

TOUCH OF CLASS MANICURE SCHOOL, LLC

Student Handbook

600-Hour Manicurist Program

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Hours: Monday – Friday · 9:00 AM – 6:00 PM

Licensed by: Texas Department of Licensing and Regulation

Program: Barbering & Cosmetology — Manicurist Specialty

Please read this handbook carefully. You will be asked to sign an acknowledgment confirming that you have received and understood its contents.

PROGRAM GUIDELINES & REGULATIONS — GENERAL

Expected Professional Appearance

Personal appearance is of major importance in this industry. As future professionals, we must dress for the clientele and career success we wish to attain. Clients will be coming to you for beauty advice — you need to look the part. As a representative of the beauty industry, you must look polished and well put together. A smile is an extremely attractive feature that doesn't cost a dime.

Dress Code

The following are expectations of students when they arrive at Touch of Class Manicure School and prior to clocking in:

- Hair must be clean, styled, and pulled back away from the face while performing services
- Nails must be clean and manicured — nail length must allow safe service performance
- Skin must be clean and well-groomed
- All-black scrubs must be worn at all times:
 - Scrubs must be all black — solid, no prints or logos
 - Must be wrinkle-free and stain-free
 - A long-sleeve all-black or all-white t-shirt may be worn underneath — no other colors
- Shoelaces must be kept clean, neat, and free of dirt and stains
- Shoes must be black and closed-toe — open-toe shoes are against TDLR regulations
- Obscene or vulgar tattoos must be covered at all times
- Hoops and bars are not permitted in facial piercings — small facial piercings are permissible
- No strong fragrances — clients may have sensitivities
- Minimal jewelry — rings and bracelets must be removed during services

Students are advised to keep a hygiene pack on hand to refresh personal hygiene and appearance throughout the day.

Students are graded daily on dress code. Failure to adhere to the dress code will result in the loss of a point per day. Students out of uniform may be required to sit in the classroom and study or go home and lose hours for that day.

Expected Professional Behaviors

Students are always expected to behave in a professional manner. Failure to do so will result in being sent home for the day, loss of hours, or dismissal from the program. Expected behaviors include but are not limited to:

- Being courteous to all with whom you encounter
- Communicating effectively with classmates, visitors, instructors, and clients — using appropriate language and not using profanity
- Respecting yourself, clients, visitors, instructors, and fellow students
- Exhibiting a positive attitude at all times
- Cooperating with the individuals you work with each day
- Projecting personal desire and commitment to Nail Technology
- Being honest and ethical
- Handling issues and complaints in a mature and professional manner

CLINICAL RULES & REGULATIONS

Nail Technology Kit

Nail Technology kits are obtained from the instructor. The kit must be paid for in full prior to release to the student. You will not be given a kit until all financial obligations have been met with the business office.

Student kits are to remain at the school until the completion of a student's 350 hours. In the event of a withdrawal from the program, kits must be paid for in full in order to gain possession of the kit. If a student fails to meet this financial obligation, the kit will remain the property of the school until the remaining balance has been paid in full. Once the business office has confirmed a zero balance, the kit can then be released to the student for pickup.

Students are responsible for the replacement of broken, lost, or stolen items from their kits. Items must be replaced immediately. Once a student has signed off on their kit, the school is no longer responsible for the replacement of supplies.

The kit becomes non-refundable once issued to the student, even if subsequently lost or stolen. §83.72(k), §1603.3601

Clinic Floor

The following are expectations of students while on the clinic floor:

- Students are expected to conduct themselves in a professional manner at all times
- Students must wear the complete uniform — all-black scrubs and closed-toe black shoes
- Students are always expected to project a positive attitude
- Students must always remain engaged with their client — no breaks will be permitted unless approved by the instructor
- Students are not allowed to deny any client — if a student fails to comply, they will be sent home immediately and will receive a zero on assigned work for that day and loss of hours
- Only school-approved products and supplies are to be used on clients
- Cell phones are prohibited on the clinic floor — zero-tolerance policy for electronic devices during services. Phones are only permitted to take pictures of work or for clinic-related activities. All personal items are to be stored in a secure location
- While providing services, students are expected to clean up spills and splashes immediately
- All work must be checked and approved by an instructor before the client leaves the station — students are graded on their work with each client
- All tools must be cleaned and disinfected before and after every client §83.102(c)
- Services are limited to the manicurist scope of practice — hands and feet only §1603.0011

