



NAIL 0000 Nail Technician Orientation

Nail Technician Faculty:

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Advisement Hours: Before and after class

Introduction

Welcome to the Nail Technician program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. You may also review College policies on the Davis Tech website (www.davistech.edu), or in Student Services.

Program Description

Students in the Nail Technician program learn and perform manicures, pedicures, and nail enhancements. This program trains students in the principles of proper infection control and sanitation, basic nail technology, and understanding chemicals used in artificial enhancements and gel nails. Upon completion of the program, students will be prepared to take the Utah State Nail Technician licensure exam.

Program Objectives

Students in this program will be required to demonstrate competency in the following skills and behaviors:

- Perform client protection, safety and infection control procedures
- Recognize various nail diseases and disorders
- Perform professional manicures and pedicures
- Apply and fit nail tips correctly
- Demonstrate the application of acrylic and gel nail enhancements
- Evaluate various professional behaviors within the beauty industry

General Information

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements

- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification

Advisement

Teacher advisement is important for your success at the Davis Tech. Students who receive regular advisement are more likely to achieve their goals and complete their training program on schedule. These meetings are used for you and the advisor to accomplish the following tasks:

- Update any changes in your employment status and contact information in Northstar and GuestVision
- Review performance and attendance
- Define and clarify training and career goals
- Select appropriate courses according to your interest and aptitude and that achieve program completion requirements
- Discuss professional work ethic
- Discuss challenges and Davis Tech support services that can help improve your success

Scheduling

The Nail Technician I course has a defined-start/defined-end schedule, meaning that you must begin and end the course on designated start and end dates. You must be scheduled for at least 15 hours a week and have the same schedule Monday-Friday.

The Nail Technician II course has a defined-start/defined-end schedule, meaning that you must begin and end the course on designated start and end dates.

The Nail Technician Clinicals I course has an open-start/defined-end schedule. You may only start this course after completing Nail Technician Skill Development. The clinical will have minimum service requirements that must be completed before the course end date. If you fail to complete the minimum requirements, you will have to repay for the clinical course again to allow you more time to complete them. You will be scheduled into three-hour blocks for the clinical course, and you must be scheduled for at least 15 hours a week. You also must keep the same schedule Monday-Friday.



To see the days and times you can schedule into the different courses, go to www.davistech.edu/nail and click on “Details” next to Course Schedule. If you fail to complete any course by the end date, you will be required to re-enroll and repay for the course.

Campus Technology

Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access.

You can access Canvas from any internet-connected computer at the following URL: <https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please see your instructor or email online.support@davistech.edu. If you encounter technical problems while in Canvas, use the Help button in Canvas and the “Report a Problem” link. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also offer an orientation specific to technology in your program on your first day of class.

You will learn more about Guest Vision, a salon management system during your time in this program. Your instructor will provide an orientation to this system in your first course.

Learning Resources

Student Resource Center

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

First Aid Supplies

The classroom also includes first aid kit, and other supplies needed in case of emergency. Personal protective equipment (i.e. gloves, facial masks, etc.) are available in all student areas of the salon. Evacuation maps can be found in strategic locations throughout the college.

Instructor Response Time

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

Student Policies and Procedures

You may find further information on institutional student policies and procedures here: <http://www.davistech.edu/student-policies>.

Students with Disabilities



If you have a disability and have questions about the process of obtaining accommodations or need further explanation of these requirements, please meet with your program counselor at Student Services to discuss your concerns.

Performance Standards

Competency-Based Training

Davis Tech courses are competency based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and are calculated on the average length students are expected to complete designated coursework. At the beginning of each course, you will purchase or receive course curriculum, which provides guided learning modules to follow. This includes the amount of time you should spend on each learning activity. This will help you meet industry time standards and complete coursework in an appropriate amount of time.

Progress

Students are expected to complete coursework according to a timeline in the course curriculum. The timeline shows the maximum number of hours it should take a student to complete each module of the course. Progress is calculated by the number of scheduled hours versus the amount of coursework completed. Progress must be maintained at 67% or better. If you have difficulty meeting the progress requirement, you are encouraged to talk to your advisor. Failure to maintain the required progress standard, or failure to complete a course by the end date will result in academic corrective action being taken.

