

Bucks County School of Beauty Culture's

Student Handbook

July 2025

This Student Handbook is true and correct in content and policy

Gayle J Edwards

President

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INTRODUCTION & PROMISE

Moto of **BCSBC**: “**A Positive Attitude Is A Plus For You**”.
Alternately, **A Negative Attitude** may be your **Demise**.

Since 1974 the Administration & Teaching Staff (referred to as “we”) at the Bucks County School of Beauty Culture, (**BCSBC**), has been educating students in all aspects of Cosmetology. No matter whether a student chooses a Hairdressing, Esthetics, Nail Tech or a combination program, the observations and outcomes of student behavior is always the same! It is very simple, the student who possesses a **Positive Attitude** is always a **BCSBC “Success Story”!**

Within those many years of educating cosmetology students, we have been able to identify, well before the point of graduation, who will become a success story and who will not. Like we stated above, the **positive attitude** of a student automatically gives them the advantage! Typically, a negative or difficult student winds up not benefiting from the education we offer. Instead they will try to spread their negative attitude until someone reacts to it, thereby disrupting classroom harmony. We will address the issue & counsel a negative student, hoping to “turn their frown, upside down”! When we are successful, the negative student has a great chance at also being successful.

Our **primary goal** is to make a success story of every student that enrolls in school! We want to see them graduate, become licensed and achieve their career goals, whatever they may be! Equally important is our **secondary goal**, which is to make sure each & every student is able to attend school in a pleasant, friendly, nurturing, educational atmosphere. Negativity brings everyone down & can be disruptive to all students, teachers & staff. It is just not conducive for a learning environment or a work environment. One important fact is that all licensed professionals in the field of Cosmetology will have to deal with the many different personalities of their clients. At one time or another, you are sure to encounter the difficult or negative client. It is how you react & diffuse a negative situation that makes all the difference for you & those around you.

We **promise** to adhere to our **goals** as stated above & provide a pleasant & peaceful classroom environment to all students by removing those students who are identified as causing a negative or disruptive issue.

Since 1977 our moto has been: “**A Positive Attitude is a Plus For You**”

Teachers and Staff at your Beauty School:

Administration

Gayle Edwards – President/Financial Aid Administrator/Owner
Wendi Showmaker – Admissions Director/Sub Teacher/Owner
Kristina Cislak – School Supervisor/Admin Cord/Sub Teacher
Marcus Mayo – CEO/Owner
Markus Kozin –Admincord2-Sales/Marketing

Instructors

Christina Waltz
Carol Ulrick
Susan Coyle
Paige Brodnyan
Rebecca Caimi

BUCKS COUNTY SCHOOL OF BEAUTY CULTURE

Rules and Regulations

I. Time

A. SCHEDULES

1. Day students are scheduled for Monday - Friday 9:00am - 3:00pm
2. Evening students are scheduled for Monday, Tuesday, Wednesday and Thursday from 6:00pm to 10:00pm
3. Students must average a minimum of 83.34% of their schedule to maintain Satisfactory Academic Progress
4. Failure to maintain Satisfactory Academic Progress will result in:
 - a. Satisfactory Progress & Financial Aid Warning Process (see Satisfactory Academic Progress Policy)
 - b. Dismissal (termination) as per contract, section 5, Refund Policy and/or section 6, Return of Title IV funds
 - c. The inability to receive any further Title IV Financial Aid

B. ABSENCES: *Students will be expected to Excuse all Absences when not attending school per their regular schedule.*

1. Excused ← the correct way to become a **GIGS Graduate!**
 - a. May be prearranged using the Student Access Terminal or by informing an Administrator
 - b. Calling or texting (215-322-0667), 15 minutes prior to your scheduled start time.
 - c. After an absence when accompanied by a Doctor's note or deemed an emergency
2. Unexcused (not attending when scheduled)
 - a. Are unacceptable & will affect "GIGS" evaluations
 - b. Are usually indications of a negative behavior pattern
 - c. Will be grounds for termination/withdrawal if continued or ongoing or consistent

C. *** **TARDINESS/LATENESS - Late is 9:01 am or 6:01 pm*****

1. Students must be in school and prepared to work at their scheduled start time.
2. Lateness may only be excused if you **call or text** the school (**215-322-0667**) requesting a late entry. (*the school enters a late code so you may clock in upon arrival*)
3. Unexcused lateness **will not be admitted to class.**
4. You must arrive no later than 30 minutes after your scheduled start time.
5. **Note: 9 am and 6 pm should always remain your target – NOT, 9:30 am or 6:30 pm**
6. Late Students should proceed directly to your class and clock in using the classroom terminal. The time clock rounds in 15 minute increments. Ex: If you clock in late at 9:07 am, the time clock rounds to 9:15 am. See an Administrator if you need assistance clocking in.

D. EARLY DISMISSAL

1. Must be requested via Student Access Terminal within 1/2 hour from class start time.
2. After 9:30 am or 6:30 pm, Only Emergency situations will be excused for early dismissal.
3. Not filing an early dismissal will result in an unexcused absence.
4. If you do not clock out when leaving early you will not receive the proper credit of hours.
*** Remember, the clock rounds time in increments and moves forward to the next ¼ hour***

E. LUNCH- Day Students Only

1. Is one half-hour and designated by your teacher or the teacher/administrator in charge.
2. BCSBC gives you lunch credit each day. If you are continually late coming back from lunch, you will lose the lunch credit.
3. If a student is leaving early, they will get credit for the hours actually spent in school only.
4. You must have your teachers permission and a time clock entry out, and then in for lunch.
5. You must tell your instructor if you have difficulty clocking out or in.

F. STUDENT ACCESS TERMINAL: CHARACTERISTICS AND SECURITY

1. **To clock in and out:** Highlight your CODE (using the arrow keys), Press **ENTER**. Then, answer your security questions with a "Y" (yes) or "N" (no), enter **PIN** (4 digit number you created), then Press **ENTER**.
2. **To use Special Function <F#> Keys:** Highlight your CODE (using the arrow keys), Press the F# button desired (see description below). Then, answer your security questions with a "Y" (yes) or "N" (no), enter PIN (4 digit number you created), then Press **ENTER**.
3. **Special functions keys are as follows:**
 - a) <F6> **E-mail:** (Little Red Asterisk in a Blue Box)
 - b) <F7> **Statement:** Satisfactory Progress, attendance, \$, Grades, Enrollment Path
 - c) <F8> **Early /Outs** - (Leaving Early or Excused Absence)
4. **Reading the Screen**
 - a) **All Lower Case** letters - not clocked in
 - b) **All Capitols** - presently clocked in
 - c) **First Letter in Caps only** - was clocked in today but is now clocked out
 - d) **All Highlighted** - **YOU ARE LOCKED OUT** - please find an administrator

*****ABSOLUTELY NO CELL PHONE USE AT THE TIME CLOCK*****

G. TERMINATIONS/WITHDRAWALS: Student requests and mandatory withdrawals will be calculated using the Last day or any portion of a day a student has attended or the Last day a student has an excused absence or contact with the school as a student.

H. STUDY HALLS: Start at 3pm for day students or evening students. They are calculated in 15 minute intervals. *Ex: A student may clock in at 5:15 and attend until 6:00pm or stay from 3:00 to 3:45pm*

ONLY STUDENTS WHO ARE BELOW SATISFACTORY ACADEMIC PROGRESS MAY ATTEND STUDY HALL OR CROSS OVER TO OPPOSITE SCHEDULE

1. ONLY students who are here at their scheduled time on a scheduled day will be permitted to stay for the study hour. Evening Students must stay until 10pm to receive credit for any study hall time attended.
2. Students must have the teacher fill out a study hall/crossover slip with an assignment. Students must be actively engaged in study. Study hall is not a "FREE" talk session. Students must complete any assignment given to receive a grade.
3. Students staying for study hall are responsible for the lunch room being neat and in order before they leave.
4. A student who is not below SAP may request permission to attend study hall or cross-over to an opposite schedule if they are in need of hours to graduate by their original contracted/expected end date. See an administrator for approval

I. SCHOOL CLOSINGS / Inclement Weather

1. **SNOW:** Check to see if we are open **after 7am** for day class or **4:30pm** for evening class.
 - a) **Call the school** and **listen to the schools voicemail** which will inform you of the status of whether the school is closed, opening late or opening on time! Please, do not hang up on administrators answering the phone (We have caller ID).
 - b) Closings will be posted on **Fox 29.com/weather**. **Click on Closings-Check the list for our Status!**
 - c) Closings will be listed on the schools Website www.bcsbc.edu. Use only this home page address; other pages may not contain the posted school closings.
 - d) Closings are posted on the school's **Facebook** page. Do a search, type in **Bucks**, and the schools page should pop up. Make sure you "**LIKE**" the schools page.
 - e) Closings are also listed on the School's **Instagram** page – Open Instagram, do a search, type in Bucks & look for "**buckscobeauty**". Make sure you "Follow" us to keep up on all things happening at your Beauty School!

2. HOLIDAYS/SCHOOL CALENDAR:

The school will be closed on the following holidays:

- Spring Break - The Friday before and the Monday after Easter Memorial Day & the Friday before Memorial Day
- Independence Day (if holiday is a M,T, Th or F, will include another day before or after the holiday-will be announced on the Student TV monitor)
- Labor Day & the Friday before Labor Day
- The **Evening** before Thanksgiving, Thanksgiving Day, and the Day after Thanksgiving
- December 24 until the next business day after January 1st
- When a holiday occurs on a Saturday or Sunday, the School Administration will determine which day of the week will be assigned in lieu of that holiday. The school posts the Holidays in advance, usually on the TV Message Monitor in the lunchroom-which is available to all students.

J. ENROLLMENT PATH CHANGES

Students transferring inter-departmentally must do so on the scheduled class start dates according to the enrollment path registered in the computer. Students can review their enrollment pathway in the Student Access Terminal. It is the students' responsibility to understand which classes are to be attended and when attendance is scheduled. Alterations and amendments may be discussed with the school director.

II. BUCKS COUNTY SCHOOL OF BEAUTY CULTURE - DRESS CODE

*This guideline is issued to assist in maintaining the professional appearance of each student and uphold the standards of the Bucks County School of Beauty Culture. As personal and professional appearance is the responsibility of each student attending **BCSBC**, the following Dress Code will be adhered to:*

- A. No part of anyone's uniform may be embellished with decorations, advertisements, slogans, risqué paraphernalia, pictures or words.
- B. The appearance of each student as a professional should always include an appropriate hair style. Make-up and nails should look professional and neat at all times. Hats,

Bandanas, Caps, or Scarfs should NOT be worn to school unless it's for religious purposes only, and it must be approved by the administration.

- C. **Uniform Tops:** The School ***Shirt(s) or Hoodie, Scrubs and Name Tag*** issued with the kit, must be worn at all times, while on school premises. Any uniform garment stained by bleach or color or in anyway seen as unprofessional in nature must be replaced upon student discretion or upon the instructor/administrative request. Additional Shirts, Hoodies and Scrubs can be purchased through the school's supply house (Universal Beauty Products), located in the same building.
- D. **Scrubs:** Because of sanitary laws set by the State Board and difficulty, in controlling other uniform policies, BCSBC will only accept the uniform scrubs issued in the student kit. There are to be no ripped or separated bottoms. The school does not want to see jeans or any other clothing hanging out above or below the scrubs. All scrubs must be clean and/or freshly laundered. Skirts and dresses and anything other than school scrubs are unacceptable. If a student must wear something other than the issued scrubs for religious purposes ONLY, then the student will be required to purchase the garment in the same type of material & color as the scrubs issued in the student kit. This must be approved by the Administration prior to purchase.
- E. **Shoes:** Because of safety regulations and insurance liability, BCSBC will accept any **sneakers or duty shoes that are rubber soled** within the following limits.
1. No high heeled sneakers, wedges or lift sneakers
 2. Sneakers must be clean and Tied, Buckled or closed by Velcro.
 3. Sneakers must be a closed style shoe, no slip on style sneakers with open backs
 4. No slippers, moccasins, boots (No Uggs) or boat shoes
 5. The school prefers white or black sneakers but will accept a sneaker that looks complimentary to the schools scrubs and is within the limits listed.

Failure to comply with the above dress code could result in being sent home to change or being dismissed for the day. No exceptions will be made to any of the above and the dress code will be enforced!!

III. ENVIRONMENT

- A. No student is permitted in stock areas, library or private offices unaccompanied.
- B. There is to be **NO Profanity** used on school premises.
- C. This is a non-smoking facility except in designated smoking areas. All butts are to be placed in the smoking receptacles provided.
- D. Students are required, to be inside the facility during class. A student may step outside during breaks but may not leave the premises. During lunch, a student may leave the school grounds but is expected to be back within the designated lunch time allowed. While outside of the school building, students are expected to stay in the accepted smoking areas and not be hanging out in the parking lot or in or near parked vehicles.
- E. Sanitation procedures are your responsibility to your own personal station plus that, which is assigned. (*Trash is disposed of all the way out the side door to the dumpster*)
- F. It is the responsibility of each student to respect the facility and maintain an attitude that shows a professional degree of respect towards the school environment.
- G. Students caught defacing any property of the school, building or grounds will result in immediate termination.

H. Students will follow all rules of sanitation and sterilization.

Examples: hair must be removed from sinks after every shampoo. Hair sweepings should be picked up and put in trash after every haircut, not left in the corner. Combs, brushes and other implements (such as cuticle nippers) must be sanitized after each customer.

Esthetic Students must sanitize skin machinery and tools after each use.

