may be grounds for disciplinary action, up to and including termination from the program.

Essentials Attendance Policy

The Essentials portion of the Teacher Trainer/Instructor Training programs is the starting point of the program of study and your career. Tricoci University of Beauty Culture students will learn all foundational skills during the Essentials portion of their program which is the primary factor for success in the industry. Absences will cause the student to fall behind academically and it will be very difficult to catch up on missed skill sets. As a result, we have implemented a maximum number of clock hours allowable to miss during the eleven (11) week Essentials portion for your program is 24 clock hours.

Each week, student attendance will be reported and tracked. Students who have exceeded the maximum cumulative absent hours will be given a final written warning. Should future absences occur for the duration of the Essentials portion, it will result in the student's withdrawal/expulsion from the institution.

If a student is absent from class for an unavoidable reason (i.e. medical, bereavement, or jury duty), the student must provide supporting documentation for the time missed to the Student Success Advisor upon return to school. Acceptable documentation is at the discretion of the Campus Director. The hour(s) missed will not count towards the maximum number of clock hours in Essentials, but may count toward overall absent hours and affect the student's attendance percentage.

Conduct

Students are expected to conduct themselves with honesty and integrity in accordance with high moral and ethical standards. Violation of any company policy will be subject to disciplinary action up to and including termination from the program.

Codes of Conduct:

"When I do good, I feel good; when I do bad, I feel bad...." – Abraham Lincoln

1. **Confidentiality:** ***"Loose lips sink ships"*** - Students have access to confidential information pertaining to the company, associates, clients, and students. It is your responsibility to maintain a professional level of integrity pertaining to confidential matters. Gossiping creates a negative environment and always hurts somebody. Just don't do it.
2. **Professionalism:** ***"What do you want to be remembered for..."*** – At Tricoci University of Beauty Culture we are entrusted with guiding our students through their educational experience and professional development. We are their role models. Everyone including students, clients, co-workers, and associates will be treated with respect. Respect does not include inappropriate discussions of personal or professional life, swearing, becoming personally involved with students, verbal antagonism towards each other, and/or talking behind people's backs.
3. **Ethics:** ***"Do the right thing when no one is looking"*** – We are all here to develop the next generation of beauty professionals. They deserve our undivided attention. Remember the student is our #1 client. Our instruction methods must be free from personal distractions. We

cannot provide our students the undivided attention that they have paid for if we are receiving services or giving services during their class time. Exposing inappropriate body parts to our students, even within the context of the educational environment, is not permitted.

4. **Pride: “Do unto others...”** – Tricoci University of Beauty Culture has the best staff, facilities, and educational system in the industry. Take pride in it! Be considerate of your work environment (keep it clean and free of clutter), Tricoci University of Beauty Culture property (treat it like you own it), and company standards (how you act reflects who you are).
5. **Role Call: “Life happens today, not tomorrow”** – We have high standards for our students and we expect higher standards from you, their role models. Your student relies on you for consistency and day- to-day interactions in their education and growth. Students must commit to their schedule and be prepared to work. Excessive absenteeism and tardiness negatively effects your students, your campus, and you.

Students in violation of the Codes of Conduct may be subject to disciplinary action, up to and including termination from the program.

Campus/Classroom Conduct

Tricoci University of Beauty Culture employs the most highly trained and respected staff in the industry. We strive to create an environment that is free from distraction for our clients and students to ensure the highest quality of education.

Professional conduct is required at all times. All conversations and interactions with students, clients, and co- workers should remain at a professional level and not include personal content. All students must refrain from personal communication with students including text messages, email, and/or social networking while the student is enrolled.

No food or beverages are allowed in the classrooms or in the clinic, with the exception of bottled water in the classrooms. No cell phones are allowed in the classroom or in the clinic. No one will be paged for personal calls during the day, unless the call is an emergency. You may use your cell phone in the teacher’s lounge, management office or outside during your break/lunch time.

Grading Procedures/Entering

In order to keep accurate recordings of all student files, it is important that all grades be accurate and entered into the student’s record in a timely manner. Students will observe Tricoci University of Beauty Culture Instructors follow the Tricoci University of Beauty Culture Grading Policy for entering grades into the student’s records from the date the homework, test or exam is given.

Grading Procedures for Students

All note takers are to be handed in the day the exam is given. Once the exam is graded, the student should receive 2 grades; one for the exam and one for the note takers.

If a student has a pre-arranged absence, and the student has notified the teacher and/or Campus Director at least 24 hours prior to the time off for the test date, the teacher needs to provide the student with their new date of the 1st attempt of the exam, which is the same date then note takers will be due. Make sure the student is aware of the note takers being due on the new assigned test date. The new test date for pre-arranged absence is treated as if it were the original and normal test date in regards to the test and note taker grading.

If a student did not have a pre-arranged absence for the test date and he/she is absent, a grade of 0% will be given for both the exam and the note takers.

In regards to tests/exams, the 0% will remain until the exam is made up by the student, at which time the highest grade he/she can receive is 85%. If the student scores lower than 85%, the lower grade is

entered as the test grade.

The 0% will remain on the note takers until they are handed in and graded, at which time the highest grade they can receive is 85%. Each individual written and practical test requires a grade of 85% or better.

The Essentials Practical Exams (EPX), Graduate Practical Exams (GPX) and Graduate Written Final Exam are exceptions to this policy. For these tests, the grade the student receives during any of 3 attempts is the actual grade posted. Student must receive a minimum of 85% on each EPX and GPX exam. If a student retakes any of these tests, a fresh test sheet should be created.

Confidentiality

Students agree not to disclose to other students, associates, customers, vendors or suppliers, any confidential or proprietary information concerning the company, affiliates, students or its associates. Engaging in conversation or discussion regarding employment status, policies and practices, trade secrets or other proprietary information or employment related issues may be grounds for disciplinary action up to and including immediate termination from the program.

Student progress is confidential and is not to be discussed in the classroom, in the clinic, in any student area or in the presence of another student.

Employment Opportunities

Tricoci University of Beauty Culture is committed to the growth and development of its students. All career opportunities will be posted in the student lounge. We encourage interested students pursue career opportunities for which they are qualified. Students should inform the Campus Director of their interest and be in good standing with no disciplinary action.



Supplemental Catalog Acknowledgement

I acknowledge that I have received a copy of the Supplemental Catalog prior to enrollment in the Cosmetology, Esthetics, & Barber Teacher Trainer (IL) or Instructor Training (IN) programs for Tricoci University of Beauty Culture, dated May 26, 2018. I will read and familiarize myself with the contents of the Supplemental Catalog since it serves as a basic guide for success in my program of study.

Student Name (Print): _____

Student Signature: _____ Date: _____

Administration Signature: _____ Date: _____