You are responsible for printing your own progress report; you can do this at Student Services or on the web from any computer. The advisor will explain how to read a progress report and will provide feedback about your progress in the program. To schedule progress review times, please email your assigned advisor.

Attendance

Attendance is calculated by the number of scheduled hours versus the number of hours you are present in the classroom. The Nail Technician program requires that you maintain attendance of at least 85%. Attendance requirements may be higher depending on sponsorship or financial aid stipulations.

You are expected to notify the instructor on a daily basis if you are going to be absent. Contact the receptionist at 801-593-2401 or Andi Blonquist at 801-593-2492.

PLEASE NOTE: The Certificate of Program of Completion is set at the **minimum** hours that is required by DOPL (Utah Division of Occupational & Professional Licensing). This requirement **does not match the Nail Technician attendance policy.** The Nail Technician program allows for 85% attendance to pass each course and clinical.

If you miss a class or clinical you can still fall within allowable absences for the course but you will need to make up the course work to meet DOPL and graduation requirements. To make up any days missed to meet DOPL and graduation requirements, you will need to purchase extra time in the blocks of 20, 40, & 60 hours. Unless you have 100% attendance,



your models have 100% attendance, and you are not more than 15 minutes late for the entire program, you will need to purchase extra blocks of time to meet graduation requirements.

The guidelines for attendance are based upon that of a working environment. If you were at your place of employment and you were continually late or leaving early, you probably would not have your job for long.

The following attendance rules apply:

- Clock-in window is 10 minutes before and after the bell.
- If you clock-in 10-15 minutes late, you will be marked tardy.
- If you clock-in more than 20 minutes late, you will be marked absent and/or written up.
- If you leave before the bell, you will be marked absent and/or written up.
- If you are hanging out in the hallway, talking on cell phones, visiting, or whatever it is that is not approved by the teacher first, you will be given an “N” for a nonproductive day.
- When working in the classroom, if you leave for more than 10 minutes without clocking out, you will be marked as “N” for non-productive. If you are gone for more than 20 minutes without clocking out, you will be marked as absent.
- If you miss 10 consecutive days, you will be dropped for the 10-day rule, and may lose placement in the program. (Be sure to communicate with instructor.)
- If you have a medical or personal reason that you cannot be here, please be sure to contact the instructor so we can put it in your file. If you are absent more than **two** days, **you must bring in a doctor’s note**. If you bring a doctor’s note, we will not put you on probation for attendance. Things do come up, and we will do our best to work with you, but remember, we cannot excuse absences in the system. All missed days will have to be “made up.” If your attendance drops below 85%, you will have to retake the course.
- If you have a job interview, a meeting with your caseworker, or something that is class-related and you have to leave class, you are permitted to go, but you will be required to bring back a letter from the organization on organizational letterhead the following day. Failure to do so will result in an absence.
- When on the clinic floor, you may leave for five minutes or less without clocking out. If you’re going to be gone longer than five minutes, you must clock out and clock in when you return. Failure to comply with this is considered unprofessional behavior and is subject to a write-up.
- Poor attendance by high school students may result in a grade reduction from the high school. Your citizenship is based on your attendance on the following scale:
 - 95-100% Honorary
 - 85%-94% Satisfactory
 - 67%-84% Needs Improvement



- 0-66% or lower Unsatisfactory
- You must maintain 85% attendance during your clinical hours.
- If you are in the hallway, visiting, violating web privileges, or refusing to take appointments, you will be written up, which can result in probation.
- Failure to meet attendance requirements will result in a one-month probation.
- If you forget to clock out at the end of the day, you may not get progress for the hours you attended.
- All the absent hours that you acquire as well as the practical skills missed in your core courses (Nail Tech I and Nail Tech II) must be made up before the scheduled end date of the course. To make these up you must purchase an elective Hour Block (Nail Technician Clinicals II, III, or IV).

Grading

For all courses, you are required to achieve an 80 percent average or higher to pass assignments and tests. You must pass skill demonstrations with 100 percent competency. You will receive a grade for each course, and the assignments and activities that will be used to calculate your grade will vary according to the course. The specific details for each course can be found in the course curriculum.

