

CHEEKS BEAUTY ACADEMY  
*Est. 1984*

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\*This handbook is true in content and policy, however, it is subject to change to accommodate the changes in school policies, rules, regulations, and economic conditions. 1/1/2024



CHEEKS BEAUTY ACADEMY  
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Dear Students,

From all of us here at Cheeks Beauty Academy we would like to congratulate you on your career choice. Pursuing a career in the beauty industry will be very rewarding and fulfilling with endless possibilities. Choosing to attend Cheeks Beauty Academy will ensure that you receive the knowledge and skills to have a successful career. You will have access to over 30 years of experience and knowledge to ensure you the highest level of education. We look forward to the journey ahead.

I cannot emphasize enough how important a solid education is for the foundation of your career. Here at Cheeks Beauty Academy we only offer educational training in the Cosmetology Arts. As a student you can rest assured, we will use all the time to teach you the fast and exciting world of Cosmetology. As a staff, we will strive to set goals that will challenge each of you, so that you may reach your full potential.

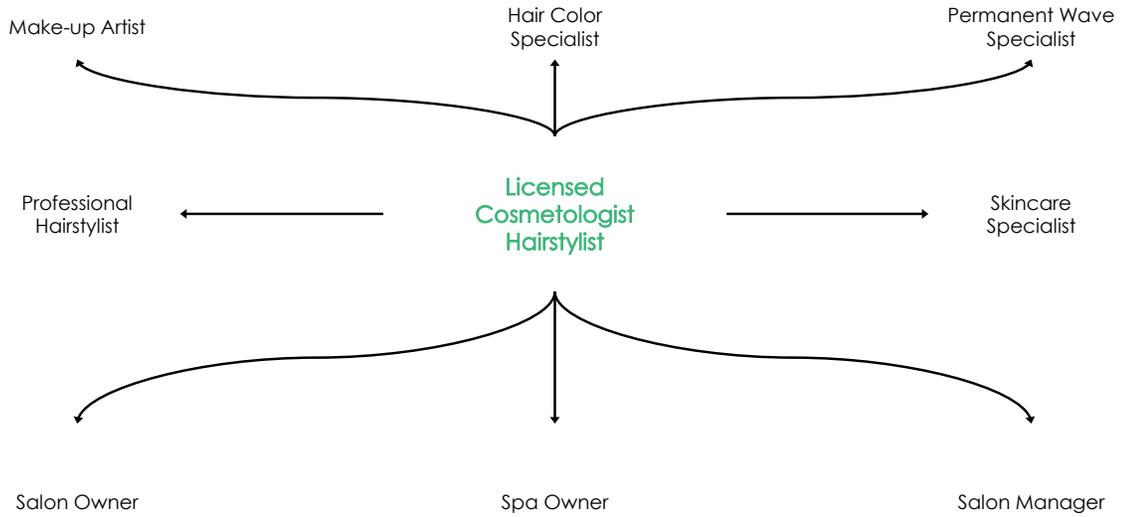
At Cheeks Beauty Academy, we will do everything possible to provide you with all the skills necessary to be successful. We encourage you to take full advantage of your time here, and in doing so, you will leave with a great education and an even brighter future.

Sincerely,

Amy Stevenson  
*Director of Education*

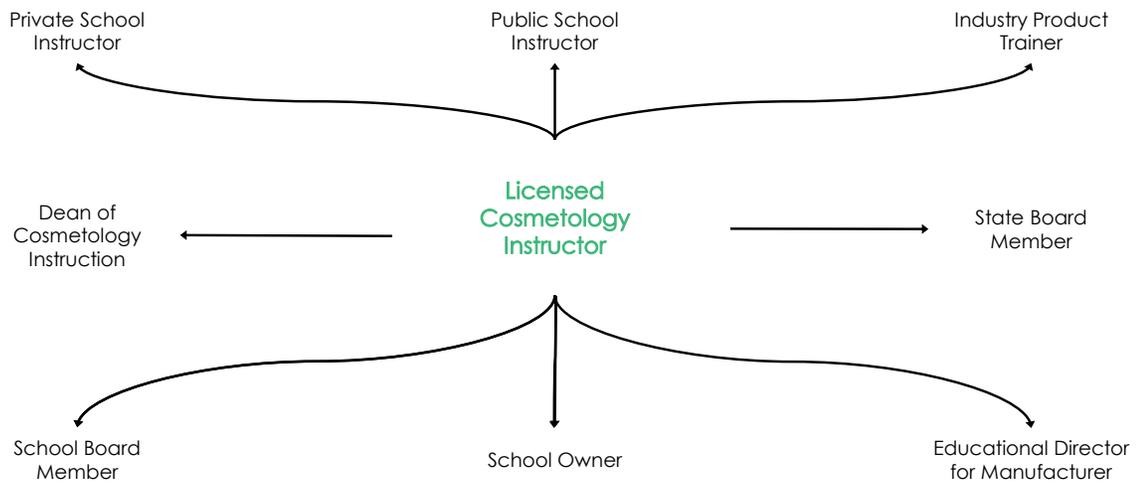
# Career Opportunities

## Salon Positions



# Career Opportunities

## Educational Positions



# Cheeks Beauty Academy Loveland Course Outlines

## COSMETOLOGY PROGRAM COURSE OUTLINE – 1500 HOURS

### COSMETOLOGY COURSE OBJECTIVE

The primary objective of the cosmetology curriculum is to prepare students for the state licensing examination necessary to become a licensed cosmetologist in CO. The 1500-hour course includes haircutting, hairstyling, haircoloring, permanent waving, relaxers, straightening treatments, scalp and hair treatments, manicures, pedicures, artificial nails, facials, makeup and other related subjects.

### COSMETOLOGY COURSE DESCRIPTION

The cosmetology course is designed to train the student in the necessary skills, safety, proper work habits, business skills, and desirable attitudes needed to obtain licensure and entry level positions in cosmetology or a related career field. The training will include practical hands-on as well as theory.

### REFERANCES

A comprehensive library of references, periodicals, books, texts, and DVD/video tapes are available to support and supplement the program of study. Primary text used for classroom is Milady Standard Cosmetology Text.

### INSTRUTURAL METHODS

The education you receive is measured in clock hours. The first 15 weeks will consist of theory classroom instruction and mannequin as well as fellow student practice. After successfully completing these requirements, the remaining time will consist of hands-on practice in the student salon, theory classes, and additional practical skill training. The types of methods used to teach this course include demonstrations, interactive lectures, mannequin practice, guest speakers, projects, activities, audio and visual aids, field trips and textbooks.

