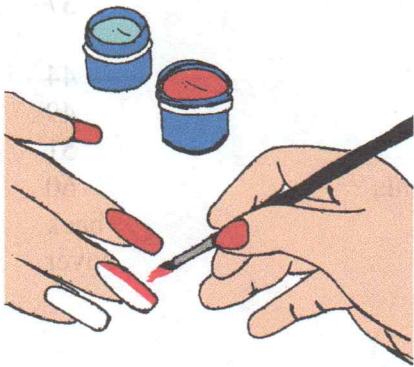


Charleston School of Beauty Culture



Where Successful Careers Begin

Student Handbook



Student: _____

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CHARLESTON SCHOOL OF BEAUTY CULTURE

Mission Statement

The overall mission of our institution is to provide education and training to our students, which will enable them to successfully pass their state board exam, obtain licensure and become successfully employed in the industry.

The instructional staff possesses the skills required to provide necessary training, and we aspire to produce capable, productive stylists, barbers, and nail technicians that exhibit the determination, skills, ability and the desire to succeed in the salon environment.

Each student will not only receive instruction and exposure to essential technical skills and equipment, but also the opportunity for hands on, supervised work with the public.

Our goals and objectives are the following:

- To teach our students cosmetology and barbering history as it pertains to today's profession.
- To provide exposure to the role of the professional cosmetologists/barber-stylist/nail technician, including opportunities for supervised practical "hands-on" work.
- Help our students to gain an overview of what knowledge and skills are required to master the techniques in their chosen profession.
- To offer students an opportunity for exposure to up-to-date products and styling techniques.
- Help our students to obtain a basic understanding of what is included within the scope of cosmetology, barbering and manicuring.
- To teach our students the components of the proper attitude that a professional cosmetologist, barber-stylist, or nail technician should have to be successful.
- To build a solid foundation of education and technical skills.
- Teach our students the proper function of all equipment and implements used in their profession.
- Motivate the students to develop all of their artistic talent.
- Teach our students sound business practices, all aspects pertaining to salon management.
- Teach our student good industry ethics.

Through re-evaluation and reassessment of our goals and objectives, we hope to continue improving the quality of the education offered at our institution.

THE STAFF OF CHARLESTON SCHOOL OF BEAUTY CULTURE

ADMINISTRATIVE STAFF

1. Mrs. Judy C. Hall General Manager
2. Mr. Kenneth Coston Admissions Officer
3. Mr. Stephen Hall Financial Aid Director / MIS Officer
4. Ms. Wanda Carter Director of Education

INSTRUCTIONAL STAFF

5. Ms. Wanda Carter Director of Education All Programs
6. Mrs. Judy C. Hall Aesthetics/Cosmetology/Barber Instructor
7. Ms. Courtney White Barber / Cosmetology Instructor
8. Mrs. Melani Williams Cosmetology Instructor

SUBSTITUTE INSTRUCTIONAL STAFF

9. Mr. Jack Donta Barber / Cosmetology Instructor
10. Mrs. Cheri Bishop Cosmetology Instructor
11. Mr. Kenneth Coston* Barber / Cosmetology Instructor
12. Mrs. Betty Pullen Cosmetology Instructor

* While this person's primary duties are administrative, they also serve in an instructional capacity from time to time.

Library Procedures

Included in the student's handbook is a list of all available instructional texts that are available or the student's use. If any student wishes to check out any of these books for any reason, they must follow these procedures:

1. The student should ask the person in charge of the library in advance about the book or books they wish to check out and when they will need it. This will allow the librarian to make sure the book will be available or will be able to tell the student when it will be available.
2. Books may be checked out for any length of time up to 10 school days.
3. The student will be required to sign for the book or books checked out and the student will accept responsibility for any books that are lost or stolen while he is responsible for it. The student will also be responsible for any damage to the book that is beyond the normal wear and tear expected from normal usage.

If the book is lost, stolen, or damaged beyond reason, the student will be required to pay for the book.

4. Any books turned in late shall have a late fee of \$.25 per day for each day the book is returned late. This money shall be deposited in a special fund.
5. If a book is turned in by 9:00 AM on the immediate day following the actual return date, the student will not be charged a late fee. Any returns after the 9:00 AM deadline will be charged \$.25 per day.
6. The librarian must sign the book or books back into the school library. This will discharge the responsibility of the book from the student. Do not just drop off the book to other persons. The student who checked the book out, will be responsible until the book is returned to the librarian or designated substitute

AVAILABLE INSTRUCTIONAL TEXTS IN LIBRARY

1. EFFECTIVE SPEAKING, Dale Carnegie, Dorothy Carnegie, 1972
2. STANDARD TEXTBOOK OF COSMETOLOGY, Milady Publishing, 1963
3. STANDARD TEXTBOOK OF COSMETOLOGY, IV, Milady Publishing, 1957
4. MODERN TEXTBOOK OF COSMETOLOGY, #1, Milady Publishing, 1957
5. HOW TO CUT YOUR TAXES, John Barnes, William Morrow & Co., 1975
6. PROFITABLE PERMANENT WAVING, Norman G. Hillier, Milady Publishing, 1959
7. INNER BEAUTY AND OUTER CHARM, Paralee Nichols, Milady Publishing, 1961
8. TEACHING IN SECONDARY SCHOOLS III Edition, Nelson L. Bossing, Houghton Mifflin Co., 1942
9. THE BASIC EVERYDAY ENCYCLOPEDIA, Random House, Inc., 1954
10. COLLEGE ACCOUNTING, J.F. Sherwood, C.P.A. and Clem Boling, South, Western Publishing Co., 1946.
11. WORLD BOOK MEDICAL ENCYCLOPEDIA (1-4)
12. YOUR HAIR AND YOU, Gerald A. Spencer, MD, F.A.C.P., Milady Publishing, 1957
13. MODERN TEXTBOOK OF COSMETOLOGY, VII, Milady Publishing Co., 1964
14. HOW TO DO BETTER HAIRCOLORING, Clairol Inc., Stamford, CT, 1962
15. WEBSTERS NEW COLLEGIATE DICTIONARY, G.C. Merriam Co., Publishers, 1960
16. THE CHARMING WOMAN, General Editor, Helen Fraser, The Charming Woman, Inc., 1957
17. PROFESSIONAL BEAUTY SECRETS FOR EVERY WOMAN, Lisa Morrow, Hearthside Press, Inc., 1963
18. PROFESSIONAL COSMETOLOGIST, John Dalton, West Publishing Co., 1976
19. THE PROFESSIONAL COSMETOLOGIST, John Dalton, West Publishing Co., 1976
20. A MAN GUIDE TO BUSINESS AND SOCIAL SUCCESS, Barry James, Milady Publishing Co., 1966
21. THE PRENTICE-HALL TEXTBOOK OF COSMETOLOGY, Olive P. Scott, Prentice-Hall, Inc., 1976
22. CLAIROL PROFESSIONAL ENCYCLOPEDIA OF HAIRCOLORING, Revised Edition, 1981
23. BRITANNICA BOOK OF THE YEAR, Publisher William Benton, Britannica Encyclopedia, Inc., 1959
24. MODERN ANSWER BOOK, (paperback) Vance Publishing Co., Chicago, 1965
25. SELLING MADE EASY FOR THE BEAUTICIAN, S.C. Thorpe, Milady Publishing Co., 1940 (paperback)
26. PIVOT POINT, Pivot Point Publication Co., 1970 (Paperback)
27. STYLES AND STYLISTS, (Unisex) Volume A., No. 1, Central Readers Serv. 1975 (Pam Fernandez)
28. STYLES AND STYLISTS, (Unisex) Technical Hair Cutting Book, Volume C, No. 4, Pam Fernandez, Central Readers Serv., Ltd.
29. STYLES AND STYLISTS MEN'S HAIRSTYLES AND FASHION TRENDS, Pam Fernandez, Volume H, No. 19.
30. STYLES AND STYLISTS HAIRSTYLES FOR OVER 30, Pam Fernandez, Volume 6, No. 16, Central Readers Serv. Ltd.
31. STYLES AND STYLISTS UNISEX HAIRSTYLES AND FASHION TRENDS - Vol. D, No. 7, Pam Fernandez, Central Readers Serv., LTD.
32. THE PROFESSIONAL STYLIST - ART OF SELLING HAIRSTYLING SERVICES, Ken Tsubai
33. A CONSUMERS DICTIONARY OF COSMETIC INGREDIENTS - Ruth Winter (paperback)
34. STANDARD TEXTBOOK OF PROFESSIONAL BARBER-STYLING, Milady Publishing Co.
35. COLLEGE ACCOUNTING - Sherwood, Boling, 4th Edition
36. PLAN WISELY - IT IS YOUR FUTURE, by Rufus V. Hays
37. 30 VOLUME ENCYCLOPEDIA AMERICANA - 1962
38. HAIR ADDITION'S; THE FOURTH EDITION, MILADY PUBLISHING, 1991
39. PHARMACOLOGICAL BASIS OF NURSING PRACTICE, - MOSBY, 1992
40. ANSWERS TO STANDARD PRACTICAL WORKBOOK - MILADY, 1991
41. HAIR STRUCTURE & CHEMISTRY SIMPLIFIED - MILADY, 1972
42. HAIR COLORING, A HANDS ON APPROACH - MILADY
43. A TEXTBOOK OF HISTOLOGY - TENTH EDITION - SAUNDERS, 1975
44. HAIRSTYLES FOR REAL PEOPLE-BLACK EDITION VOLUME II - LINDS LEE LALMPLAR,

- AUTHOR, 1991
45. THE CHARMING WOMAN - LINDA LEE LAMPLAR, 1950, 1952, 1957
 46. BIOLOGY - LELAND G. JOHNSON, 1983
 47. SPOTMATIC HAIRSTYLING - TEN COPIES, 1966
 48. SUCCESSFUL SALON MANAGEMENT - MILADY, 1973, 1980, 1985
 49. COLOR CRAZY – MILADY
 50. CHEMISTRY IN YOUR BEAUTY SHOP - ARNOLD LOWMAN, 1955
 51. EXAM REVIEW IN BEAUTY SALON MANAGEMENT - MILADY, 1974, 1978, 1985
 52. YOU AND YOUR CLIENT'S - MILADY, TWO COPIES, 1992
 53. THE CREATIVE TEACHER, AN INSTRUCTOR'S MANUAL – MILADY
 54. PRACTICE & SCIENCE OF STANDARD BARBERING - MILADY - TWO COPIES
 55. STANDARD TEXTBOOK OF COSMETOLOGY - MILADY - FOUR COPIES, 1938,1954,1959
 56. THE QUICK AND EASY WAY TO SPEAKING - DALE CARNEGIE
 57. PSYCHOLOGY FOR LIFE ADJUSTMENT - FOSTER AMERICAN, TECHNICAL SOCIETY,1951
 58. MANUAL OF WIGMAKING - MILADY, 1964
 59. TEN VOLUME BRITANNICA BOOK'S OF YEAR, 1959-1969
 60. MILADY'S WORKBOOK FOR PROFESSIONAL ESTHETICIANS
 61. HAIRSTYLING ART-VOLUME - SEALE METHOLD
 62. MATRIX SOCOLOR EDUCATIONAL GUIDE
 63. CLIPPER SESSION - PIVOT POINT PUBLISHING CO.
 64. ON BECOMING A COSMETOLOGY TEACHER - MILADY
 65. STUDY GUIDE WORKBOOK TO DEVELOPMENTAL PSYCHOLOGY TODAY - SECOND EDITION
 66. WEBSTER'S NEW IDEAL DICTIONARY – MERRIAM
 67. PRINCIPLES OF HUMAN COMMUNICATION; SECOND EDITION-BRUMMET, PUTNAM AND CRABLE
 68. INTRODUCTION TO BUSINESS - GLAS BAKER, 1959
 69. SELLING MADE FOR THE BEAUTICIAN - S.G. THORPE, 1940
 70. TEACHERS PROGRESSIVE MANUAL OF COSMETOLOGY - M&S PUBLISHING CO., 1966
 71. DAR MANUAL FOR CITIZENSHIP, 1971
 72. ANSWERS TO MILADY'S STANDARD THEORY WORKBOOK; TEACHERS EDITION, 1990
 73. THE VAN DEAN THEORY WORKBOOK - MILADY, 1967
 74. WORLD BOOK MEDICAL ENCYCLOPEDIA VOLUMES (1-4)
 75. THE CHARMING WOMAN, GENERAL EDITOR, HELEN FRASER, 1957 THE CHARMING WOMAN INC.
 76. SPECIAL PROBLEMS IN REHABILITATION - COBB, 1974
 77. PRACTICAL COUNSELING IN THE SCHOOLS - GARY S. BELKIN, 1975
 78. PROTEINS: A STUDY GUIDE BY PHYSICAL AND CHEMICAL METHODS - HASCHEMEVER, 1973
 79. ORGANIZATIONS: STRUCTURE AND PROCESS - HALL, 1982, 1977, 1972
 80. STATE BOARD EXAM REVIEW, SKIN CARE SPECIALIST - MILADY, 1980
 81. STERILIZATION - UNDERWOOD, 1934, 1935
 82. HEALTHY HAIR AND COMMON SENSE - 1974, 1975, 1976
 83. HAIRSTYLING SERVICES - KEN TSUBA
 84. WEST'S TEXTBOOK OF COSMETOLOGY - JERRY J. AHERN
 85. 20 VOLUME AMERICAN PEOPLE'S ENCYCLOPEDIA YEARBOOKS - EVENTS OF 1959-1967
 86. ANSWERS TO MILADYS WORKBOOK FOR PROFESSIONAL ESTHETICIANS
 87. BASIC LESSON PLANS FOR MANICURING
 88. CONTINUING EDUCATION COURSE 234
 89. COSMETOLOGY HAIRSTYLING TEACHER-TRAINING MANUAL - JACOB J. YAHM
 90. SELECTED CLASS SCHEDULES FOR CHARM INSTRUCTIONS – MILADY
 91. PROFITABLE PUBLIC RELATIONS FOR BEAUTY CULTURE SCHOOLS AND BEAUTY SHOPS, Stewart HARRAH
 92. A CENTURY OF SERVICE - E. JEANTET
 93. GUIDE TO PROFESSIONAL PROJECTION – MILADY
 94. MILADY'S BRAIDING

95. ANITA COLLYS BEAUTY BOOK
96. HAIR ADVANTGARDE
97. STUDENT WORKBOOK TO ACCOMPANY BUSINESS LAW, AND THE REGULATORY ENVIRONMENT
98. INTRODUCTION TO MEN'S HAIR DESIGN – REDKEN
99. CURLS ARE HOT - PETER HANTZ
100. GREAT MAKEOVERS BECOME SECOND NATURE
101. WORKBOOK FOR SUCCESSFUL SALON MANAGEMENT – MILADY
102. FOIL WRAPPING TECHNIQUES FOR THE 80'S – CLAIROL
103. PROFESSIONAL RELATIONSHIPS
104. TRICHOANALYSIS: SCIENTIFIC APPROACH TO HAIR CARE
105. PRECISION HAIRSTYLING – 1961
106. 24 PRACTICE HAIRSTYLING AND BRAIDING - ANTHONY B. COLLETTI
107. THE CLASSIQUE COIFFURE - PICTURE BOOK OF INSTRUCTION
108. CHEMISTRY 115-116 LABORATORY MANUAL - GEORGE M. BODNER
109. STUDENTS GUIDE: THE PRENTICE HALL TEXTBOOK OF COSMETOLOGY HUMAN DEVELOPMENT 85' 86'
110. WEBSTERS NEW WORLD DICTIONARY
111. STUDENT COSMETOLOGY WRITTEN PRACTICAL TESTS-DALTON
112. THE HAIRSTYLIST SKETCH BOOK - MILADY (FOUR COPIES)
113. THE ART OF MODERN HAIR STRAIGHTENING, WAVING AND CURLING – MILADY
114. ACID OR ALKALINE: WHEN, WHY & HOW - Redken LAB, INC.
115. NEW HORIZONS FOR TEACHER EDUCATION
116. SPEECH COMMUNICATION - NEWCOMBS ALLEN
117. WRITING THROUGH SEQUENCE – DUKE
118. A RULEBOOK FOR ARGUMENTS - WESTON HATCHET
119. A LITTLE OFF THE TOP - MICHAEL COLE
120. TEACHING STARTS HERE – HAYS
121. STANDARD FIRST AID - AMERICAN RED CROSS
122. MULTIMEDIA STANDARD FIRST AID
123. REALISTIC STEPS TO HAIR BEAUTY (FIVE COPIES)
124. A DOCTOR DISCUSSES SKIN CARE
125. BRINGING OUT THE BEST IN PEOPLE – MCGINNIS
126. DR. ABRAWANEL'S BODY TYPE PROGRAM FOR HEALTH, FITNESS AND NUTRITION ELLIOT D ABRAWANEL, M.D.
127. THE ILLUSTRATED HOME LIBRARY ENCYCLOPEDIA - SEVOTEX (18 COPIES)
128. FOUR VOLUME MEDICAL ENCYCLOPEDIA
129. WEST VIRGINIA CODE 78A CHAPTERS 18A AND 19
130. SUCCESS THROUGH A POSITIVE MENTAL ATTITUDE - NAPOLEON HILL AND W. CLEMENT STONE
131. COSMETOLOGY - KEYSTONE, 1970
132. PRIVATE VOCATIONAL SCHOOLS AND THEIR STUDENT'S - SCHENKMAN, 1969
133. MILADY'S 1991 GUIDE TO COSMETOLOGY LICENSING, 1991
134. TRICHOLOGY-THE KEYSTONE GUIDE TO HAIR ANALYSIS, 1981
135. CREATIVE COLOR - REDKEN, 1987
136. SCIENCE AND BEAUTY - REDKEN, 1984
137. MATHEMATICS FOR COSMETOLOGY - MILADY (2 COPIES) 1990
138. HAIR STYLING INSTRUCTIONS – 1980
139. AUDIO-VISUAL METHOD'S REVISED – DALE
140. CARTER'S MICROBIOLOGY AND PATHOLOGY - SMITH, 1960
141. FOUNDATIONS OF PERSONNEL: REVISED EDITION, 1979,1983
142. STRATEGIC PHYSICAL DISTRIBUTION MANAGEMENT - LAMBERT STOCK, 1982
143. PSYCHOLOGY - SECOND EDITION - LITTLE/BROWN, 1987
144. PRINCIPLES OF HUMAN PSYCHOLOGY - TOTORA/EVANS/ANAGNOSTAKOS, 1980
145. PSYCHOLOGY - SECOND EDITION - WORTMAN/LOFTUS
146. CHEMISTRY, THE CENTRAL SCIENCE - THEODORE L. BROWN/H.E LEMAY, JR.,