The grading scale used throughout this program will be:

A	94 – 100%	A-	90 – 93%		
B+	87 – 89%	B	85 – 86%	B-	80 – 84%
C+	77 – 79%	C	74 – 76%	C-	70 – 73%

**Please note that some high schools do not use a letter grade from our program and will only accept a pass or fail. See your CTE Coordinator at your high school for questions.*

The grading policy is outlined below:

- Grades will be posted two days before the end of the term.
- Progress reports are available to you at any time.
- The criteria that you will be graded on is as follows:



Criteria	Percent of Grade
Preparedness (Attending demonstrations, providing models, etc.)	10%
Attendance	10%
Assignments	5%
Assessments or Tests	25%
Practical Skill	50%

All students who fail to complete the minimum requirements of a clinical and have to purchase it again in order to complete the minimum requirements will receive 50% progress on that clinical course.

Citizenship

Your citizenship grade will be based upon attendance and productivity during the course. The first “N” for a nonproductive day will result in a 5% loss of citizenship points. Each nonproductive day thereafter will result in a 2% loss of citizenship points. If you receive an “N” for productivity or fall below the minimum attendance requirements you will also receive a markdown in your citizenship grade according to the following scale:

Productivity and Attendance %	Citizenship Grade
100% to 95%	H
95% to 90%	S
89% to 85%	N
84% or Below	U

Testing

You will be required to take a test after each chapter and at the end of each module in the theory courses. To pass the course, your test scores must average 80% or better. You are allowed 3 attempts on three tests to bring your average to 80% or better.

Skill Demonstration

In your theory course, an instructor will demonstrate each skill to you. As you observe, practice, and then master a skill, you will demonstrate it to the instructor. **Skills must be demonstrated at the required competency.** If you demonstrate the skill at a low competency, it will be considered practice. You will not have your modules signed off until the required competency level is reached. If you miss days during the time we do practicals (hands-on on mannequin hands) and you fall behind the class schedule, it will be your responsibility to stay after class and make up for the practical missed. Each practical prepares you for the next one and is necessary for your progress. You will be required to purchase another mannequin hand that you can practice on to get caught up. These can be purchased from the receptionist.



A State Board “Prep” class and State Board “Mock Practical” Test will be required during Skill Development. These classes will show your competency and prepare you for the State Board Test. A Certificate of Program Completion is awarded to those who complete the entire Nail Technician program (300 hours). When you are near completion, please see your advisor who will assist with documentation and the process required to receive the certificate.

Academic Probation and Termination

Your success in this program is important to us. We will work with you to help you succeed, but if you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve.

Probation, termination, or retaking of a course is based on the following:

- **Academic:** Failure to maintain an average of 80% or better on test scores
- **Progress:** Failure to achieve 67% monthly progress
- **Attendance:** Failure to achieve 85% attendance

If you are put on probation for academic or attendance violations, you will have 30 days to improve (with the exception of cheating and stealing, in which case immediate action will take place). If you meet the required performance standards during that time, you will be taken off probation. If you are unable to comply with the required program performance standards, you will remain on probation and a Student Improvement Plan will be developed. The plan will include details of the unsatisfactory performance, outline a plan and timeframe for performance improvement, and describe the process that will be used to monitor and evaluate future performance. This plan will be submitted to Student Services to become part of your student record. The plan will be signed by you and the instructor. The instructor and a college counselor may also evaluate what barriers might prevent your success in the program and whether or not other training options should be considered.

If you fail to meet the performance standards outlined in the Student Improvement Plan, you will be required to participate in a Committee Review in order to continue as a student at Davis Tech. The committee will be composed of you, the instructor, the program director, an impartial program director, and a college counselor. The committee will evaluate the corrective actions taken by the college, the program, and you to determine a mutually beneficial course of action. Possible options may include but are not limited to: continued academic probation, additional assessment, recommended change to another educational program, suspension, or termination from the program.

If conditions do not improve, you may be terminated from the program. Termination will be a minimum of ten (10) weeks. After that period, you will be eligible to re-enter the program subject to the availability of an opening in the class. Only one termination will be allowed.