- I.** Each individual is responsible for the lunchroom. Personal clean up includes the microwave oven and your table/seat (*do not wait for the end of the day or evening Sanitation Procedures*).
- J.** The refrigerator is cleaned out every Friday @ 2:00 p.m. Please remove all your belongings by that time or they will be disposed of, containers and all. Place your name on any item that you store in the refrigerator (ex: salad dressing, soda, etc.).
- K.** Students belong in the assigned classrooms. Students permitted into another department will usually be receiving a service from that department. Students need to prearrange services with your instructor(s) prior to visiting classrooms or departments other than your own.
- L.** **Cell phones, texting and cell phone usage is *unacceptable*** anywhere near the time clock. While in class, have them turned off or set to silent. You may only respond to calls at your breaks or lunch. You may be dismissed for failure to comply. Emergencies can always call or **TEXT: 215-322-0667**
- M.** **Food is not** permitted in classrooms. Eating and all snacks are to be consumed in the student lounge only. Drinks in classrooms must be in spill proof containers.
- N. PARKING** - All students will park only in permitted spaces as posted on Fire/Parking Map (enclosed).
- O. CLINIC SERVICES** - Clients may not request any student. Please see service payment policy.
- P. LIBRARY** - The Media Center/Library ***is available***, but only with direct supervision of an administrator or teacher. Videos and books may be borrowed. DVD's must remain in the building at all times. Videos need to be returned in 3 days. Books need to be returned in 2 weeks.
- Q.** The Men's Room is primarily the MENS room – Female Students may choose to use the Men's room **only** if the women's room is full to capacity
- R. Visitors** should report to an Administrator prior to interrupting a class or entering the student lounge.
- S. LOCKERS** - Students will not place a lock on a locker or tools and kits in lockers that are not assigned to them.
Lockers must be emptied of all materials when a student graduates, is on a "leave of absence" or is withdrawn from school. The school accepts NO responsibility for any materials or belongings left in lockers. The school will dispose of, by any means it feels necessary, any materials or belongings remaining in lockers without consideration.
- T. Conduct & Behavior Policy:** Professional behavior and conduct is expected of each student and includes keeping your personal life to yourself when in class and especially when working on clients. Be mindful of your conversations and vocal volume. All students are required to act in a mature, logical, rational manner while on school premises or while representing the school during any type of off premise educational trip. Physical or verbal altercations (pushing, shoving, punching, foul language, berating another student and/or staff member etc.) will not be tolerated and could be grounds for termination.

IV. ATTITUDE

- A.** Students will act in a mature, logical, rational manner with respect to all teachers, staff and clients at all times. Disagreeing or arguing with an Instructor, especially in clinical areas where clients are present, may result in termination if continued, ongoing or consistent.
- B.** Students refusing to participate in classroom activities including any and all clinical service

assignments will be dismissed for the day. This is why you are attending school –Practice!

- C. Students are to be actively engaged in practice or study while in Class; talking and socializing are not the primary purpose of being in school, save it for Breaks & Lunch!
- D. Students caught stealing will be prosecuted to the fullest.
- E. Students will refrain from soliciting or selling products not available from Universal Beauty Products, *(the schools supply house)* to fellow students or clients in the facility or on the school grounds. This includes but is not limited to products such as Mary Kay, Avon, etc. Your Education is our primary goal and we don't want a student to feel pressured or obligated to buy anything from fellow students!

F. **INTERNAL SCHOOL GRIEVANCE POLICY & GUIDELINES**

(Following the NACCAS procedure guidelines)

THE ADMINISTRATION WANTS A FAIR CHANCE AT SATISFYING COMPLAINTS

If you have a concern, suggestion or grievance, please give the administration a chance to address any issues, prior to making them known to other students.

A student, teacher, or interested party may file a complaint against the school; however, the initial complaint should be in writing to the school owner(s) and or school director and should outline the allegation or nature of the complaint. A complaint form is available on the schools website or in the main office & should be used to file a complaint. A school representative will make every effort to meet with the complainant (within 10 days of receipt of the written complaint). If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee which includes the board of directors. The school will document the meeting between the school representative and complainant in writing. The committee is comprised of at least three individuals that may be from the following categories: school owner, instructor, financial aid administrator, member of the public interest, or student. The institutions complaint committee will make every effort to meet within twenty-one (21) calendar days of receipt of the complaint and review the allegations. If more information from the complainant is needed, a letter should be written outlining the additional information. If no further information is needed the complaint committee should act on the allegations and a letter is sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact. The name & address of the schools accrediting agency & the schools licensing body is provided if the complainant wishes to pursue the matter further. The complainant should try to resolve a complaint through the school's complaint process first, prior to filing a complaint with the school's accrediting agency or state licensing agency. The School will maintain written records of all complaints filed through two (2) complete accreditation cycles.

Accredited by:

**National Accrediting Commission of
Career Arts and Sciences (NACCAS)**

3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600

Licensed by:

Pennsylvania State Board of Cosmetology

2601 North 3rd Street
Harrisburg, Pa 17110
(717) 783-7130

V. SUPPLIES –

- A.** Students must have all course supplies, including printed materials such as Procedure Guides, Handouts and Texts on all the days you are scheduled to attend. (Hair students, Procedure Guides are issued with the students kit and are replaceable at a cost of \$2.00 each)
- B.** Kit shortages must be reported within 48 hours of purchasing the kit. (Please check your kit against the list.)
- C.** Electrical tools are warranted for 30 days from day of purchase. Warranties do exclude items abused or used beyond the capacities of the equipment's design. Returns may only be made if equipment is in new re-salable condition accompanied by all parts, directions, warranties, and the original box. After 30 days equipment may be shipped to the manufacturer for repairs.
- D.** Students are responsible for keeping their kit updated and compliant with current issues. Any additions are a student's responsibility.
- E.** All kit items and any other tool items must be kept clean, sanitary and in working condition.
- F.** Scissors, nippers and all other cutlery defects must be reported to inventory control within 48 hours of the first class or related date of issue. No requests for exchanges will be accepted after the first 48 hours from the start date.
- G.** Your kit is your responsibility and it must contain the items as per the list attached to the kit when it was purchased.

VI. RULES - At the discretion of the Administration, these rules may be changed. Students may be notified by postings on a Bulletin Board, issued by e-mail on the Students Access Terminal or displayed on the illuminated sign or classroom announcement. Failure to comply with any one or more rules will result in suspension or mandatory withdrawal as per section 5, Refund Policy and/or section 6, Return of Unearned Title IV Funds, in the Enrollment Agreement.

VII. SAFETY & SECURITY:

Annual Security Report & Criminal Awareness Policy:

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act")

See also VAWA (Violence Against Women Act) & the Title IX Policy

Policies for Preparing the Annual Campus Crime Statistics: *Certificate Issued & Attached at end of Catalog*
Preparation of the annual report of crime statistics involve review of any reports submitted by students and/or staff, request of the local police for any criminal activity information in the vicinity and inquiry to the Pa. State Police. The school will collect, classify and count all reported crimes and once this information is gathered, the annual security report is completed. The school is obligated to report to the Department of Education, no later than October annually, its crime statistics of any such incidence as noted in this criminal awareness policy.

Disclosure of Statistics as reported annually:

Campus security procedures will be fully described to all students during their new student orientation. Employees will be informed of security procedures at the time of employment and will be reminded of the procedure at least once a year at a faculty or staff meeting. Crime prevention information can be obtained from the local police precinct, Lower Southampton Police department. A daily **Crime Log** along with the school's **Annual Statistics** are posted in the main office. The log will list any criminal incident reported to the school and the date it occurred. The specific details of a reported crime will be included on a school's annual report.

Statement of Policy:

The manufacture, use, distribution or sale of alcoholic beverages or illegal drugs is prohibited on campus.

Lockers are issued to students for the sole purpose of storing school supplies and personal items. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws can be found in the Controlled Substance Abuse Policy contained in the student handbook.

Statistics: Annual Security Report – Campus Crime Statistics
Crime Activity Reported Annually in August for the 3 most recent calendar years; 2021/2022/2023

Policies for Preparing the Annual Campus Crime Statistics involve review of the daily crime report, reports submitted by students and/or staff, request of the local & state police for any criminal activity reported on the campus or in the vicinity. Once this information is gathered, the annual crime report is completed.

| | On Campus | Off Campus/Public Property | Building/Property |
|---|-----------|----------------------------|-------------------|
| Murder/Manslaughter | 0 | 0 | 0 |
| Sexual Offenses: | | | |
| Rape | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 |
| Hate Crimes (race, religion, etc) | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 |
| Vandalism-Destruction of Property | 0 | 0 | 0 |
| Arrests-Disciplinary Actions | | | |
| Weapons: Possession, carrying, etc | 0 | 0 | 0 |
| Drug Related Violations-Arrests | 0 | 0 | 0 |
| Liquor Law Violations-Arrests | 0 | 0 | 0 |
| Crimes Manifest of Prejudice (Hate Crimes) | 0 | 0 | 0 |
| VAWA Offenses: | | | |
| Domestic Violence | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |

There is also a Daily Crime Log posted at the Entrance to the Main Office

Procedures and Facilities for Students to Report Criminal Actions or Other Emergencies

Students & employees should report any crime or suspicious activity that occurs at the Bucks County School of Beauty Culture, aka, **BCSBC** to the Administration of the school. This could include any invasion of personal or school belongings, known possession of illegal weapons and/or illegal substances, any and all criminal action that occurs on campus including theft, accidents or incidents in the schools parking lot or on school grounds, criminal mischief, and any sexual misconduct as stated in the Title IX Policy. The Administration is defined as the Schools Owners, Title IX Coordinator, the Admissions Director, the Financial Aid Administrator and the Administrative Coordinator, an Instructor or designated Supervisor in charge.

Reporting to Authorities:

At all times, students and staff are encouraged to report any type of crime as soon as it occurs. BCSBC administration is supportive of any student or staff member who feels the need to report a crime. The school

administration is responsible to report criminal actions (if deemed a warranted criminal action) promptly to the **Lower Southampton Police Department: Phone 911 or (215) 357-1234**. If a situation occurs between two (or more) students but it not necessarily a criminal action, the administration will advise a student that they have every right to contact the police and report the incident. (ex: cyber bullying, defamation of character, personal discrepancy or any other type of action that a student may categorize as a violation). The School Owners and Administrators will help any student report a campus crime to local police authorities. (Campus is defined to include the building & parking lot where the school is physically located.) We will not make the call but will allow a student or staff member to call in the privacy of an office if they so request.

Campus Law Enforcement

BCSBC has no campus law enforcement. If needed, the local police are contacted and the response time has always been excellent. BCSBC has a good working relationship with local police and makes determinations on when to use the emergency call number and the non-emergency call number.

Security Considerations Used in the Maintenance of Campus Facilities

BCSBC has no campus residences to maintain. The school has a camera security system which is used by the administration daily to prevent any harm either to the facility and/or personal harm to anyone on the school campus. The camera security system has a live feed to 16 cameras placed both inside & outside of the facility. The system also records the data for playback whenever needed. Facility maintenance is done when the facility is empty. Fire and security alarm systems are tested annually.

Off Campus Locations Officially Recognized by School

There are no off campus locations officially or unofficially recognized by the school.

Safety of and Access to School Facilities Including Campus Residences

BCSBC has no campus residences. Access to school facilities by students is permitted only during operating hours of the school. Staff and faculty have access to the school facility during normal working hours or by request and/or permission of the school owners. This is a single building campus and is open to the public Monday through Thursday from 8:30 am to 10:00 pm and on Friday from 8:30 am to 3:00 pm. Exterior entries may be locked between 3:30 pm - 5:30 pm for security purposes.

Off Campus Locations Officially Recognized by School

There are no off campus locations officially or unofficially recognized by the school. A school official is present at all off-campus activities sponsored by BCSBC. Students should report any criminal activity occurring during off campus activities to the school official. The school official will then aid any student in reporting the criminal activity to local police. The school official will also document and report the incident to the school's Owners.

Policies for Making Timely Warning Reports to the Student Population

Should any situation arise that would need a timely warning to the student population students will be notified in their classroom or via the school phone speaker system, by text message or via student email. Other incidences may be reported via a published bulletin or on the schools announcement monitor located in the student lounge. The school will keep all personal information regarding any incident report private and make every effort of confidentiality throughout the process.

Campus Sexual Assault Program – See the Title IX & VAWA Policy for additional information

Educational programs are offered through professional organizations in the community such as: **NOVA** (network of victim assistance) and/or **A Woman's Place**. They provide services for victims and are advocates for education on rape prevention, acquaintance rape, forcible and non-forcible sex offenses, sexual violence, domestic violence, dating violence, stalking and physical or mental abuse programs. The school will act to assist anyone including, but not limited to, students, graduates, professionals, faculty and administrators suffering domestic violence, dating violence, harassment or sexual harassment, stalking and physical or mental abuse with accommodations as noted in the Title IX Policy. Memoranda's of Understanding whenever available are on file with these organizations. Additional information on sex offenders is available on the PA State police web site: <http://www.pameganslaw.state.pa.us/>

Through the **Title IX Policy**, the school has made the employees and student population aware of the Schools Policy of Non-Discrimination and the crime of Sexual Harassment. **If a sex offense occurs, a student should contact any employee of BCSBC that they are comfortable speaking with and/or local law enforcement. Reporting should happen as soon as possible in order to preserve evidence as proof of the crime.** If the student would like to contact local police, BCSBC personnel will assist as long as the student agrees. If such an offense is reported, BCSBC personnel will provide the number for the nearest rape crisis center that can provide information on all services the student may need. If the student would like assistance contacting the rape crises center, BCSBC personnel will assist. If an ambulance is required, BCSBC personnel will make that phone call. BCSBC personnel will also contact anyone the student requests. If the student is not able to make the request, BCSBC personnel will contact the student's emergency contact as listed in the student file. If the student's academic situation needs to change as a result of the assault, BCSBC will make changes if they are reasonably available.

Sanctions: Sanctions will be determined if the crime committed has been against the school. This would include stealing, destroying school property, fighting, etc. Interviews will be conducted with the accused and depending on the outcome, sanctions could be, no action and up to and including expulsion from the program.

Training:

Staff and faculty are trained via area professionals such as sexual violence shelters/centers, domestic violence centers, and/or by those individuals deemed approved trainers by the United States Department of Education. Training is held once per year.

Title IX Coordinators Contact Information:

| | |
|--|--|
| Gayle Edwards, Financial Aid Administrator/Owner 1761 Bustleton Pike Feasterville, Pa. 19053 215-322-0667 gedwards@bcsbc.edu | & Wendi Showmaker, Admissions Director/Owner 1761 Bustleton Pike Feasterville, Pa. 19053 215-322-0667 wshowmaker@bcsbc.edu |
|--|--|

Policy on Emergency Response & Evacuation Procedures/Fire Drill

Fire Drills are physically performed during New Class Orientation following the Fire Drill/Parking Map

Each year the fire extinguishers and the schools fire alarm system are inspected and approved. Emergency lighting is also inspected once per year. The schools emergency response liaison is on premise weekly and takes note of anything needed to be enhanced, corrected or added to the current fire safety policy. During each new student orientation, BCSBC drills the schools evacuation & emergency plan and common meeting place should a fire or other emergency occur.