### GRADING PROCEDURES

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated satisfactory. If the performance does not meet satisfactory requirements, it is not counted and must be repeated before credit is given. Comprehensive practical skill evaluations are conducted throughout the course. Practical skills are evaluated according to text and state board procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain an academic and practical grade average of 80% or higher and pass final written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% to 93%	A – Excellent mastery of course content
92% to 87%	B – Good mastery of course content
86% to 80%	C – Satisfactory mastery of course content
79% to 0 %	D – Unsatisfactory mastery of course content

# STATE MANDATED COSMETOLOGY COURSE CURRICULUM

<b>SUBJECT/UNIT</b>	<b>HOURS</b>
<b>SHAMPOOING, RINSING, AND CONDITIONING</b> Procedures, chemistry of shampoos, types of shampoos, types of rinses, draping techniques, scalp treatments, hair treatments, benefits of scalp massage, scalp analysis, hair analysis, hair structure, disorders, diseases, safety, sanitation, disinfection, and infection control.	<b>50</b>
<b>HAIRCOLORING</b> Reasons for coloring, various products, techniques, hair lightening, toners, law of color, client consultation, applications, safety precautions, and infection control.	<b>200</b>
<b>HAIRCUTTING</b> Proper use of implements, sectioning, elevation, client consultation, head and body geometry, safety, disinfection, and infection control.	<b>200</b>
<b>HAIRSTYLING</b> Proper use of implements, removing tangles, pin curls, finger waves, roller bases, backcombing, back brushing, facial shapes, braiding, wigs, iron, curling, flat ironing, blow-drying, safety precautions, disinfection and infection control.	<b>175</b>
<b>CHEMICAL TEXTURE SERVICES</b> Scalp analysis, hair analysis, client consultation, chemical processes, sectioning, sub sectioning, rod size, rod selection, wrapping techniques, test curls, types of relaxers, procedures, chemistry of relaxers, disinfection, safety and infection control.	<b>100</b>
<b>MANICURING/PEDICURING</b> Implements, cosmetics, procedures, hand and arm massage, structure of the nail, disorders, diseases, foot and leg massage, disinfection, safety and infection control.	<b>175</b>
<b>APPLICATION OF ARTIFICIAL NAILS</b> Chemistry of artificial nail products, procedures for all types of artificial nails, client consultation, safety precautions, disinfection, and infection control.	<b>125</b>
<b>FACIALS AND SKIN CARE</b> Materials and equipment for facials, benefits of facials, corrective facials, cosmetics used, analysis, procedures, client consultation, disorders, diseases, structure, safety precautions, disinfection, and infection control.	<b>175</b>
<b>FACIAL MAKE UP</b> Product knowledge, procedures, application techniques, false eyelashes, Brow tinting, safety precautions, disinfection, and infection control.	<b>25</b>
<b>HAIR REMOVAL</b> Different types of waxes, client consultation, procedures, techniques, safety precautions, disinfection, and infection control.	<b>75</b>

<b>LAWS, RULES, AND REGULATIONS</b>	<b>25</b>
State laws, rules, and regulations governing industry.	
<b>MANAGEMENT, ETHICS, INTERPERSONAL SKILLS, AND SALESMANSHIP</b>	<b>25</b>
Business laws, financial considerations, record keeping, applications, resumes, customer relations, communication and visual poise.	
<b>DISINFECTION, SANITATION, AND SAFE WORK PRACTICES</b>	<b>150</b>
Bacteriology, sanitation, sterilization, disinfection, MSDS, methods, agents for disinfecting, Infections, safety precautions, maintaining clean and safe environment.	
<b>TOTAL HOURS</b>	<b>1500</b>

**\*The above hour requirements must be met by each student, in each category, in order for the earned hours to be accepted by the applicable regulatory agency for examination.**

# HAIRSTYLING PROGRAM COURSE OUTLINE – 1200 HOURS

## HAIRSTYLING COURSE OBJECTIVE

The primary objective of the hairstyling curriculum is to prepare students for the state licensing examination necessary to become a licensed hairstylist in CO. The 1200-hour course includes haircutting, hairstyling, haircoloring, permanent waving, relaxers, straightening treatments, scalp and hair treatments, and other related subjects.

## HAIRSTYLING COURSE DESCRIPTION

The hairstyling course is designed to train the student in the necessary skills, safety, proper work habits, business skills, and desirable attitudes needed to obtain licensure and entry level positions in hairstyling or a related career field. The training will include practical hands-on as well as theory.

## REFERENCES

A comprehensive library of references, periodicals, books, texts, and DVD/video tapes are available to support and supplement the program of study. Primary text used for classroom is Milady Standard Cosmetology Text.

## INSTRUCTIONAL METHODS

The education you receive is measured in clock hours. The first 10 weeks will consist of theory classroom instruction and mannequin as well as fellow student practice. After successfully completing these requirements, the remaining time will consist of hands-on practice in the student salon, theory classes, and additional practical skill training. The types of methods used to teach this course include demonstrations, interactive lectures, mannequin practice, guest speakers, projects, activities, audio and visual aids, field trips and textbooks.

## GRADING PROCEDURES

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated satisfactory. If the performance does not meet satisfactory requirements, it is not counted and must be repeated before credit is given. Comprehensive practical skill evaluations are conducted throughout the course. Practical skills are evaluated according to text and state board procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain an academic and practical grade average of 80% or higher and pass final written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% to 93%	A – Excellent mastery of course content
92% to 87%	B – Good mastery of course content
86% to 80%	C – Satisfactory mastery of course content
79% to 0 %	D – Unsatisfactory mastery of course content

# STATE MANDATED HAIRSTYLING COURSE CURRICULIM

<b>SUBJECT/UNIT</b>	<b>HOURS</b>
<b>SHAMPOOING, RINSING, AND CONDITIONING</b> Procedures, chemistry of shampoos, types of shampoos, types of rinses, draping techniques, scalp treatments, hair treatments, benefits of scalp massage, scalp analysis, hair analysis, hair structure, disorders, diseases, safety, sanitation, disinfection, and infection control.	<b>60</b>
<b>HAIRCOLORING</b> Reasons for coloring, various products, techniques, hair lightening, toners, law of color, client consultation, applications, safety precautions, and infection control.	<b>240</b>
<b>HAIRCUTTING</b> Proper use of implements, sectioning, elevation, client consultation, head and body geometry, safety, disinfection, and infection control.	<b>240</b>
<b>HAIRSTYLING</b> Proper use of implements, removing tangles, pin curls, finger waves, roller bases, backcombing, back brushing, facial shapes, braiding, wigs, iron, curling, flat ironing, blow-drying, safety precautions, disinfection and infection control.	<b>210</b>
<b>CHEMICAL TEXTURE SERVICES</b> Scalp analysis, hair analysis, client consultation, chemical processes, sectioning, sub sectioning, rod size, rod selection, wrapping techniques, test curls, types of relaxers, procedures, chemistry of relaxers, disinfection, safety and infection control.	<b>120</b>
<b>MANAGEMENT, ETHICS, INTERPERSONAL SKILLS, AND SALESMANSHIP</b> Business laws, financial considerations, record keeping, applications, resumes, customer relations, communication and visual poise.	<b>30</b>
<b>LAWS, RULES, AND REGULATIONS</b> State laws, rules, and regulations governing industry.	<b>30</b>
<b>DISINFECTION, SANITATION, AND SAFE WORK PRACTICES</b> Bacteriology, sanitation, sterilization, disinfection, MSDS, methods, agents for disinfecting, Infections, safety precautions, maintaining clean and safe environment.	<b>270</b>
<b>TOTAL HOURS</b>	<b>1200</b>

**\*The above hour requirements must be met by each student, in each category, in order for the earned hours to be accepted by the applicable regulatory agency for examination.**

# ESTHETICS PROGRAM COURSE OUTLINE – 600 HOURS

## ESTHETICS COURSE OBJECTIVE

The primary objective of the esthetics curriculum is to prepare students for the state licensing examination necessary to become a licensed esthetician in CO. The 600-hour course includes business practices, facial procedures and massage, product chemistry, electrical facial treatments, hair removal, makeup, body treatments and other related subjects.