- PRENTICE HALL
147. SOLVING DISCIPLINE PROBLEMS - CULTURE/WALL, 1980
 148. PRINCIPLES AND PRACTICE OF BEAUTY CULTURE - WALL, 1941
 149. AN INTRODUCTION TO HUMAN GENETICS - SUTTON, 1980
 150. A COMPLETE QUESTION AND ANSWER GENETICS - SUTTON, 1980
 151. A COMPLETE QUESTION AND ANSWER GUIDE TO HAIRDRESSING AND COSMETOLOGY, KEYSTONE, 1970
 152. COMPARATIVE CELLULAR AND SPECIES RADIO SENSITIVITY - WILLIAMS/WILKINS
 153. YOUR HAIR AND YOU - GERALD A. SPENCE, M.D. F.A.C.P. MILADY PUBLISHING 1957
 154. MODERN TEXTBOOK OF COSMETOLOGY VII - MILADY PUBLISHING CO., 1964
 155. SELLING MADE EASY FOR THE BEAUTICIAN - S.C.THORPE, MILADY PUBLISHING 1940 (PAPERBACK) 1940
 156. HAIR ADDITION'S THE FOURTH EDITION - MILADY, 1991
 157. ANSWERS TO STANDARD PRACTICAL WORKBOOK - MILADY, 1991
 158. HAIR STRUCTURE & CHEMISTRY SIMPLIFIED - MILADY, 1972
 159. HAIR COLORING, A HANDS ON APPROACH - MILADY, 1991
 160. A TEXTBOOK OF HISTOLOGY - TENTH EDITION - SAUNDERS, 1975
 161. HAIRSTYLES FOR REAL PEOPLE - BLACK EDITION, VOLUME II, 1991, LINDA LEE LAMPLAR, AUTHOR
 162. THE CHARMING WOMAN - LINDA LEE LAMPLAR, 1950, 1952,1957
 163. SPOTMATIC HAIRSTYLING - TEN COPIES, 1966
 164. SUCCESSFUL SALON MANAGEMENT - MILADY, 1973,1980 & 1985
 165. COLOR CRAZY - MILADY, 1992
 166. CHEMISTRY IN YOUR BEAUTY SHOP - ARNOLD LOWMAN, 1955
 167. EXAM REVIEW IN BEAUTY SALON MANAGEMENT - MILADY, 1974, 1978 & 1985
 168. YOU AND YOUR CLIENTS - MILADY, 1992 (TWO COPIES)
 169. THE CREATIVE TEACHER, AN INSTRUCTOR'S MANUAL - MILADY
 170. STANDARD COSMETOLOGY, WRITTEN PRACTICAL TESTS - MILADY
 171. PRACTICE & SCIENCE OF STANDARD BARBERING - MILADY (2 COPIES)
 172. STANDARD TEXTBOOK OF COSMETOLOGY - MILADY (4 COPIES)
 173. THE QUICK AND EASY WAY TO SPEAKING - DALE CARNEGIE
 174. PSYCHOLOGY FOR LIFE ADJUSTMENT - FOSTER AMERICAN, 1951
 175. MANUAL OF WIGMAKING - MILADY
 176. MILADY'S WORKBOOK FOR PROFESSIONAL ESTHETICIANS, 1947,1958,1960,1966, 1984, 1989 & 1991
 177. HAIRSTYLING ART-VOLUME SEALE METHOD
 178. MATRIX SOCOLOR EDUCATIONAL GUIDE
 179. CLIPPER SESSION - Pivot POINT PUBLISHING
 180. ON BECOMING A COSMETOLOGY TEACHER - MILADY
 181. STUDY GUIDE WORKBOOK TO DEVELOPMENTAL PSYCHOLOGY TODAY: PUTNAM/CRALE SECOND EDITION
 182. STANDARD TEXTBOOK OF COSMETOLOGY IV - Milady PUBLISHING, 1957
 183. INNER BEAUTY & OUTER CHARM - PARDEE NICHOLS, MILADY PUBLISHING, 1961
 184. THE PROFESSIONAL COSMETOLOGIST - DALTON 3RD EDITION, 1976,1979,1985
 185. INSTRUCTORS MANUAL FOR THE PROFESSIONAL COSMETOLOGIST - DALTON, 1967
 186. MARKETING RESEARCH:AN APPLIED APPROACH:KINNEAR TAYLOR, 1983
 187. MARKETING MANAGEMENT:PRINCIPLES ANALYSIS AND APPLICATIONS, 1985
 188. VOL. 1-SHAPIRO, POLAN,QUELCH
 189. BASIC MARKETING - MCCARTHY,PERREAULT, 1960, 1964, 1968, 1971, 1975, 1978, 1981 & 1984
 190. PERSONNEL: The MANAGEMENT OF HUMAN RESOURCES - MANDY NOE, 1981, 1984
 191. BLACK COSMETOLOGY - MILADY
 192. THE GREAT COMMUNICATORS II - KEN ROMAN, 1987
 193. ADMINISTRATION OF VOCATIONAL EDUCATION - WENRICH GALLOWAY, 1988
 194. THE ART OF PEDICURE, METHODS AND MASSAGE - LINDA MANDRELL
 195. HOW TO HAVE A BETTER RELATIONSHIP WITH ANYBODY - HILT, 1978

196. WHEN SOMEONE ASKS FOR HELP - WORTHINGTON, 1982
197. YOUR FUTURE IN COSMETOLOGY - LAWRENCE M. GELLI
198. COSMETOLOGIST STATE BOARD EXAM REVIEW - MILADY, 1957 – 1987
199. STUDENTS ILLUSTRATED COSMETOLOGY DICTIONARY – MILADY
200. TEACHING YOUR OCCUPATION TO OTHERS - PAUL A. BOTT, 1987 – 1959
201. THE CREATIVE TEACHER - DARTA DEL DUCCA, 1991
202. DIRECTORY OF ACCREDITED COSMETOLOGY SCHOOLS
203. RETAILING, THIRD EDITION BUSINESS PUBLICATION, INC, 1988
204. UNDERSTANDING NORMAL & CLINICAL NUTRITION 2ND EDITION, WEST PUBLICATION 1983.
205. ZIGLAR ON SELLING - THOMAS NELSON PUBLISHER, 1991
206. THE HAIR & SCALP - MILADY PUBLISHING FOURTH EDITION, 1952
207. COMPETENCY IN COSMETOLOGY, THIRD EDITION - ANTHONY B. COLLETTI, 1990
208. LAW OF BUSINESS CORPORATIONS - LITTLEFIELD, ADAMS & CO. 1973
209. TECHNAILS - MILADY PUBLISHING, 1992
210. THE BASIC EVERYDAY ENCYCLOPEDIA, RANDOM HOUSE, INC. 1954
211. MODERN ANSWER BOOK (PAPERBACK) VANCE PUBLISHING CO., 1965
212. A MAN'S GUIDE TO BUSINESS AND SOCIAL SUCCESS - BARRY JAMES, MILADY PUBLISHING, 1966
213. THE VAN DEAN MANUAL - Lesson Plans
214. THE VAN DEAN MANUAL - Milady Revised 1976
215. DAR MANUAL FOR CITIZENSHIP - Published by N S of Daughters of American Revolution, Revised 1971
216. AUDIO VISUAL METHODS IN TEACHING, Revised Edition, Edgar Dale
217. PERMANENT WAVING PROCEDURES, Vol. II Nexxus, Paperback
218. PSYCHOLOGY FOR LIFE ADJUSTMENT, Charles S. Foster
219. HOLY BIBLE - OLD AND NEW TESTAMENTS
220. HAIRSTYLES, presented by Wella International
221. MANUAL OF WIGMAKING - Mary Bothom and L. Sharrad
222. COMPETITION STYLING - Bray, by Ann and Gary Bray, Pivot Point
223. THE MASSAGE BOOK - George Downing, 1972
224. STUDENT'S ILLUSTRATED COSMETOLOGY DICTIONARY, by Bobbie Ray Madry, 1988
225. COLLEGE ACCOUNTING, CLEM BOLING, CPA, SouthWestern Publishers, 1976.

CHARLESTON SCHOOL OF BEAUTY CULTURE

RULES AND REGULATIONS

It's the law of the state of West Virginia that all students must complete the total number of clocked hours for the course in which he/she is enrolled, and comply with the laws of West Virginia. You are considered a student until called before the state board for examination. While you are in school, you are in training. Do your best to try to express a good spirit of cooperation and personal ambition so we can recommend you to the best salon upon your graduation. The school agrees to conduct a course in beauty culture or barber, or manicurist you have three things to sell to the public: YOURSELF, SERVICE AND MERCHANDISE. in that order.

1. Students may report to school at 830 am Tuesday through Friday with dismissal time at 4:30 pm.(Classes are scheduled at 9:00 AM). Saturday schedules we be 8:00 am to 4:30 pm. Aesthetic and Advanced manicuring Students are scheduled for classes from 9:00 AM until 3:30 PM. The aesthetic department closes at 3:30 PM unless students are performing services on a client already in progress. This schedule allows 30 minutes for lunch each day. Your lunch times will be staggered. You will have a total of 36 hours per week for the Cosmetology, Manicuring and Barbering Programs, and 30 hours per week for the Aesthetics and Advanced Manicuring Program.
2. Students are not allowed to use the elevator at any time unless you have documentation from your doctor stating the reason you must use the elevator. The school reserves the right to verify any doctor's excuses. The school reserves the right to limit the use of the elevator for these persons to morning arrival; lunch break; and evening departure, and in those cases where the student is called to the office or in the case of emergency.
3. Students are allowed two fifteen minute breaks a day, one in the morning and one in the afternoon. These breaks are not to be taken before 10:30 AM. With the new time system, all students are asked to clock out for their breaks whether or not they leave the building

Break period must be taken in the building during this time. Any time a student leaves the building, they must clock out with their instructor and/or the instructor working the front desk. With students assigned to the barber (4th) floor, you will be considered to have left the school when you leave the fourth floor, and will be required to follow the above procedure. If you take your break on the 4th floor, you are asked to clock out for break; however, if you leave the 4th floor you must clock out.

The student lounge closes promptly at 4:00 pm. Students are then to complete their assigned clean-up duties, clean their stations and to remain at their stations until dismissal time.

4. Students will be issued a computer identification number upon enrolment at this institution. Memorize this number. It must be used on all tests, clinic sheets, manikin sheets, report cards and main clinic sheets for services performed on a customer each day. Everything that is fed into the computer will be put in by student number, not their name. The numbers will also be on the time cards. For those students enrolled prior to the new student records management system, you will note that you now have a new student number, please note this numbering your records.
5. Students should use their student salon time constructively when you are not assigned a client. You should be completing those assignments on your C-sheet for the month.

Practical Assignments must be completed as assigned and the Student Grade Sheet signed by your instructor as these assignments are completed. Any practical assignment not completed will be counted as a zero "0" and averaged into your grades until made up. The grade sheets are averaged at the end of the month and grades are put into the computer. These become a part of your permanent grade average. Practical grades are cumulative in nature.

6. Student's stations are to be set up, ready to take a client immediately upon clock in unless you are assigned to be first theory class of the day.

7. With the new time scanning system, make sure when your card is scanned in or out that it registers on the computer. If there is an error, please bring it to the attention of the staff immediately so that it can be corrected.
8. Students must go to lunch at their assigned time unless they have a client or have special permission from the instructor working the front desk. If you take a lunch time either later or earlier than scheduled, it must be signed by an instructor or it will be taken off in addition to your assigned lunch time. You must clock out for your 30 minute lunch break regardless of whether you leave the building. Time cards are left at the Reception Desk **ANYTIME** you are clocked out during regular school hours.
9. **Firearms and/or Dangerous Weapons are Strictly Forbidden at the school!** This is cause for immediate and permanent termination from school.
10. Smoking is not permitted in the school building. This includes the use of tobacco products of any kind. **No food or drinks are allowed in the classrooms or on the clinic floor. No food or drinks are allowed in student stations.**
11. **The use of cell phones inside the building is prohibited.** If you bring a cell phone to school, please turn it off during school hours. If you need to call home to check on your family, please do so on your assigned lunch time or break, and then you must go outside the building. This includes text messaging.
12. You must follow schedules and studies outlined by the instructor. Any student not in their assigned class during theory and/or other scheduled classes will not receive credit for this time.
13. Students are not permitted to loaf in dryer chairs. When you are not doing an assignment, please stay at your station. Students should be working on C-sheet assignments when they do not have a client.
14. You are to purchase 2 combination or key locks. One is for your locker and the second one is for your station. If you wish to keep an extra key at school, please bring it to the office. It will be placed in an envelope in your file. If you do not have an extra key at school, the lock will have to be cut off. Equipment should be in your stations and/or locker at all times when not in use. Equipment left out and not in the proper place will be confiscated.
15. You should give your full attention to your client. Never leave a client **unattended**. Once you have the client in your chair, the client is your responsibility. You cannot go to lunch, or to take a break, or leave the building. This is grounds for immediate termination. **If in the case of an emergency, you must leave the client for a few minutes, you must get an instructor to your station to make other arrangements for this client. Customer service is what you are basing your career on, and to walk out and leave a customer is not only unprofessional, it is unethical, and will not be allowed.**
16. If you have a client and have to go to class, please get an instructor to assign this client to another student for completion. You cannot stay out of your assigned class to do clients.
17. Address you client by his/her last name. Know your client: it makes her/him feel important and he/she will have confidence in you. Listen to what your client says about her hair care needs. You client is always right.
18. When going to your stations or lockers, please be as quiet as possible when class is in session so as not to disturb other students.
19. **All monies due the school must be paid prior to graduation.**
20. Students are only to use those products used by the school. Students may not bring in other brands of hairspray, perms, wax, color, etc. for use in this school. This includes use on each other. Any off brands of products will not be allowed in the school.

21. Please do not sit on stations or counter tops. This weakens the frames and their mounts. Only one student per chair/station.
22. Students should knock before entering the office or teacher's lounge. No student should enter without someone being in the office or student lounge or without permission.
23. No breaks or lunches while under the dryer or in the hallways, on stairways, laundry room or dispensary, only in the designated break area.

If you take a break outside, you must be off the time clock and away from the front of our building. This includes the fronts of other businesses on Capitol Street. Smoking areas are designated in back of the building, or across the street.

24. **No Illegal Drugs or Narcotics** are to be used in this school unless prescribed by a doctor. The selling or use of illegal drugs, narcotics or other contraband is prohibited and will result in immediate termination. Your name may also be turned in the Drug Enforcement Agency or the Charleston Drug Unit for investigation.
25. Student may not receive phone calls at school. Emergency messages for students will be delivered by the office. Please ask your family, friends, boy/girlfriends to not call you at school unless it is an emergency. In the case of an emergency involving your family members, you will be called to the office to take the phone call.

Students are not permitted to use business phones for personal calls. Please bring the appropriate change to use the pay phone, or as stated before use your cell phone outside of the school. If it is an emergency, get permission from an instructor or office personnel.

26. Please do not eat candy or chew gum while in school, unless you are in the student lounge.
27. The back door is a FIRE EXIT. Students are not allowed to enter or leave the school by this door except in a event of a fire or during prescribed fire drill.
28. Each cosmetology student is given a full set of 21 dozen permanent wave rods. Please use these when you are giving a perm. The school will supply any extra or large size rods you may need. Perm rods left in the shampoo bowl overnight become the property of the schools if not claimed by the student.
29. Please do not borrow from or loan out to another student any equipment or supplies.
30. When a new class enrolls in school, please do not drop by to visit any of your friends who may happen to be in that class without first obtaining permission from the instructor in charge if that class. Students in the new class may not take their breaks or lunches in the senior lounge.
31. Alcoholic beverages are strictly forbidden. If they are found on the school premises, it will be cause for immediate dismissal and the reason for dismissal will be placed on the students' permanent record. This includes the use of illegal drugs also. If, on your lunch half hour, you choose to drink any alcoholic beverages, smoke pot or take any other drugs that will affect your functioning at normal capacity, please do yourself a favor and go home. If any drugs are found on you, you can and will be expelled and possibly prosecuted.
32. Students are not allowed to call instructors by their first names. This is not considered professional.
33. Please keep all purses locked away in your kits or lockers. Do not keep valuables in you station or in your coat pockets. If, for some reason, you have a large amount of money on you, please put it in a sealed envelope with your name on it and ask to have it placed in the safe.
34. Students are to look professional at all times. Please see the attached Dress. Smocks and name tags must be work at all times.