Staff, students and the school administration are encouraged to be on the lookout for any suspicious packages, articles of luggage, situations or behaviors which may be construed as threatening to the school population. Any questionable objects, material or activity should be quickly reported to an administrator. The administration will analyze the situation and institute a corrective action. Courses of action fall into two main categories. Evacuate or Remain

Remain: Includes Safety Plan & Lock Down

- **Earthquake** - Everybody does one thing: ***DUCK, COVER AND HOLD ON***
- **Area Emergency or Active Shooter:** Once aware of a situation, 911 will be contacted by the administration and/or teaching staff and/or a student. The administration encourages any person in the BCSBC building that witnesses an emergency to immediately dial 911, if able. Then, report the incident to school administration. The administration will notify each classroom to make them aware of the situation by use of the schools classroom speaker system (private address system) and/or through vocal projection in the main hallway and/or by text message.
- The administration will use its security camera system to help identify any internal threat and relay the

- information to each of the classrooms. Security cameras are located both inside & outside the building
- Staff will lock classroom doors and students should move to an area of their classroom that is away from the doors. If emergency is **weather related**, students and staff will relocate to the interior hallways of the building and/or to the lower level of the building which has no windows but has 2 means of egress (exits).
 - If emergency is occurring before or after schools hours, students and staff will receive a text message to alert them of the situation and then also advise them when the situation is over.
 - Building will be locked down if there is an external threat.
 - **Lock Down** – All classroom doors are to be locked and interior blinds on hallway windows closed. All people should be silent, remain in their classroom and move to an area that is furthest away from the door. Depending on the situation, the administration & teaching staff will be responsible to lock both main entrances and staff & students, if able, will be directed to the lower level of the building which has two means of egress (emergency exits). The lower level cannot be entered from outside the building with a key.

Evacuate: Ex: In the Case of a Fire or Gas Leak – An Alarm will sound throughout the building

- The building has a Fire Alarm, when the alarm is heard, students & staff will evacuate using any of the 3 upper level exits. The three exit routes are **front, side and rear doors** which are **displayed on the building map (page 12 of the student handbook) & during the new student orientation presentation.**
- Everyone will assemble to be accounted for at the **meeting place** established as the right side of the building parking lot, at the free standing **Beauty School Sign (Corner of Loretta & Bustleton).**
- The staff and students should be conscious of the presence of anyone with any type of disability. The unique special needs of this portion of the school's community can only be maintained with the compassion and assistance of staff and fellow students.
- Instructors are encouraged to take their grade book to assist in accounting for the student population.
- Instructors in the clinic area are responsible for informing and assisting clients having a service.
- All areas of the facility will be searched to ensure complete evacuation.
- The school community will be assessed to determine if there is anyone in need of medical attention.
- The administration is responsible for communicating any first aid and rescue needs to medical and rescue crews.
- Any additional concerns or findings should be reported to the administration.
- When deemed safe, the administration will coordinate a return to the facility.

FIRE EXTINGUISHERS AND HOW TO USE THEM

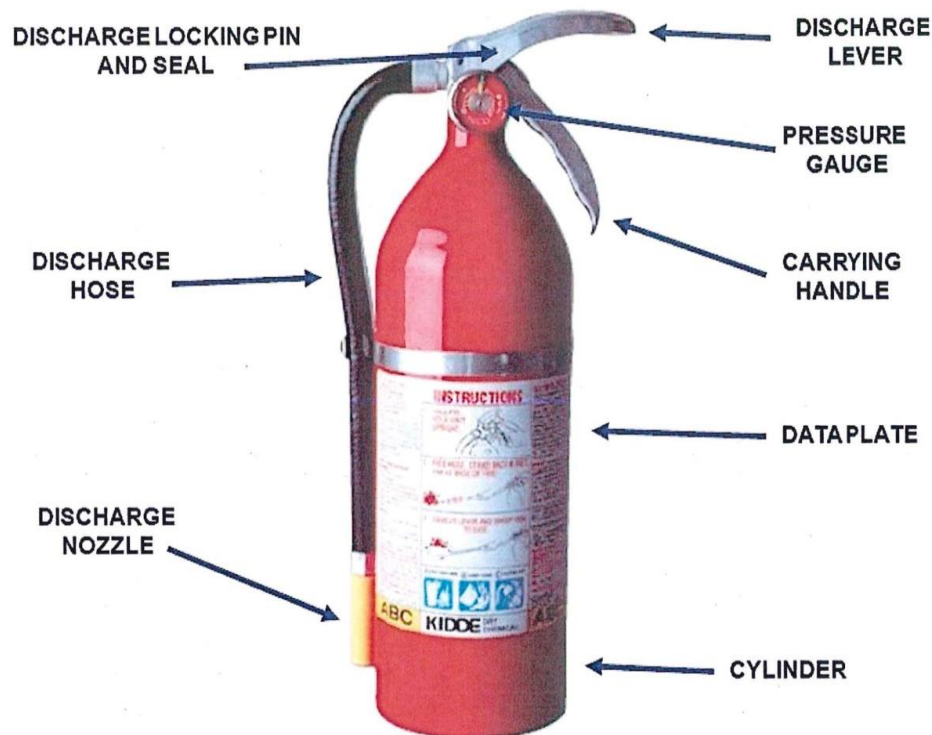
The Fire Extinguishers located throughout the school are Dry Chemical Extinguishers. They can be used for Electrical and All types of fires. The emergency evacuation map shows the Extinguisher locations and Pull Box locations. Maps are also located near the door of each classroom. Please follow these directions for Extinguisher operation:

1. Stand 8 to 20 feet from the fire.
2. Hold the Extinguisher upright.
3. Pull back the safety lock on top (yellow knob).
4. Aim the Hose at *the bottom of the fire*.
5. Squeeze the top handle all the way down, then let go, repeat if necessary.
6. Spray from side to side.
7. Replace the safety lock after using (yellow knob).
8. Be prepared for the next fire.

PLEASE, Report Fire Extinguisher usage immediately to an Administrator of the School

The next page shows the Parking, Emergency Evacuation-Fire Drill Map

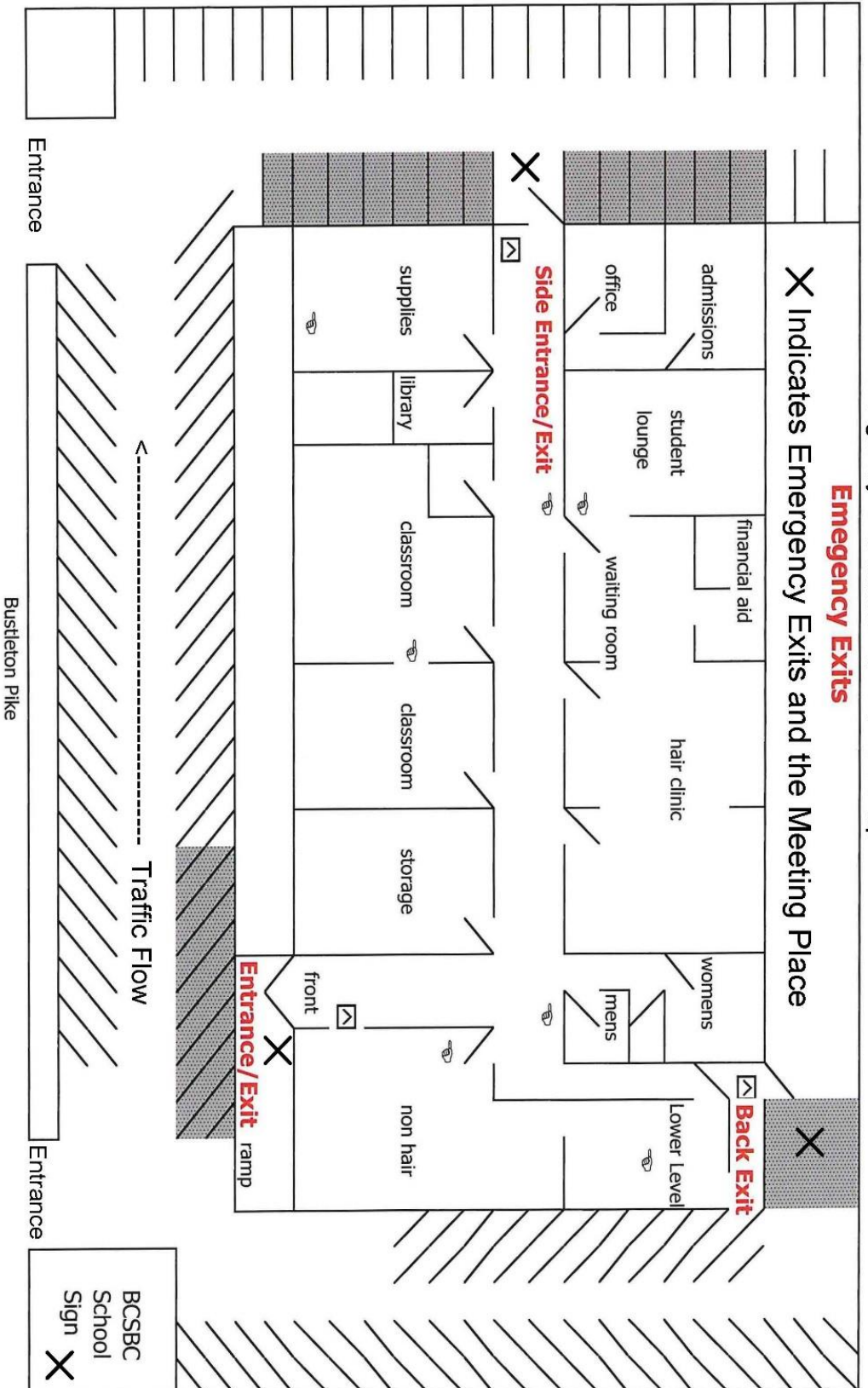
Fire Extinguisher Anatomy



Emergency Evacuation & Fire Drill Map

Emergency Exits

X Indicates Emergency Exits and the Meeting Place



N:/Administrative/Admnin/school map#2.xls

Evaluation of Student Progress & GIGS Status Policy

"GIGS" - (Graduate In Good Standing)

Evaluation: Teachers have the responsibility to evaluate the students in their department periodically. The frequency of evaluation depends on which curriculum(s) a student is enrolled. The administration may also provide input to the teacher's individual evaluations and with that consideration, the administration awards graduates the **GIGS Status**. The administration reserves the right to the discretion of final judgement, which happens at the end of the student's tenure in the school.

Student Progress is measured & monitored by both the **SAP Policy** standards & by **Instructor Evaluation** using the following standards.

- Positive participation in class or while doing clinic services
- Completion of the course work, including passing grades for both Practical & Theoretical Assignments
- Passing Grades both Academically (bookwork/tests) & Practically (Hands-on skills) (Qualitative)
- Low level of Late Entries and Early Dismissals & overall Satisfactory Attendance (Quantitative)
- Lack of Disciplinary Write-ups
- Professionally acceptable language and control of vocal volume
- Positive acceptance and voluntary following of the schools rules and regulations
- Prepared daily with supplies, equipment, and texts & workbooks
- Consistent, clean, correct, uniform including name tag
- Positive Staff/Instructor relationships
- Respects Client/Clinic relationships
- Polite, respectful behavior in classroom and/or clinic

Administrative evaluation: includes the preceding instructor evaluations plus:

- Conscientious effort and completion of tuition & charge account payment(s) on time
- Completion of the total program including the required number of weeks and the minimum satisfactory progress hours
- Positive Administrative relationships

Graduate Benefits:

All Graduates have access to the following services:

- Instructions & guidance for taking the State Board Exams are given during the Exit Interview prior to Graduation
- Access to the job lists- Call, text or email us for the most current list
- Upon student approval (FERPA), potential employers may receive a history of the students' attendance and GIGS evaluation. ***Students must file a FERPA release prior to their request. This is available online at <http://bcsbc.edu/ferpa-authorization-form/3833467>.***

Additional Graduate Benefits to being a Graduate in Good Standing (GIGS):

- Receipt of a GIGS "Attitude is Everything" Graduate Letter (Include with Job Application and/or Resume')
- Highly Positive Job Recommendation Letter-Signed by your instructor & an administrator! Include with a Resume' or Job Application so potential employers see how awesome you are!
- Unlimited support and access to the schools Job Placement lists of Employers looking to Hire You!
- Assistance with:
 - Opening your own salon counseling & recommendations
 - Resume review and critique'
 - Access to a computer for completion of State Board Applications and/or your Resume'
 - Counseling on Career Moves
- 10% Professional Discount on Supplies
- 40% Discount on Clinic Services – We love when Graduates Visit!
- Bulk Discounts on Proface' products & ability to purchase Murad Products & Treatments w/your discount
- Continued access to the school's library and resources

Satisfactory Academic Progress Policy: Referred to as: SAP

The Satisfactory Academic Progress is provided to students prior to enrollment as part of the schools Catalog. It is a standard that each and every student must maintain throughout their training to be in compliance with institutional policy and if applicable, remain eligible for Title IV Federal Financial assistance or for Veterans Benefits. This policy applies to every student enrolled in a NACCAS approved program. The policy applies to all students enrolled in a specific program and details the SAP requirements for either, full time day students or part time evening students. The Bucks County School of Beauty Cultures SAP Policy is measured in both Quantitative terms (attendance/hours), as well as Qualitative terms (academics/grades).

Graduation:

Upon meeting at least the minimum satisfactory academic grade of 70%, completion of the educational program requirements, number of total weeks & minimum required hours of training, the student will graduate & receive their diploma(s).

Academic Standard:

Grading is universal for Theory; Practical and Clinical experiences including work projects, clinical assignments, lectures, appearance, worksheets, handouts and tests. A modified pass/fail system is used to show whether a student is meeting satisfactory academic progress, which is designated by the initials "U" and "S". A third grade "O", for outstanding provides motivation for the high achievers and the ability for underachievers to get back into satisfactory progress. Due to the number of experiences which may only be graded "S" or "U", it is not impossible to average a grade level of "O", but also not very common.