## ESTHETICS COURSE DESCRIPTION

The esthetics course is designed to train the student in the necessary skills, safety, proper work habits, business skills, and desirable attitudes needed to obtain licensure and entry level positions in esthetics or a related career field. The training will include practical hands-on as well as theory.

## REFERENCES

A comprehensive library of references, periodicals, books, texts, and DVD/video tapes are available to support and supplement the program of study. Primary text used for classroom is Milady Standard Esthetics Text.

## INSTRUCTIONAL METHODS

The education you receive is measured in clock hours. The first 5 weeks will consist of theory classroom instruction and mannequin as well as fellow student practice. After successfully completing these requirements, the remaining time will consist of hands-on practice in the student salon, theory classes, and additional practical skill training. The types of methods used to teach this course include demonstrations, interactive lectures, mannequin practice, guest speakers, projects, activities, audio and visual aids, field trips and textbooks.

## GRADING PROCEDURES

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated satisfactory. If the performance does not meet satisfactory requirements, it is not counted and must be repeated before credit is given. Comprehensive practical skill evaluations are conducted throughout the course. Practical skills are evaluated according to text and state board procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain an academic and practical grade average of 80% or higher and pass final written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% to 93%	A – Excellent mastery of course content
92% to 87%	B – Good mastery of course content
86% to 80%	C – Satisfactory mastery of course content
79% to 0 %	D – Unsatisfactory mastery of course content

# STATE MANDATED ESTHETICS COURSE CURRICULUM

<b>SUBJECT/UNIT</b>	<b>HOURS</b>
<b>FACIALS AND SKIN CARE</b> Materials and equipment for facials, benefits of facials, corrective facials, cosmetics used, analysis, procedures, client consultation, disorders, diseases, structure, safety precautions, disinfection, and infection control.	<b>210</b>
<b>FACIAL MAKE UP</b> Product knowledge, procedures, application techniques, false eyelashes, Brow tinting, safety precautions, disinfection, and infection control.	<b>30</b>
<b>HAIR REMOVAL</b> Different types of waxes, client consultation, procedures, techniques, safety precautions, disinfection, and infection control.	<b>90</b>
<b>LAWS, RULES, AND REGULATIONS</b> State laws, rules, and regulations governing industry.	<b>30</b>
<b>DISINFECTION, SANITATION, AND SAFE WORK PRACTICES</b> Bacteriology, sanitation, sterilization, disinfection, MSDS, methods, agents for disinfecting, Infections, safety precautions, maintaining clean and safe environment.	<b>210</b>
<b>MANAGEMENT, ETHICS, INTERPERSONAL SKILLS, AND SALESMANSHIP</b> Business laws, financial considerations, record keeping, applications, resumes, customer relations, communication and visual poise.	<b>30</b>
<b>TOTAL HOURS</b>	<b>600</b>

**\*The above hour requirements must be met by each student, in each category, in order for the earned hours to be accepted by the applicable regulatory agency for examination.**

# Advanced Certification Classes

## Chemical Peels

### **COURSE OBJECTIVE**

This 24-hour course is designed for the licensed professional seeking certification in Chemical Peels. Students will gain knowledge in skin analysis, product usage, treating basic and specialty skin types as well as advanced topics and treatments.

This course will be taught utilizing lecture, group discussions, demonstration and student practical application using manikins, models and then clients on a daily or weekly basis. There will be a written and practical test given at the conclusion of this course.

### **CHEMICAL PEEL REQUIREMENTS**

- Learn how to conduct a consultation and skin analysis.
- Learn how to determine skin type during the skin analysis.
- Identify and categorize skin care products.
- Gain knowledge and learn the purpose of chemical peel.
- Learn how to use chemical peels to treat basic and specialty skin types and conditions.
- Learn how to perform the procedure and treatment reactions.
- Gain knowledge of chemical peel products and treatment reactions.

## Microdermabrasion

### **COURSE OBJECTIVE**

This 14-hour course is designed for the licensed professional seeking certification in microdermabrasion. The student will receive knowledge in skin types and conditions, micro exfoliation, treatment procedures as well as cleaning, disinfection, sterilization and safety that must be performed for this service.

This course will be taught utilizing lecture, group discussion, demonstration and student practical applications using models. There will be a written and practical test given at the conclusion of this course.

### **MICRODERMIBRASION REQUIREMENTS:**

- Learn how to conduct a consultation and skin analysis.
- Learn how to determine skin type during the skin analysis.
- Learn the basic techniques of the diamond tone microderm machine.
- Learn how to perform the procedures.
- Learn how to clean, disinfect and safety of the machine.
- Learn the laws, rules, and regulations.
- Learn salesmanship.

## Aromatherapy/Reflexology

### **COURSE OBJECTIVE**

This course is designed for the licensed professional seeking a certificate in Aromatherapy/Reflexology. The student will gain knowledge in essential oils, massage as related to aromatherapy and reflexology and treating the body as a whole. This course will be taught utilizing lectures, group discussion and student practical application using manikins, models and clients on a daily or weekly basis. There will be a written and practical test given at the conclusion of this course.

### **AROMATHERAPY/REFLEXOLOGY REQUIREMENTS**

- Learn how to conduct a client consultation.
- Learn how to identify any contraindications.
- Identify and categorize essential oils.
- Learn basic techniques for reflexology and aromatherapy.
- How to use reflexology and aromatherapy to help the client to relieve stress, tension, and improve blood supply to promote unblocking of nerve impulses.
- Explore alternative massage techniques.
- Learn and know to perform procedures/techniques in aromatherapy & reflexology.
- Learn and know the anatomy associated with reflexology and aromatherapy.
- Learn how to promote balance in the body.

## Electrolysis

### **COURSE OBJECTIVE**

This course is designed for the licensed professional seeking a certificate in Electrolysis. The student will gain knowledge in hair removal, hair growth and equipment. This course will be taught utilizing lecture, group discussion, demonstration and student practical application using models and then clients on a daily or weekly basis. There will be a practical test given at the conclusion of this course.

### **ELECTROLYSIS REQUIREMENTS**

- Learn how to conduct a consultation, skin, & hair removal analysis.
- Learn how to determine which direction the filament is inserted into the hair follicle.
- Learn the basic techniques for electrolysis.
- Learn how to turn the machine on.
- Learn how to set the machine for galvanic and radio frequency electrolysis.
- Learn how to hold the filament, tweezers, cotton round & keeping the skin taut all at the same time.
- Learn how to perform procedure.
- Learn proper technique of insertion of the filament into the hair follicle.
- Learn contraindications associated with the electrolysis procedure.
- Sanitation, sterilization, disinfection and safety for electrolysis.