Uniforms will be checked on a daily basis. If you are not in proper attire, you will be sent home. You have chosen a profession in which appearance plays a major role. You are the walking example of your chosen profession. Strive to look professional at all times.

Make sure your hair is cleaned and styled at all times. You should strive to present to your classmates, clients, instructor and those around you, an image of your new profession. Remember, if you want to show off what you are learning and hope to achieve in this profession, be style conscious of the image that you present to others. Girls don't forget that in order to complete this image, you always need to wear makeup. It is part of your total appearance.

35. No hats, scarves, bandanas or doo-rags are allowed to be worn on the clinic floor. Gaudy jewelry should not be worn to school as it does not look professional.

36. Gentlemen, if you choose to wear your pants baggy, you are required to wear a belt.

Ladies, we do not allow hip huggers, low rise pants or any other mode of dress that exposes any portion of your bare stomach. This includes short blouses. Your shirt must be long enough to tuck into your pants, and remain there when you raise your arms to style hair.

37. Watch your personal hygiene. Remember, you are a walking example of your new profession. Beware of body odor! **(Recommended tips)** Use a deodorant daily. Use a mouthwash each day, and avoid food and beverages that have a powerful and disagreeable odor. Beware of cigarette breath. If you smoke, use discretion. Carry mints or breath spray with you. See your dentist regularly and watch your health. Consult your doctor on a regular basis to avoid a run down condition caused by poor health. Observe regular hours. Get plenty of rest as well as exercise and keep to a proper diet. If you observe these rules and suggestions for hygienic living, your body will be rested and your mind will be alert.

Ethics

38. Profanity on the clinic floor or in the classroom or in any area that could be overheard by clients, children, other students or instructors is cause for immediate dismissal for three days.
39. Bullying and/or intimidation in any form will be cause for immediate dismissal from school. Any form of bullying and/or intimidation will also be turned over to the local authorities and reported to the West Virginia State Board of Barbers and Cosmetologists. It may also be turned over to the US Department of Education.
40. Avoid gossip and discussion of personal problems with other students, clients, or within hearing distance of students or clients. If you have a problem, and desire to do so, you may discuss it with the instructor or school director in one of the offices. Perhaps they can help you, or refer you to the appropriate agency for professional help.
41. Avoid topics of discussion that could become controversial such as religion and politics. Everyone is entitled to their own beliefs in this area, and this type of conversation can become a source of contention quickly. Do not post or wear badges or articles of a political or religious nature on you stations or on your uniforms.
42. Any student found stealing supplies or equipment from the school or a fellow student will be expelled immediately. In addition, the reason for expulsion will be recorded and sent to the State Board Office.
43. We reserve the right to suspend or expel a student from school for insubordination, refusal to cooperate with instructors, follow instructions and schedule or in any case where we feel the student is not adapted to our training. All monies paid in excess of the amount due will be calculated according to the refund policy.
44. Any or all of the various State Board members are free and welcome to visit our school. If they do, remember to be courteous and respectful to them. You should acquaint yourself thoroughly with the rules and regulations of the state in which you intend to practice. West Virginia law and regulations are required as part of our curriculum.
45. Do not assume the responsibilities of our instructors. If you need help with a client or assignment, please see an instructor for help. All assignments and services are required to be graded. This includes the following.
 - Haircuts (Sweep up your hair before you call instructor for check)
 - Shampoo/Set/Comb-out (Separate grade for set and comb-out)
 - Perm Blocking and Wrap including the final test curl (You should not choose the client's perm or rod selection without the advise of the instructor working the floor)
 - All color and bleach applications (Immediately after completion of application, and for the final strand test for color development) (The instructor should also assist you with your color analysis for color formulation, even if the client was satisfied with the previous color. Something may have changed since the last color application. For example, she may have a new perm or just have returned from the beach, and her porosity may have changed)
 - Eyebrow Waxing
 - Hair Pressing/Curling
 - Chemical Relaxer Blocking & Application (Have the instructor check you application immediately upon completion for coverage, and for the final strand test for development) (Review with your instructor the rinsing and neutralizing procedure)
 - Facials (Room set up should be checked, along with the facial pack or mask chosen)
 - Scalp Treatments & Conditioning Treatments.

While you are in school, you are under the direct supervision of our instructors, and they should have the final check on all services. Don't Forget to get a grade for all services and have them put on your grade sheet.

46. If you are given a client, be courteous in your reception of this assignment. If you refuse a client you will be clocked out for the day. If there is a legitimate reason for not doing this client, please excuse yourself and ask to speak with the instructor in private. If the instructor feels, you have a legitimate reason, he/she can assign this client to another student. If this happens on a regular basis, you will be called to the office for discussion of the problem.
47. Personal items are not to be kept in your stations. This includes picture of family, friends or pets. Do not hang your jackets on your stations, or throw them over the chairs. There are coat racks available for this purpose. Do not bring large carry-all bags into or out of school. If you do these must be checked by an instructor.
48. **Reading material in school is limited to professional journals, books or magazines dealing with your profession. You are not allowed to have paperback novels in school.**

Absenteeism

49. Any time that you are absent from school, you must turn in a written excuse either to your instructor, or the office. This must be turned in the day that you return to school after such absence. This excuse will then be filed in your permanent record file. You cannot wait until the ending of your contract period to bring in excuses. **THEY WILL NOT BE ACCEPTED AT THIS TIME.** If you are sick, you must have a written excuse from the doctor in order for this to be considered an excused absence. If you take a sick child or spouse to the doctor, you must also furnish a written excuse for this. Please remember that these excuses will not reduce the amount of overtime tuition you may owe, if you do not complete your contract within the time specified of your enrollment agreement.
50. If you are going to be late (after 9:30 AM), you will not be allowed to clock in for the day. You will also be responsible for seeking to make up work missed in theory with your instructor or be assigned to a make up theory class as necessary.
51. Each day that you are absent from school, you must call the school and talk either to your instructor or the office advising the school of the reason for absence. The school will not be responsible for messages passed through another student.

Excused absences are accepted as documentation for extenuating circumstances only. They may not all be considered in calculating overtime tuition. Students on the regular schedule are scheduled for 36 hours per week. Crossover students are scheduled for 24 hours per week.

52. All absences from school, without a written excuse, shall be considered an unexcused absence. Excessive unexcused absences could mean cancellation of registration. Also, if you do not complete the course in which you are enrolled, within the time frame specified on your enrollment agreement, you will be charged additional tuition as stated in said agreement. It is at the discretion of the school as to whether to renew your contract. If your attendance record or GPA reveal an excessive pattern of unsatisfactory progress, the school may choose to not renew your contract and add additional debt burden to your current indebtedness.
53. If you are absent from school for 14 consecutive calendar days, without notifying the school you will be terminated from the school's enrollment (this does not apply to any leave approved by the office in writing.) You shall be considered terminated on your last day of physical attendance in school. This applies to those students who are absent and fail to notify the school as to their reasons for absence, or those students which the school has been unable to contact.
54. If you are withdrawn from school, your locker will be vacated, and your kit will be inventoried. You will be forwarded a letter of withdrawal, and if you do not owe money to the school, you will have 30 days in which to pick up your kit from the school. If you owe money to the school, you will have 60 days to pay this balance in full, and pick up your kit. At the end of this 30 or 60 day period, your account may be turned over for collection and your kit will be disposed of as the school deems fit.

55. Please check the "ATTENDANCE POLICY" that is furnished to you for additional information on the attendance requirements of the school.

Transfers

56. A transfer fee of \$20.00 (for transcript of hours and grades) will be charged to any student with good and sufficient reason for transferring to another school. All obligations to this school must be taken care of prior to transfer of hours.

Time

57. Students are to complete a total of 2000 clock hours for the basic Cosmetology and Barber/Permanent Waving Courses; 300 clock hours for the Barber and Cosmetology Crossover Courses; and 400 clock hours for the Manicuring Course. The aesthetics and advanced manicuring courses are 600 clock hours in length.
58. Students are not to clock or scan another student's time card for any reason. If you are caught clocking the card of another student, this will result in disciplinary action for both students. This action may consist of an expulsion from school for three days.
59. Please see the section of "Time and Time Cards" that is furnished to you for more information.

Clean ups

60. If you are assigned to a clean-up duty, do it efficiently and promptly as this is a part of your sterilization and sanitation grade.
61. Each student is responsible for keeping his or her chair, individual work station, mirror and entire station clean during training hours. They must be clean before clocking out at the end of the day.
62. All instruments must be sanitized after each use.
63. Please wash and return all containers and dirty towels to the dispensary immediately after use. Clean the shampoo bowls as soon as you have finished your final rinse on your patron. You are responsible for cleaning up after yourself.
64. Please sweep up the hair from the floor immediately after you have finished the haircut. The hair should be swept up before going to get an instructor to check the cut or before proceeding with any other services with this patron.

Other

65. Personal beauty work may be done only on the day assigned. Beginning July, 2012 students will be assigned one day a month to perform services on themselves. The clinic will be closed and students will be allowed to perform all services on each other. Please see Ms. Carter to schedule your appointment and the services you wish done. She will be responsible for assigning these services. If you request color services, you will be required to pay the student price for these services.
66. All students will attend assigned classes and finish required assignments.

One of the most important qualities we hope you will acquire while you are in school is that of responsibility. You cannot depend on other to do you thinking for you. Now, hopefully, you are entering this profession with a set of goals for yourself. We hope that one of your goals is for self-improvement and an educational background based upon technical and professional training. It is here for you. These are usually acquired through training, practice and regular attendance. You must keep an open mind, have good study habits and a willingness to work, cooperate, participate and accept responsibility.

RULES FOR THE FRONT DESK

ALWAYS ANSWER TELEPHONE IN A COURTEOUS MANNER. Please answer, "Charleston School of Beauty Culture, How may I direct your call?" Be patient and courteous to the patrons as they register.

DO NOT CALL STUDENTS TO THE PHONE. Take a phone number and a message. See that the message is PROMPTLY delivered. SEND ALL EMERGENCY CALLS TO THE OFFICE.

Don't forget to push the "HOLD" button when answering and talking using three lines. Don't be afraid to interrupt a conversation and ask the party to HOLD ON A MOMENT while you answer another line.

NO SMOKING, EATING OR DRINKING AT THE FRONT DESK.

Students are to receive a 25 percent discount on all retail products. They are to pay tax on any items or products purchased.

Student services will be half price of customer prices. This includes color, perms, conditioners, etc. Students may not bring in their own perms, color, etc. for use in school. We carry quality lines of products, and these are recorded with our insurance company. Our insurance policy does not cover other products.

When writing up a purchasing slip for supplies, include:

Student's name

Date

Paid cash

Name and size of product

Amount of purchase

Amount of tax (6%)

If supplies are to come from dispensary, give the student the yellow copy of the sales receipt or the green clinic ticket to take to the dispensary to show that the product price has been paid.

If supplies are delivered to the school, DO NOT SIGN. THIS IS THE INSTRUCTOR'S OR OFFICE PERSONNEL'S JOB.

Use the intercom in a professional manner at all times. Remember, we serve the public and they are constantly aware of your "Professional Attitude."

Call to collect all green tickets and money at 4:00 PM. Put money, green tickets (IN NUMERICAL ORDER), checks, receipts, purchase tickets and tally sheet in box. Send box to the office as soon as possible. Clean up desk and have it ready to start the next day.

Remain at the desk to answer the telephone until clock out time.

Telephone calls from patrons concerning hair care problems should be referred to an instructor.

Tuesday, Wednesday, Thursday and Friday operating hours are from 8:30 AM through 4:00 PM. All chemical services stop at 2:30 PM. Saturday hours are from 8:30 AM until 3:00 PM; no chemical services after 1:00 PM.

Those who are not assigned to the desk should not be behind it, nor standing around it unless so directed by an instructor.

Those students that are assigned to the reception desk are totally responsible for the money check up at the end of the day; therefore, it would be to your advantage to stay away from the desk unless you are assigned to work.

No purses or personal belongings at the front desk. Have an instructor lock in cupboard on first floor.

RULES FOR DISPENSARY

Only persons assigned to dispensary and Instructors are allowed in dispensary. No substitutes are to take anyone's place unless INSTRUCTORS APPROVE. If not assigned, DO NOT GO PAST THE FIRST SINK AREA.

Door is to be kept closed at all times.

At least one person is to remain in the dispensary at all times. Breaks and lunches are to be taken separately.

NO SMOKING OR EATING IN DISPENSARY. The lounge is your assigned break area.

Students assigned to the dispensary cannot come out of the dispensary to work on clients.

Students assigned to the dispensary cannot come out of the dispensary to have their own hair or nails done.

Inventory on supplies are to be taken morning and evening daily and students will sign inventory list morning and evening.

Any unaccounted for supplies are to be the responsibility of the assigned dispensary personnel.

Check for towels, making sure all are kept clean.

Keep all bottles and supplies clean.

Sweep floor and keep shelves clean.

Make sure all receptacles of disinfectant are changed each evening and cleaned.

Do not put plastic bags or capes in dryers.

Put cleaner out for clean-ups in the evening. Use rags for clean-ups.

When students come for materials pertaining to patrons or otherwise, make sure they have their green ticket. It must be signed by one of the persons in the dispensary and the price must be filled in for that item.

Any supplies that you may run out of must be replaced by and instructor.

Make sure that plenty of neck strips are out on the shampoo backboards.

Mix setting lotions for manikins. Dryfast is mixed as follows: 1 bottle dryfast setting lotion in 1 gallon cold water. Let stand overnight before using.

Make sure that you fill up the shampoo bottles on the shampoo backbars.

No purses or kits allowed in dispensary at any time. Have instructor lock in closet on first floor. If assigned to second floor, instructor will lock in closet on second.

At the end of each day, make sure shut off valve is turned off on washers. Both dispensaries.

DRESS CODE

Revised 07/01/2009

ALL STUDENTS:

Students are required to wear scrubs or clinic uniform. If your uniform is of a light color, then you must wear appropriately colored under garments which do not show through your uniform.

Student uniforms must fit properly and professionally. Uniforms may not be too loose, droopy and baggy, nor may they may be too tight and revealing. Uniforms may be neither too long nor too short; pants and shirts may neither hang down nor ride up; pants must come down to the top of your shoes but be at least one inch off of the ground.

Shoes must be clinic shoes or tennis shoes of a **solid uniform color, and must be leather**. Socks or stockings must be worn at all times. You may not wear open toes shoes, sandals, or open back shoes.

AESTHETICIANS:

Aesthetician uniforms are to be solid white, their shoes are to be all white. Aestheticians are not required to wear smocks. Shoes are to be left at the school at all times. A locker will be provided; however, you must furnish your own lock.

BARBERS:

Barber uniforms are to be solid black, their shoes may be solid black or solid white. Barber smocks must be solid black, with no decoration.

COSMETOLOGISTS:

Cosmetologist uniforms are to be solid white, their shoes may be solid black or solid white. Cosmetologist smocks must be solid black, with no decoration.

MANICURISTS:

Manicurist uniforms are to be solid white, their shoes may be solid black or solid white. Manicurist smocks must also be solid black, with no decoration.

SCHOOL SMOCKS MUST BE WORN AT ALL TIMES DURING SCHOOL HOURS. If you do not bring a smock with you, you will be required to purchase one. Smocks may be purchased in the office for \$22.00 plus tax.

THIS DRESS CODE WILL BE STRICTLY ENFORCED WITH NO EXCEPTIONS!

Student may be sent home by any staff member for failure to follow dress code.

Student

Date

By signing this document, the student acknowledged that they have read and understand the requirements of this School's dress code policy.

PROFESSIONAL COOPERATION

1. Be pleasant and courteous at all times. This prevents irritating other people's nerves and may prevent accidents.
2. Report to class or work on time – don't be late. Being late causes distractions and hurrying which may lead to accidents.
3. Never allow the clinic floor to become disorderly. Keep chairs, stools, etc. in their proper place.
4. Follow instructions of Fire Drills and rapid dismissals.
5. Perform work assigned to you according to instructions given.
6. Clean up work stations when work is completed so that it will be clean and neat. This is a safety measure for the protection of the next patron.
7. Avoid gossip about fellow students, co-workers or patrons. Ill-chosen words may cause anger. Anger may create a physical hazard.
8. Be honest, fair and courteous. Respect the feelings and the rights of others, thereby creating pleasant working conditions. Always give the best possible service to patrons, keeping in mind their safety and welfare.
9. Fulfill your obligations to each patron in regard to his or her care and safety measures.
10. Obey all rules and regulations of the state barber/cosmetology law.
11. Be loyal to your employer, manager, teacher and associates by obeying all safety measures.
12. Be prompt and judicious in adjusting patron's complaints and grievances.
13. Learn to speak clearly and intelligently. Listen attentively when others speak, to prevent misunderstanding.
14. Do not chew gum or smoke in the presence of patrons. Some people are allergic to smoke and gum chewing is irritating to patrons.
15. Remove hair, cotton, oil or other liquids from the floor to prevent slipping or falling.
16. Keep the clinic floor well ventilated, heated and free from dust.

