

## **STUDENT CATALOG ADDENDUM TEMPORARY CHANGES AS A RESULT OF COVID-19**

As a result of the national emergency declared by the President on March 13, 2020 and the Governor of Texas, in accordance with local ordinances put in place by the County of El Paso, TSCI has made changes to a number of policies and procedures. The changes are listed below and will remain in effect until such time that all governing entities declare the emergency concluded and allow for a return to normal policies and procedures.

### **UNIFORM POLICY**

In addition to the normal uniform policy, all students and staff are required to wear face masks at all times while on TSCI property.

### **RULES AND REGULATIONS**

The following rules are amended as follows:

3. Hours of attendance are determined by the time clock while the student is attending class in the physical building. Students may not clock in or out for another student, as required by TDLR. For any student who is attending through temporary distance education attendance is granted based on multiple factors. Students will receive credit for the time that they are logged on as long as the instructor confirms that the student was present for at least 50 minutes of every hour and participation is recorded for all polls and exams.
4. Students are required to wear a clean professional uniform and shoes, as specified by the Institute while attending class in the physical building. Uniforms are not required while attending through temporary distance education.
5. Students wearing soiled or non-professional attire will not be admitted to class while attending class in the physical building. This rule does not apply while attending through temporary distance education.
7. Students must be prompt for all classes and demonstrations. Students will not be allowed to enter a theory class more than five minutes after its start time while attending class in the physical building. Students may log on at any time during their class schedule while attending through temporary distance education however, they will only receive credit for actual hours attended as outlined in rule number 3 above.
8. Use of cellular phones and/or any other electronic device is limited to professional use as authorized by the instructor. Personal use is authorized only in break areas or outside the building while the student is on break while attending class in the physical building. Electronic devices are

permitted while attending through temporary distance education as a means to attend class. Student is personally responsible for own equipment and personal property which includes the iPad issued to every student as a result of temporary distance education. TSCI makes no warranty and will not be responsible for damaged or lost equipment.

11. Students may not be interrupted during theory class to serve a patron while attending class at the physical building. Currently the clinic floor is closed and therefore this rule is not applicable. It will resume when clinic floor services resume.
18. Cleaning and sanitizing of individual work areas and/or eating areas are required including classrooms, lunchroom, and service floor. Until further notice the student breakroom is closed. There is no food allowed inside the physical building as there is no way to ensure physical distance of at least six feet between every individual allowing for the removal of face masks.
27. Students must treat all clients with respect. Refusing to serve a client is cause for the student to be sent home. Student may not refuse a client service of any kind unless the instructor recognizes the need for refusing the service. This rule is not applicable while the clinic floor is closed.
28. Each student is expected to do his/her own work. Presenting work done by others, using dishonest means in taking tests, and aiding in cheating is forbidden. The use of electronic devices or textbooks during examinations is considered cheating and will not be tolerated. Any student having been found to cheat on an examination is subject to immediate termination.
31. Cheating on exams or plagiarism will not be tolerated. This includes the use of electronic devices or textbooks.

### **ABSENTEE, TARDY, AND ATTENDANCE POLICY**

Satisfactory attendance is required in order to remain in school and/or to receive financial aid. All attendance is taken daily by faculty. Each student's attendance is recorded by an electronic time clock and monitored by the Institute while attending class in the physical building. For any student who is attending through temporary distance education attendance is granted based on multiple factors. Students will receive credit for the time that they are logged on as long as the instructor confirms that the student was present for at least 50 minutes of every hour and participation is recorded for all polls and exams. Students absent for 14 consecutive calendar days will be terminated. TSCI requires 80% cumulative attendance to complete the course within their contract period. TSCI does not differentiate between excused and unexcused absences. Any student falling below 80% attendance will be given notice and placed on TSCI institutional attendance probation during which time the student's attendance will be monitored regularly. If at any time during

the attendance probation period the student misses scheduled hours including absences, arriving late, leaving early, and/or long lunches the student may be dropped. The TSCI institutional attendance probation is used in determining compliance with the attendance policy as a condition of enrollment only and should not be confused with the Satisfactory Academic Progress probationary status used in determining eligibility for financial aid purposes. For any student falling below 80% attendance at the end of an evaluation period refer to the Satisfactory Academic Progress and Appeals Procedure section of this handbook. Students must attend regularly and on time for the benefit of their education. If a student is more than 5 minutes late for theory class while they are attending in the physical building they will not be allowed to interrupt and must not be clocked in. Students must clock in and out for themselves only.

### **ACCELERATING HOURS**

TSCI has suspended the scheduling of make-up hour weeks until further notice as it is not possible to have students from multiple schedules in the building at the same time and maintain all safety protocols.