## Electric Files

### **COURSE OBJECTIVES**

The course is designed for the licensed professional seeking certification in electric files. The student will gain knowledge in the proper and safe use in using the electric file for artificial nail enhancements in the 8-hour certification course.

The 8-hour course is taught utilizing lecture, group discussion, demonstration and practical application on manikin hands and then on models. The student is required to pass a written and practical test with an 80% accuracy or better.

### **ELECTRIC FILES REQUIREMENTS**

- To Learn how to select the proper bit:
  - For removing product from the free edge.
  - Re-balancing the nail.
  - Shaping the nail.
  - Remove product from under the free edge.
- Learn how to properly use the fulcrum finger to safely use the electric file.
- Learn how to adjust speed of the machine.
- Learn how to properly disinfect the bits.
- Learn the importance of having the proper angle of the bit.
- Learn the risks of improper use.
- Learn safety precautions when performing an electric file service.

## Air Brush Make-Up and Tanning

### **COURSE OBJECTIVE**

This course is designed for the licensed professional seeking a certificate in Air Brush Make Up and Tanning. The student will gain knowledge in skin analysis, product and equipment knowledge, color theory and face shapes. This course will cover highlighting, shadowing concealing imperfections and accentuating the best features. This course will be taught utilizing lecture, group discussions, demonstration and student practical application using manikins, models and clients on a daily or weekly basis.

### **AIR BRUSH MAKE-UP AND TANNING REQUIREMENTS**

- Learn how to conduct a consultation and skin analysis.
- Learn how to apply make-up to match up the client's skin tone.
- Learn how to apply tanning product evenly without streaks.
- Learn basic techniques for air brush make-up and tanning.
- Learn how to conceal skin imperfections.
- Learn how to accentuate the client's best features.
- Learn how to clean and disinfect the machine to keep it running properly.

## Permanent Make-up

### **COURSE OBJECTIVE**

This 132-hour Permanent Make Up Course is designed for the licensed professional seeking certification in Permanent Make Up. The student will be trained to become a skilled and knowledgeable Professional Permanent Make Up Technician for procedures such as eyebrows, eyeliner and lip coloring.

The course will be taught utilizing lecture, group discussions, demonstration and student practical application on manikins, models and clients.

### **PERMANENT MAKE-UP REQUIREMENTS**

- Introduction to permanent make-up.
- Understanding the history of permanent make-up.
- Overview of the different types of machines and devices available.
- Understanding the color wheel and how to match or correct color for a new or corrective permanent make-up procedure.
- Extensive instruction regarding skin undertones and how pigments work together to correct or create the perfect look for the client.
- Learn pigment preparation, selection, mixing and storage.
- Understanding the correct methods of make-up application.
- Understanding the differences between temporary pigment (make-up), and permanent make-up application.
- What one should NOT do when applying permanent pigmentation.
- Full understanding of skin composition and layers.
- Understanding the care and healing process of the skin.
- Understanding skin diseases, disorders and conditions.
- Appropriate needle selection and applications.
- Maintenance, correct insertion, identifying needle damage, proper storage, disposal and preparation for sterilization.
- Understanding the importance of sanitation, sterilization, safety, client consultations, and consent forms.
- Client preparation, after care, photography (before & after pictures).
- Business/Marketing.
- Practice procedures.

# Cheeks Beauty Academy Loveland Student Handbook

## LICENSING REQUIREMENTS

- All beauty professionals must be licensed by the state in which they practice their trade.
- Applicants for licensure must have completed all graduation requirements from a state approved school.
- Applicants must submit required documents/application and fees to licensing/testing agency within stated time frame.
- Applicants must pass a written and practical exam in order to receive a license in and be employed in their respective field.

**\*\*Fees for the licensing exams are NOT included in the program/course costs, must be paid for separately by student to the examining agency.**

## GRADUATION REQUIREMENTS

Cheeks Beauty Academy has set forth minimum standards for completion of all programs to include:

- ✓ Satisfactory completion of required program hours
- ✓ Completion of all written exams with a cumulative 80% GPA
- ✓ Completion of all practical exams with a cumulative 80% GPA
- ✓ Completion of all practical assignments and lab requirements
- ✓ Full payment of tuition and fees or satisfactory payment arrangements

A diploma will be awarded in the appropriate program to students completing graduation requirements.

## JOB PLACEMENT/EMPLOYMENT

The school does not guarantee placement or employment upon completion of the course.

The school does maintain a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

## STATE APPROVING AGENCIES/NATIONAL ACCREDITING AGENCY

Cheyenne campus is approved, licensed and regulated by the Wyoming Board of Cosmetology located at 2515 Warren Ave. Suite 300 82001

Loveland campus are approved and regulated by Colorado Department of Higher Education, Division of Private Occupational Schools located at 1600 Broadway St. #2200 Denver, CO. 80202.

All campuses are accredited by the National Accrediting Commission of Career Arts and Sciences located at 3015 Colvin Street, Alexandria, VA 22314.

## CAMPUS SECURITY/ CRIME REPORT

- This report reflects current statistical reporting .
- No reportable criminal offenses were reported to any law enforcement agencies or to any institutional official during the reporting period.
- The school does not have any off-campus student organizations.
- The annual report is prepared by Robert Stevenson in cooperation with local law enforcement agencies.
- Each October a student will receive notice that the crime report has been

compiled for the Department of Education. The current Annual Security Report is attached at end of this handbook.

### **TIMELY WARNINGS**

- In the event that a situation arises either on or off campus and impacts students, and in the judgment of local enforcement constitutes an ongoing or continuing threat, a “timely warning” will be issued. The warning will be issued to staff and students as the information is made available from local and state authorities as well as any instructions or recommendations regarding the situation.
- Students will receive the information during theory class and or postings on the student bulletin board. Students can also contact the school staff if more information is needed.
- More information can be found in attached Annual Security Report.

### **CRIME REPORTING**

- All criminal actions occurring on campus should be reported immediately to the school administrator.
- The school administrator will inform the appropriate law enforcement agency or assist the student in notifying the authorities if the student makes such a request.
- Students are encouraged to report all criminal activities in a timely manner.

### **ACCESS POLICY**

- Cheeks Beauty Academy does not have any campus residences or dormitories. Nor does the school employ any security personnel or police force or offer any crime prevention programs.
- During business hours, the school will be open to students, staff and clients.
- During non-business hours, the building will be under lock and key, only staff will be permitted in the building and the doors will remain locked.
- Students and the public will not be permitted in the building during non-business hours.

### **SEX OFFENSES AND OFFENDERS**

Students and staff can access public information about registered sex offenders from the state official reporting web sites:

- Wyoming: <http://wysors.dci.wyo.gov/sor/search.htm>
- Colorado: <http://www.city-data.com/so/Colorado.html>

Unlawful use of this information for purposes of intimidating or harassing another is prohibited and may be punishable by law. More information can be found in attached Annual Security Report.