If you fail to appear for the Committee Review, you may be considered for disciplinary termination. If you have received a Student Improvement Plan or have been placed on academic probation and subsequently leave the institution, you may be considered for disciplinary termination. If you are terminated for academic performance, you must meet with a Career and Academic Advisor to discuss a plan for correction before being permitted to re-enroll at Davis Tech.



Students who are on academic probation may lose federal financial aid, scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education regulations.

Problem Resolution

If you are not satisfied for any reason with your instructor, classroom management, grading, or academic disciplinary actions taken, discuss your concerns with your instructor. If a reasonable solution cannot be reached, you may exercise your right to grieve under the Student College Grievance Policy and Procedures, which can be found on the college website.

Off Campus Learning

During the practical coursework, you may have opportunities to complete hands-on activities off campus in the following salon experiences:

- Davis Hospital Davis Tech Salon: Advanced students can go Tuesday- Friday to a Davis Tech Cosmetology salon located at Davis Hospital and perform various services to gain a “salon” experience and provide care for our community. To participate in this experience, Davis Hospital & Medical Center requires that Cosmetology students present immunization records for chicken pox, whooping cough (DTaP), and influenza.

The same Davis Tech performance/attendance rules apply to all of our "off-campus" learning opportunities. For your protection, we strongly recommend immunization records for all “off-campus” activities.

Placement Services

Placement services are available to you when you complete your program. These services include resume review, interview skills and job placement assistance.

Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify your instructor if you are already employed, you become employed, or your employment status changes. You may also report current military service, the pursuit of additional education, or reasons that may prevent you from completing your program or finding employment. If we do not receive a response from you, a Davis Tech employee will contact you to request your employment status.

Program Safety

You will learn about program safety in *NAIL 1405 Nail Technician I* and are expected to follow the following safety standard at all times:

- If you cut yourself or a client, you will be required to complete a blood spill procedure. You are required to have a **complete** blood spill kit in your cart/bag at all times. You can purchase your own blood spill items or you can buy them from Davis Tech Cosmetology for a minimal cost.

Course Evaluations

At the end of each course your curriculum will guide you to an online evaluation with questions



about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. Feedback is used for program improvement and professional development.

Employer Advisory Committee

The Nail Technician Employer Advisory Committee is made up of local industry professionals who meet at least twice a year. During the meetings, the advisory committee reviews the program, courses, equipment, materials, facilities, and the learning environment to ensure that what is being taught aligns with industry practices. They also provide information about the employment outlook in the field and specific changes that help us to better meet their employment needs.

Student Conduct/Program Policy

Professionalism

The salon is a social and creative environment that allows us to become more personal with each other than most businesses. This closeness makes our industry special but it also makes it challenging for a stylist to maintain professionalism, yet it is an absolute must in the salon workplace. To help you become successful, you have to understand that professionalism is as important as learning nail techniques. The rules we have in place are to help you act professionally in the workplace when you graduate. The most important part of professionalism is to accept others, even those who are different from us. We need to avoid negative behaviors by others and ourselves and show respect to clients, students, other instructors, and ourselves. The important thing to remember is that healthy relationships are not based on judging or ridiculing people when they are different or seem unfriendly. Instead, find a way to create a healthy relationship with them and all people with whom you associate.

Dress Code

Why do we need a dress policy?

There is a direct correlation between how one dresses and how one thinks, feels, acts, or behaves, and how others react or respond. According to Dr. Jeffrey Magee, a consulting research psychologist who, in 1997 and 1998, surveyed 500 firms ranging from small businesses (100+ employees) to Fortune 500 companies, businesses that lowered the dress standard reported:

- Relaxed attitudes lead to relaxed performance.
- An increase in tardiness, absenteeism, and early departures.
- An increase in foul language and inappropriate conversation.
- An increase in provocative actions, which leads to more complaints to HR, and consequently, to more litigation.
- A decrease in polite, mannerly behavior.
- A decrease in productivity and overall quality of work.
- A decrease in commitment and company loyalty.

What is our dress policy?

Our policy is to dress professionally—to look sharp and well groomed. Our objective is to maintain



a professional work/study environment and to promote clean and appropriate dress for employment and increase clientele by appealing to all categories of people. As a professional in training it is your responsibility to reflect your career choice in your dress standard. Dress to impress!.