Clinic students are graded according to specific skills being practiced (per their procedure guides) and each skill is considered a gradable experience. The grades awarded to clinic students are based on the completion of the skill (service) as compared to the lesson plan for each client service. The clinic lesson plans (procedure guidelines) are distributed to the students at the beginning of a skill based & and/or clinical course. Enrollment path schedules, class grades and attendance are available to students daily on the Student Access Terminal. Cumulative grades for previous courses and the total "U", "S" and "O" count for the current course may be viewed by the student at any time by this terminal.

Listed below is the percentile conversion table:

| | |
|----------------------|---------------|
| "O" - Outstanding | = 95 – 100 |
| "S" – Satisfactory | = 70 – 94 |
| "U" - Unsatisfactory | = 69 or below |

Attendance Standard:

A student must attend the required program weeks (all programs have a total number of weeks required) and the minimum program hours as outlined on their enrollment agreement. The minimum hours required are 83.34% of the maximum hours a student is scheduled to attend, also outlined on the student's enrollment agreement.

1. Full-time day students are scheduled for 30 hours weekly.
2. Part-time evening students are scheduled for 16 hours weekly.
3. A students attendance pace is determined by the following formula:
$$\text{Scheduled attendance} \times 83.3\% = \text{Minimum Satisfactory Progress.}$$

Additionally the Minimum Satisfactory Progress equals the Minimum to Graduate. For example, a student who is scheduled to have attended 30 clock hours per week for the first 12 weeks of attendance would have cumulative scheduled attendance of 360 clock hours. If the student attended

300 of the 360 scheduled hours, his/her attendance pace would be 83.3% (300/360) and would be meeting the attendance requirement of this policy. Using the formula above: $360 \times 83.34\% = 300$. Scheduled hours will only be adjusted by official school closings (holidays, snow closings, in-service days) and approved student leaves of absence. A student's attendance progress will be officially measured as a percentage (83.34%) of the scheduled hours compared to the actual hours attended.

Minimum/Maximum Time Frame:

The time frame for a student to complete his/her program of study is based on the number of weeks required for each program. A student's registration agreement has a start date and an end date with the number of weeks required to complete the specific program. Students are expected to maintain their scheduled attendance of either 30 hours per week as a full time student or 16 hours per week as a part time student.

Students who maintain maximum satisfactory progress in attendance will complete the program during the required weeks as stated on their enrollment agreement (the minimum time frame). Students who do not maintain a good attendance pace and only maintain minimum satisfactory progress (83.34% of their schedules) will not graduate within the minimum time frame. This means the student will not graduate on the original end date per their registration agreement but may continue in school to complete the program as long as they complete within the Maximum Time Frame. The maximum time frame in which a student must complete the program may not be more than 120% of the approved program length.

Leave of Absence or Temporary Interruptions: A student's original expected graduation date will be extended if the student is granted a leave of absence(s) while in attendance. The leave of absence will extend a student's expected graduation date on their most current enrollment agreement and maximum time frame by the same number of days taken in the leave of absence. The new dates are outlined on the leave of absence (LOA) agreement as an addendum to the most current enrollment agreement. School closings are considered "0" satisfactory academic progress days/eves. The school will extend a student's most current expected graduation date by the same number of school days/eves that the school was closed as part of the maximum time frame.

Transfer of Hours: (see Full Policy on page 5) Hours are accepted for a student when transferring from another institution and the school will determine how many transferred hours are acceptable toward the student's educational program and those hours are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Satisfactory academic progress evaluation periods are based on actual contracted clock hours completed at this school.

Overtime Charges:

The student is expected to complete their training within the maximum time frame allowed. If a student fails to meet the minimum hours required to graduate within the maximum time frame & the date extended to them by the school, then the school will bill the student for overtime charges. Overtime charges will be calculated based on the remaining hours needed in order to graduate. Overtime charges are billed at an hourly rate. The rate is determined by dividing the current tuition rate by the total hours in the particular program. There are no overtime charges for the number of additional days or weeks required for the student to graduate with the minimum number of hours required for a specific program due to scheduled holidays, weather related closings or in-service closings. This is considered an extension of the original expected graduation date. When this occurs, the school will calculate the number of days/eves the school was closed and extend the students current graduation date by the same number of days/eves that occurred during the students scheduled attendance dates.

Attendance Review and Evaluation Periods:

Reviews: Attendance progress is available daily on the Student Access Terminal. A student's cumulative course hours are reviewed monthly to identify students who may be at risk regarding satisfactory academic progress. At risk students are students whose cumulative course hours and/or grades have fallen below the minimum requirement. At risk students will be counseled by an administrator and advised how to improve their progress. They are required to sign the review letter and a copy is kept in their student file. At risk students will be counseled to re-establish satisfactory academic progress using the following: Re-testing, extra credit tasks, attending study halls and/or attending other classes which are in addition to their regular schedule. Monthly reviews begin after a student has completed at least 4 weeks of attendance and occur regularly every month.

Evaluations: Students are notified each time they complete a mid-point and are required to attend, with an administrator, a formal Mid-Point Evaluation (this is considered a report card) and the first evaluation must occur no later than the midpoint of the academic year or the course and/or program, whichever ever comes sooner. Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next scheduled evaluation. A midpoint is defined in actual clock hours completed. During the SAP evaluation, the student's cumulative Clock Hours and Grades are presented. The evaluation is used to determine whether the student is passing the program & if the student continues to be eligible for Active Student Status and/or Title IV eligibility.

The SAP evaluation details the minimum hourly standard for the specific evaluation period & program, the student's actual hours for the evaluation period, the student's grades and whether or not the student is achieving satisfactory academic progress. The student must sign the evaluation, they are given a copy and one is also placed in the students file. Evaluations are performed at the completion of the mid-point (also known as a payment period), (see chart below), and midpoints vary among programs.

A final evaluation report documenting completion of the program length, is completed when the student graduates (for administrative use) and is placed in the students file to document SAP at graduation.

The school's academic year is defined as **900 clock hours** and **30 weeks** of instruction. The following chart defines academic year, program length, mid-point academic weeks & mid-point evaluation periods, which coincide with the payment periods established by the Dept. of Education.

| Acad Year: | Program Length | Program Name | Academic Weeks in Midpoint | Mid-Points #1 & #2 Evaluation Periods | Midpoint #3 Evaluation Period |
|-------------------|-----------------------|---------------------------|-----------------------------------|--|--------------------------------------|
| 900 | 1250 | Cosmetology: | 15 | 450 hours & 900 hours | 1075 hours |
| 900 | 1300 | Hairdressing & Esthetics: | 15 | 450 hours & 900 hours | 1100 hours |
| 900 | 1300 | Hairdressing & Nails: | 15 | 450 hours & 900 hours | 1100 hours |
| 900 | 600 | Esthetics & Nails: | 10 | 300 hours | |
| 900 | 300 | Manicuring: | 5 | 150 hours | |
| 900 | 400 | Esthetics: | 7 | 200 hours | |

The school performs reviews and evaluations for every student in attendance, regardless of their tuition funding source. Students must attend their schedules or at least maintain attendance above the minimum required attendance for each monthly review in order to graduate within the minimum contracted weekly Time Frame. Holiday's, Snow Days and any day the school is officially closed during a student's regular scheduled attendance is considered an excused school day. These particular excused school days are **not the same** as a student's excused absence. Excused school days will not be counted as a scheduled day of attendance and hence will not be included in the 83.34% attendance requirement.

Satisfactory Academic Progress (SAP) Warnings and Probation:

Warnings: Students who fail to meet either of the two progress standards as of the evaluation date will be placed on a **SAP Warning**. Students on **SAP Warning** will remain eligible, if applicable, for federal student aid funds for the subsequent payment period (mid-point period) but a financial aid warning notice will accompany the evaluation. A student may not be placed on a SAP warning for consecutive payment periods. At the end of the warning period, the student must be meeting the published attendance and academic minimum standards, on a cumulative basis, to be considered as making satisfactory progress and, if applicable, remain eligible for federal student financial aid.

Probation: A student who fails to meet the minimum published standards at the end of his/her **SAP** warning period is considered as not making satisfactory academic progress and, if applicable, is no longer eligible for Title IV, Federal Financial Aid program funds, unless the student submits a written appeal in accordance with this policy and is granted **"Probation"** by the institution for the subsequent payment period. One condition for **Probation** and continued active Student Status, is that the school must determine that satisfactory academic progress standards are attainable and can be met by the end of the subsequent evaluation period. In the event the student submits a successful appeal and is granted probation, federal student aid eligibility and active student status will be reinstated for the Probation period and subsequent payment period only. A student who does not achieve the minimum SAP standards is no longer eligible, if applicable, for Title IV, HEA Program Funds, unless the student is on SAP warning or has prevailed upon appeal of the determination that has resulted in the status of probation. The student may be dropped from the program for not making Satisfactory Academic progress. Active student status is maintained if, the student is on an **SAP Warning** or has prevailed upon Appeal of the determination that has resulted in the status of **Probation**.

Appeals:

A student who has been designated as not making satisfactory progress at the end of a **SAP** Warning period, may appeal this determination with the institution based on mitigating circumstances. The students appeal must be made in writing to the school director and must be received within 10 days of the determination of unsatisfactory academic progress. The students appeal must document the unusual or mitigating circumstances, such as but not limited to: death of family member, illness or injury afflicting the student or a member of the students immediate family during the enrollment period, transportation issues, economic issues, etc., that caused the student to fail to meet the schools standards as well provide information regarding what conditions have changed that would demonstrate that the student could regain satisfactory academic progress standards during the probationary period. The school will review the student's appeal and all related documentation and its resulting decision will be final. The student will be given an Appeal Decision letter and all documentation of the appeal will be kept in the students file and the student will be given copies of the same.

Reinstatement of Status:

Generally, most students who enroll in the school are considered to be making satisfactory progress during their initial evaluation period. A student who has been granted Probation is still considered satisfactory until the evaluation period is over. Students who are returning to school after a temporary interruption (ie: leave of absence or course breaks) are reinstated under the same satisfactory academic progress status as they had prior to their departure.

Course Incompletes, Terminations/Withdrawals and Repetitions:

During Orientation, students are issued a **Student Handbook**. The same information contained in the Catalog is also reviewed in the Student Handbook. This includes information on Termination, Excused and Unexcused Absences and Tardiness (lateness). It also includes this **Satisfactory Academic Policy. Incompletes and Non-credit remedial courses:** The school does not offer

grades of "incomplete" nor does it offer non-credit remedial courses and accordingly, these have no impact on SAP.

Repetitions:

A student who does not pass or drops a class prior to its completion may be permitted to repeat that class. Since all classes have specific start dates, the student would have to wait until the class becomes available on the schedule. The uncompleted class will have no effect on the student's cumulative attendance progress. Repeating classes however will continue to affect the student's cumulative academic progress. Students who continue their program past the most current scheduled graduation date must be able to complete the minimum required hours in the program within 120% of the program length. Continued course repetitions can result in the student no longer being able to complete the program within the required time frame. Once such determination is made, the student will be considered as not making satisfactory progress and the school will start the withdraw process.

Terminations/Withdrawals:

A student who is following the rules of absence and calling or contacting the school to excuse their absence will be able to do so until the 20th day of excused absences. This policy states the maximum number of consecutive excused absences that can occur from a student's last day of attendance is 20. After the 20th excused absence, the school will terminate or withdraw the student. According to Federal Law, the school will determine a student's intent to withdraw if the student has had 14 consecutive Unexcused Absences, with no contact and no attendance after the student's last day of physical attendance. In the case of a student continuing to contact the school and telling us they do intend to return but do not return, the policy of the school will allow the student no more than 20 excused absence days. In the case that there is no correspondence from the student and the absences have been unexcused, the school will adhere to the 14 day rule as described above. At that point, the school will determine to withdraw the student.

Withdrawal & Re-enroll:

If a student withdraws from a program of study and re-enrolls in the same program, he/she will re-enter at the same progress as when they left. This includes the payment period that was in place when the student withdrew and a student must complete any clock hours for which the student previously received federal funding before being eligible for additional funding. A student who plans to re-enroll in a program for which they were awarded Title IV Federal Aid should meet with the Financial Aid Administrator to review their eligibility for any remaining Title IV assistance prior to the program start date.

Make Up Work:

Students who fail to meet assignment deadlines or miss scheduled examinations due to an absence or emergency, must document the situation with their instructor and if needed, the School Director. The student will be informed by their instructor and/or the school director as to the make-up procedures and the time allowed to submit the work or take a missed examination in order to receive the proper credit and grade. Classwork is considered unsatisfactory until the student makes up the assignment that was not completed by a due date. If the student was absent, the instructor uses a personal folder system for each student where missed work given for the day will be placed. Students are advised to check their folders after an absence.

Reinstatement of Federal Financial Aid:

Federal student financial aid is suspended when a student is considered as not making satisfactory progress. Upon acceptance and approval of an appeal, federal financial aid will be reinstated during the Probation Period at which time the student is expected to improve his/her attendance or academics to a level such that minimum standards have been met. If the student begins a payment period not making satisfactory progress, but reverses that designation before the end of that payment period, the student will be eligible for federal aid for that payment period. Federal aid for any payment period that occurs within a period of unsatisfactory progress will be permanently

forfeited.

Record Retention: Student Records including grades & transcripts are retained for a minimum of seven years.

Student Transfer of Hours Policy:

Students may receive credit for all or some of the clock hours earned previously in another cosmetology school. Please note, if it has been more than 4 years from the first date a student started to accumulate hours of training, a student's hours are considered expired and the student will be required to start their training again. This is in the law of the Pennsylvania State Board of Cosmetology. This law does not apply to a student who has already tested and received a state license as those hours are considered complete.

In order to transfer hours previously earned to a program of study at this school, the student must provide documentation of those hours. The school will accept hours from previous schools or from a State where the student may have earned the hours and/or is also now licensed based on those clock hours.