THE TEN COMMANDMENTS OF HOW TO GET ALONG WITH PEOPLE

1. Keep skid chains on your tongue; always say less than you think. Cultivate a low, persuasive voice. How you say it often counts more than what you say.
2. Make promises sparingly and keep them faithfully, no matter what it costs.
3. Never let an opportunity pass to say a kind and encouraging word to or about someone. Praise good work, regardless of who did it. If criticism is needed, criticize helpfully, not spitefully.
4. Be interested in others: their pursuits, their work, their homes and families. Make merry with those who rejoice; with those who weep, mourn. Let everyone you meet, however humble, feel that you regard them as a person of importance.
5. Be cheerful. Don't burden or depress those around you by dwelling on your minor aches and pains and small disappointments. Remember, everyone is carrying some kind of a load.
6. Keep an open mind. Discuss but don't argue. It is a mark of a superior mind to be able to disagree without being disagreeable.
7. Let your virtues speak for themselves, refuse to talk of another's vices. Discourage gossip. It is a waste of valuable time and can be extremely destructive.
8. Be careful of another's feelings. Wit and humor at another person's expense are rarely worth it and may hurt when least expected.
9. Pay no attention to ill-natured remarks about you. Remember, the person who carried the message may not be the most accurate reporter in the world. Simply live so that nobody will believe them. Disordered nerves and bad digestion are a common causes of back-biting.
10. Don't be too anxious about the credit due you. Do your best and be patient. Forget about yourself and let others "remember". Success is much sweeter that way.

ATTENDANCE POLICY

Enrollment at our school is an indication of the student's commitment to pursue education and training that will lead to the objective of employability in the field of Cosmetology, Barbering, Aesthetics, or Manicuring. Regular, consistent attendance is essential in reaching this goal. The attendance policy is as follows:

1. Each student is expected to complete the total hours for the course in which they are enrolled. Attendance is monitored during your attendance, both by the school and the State Board.
2. Each student is expected to attend all classes as scheduled. Class cuts are not permitted and shall be recorded as unexcused absences. If you clock in and fail to report to your scheduled class your time for this assigned class time will not be recorded. Your instructor will check your card on a daily basis. Repetition of this behavior could result in a suspension from school for three days.
3. Each day that you are absent from school, you must call the school and speak with your instructor, or someone in the office, advising them the reason for your absence. **Do not leave a message with another student.**
4. Class attendance is mandatory. Students must clock in by 9:00 AM all courses. Saturday clock in for the cosmetology and barbering courses is 8:00 AM. No student will be allowed to clock in after 9:30 AM. Dismissal for aesthetics and advanced manicuring courses are at 3:30 PM and for the remainder of the courses dismissal will be 4:30 PM each day.
5. Saturday attendance is mandatory. Students are allowed to miss 4 Saturdays during their period of enrollment. After that you may find the last hours of your attendance will be only on Saturdays. For example, if you miss 10 Saturdays, you will be required to attend the last 9 (48) hours on Saturdays only. Saturdays are clinic days and as such you need to learn to function on a professional level as part of a team. The team functions much better, if all members are in attendance.
6. A written excuse for each day of absence must be turned in. If you are only going to be absent for one or two days, this excuse can be turned in the day you return to school. However, if you are going to be absent for longer than this, you must either bring or mail an excuse to us. **We must be notified when you are absent from school, or your enrollment may be terminated.**
7. All excuses must be turned in during your attendance. You cannot wait until the end of your enrollment agreement date and bring in excuses. **They will not be accepted at this time.** If you are sick, you must have a written excuse from the doctor in order for this to be an excused absence. Also, if you take a sick child or spouse to the doctor, you must bring in a doctor's excuse. Remember that you are allotted 4% of program hours of accumulated absences. All other absences will be charged to the student at the rate of \$40.00 per day based on their scheduled hours per day.
8. All absences from school must be documented by a written excuse (this does not always mean this will be an excused absence).
9. Other absences that may be excused are death in the immediate family, jury duty, court appearance or other unavoidable absence.
10. All absences from school, without a written excuse, will be considered an unexcused absence. Continued unexcused absences could result in termination of enrollment. If you do not complete the course in which you are enrolled within the time frame specified on your enrollment agreement, due to unexcused absences, you will be charged additional tuition as stated in your enrollment agreement.
11. If you are absent from school for 14 consecutive calendar days, without notifying the school administrative office, the school will initiate withdrawal procedures. Any student absent from school for 30 consecutive days (calendar days) will be terminated, and a refund calculation completed. Any refunds due will be sent to the appropriate agency. (This does not apply to students on medical leave or an approved leave of absence). Termination from enrollment shall occur upon your last day of physical attendance in school. This applies to those students who the school has been unable to contact.
12. If you are withdrawn from school, your locker will be vacated, your kit inventoried and a letter of withdrawal will be sent to you. If you owe the school money, you will have 60 days in which to pay the outstanding balance, otherwise you will have 30 days in which to pick up your kit. At the end of the 30 or 60-day period, the kit will be deemed school property. If you have not made arrangements to pay your balance within the 60 day period, your account will be turned over for collection.
13. If you are tardy, you will be allowed to stay in school but will only receive the hours completed for the day. Continued tardiness may result in counseling. Remember, you must clock in by 9:30 AM or you will not be allowed to clock in for the day. Please review Rule # 4.

Policy on Time and Time Cards

TIME

Each student enrolled in our school is required to clock a time card each day as they come into the school, to clock out and in for their 30 minute lunch break. If they fail to clock back in on their lunch break, they must clock in as soon as they remember to clock in. They are required to clock out and in for their 15-minute break in the morning and their 15-minute break in the afternoon. Students are only allowed one 15-minute break in the morning and one 15-minute break in the afternoon. Break time will be automatically deducted from your time by the computer

STUDENTS must remember to clock their own cards. If you forget to clock in from lunch or from break, clock in as soon as you remember it, the instructors cannot sign you back in for this time. It will not be counted in the office. Time cards are the responsibility of the student. This is the only way that the school has of keeping track of hours attended.

Students will clock one card using a bar code scanner. Time will be downloaded each night using Pacific Standard time. As the computer software is based in Phoenix, Arizona. Hours are reported to the State Board monthly. Students should keep track of all hours during their attendance. If you forget to clock back in, clock in as soon as you discover the error. Instructors cannot override the computer time scanner.

Students are to attend classes as scheduled. Students cannot cut classes for any reason. If you have been assigned to a customer, please get an instructor to have another student take over this client so that you can go to class. If you are assigned a haircut close to the time for your assigned class, please ask the instructor to assign this ticket to another student, if you cannot complete the haircut in time for theory class. If you are on the clock, and not in your assigned class, you will not receive credit for this time.

If for any reason, you will be late reporting to an assigned class, it is your responsibility to notify the class instructor prior to the beginning of class.

Any time lost due to absenteeism or tardiness is required to be made up. The student must complete the actual amount of clock hours for which they are enrolled.

ABSENTEEISM

Any absence on the part of the student must have a written excuse turned in either to the Instructor or the Secretary's office. If the student goes to the doctor, they must bring an excuse from the doctor. An excuse must be written for each day of absence, but all may NOT be acceptable excuses. Any unexcused absences beyond the time allotted in the student contract will result in the student paying additional tuition, if the student has not completed their program per the contract date. Other acceptable excuses besides doctors excuses will be any written on letterhead from Lawyers, Department of Human services, Jury Duty, etc.

Title IV Funds will not pay for Overtime

It is the Department of Education's policy that: "A school may not use Title IV funds to pay overtime charges for a student who fails to complete his or her academic program within the normal time frame." Student Aid Handbook, p. 3-37, *referencing* Section 472 of the HEA. This means that Title IV Funds, which include Pell Grants & Direct Student Loans, may not be used to pay for a previous balance from a prior enrollment at this school nor may they be used to pay any overtime which you may incur.

SATISFACTORY ACADEMIC PROGRESS POLICY

(Revised July 22nd, 2021)

Each and every student shall receive a copy of this *Satisfactory Academic Progress Policy* in this Student Handbook, for which they will acknowledge that they have received said policy in said handbook in their orientation packet during orientation prior to enrolling into school.

To be considered making satisfactory progress, all students must maintain **Satisfactory Attendance and Academics**. Satisfactory progress is a cumulative evaluation of students' performance.

Students who meet the minimum requirements for attendance and academic progress will be considered to be making satisfactory progress until the next scheduled evaluation. Students must maintain Satisfactory Progress in order to continue receiving any Title IV or Veterans Administration funding for which they may be eligible.

Satisfactory Attendance

Some school departments are open 36 hours per week, excepting holidays, and students in those departments may attend the full 36 hours regardless of their schedule. In accordance with WV CSR § 3-4-6.2, students must maintain a **minimum 80% attendance** in order to be considered maintaining **Satisfactory Attendance**. Students are required to complete their course of study within scheduled hours of no more than 125% of their program length, after which they will no longer be eligible for Title IV funds and VA beneficiaries will be terminated, incurring the standard Termination Fee. Students thus terminated may re-enroll in their program on a cash basis only incurring an additional Registration Fee, but will not have to re-register with the State Board.

Students who meet the minimum requirements for attendance and academic progress will be considered to be making satisfactory progress until the next scheduled evaluation. Students who fall below the minimum satisfactory hours will be deemed to not be maintaining Satisfactory Attendance until the next Evaluation Segment. Students will be placed on "Financial Aid Warning" and receive a "Letter of Warning" for the first unsatisfactory progress evaluation, but will have until the next evaluation period to bring the attendance to satisfactory.

Each student must complete the required number of hours for the course in which they are enrolled.

Grading System

The following factors are used for determining academic progress: Theory, practical, and laboratory (clinic). Theory is evaluated through written and oral examinations. The practical work of students is evaluated daily as assigned. After completion of the required number of hours for students to perform clinic services, the clinic work of students is also evaluated daily. All laboratory (clinic) services performed on patrons is also evaluated as each service is given. These grades are recorded on the students' clinic sheets until the end of the month and then placed in students' permanent records.

Grades are entered into the student's computer file on a monthly basis. At the end of each evaluation segment, a progress report is pulled from the computer by the student's instructor. Cosmetology and Barber students are evaluated each 450 scheduled hours, manicuring students are evaluated each 200 scheduled hours, aesthetic and advanced manicuring students are evaluated at 300 scheduled hours. The Progress report shows all grades completed by the student since their enrollment. It shows a grade average for both theory and practical, as well as an overall grade average. The report also shows any make up work to be completed, and attendance records. Any tests missed will be entered into the computer as a "0" until, the work is completed by the student.

An overall average of 70% is required for all courses offered. The following represents the equivalencies of the grades assigned:

A - Excellent	90% to 100%
B - Good	80% to 89%
C - Passing	70% to 79%
D - Failing	Below 70%
I - Incomplete	" 0"

A passing grade is required in both practical and theory work for graduation and eligibility to take the state board examination. Students are evaluated in both theory and practical work. Any work missed, incompletes, are entered into the school computer as a "0" until this work is made up.

Satisfactory Academics

Students receive a numeric grade in both their theoretical and practical work. Theoretical work is evaluated through written and oral examinations, which include all theory presentations and aspects of cosmetology. Practical grades are assessed on the students work on manikin assignments and work on clients which are recorded on their monthly clinic sheets.

Practical and theoretical grades are entered into the student's computer file on a monthly basis. At the end of each evaluation period, a progress report is generated by the computer. An **overall average of 70%** is required in **both practical and theory work** for satisfactory progress towards graduation.

Evaluation Segments

An Academic Year is considered 900 clock hours for all programs, the expected length of the course is the total length of the course divided by the scheduled hours per week. Students are given a copy of the Satisfactory Academic Progress form at the time of the periodic evaluation, and notified how that evaluation impacts their eligibility for receiving financial aid. These schedules are as follows:

1800 hour Cosmetology	Evaluation Segments			
Scheduled Hours, 36 hours per week	450 hrs/13 wks	900 hrs/26 wks	1350 hrs/39 wks	1800 hrs/52 wks
Minimum Satisfactory Hours	360 hours	720 hours	1080 hours	1440 hours
1000 hour Hairstyling	Evaluation Segments			
Scheduled Hours, 36 hours per week	450 hrs/13 wks	900 hrs/26 wks	1000 hrs/29 wks	
Minimum Satisfactory Hours	360 hours	720 hours	800 hours	
1200 Hour Barber	Evaluation Segments			
Scheduled Hours, 36 hours per week	450 hrs/13 wks	900 hrs/26 wks	1200 hrs/35 wks	
Minimum Satisfactory Hours	360 hours	720 hours	960 hours	
1500 hour Barber with Chemical	Evaluation Segments			
Scheduled Hours, 36 hours per week	450 hrs/13 wks	900 hrs/26 wks	1200 hrs/35 wks	1500 hrs/44 wks
Minimum Satisfactory Hours	360 hours	720 hours	960 hours	1200 hours

600 hour Aesthetics & Advanced Manicuring	Evaluation Segments		400 hour Manicuring	Evaluation Segments	
Scheduled Hours, 30 hours per week	300 hrs / 10 wks	600 hrs / 20 wks	Scheduled Hours, 36 hours per week	200 hrs / 6 wks	400 hrs / 12 wks
Minimum Satisfactory Hours	240 hours	480 hours	Minimum Satisfactory Hours	160 hours	320 hours
300 hour Cosmetology/Crossover	Evaluation Segments		125 hour Waxing Specialist	Evaluation Segments	
Scheduled Hours, 25 hours per week	150 hrs / 5 wks	300 hrs / 10 wks	Scheduled Hours, 25 hours per week	62.5 hrs / 3 wks	125 hrs / 6 wks
Minimum Satisfactory Hours	120 hours	240 hours	Minimum Satisfactory Hours	50 hours	100 hours

Effects of not maintaining Satisfactory Progress:

First Unsatisfactory Evaluation	Second Consecutive Unsatisfactory Evaluation	Third Consecutive Unsatisfactory Evaluation
Letter of Warning	Student determined to be <i>Failing to Maintain Satisfactory Progress</i>	Loss of Title IV, HEA, and/or VA funding
May still receive Grants and Loans	May not receive Title IV, HEA, or VA funds unless the Student successfully appeals and is placed on <i>Financial Aid Probation</i>	Must meet SAP standards or be in compliance with academic plan established during appeal process.

“Financial Aid Warning”

Students will be considered as making satisfactory progress during the “Financial Aid Warning” period and those students who receive Title IV or VA funds will continue to be eligible for Title IV and/or VA funding.

Any student who has been placed on a “Financial Aid Warning” who fails to achieve the minimum standards of *Satisfactory Progress* as of their following evaluation period shall no longer be eligible for Title IV funds unless the student prevails upon appeal of the determination of *Failing to Maintain Satisfactory Progress* that has resulted in the status of *Financial Aid Probation*. Any student receiving Veterans Administration funding who falls into this category shall have their VA enrollment certifications terminated.

Right to Appeal

Any student determined to be *Failing to Maintain Satisfactory Progress* due to unsatisfactory progress has the right to appeal if they feel there are extenuating circumstances that should be taken into consideration. This appeal must be made in writing on the back of the *Student Evaluation Form* to the school Director. The written appeal must include an explanation of that which caused the unsatisfactory progress, as well as, what has changed in the student’s situation that would result in the improvement of progress and attach any supporting documentation. The school Director shall review the information, validate any documentation and evaluate the appeal noting their determination upon the *Student Evaluation Form*. The student will be informed of the Director’s decision and a copy of the *Student Evaluation Form* will be given the student. These documents, including the *Student Evaluation Form* are to be kept in the student’s file.

The school may recognize as extenuating circumstances any of the following, if the student can document or validate this information to the satisfaction of the school Director:

1. Student suffering from extreme physical or mental abuse.
2. Death in the immediate family.
3. Prolonged serious illness of student or immediate family member.
4. Unusual personal circumstances where the student may be unable to meet satisfactory progress.

Documentation for extenuating circumstances will be accepted from the following sources: Law Enforcement Officials, Medical and Surgical Professionals, Legal Aid Attorneys, Department of Human Services, or information documented by newspapers or other sources providing valid information on student's circumstances. If the school Director finds in favor of the student, the institution and the student will develop a plan for improvement, a copy of which shall be placed in the student’s file, that will require the student to fulfill specific terms and conditions such as reducing the students scheduled clock hours and attending additional classes to make up any missed academic work. This improvement plan will be monitored by the institution to determine if the student is fulfilling the commitment established by the school and the student at the end of the next evaluation period. If the student has met the condition of the improvement plan during probationary status, the student will be restored to Satisfactory Progress status, otherwise the student will be deemed to no longer be eligible for financial aid.

“Financial Aid Probation”

A student *Failing to Maintain Satisfactory Progress* may file an appeal of that determination, which if successful will place the student in a *Financial Aid Probation* status. *Financial Aid Probation* may be granted if (a) it is determined that the student is mathematically able to reestablish satisfactory progress by the end of the probation period, or (b) the institution and the student develop an academic improvement plan which determines that they student may reestablish satisfactory progress within the maximum timeframe of 125% of their program length.

However, if the student fails to meet either criteria the student will lose eligibility for Title IV funding and Veterans enrollment certifications will be terminated. The student will become and remain ineligible for Title IV funding and/or Veterans Administration certifications until reestablishing satisfactory progress.