### **LEAVE OF ABSENCE POLICY**

There may be instances during the course of your educational program that you may need time out due to unforeseen circumstances. In addition to the normal leave of absence policy found in your student catalog we have temporarily added an Administrative leave option. This option will be used for any COVID-19 related leave requirement where medical documentation is not readily available. Please be advised that all leave of absences combined cannot exceed 180 days during the entire length of the student's enrollment. Administrative leave of absences will also extend the contract end date and maximum timeframe by the same number of days as the leave. Administrative leaves do not need to be requested in advance if advanced notice is not possible. However, they are still required to be signed by the student.

### **GRADING PROCEDURES**

Students are judged on the basis of participation in daily tasks and progress. Ten points of all written exams are based on completing chapter outline and workbook assignments while attending class in the physical building. During attendance through temporary distance education the workbook and outline will not be collected or reviewed and therefore all exams are

worth a total of 100 points and will be graded solely on the student's responses to the questions. TSCI still highly recommends that all students complete their outline and workbook while attending through temporary distance education in order to better comprehend and retain the information taught during the theory portion of their program.

## **MODEL POLICY**

Model requirements will be suspended until further notice in order to reduce the number of individuals in the physical building at any given time. Students should not practice on any individual while attending through temporary distance education as there is not a licensed instructor physically present able to step in should correction be required.

## **TSCI GIFT CARDS**

TSCI gift cards are given as a reward for students who complete certain achievements. Until further notice the only gift cards that will be awarded are for attendance achievements as the clinic floor is currently closed.

## **PRACTICAL WORK**

The clinic floor is closed until further notice and no clients or models will be available at this time. The student is required to follow the assignments in the curriculum as assigned by the instructor. Work must be done on a manikin or another student as authorized by the instructor.

## **COURSE OUTLINES**

Program Name: **Operator**

Contents of Units of Instruction:

The course is a combination of lecture, demonstration and hands-on practical experience with students completing assignments daily. Practical demonstrations and evaluations are followed similar to when the students are in the building but via synchronous learning through GoToMeeting platform while using models of fingers, plastic hands. Students pick up a TDE kit at the school to work on the practical portion of the distance education so they have the supplies needed to practice remotely.

Instructional Methods used to teach the program:

Theory is taught for four hours a week utilizing the Milady Standard Cosmetology textbook. The Milady Exam Review book and workbook are also used for this class. PowerPoint presentations and handouts are also utilized in the course during normal in-school classes, and with the Instructor PowerPoints and handouts on GoToTraining during TDE. The students can ask questions during theory via the chat feature and interactive polls and/or examinations are issued once per theory hour through GoToTraining. The procedure for the practical application is given to the student via GoToMeeting, the instructor demonstrates the practical work as needed and then visually oversees the students' practical work and progress, attendance is taken for 50 minutes of attendance every hour, and evaluations are given on practical work as needed.

Program Name: **Esthetics**

Contents of Units of Instruction:

The course is a combination of lecture, demonstration and hands-on practical experience with students completing assignments daily. Practical demonstrations and evaluations are followed similar to when the students are in the building but via synchronous learning through GoToMeeting platform while using mannikins. Students pick up a TDE kit at the school to work on the practical portion of the distance education so they have the supplies needed to practice remotely.

Instructional Methods used to teach the program:

Theory is taught for four hours a week utilizing the Milady Standard Nail Esthetics Fundamentals textbook. The Milady Exam Review book and workbook are also used for this class. PowerPoint presentations and handouts are also utilized in the course during normal in-school classes, and with the Instructor PowerPoints and handouts on GoToTraining during TDE. The students can ask questions during theory via the chat feature and interactive polls and/or examinations are issued once per theory hour through GoToTraining. The procedure for the practical application is given to the student via GoToMeeting, the instructor demonstrates the practical work as needed and then visually oversees the students' practical work and progress, attendance is taken for 50 minutes of attendance every hour, and evaluations are given on practical work as needed.

Program Name: **Manicurist**

Contents of Units of Instruction:

The course is a combination of lecture, demonstration and hands-on practical experience with students completing assignments daily. Practical demonstrations and evaluations are followed similar to when the students are in the building but via synchronous learning through GoToMeeting platform while using models of fingers, plastic hands. Students pick up a TDE kit at the school to work on the practical portion of the distance education so they have the supplies needed to practice remotely.

Instructional Methods used to teach the program:

Theory is taught for four hours a week utilizing the Milady Standard Nail Technology textbook. The Milady Exam Review book and workbook are also used for this class. PowerPoint presentations and handouts are also utilized in the course during normal in-school classes, and with the Instructor PowerPoints and handouts on GoToTraining during TDE. The students can ask questions during theory via the chat feature and interactive polls and/or examinations are issued once per theory hour through GoToTraining. The procedure for the practical application is given to the student via GoToMeeting, the instructor demonstrates the practical work as needed and then visually oversees the students' practical work and progress, attendance is taken for 50 minutes of attendance every hour, and evaluations are given on practical work as needed.