Acceptable forms of documentation shall include but are not limited to; a graduation certificate/diploma, official transcript of hours signed by the previous school or if hours were earned in Pennsylvania, an official hours transfer document as prescribed by the Pa. State Board or an official document from the State board where the hours were earned. If a student is already licensed and seeking credit for hours earned for that license, the students State license is required.

The matriculation of clock hours is based on achieving the candidates desired end result, noting that this institutions programs are measured in weeks. The receiving institution, rather than the previous training institution, decides whether to accept clock hours for transfer and where those hours are to be applied within the scope of the schools programming. The transferred hours are counted as both attempted and completed hours for the purpose of determining the maximum time-frame for the students program & attendance at this school. Satisfactory academic progress evaluation periods are based on actual contracted hours completed at BCSBC.

Students seeking a transfer from another school should notify the admissions office of their intent, usually during the tour and information session. Students are responsible for requesting the transfer of hours from previous institutions and securing the official documentation. Assistance is available from this school's office for those challenged by this process.

A. Incoming Student Transfers:

1. Must have hours transferred from a previous school on the forms and in the manner appropriate to the Pennsylvania State Board of Cosmetology. See acceptable documentation as noted above.
2. Are treated like a new student with reference to charges for any hours remaining after transfer. The charges will be based on the program to which the student is enrolling and then prorated for the portion of the program to be completed at this school.
3. If transferring from another proprietary school, a student must sign a new "Applicant Enrollment Affidavit", which will be attached to the transfer documentation from the previous school.
4. Incoming Students must also provide the school with any other required admissions documents such as proof of age & high school documentation.

B. Outgoing Student Transfers:

1. Must notify the school in writing and request a transfer to the school of their choice with the School Name, Address and School Contact personnel.
2. Must have paid all charges owed to this school. A Transfer of Hours will not be issued until all charges owed, are paid in full.
3. Students will pay the school \$5.00 to cover the cost of transferring paperwork, postage and notary fees.

Re-Admittance Policy

Students who withdraw or terminate their course of study at Bucks County School of Beauty Culture may be readmitted to the school at the discretion of the schools administration. A student granted re-entry to the school will do so without loss of clock hours earned while in attendance at this school unless, it has been more than 4 consecutive years from their original start date. The 4 year rule also applies to hours earned at any previous school(s) where their cosmetology training began. This is a Pennsylvania State Board of Cosmetology Rule. The Pennsylvania State Law rule says that if it has been more than 4 consecutive years from the first date a student started to accumulate clock hours, those hours are considered expired and the student will be required to start their training again. The following applies:

- a. Students will pay \$100.00 re-entry (registration) fee if they are re-admitted more than 6 months after the withdrawal date or the date the school dropped/terminated the student from their program of study.
- b. The student's tuition will be based on the hours and program for which the student is re-enrolling. The school will use the same price per hour for the same program as stated on their most recent enrollment agreement, unless the school has incurred a price increase, then the new price schedule will be used to calculate tuition.
- c. Any student who was mandatorily withdrawn, dropped or terminated from the Bucks County School of Beauty Culture will only be re-admitted at the discretion of the administration. (Ex: misconduct, unsatisfactory progress, stealing, abusive behavior, drug possession, etc.). Students withdrawn by the school must sign an agreement for re-admittance and re-admittance will be at the discretion of the school to grant them the permission to reenroll. These students are billed again according to (b.) above.
- d. Bucks County School of Beauty Culture does not actively solicit students already attending or admitted to another school offering a similar program study.

Veteran Students - Satisfactory Academic Progress Policy (SAP)

Reviews:

Students will be reviewed monthly and will receive a monthly statement of progress which will include the student's attendance (hours) & grades. To be considered making Satisfactory Academic Progress (SAP), a student must maintain a minimum of 83.34% attendance and a 70% grade average. This policy includes both qualitative and quantitative Satisfactory Academic Progress. Please note, that the VA will only provide benefits for up to 110% of the approved clock hours for a non-college degree program.

If a student's attendance is under 83.34% or grades are not meeting the minimum of 70% during a monthly review, they will receive a letter outlining their progress and will be counseled by an administrator as to how to regain SAP. The counseling will include objectives and suggestions as to how to regain SAP before the next monthly review.

If the student has not regained SAP by the end of the second monthly review, a school administrator and/or the school director will meet with the student and discuss whether they should continue in the program.

Evaluation Period & Warning:

Students will receive formal evaluation(s) at specific mid-points in their program. This is in addition to the above Monthly Reviews. Please refer to the chart below for each programs Evaluation points. If a student is not meeting Satisfactory Academic Progress (SAP) standards during their first evaluation, they will be placed on a SAP Warning. The warning will be in effect until the next mid-point evaluation. During the evaluation, it will be discussed whether the student needs to receive additional help academically and/or hands-on instruction in performing practical skills. The school will also determine and discuss whether the student is able to regain SAP by their program expected graduation date. If, it is determined that the student cannot attain SAP by the current expected

graduation date as noted in the students file, the school will not allow the student to move on to Probation status and the student will be terminated.

A student may not be placed on back to back warnings and the student's class schedule may be reassessed.

The school's academic year is defined as **900 clock hours** and **30 weeks** of instruction. The following chart defines academic year, program length, mid-point academic weeks & mid-point evaluation periods, which coincide with the payment periods established by the Dept. of Education.

| Acad Year: | Program Length | Program Name | Academic Weeks in Midpoint | Mid-Points #1 & #2 Evaluation Periods | Midpoint #3 Evaluation Period |
|-------------------|-----------------------|---------------------------|-----------------------------------|--|--------------------------------------|
| 900 | 1250 | Cosmetology: | 15 | 450 hours & 900 hours | 1075 hours |
| 900 | 1300 | Hairdressing & Esthetics: | 15 | 450 hours & 900 hours | 1100 hours |
| 900 | 1300 | Hairdressing & Nails: | 15 | 450 hours & 900 hours | 1100 hours |
| 900 | 600 | Esthetics & Nails: | 10 | 300 hours | |
| 900 | 300 | Manicuring: | 5 | 150 hours | |
| 900 | 400 | Esthetics: | 7 | 200 hours | |

Probation:

At the end of the warning period, if the student is still not making satisfactory academic progress, and it is determined that the student is able to regain SAP by the end of the next evaluation period, the student will be placed on Probation for the next evaluation period.

Note: Only students who have the ability to meet the Satisfactory Academic Progress policy standards by the end of the evaluation period, may be placed on probation. If the School deems that the student is unable to reach satisfactory academic progress by the end of the probation period, the student will not be granted probation but instead will be terminated from the program.

A student who is granted probation is still considered to be making SAP until the end of the probation period unless the school has determined that they are unable to do so as Noted above.

An administrator or school director will meet with the student and work on a written plan of action on how to obtain satisfactory progress by the end of the probation period. The school will provide additional support to ensure that the student is following the plan by continuing to check the student's progress monthly and also provide support to the student so that they may overcome any barriers to meeting Satisfactory Academic Progress.

If a student on probation does not regain satisfactory academic progress by the end of the probation period, the student is then considered not making satisfactory progress, and will be withdrawn from program & therefore ineligible to continue to receive veterans' education benefits. The student is free to re-enroll to continue in the program but must use other tuition funding & the length of time to complete the program will be restricted to the maximum time frame.

Appeal/Re-admission: Appeal of an Unsatisfactory Academic Progress (SAP) Determination and/or Termination:

A student may appeal an unsatisfactory progress determination and/or termination. For a student with mitigating circumstances (such as death in the family, sickness personally or family, etc.) the appeal should be submitted in writing with an explanation, request for re-evaluation of progress, and supporting documentation to the School Director. A student must also state in their appeal why he/she has failed to achieve Satisfactory Academic Progress and what circumstances has changed in the student's situation which would enable them to regain Satisfactory Academic Progress within the time allotted if the appeal is approved. The school Director must receive the appeal within five (5) business days of the date the school advises the student that they have not made SAP and are being withdrawn from Veterans Education benefits and/or are being terminated from the program.

The school Admission Director & FAA will consider the appeal and if approved, grant probation to the student of 30 days in which time the student needs to regain SAP. The student will meet with the Director and review the progress and decisions made within the time period. The Director will provide notice to the student regarding the results of the student's appeal and attach a copy of the documentation to the student's Satisfactory Academic Progress evaluation. All documentation is maintained in the students file.

If at the end of the 30 day probation period the student has not regained SAP, the student is terminated. All decisions of the School Director or FAA Administrator are considered final.

Refund Policy –Withdrawal & Settlement:

The following refund policy is duplicated in each student's Enrollment Agreement. It applies to all terminations for any reason, by either party, including student decision by notification to the school in writing, or by course or program cancellation or school closure. The school will perform refund calculations and refund any monies due in a timely fashion, as outlined in this policy. Official cancellation or withdrawal shall occur on the earlier of the dates that: (a) An applicant that is not accepted by the school shall be entitled to a refund of all tuition paid. (b) A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing within three business days of the signing of an enrollment agreement, all tuition and fees collected by the school shall be refundable regardless of whether the student has actually started training. (c) If a student cancels his/her enrollment after three business days from the signing of the enrollment agreement, he/she shall be entitled to a refund of all tuition paid to the school less a non-refundable application fee of \$100.00. (d) A student notifies the school of his/her withdrawal. (e) A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning. (f) A student is expelled (dropped) by the school. For the items (b)–(e) official cancellations or withdrawals, the cancellation date will be determined by the post mark on the written notification, or the date said information was delivered to the school in person or by email or text.

Enrollment time is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance. Refunds will be calculated using the students last date of physical attendance and is based on actual hours of attendance. Any refund due the applicant or student shall be refunded within 45 days of formal cancellation by the student, or formal termination by the school, whether the student was withdrawn officially or unofficially. (g) Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty days. (h) The required date of the refund is determined by counting from the date the withdrawal was determined. However, the refund is calculated based on the student's last day of attendance. (i) The cost of the kit and supplies is not included in tuition adjustment computations. (j) Course and/or Program Cancellation: (1) If a course and/or program is canceled subsequent to a student's enrollment, before instruction has begun, the school shall at its option; (a) provide a full refund of tuition paid; or (b) provide completion of the course and/or program. (2) In the event that the school cancels a course and/or a program and ceases to offer instruction after a student has enrolled and instruction has begun, the school shall at its option: (a) provide a pro-rata refund of tuition for all students transferring to another school based on the hours accepted by the receiving school; or, (b) provide completion of the course and/or program; or, (c) provide a full refund of all tuition paid. (3) If the school is permanently closed and no longer offering instruction after a student has enrolled and instruction has begun, the school will make arrangements for students. The school shall provide a pro-rata refund of tuition.

(k) The following Schedule of Tuition owed plus a \$100.00 fee for termination will be retained or collected by the school for students who enroll and begin classes. Refunds are based on actual hours

attended within the percentage ranges as specified in the schedule below. This results in the percentage of total tuition owed to the school:

| <u>Percentage of Enrollment Time Completed</u> | <u>Amount of Total Tuition Owed to School</u> |
|---|--|
| 0.01%-5.00% | 5% |
| 5.01%-10.00% | 10% |
| 10.01%-15.00% | 20% |
| 15.01%-20.00% | 30% |
| 20.01%-25.00% | 40% |
| 25.01%-30.00% | 50% |
| 30.01%-40.00% | 60% |
| 40.01%-50.00% | 70% |
| 50.01%-100.00% | 100% |

(l) A student will be withdrawn according to this refund policy as stated in the enrollment agreement, section 5, part (a)-(i). (m) The withdrawn student will be informed during the exit counseling process, whether in person, by mail or email, of (1) This schools Refund Policy calculation results and (2) The Return of Title IV Funds calculation results (see the Return of Unearned Title IV funds below). (n) The Enrollment Agreement also contains the custom Schedule of Tuition owed [see (k) above] which includes the conversion table for hours of attendance (in a percentage range) to dollars retained for that attendance. The refund policy is explained during the Tour and Information held prior to registration, and again at the signing of the Enrollment Agreement during registration.

Return of Unearned Federal Title IV Funds (R2T4) -Policy

Federal regulations have been enacted which state that students may forfeit a portion of federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students:

- (1) Who have received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal Direct Student Loans and/or Federal Direct Parent Loans for Undergraduate Students (PLUS).
- (2) Who were terminated or withdrew from this institution after physical enrollment had begun, or had fallen below half time attendance.

Return to Title IV funds calculation is based on payment periods of time and scheduled attendance. Payment Periods are defined by the Program in which a student is enrolled and the minimum number of hours within the program. For example, a student enrolled in the Cosmetology Program must complete a minimum of 1250 hours. The payment periods would be defined as payment period #1, 0-450 hours, payment period #2, 451-900 hours, etc.

Scheduled attendance is defined as the number of clock hours a student is scheduled to attend between the 1st date in the period and the last date of attendance in the period. This is based on the student's schedule of either being a full time student (30 hours per week) or a part time student (16 hours per week). Scheduled attendance will not include days the school was closed (ex: Holidays) or any Leaves of Absences taken by the student.

Students who have completed over 60% of their scheduled attendance within the payment period are considered to have earned all of the Title IV Federal aid that has been disbursed for that payment period and if applicable, any previous payment periods. If the student completed 60% or less of their scheduled attendance in the specific payment period, than the Title IV aid that had been disbursed is not considered earned and the Return of Unearned Title IV Funds Calculation will determine how much Title IV funds the school is obligated to return to the U.S. Department of Education's Federal Programs. Title IV funds will be returned no later than 45 days after determining the student has withdrawn and according to statutory order:

1. Un-subsidized Direct Loans
2. Subsidized Direct Loans

3. Direct PLUS Loans
4. Federal Pell Grants

If the Return to Title IV calculation results in a credit balance on the student's account, it will be disbursed to the student no later than 14 days from the date of the calculation.

If a student has earned Title IV Funds but those funds had not yet been disbursed at the time of a student's withdrawal/termination, the eligible funds will be disbursed in a post-withdrawal disbursement and credited to the student's account. Grant funds will be disbursed within 45 days and Loan funds within 30 days. All post-withdrawal disbursements will be applied to the student's account first, and any resulting credit balance will be disbursed to the student. Pell Grant funds will be disbursed within 45 days and Loans funds will be offered to the student within 30 days. A student has the right to refuse a post-withdrawal loan disbursement. The student will have 14 days to respond. Loan funds will be returned to the Department if a student so chooses or if a student does not respond within the 14 day period.