Said improvement plan will require the student to fulfill specific terms and conditions such as taking a reduced number of scheduled hours and extra classes to allow the student to regain satisfactory progress. At the end of this financial aid probation period, or any time prior to such evaluation period, if the student has regained satisfactory progress, he/she will regain eligibility for Title IV, HEA program funding; or if the student is meeting the requirements of the academic plan developed by the institution and the student to qualify for further title IV, HEA program funds the student may regain eligibility, and those Veteran Administration students who have had their enrollment certifications terminated will have their enrollment certifications restored.

In order to be returned to satisfactory progress status, the student must meet the following requirements:

1. Student must meet attendance requirements for the next evaluation period.
2. Student must make up any incomplete work.
3. Student must bring grade point average to at least 70%.

If the student has received Title IV funds, he/she must complete the number of clock hours for which they have been previously paid.

If these requirements are met, the student will be taken off probation.

Leave of Absence

Any student absent from school for 30 consecutive days and not granted a leave of absence, will be dropped from the enrollment, federal law requires the school to initiate withdrawal procedures if the student is absent for more than 14 consecutive days.

Any student requesting an approved leave of absence from school must make the necessary arrangements through the office. This request must be made in advance and in writing and specify the reason for interruption of school, and the estimated length of time before returning to school. There must be a reasonable expectation that the student will return from said leave of absence. All leaves of absence are subject to approval from the office.

Student must request in writing for the approved leave of absence in advance unless unusual or unforeseen circumstances prevent the student from doing so. Unusual or unforeseen circumstances could include medical reasons or if a student were injured in an accident which required a few weeks to recover. The letter is to be a signed document which includes the reason for the leave of absence and a reasonable expectation that the student will return from the leave of absence.

Upon returning to school, the student will be placed with the class that has comparable hours. Satisfactory progress status will be the same as when the leave of absence began.

The school may grant a leave of absence to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances if the school documents the reason for its decision and documentation must be provided by the student at a later date. In the case of unusual circumstances, the beginning date of the approved leave of absence would be determined by the institution to be the first date the student was unable to attend the school because of the unforeseen circumstances. Unusual or unforeseen circumstances for which a leave of absence may be requested would include an unusual/exceptional medical problem or complications from a pregnancy, a car accident that would prevent the student for applying for a leave of absence in advance.

A student may be granted multiple leaves of absence with the total number of days not to exceed 180 days in any twelve (12) month period. The twelve-month period begins the first day of the student's original leave of absence. There will be no additional charges for tuition during the leave of absence period.

Time elapsed during a leave of absence will extend the student's contract period and maximum timeframe by the same number of calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. (*Please note that the extension of days may fall on a weekend day when the student is not scheduled to be in school.) Changes to the contract period on the enrollment agreement must be extended by the same number of days as the leave of absence request, and is based on calendar days. The leave of absence form will serve as an addendum to the contract to extend the scheduled ending date of the contract with both parties signing it and the students receiving a copy of the addendum. Students on an approved leave of absence will not be considered to have withdrawn and no refund calculation is required at that time. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

Transfer Students

Transfer clock hours are treated as both completed and attempted hours in the determination of the student's pace of completion, this means that for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at this institution.

Returning Students

Students returning from a leave of absence or who reenroll at this school will return at the same Satisfactory Academic Progress status as when they left.

Withdrawal from Course

A student who withdraws from the course for which they are enrolled will no longer be considered or evaluated for Satisfactory Academic Progress. If the withdrawn student should later choose to resume their studies, they will be counted as a Returning Student as mentioned in the previous paragraph.

Course Incompletes

Course incompletes, repetitions and non-credit remedial courses have no effect upon satisfactory progress.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational rights and privacy Act of 1974, as amended, is a Federal Law that states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The Law provides that the institution will maintain the confidentiality of student educational records.

The Charleston School of Beauty Culture accords all the rights under the Law to students who are declared independent. No information from student's educational records will be disclosed outside the institution without the written consent of the student. For those students who are a dependant minor, the institution will require the written consent of a parent or guardian in addition to the student's signature for release of information excepting under the following conditions: Personnel within the institution, officials of other institutions in which the student seeks to enroll, persons or organizations providing financial aid, accrediting agencies carrying out their accreditation functions, persons in compliance with a judicial order or persons in an emergency in order to protect the health of safety of the student may have access to student information. This is allowed under the Act.

Within the Charleston School of Beauty Culture, only those members individually or collectively in the student's educational interest are allowed access to student educational records. Those members include personnel in the administrative staff and academic personnel within the limitation of their demonstrated need to know.

With the student's written permission, the institution may provide Directory Information and Educational Information (to persons designated on permission form). Such information may include student name, address, phone number, major field of study, schedule of classes, dates of attendance, diplomas received and previous educational institutions attended by the student.

The Law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their file if the decisions of the hearing panels are unacceptable. The Director of the Charleston School of Beauty Culture has been designated by the institution to coordinate the inspection and review procedures for student educational records which include personal, academic, attendance, financial and educational records.

ANNUAL NOTICE TO STUDENTS

The Charleston School of Beauty Culture informs students of the Family Educational rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to fully comply, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the Policy can be found in the Registrar's office.

The office mentioned above also maintains educational records on students in this institution.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's office.

**PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION AND
RELEASE OF EDUCATIONAL INFORMATION**

The Charleston School of Beauty Culture hereby designates Categories I, II, and III of student information as "Directory & Educational Information." Such information can only be released with the written consent of the student. Authorization forms may be obtained in the Registrar's office.

- | | |
|---------------------|--|
| CATEGORY I | Name, address, telephone number, dates of attendance, class and scheduling information |
| CATEGORY II | Previous institution(s) attended, major field of study, diploma(s) received, including dates |
| CATEGORY III | Relevant educational information in attendance and academic achievements |

Only those persons designated in Paragraph 3 of the Policy of Privacy Act may have access to student information without written consent. They are as follows: personnel within the institution, officials of other institutions in which the student seeks to enroll, persons or organizations providing financial aid, accrediting agencies carrying out accrediting functions, persons in compliance with a judicial order or persons in an emergency in order to protect the health or safety of the student. This is allowed under the Act.

DIRECTORY OF RECORDS

1. Initial Interview Card and Information
2. Enrollment Agreement
3. Personal and Confidential Information
4. Attendance, Academic & Counseling Records
5. Financial Aid Records (when applicable)
 - Financial Aid Application
 - Financial Aid Transcript
 - Student Air Reports SAR's/ISIR's
6. High School Diploma, GED, or proof of at least 8th grade education and Ability to Benefit Exams
7. Tuition Card
8. Kit List
9. Master List (shows all information in Course Outline received)
10. Certification of Privacy Act (signed by student)

FIRST AID

I. Abrasions

Symptoms: When the skin is cut or broken by accident.

Treatment: An antiseptic, such as tincture of iodine, hydrogen peroxide or mercurochrome, should be applied.

II. Burns

Burns may be caused by electricity or flames, while scalds usually are due to exposure to hot liquids or live steam.

Symptoms:	First degree	characterized by redness
	Second degree	having watery blisters
	Third degree	involving deeper structures of the flesh with possible charring of tissue

Treatment of first degree burns: A quick, safe and temporarily effective method of treating burns is to immediately apply cold water to the affected area.

III. Electric Shock

Treatment: The clothing should be loosened and the patron removed to a cool place. The head should be raised and the tongue drawn forward to prevent strangulation. Apply artificial respiration, if needed. Stimulants should not be given.

IV. Heat Exhaustion

Heat exhaustion is a general functional depression due to heat. It is characterized by a cool, moist skin and collapse.

Treatment: Clothing should be loosened and the patron removed to a cool, dark, quiet place. The patron should be kept lying down for several hours, as rest and quiet will hasten recovery.

V. Nose Bleed

Nose Bleed is a hemorrhage from the nose.

Treatment: Apply pressure directly at the site of bleeding by pressing the nostril towards the midline of the nose. Loosen the collar and apply pads saturated with cool water on the face and back of the neck.

VI. Foreign Body in Eye

Treatment: If this is under the lower lid, pull the lid down gently while the patron looks up. If the hair or speck of dust can be seen, it should be removed with the corner of a clean, moistened handkerchief or with a twist of clean cotton.

VII. Fainting

Fainting is caused by a lack of blood flow to the brain, bad air, indigestion, nervous condition, unpleasant odors, et cetera, and is characterized by pallor and loss of muscular control. There is a temporary suspension of respiration and circulation.

Treatment: If there is a sign of fainting, and before it actually occurs, have the patron hold his head between his knees, as this action may check the faintness by causing the blood to flow quickly to the head. Loosen all tight clothing, being sure there is fresh air in the room, and placing the patron in a reclining position with the head slightly lower than the body. If the patron is conscious, hold aromatic spirits of ammonia near his nose or offer stimulants, such as hot coffee, tea or caffeinated soda. If the patron is unconscious, apply cold applications to the face, chest and over the heart. Do not dash cold water in the patron's face.

VIII. Epileptic Seizure

An epileptic seizure is a nerve disorder characterized by unconsciousness, convulsions, contortions of the face, foaming at the mouth and rolling of the eyes. **Call for immediate medical attention.**

Treatment: Emergency treatment consists of lying patron on the side and fixing a wad of cotton between the teeth to prevent biting of the tongue. Mild stimulants may be administered in moderation after recovery. If the patron falls into a deep sleep after the attack, he should not be disturbed, but allowed to awaken naturally.

IX. In Case of Emergency

Every school should have information that may be needed in case of an emergency, posted or placed (in clear view) near the telephone. The owner of the school or manager should have the names, addresses and telephone numbers of employees and students on file in case of emergency. Addresses and telephone numbers for the following services should be placed near the school telephone: Fire Station, Police (local and state), Emergency Ambulance, nearest Hospital Emergency Room, Doctors, Taxi Service, Telephone Company and telephone numbers of persons and organizations that provide service. Utility service companies, such as Electricity, Water, Heat, Air-Conditioning, etc. also should be posted.

Personal Safety and Security Advice

Steps to Follow For Personal Security & Protection

1. Always park your car in a well lit area, and look around before getting out of car.
2. If you arrive before the school opens, stay in your locked car, or with a group of people.
3. Keep valuable items: Jewelry, equipment, etc. out of sight.
4. Hold tightly to your purse when walking down the street
5. Always be aware of your surroundings.
6. Walk with assurance, and with your car key in your hand (to use as a weapon, if necessary).
7. Be sure that all doors are locked and lights on inside as you leave building.
8. Lock your car door as soon as you get into the car.
9. NEVER talk to strangers...learn to scream loudly for help (this will sometimes frighten an assailant) or fire (people will respond to a cry of fire before help).
10. Do not bring valuables or large amounts of cash to school, and always lock your locker.
11. Be aware of the fire exits, and know where emergency numbers are located.
12. Know where the telephones are located.
13. Always notify the school staff of emergency situations, and let them contact the proper authorities.

For Those Students Living in an Apartment, Away From Parents

1. Upon entering the apartment, always lock the door.
2. Protect your keys (do not leave them in an obvious place).
3. Use a peephole before answering the door.
4. Never admit a stranger into your apartment of house.
5. Consider a burglar alarm.
6. When leaving the apartment, make sure doors are locked and leave TV or radio on so it will appear that someone is at home.
7. Get to know your neighbors.

Drug & Alcohol Abuse Awareness & Prevention
Standards of Conduct

Because of the rising use of drugs and alcohol in our society, we have implemented a Drug & Alcohol Abuse Awareness Prevention Program in our school.

Under no circumstances will we allow the unlawful possession, use or distribution of drugs and alcohol during your attendance or employment at our school. Penalties for the illegal use, possession, distribution or manufacture of drugs and alcohol, can range from a minor fines to years of imprisonment.

Students or employees caught possessing, using or distributing drugs or alcohol on the school premises, are subject to immediate termination from enrollment/employment, and turned over to the proper authorities for prosecution.

We have always strove to provide quality education for our students, and a good working environment for our employees, and we plan to continue doing so. We operate an institution of higher learning, and we will not allow drugs or alcohol to be a part of our activities.

(Information and materials relating to the effects of drugs and their abuse can be located in the Drug Information book, available on first and fourth floors as well as the office.)

HARASSMENT POLICY

Revised 3/02

Policy: It is the policy and responsibility of the Charleston School of Beauty Culture management to create an environment free of discrimination in any form, including harassment based on sex, race, age, religion, national origin, color or other reasons.

Application of Policy: This policy applies to all employees and students.

Provisions:

- A. Harassment of any form to employees and/or students will not be tolerated. This refers to harassment from superiors, coworkers, clients, vendors or guests.
- B. The management a workplace/school which is free from sexual harassment, defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when it (1) involves the conditioning of employment benefits based on sexual favors, or (2) creates a hostile or offensive working environment.

Procedures: For any complaint of a criminal nature, students have the option of contacting the local police department as directed by the school's Campus Security section of this handbook. Any non-criminal complaint of harassment must follow the school's written Complaint Policy as set out in this handbook.

Counseling: While staff personnel are willing to discuss, counsel and assist students with problems which may arise, including harassment, serious offenses may give rise to the need for professional counseling which the staff is unable to provide. In such cases, the student shall be referred to local off campus counselors and assistance programs.

PREVENTING SEXUAL HARASSMENT
EEOC Definition of Sexual Harassment
Civil Rights Act of 1964, Title VII, Section 703 Part 1604

HARASSMENT ON THE BASIS OF SEX IS A VIOLATION OF SECTION 703 OF TITLE VII

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly (clearly stated or shown) or implicitly (suggested, though not plainly expressed) a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

What are the responsibilities of the employees and students?

1. **UNDERSTAND SEXUAL HARASSMENT**
Be sure to be familiar with the school policy in regard to sexual harassment.
2. **OBSERVE YOUR WORK ENVIRONMENT**
Be sensitive to the way in which those who are more vulnerable may react to the behavior of others.
3. **HAVE AN AWARENESS OF YOUR OWN ACTIONS**
Think about what you say and do. Pay attention to how others respond to what you say and do. Do not encourage harassers by smiling, laughing at jokes or "flirting back".
4. **SUPPORT THE SCHOOL POLICY**
Always tell harassers their actions are unwelcome and unprofessional
 - A. "My name is not Honey"
 - B. "Do you have any idea how (your jokes/your innuendoes) make me feel?"

What are the responsibilities of the Management?

1. **MODEL APPROPRIATE BEHAVIOR**
Don't ever take part in any activity, which can be construed as sexual harassment.
2. **BE RESPONSIVE TO SEXUAL HARASSMENT COMPLAINTS**
A complaint is brought to your attention:
 - A. Listen to the employee or student
 - B. Remain neutral – gather information – don't make judgments or show reactions.
Ask questions in order to obtain specifics. Assure the employee or student there will be no retaliation. Keep the information confidential.

CAMPUS SECURITY INFORMATION & CRIME STATISTICS

Should you witness a crime in progress, call the police, Charleston Police Department's number is 304-348-8111. This institution does not maintain its own campus police force. Should any crime of a serious or threatening nature occur, students shall be informed in a timely manner, by their instructor or office personnel. It is vital to any criminal proceeding that the victim should strive to preserve evidence of the criminal offence.

In addition to calling the police, there are other programs in the area to assist the victims of domestic and sexual crimes. The YWCA has a *Resolve Family Abuse Program*, for domestic violence, with a 24 hour crisis line available (304) 430-3549, and operates *Sojourners's Homeless Shelters for Women & Families*, (304) 340-3562. In addition, Roarke-Sullivan Lifeway Center offers assistance and shelters for men, (304) 340-3616.

During the hours of 8:30 AM until 5:00 PM Monday through Friday, and 8:00 AM until 4:30 PM on Saturday contact the school owner, manager, one of the instructors on the floor or one of the office personnel. These designated individuals will notify local law enforcement agency/emergency medical system, depending on the seriousness of the incident. In addition, emergency numbers are posted by the time clock, and on the bulletin boards.

The school will respect the privacy of all students; however, the school reserves the right for authorized personnel and/or law enforcement agents to enter the premises for emergencies, enforcement of our drug and alcohol abuse policies and for other reasonable causes.

To insure prompt reporting of a crime, authorized school personnel will take a written statement from involved parties, and all witnesses to all reported emergency or criminal incidents. The written statements are included as a part of the written report, and these statements may be used by local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention.

The school is in compliance with the Drug Free Schools and Communities Amendment of 1989 (Public Law 101-226). Students and school personnel refer to the memorandum "Drug Free Schools and Campus Standards" or the school's "Drug & Alcohol Abuse Awareness Policy" for information regarding campus policies and individual responsibilities required under this Act.

CRIME STATISTICS

In compliance with Public Law 102-226, the following information on campus crimes, including the parking lot rented for school use, is reported for your review. Our campus is defined as the building and the immediately adjacent sidewalk. This institution has no non-campus buildings or properties.

The following information is updated on an annual basis and is available to students, employees and applicants upon request. This institution's penalty for weapons violations, drug violations, violent crime and sexual offenses is immediate termination. Information regarding registered sex offenders is available at the official WV state police web site <http://www.wvstatepolice.com/sexoff>.