The following crisis prevention numbers are listed to help students and staff with various situations:

**ALL EMERGENCIES DIAL 911:**

<u>TYPE</u>	<u>LOVELAND</u>	<u>CHEYENNE</u>
• State Patrol	970.224.3027	307.777.4321
• Suicide crisis	970.221.2114	1.800.784.2433
• Abuse shelter	970.669.5150	307.637.7233
• Chemical abuse	1.888.744.0069	307.777.6494
• Counseling	970.221.2114	307.777.7564
• Sexual Assault Victim Advocate	970.472.4204	307.637.7233
• Child abuse	970.498.6990	307.777.5246
• Alcohol dependency	866.945.9543	866.945.9543

**DRUG FREE SCHOOLS AND CAMPUSES**

- Unlawful possession use or distribution of illicit drugs and alcohol within school premises is PROHIBITED. Any student or employee involved in any activity involving illicit drugs or alcohol will not be allowed to remain on school property.
- The local police department will be notified of such activity and if necessary, the assistance of law enforcement will be utilized to resolve such situations.
- Students or employees facing such problems will be referred to the local rehabilitation program for counseling and treatment.
- Disciplinary sanctions imposed by the school for the student/employee involved with drugs or alcohol:
  - First occurrence: Advising by the school staff and referral to local organization dealing with drug and alcohol related problems.
  - Second occurrence: Termination from school/employment and notification to local law enforcement.
- Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  - Abide by the terms of the statement and notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the work place no later than five days after such conviction.

**STUDENT GRIEVANCE/INTERNAL COMPLAINT PROCEDURE**

- In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit.
- Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature and patterns of complaints for the institution.
- To register a complaint at any time the student must do the following:
  - 1) The complaint must be in writing, signed.
  - 2) The complaint should be mailed to:

Robert Stevenson  
207 W. 18<sup>th</sup> St.  
Cheyenne, WY 82001
  - 3) The complaint must be filed within 30 days of the incident occurring.
- Within ten calendar days of receipt of the written complaint a school representative will meet with the complainant and attempt to resolve the problem. This meeting will be documented.

- Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- In the event that a satisfactory resolution cannot be reached, the complaint will be turned over to corporate management committee who will respond to the complainant within 15 calendar days in writing as to steps taken to resolve the conflict.
- Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency.
- Should it be necessary, students may file complaints with the following agencies:
  - 1) Private Occupational School Board  
1600 Broadway, # 2200  
Denver, CO 80202
  - 2) Wyoming Board of Cosmetology  
2515 Warren Ave. Suite 300  
Cheyenne, WY 82001
  - 3) National Accrediting Commission of Career Arts and Sciences  
3015 Colvin Street  
Alexandria, VA 22314

### **STUDENT RECORDS AND PRIVACY/FERPA POLICY**

The Family Educational Rights and Privacy Act is designed to protect the privacy of a student's educational records.

- FERPA gives certain rights to parents regarding their children's education records. These rights transfer to student or former student who has reached the age of 18 or is attending any school beyond high school level.
- Parents or guardians of dependent minors or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.
- The school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose record, without consent, to the following parties:
  - School employees who have a need to know
  - Other schools to which a student is transferring
  - Parents or legal guardians of dependent minors.
  - Certain government officials in order to carry out lawful functions
  - Appropriate parties in connection with financial aid to a student
  - Organizations doing certain studies for the school
  - Accrediting organizations
  - Individuals who have obtained court orders or subpoenas
  - Persons who need to know in cases of health and safety emergencies
  - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.
- The school may release without consent directory type information such as student's name, address, phone number, date and place of birth, honors and

awards, dates and attendance. This school does not provide directory information to outside sources.

- Parents or eligible students can review their records in the business office during regular school days and hours.
- All requests for record review should be written and submitted through an instructor. Copies of records are available for a fee per sheet, all request for copies must also be in writing accompanied with payment. Current records can be reproduced in two days for records a year or older please allow at least 10 days.

#### **AUTHORIZED LEAVE OF ABSENCE (LOA) POLICY**

- An authorized leave of absence is a temporary interruption in the student's program of study/training.
- All requests for a Leave of Absence must be submitted in writing, in advance, and include the reason for the request along with the student's signature unless unforeseen circumstances would prevent him/her from doing so.
- An individual who does not provide the written request in advance, due to unforeseen circumstances, may still be granted a Leave of Absence. In this case, documentation will be made in the student's file and the proper form and documentation would be collected at a later date. Any Leave of Absence granted, for unforeseen circumstances, will have the beginning date as the first date that the student was unable to attend as determined by the school.
- The school must have reasonable expectation that the student will return from a leave before a Leave of Absence is granted.
- Students may request leaves of absences for maternity, medical or personal issues.
- The student will not accrue any additional charges as a result of the leave of absence.
- A student granted a LOA that meets these criteria will not be considered withdrawn, therefore, no refund calculations will be made at this time.
- The student's contract and maximum time frame will be extended the same number of days taken in the leave of absence. Changes to the contract period on the enrollment agreement must be initialed by both parties or an addendum must be signed and dated by both parties.
- Students cumulative leave of absences during any 12-month period, cannot exceed a maximum of 180 days.
- Students who do not return to school at the expiration of an approved Leave of Absence will be terminated. His/her withdrawal date, for calculating a refund, will be his/her last day of physical attendance
- Students will return to school in the same progress status as prior to the leave.

## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

The following satisfactory progress policy is consistently applied to all students enrolled at this institution. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. Only students who maintain satisfactory progress are eligible to receive Title IV financial assistance. This policy complies with guidelines established by the National Accrediting Commission of Career Arts and Sciences and the federal regulations established by the United States Department of Education.

## **ACADEMIC REQUIREMENTS/GRADING**

Students are assigned written exams and a minimum number of practical experiences. Academic learning is evaluated at the end of each unit of study. Practical assignments are evaluated as completed and counted toward course completion when rated satisfactory. Comprehensive practical skills evaluations are conducted throughout the course of study and are evaluated according to the school and state board criteria. Students must maintain a cumulative grade average of 80%. Students are responsible for making up missed exams and incomplete assignments. The following grading system is used for all courses:

100% to 93%	A – Excellent mastery of course content
92% to 87%	B – Good mastery of course content
86% to 80%	C – Satisfactory mastery of course content
79% to 0 %	D – Unsatisfactory mastery of course content

## **EVALUATION PERIODS**

Students will be evaluated for satisfactory progress once they have clocked the following actual hours and weeks:

<b>Program:</b>	<b>Evaluation Hours:</b>	<b>Weeks FT</b>	<b>Weeks PT</b>
Cosmetology	450/900/1200	15/30/40	28/56/75
Hairstyling	450/900	15/30	28/56
Esthetics	300	10	18.75

Evaluations will determine if the student has met the minimum requirements for satisfactory progress. Students will receive a copy of their SAP Determination at the time of each evaluation and a copy is retained in the student's file.

## **SAP ATTENDANCE REQUIREMENTS**

All students must maintain a minimum of 75% cumulative attendance of the total scheduled hours to be considered making satisfactory attendance progress. The attendance percentage is determined by dividing the hours attended by the total number of hours scheduled. Students will receive an official progress report at the end of each evaluation period from the Director of Education or the student's appointed advisor. The report will indicate if the student is making satisfactory progress or unsatisfactory progress in that evaluation period in regard to attendance, academics and practical performance. This report will also indicate areas of strengths and weakness and how students can make improvements if needed.