The Return to Title IV unearned funds calculation will be done before the school's Tuition Refund calculation is performed. When the school is required to return the majority of the Title IV funds received for a student, in many cases, this results in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. The R2T4 could also result in the student owing a refund of unearned federal aid to the Department of Education.

Leave of Absence Policy (aka – LOA):

In the event a student finds it necessary to be absent from school for an extended period of time or even a small period of time, he/she may request an official leave of absence from the school. Students may request official leaves of absence subject to the following U.S. Department of Education limitations, NACCAS policies & procedures and the Veterans Administration policies for a Veteran student funded by the VA:

1. A student must follow this **Policy** in requesting a **Leave of Absence**.
2. A Leave of Absence may be granted to a student for various reasons which could include: a family emergency, medical issues, economical problems such as loss of employment or income, housing problems, unexpected trips (not for vacation) requiring the student to be away from their home, child care issues or loss of care for a dependent other than a child or spouse.
3. Military Leave of Absence – Veteran Students including those who are called to service, will abide by all applicable VA policies. The LOA will not result in any additional charges to the student. Veterans students called to service will be able to return to their program once their tour of duty is complete.
 4. Students must request a leave of absence in advance, unless unforeseen circumstances prevent the student from doing so and:
 - a. the request must be in writing,
 - b. state the reason for the LOA; and
 - c. the request must be signed by the student. This can be done by submitting a signed written request or by signing the request on the leave of absence agreement.
5. The request must be approved by the institution to be considered an official leave of absence.
6. In the event of an unforeseen circumstance or emergency which would prevent a student from requesting the leave in advance, the school may still grant the leave of absence. The student, if able, or a representative for the student, may email, text or call the school to request a leave in the case of an emergency or unforeseen circumstance. The school will document the reason for the decision to grant the leave and will collect the request from the student at a later time. The start date of the leave of absence will be the first date the student was unable to attend.
7. The school will only approve a leave of absence if the student is reasonably expected to return to school after

the leave is over. If a student finds that additional time is needed on their leave of absence, the student may extend the leave of absence, as long as the extension does not exceed the 180 calendar day requirement as noted in item 7. This requires signing another leave of absence agreement whereby a new return date is requested and approved for the extension of time.

8. The Leave of Absence, together with any additional leaves of absence, must not exceed a total of 180 calendar days in any 12 month period. The school may deny a leave of absence request if the leave, together with any previously granted leaves, exceeds a total of 180 calendar days, in any 12 month period.
9. The twelve month period referenced in these provisions starts on the first day of the first leave.
10. There will be no additional charges to the student as a result of taking a leave of absence.
11. A student on a leave of absence is not considered withdrawn and a refund calculation is not required at that time.
12. A leave of absence will extend the student's expected graduation date and maximum time frame by the same number of calendar days taken in the leave of absence and the. The leave of absence agreement details the start and end date for the leave and provides a new expected graduation date which acts as an addendum to the student's current enrollment agreement and must be signed by all parties.
13. A student who fails to return to school by the expected leave of absence return date or a student who takes an unapproved leave of absence will be considered as intending to withdraw. The day the student was expected to return to school or the day the school is notified that the student will not be returning to school will be the withdrawal date. The students last date of physical attendance will be used in the school's Refund Calculation and the Return to Title IV, unearned tuition calculation.
14. Failure to return from a leave of absence may affect a student's Title IV federal loan repayment terms which could include the expiration of a student's grace period. This would occur if a student takes a leave of absence for the maximum of 180 days and then fails to return to school. Repayment on federal student loans begins 6 months after a student's last date of attendance. In this case, a student would be obligated to start repayment immediately and forfeit the grace period.

Policy for Safeguarding Student/Client Information

Bucks County School of Beauty Culture shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.

This policy concerns Students and/or prospective students, who apply and/or attend The Bucks County School of Beauty Culture. The policy is used in conjunction with our Cyber Security Policy. It is meant to protect & safeguard personal information & controlled unclassified information, contained in the schools electronic and/or paper file records. This also applies to the schools clients who visit the school for services and any staff members of the school. The policy includes the safeguarding of any students personal information who may apply for Private Funding or Title IV Federal Financial Aid including Grants and/or Loans to finance their education.

Nonpublic personal information & Controlled Unclassified Information, is information that may or may not be not publicly available: Some personal information is readily accessible and not considered nonpublic or private. The school will protect student, staff & client records which contain:

- Your name, address, and social security number
- Name of your financial institution, account number (this is very rare that we would have this on file)
- Credit Card Information
- Information provided on your application to enroll in BCSBC

- Information provided on your applications and/or promissory notes for a Federal Grant or Federal Direct Loan
- Information provided on a consumer report or credit check
- Information obtained from a website

Bucks County School of Beauty Culture is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your public, nonpublic and controlled unclassified personal information against damage or loss. The policy covers all student records in whatever format they may exist (hard copy or electronic). Since the school does not have a separate cyber security or law enforcement unit on the campus, Stephen A. Wallin or in his absence, Wendi Showmaker, is the designated school official and coordinator who serves as the school's 'law enforcement unit'. He/she shall be responsible to coordinate the school's "Information Security" program along with the services of Penncode and IT supports analyst Mark Cruise. The school is responsible to protect all personal data from potential or alleged violations of law (violation or security risk to a students or clients personal information records). The coordinator shall, at least once every year, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student/customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or compromise of personal information. The risk assessment shall cover every relevant area of school operations, including:

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to cyber based intrusions, electronic record keeping or other systems failures.

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Paper records for prospective students who are not accepted or who register but do not start/attend the Bucks County School of Beauty Culture may be held for 18 months then destroyed in a secure manner. Records of students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive an initial notice of this policy in the school catalog. Once a student has registered and signed a Registration Agreement, they will attend a new student orientation and receive a Student Handbook where this policy is posted & reviewed. In order for the school to release student record information or speak to anyone, other than the student about records, a student must sign an Authorization and Consent to Release Personal Information (FERPA Rights) form. The school may not release any record information pertaining to the student without this signed consent. Exceptions to this are listed in the Federal Educational Right to Privacy Act policy.

Federal Educational Right of Privacy Act - FERPA: ***Notification of Rights***

The **Family Educational Rights and Privacy Act (FERPA)** affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA, is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Bucks County School of Beauty Culture, receives a request for access. A student should submit to the Director or Financial Aid Administrator or other appropriate school administrator, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the student requests a record from their file to be copied, a fee of \$.25 cents will be charged per page. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the Bucks County School of Beauty Culture to amend a record should write a personal request to the school director, financial aid administrator or other school administrator who would be in charge of the record content in question, which clearly identifies the part of the record the student wants changed, and specify why it should be changed.

If the Bucks County School of Beauty Culture decides not to amend the record as requested, the Bucks County School of Beauty Culture will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the Bucks County School of Beauty Culture discloses **personally identifiable information (PII)** from the student's education records, except to the extent that FERPA authorizes disclosure without consent. A student, or parent or guardian of a dependent minor, have the right to access their private student information and the student, or parent or guardian of a dependent minor, would need to sign a FERPA Authorization Form, considered to be the written consent, to release specific records from their school file to a specified entity, party or class of parties. The student shall specify the records to be disclosed and authorize the Bucks County School of Beauty Culture to release this personal information or type of record by either copying specific records requested and mailing, emailing or delivering the records in person or by speaking to the designated entity or party, either verbally or in person.

4. The Bucks County School of Beauty Culture discloses education records without a student's prior written consent under the FERPA exception for disclosure. Exceptions would be to our accrediting commission, The National Accrediting Commission of Career Arts & Sciences (NACCAS), the United States Department of Education or other entities, as required by law.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Bucks County School of Beauty Culture to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office –

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education

records without obtaining prior written consent of the student only to those as required by law.

Copyright Infringement Policy

This policy was developed to inform all students & staff that any **unauthorized distribution of copyrighted material**, including unauthorized peer-to-peer file sharing, may subject the student(s) and/or staff member to civil and criminal liabilities. **Copyright infringement** is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Any student who engages in the unauthorized distribution, illegal downloading or peer to peer file sharing of copyrighted material, such as school curriculum including copyrighted material from any publisher of school curriculum, lesson plans, tests or administrative documents such as the schools catalog or any content found on the schools website will be terminated from their program at the school and the school administration will report the illegal activity to the proper authorities. **Penalties** for copyright infringement include **civil and criminal penalties**. In general, anyone found liable for **civil copyright infringement** may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in **criminal penalties**, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq

Disability Policy – Americans with Disabilities Act:

As stated in the Title IX, Non-Discrimination Policy, The Bucks County School of Beauty Culture does not discriminate in the admission process which includes a person with a disability when applying to attend an educational program or activity. If you would like to request academic adjustment or auxiliary aids, please contact the Institute's Section 504, Title IX Compliance Coordinator, Gayle Edwards, office phone 215-322-0666 or text to 215-322-0667 or gedwards@bcsbc.edu. Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into their program of choice at this institution. The Institute will work with the applicant and/or student to provide necessary academic adjustments and/or assistance with auxiliary aids and services, unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program or activity; or result in undue financial or administrative burdens considering the Institute's resources as a whole. You may request academic adjustments or assistance with auxiliary aids at any time. Any qualified individual with a disability requesting an accommodation, should follow this procedure: 1) Notify Gayle Edwards, the Institution's Section 504 Compliance Coordinator, of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation. (2) Requests should be submitted in writing unless you cannot provide the request in writing, in which case the Institute would accept a verbal request. (3) Gayle Edwards will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that the Institute is obtaining adequate information and understands your individual needs. 4) Gayle Edwards will review the request and provide you with a

written determination as soon as practically possible but in no event more than two weeks after receiving the request.

Policy on Educational Assistance for Veterans Administration Covered Individuals:

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits. "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

BCSBC will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website, e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
3. Note: All programs have specific start dates, covered individuals will be informed of the start date for their program of interest and sign an enrollment agreement with said start dates outlined.

BCSBC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Policy & Statement of Non-Discrimination – See Title IX Policy:

The school is in compliance with the Office for Civil Rights of the United States Department of Education (OCR) and does not discriminate in the admission process, educational programs or activities on the basis of age, color, ethnic origin, race, sex, disability, religion, sexual orientation, gender, gender identity or perceived gender, financial status, veteran status or nationality. The school has designated Gayle Edwards as the Title IX Coordinator. Inquiries concerning the application of Title IX and its implementing regulations may be referred to Gayle Edwards, the Title IX Coordinator by Text or Call to 215 322-0667 or by emailing gedwards@bcsbc.edu. Her office is in the schools building located at 1761 Bustleton Pike, Feasterville, PA 19053 or to OCR directly at Office for Civil Rights of the United States Department of Education, Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107.

Title IX Policy & VAWA **Policy regarding Non-Discrimination, Sexual Harassment, Sexual Violence, & Sexual Misconduct**

The Bucks County School of Beauty Culture is committed to providing a safe educational environment free of violence, harassment and discrimination. The purpose of this Title IX policy is to prohibit discrimination, sexual harassment, sexual discrimination, sexual violence or sexual misconduct in our Educational Programs & Community.

Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 ("VAWA"), The Bucks County School of Beauty Culture has adopted strict policies regarding these matters and **the consequence for violating this policy is termination of either a student's active status or an employee's position at this school.** This policy addresses how the Bucks County School of Beauty Culture will respond to a claim or allegation of discrimination, sexual harassment or sexual misconduct within its school community.

Notice of Non-Discrimination

The Bucks County School of Beauty Culture prohibits any form of discrimination and harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, or disability, in any decision regarding admissions, employment, or participation in a Bucks County School of Beauty Culture program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age Discrimination in Employment Act, The Americans with Disabilities Act and ADA Amendments Act, The Equal Pay Act, and the Pennsylvania Human Relations Act.

The Bucks County School of Beauty Culture also complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, as amended by the Violence Against Women Act (VAWA).

Title IX prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. VAWA imposes additional duties on universities and colleges to investigate and respond to reports of sexual assault, stalking, and dating or domestic violence, and to publish policies and procedures related to the way these reports are handled.

Prohibited Conduct- Will not be tolerated & is grounds for termination

The Bucks County School of Beauty Culture strictly prohibits specific forms of conduct including sexual harassment (see Title IX definition) or other unlawful harassment or discrimination as well as sexual violence. All can be described as sexual misconduct. Sexual or other unlawful harassment or discrimination includes any verbal, physical, or visual conduct (this includes social media posts) based on sex, race, age, national origin, disability or any other legally protected basis if:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- It creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories. Sexual Harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting,

pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Reporting of Sexual Misconduct-Options

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, school administrator and/or supervisor, or someone you feel comfortable talking to and/or the Title IX Coordinator as soon as possible after the incident. The Bucks County School of Beauty Culture has no on campus police but the employees of the Bucks County School of Beauty Culture may act as the schools police by their obligation to promptly report incidents of sexual misconduct that may also constitute criminal conduct of which they become aware during the scope of their employment, to the Title IX Coordinator/designee, regardless of whether the individual who is making the report chooses to pursue criminal charges.

Employee Action & Reporting Obligations

All employees, are required to be vigilant and report any conduct that may constitute sexual harassment. An employee in an authoritative position (Administrators) who is able to institute corrective measures on behalf of the school, must notify the Title IX Coordinator when they learn of any conduct that may constitute sexual harassment. All other employees (Teaching Staff & Support Staff) must either notify the Title IX Coordinator when they learn of any conduct that may constitute sexual harassment or provide potential victims with contact information for the Title IX Coordinator and information on how to submit a complaint of sex discrimination.

Title IX Coordinator

The Bucks County School of Beauty Culture has designated the Title IX Coordinator, to coordinate the Bucks County School of Beauty Culture's compliance with Title IX and VAWA and to respond to reports of violations. The Bucks County School of Beauty Culture has directed Gayle Edwards to coordinate the Bucks County School of Beauty Culture's compliance with the Clery Act reporting & related VAWA requirements. The Bucks County School of Beauty Culture will promptly and equitably respond to all reports of sexual misconduct in order to eliminate the misconduct, prevent its recurrence, and redress its effects on any individual or the school community in general.