Signature

Date

The following criminal offenses were reported to school authorities or local police agencies:

Criminal offense	On Campus			On Public Property		
	2018	2019	2020	2018	2019	2020
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Sex Offenses – Rape	0	0	0	0	0	0
Sex Offenses – Fondling	0	0	0	0	0	0
Sex Offenses – Incest	0	0	0	0	0	0
Sex Offenses – Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

CRIME STATISTICS – HATE CRIMES

The following racially/lifestyle motivated criminal offenses were reported:

On Campus	Category of Bias for crimes reported in 18/19/20 respectively							
Criminal offense	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Manslaughter	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
b1. Sex Crime: Rape	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
b2. Sex Crime: Fondling	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
c1. Sex Crime: Incest	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
c2. Sex Crime: Statutory Rape	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
d. Robbery	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
e. Aggravated assault	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
f. Burglary	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
g. Motor vehicle theft	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
h. Arson	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
i. Simple Assault	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
j. Larceny-theft	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
k. Intimidation	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
l. Destruction of property	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0

Public Property	Category of Bias for crimes reported in 18/19/20 respectively							
Criminal offense	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Manslaughter	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
b1. Sex Crime: Rape	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
b2. Sex Crime: Fondling	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
c1. Sex Crime: Incest	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
c2. Sex Crime: Statutory Rape	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
d. Robbery	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
e. Aggravated assault	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
f. Burglary	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
g. Motor vehicle theft	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
h. Arson	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
i. Simple Assault	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
j. Larceny-theft	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
k. Intimidation	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0
l. Destruction of property	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0	0/0/0

Local police agencies made criminal arrests or offenses were referred to the authorities:

Reported	On Campus			On Public Property		
VAWA offenses	2018	2019	2020	2018	2019	2020
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Arrests	On Campus			On Public Property		
Criminal offense	2018	2019	2020	2018	2019	2020
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0
Disciplinary Actions	On Campus			On Public Property		
Criminal offense	2018	2019	2020	2018	2019	2020
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0

COMPLAINT POLICY & PROCEDURES

Procedures within this policy are to be used to student/employee complaints at the school level, including complaints involving any form of harassment. However, for any complaint of a criminal nature, students have the option of contacting the local police department as directed by the school's Campus Security section of this handbook.

All steps must be exhausted before the student/employee can submit their complaint to the WV Council for Community and Technical College Education; or our accrediting agency, the National Accrediting Commission of Career Arts & Sciences, or appropriate state or federal agency.

The Complaint Policy & Procedures will be posted on the bulletin board, each student will be furnished a copy in their Student Handbook and current employees, as well as new employees, will receive a copy.

The procedures for filing a complaint are outlined as follows:

1. Person(s) filing a complaint against the school, fellow students or clients, shall make this complaint **in writing** to the school Owner/Manager, allegations and the nature of the complaint are to be outlined.
2. A school representative, designated by the Owner/Director, will meet with the complainant within ten (10) days of the written complaint. This meeting will be documented in writing, with the complainant being provided a copy. If the complaint involves accusations against an employee or another student, the accused shall be afforded the same opportunity to refute the allegations against them, with the same opportunity to have witnesses either present or interviewed separately.
3. If upon discussion and evaluation between the complainant and the school representative, the problem cannot be resolved complaint will then be referred to the school's Complaint Committee. This committee will be comprised of at least three (3) to five (5) individuals from the following categories: school Owner/Director, Manager, an instructor, the Financial Aid Officer, a member of the office staff, and/or student representative.
4. The Complaint Committee will meet within twenty-one (21) days from receipt of the complaint to review the allegations. This meeting will also be documented in writing. If more information is needed from the complainant, a letter must be written outlining additional information needed.
5. If no further information is needed, the Complaint Committee will act on the allegations with a letter being sent to the Complainant within 15 days stating the steps to be taken to correct the problem, or information showing the allegation were not warranted or based

on fact. If the complaint involves accusations against an employee or another student, both shall be informed as to the outcome of the Complaint Committee's determinations.

6. Given the institution's limited size and time schedule for classes, it is simply not practicable to alter a victim's academic, or living, situation even after an alleged offense, regardless of the nature of the offense.

7. If the complainant is not satisfied with the outcome of the meeting with the school Owner/Director or the Complaint Committee and wishes to further pursue the complaint, they may do so by contacting the West Virginia State Council for Community and Technical College Education for an official complaint form. All complaints must be made in writing.

West Virginia Council for Community and Technical College Education
1018 Kanawha Boulevard, East, Suite 700
Charleston, West Virginia 25301
Phone: (304) 558-0265; Fax: (304) 558-1646

8. If the complainant is not satisfied with the outcome of the complaint made to the West Virginia State Council for Community and Technical College Education, they may contact our accrediting agency for an official complaint form. The name and address of the agency is as follows:

National Accrediting Commission of Career Arts & Sciences
3015 Colvin Street
Alexandria, Virginia 22314
Phone: (703) 600-7600

9. All records of complaints filed with the school will be maintained by the school through two (2) complete accreditation cycles. These records will be reviewed during NACCAS on-site evaluations.

EMERGENCY EVACUATION PROCEDURES FIRE DRILL PROCEDURES

INSTRUCTORS: Make sure that all of your students know where the various fire exits are located. This must be part of every student's orientation procedure. Fire exits are posted in each area of the school to inform students and patrons of the nearest fire exit. Please point these out to your students immediately upon enrollment.

In the event of a fire drill or an actual emergency, these exit procedures are to be used:

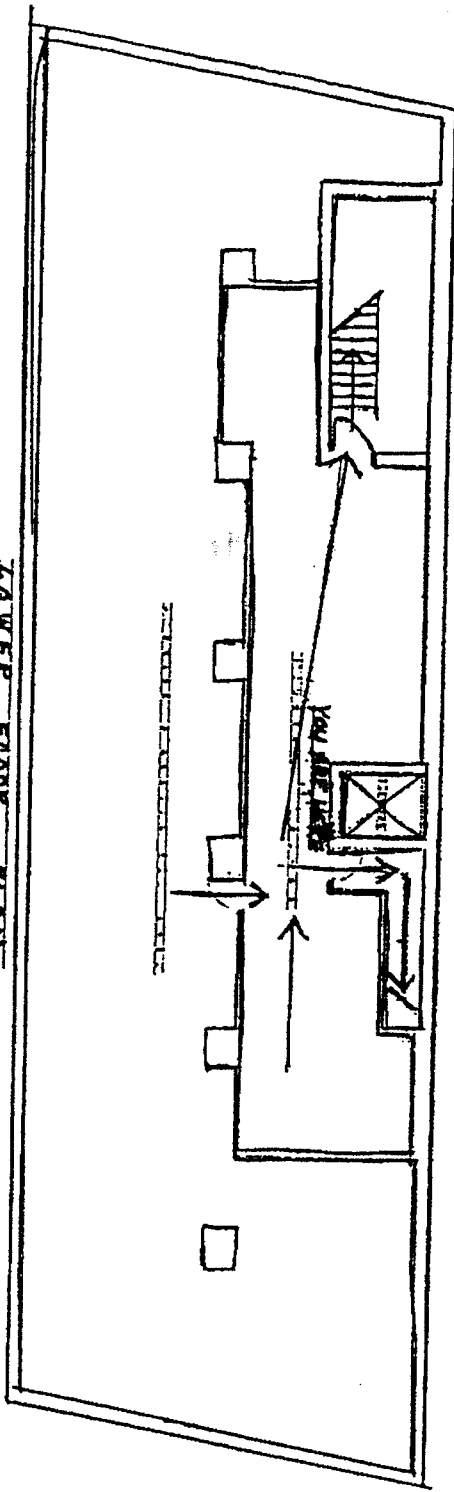
1. Students are to file out through the designated exit for the area in which they happen to be at that time. **(Important that students know where each exit is for each area of the school).**
2. Students working the clinic floor should direct their patron to the nearest exit in the case of an emergency. During a fire drill, it is allowable to leave patron seated at your station (please explain to your patron that it is only a drill).
3. The instructor should be the last person to leave the area, if possible. If this is not possible, the last person leaving the room should make sure that all doors in that area are closed.
4. In the event of an actual fire, students and instructors should take standard precautions before entering another area:
 - a. If the door is closed, feel of the door. If you feel heat, try to leave the area by an alternate exit.
 - b. If the area is heavily shrouded with smoke, get down on your hands and knees and follow the exit procedures. If available, you may need something to cover your mouth and nose to prevent you from inhaling too much smoke.
 - c. Keep hand contact with the person immediately in front of you so that everyone will know in which direction to leave the building.
5. Leave the building by the designated exit. Once you have left the building, **DO NOT RETURN** until you are given permission by your instructor. All classes should meet in the area of the Parking Building across the street from the school. Line up with the other students in your class.
6. Roll will be called by your instructor.
7. Once the fire drill is completed, wait until further instructions from your instructor.

INSTRUCTORS: Make sure you demonstrate the location and procedure for using fire extinguishers.

STUDENTS AND INSTRUCTORS: In the event of an actual emergency, NEVER call the Fire Department from this building. Get out of the building and call the Fire or Rescue Personnel from a safe telephone.

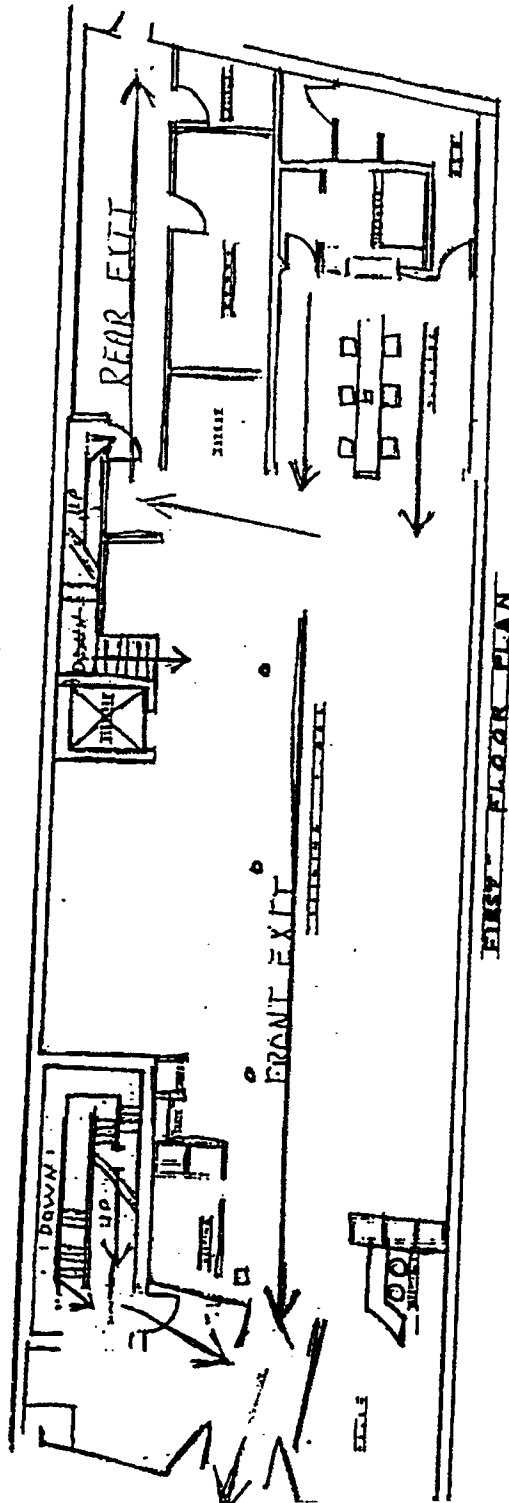
FIRE EXIT-LOWER LEVEL

DO NOT USE ELEVATOR IN CASE OF FIRE



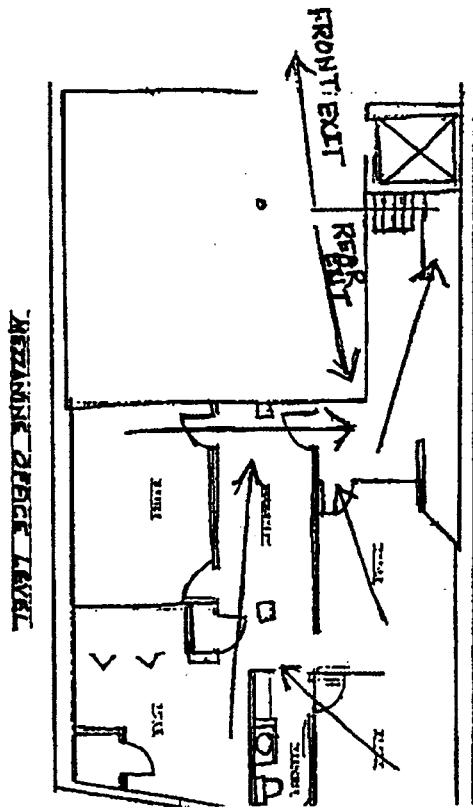
LOWER FLOOR PLAN

1st. FLOOR EXITS

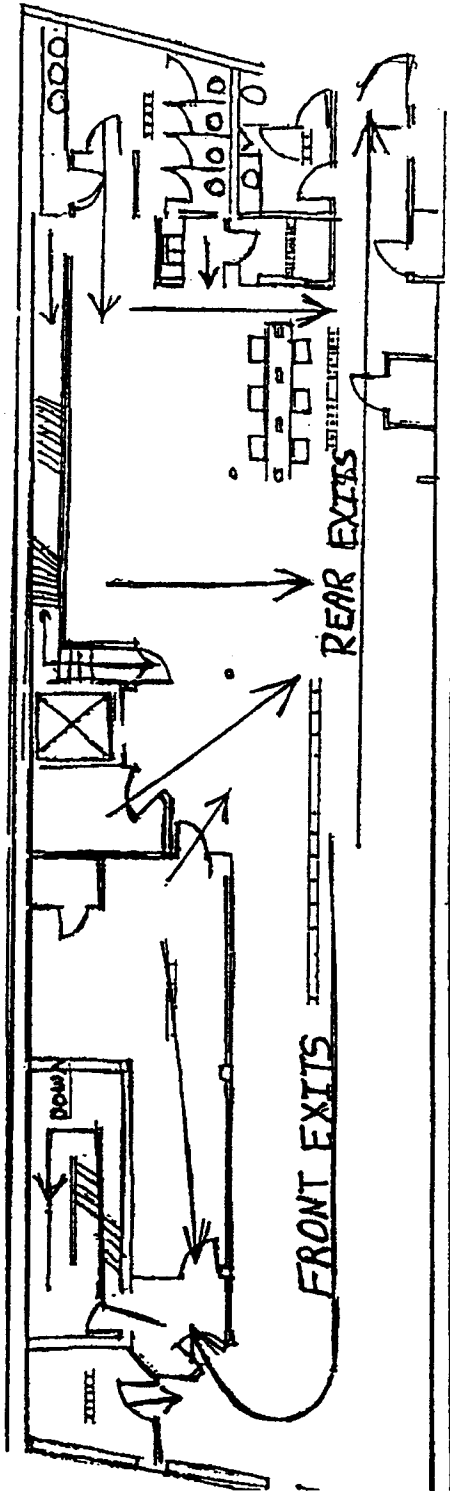


FIRST FLOOR PLAN

MEZZANINE FIRE EXIT

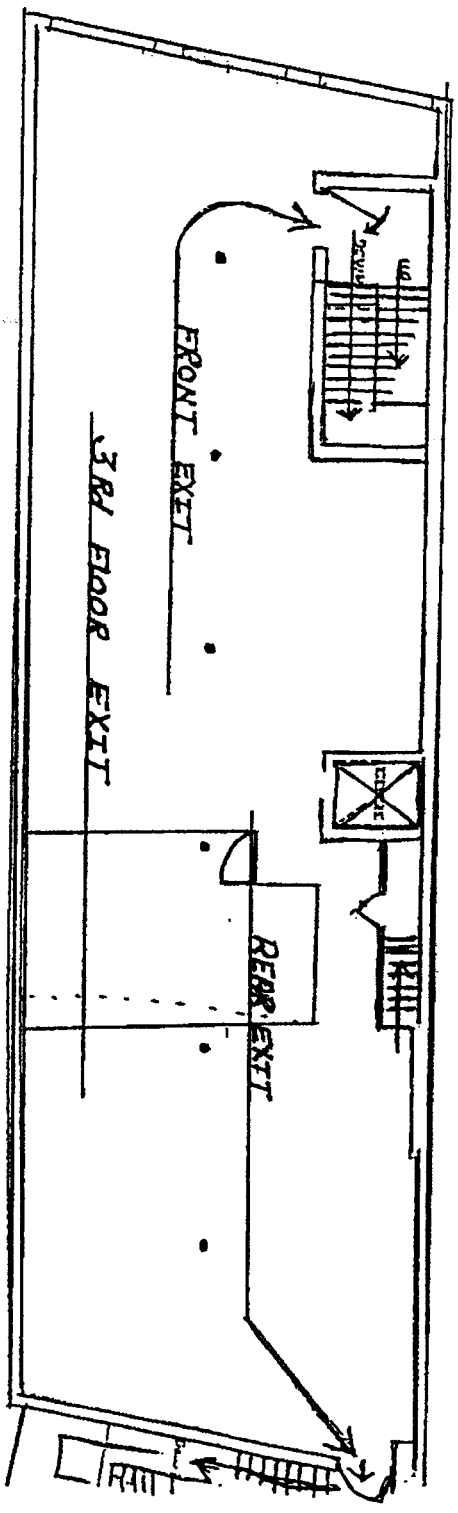


2nd. FLOOR EXITS

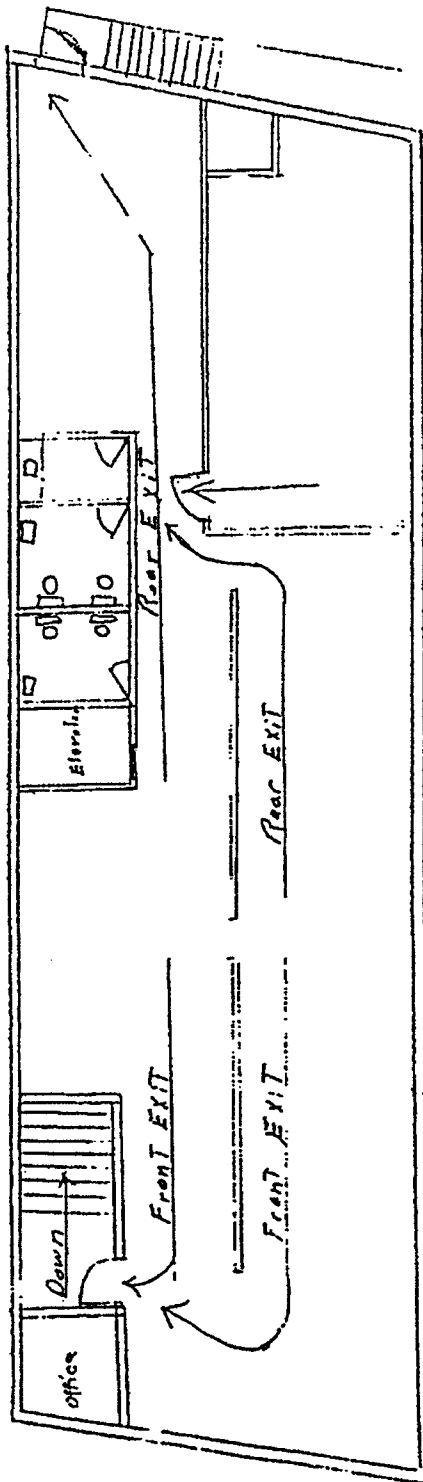


2ND FLOOR EXITS

Do NOT use Elevator in case of FIRE



Fourth Floor Fire Exits



COURSE FORMAT
&

STUDY GUIDE

“TO THE BEGINNING STUDENT”

While you are enrolled in school, you will be evaluated on your progress. This study guide has been developed to help make topics or chapters easier to find at a glance, to explain methods of evaluation that will be used during the enrollment period, and the frequency of the evaluations.