- If a client is cut or blood is present, stop the service immediately and notify the instructor

Prohibited products: MMA, Credo blades, stick or lump alum, formalin. Use of these is a TDLR violation. §83.112

PROGRAM GUIDELINES & REGULATIONS — ACADEMICS

Grading Procedures

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical performance is evaluated as assigned and counted toward program completion. Students must maintain a cumulative grade average of 70% or higher and pass both the written and practical exams each semester.

Grading Scale

Grade	Score Range	Standing	Action
A — Excellent	90% – 100%	Satisfactory	None
B — Above Average	80% – 89%	Satisfactory	None
C — Average	70% – 79%	Satisfactory	None
D — Below Average	60% – 69%	Unsatisfactory	Written improvement plan issued
F — Failing	Below 60%	Unsatisfactory	Academic probation

Grade Breakdown

Component	Weight
Written Theory Tests & Quizzes	40%
Practical Skill Evaluations	40%
Attendance & Professionalism	20%

Test Retakes

- A student who fails a theory test below 70% may request one retake per test
- Retakes must be completed within 5 school days of the original test
- The retake score replaces the original score in the grade calculation
- Practical evaluations may be repeated at the instructor's discretion

Monthly Progress Reviews §1603.2311

- A written progress report is issued to every student at the end of each calendar month
- Students earning below 70% receive a written improvement plan and additional instructor support
- Students earning below 60% for two consecutive months are placed on academic probation
- A student on academic probation who does not improve within 30 days may be dismissed from the program
- Final eligibility for the PSI licensing exam requires a cumulative average of 70% or above and all 600 clock hours completed

The PSI written licensing exam passing score is **70%**. All theory instruction and testing is aligned to the PSI V2025 exam blueprint.

Academic Dishonesty

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of Touch of Class Manicure School, LLC. Academic dishonesty includes but is not limited to: cheating, plagiarizing, fabricating information or citations, facilitating academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person, or tampering with the academic work of other students.

Academic dishonesty will result in a zero on the assignment in question or an F for the course. The School Director has the authority to remove students from the program for non-compliance. Academic dishonesty is a violation of the Student Code of Conduct.

Cell Phone Policy

There is a zero-tolerance policy for texting or any other cell phone usage in the classroom during class time. Cell phones may be left on vibrate for emergency notification purposes only. You are allowed to use your electronic device in the classroom only when class is not in session or when instructed to do so by the instructor. If any electronic device becomes a problem or prevents a student from completing their work, the device will be taken by the instructor and placed in the office until the end of the day or after the student has clocked out.

CURRICULUM STANDARDS & DAILY SCHEDULE

Manicure Curriculum Standards 600 Clock Hours

Area	Content	Hours
(A) Procedures	Basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish, application of artificial nails, application of cosmetic fingernails, preparation to build new nail, nail extensions, sculpted nails, tips, wraps, fiberglass/gels, and odorless products	320
(B) Bacteriology, Sanitation & Safety	Definitions, importance, rules, laws, methods, safety measures, hazardous chemicals, and ventilation/odor in salons	100
(C) Professional Practices	Manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship, and public relations	80
(D) Arms & Hands	Major bones and functions, major muscles and functions, major nerves and functions, skin structure, functions, appendages, conditions and lesions, nails structure, composition, growth, regeneration, irregularities, and diseases	70
(E) Orientation, Rules, Laws & Preparation	TDLR rules and regulations, Texas laws, and program orientation	15
(F) Equipment, Implements & Supplies	Identification, care, use, and safety of professional tools and supplies	15
Total Required Hours		600