What to wear

- Always attend class looking clean and professional and observe all the rules of good hygiene. Hair and nails should always be neat and fashionable.
- Aprons must be kept clean with nametag visible at all times while on campus. (Aprons and nametags must be purchased from the Davis Tech Bookstore.)
- All clothing must be solid black. This is an industry standard that is timeless, classy and professional which keeps the focus on your salon guest.
- You may wear professional slacks, skirts, shorts, or dresses. No exercise pants, sheer leggings, or worn out articles. If you are uncertain about a particular garment, check with your instructor *before* wearing it to class.
- Shorts and skirts/dresses can be worn only if they are at knee length, even in a sitting position.
- Professional “dress shirts” must be worn. No tank tops, spaghetti straps, hooded shirts, or t-shirts with obscenities or letter printings are allowed. There should be enough of a sleeve that your underarms are covered.
- You are allowed to wear jeans to “Cutting Crew” but need to change when you come back to the Davis Tech Salon. Denim blue jeans must be professional looking—no holes, frays, and /or odd colors.
- You may accessorize with any color. Excessive jewelry and makeup are not appropriate. Your accessories should not affect your ability to perform services. Accessories include shoes, jewelry, headbands, belts, scarves, etc.
- No hats or bandannas are allowed.
- You must wear closed-toe professional shoes. These can be any color. They must be clean with no writing on them. Shoes that are too worn are not acceptable. Please keep safety in mind as you choose your shoes, and choose a quiet shoe while you are in the spa area.
- Remember the four **B’s**: no **h**osom, **b**ottom, **b**elly, or **b**ack should be seen. They need to be covered up at all times to maintain a professional standard.
- Body art and piercings must not be overly distracting or offensive. If your body art contains anti-political features, vulgarity, and /or nudity you will be asked to keep it covered. You will be asked to remove excessive piercings.

There may be days where you will be allowed to wear items not in the dress code as a fundraiser or special event. Your Instructors will give details.

Failure to adhere to the dress code will result in a written warning. You will be sent home to change and will be marked absent.



Cheating/Stealing

Any documented episode of cheating or stealing will result in a write-up.

Food and Drink Policy

In keeping with federal guidelines, **OSHA** (Occupational Safety and Health Administration) standards and **CLIA** (Clinical Laboratory Improvement Amendments) regulations, **NO FOOD or DRINKS** will be allowed in the **salon area** except on those days when we have a special event. You are not allowed to leave food or drinks anywhere in the classroom. A water bottle with a tightly closed lid is acceptable. Arrangements may be made with an instructor in case of special circumstances such as health reasons.

Clean-up

At the end of each service, you will sanitize your work area and implements and clean out your barbicide jars. When you are signed off at the end of the day, you are required to follow the general cleaning schedule. Plan your time so you have ten minutes to do a general clean up before you leave. We take pride in providing a clean, relaxing environment for our salon guests and may assign additional cleaning/organization projects as needed.

Services

When performing a student-to-student service, both students must have a ticket. The student performing the service will get a service ticket, and the student receiving the service must get a student-to-student ticket from the Instructor on the floor. In order to accommodate the flow of our salon guests, there may be days that student-to-student services are limited or are not allowed. Please check with your Instructor prior to performing these services. Please note that if your progress is not maintained at the minimum standard, you will not be allowed to participate in student-to-student services.

Children/Visitors in the Classroom

Uninvited guests in the classroom are not accepted. Friends, family, and children can come and receive a service, but cannot be here to “visit or hang out.”

Cellphone/ Portable Electronic Devices Use

With the growing use of technology in all aspects of life, it is vital that we learn to use these technologies in an appropriate and professional manner. Cellphones/tablets/computers may be utilized in our Business Technology Center to do research for class projects, continuing education, turning in assignments, etc. Cellphones may be allowed on the salon floor only in times deemed appropriate by your Instructor. This includes, but is not limited to: timing chemical processes, showing your guest your portfolio, looking at pictures during the consultation, taking before and after photos, etc. **Note: Texting, playing games, taking phone calls, or any other unprofessional behavior is never appropriate or allowed while on the salon floor or in the classroom.** Should you need to take a phone call or text message, you may step into the hallway. Failure to comply with this policy will result in a write up and a meeting with your advisor for disciplinary action and/or success planning.