WHAT IS A PERFORMANCE BASED LEARNING SYSTEM?

The learning system is called a “performance based” learning system because the skills you learn are the ones you must “do” on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use in learning you needed skills. Other resources include:

- The instructor
- Fellow classmates
- Audio-visual materials
- Workbooks
- Study guides
- Lectures/demonstrations

All these resources combine to form a “learning system” designed to help you learn the “performance” required in your selected course.

Let’s look at each part of this learning system in a bit more detail:

You are the center of this program. You are the best resource for mastering the required skills needed for your profession. Apply yourself by using the learning resources effectively and you will learn successfully.

The instructor is the manager of your instruction. He/she shares the wisdom of years of experience to assist you by:

- Teaching successful techniques
- Pin pointing and solving learning problems
- Helping review and practice

Your instruction must be reinforced and strengthened periodically by activities. The study guide lists the way your performance will be evaluated, and provides insight into types of testing used by your instructor.

This booklet helps you practice your question answering skills and review the content for the State Board Examination.

This booklet is an evaluation instrument which measures what the student actually knows about the practical – what to do, when to do it, and why to do it.

WHAT IS THE MASTER PLAN?

MOTIVATE YOURSELF –

Successful use of this system requires your active, interested participation. Make up your mind from the beginning to concentrate, work hard and use all available resources. Renew this self motivation at the beginning of each chapter and whenever you need a little attitude boost. Start every chapter by reading the title and objectives carefully. These items tell WHY you are studying the chapter and how important it is.

ANALYZE -

1. Read and study each major objective. This learning tool tells exactly what you must “do” at the END of instruction and practices to learn the skill.

2. Analyze the Level of Acceptability statement carefully. It identifies the conditions under which you must do the “major objective”, and at least HOW WELL you must perform it for mastery.

Read and study the objectives. They will tell you the exact steps you must take to perform the Major Objective. Accomplishing these major objectives will become the main part of your instruction in each chapter. Your instructor may add information or examples or examples to these objectives.

STUDY –

Once you have analyzed the introductory material in each chapter, begin study to achieve each sub-objective.

1. Read the chapter carefully.

2. Look up unfamiliar words in the glossary in the back of the textbook, or in the dictionary.

3. Do the study review questions at the end of the chapter. It is worthwhile to keep these questions in a spiral notebook, to use as review questions at the end of the learning period of enrollment.

4. Complete the workbook for the chapter you are studying. This will reinforce the material you have studied.

5. Complete the job performance sheets in your practical workbook for those chapters. This will reinforce the learning procedures for those practical skills you will need to perform in your chosen field of study.

TAKE TIME –

Clarify any confusion or misunderstanding about the skill you are learning.

1. Ask the instructor to help in problem areas.

2. Review the procedures for doing sub-objectives (those skills you must master by performance and knowledge).

3. Read over your product checklist for this skill.

4. Gather your necessary supplies in preparation to practice this skill.

EMPHASIZE PRACTICE –

1. Walk through the step-by-step procedure using your textbook, or the notes taken during the actual demonstration by the instructor.

2. Ask the instructor for clarification and assistance.

3. Refer to the “Product/Performance Checklist.”

4. Try doing the performance with little or no help from text, instructor, or other sources.

5. Perform task for evaluation with no resources.

REVIEW –

Once you complete each performance to the Level of Acceptability, review the entire chapter or procedure.

EVALUATIONS –

While enrolled in school, the student will be evaluated on a regular basis. In order to be making satisfactory progress towards graduation requirements, a passing score of 70% is required.

The student will be evaluated while in school using the following testing and evaluation techniques.

1. Performance evaluation: Tests that measure the ability (application of knowledge) to perform a job such as applying permanent haircolor, setting and combing out a pre-planned hairstyle, etc. are called performance checklists or performance p/product checklists. A performance checklist measures each step in a job. It is evaluated on the basis of whether the step performed was correct or incorrect. A performance/product checklist is used to measure the student's mastery of a major objective. It is designed to measure some steps of a procedure as they are completed (performance) and other steps of a procedure after they have been completed (product).

2. Testing instruments that measure what the student knows fall into one of two categories: recognition and recall.

RECOGNITION TESTS –

In the case of the recognition type test, the student must recognize the correct answer.

1. True-false tests – The true-false test consists of a series of statements, of which some are true and the rest are false. The true statements are in conformity with the facts or general principles the student is supposed to know. The false statements are not in accord with the accepted facts.

2. Multiple choice tests – The multiple choice item consists of an introductory question or incomplete statement, called the stem, and a number of suggested answers or completions, called the responses. The number of suggested responses varies from three to seven or more; one is the correct or best response and the others are incorrect. The test requires the student to recognize the correct response.

3. Matching tests – The matching question provides two lists of words or phrases. Each item on the first list has a close relationship to a specific item on the second list. The student is required to mark the items on one list which are closely related to the items on the other.

RECALL TESTS –

The recall type test does not provide the answer to the question, so the correct response cannot be "recognized" from the information given on the test.

1. Completion tests – Completion questions are those in which a statement is presented with a critical word or phrase missing. The student is expected to complete the statement by supplying the missing word or phrase, which will give the statement correct and accurate meaning.

2. Essay tests – Essay tests are used for special purposes. The nature of the essay test allows the student to express himself in writing. It permits the testing of the ability to write in a correct, convincing and interesting manner. This may include actual procedures for any services.

3. Identification tests – Identification questions are used in barbering primarily in the study of anatomy. This type of test is used when students are required to identify various components or parts of a human structure or some object.

4. Oral quizzes – In the regular course of classroom instruction, frequent oral quizzes may be given to measure the student's ability to retain and explain procedures that have been learned.

While in school, the student will encounter all of the above-mentioned techniques of evaluating knowledge and skill. All chapters in the textbook will be given a final examination as the chapter is completed. This will include a multiple choice, State Board Review examination and on most chapters a final Teacher's examination.

All practical work completed on mannequins will be evaluated on the performance based technique of evaluation. This will include all work done on clients, once the student has begun working on the clinic floor. In addition, all applications of chemicals, all haircuts and all final strand tests and test curls will be examined by an instructor.

In addition to the above-mentioned testing procedures, student will be given tests throughout their enrollment period that will cover all materials covered to date. The first will be given prior to the student's going to the clinic floor. This will cover all practical work covered up to that point. It may consist of both a practical and a theory (written) test. This will be left to the discretion of the instructor. Another test will be given to the student at approximately 1200 clock hours. This will be a practical & written test covering all chapters covered up to that point.

As the student nears the end of his/her enrollment period, a final exam will be given. This will be both a practical and a written examination. It is given by the instructor teaching the class and will be executed in the same manner as the state board examination. In order to progress to the state board examination, the student must complete the number of clock hours for which he/she has enrolled and pass this final examination. If the student fails any portion of the final examination, that portion must be re-taken.

PROGRESS REPORTS –

Students' grades are entered into the computer from the teacher's grade books. Cosmetology and Barber/Permanent Waving students are evaluated in segments of 400 scheduled clock hours, Manicuring Students are evaluated in segments of 150 hours, Crossover students are evaluated in segments of 125 scheduled clock hours.

At each scheduled evaluation point, the students will be counseled and receive a copy of their Progress Report. All incomplete grades will be reflected on the Progress Report and should be made up by the next scheduled evaluation point.

EXPLANATION OF GRADING SYSTEM –

Each student is rated for Scholarship and Attendance. Regular attendance is conducive to a high grade of scholarship and develops the habits of dependability and punctuality.

Scholarship is evaluated in terms of percentage:

A – Excellent	90% to 100%
B – Good	80% to 89%
C – Passing	70% to 79%
D – Failing	Below 70%
I – Incomplete	0%

A passing grade is required for graduation and eligibility to take State Board Examinations. A failing grade indicates unsatisfactory progress, which should be investigated by the parent or guardian.

Appearance includes the attention given by the student to neatness and personal hygiene.

Work habits involve cleanliness and safety in the handling of shop equipment and the application of skill in one's daily work.

Conduct embraces the attitude and behavior of the student to his superiors and associates. A professional attitude is developed by showing respect and consideration for the rights of others.

Initiative is the use of good judgment in performing assigned tasks and responsibilities.

Cooperation is the ability to work harmoniously with other people.

A failing grade in scholarship or a poor evaluation in attendance should prompt the parent or guardian to consult with the Manager or Instructor.

HOW SHOULD I PREPARE FOR THE STATE BOARD EXAMS?

Here are a few suggestions for preparing for your licensing examinations:

- Use the entire learning systems as described in this booklet.
- Review all Study Guide activities for Knowing and Doing Subjects.
- Study criteria in performance/product checklists.
- Review study questions at the end of each chapter. (If you have kept the spiral notebook we mentioned earlier, you will have these questions in easy reach to study.)
- Answer sample items in State Board Review Questions booklet which is part of this system.
- Review both you Theory and Practical Workbooks.
- Follow directions given by your instructor "to the letter."

PUTTING IT ALL TOGETHER –

You are about to benefit from the use of a "performance based learning system." Each skill is divided into specific performances or activities you must complete to become a successful Cosmetologist, Barber or Manicurist. Instruction is organized into a "learning system" composed of various resources. You, the student, are the center of this system.

Occupational Outlook:

From 2016 through 2026 the US government predicts that jobs in these industries will grow at a rate of about 13%, which is faster than the national average. All data in this section refers to the Occupational Employment Statistics of the federal Bureau of Labor Statistics.

What Barbers, Hairstylists, and Cosmetologists Do

Barbers, hairstylists, and cosmetologists provide haircutting, hairstyling, and a range of other beauty services.

How to Become a Barber, Hairstylist, or Cosmetologist

Most states require barbers, hairstylists, and cosmetologists to be licensed. To qualify for license, candidates are required to graduate from a state-approved barber or cosmetology program and then pass a state exam for licensure.

Work Environment

Barbers, hairstylists, and cosmetologists work mostly in a barbershop or salon. Physical stamina is important, because they are on their feet for most of their shift. Many work full time, but part-time positions are also common.

Cosmetology & Hairstyling:

Because many positions in these fields are part-time positions, a better estimate of the income a successful graduate may reasonably expect will be more accurately measured by the average income rather than the median income of \$27,380 per year, or about \$13.16 per hour.

Hairdressers, Hairstylists, and Cosmetologists nationwide earn an average of \$32,740, which equates to an average hourly wage of about \$15.74. Wage estimates range from the lowest decile (10%) of about \$18,840 per year to the top decile (10%) of about \$53,410 per year.

Industry	Employed in the Industry	Average Annual Income	Average Hourly Wage
Personal Care Services	240,920	\$33,680	\$16.19
General Merchandise Stores	45,420	\$26,720	\$12.84
Health & Personal Care Stores	8,450	\$30,620	\$14.72
Motion Picture and Video Industries	1,290	Not available	Not available
Traveler Accommodation	890	\$31,650	\$15.22

Barber & Barber with Chemical:

Because many positions in these fields are part-time positions, a better estimate of the income a successful graduate may reasonably expect will be more accurately measured by the average income rather than the median income of \$32,470 per year, or about \$15.61 per hour.

Barbers nationwide earn an average of \$38,050, which equates to an average hourly wage of about \$18.29. Wage estimates range from the lowest decile (10%) of about \$21,810 per year to the top decile (10%) of about \$63,450 per year.

Industry	Employed in the Industry	Average Annual Income	Average Hourly Wage
Personal Care Services	14,580	\$37,900	\$18.22
State Government (excluding schools)	50	Not available	Not available
Psychiatric & Substance Abuse Hospitals	40	\$36,870	\$17.73
Nursing Care Facilities	30	Not available	Not available

Related Fields: Manicurists and Pedicurists

In this field, the median income of \$27,870 per year, or about \$13.40 per hour, is not significantly different than the average income for the industry.

Manicurists and Pedicurists nationwide earn an average of \$29,010, which equates to an average hourly wage of about \$13.95. Wage estimates range from the lowest decile (10%) of about \$20,370 per year to the top decile (10%) of about \$38,900 per year.

Industry	Employed in the Industry	Average Annual Income	Average Hourly Wage
Personal Care Services	70,540	\$29,020	\$13.95
Traveler Accommodation	970	\$30,560	\$14.69
Amusement and Recreation Industries	570	\$28,040	\$13.48
General Merchandise Stores	480	\$25,070	\$12.05
Office of Other Health Practitioners	50	\$32,510	\$15.63

Related Fields: Skincare Specialists (Aestheticians)

From 2016 through 2026 the US government predicts that jobs in these industries will grow at a rate of about 14%, which is slightly faster than the cosmetology, barbering, and manicuring professions.

Because many positions in these fields are part-time positions, a better estimate of the income a successful graduate may reasonably expect will be more accurately measured by the average income rather than the median income of \$36,510 per year, or about \$17.55 per hour.

Aestheticians and Skin Care Specialists nationwide earn an average of \$41,230, which equates to an average hourly wage of about \$19.82. Wage estimates range from the lowest decile (10%) of about \$22,850 per year to the top decile (10%) of about \$64,610 per year.

Industry	Employed in the Industry	Average Annual Income	Average Hourly Wage
Personal Care Services	29,530	\$40,910	\$19.67
Offices of Physicians	5,980	\$47,010	\$22.60
Health & Personal Care Stores	4,960	\$37,170	\$17.87
Traveler Accommodation	1,790	\$40,390	\$19.42
Office of Other Health Practitioners	1,450	\$45,250	\$21.76

COSMETOLOGY COURSE

Our Cosmetology program provides 1800 hours of instruction over the course of a year, including 100 hours of Professional Information, 900 hours of Hair styling, 300 hours of Manicuring, and 500 hours of Aesthetics. The program is designed to prepare our students to successfully pass the West Virginia State Board Licensing Examination.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the cosmetology profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use in learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

Professional Information	Theory – 100 hours	
In this section, student will learn: Professional Development, Communication, Human Relations, Business Management, Career Development (Including Resumes, Job Search, and Interview Skills), State Laws, Sanitation Processes and Guidelines, Infection Control and First Aid		

The Cosmetology course incorporates 900 hours of Science of Cosmetology, Professional Cosmetology, and Chemical Applications as Outlined in the Hair styling Course.

The Cosmetology course incorporates 500 hours of Science of Aesthetics, Science of the Skin, and Aesthetics Techniques as Outlined in the Aesthetics Course.

The Cosmetology course incorporates 300 hours of Science of Nail Technology, Nail Technology Procedures, and Art in Nail Technology as Outlined in the Manicuring Course.

HAIR STYLING COURSE*

Our Hair styling program provides 1000 hours of instruction over the course of six months, including 100 hours of Professional Information, 250 hours of the Science of Cosmetology, 450 hours of Professional Cosmetology, and 200 hours of Chemical Applications. The program is designed to prepare our students to successfully pass the West Virginia State Board Licensing Examination.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the cosmetology profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use in learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

The Hair styling course incorporates 100 hours of Professional Information as Outlined in the Cosmetology Course.