## MAXIMUM TIME FRAME

The maximum allowable time with a 75% attendance rate for students to complete each course is 133% of the time it would take to complete the scheduled hours in the program. Students who exceed the maximum time frame will be terminated from their program.

**Maximum time Allowed in Scheduled Hours**

<b>Course:</b>	<b>Program Hours:</b>	<b>Full-Time (30 hours per week)</b>	<b>Part-Time (16 hours per week)</b>
Cosmetology	1500	1995	1995
Hairstyling	1200	1596	1596
Esthetics	600	798	798

## DETERMINATION OF PROGRESS STATUS

Students will be evaluated for SAP as follows:

<b>Program:</b>	<b>Evaluation Hours:</b>	<b>Weeks FT</b>	<b>Weeks PT</b>
Cosmetology	450/900/1200	15/30/40	28/56/75
Hairstyling	450/900	15/30	28/56
Esthetics	300	10	18.75

Students meeting minimum requirements for academics and attendance are considered to be making SAP until the next scheduled evaluation. Students who do not achieve the minimum standards of SAP are no longer eligible to receive Title IV funds unless the student has prevailed upon appeal of the determination and is placed on probation.

For students who fail to meet SAP requirements at the end of an evaluation period, all of the following conditions must be met:

- The student must appeal the determination that they are not making satisfactory progress.
- The institution must determine that the student should be able to meet satisfactory progress standards by the end of the subsequent evaluation period or the institution will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.
- A student must have a basis to file an appeal. Acceptable reasons might include death of a relative, injury or illness to student, or other personal extenuating circumstances. The student must explain what caused the failure to meet SAP standards. They must also explain what has changed in their situation that will allow them to achieve SAP by the end of the next evaluation period. The student must submit all information relating to the appeal in writing within 15 days of being notified of unsatisfactory determination. All appeal documents will be kept in the student's file.

- Students that prevail upon appeal, will be placed on probation until the end of the next evaluation period, students are eligible to receive Title IV financial aid during this time. If the student meets the SAP requirements at the end of the probationary period, they will be removed from probation and considered making SAP. If the student does not meet the requirements for SAP at the end of the probationary period, the student will no longer be eligible to receive Title IV funds and will be terminated from the program.

### **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

- Students may re-establish satisfactory progress by meeting the minimum requirements for attendance and academics by the end of the probationary period.
- Students re-entering the program after termination/withdrawal must wait a minimum of three months before being considered for re-enrollment and write a re-enrollment appeal.
- Upon appeal approval, the student will re-enter the program under the status of the previous enrollment, either satisfactory or on probation.

### **APPEAL PROCEDURE**

- A student determined to not be making satisfactory progress may appeal the determination within 15 days of receiving an official Progress Report.
- The student must submit a written appeal with supporting documentation if applicable, stating the circumstances and basis for the appeal.
- They should also explain why they should be considered making satisfactory progress in light of the extenuating circumstances.
- The appeal will be documented by the school and a corrective plan of action or a termination decision will be given to the student.
- If the student prevails on the appeal, the student will be placed on probation.
- During the probationary evaluation period the student must meet minimum requirements for satisfactory academic progress.

### **INTERUPTIONS, COURSE INCOMPLETE, WITHDRAWALS**

- If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence, hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.
- Students wishing to officially withdraw from Cheeks Beauty Academy must provide the admission's office notification of their intent to withdraw. Notification may be made in person, in writing, email, by fax or by telephone. This notice will be the date of determination and the student's last day of physical attendance will be used for refund calculations.
- Students who withdraw prior to course completion and wish to re-enroll will return in the same academic progress status as at the time of the withdrawal.
- Students must re-enroll within five years of the last date of attendance to maintain all hours.
- Five years after the last date of attendance all hours expire, and students must begin as a new student.

## **NON-CREDIT AND REMEDIAL COURSES**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect on the school's satisfactory progress standards.

## **CHANGE IN COURSE STUDY**

If a student switches from one program of study to another program of study, their satisfactory academic progress is reviewed only for the program that the student is currently enrolled in. Academic grades and attendance records from prior program will not be included in the current satisfactory academic progress determination. If a student is currently enrolled in two programs, their satisfactory academic progress will be reviewed for each program independently.

## **TRANSFER HOURS/CREDITS**

With regard to Satisfactory Academic Progress, a student's transfer hours that are accepted toward the student's educational program will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. However, the school and state evaluation of hours will determine the number of hours needed to complete the program.

## **TERMINATION**

- A student's enrollment can and will be terminated by the school for the following:
- The student notifies the school of her/his withdrawal.
- Unsatisfactory academic or attendance progress
- The student is absent for 14 calendar days, excluding holidays, school breaks or unusual circumstances, will be withdrawn on the 15<sup>th</sup> day.
- The student fails to return from an approved leave of absence on the documented date of return or takes an unapproved Leave of Absence.
- Violations of school rules and policies.
- Non-payment of tuition.
- Any criminal or unlawful act.

## **PROBATION**

- Students failing to meet minimum requirements for attendance or academic progress will need to write a letter of appeal explaining the circumstances that caused the failure to meet the minimum requirements.
- The student will then be notified of the acceptance or denial of their appeal.
- With the acceptance of the appeal, the student will be placed on probation and advised in writing of the actions required to attain satisfactory academic progress by the end of the next evaluation period.
- The student will be eligible to receive Title IV funds while on probation.
- If at the end of the probationary period the student has not met both the attendance and academic requirements, the student will be terminated from the program.

## **REFUND POLICY**

This refund policy applies to all terminations for any reason by either party, including student decision, course or program cancellation or school closure.

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
2. If a student (or in case of a student under legal age, his/her parent or guardian)

cancels his/her enrollment and demands his/her money back, in writing, within three business days of the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.

3. If a student cancels his/her enrollment after three business days of signing enrollment agreement or contract but prior to starting classes then he/she shall be entitled to a refund of all monies paid the school less an application fee of \$100.00.
  4. A student notifies the institution of his/her withdrawal in writing.
  5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of determination of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that the student will not be returning.
  6. In the case of expulsion or termination it shall be the date on which the student violates published school policy, which provides for termination. (Unofficial withdrawals will be determined by the institution monitoring attendance daily)
  7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school in person.
- For students who enroll in and begin classes but withdraw prior to course completion (after three business days of signing enrollment agreement or contract), the following schedule of tuition earned by the school applies.

<b>Enrollment Time</b>	<b>Refund Student is Entitled to Upon Withdrawal/Termination</b>
Within first 10% of program	90% Less Cancellation Charge
After 10% but within 25% of program	75% Less Cancellation Charge
After 25% but within 50% of program	50% Less Cancellation Charge
After 50% but within 75% of program	25% Less Cancellation Charge
After 75% of program (if paid in full cancellation charge not applicable)	NO REFUND

- Refunds are based on enrollment time which is defined as the time elapsed between the actual starting date and the date of the student's last physical attendance in school.
- Any monies due to the student who withdraws or is terminated shall be refunded within 30 days of a determination that a student has withdrawn or been terminated whether officially or unofficially.
- In case of illness or disabling accident or death in the student's immediate family, or other mitigating circumstances the school may consider a settlement which is reasonable and fair to both parties.
- Upon termination, the total balance becomes due and payable to the school immediately. In case of default, the total balance, court costs and reasonable attorney fees incurred by the Academy will be paid by the student in connection with such litigation.
- Refunds shall be made payable to the person and/or agency who actually paid the tuition. In the event, that the student has a student loan, refunds shall be made payable to the lending institution.