The Title IX Coordinator, Gayle Edwards, has the responsibility of overseeing all Title IX related activities, complaints and investigations. The Title IX Coordinator can be reached at:

Bucks County School of Beauty Culture
1761 Bustleton Pike
Feasterville, Pa. 19053
215-322-0667 Call or Text or Email: gedwards@bcsbc.edu

Please Note: Title IX Coordinators are not a confidential source of support. While they will address your complaint with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. For confidential resources, please contact (<https://ywcbucks.org/> and <https://pcar.org/>)

Importance of Reporting a Situation:

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. In addition, it is important to preserve any evidence that may assist in proving that an alleged criminal offense occurred or that may be helpful in obtaining a protection order. No employee, contract worker, student, vendor, or other person who does business with the School is exempt from the prohibitions in this policy. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

A complainant may seek resolution through the Bucks County School of Beauty Culture by an informal or formal resolution process. A complainant may also seek to initiate a criminal complaint, independent of or parallel with any resolution process of the Bucks County School of Beauty Culture's policy, definitions, and

burden of proof may differ from Pennsylvania criminal law. Neither law enforcement's decision whether to prosecute, nor the outcome of any criminal prosecution, is determinative of whether sexual misconduct has occurred under this policy. In cases where there is a simultaneous law enforcement investigation, there may be circumstances when the Bucks County School of Beauty Culture may need to temporarily delay its investigation while law enforcement gathers evidence. However, the Bucks County School of Beauty Culture will generally proceed with its investigation and resolution of a complaint even during the time of a pending law enforcement investigation.

Local & State Law Enforcement:

Lower Southampton Police Department
1500 Desire Avenue
Feasterville, PA 19053 Phone: 215-357-1235 or Dial 911

Pennsylvania State Police
3501 Neshaminy Blvd,
Bensalem, PA 19020 Phone: (215) 942-3900

Following an alleged offense, victims will be provided with written information on their rights and options for, and available assistance in, changing academic and working situations. The School will make these accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Students have the right to request the reasonable academic accommodations through school administrator, Wendi Showmaker and accommodation requests will be handled via the Title IX Coordinator, Gayle Edwards.

Sexual Assault and Domestic Violence Servicers:

PCAR: www.pcar.org
1-888-772-7227 to find your local center

A Woman's Place: Offers a full range of support services for victims of Domestic Violence. This includes victims of sexual & dating violence, domestic violence & stalking.
Address: Rt 611 & 1281 Almshouse Rd, Doylestown, PA 18901
Hours: Opens 9 AM with a 24 hour confidential hotline
Phone: (800) 220-8116 =24 Hour Hotline ~ **Website:** <https://awomansplace.org>

NOVA: NOVA is the trusted victim services agency, providing counseling, advocacy, community education & prevention programming. They offer free & confidential support to victims of Sexual Assault & other serious crimes in Bucks County.
Address: 2370 York Road, Suite B-1, Jamison, PA 18929
Phone: 215-343-6543 or 24-hour Hotline at 1-800-675-6900
Email: info@novabucks.org ~ **Website:** <https://novabucks.org>

NOTE: While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law such as incidents that involved minors.

Please Note: Making a report is different from filing a complaint. A report is defined as notification of an incident of sexual misconduct to the Title IX Coordinator/designee by any responsible employee or reporting person. A report may be accompanied by a request for (1) supportive or interim measures; (2) no further action; (3) a request to initiate an informal resolution process; and/or (4) the initiation of the formal complaint process. Filing a complaint initiates the Bucks County School of Beauty Culture's formal disciplinary process.

To initiate a criminal investigation, reports of sexual violence can be made by dialing "911" or contacting the local law enforcement. The criminal process is separate from the School's disciplinary process. To the extent

that an employee or/ or student is not satisfied with the School's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

External Reporting Options - A person may also file a complaint with the **U.S. Department of Education's Office for Civil Rights** regarding an alleged violation of Title IX by visiting:

<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html> or calling 1-800-421-3481, or emailing OCR.Philadelphia@ed.gov.

A person may also file a complaint with the **Pennsylvania Human Relations Commission**. To report a **Bias Incident** Anywhere in Pa: **Call: (717) 787-4410; (717) 787-7279 TTY users only**

Find out more about Bias & Hate Crimes: <https://www.justice.gov/hatecrimes/learn-about-hate-crimes> here.

Or Contact:

Philadelphia Regional Office of Civil Rights

110 North 8th Street, Suite 501

Philadelphia, PA 19107

(215) 560-2496; (215) 560-3599 TTY users only

Office Hours: 8:30 a.m. to 5:00 p.m. M-F

Or by visiting <https://www.phrc.pa.gov/File-A-Complaint/Pages/About-Filing-A-Complaint.aspx>

Employees/students may also file a charge with the **Equal Employment Opportunity Commission** regarding an alleged violation of Title VII by calling 1-800-669-4000 or visiting <https://www.eeoc.gov/employees/howtofile.cfm>.

Assessment and Timely Warnings:

The Title IX Coordinator will conduct an initial assessment of the conduct, the reporting party's desired course of action, and the necessity for any interim measures or services to protect the safety of the complainant or the community. The goal is to eliminate any hostile environment. If a report of misconduct discloses a serious or immediate threat to the campus community, the Bucks County School of Beauty Culture will issue a timely notification to the community to protect the health or safety of the community. The timely notification will not include any identifying information about the complainant.

Title IX Definitions:

Complainant – Alleged victim of conduct that could constitute sexual harassment.

Respondent – Individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal Complaint – as a document filed by a complainant or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting the school investigate the allegation of sexual harassment.

Supportive Measures - as individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Consent – A knowing and voluntary agreement to engage in specific sexual activity at the time of the activity. In order to be valid, consent must be knowing, voluntary, active, present and ongoing. Consent is not present when an individual is incapacitated due to alcohol, drugs, or sleep, or otherwise without capacity to provide consent due to intellectual or other disability or other condition.

When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When drug use is involved, incapacitation is a state beyond being under the influence of or impaired by the use of the drug. Alcohol and other drugs impact each individual differently. Determining whether an individual is incapacitated requires an individualized determination. When determining whether a person has the capacity to provide

consent, the Bucks County School of Beauty Culture will consider whether a sober, reasonable person in the same position, knew or should have known that the other party could or could not consent to the sexual activity. When determining whether consent has been provided, all the circumstances of the relationship *between the parties will be considered.*

Note: The following definitions describe acts, which are grounds for termination

Sexual Harassment –Unwelcome conduct of a sexual nature where either or both of the following are present: The Final Rule defines sexual harassment broadly to include any of three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect: Sexual harassment is a form of sex discrimination and is grounds for termination.

- (1) Any instance of quid pro quo harassment by a school's employee;
- (2) any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access;
- (3) any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

1. Quid pro quo: Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or education, including participation in any Bucks County School of Beauty Culture program or activity. Sex-based misconduct is prohibited and such misconduct will not be tolerated as to deprive a person of equal access to employment or education, or

2. Where unwelcome sex-based conduct (sexual harassment) consists of speech or expressive conduct, the Bucks County School of Beauty Culture will balance Title IX enforcement with respect for free speech and academic freedom. Title IX provides first amendment protections for the school where students are learning & employees are teaching whereby all persons should enjoy free speech and academic freedom protections, even when speech or expression is offensive.

3. Hostile Environment: Such conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the Bucks County School of Beauty Culture education programs and/or employment. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile). A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical.

Stalking – Engaging in a course of conduct or repeatedly communicating and/or committing acts toward another person under circumstances that demonstrate or communicate an intent:

1. to place the other person in reasonable fear of bodily injury; or
2. to cause substantial emotional distress to the other person.

A course of conduct is when a person engages in two or more acts that include, but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person in a prohibited way, or interferes with a person's property. Stalking includes the concept of cyberstalking, in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

Retaliation – Any action, directly or through others, which is aimed to deter a reasonable person from reporting sexual misconduct or participating in an investigation or hearing or action that is done in response to such activities. A finding of retaliation under this policy is not dependent on a finding that the underlying sexual misconduct occurred. Hate Crime Statistics can be found here:

<https://www.justice.gov/hatecrimes/facts-and-statistics>

Intimate-Partner Violence – An act of violence or threatened act of violence by or against one person who is, or has been, involved in a sexual, dating, domestic, or other intimate relationship with another person. This

includes:

1. Dating Violence – Violence, including but not limited to sexual or physical abuse, or the threat of such violence, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person. The existence of such a relationship will be determined based on the reporting party's statement and other relevant information, taking into consideration the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. Domestic Violence – Violence, including but not limited to sexual or physical abuse, or the threat of such violence, committed by a current or former spouse, or sexual or intimate partner; a person who is living as a spouse or who lived as a spouse; parents and children; other persons related by blood or marriage; or by someone with whom the person shares a child in common. Under the criminal laws of Pennsylvania certain offenses, including but not limited to, rape, aggravated assault, and stalking, can be deemed domestic violence depending on the relationship of the parties involved.

Sexual Assault – This includes the following:

1. Sexual Penetration without Consent - Any penetration of the mouth, sex organs, or anus of another person, however slight by an object or any part of the body, when consent is not present. This includes performing oral sex on another person when consent is not present.
2. Sexual Contact Without Consent - Knowingly touching or fondling a person's genitals, breasts, buttocks, or anus, or knowingly touching a person with one's own genitals or breasts, when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.
3. Statutory Sexual Assault – The age of consent for sexual activity in Pennsylvania is 16. Minors under the age of 13 cannot consent to sexual activity. Minors aged 13-15 years old cannot consent to sexual activity with anyone who is 4 or more years older than they are at the time of the activity. Minors aged 16 years of age or older can legally consent to sexual activity with anyone they choose, as long as the other person does not have authority over them as defined in Pennsylvania's institutional sexual assault statute.

Sexual Exploitation – Taking sexual advantage of another person or violating the sexual privacy of another when consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods or devices):

1. Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
2. Indecent exposure or inducing others to expose themselves when consent is not present;
3. Recording or distributing information, images or recordings of any person engaged in sexual or intimate activity in a private space without that person's consent.
4. Prostituting another individual;
5. Knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
6. Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

Investigation of Complaints

In response to all complaints, the Bucks County School of Beauty Culture, promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. In cases where a student does not give consent for an investigation, the Bucks County School of Beauty Culture will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged

with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning, the Bucks County School of Beauty Culture will evaluate whether it is more likely than not that the alleged conduct occurred. The Bucks County School of Beauty Culture will investigate the allegations in any formal complaint and send written notice to both parties (complainants and respondents) of the allegations upon receipt of a formal complaint.

The Bucks County School of Beauty Culture will provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.

Complainant and respondent will have the same opportunity to select an advisor of the party's choice who may be, but need not be, an attorney. The Bucks County School of Beauty Culture will send written notice of any investigative interviews, meetings, or hearings.

The Bucks County School of Beauty Culture will send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence.

The Bucks County School of Beauty Culture will send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.

The Bucks County School of Beauty Culture will dismiss allegations of conduct that do not meet the definition of sexual harassment or did not occur in a school's education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the school from addressing the conduct in any manner the school deems appropriate.

The Bucks County School of Beauty Culture may, in their discretion, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination. The Bucks County School of Beauty Culture will give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.

The Bucks County School of Beauty Culture may, in their discretion, consolidate formal complaints where the allegations arise out of the same facts.

The Final Rule protects the privacy of a party's medical, psychological, and similar treatment records by stating that schools cannot access or use such records unless the school obtains the party's voluntary, written consent to do so.

Interim & Supportive Measures:

During the investigation, the Bucks County School of Beauty Culture will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved. If the Bucks County School of Beauty Culture determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the Bucks County School of Beauty Culture will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the Bucks County School of Beauty Culture to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension, or expulsion.

1. **Supportive Measures:** The following are examples, but not an exhaustive list, of supportive measures:
 - a. Making appropriate changes to academic programs, including changes in class schedule, accommodations to permit the affected party to take an incomplete or drop a course or courses without penalty, permitting the affected party to attend a class via skype or other alternative means, providing an academic tutor, or

- extending deadlines for assignments;
- b. Changing an employee's work assignment or schedule;
- c. Providing the affected party with an escort to and from their car in the parking lot;
- d. Arranging appropriate transportation services to ensure safety;
- e. Providing information on available counseling services through an appropriate office, or referral to an off-campus agency;
- f. Assisting the affected party in obtaining medical and other services, including access to rape crisis centers;
- g. Assistance with filing a criminal complaint and/or seeking an order of protection; and/or
- h. Enforcing a protection from abuse order.

Supportive measures will be individualized and appropriate based on the information available, making every effort to avoid depriving any student of their education or impacting employment. The measures needed by each party may change over time, and parties should communicate with the Bucks County School of Beauty Culture throughout the resolution process to ensure the supportive measures are effective.

2. Interim Measures:

- a. No Contact Orders - When respondent is a student employee or volunteer of the institution, the complainant has the right to request the Bucks County School of Beauty Culture, issue a "no contact order" under which continued intentional contact with the complainant would violate this policy. No contact orders may be issued for both the complainant and the respondent, as well as other individuals as appropriate.
- b. Interim Suspension - In exceptional circumstances where it is determined that a respondent is a continuing threat to the health and safety of the community, the Bucks County School of Beauty Culture may seek an emergency interim suspension of a student or take similar emergency measures against an employee, consistent with applicable the Bucks County School of Beauty Culture policy and collective bargaining agreements. For student's who are given an interim suspension, the Bucks County School of Beauty Culture will convene a hearing within 10 working days, unless extenuating circumstances warrant an extension, in which case a hearing shall be provided at the earliest possible date.