Parking

Students are only allowed to park in designated parking stalls on campus. There are parking stalls designated for Cosmetology/Nail Technician clients only. They are located in the west parking lot



marked “Cosmetology Patrons Only.” **Students are not allowed to park in these stalls**—they are there for the convenience of our salon guests. We lose these guests due to poor parking availability. If your car is found in one of these parking stalls or anywhere else on campus where parking is not allowed, your car may be towed.

Restroom

The restroom located in the Cosmetology Salon is for instructor and salon guest use only. Students must go down the hall to use the public restroom.

Special Events

The Davis Tech Salon and Spa hosts a variety of special events throughout the year. These events are designed to give you the opportunity to experience some of the possibilities in your career as well as ideas and training for your salon success. We host an annual fashion show, Halloween Competition, Pre Black Friday and VIP event. Other opportunities present themselves within the community and the school throughout the year. In order to create success at these events, your participation is required. You will be given dates for these events by your instructor in advance to help you get coverage in your home life so you can be present for these events.

Social Media

One of our favorite methods of communication is through our social media sites! Please be sure to follow us on Facebook, Instagram, and Pinterest. Invite your friends to follow us as well! This is a great way to promote yourself, build your clientele, and keep up with what is happening in the program. We love to show off your work and give credit where credit is due! The more you interact with us on social media the better the experience becomes, and you will have greater exposure to create a name for yourself prior to graduation. We also have opportunities to participate in videos on YouTube and blog posts for your enjoyment and education. See your instructors for a list of our Facebook pages and other social media sites.

Your online presence is an extension of your personal self. Therefore it is important that you adhere to the school policies and procedures and remain professional in your social media interactions just as you would in person. *Please note that any form of online bullying will not be tolerated.* If you are having problems please take appropriate actions with your instructor or Carol Anderson. If you are unprofessional in our social media interactions, you will need to meet with your advisor for disciplinary action/success planning.



Statement of Responsibility

Must be reviewed WITH instructor.

Code of Conduct

- I understand that I need to show all instructors courtesy and respect. If I disagree with an instructor, I will talk directly to her in a respectful manner to solve my issue, or talk to Carol Anderson.
- I agree to be respectful and courteous of others by not using foul language, having inappropriate conversations, or spreading rumors.
- I agree to not use, possess, distribute, or be under the influence of alcohol or controlled substances.
- I understand the confidentiality I have toward my clients, and I will not repeat any information they give me.
- I will not spread “rumors” that I hear in the salon/classroom about other students/instructors since this causes a hostile atmosphere. If I have any issues or hear something that is of concern, I will talk to my instructor or Carol Anderson.

Customer Service Conduct

As a student, I realize that customer service is related to my training and is necessary for me to become proficient in all skills pertaining to licensure.

All students must follow these Customer Service Rules:

- I will accept all salon guests. Declining to provide a service without an instructor’s approval is inappropriate and will be written up.
- I will not change or move any appointments without an instructor’s approval; it is inappropriate and will be written up.
- I will be in class at my scheduled date and time and arrive fifteen minutes before my appointment.
- I will make arrangements to stay and finish my appointments if they take longer than I expected.
- I will keep my station and chair clean and orderly for each salon guest I serve.
- I will always try to exceed any client's expectations by treating him/her as a 5-star guest.
- I will always educate my guest about what products work for their hair/skin/nails. I will provide them with written instructions and product recommendations for their home maintenance routine.
- I will always greet the salon guest in a friendly manner.
- I will always do a complete consultation with an instructor before I begin and end a service and make sure I have my ticket signed. If I fail to get signed off for a service, I will not receive credit for that service and may be referred to my advisor for disciplinary action/success planning.



- I will always sanitize my station after each salon guest and clean up after myself. If I fail to do so, I may not receive credit for that service.
- I am committed to always providing my personal best and working hard to meet and exceed my educational goals. I am part of a hard working team and will support those around me in achieving their goals.



Acknowledgement of Responsibility

After you have read the policies and rules of this program, the instructor will answer any questions or concerns you may have. You will then be asked to read this form **and initial each statement**, complete the required signatures, and return the form to your instructor.