- If the school is permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution.
- If a course is canceled subsequent to a student's enrollment, the school at its option shall provide a full refund of all monies paid or provide for the completion of the course at a later time.
- If the course is cancelled after the student has enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course or participate in a teach-out agreement or provide a full refund of all monies paid.
- The cost of books, supplies and student kit is nonrefundable.
- Students who withdraw prior to course completion are charged a cancellation fee of \$100.00.
- Unofficial withdrawals will be determined based upon the daily monitoring of student attendance. Students who have not attended school for 8 consecutive school days or 14 calendar days excluding holidays, school breaks or unusual circumstances, will be withdrawn on the 15<sup>th</sup> day.
- The Return of Title IV Funds calculation will be performed for the payment period the withdrawing student is receiving Federal Student Aid. This calculation is done before the school's refund policy is applied to the student's account. Any funds the school may have to return due to the calculation could result in a situation where school charges that were previously paid by Federal Student Aid might become a debit that the student will be responsible for paying.
- In the event a student withdraws, and no Title IV Aid was processed prior to the student's withdraw date, a post-withdrawal disbursement offer may be made to the student or parent if a Plus Loan. A post withdrawal disbursement, a type of late disbursement, is Title IV Aid that was not disbursed before a student withdrew, but the student has earned based on a Return of Title IV Funds Calculation. A student or parent will be notified in writing within 30 days of the date the school determined the student withdrew of any available post withdrawal funds.

### **RETURN OF TITLE IV FUNDS**

- The Return of Title IV Funds and school refund policy calculations will be performed based on the student's last date of attendance.
- The Return of Title IV Funds calculation will be performed for the payment period the withdrawing student is receiving Federal Student Aid. This calculation is done before the school's refund policy is applied to the student's account. Any funds the school may have to return due to the calculation could result in a situation where school charges that were previously paid by Federal Student Aid might become a debit that the student will be responsible for paying.
- In the event of a student withdrawal and no Title IV Aid was processed prior to the student's withdraw date, a post-withdrawal disbursement offer may be made to the student or parent if a Plus Loan. A post withdrawal disbursement, a type of late disbursement, is Title IV Aid that was not disbursed before a student withdrew, but the student has earned based on a Return of Title IV Funds Calculation. A student or parent will have no less than 14 days to respond whether they choose to accept loan funds. Pell funds will automatically disburse and may be applied to any

outstanding balance. If there is a remaining credit balance it will be disbursed to the student within 14 days.

- Return of the Title IV requirements apply to a Title IV grant and/or loan recipient who completely withdraws from or leaves school before completing the payment period of enrollment. The requirements also apply to a student whose parent borrowed a PLUS loan.
- A student is a "Title IV grant or loan recipient" for purposes of the return of funds requirements if before the student withdrew, the school received the student's Institutional Student Information Record (ISIR) or a Student Aid Report (SAR) and the ISIR/SAR has an official expected family contribution and the student received Title IV funds from any of the Title IV programs; Direct Loan Program, Federal Family Education Loan, Federal Pell Grant, Federal Perkins or the FSEOG.
- Return of Title IV funds requirements do not apply to a student who:
  - we're not awarded any Title IV aid
  - never attends any classes in the payment period or period of enrollment
  - If the student does not attend any classes all Title IV funds will be returned.

### **DETERMINING THE AMOUNT OF TITLE IV FUNDS TO BE RETURNED**

- To determine the earned aid for the payment or enrollment period:
  - 1) Divide the clock hours scheduled to have been completed as of the withdrawal date in the payment period by the total clock hours in the payment period.
  - 2) If this percentage is greater than 60%, then the student has earned all the aid for that payment or enrollment period.
  - 3) To determine the amount of aid the student has earned, multiply the amount of aid disbursed during the payment or enrollment period by the appropriate percentage from step one above.
  - 4) All unearned Title IV funds must be returned to the appropriate source.

### **RETURN OF FUNDS BY THE SCHOOL**

- The school will return unearned aid for which the school is responsible for repaying within 45 days of the date the school determined the student withdrew to the following sources, in order, up to total net amount disbursed.
  - 1) Unsub Direct Stafford Loan
  - 2) Direct Stafford Loan
  - 3) Perkins Loan
  - 4) Direct PLUS
  - 5) Pell Grant
  - 6) FSEOG
  - 7) Other Title IV programs

### **RETURN OF FUNDS BY THE STUDENT**

- The student must return unearned aid for which the student is responsible by repaying funds to the following sources, up to the total net amount from each source, after subtracting what the school will return. Amounts to be returned to grants are reduced by 50%.
  - 1) Unsub Direct Stafford Loans
  - 2) Direct Stafford Loans
  - 3) Perkins Loans
  - 4) Direct PLUS
  - 5) Pell Grant

- 6) FSEOG
- 7) Other Title IV programs
- In the event of unearned grant funds, the student must repay or make satisfactory repayment arrangements within 45 days or lose Title IV eligibility and may be referred to the Department of Education for collection.

### **TIME CLOCK**

- Students will receive a username/number and password on orientation day. Students will use these to clock in and out on the computer during their enrollment.
- Students must use the computer to clock in and out when entering or leaving the school. The only exceptions to this are when moving vehicles, or scheduled break time. However, the student must inform their instructor when they are moving their vehicle or going outside for a scheduled break.
- Students may **NOT** clock in and out for each other.
- If a student forgets to clock in or out, they must record it on the computer clock in/out sheet. The director will then enter the student's time in the computer. If a student fails to do so they will be given a warning, after a warning the student will not receive appropriate hours, due to failure to follow procedure.
- Student hours will be printed each week.
- Be careful when clocking in and out that you are entering the correct numbers and receiving the green check mark for in and the red check mark for out.

### **PERSONAL ITEMS/LOCKERS**

- The school provides lockers, located in the break room.
- Students must bring their own lock and submit a key or combination to the instructor to be kept in student file.
- The school is not responsible for student's personal items.

### **STUDENT KIT**

- Each student receives a freshman hair kit, freshman skin/nail kit, senior kit, smock and textbooks.
- Each student is responsible for his/her own kit items.
- Lost items must be replaced by the student.
- All items in the student kit should be marked with personal identification.
- The school is not responsible for the student's equipment or kit items.
- Any additional items the student wishes to purchase must be done through the financial aid office and director.

### **PARKING**

- Loveland students need to park in the east lot designated as student parking.
- Staff needs to park on the south end of the building.
- Please keep the client designated parking for clients only.

### **PRACTICAL SHEETS**

- Each student is issued practical lab sheets in freshman class and for clinic work. These sheets are the responsibility of the student.
- The sheets are designed to ensure students are receiving the minimum practical experiences in each area of study as mandated by the state board of cosmetology.