Science of Cosmetology	Theory – 200 hours	Practice – 50 hours
In this section, students will learn: Infection Control for Cosmetologists, Anatomy, Physiology, Diseases and Disorder of the Skin, Skin Structure, Properties of the Hair and Scalp, Chemistry and Electricity		
Professional Cosmetology	Theory – 50 hours	Practice – 400 hours
In this section, students will learn: Client Consultation, Hair Analysis, Shampooing, Conditioning, Scalp Care, Product Chemistry, Principles of Hair Design, Various Haircutting and Hairstyling Techniques, Braiding, Extensions, Wigs and Hair Additions		
Chemical Applications	Theory – 100 hours	Practice – 100 hours
In this section, students will learn: Chemical Texturing Services including Permanent Waving and Relaxing, Hair Coloring including Analyzing, Mixing, Applying, Processing and Corrective Coloring, High-lighting and Low-lighting		

AESTHETICS COURSE

Our Aesthetics program provides 600 hours of instruction over the course of five months, including 100 hours of Professional Information, 167 hours of the Science of Aesthetics, 130 hours of Science of the Skin, and 203 hours of Aesthetics Techniques. The program is designed to prepare our students to successfully pass the West Virginia State Board Licensing Examination.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the cosmetology profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use in learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

The Aesthetics course incorporates 100 hours of Professional Information as Outlined in the Cosmetology Course.

Science of Aesthetics	Theory – 117 hours	Practice – 50 hours
In this section, students will learn: Infection Control for Aestheticians, Anatomy, Physiology, Chemistry, Electricity and Nutrition		
Science of the Skin	Theory – 40 hours	Practice – 90 hours
In this section, students will learn: Physiology, Histology, Disorders, Diseases, Analysis and the Ingredients, Selection and Chemistry of Skin Care Products		
Aesthetics Techniques	Theory – 36 hours	Practice – 167 hours
In this section, students will learn: Setting up, maintaining and working with the Treatment Room, Facials, Machine and Chemical Facials, Facial Massage, Hair Removal, Makeup including stage applications, Advanced Topics and Treatments		

MANICURING COURSE

Our Manicuring program provides 400 hours of instruction respectively over the course of three months, including 100 hours of Professional Information, 74 hours of the Science of Nail Technology, 92 hours of Nail Technology Procedures, and 134 hours of Art in Nail Technology. The program is designed to prepare our students to successfully pass the West Virginia State Board Licensing Examination.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the cosmetology profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use is learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

The Manicuring course incorporates 100 hours of Professional Information as Outlined in the Cosmetology Course.

Science of Nail Technology	Theory – 64 hours	Practice – 10 hours
In this section, students will learn: Infection Control for Manicurists, Anatomy and Physiology, Skin Structure and Growth, Nail Structure and Growth, Nail Diseases and Disorders Chemistry, Nail Product Chemistry and Electricity		
Nail Technology Procedures	Theory – 12 hours	Practice – 80 hours
In this section, students will learn: Service Procedures, Manicure and Pedicure Procedures, Massage Techniques Associated with Manicures and Pedicures, Handling and Exposure Incidents, Disinfecting Tools and Implements, Nail Wraps, Nail Tips, UV Gel Nails, Nail Design, Paraffin Wax Treatments and Polishing		
Art in Nail Technology	Theory – 21 hours	Practice – 113 hours
In this section, students will advance, improve and learn to apply their creativity to: Manicuring and Pedicuring Techniques, Applying Nail Tips, Wraps, UV Gels, Nail Design along with applications of Monomer Liquid and Polymer Powder Nail Enhancements and the improvement of Filing Techniques		

ADVANCED MANICURING COURSE

The Advanced Manicuring course is an optional course which also prepares the student for licensure as a manicurist for those students who may find that 400 hours of training is not sufficient time to practice and hone their skills to make the most of their educational and employment opportunities.

Our Advanced Manicuring program provides 600 hours of instruction respectively over the course of five months, including 100 hours of Professional Information, 74 hours of the Science of Nail Technology, 92 hours of Nail Technology Procedures, 134 hours of Art in Nail Technology, and an additional 200 hours in Advanced Studies. The program is designed to prepare our students to successfully pass the West Virginia State Board Licensing Examination.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the cosmetology profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use is learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

The Advanced Manicuring course incorporates the 400 hours of Professional Information, Science of Nail Technology, Nail Technology Procedures, and Art in Nail Technology, as outlined in the Manicuring Program, plus an additional 200 hours in:

Advanced Studies

Advanced Studies	Theory – 50 hours	Practice – 150 hours
In this section, students will concentrate on and advance their skills in:		
Career Preparation and Advancement, State Board Preparation, Marketing, Management while they continue to practice and refine their techniques.		

WAXING SPECIALIST COURSE*

Our Waxing Specialist program provides 125 hours of instruction over the course of a month, including 125 hours of Waxing and Hair Removal.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the cosmetology profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use is learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

The Waxing Specialist course is only available to those who already hold a valid license from the WV State Board of Barbers and Cosmetologists. It prepares the student to offer hair removal services in addition to those services for which they are already licensed:

Waxing and Hair Removal	Theory – 100 hours	Practice – 25 hours
In this section, students will learn:		
Professional Requirements, Safety and Health, Skin Structure, Disorders and Diseases, and Removal or Superfluous Hair.		

BARBER COURSE

Our Barber program provides 1200 hours of instruction over the course of eight months, including 3 hours of Introduction into Barbering, 100 hours of Professional Information, 350 hours of the Science of Barbering, and 747 hours of Professional Barbering. The program is designed to prepare our students to successfully pass the West Virginia State Board Licensing Examination.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the cosmetology profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use in learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

Introduction into Barbering	Theory – 3 hours	
In this section, students will learn: Course Outlines, Study Skills, History of Barbering and Professional Image as a Student and Future Licensee		

The Barbering course incorporates 100 hours of Professional Information as Outlined in the Cosmetology Course.

Science of Barbering	Theory – 200 hours	Practice – 150 hours
In this section, students will learn: Microbiology, Infection Control for Barbers, Implements, Tools and Equipment, Anatomy and Physiology, Chemistry, Electricity and Properties and Disorders of the Skin, Hair and Scalp		

Professional Barbering	Theory – 150 hours	Practice – 597 hours
In this section, students will learn: Haircutting and Styling, Hair and Scalp Treatments, Shaving and Facial Hair Design, and Hair Replacements		

BARBERING WITH CHEMICAL SERVICES COURSE*

The Barbering with Chemical Services course is designed to prepare the barber to also provide to the public chemical services for a more overall complete line of traditional and modern services.

Our Barbering with Chemical Services program provides 1500 hours of instruction over the course of ten months, including 3 hours of Introduction into Barbering, 100 hours of Professional Information, 350 hours of the Science of Barbering, 747 hours of Professional Barbering, and 300 hours of Chemical Services. The program is designed to prepare our students to successfully pass the West Virginia State Board Licensing Examination.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the cosmetology profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use is learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

The Barbering with Chemical Services course incorporates 1200 hours of Introduction to Barbering, Professional Information, Science of Barbering, and Professional Barbering, as outlined in the Barbering Program, plus an additional 300 hours in Chemical Services:

Chemical Services	Theory – 100 hours	Practice – 200 hours
<p>In this section, student will learn:</p> <ul style="list-style-type: none"> • Chemical Texturing Services including Permanent Waving and Relaxing, Hair Coloring including Analyzing, Mixing, Applying, Processing and Corrective Coloring, High-lighting and Low-lighting 		

COSMETOLOGY CROSSOVER COURSE*

The Cosmetology Crossover course is designed to prepare the Cosmetologist to also provide to the public traditional barbering services for a more overall complete line of traditional and modern services.

Our Cosmetology Crossover program provides 300 hours of instruction over the course of eight and a half weeks, including 300 hours of Barbering Techniques. The program is designed to prepare our students to successfully pass the West Virginia State Board Licensing Examination.

Educational Objectives: Upon successfully completing our program, the student should have the basic skills and knowledge to feel confident that they are equipped to work in any salon environment.

1. Build a solid foundation of educational and technical skills.
2. Communicate and interact appropriately with colleagues, supervisors, and the general public.
3. Teach the proper use and techniques of equipment and implements of the cosmetology profession.
4. Perform the basic analytical skills to advise and educate the public.
5. Encourage sound business and ethical practices.

Grading Procedures: All students are tested at the end of each chapter or unit of instruction based upon a written test as well as evaluated on practical procedures, evaluated on a yes/no process, prior to working on the public. Student must pass a comprehensive final exam in both theoretical and practical knowledge.

Theoretical and practical applications are taught by certified instructional staff with supervised student work on the public in the school's clinic. The learning system is called a "performance based" learning system because the skills you learn are the ones you must "do" on-the-job as a cosmetologist, nail tech, or barber. Notice it is called a learning system – not just a textbook. A textbook is one of many resources that you will use is learning you needed skills. Other resources include: The instructor, Fellow classmates, Audio-visual materials, Workbooks, Study guides, Lectures/demonstrations. The course encompasses all phases of cosmetology from understanding the science to practical applications forming the basis for building a career.

The Cosmetology Crossover course is only available to those who have already completed a Cosmetology program. It prepares the Cosmetologist to also qualify for a Barber license by providing an additional 300 hours in Barbering Techniques:

Barbering Techniques	Theory – 100 hours	Practice – 200 hours
In this section, student will learn:		
<ul style="list-style-type: none">• Clipper cuts, Shaving, Facial hair trimming		

COSMETOLOGIST COURSE 1800 HOUR
 STUDENT'S EQUIPMENT, KIT SUPPLIES & BOOKS

Book Charge: \$491.85
 Kit Charge: \$1,608.15

1	_____	One complete set of instructional texts		
	_____	a. Standard Textbook of Cosmetology	ISBN	978-143-9059-302
	_____	b. Workbook for Beauty Culture Theory	ISBN	978-143-9059-234
	_____	c. Workbook for Beauty Culture Practical	ISBN	978-143-9059-227
	_____	Standard Textbook of Esthetics	ISBN	978-111-1306-892
	_____	Workbook for Aestheticians	ISBN	978-111-1306-915

2	_____	Two (2) Smocks	25	_____	One Color Applicator Bottle
3	_____	One Carrying Case	26	_____	One Blow Dry Brush
4	_____	Two Manikins with Holder	27	_____	One Blower Pick
5	_____	One Pair 5 1/2 in. Shears	28	_____	One Sterilizer Jar
6	_____	One Blow Dryer	29	_____	One Hairstyling - Coloring Kit
7	_____	One Set of Clippers		a.	_____ One Gripper Vent Brush
8	_____	3/4" Curling Iron		b.	_____ One Color Mixing Bowl
9	_____	1" Flat Iron		c.	_____ One Pick with Dipped Teeth
10	_____	Two Nylon Bristle Hair Brushes		d.	_____ One Extra-wide Tint Brush
11	_____	One Nail Brush		e.	_____ One 3 in 1 Tint Brush
12	_____	One Hairshaper with Blades		f.	_____ Two Jumbo Sectioning Clips
13	_____	Four Styling Combs		g.	_____ Twelve Mixing Spatulas
14	_____	One Fingerwaving Comb			
15	_____	One Hair Pick	30	_____	PERMANENT WAVE RODS
16	_____	One Tray Magnetic Rollers		_____	four dozen long white rods
17	_____	One Shampoo Cape		_____	one dozen short white rods
18	_____	One Dozen Duckbill Clippies		_____	four dozen long gray rods
19	_____	One box, double prong clippies		_____	one dozen short gray rods
20	_____	One Round brush		_____	four dozen long pink rods
21	_____	One Pin Tail Comb		_____	one dozen short pink rods
22	_____	One Rattail Comb		_____	four dozen long blue rods
23	_____	One Water Bottle		_____	one dozen short blue rods
24	_____	Hand Mirror		_____	one dozen short yellow rods

31	_____	One Nail Drill	36	_____	Make-Up Brush Set
32	_____	Hand Manikin	37	_____	Cuticle Scissors
33	_____	Pedicure Kit	38	_____	Exfoliating Gloves
34	_____	Face Manikin	39	_____	Tweezers
35	_____	Make-Up Kit			

 C.S.B.C. REPRESENTATIVE Date

 STUDENT Date

BARBER COURSE

1200 HOUR

Book Charge:

\$219.90

STUDENT'S EQUIPMENT, KIT SUPPLIES & BOOKS

Kit Charge:

\$780.10

1 _____	One complete set of instructional texts		
_____	Standard Textbook of Barbering	ISBN	978-143-5497-153
_____	Workbook for Standard Text	ISBN	978-143-5497-139

2 _____	Two (2) Smocks	16 _____	Neck Duster
3 _____	Carrying Case	17 _____	One Injector Shaving Razor
4 _____	Two Manikins with Holder	18 _____	5/8"Blade Width Straight Razor
5 _____	Sanitizer Jar	19 _____	Hair Shaper Razor
6 _____	Whal Electric Shaver	20 _____	2 Barber Taper Combs
7 _____	#22-T Thinning Shears	21 _____	2 Style Combs
8 _____	7" Persona Barber Shears	22 _____	Whal Flat Topper Comb
9 _____	Reinforced Bristle Brush (Flat top)	23 _____	Chair Cloth Clips
10 _____	Nylon Bristle Brush	24 _____	Butterfly Jaw Clips
11 _____	Hand Mirror	25 _____	Hone
12 _____	Clipper Brush	26 _____	Horsehide Razor Strop
13 _____	Haircutting Cape	27 _____	Applicator Bottle
14 _____	Shampoo Cape	28 _____	Kiddie Cape
15 _____	Spray Bottle	29 _____	Travel Bottle Kit

ELECTRICAL EQUIPMENT	
30 _____	Blow Dryer
31 _____	Andis Envy Combo Kit
32 _____	Andis Improved Master Clippers
33 _____	Andis Styliner II Finishing Clippers

C.S.B.C. REPRESENTATIVE Date

STUDENT Date

MANICURIST COURSES
 STUDENT'S EQUIPMENT, KIT SUPPLIES & BOOKS

Book Charge: \$203.90
 Kit Charge: \$796.10

1	Complete set of instructional texts		
	a. Nail Technology (Milady)	ISBN	978-143-5497-689
	b. Nail Technology Workbook (Milady)	ISBN	978-143-5497-641

2	Two (2) Smocks	4	Pedicure Kit
3	One Nail Drill	5	Plastic Practice Hand

6	CND Student Kit		
	Assorted Files	.8 oz.	Sculpting Powder
	100 Natural Velocity Tips	.8 oz.	Clear Powder
	100 White Velocity Tips	.8 oz.	Intense Pink Powder
	#8 Round Brush	.8 oz.	White Powder
	8 oz. Shellac Remover	2	Dappen Dishes
	8 oz. Scrub Free	.5 oz.	Glue
	6 oz. Cuticle Away	.25 oz.	Solar Oil
	8 oz. Hands Clean	.5 oz.	Hollywood Red Polish
	2.4 oz. Marine Hydrating Oil	.5 oz.	Top Coat (Shiney)
	2.4 oz. Almond Milk Bath	.5 oz.	Base Coat (Sticky)
	2.4 oz. Hydrating Lotion	.5 oz.	Primer
	4 oz. Low Odor Liquid	300	Paper Sculpting Forms
	4 oz. Retention Liquid		Manicure Bowl
	3.4 oz. Almond Scrub		Manicure Brush (Plastic)
	3.4 oz. Spa Marine Scrub		Manicure/Pedicure Towels (10)
	3 oz. Mineral Bath		Cuticle Stick
			Small Sterilizer Jar

STUDENT _____

Date _____

C.S.B.C. REPRESENTATIVE _____

Date _____

How to Care for Your Mannequin

Your mannequin is made with HUMAN Hair. However, it will not receive the same lubrication your scalp does. By following the rules below, you'll be able to keep your mannequin looking nice and protect it for a longer time.

You will be using your mannequin for the next year, so please take care of it. You will be required to purchase a new one if lost, stolen or destroyed.

1. Before wetting your mannequin, always remove the tangles by brushing GENTLY. Begin brushing at the nape, taking a small section at a time. Work your way up the head until all tangles are removed. By removing the tangles when dry, you'll find the hair is much easier to work with when wet.
2. Hold the mannequin face up. Use a mild spray of COOL water. NEVER HOT. Gently work the water through the hair in a downward motion. Scalp to ends. You'll find using a cream rinse will help to prevent snarls and tangling during the comb-out. Use ONLY the cream rinse given to you by your instructor.
3. If occasionally, you wish to shampoo your mannequin, use a mild shampoo. Gently squeeze through the hair. DO NOT SCRUB. Follow-up with a cream rinse or conditioner given to you by your instructor. NEVER USE HOT WATER. Always COOL.
4. When combing out your mannequin with wet hair, use a wide tooth comb. NEVER BRUSH THE HAIR WHEN WET.
5. A setting solution will be required when setting your mannequin for various styles you'll be going this year. USE ONLY THE SETTING SOLUTION GIVEN TO YOU BY YOUR INSTRUCTOR.
6. When drying your mannequin, the dryer should be BELOW the medium setting. Our dryers get extremely hot. Setting the dryer above medium could, and very likely would, melt your mannequin. Ask your instructor if you're not sure.

DON'TS

DO NOT USE HOT WATER

DO NOT SCRUB OR MASSAGE THE SCALP

DO NOT USE HIGH HEAT

DO NOT GIVE YOUR MANNEQUIN A SCALP TREATMENT

DO NOT BLEACH OR TINT