Content of Units of Instruction

Unit	Textbook Chapter / Source
Personal Development	Chapter 1
Business Basics	Chapter 2
Nail Salon Ecology	Chapter 3
Anatomy	Chapter 4
Chemistry	Chapter 5
Nail and Skin Physiology	Chapter 6
Client Care	Chapter 7
Natural Nail Services	Chapter 8
Artificial Nail Services	Chapter 9
Specialty Nail Services	Chapter 10
Texas Laws and Rules	TDLR Rules and Laws Book

Daily Schedule Full-Time — Monday through Friday, 9:00 AM – 6:00 PM

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 9:30	Product Knowledge	Product Knowledge	Product Knowledge	Product Knowledge	Product Knowledge
9:30 – 11:00	Theory	Theory	Theory	Theory	Test / Review
11:00 – 5:00	Practical & Practice	Practical & Practice	Practical & Practice	Practical & Practice	Practical & Practice
Lunch	Various Times	Various Times	Various Times	Various Times	Various Times
5:00 – 6:00	Sanitation & Cleanup	Sanitation & Cleanup	Sanitation & Cleanup	Sanitation & Cleanup	Sanitation & Cleanup

GRADUATION REQUIREMENTS & SCHOOL POLICIES**Graduation Requirements**

To graduate from the Manicure Program, each student must:

- Accumulate all 600 required clock hours
- Complete all chapters of the textbook, tests, and assignments
- Complete a TDLR exam
- Complete all practical evaluations
- Complete two written exams with a minimum score of 70%
- Pass both the PSI Written and Practical State Board Exams
- Perform a complete set of artificial nail enhancements on a client
- Perform all basic manicuring and pedicuring procedures on a client
- Complete an exit interview and all exit paperwork
- Satisfy all outstanding financial obligations to the school

Earned clock hours cannot be withheld for any reason including unpaid tuition or fees. §1603.2308(c)

Attendance Policy §1603.2309, §83.72(i)

- Students must clock in and out using the school time clock — no exceptions
- Clock out any time you leave the premises, including lunch
- No student may clock in or out for another student — this is a TDLR violation
- Hours are recorded in real time and cannot be estimated, rounded, or manually added
- Students who arrive late clock in at the actual time of arrival — no backdating
- Call or text the school before your scheduled start time if you will be absent
- A student absent for **30 consecutive school days** without an approved leave will be terminated from the program §83.72(p)

Student Complaint Policy

Touch of Class Manicure School, LLC is committed to providing students with an avenue to voice concerns or grievances. The purpose of this policy is to provide for the prompt and equitable resolution of student complaints. Students are encouraged to seek resolution as soon as possible through informal communication with the appropriate individual. When a resolution is not resolved informally, a formal written complaint may be filed with the school director.

Complaints regarding TDLR-regulated matters may also be directed to:

Texas Department of Licensing and Regulation · Barbering and Cosmetology Program · PO Box 12157 · Austin, TX 78711 · 800-803-9202 · tdlr.texas.gov

Drug & Alcohol Policy

Touch of Class Manicure School, LLC prohibits the unlawful manufacture, sale, distribution, possession, or use of alcohol and drugs while on school property or while performing or participating in any school-sponsored or school-related activity. Students found in violation of this policy are subject to immediate dismissal.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The rights afforded students under FERPA include:

- The right to inspect and review education records
- The right to request amendment of education records
- The right to consent to disclose personally identifiable information contained in education records
- The right to restrict the release of directory information
- The right to file a complaint

Sanitation, Infection Control & Blood Exposure

Maintaining a clean and safe environment is a core professional responsibility and a TDLR requirement. Students are expected to:

- Clean and disinfect all tools and implements before and after every client using a TDLR-approved disinfectant §83.102(c)
- Wash hands thoroughly before and after every client service
- Keep their station clean, organized, and free of debris at all times
- Participate in end-of-day sanitation and cleanup — this is graded
- Maintain and log foot spa cleaning after every use per TDLR requirements §83.108
- Never perform a service on a client with a visible infection, open wound, or contraindicated condition — notify the instructor immediately

Blood Exposure Protocol: If a client is cut or blood is present during a service, stop the service immediately, notify the instructor, and follow the school's blood exposure procedure. A blood spill kit is located at the front desk. Students must document the incident in the incident log. Failure to report a blood exposure is a serious violation.