1. ____ I understand that acceptance into the Nail Technician program will require that I attend classes and clinicals at a minimum of 15 hours per week.
2. ____ I have read and understand the attendance requirements.
3. ____ I have read and understand the progress and academic performance requirements.
4. ____ I have read and understand the testing/skills demonstration policy of this program.
5. ____ I have read and understand the grading policy of this program.
6. ____ I have read and understand the probation and termination policy of this program.
7. ____ I have read and understand that I will be professional and treat others with respect.
8. ____ I have read and understand appropriate dress code and agree to strict compliance.
9. ____ I have the responsibility to maintain personal hygiene. Poor hygiene could result in being asked to go home for the day.
10. ____ I have read and understand the food and drink policy of this program.
11. ____ I understand that I may not bring children/friends to the classroom/clinic floor.
12. ____ I understand that the use of cellphones and portable electronic devices is not permitted in the program. I agree to utilize technology to benefit my education and will remain professional while using these devices at all times. Instructors may use their phones since they are needed for work-related reasons.
13. ____ I understand that I will only park in designated parking areas and that I will not park in the "Cosmetology Patron Only" area.
14. ____ I understand that I will not use the restroom in the salon—it is for salon guests and instructors only.
15. ____ I agree to participate in the program's social media pages. I understand that my social media presence is an extension of my personal self and also agree to abide by the school policies in my online presence. I understand that online bullying will not be tolerated.
16. ____ I have read and understand the rules of conduct and policies for this program and understand that if a violation occurs, I am subject to the penalties that apply.
17. ____ I agree to maintain safety and sanitation standards. I will participate in environmental control and take pride in the salon as if it were my own.
18. ____ I have read and understand the student-to-student services policy. I agree to get approval from my instructor prior to giving or receiving any student-to-student service. I understand I may not be allowed to receive a service due to salon guest needs or failure to maintain minimum standards.



19. ____ I understand that in this program I will work with certain chemicals. If I am allergic to any of them, I will utilize appropriate precautions (i.e. using gloves) so I may still provide services or I will seek Career Advisement to look at other program options.
20. ____ I have read all the rules of the Code of Conduct and Customer Service Conduct and agree to comply with them.
21. ____ I fully understand that it is against Utah Rules and Regulations to perform any services without a license. I will not perform services outside of school.
22. ____ *For parents of minors under 18 only:* I understand that once my child has turned 18 or graduated from High School, due to privacy laws the school will be unable to communicate about the student's education unless the student has given approval through completion of the appropriate waiver. Students may get a copy of this form from Student Services or Carol Anderson.

If I fail to abide by any of the rules, code of conduct, or dress code, disciplinary action will be taken as follows:

- First offense: Written warning and meet with your advisor for any other disciplinary action/success planning. (For dress code violation you will be sent home to change and will be marked absent while going home.)
- Second offense: You must meet with a college counselor and your faculty advisor to create a Student Improvement Plan.
- Third offense: You will be required to participate in a Committee Review in order to continue as a student at Davis Tech. The committee will be composed of you, the instructor, the program director, an impartial program director, and a college counselor. The committee will evaluate the corrective actions taken by the college, the program, and you to determine a mutually beneficial course of action. Possible options may include but are not limited to: continued academic probation, additional assessment, suspension, or termination from the program.
- Further offenses may result in termination from the program.

Student Signature/Date

Parent Signature/Date (for minors under 18)

Student Name (Printed)

Parent Name (Printed)



Acknowledgement of Responsibility – Student Copy

After you have read the policies and rules of this program, the instructor will answer any questions or concerns you may have. You will then be asked to read this form **and initial each statement**, complete the required signatures, and return the form to your instructor.