- Students receive credit for work done by having practical projects checked by an instructor, the instructor that checked the project will then initial the student's practical sheet.
- If the work is not satisfactory the instructor may require adjustments to be made or a complete redo before credit is given.
- Practical sheets must be turned in when completed and will then be recorded on student's grade sheet and returned.
- Student should turn in one practical sheet every week or every 30 hours to stay on track for course completion.

## GERERAL SCHOOL RULES

These rules apply to all students. The school reserves the right to be the sole judge of any such conduct that may be detrimental to the school or it's students. Repeated or gross breaches of this standard shall be grounds for dismissal. Student can only be readmitted at the discretion of the director.

- **Promptness** – School begins and ends promptly. If you are not prepared (in attendance, uniform, books, and supplies) at the start of class, you may not be allowed to attend school. Excessive tardiness and absences will not be tolerated.
- **Electronic devices** – Any and electronic devices on campus must not interfere with school processes. Cell phones may NOT be used on the clinic floor or in classrooms unless permission from an instructor is given for educational purposes. You may not audibly record or photograph (still or motion) campus activities without permission.
- **Use, distribution or sale** of controlled substances, alcoholic beverages, prescribed or non-prescribed drugs during school hours which includes breaks and lunch breaks will lead to termination.
- **No weapons** of any kind are permitted in the school.
- **Insubordination/Harassment** – If you refuse to be engaged in your education, refuse to perform duties including clinic assignments, disrupt the educational environment, use profanity, threaten, engage in verbal or physical abuse, willful neglect or destruction of property you will, most probably, be immediately terminated with no opportunity for re-enrollment.
- **Malicious Intent** – If you engage in any online forum by verbal or written language that is believed to be malicious, defamatory or slander, about fellow students, clients, our employees, or the school you will be immediately terminated.
- **Payments** – You may be required to execute documents, provide additional documentation, or to, in some way, provide means to pay for your cost of attending school. Failure to do in a timely manner may lead to your termination.
- **Illness** – If you may be contagious, you are at risk and should not attend school. For the safety of our students, employees and clients, we reserve the right to request a doctor's release to return to school if you are believed to be at risk to the health of your classmates and employees.
- **Food or drink** is not permitted in any of the clinic service areas.
- **Smoking, vaping or chewing** is allowed in the designated areas only, which is the west side of the building, 10 feet from the door.
- **Any student engaged** in any activity thought to be unlawful will be immediately reported to proper authorities and may be terminated for the same.
- **Conduct which negatively affects** the educational environment of students will not be tolerated.
- **Safety precautions and sanitation practices** are required at all times. Students are responsible for cleaning up after themselves, keeping their area and tools clean, and sanitation duties to keep the environment clean

## **ATTENDANCE/TARDY POLICY**

- 1) Students that will be tardy or absent must call and speak to an instructor or leave a voicemail before 8:30 a.m. or 1:00 p.m.
- 2) Tardy students must state specific time they will be arriving, not arriving by the stated time will result in the student being sent home for the day.
- 3) Students that do not call before 8:30 a.m. or 1:00 p.m. will be suspended for 2 days.
- 4) Students that no show, no call, will be suspended for a minimum of 1 week.
- 5) Students are not permitted to suspend themselves!
- 6) Students are only permitted 1 tardy per week.
- 7) Junior/Senior students with poor attendance will result in removal of clinic privileges, and any other disciplinary action assigned by the instructor.
- 8) There are no excused absences. Students are responsible for making up all work and hours missed when absent, tardy or suspended.

## **DRESS CODE**

You are entering a working salon area for your training. Good grooming and hygiene are essential. As a student, your hair, dress and make-up should be business professional and completed before you arrive at school. This is the beauty industry, it is about image, beauty and wellness, and it is important to enhance our own personal beauty. In order to gain a client's confidence, it is imperative that you present them with your best image. Clients will form a lasting impression of you based on your first interaction. Remember, "You don't get a second chance to make a good first impression."

### **Personal Grooming**

- Clean hygiene, including bathing, deodorant, freshly laundered clothes and oral hygiene are essential.
- Excessive body odors or smoke odors are NOT ACCEPTABLE in either the school classroom or the professional environment. If a student smokes during a designated break they must wash their hands and refresh their hair and clothing to dissipate smoke and odors that may be offensive to others.
- Students' hair should be dry and styled when arriving at school.
- Facial make up is encouraged.
- Facial hair should be neatly groomed.
- All jewelry worn is to be in good taste and should be minimal.
- Negative or derogatory tattoos are not allowed to show and must be covered.

### **Clothing**

- Clothing and smock must be clean (without stains) and wrinkle free.
- Students are required to wear full length (ankle length), solid black pants.
  - Solid black leggings are acceptable but must not be see-through.
  - Solid black jeans are acceptable but must not be faded.
- Students must wear solid black or solid white shirts, must have sleeves when worn with aprons.
- Footwear may be any color, professional in appearance and in good repair. Must have closed toe and closed heel. Heel of shoes cannot exceed 1".
- Cardigan type sweaters, shirts or cover ups may be worn over solid black/white shirts and may be any color.

### **PROHIBITED CLOTHING AND FOOTWEAR:**

- No clothing that is too tight or too baggy (oversized pants) exposing inappropriate areas.
- No sweatpants, jogging pants or workout tops.

- No pants that are too long or have ragged bottoms.
- No capri length pants.
- No shirts that expose midriff or cleavage or that are a see-through material exposing private areas of the body.
- No clothing with words, designs, patterns or advertisement of any kind.
- No pull over hoodies, zip up hoodies.
- No sleeveless shirts
- No skirts and or dresses.
- No hats or scarves
- No sandals, flip flops, slippers, clogs or tennis shoes any other color than black.

**Students arriving to school not in compliance with the dress code will not be permitted to clock in until they do so:**

- Clock out and comply with dress code standard here at school
- Clock out and go home. Students wishing to comply with dress code may return

**EMERGENCY EVACUATION PLAN**

- 1) There are eight exits in the building, the front door is located at the east end of the building. All exit signs are clearly marked. Meet in the parking lot on the northeast end of the building. Please refer to diagram at end of this handbook.
- 2) In the event of evacuation please proceed to the nearest exit available. Students performing services, please escort your client with you to the nearest exit.
- 3) Students and clients must stay in this area in order that staff may take attendance.
- 4) No one may enter the building until the staff gives approval.
- 5) No smoking in the event of an evacuation, this is NOT a break.
- 6) No one leaves the site until dismissed.
- 7) Listed below are the procedures to be followed in an emergency:
  - a. **Fire** - staff and students are to call "911" and evacuate premises
  - b. **Medical** - staff and students are to call "911" for assistance
  - c. **Criminal** - staff and students are to call "911" when safe to do so
  - d. **Tornado or earthquake** - staff and students should remain in the building and go to secure areas.

**FIRE EXTINGUISHERS**

Fire extinguishers are located throughout the building and clearly marked.

To operate fire extinguisher if necessary, do the following:

- 1) Pull the pin
- 2) Aim the nozzle at bottom of the fire
- 3) Squeeze the handle
- 4) Sweep from side to side at base of fire

**FIRST AID**

- First aid supplies are located in the dispensary.