Client Service Standards

Students represent Touch of Class Manicure School, LLC every time they interact with a client. The following standards are required on the clinic floor:

- Greet every client warmly and professionally upon arrival — introduce yourself by name
- Perform a client consultation before every service — ask about allergies, sensitivities, and service preferences
- Explain each step of the service as you perform it
- Never leave a client unattended during a service without instructor approval
- Thank the client at the end of every service and invite them to return
- Never deny a client — refusing to serve an assigned client will result in a zero for that day and loss of hours
- All work must be inspected and approved by an instructor before the client leaves the station

Tardiness Policy

- Students are expected to arrive on time and clock in no later than the scheduled start time
- Arriving late means clocking in at the actual time of arrival — no backdating under any circumstances
- Repeated tardiness (3 or more occurrences in a calendar month) will result in a written warning and a deduction in the professionalism/attendance grade
- Tardiness of more than 2 hours on any day may be recorded as an absence for that portion of the day
- Chronic tardiness may result in academic probation or dismissal at the School Director's discretion

Make-Up Hours Policy

- Students who miss hours due to absence may request make-up time with instructor approval
- Make-up hours are subject to school availability and are not guaranteed
- Make-up hours must be completed within the student's currently enrolled schedule — extensions are not automatic
- Make-up hours are recorded in real time via the time clock — no manual additions
- Students are responsible for tracking their own hour balance and communicating with the instructor if they fall behind

Leave of Absence Policy

A student who requires an extended absence for medical, personal, or family reasons may request a Leave of Absence (LOA) in writing to the School Director.

- LOA requests must be submitted in writing before the absence begins when possible
- Approved LOAs pause the student's clock hour accumulation and enrollment timeline
- Maximum LOA duration is 60 calendar days — extensions require re-approval
- A student who does not return from LOA on the approved date will be considered withdrawn from the program
- A student absent for 30 consecutive school days without an approved LOA will be automatically terminated §83.72(p)
- Tuition obligations do not pause during an LOA — the student remains responsible for any outstanding balance

Social Media Policy

- Students may photograph their own nail work on the clinic floor for personal or professional portfolios
- Client photos require verbal consent from the client before posting — never post a client's face or identifying information without consent
- Students are encouraged to tag @touchofclassnails and share their work — positive representation of the school is welcome
- Students may not post any content that is defamatory, harassing, or disparaging toward the school, staff, clients, or fellow students
- Violation of this policy may result in disciplinary action up to and including dismissal
- Cell phones used for photos on the clinic floor must be put away immediately after — zero tolerance for personal phone use during services

Personal Belongings & School Property

- Touch of Class Manicure School, LLC is not responsible for lost, stolen, or damaged personal belongings
- Students are advised not to bring valuable personal items to school
- Personal items must be stored in designated areas — not on work stations or the clinic floor
- School equipment, tools, and supplies may not be removed from the premises without instructor authorization
- Any damage to school property caused by a student will be the student's financial responsibility

Termination & Re-Enrollment Policy

Grounds for termination include but are not limited to:

- 30 consecutive absences without an approved LOA §83.72(p)
- Academic probation with no improvement within 30 days
- Violation of the drug and alcohol policy
- Academic dishonesty
- Conduct that is dangerous, threatening, or disruptive to students, staff, or clients
- Failure to meet financial obligations as agreed in the Enrollment Agreement

Re-Enrollment: A student who has been terminated or withdrawn may apply for re-enrollment at the School Director's discretion. Re-enrollment is not guaranteed. Previously earned clock hours may be credited toward the 600-hour requirement subject to TDLR rules. A new Enrollment Agreement and deposit are required upon re-enrollment.

TDLR Compliance Notice

- This program is licensed and regulated by TDLR under 16 TAC Chapter 83
- Scope of practice: hands and feet only — no arm massage, waxing, facial, or hair services §1603.0011
- Prohibited products: MMA, Credo blades, stick or lump alum, formalin §83.112
- Foot spa cleaning logs must be maintained and available for inspection §83.108
- Earned clock hours cannot be withheld for any reason §1603.2308(c)
- Student records must be retained 48 months from last date of attendance §83.72(k)