1. ____ I understand that acceptance into the Nail Technician program will require that I attend classes and clinicals at a minimum of 15 hours per week.
2. ____ I have read and understand the attendance requirements.
3. ____ I have read and understand the progress and academic performance requirements.
4. ____ I have read and understand the testing/skills demonstration policy of this program.
5. ____ I have read and understand the grading policy of this program.
6. ____ I have read and understand the probation and termination policy of this program.
7. ____ I have read and understand that I will be professional and treat others with respect.
8. ____ I have read and understand appropriate dress code and agree to strict compliance.
9. ____ I have read and understand the food and drink policy of this program.
10. ____ I understand that I may not bring children/friends to the classroom/clinic floor.
11. ____ I understand that the use of cellphones and portable electronic devices is not permitted in the program. I agree to utilize technology to benefit my education and will remain professional while using these devices at all times. Instructors may use their phones since they are needed for work-related reasons.
12. ____ I understand that I will only park in designated parking areas and that I will not park in the “Cosmetology Patron Only” area.
13. ____ I understand that I will not use the restroom in the salon—it is for salon guests and instructors only.
14. ____ I agree to participate in the program’s social media pages. I understand that my social media presence is an extension of my personal self and also agree to abide by the school policies in my online presence. I understand that online bullying will not be tolerated.
15. ____ I have read and understand the rules of conduct and policies for this program and understand that if a violation occurs, I am subject to the penalties that apply.
16. ____ I agree to maintain safety and sanitation standards. I will participate in environmental control and take pride in the salon as if it were my own.
17. ____ I have read and understand the student-to-student services policy. I agree to get approval from my instructor prior to giving or receiving any student-to-student service. I understand I may not be allowed to receive a service due to salon guest needs or failure to maintain minimum standards.
18. ____ I understand that in this program I will work with certain chemicals. If I am allergic to any of them, I will utilize appropriate precautions (i.e. using gloves) so I may still provide services or I will seek Career Advisement to look at other program options.



19. ____ I have read all the rules of the Code of Conduct and Customer Service Conduct and agree to comply with them.
20. ____ I fully understand that it is against Utah Rules and Regulations to perform any services without a license. I will not perform services outside of school.
21. ____ *For parents of minors under 18 only:* I understand that once my child has turned 18 or graduated from High School, due to privacy laws the school will be unable to communicate about the student's education unless the student has given approval through completion of the appropriate waiver. Students may get a copy of this form from Student Services or Carol Anderson.

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- First offense: Written warning and meet with your advisor for any other disciplinary action/success planning. (For dress code violation you will be sent home to change and will be marked absent while going home.)
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- Further offenses may result in termination from the program.





Davis Technical College

Student Locator Card

Student Name:		Student ID:	
Address:			
City:	State:	Zip:	
Cell Phone:		Carrier:	
Email:			
Father/Guardian:			
Home Phone:		Business Phone:	
Mother/Guardian:			
Home Phone:		Business Phone:	
Please list any medications you are currently taking or specific allergies you have			
In case of emergency, do you give the College permission to call the paramedics?		Yes	No
List a relative/friend that can be contacted in case of emergency if your parents/guardian cannot be reached			
Name:			
Home Phone:		Cell:	



Service Liability Waiver

I fully understand that the Cosmetology Program at the Davis Technical College, which operates this salon, is a training program and that all services are performed by students in supervised training. Therefore, I agree and understand that I will in no way hold the school, its proprietors, officers, agents or any of its operators accountable for any injury that may occur to me as a result of work performed on me in the school.

Student Signature/Date

Parent Signature/Date (for minors under 18)

Student Name (Printed)

Parent Name (Printed)

Photography/Media Release

I hereby give Davis Tech permission to use my picture and I authorize the use and reproduction thereof. I grant Davis Tech, all licensees and assignees the unrestricted right to copyright, publish and use the photograph(s) of me described above and any other reproductions or adaptations thereof, in whole or in part, without restrictions as to changes or alterations, in any media for advertising, art and exhibition, editorial or any other purpose whatsoever and without further compensation to me. I understand that unless I agree that my name is published, used or referred to in connection with the photograph(s), the photograph(s) or words published with them will not be attributed to me personally. I hereby release and discharge Davis Tech, all licensees and assignees from any liability whatsoever, by reason of any alteration or use in composite or in any other form, whether intentional or otherwise, that may occur in any publication, sale, or use of the photographs. I hereby waive any right that I may have to inspect or approve the finished product(s) and the advertising copy or other matter that may be used in connection therewith or the use to which it may be applied. All negatives and positives, together with the prints shall constitute the sole property of Davis Tech.

Student Signature/Date

Parent Signature/Date (for minors under 18)

Student Name (Printed)

Parent Name (Printed)