Informal Resolution:

The Bucks County School of Beauty Culture, in its discretion, to choose to offer and facilitate informal resolution options, such as mediation or restorative justice. Informal resolution involves a mutual agreement by the parties to resolve the matter by mutual agreement. Informal resolution may not be used when formal resolution is desired by a reporting party or where the Title IX Coordinator/designee has determined that the Bucks County School of Beauty Culture needs to proceed with an investigation. Any person who facilitates an informal resolution must be well trained. The Bucks County School of Beauty Culture may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. Similarly, the Bucks County School of Beauty Culture may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The Bucks County School of Beauty Culture will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Formal Resolution:

1. Notification to Respondent - If a case is referred for formal resolution, the respondent will be notified of the alleged misconduct and given an opportunity to respond. The notification will include the allegations, identities of the parties involved, the specific section(s) of the Bucks County School of Beauty Culture policy allegedly violated, the precise conduct allegedly constituting the potential violation, and the date and location of the incident (if known). This notice will be given before any initial interview. The Bucks County School of Beauty Culture may modify the list of policies allegedly violated based on additional information learned during investigation.

2. Acceptance of Responsibility - Prior to the conclusion of a sexual misconduct investigation, the respondent

may elect to take responsibility for the prohibited conduct by contacting the Title IX Coordinator/designee in writing. The Title IX Coordinator/designee will issue a brief outcome determination summarizing the allegations and stating the respondent has accepted responsibility and refer the matter to the appropriate office for sanctioning. Following the determination of sanctions, parties may appeal the sanctions but not the finding(s) of responsibility.

3. Investigation - [For investigations of respondents who are employees the Bucks County School of Beauty Culture will follow applicable requirements in the Bucks County School of Beauty Culture policy.] [For investigations of respondents who are students the Bucks County School of Beauty Culture will follow applicable requirements in the Bucks County School of Beauty Culture policy.]

4. Hearing [For hearings for respondents who are employees the Bucks County School of Beauty Culture will follow applicable requirements in the Bucks County School of Beauty Culture policy.] [For hearings for respondents who are students, the Bucks County School of Beauty Culture will follow applicable requirements in the Bucks County School of Beauty Culture policy.]

5. Sanctioning [For sanctions for respondents who are employees the Bucks County School of Beauty Culture will follow applicable requirements in the Bucks County School of Beauty Culture policy.] [For sanctions for respondents who are students the Bucks County School of Beauty Culture will follow applicable requirements in the Bucks County School of Beauty Culture policy.]

Appeals:

Once the Bucks County School of Beauty Culture has responded to a report of sex / gender based harassment, discrimination or sexual misconduct, either party has the ability to petition for appeal by written request to the Title IX Coordinator within five (5) business days of the date of the decision.

The written request for appeal must be based on at least one of the following reasons listed below and must include justification for that reason:

- Procedural irregularity that affected the outcome of the matter
- Newly discovered evidence that could affect the outcome of the matter
- Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter
- A school may offer an appeal equally to both parties on additional bases.

Retaliation Prohibited – Grounds for Termination

The Bucks County School of Beauty Culture will not retaliate against anyone for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify the Title IX Coordinator.

Reporting Requirements

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The Bucks County School of Beauty Culture will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The Bucks County School of Beauty Culture reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Payment Policy

1. **Tuition (In-House financing)** Personal Payments. Tuition payments are due the first Monday of the month and scheduled thru ACH accordingly. Tuition payments that are rejected or made after the due date will incur a late charge (1.25%) as per your Registration Agreement. If the first Monday of the month is a holiday, ACH tuition payments will be scheduled for the holiday but may not come out

of the designated bank account until the day after the holiday. If a tuition payment plan needs to be adjusted or altered, please see the financial aid administrator or director of finance for assistance.

2. A student's education may be terminated or suspended for having tuition due in excess of 30 days.

Overtime Charges:

The student is expected to complete their training within the maximum time frame allowed. If a student fails to meet the minimum hours required to graduate within the maximum time frame & the date extended to them by the school, then the school will bill the student for overtime charges. Overtime charges will be calculated based on the remaining hours needed in order to graduate. Overtime charges are billed at an hourly rate. The rate is determined by dividing the current tuition rate by the total hours in the particular program. There are no overtime charges for the number of additional days or weeks required for the student to graduate with the minimum number of hours required for a specific program due to scheduled holidays, weather related closings or in-service closings. This is considered an extension of the original expected graduation date. When this occurs, the school will calculate the number of days/eves the school was closed and extend the students current graduation date by the same number of days/eves that occurred during the students scheduled attendance dates.

Service Payment Policy

All people pay FULL PRICE for all Services with the following exceptions:

Students will receive non-material hair services free.

Students having work done on themselves will receive 80% off services according to Student Price Schedule.

Parents of students (Parents Only, No Substitutes) will be given non-material HAIR services Free.

Parents will also receive 25% discount on most other services.

No coupons or Cards or other Promotional Packages may be used in conjunction with these discounts. Gift Certificates may be purchased in advance to extend a 25% family discount for guests.

Financial Aid Overpayment Policy - Credit Balances

Financial aid overpayment (credit balance) is when total financial aid received exceeds allowable charges. Allowable charges include tuition & fees. It can also include authorized charges by the student and/or parent.

The school issues a credit balance to the student unless otherwise authorized by the student and or parent to send the credit balance back to the Federal Title IV programs. This will be done in statutory order starting with the Federal Direct Loan Programs, thereby reducing future repayment obligations of the student and/or parent. Credit balances are issued:

1. Generally within 14 days of credit balance occurrence or with the students/parents written authorization to hold a credit balance, by the end of the loan period or by the end of the payment period in the award year.
2. In the case of a drop/withdrawal, within the required time per return of unearned tuition
3. Upon drop/withdrawal, less \$100.00 withdrawal fee and/or failure to complete contracted course of instruction

Controlled Substance Policy **Drug & Alcohol Prevention**

I. PREFACE: The Bucks County School of Beauty Culture is a Drug Free School & Workplace.

This policy and its associated guidelines are an effort by the Bucks County School of Beauty Culture to prevent the use of Drugs & Alcohol on the schools campus & respond effectively to the potential and/or current "abuse" of alcohol and drugs by members of its school population. **The manufacture, use, distribution or sale of alcoholic beverages or illegal drugs is prohibited on campus. Lockers** are issued to students for the sole purpose of storing school supplies and personal items.

Information on counseling, rehabilitation and student/employee assistance is available by request, through the administrator responsible. **The Bucks County School of Beauty Culture does not offer drug or alcohol rehabilitation at the school's facility.**

II. STATEMENT OF POLICY: BCSBC does not allow any type of Drug and/or Alcohol use in the Building or on the grounds, including the parking lots or in parked cars! Through curriculum and classroom activities, administrative and faculty effort, and disciplinary procedures, the school will work to prevent and intervene in the abuse of drug substances by members of the school population. This school and its individual employees shall be committed to the enforcement of all existing laws; regulations and guidelines as adopted by federal, state, local authorities. Furthermore, the prime concern of this school and its representatives shall be the welfare of the students and school-related personnel. It must be understood that this policy demonstrates the commitment of the school's administration.

III. MEDICATION: Prescribed drugs and over the counter medications should be registered in the office as a precautionary measure for the school and the student. Physician prescribed drugs and medicines brought to school must be used according to the physician's written directions. Only approved medication, not to exceed one day's use, brought to school by the student should be kept in a secure place designated by the building administration.

IV. TERMS: Alcohol, narcotic drugs and mood-altering chemicals shall include any of the following: alcohol or alcoholic beverages, malt beverages, controlled substances, illegal and/or abused substances, medications not approved or registered with the office, and substances which are intended to alter mood. Examples of the above are marijuana, crack, cocaine, hash, chemical solvents, glue, capsules and pills not registered by the office and any look-alike chemical. School Property shall include buildings, facilities and grounds on the school campus, school parking areas, and any facility being used for a school function, or school sponsored trips, and the buses used for transportation on school sponsored trips.

V. SCHOOL GUIDELINES: These guidelines are intended to provide a consistent means for responding to alcohol and drug related situations that may occur on school property. They have been written with due consideration for the legal rights and responsibilities of the administrators, faculty and students who may find themselves involved in such situations and are hereafter referred to as persons. The guidelines are divided according to situations that may occur at school or at school sponsored events.

VI. SITUATIONS AND RESPONSES:

Any situation where a person demonstrates symptoms of possible drug or alcohol use (examples; a person smells of marijuana or alcohol, displays grogginess, staggering, slurred speech, dazed appearance, incoherence, inability to respond, blood shot eyes, dilated pupils and vomiting). **If you come to school or at any time while you are in school, display any of the symptoms of drug or alcohol use, you will be asked to leave for the day or evening.** The offense will be officially noted in your school file and the school will initiate a **"3 Strikes & You Are Out"** policy for **suspected abuse/use.** (*See Disciplinary Actions below*)

- A. **Emergency Action** - All standard health and first aid procedures will be followed, an administrator shall be summoned immediately, and if the person must be taken to a medical facility, an ambulance will be summoned to provide safe transportation.
- B. **1. Disciplinary Action – Any student caught directly using drugs or alcohol on schools grounds including anywhere in the building, parking lot and/or personal cars/vehicles located at 1761 Bustleton Pike, Feasterville, Pa., will be immediately terminated from school. The local Police**

will be summoned.

2. Disciplinary Action – “Suspected” drug/alcohol abuse/use Offenses (Strikes):

1st offense: The student will be asked to leave and the incident is recorded by the instructor & reported to an administrator. If the student is a minor, a parent/guardian will be notified;

2nd offense: The student will be addressed & counseled by an Administrator. The student will not be permitted back to class for the day or evening. The 2nd offense will become a part of the student’s permanent school record. If the person is a minor, the parents/guardian will be notified;

3rd offense: A third offense will result in immediate termination! Reinstatement to school will not be considered unless, the person is able to demonstrate & document they have sought counseling and/or treatment from a licensed drug and alcohol treatment provider.

- C. **Notification of Parent/Guardian** – A Parent/Guardian will be contacted immediately when a minor student is involved, the situation described and a conference arranged. The administration shall maintain a record of contacts. FERPA regulations allow the school to contact parents/guardians with concerns about a student’s health, safety, or welfare when a student is under the age of 18 years.
- D. **Confrontation/Consultation/Counseling** - If alcohol/drug use/abuse is suspected by the school administrator, either an administrator or delegate shall be responsible for all necessary confrontation/consultation. In cases of alcohol abuse or a person who demonstrates symptoms of abuse (e.g., grogginess, staggering, slurred speech, dazed appearance, incoherence inability to respond, blood shot eyes, dilated pupils, vomiting, or recognizable drug or alcohol related odor) will be subject to the same consequences which apply to mood altering drugs, anyone suspected has the right to voluntarily submit and pay for a blood or breathalyzer test at local hospitals or medical facility. Abuse/use is assumed when a person refuses to submit and pay for blood or breath-testing. **Confidentiality:** Every effort will be made to limit information to school personnel having direct contact with the person (e.g., students, teachers, school administrator(s), and counselors). Police may also be contacted to carry out searches by investigation when the person refuses to cooperate.
- E. **Help & Recovery can be found here:** <https://livengrin.com/addiction-rehab>
Help Line Websites: <https://bcdac.org> (Bucks County Drug & Alcohol Council) **215-444-2700** & <https://www.samhsa.gov/find-help/national-helpline> **1-800-662-HELP**
- F. **Disposition of Substance** -Substances will be sealed, documented, and turned over to the police with request for analysis.
- G. **Sales or Transfer** - Sales/Solicitation or transfer of illegal substances is illegal & will not be tolerated. Anyone suspected of the above fore-mentioned activities will be reported to the legal officials. If the person is a student, they will be **terminated from school**.

VII. HEALTH RISKS OF DRUGS & EXAMPLES:

Street Drugs: A desire to experience an altered state of consciousness has been a feature of human culture from time immemorial. In the search for mood and mind altering substances, humankind has long experimented and taken risks. Perhaps more than ever before, we are surrounded by legal drugs in coffee, alcohol and cigarettes, let alone in prescribed medications such as sleeping tablets, tranquilizers and opioid painkillers. Using these can be a temptingly easy way to change or control ones mood and psychological state. Advertising and marketing may enhance the appeal of substance use. There are fashions in drug use and the use of a certain drug may be associated with a particular lifestyle or subculture. Inevitably, some will run into problems, and, more seriously, some risk death as a direct result of their drug use.

Substances Used: Recreational drugs can be classified; **as stimulants, depressants and hallucinogens**. Some drugs however can overlap these categories, for example ecstasy is both a stimulant and a hallucinogen, and, while low grade cannabis (hash) works as a depressant, stronger versions such as skunk may also have hallucinogenic properties.

Stimulants: Stimulants work by increasing neural activity in the brain. They have the short-term effect of making one feel lively, talkative, confident and euphoric. They are attractive to club and party-goers because they enhance sensory experience and postpone the need for sleep. As their effect wears off, however, they can leave you feeling restless, irritable or washed out. There

may, therefore, be a temptation to avoid these 'coming down' feelings by taking more of the drug. Long-term use or high doses can lead to extreme agitation, insomnia, delusions, hallucinations and paranoia particularly in susceptible individuals.

Most Common Stimulants are:

Ecstasy (hallucinogenic amphetamine); Tobacco; Anabolic steroids - used illegally to enhance strength and performance in sport Amyl nitrite (poppers); Cocaine; Crack

Depressants: Depressants work by depressing the central nervous system. They can therefore induce a state of relaxation or sedation as well as reducing the intensity of pain and of emotions such as fear, anger or anxiety.

They can also have short term effects of:

- Reducing intellectual ability and the ability to concentrate or retain information
- Reducing motivation and energy
- Reducing manual dexterity, ex: the ability to operate machinery, drive, climb, swim or use normal use of your hands/arms.

Examples of Depressants are:

- Opiates such as heroin/diamorphine (smack) morphine, pethidine and methadone
- Benzodiazepines (tranquillizers such as Valium and Temazepam). These may be prescribed for short-term use to combat anxiety but they also have an illegal market
- Cannabis (many street names such as hash, dope, weed, gear). Long-term use or high doses may lead to depression, increased anxiety, an inability to deal effectively with emotions, short-term memory loss, and insomnia
- Alcohol

Regular use of some of these drugs (e.g. opiates and benzodiazepines) may lead to physical dependency since withdrawal may result in unpleasant physical symptoms. There is also the danger of a serious, or even fatal, overdose due to the depressing of physical systems such as the heart and lungs.

Hallucinogens: These drugs enhance sensory perceptions - sight, sound, smell and touch.

- On a pleasant 'good trip' a person may experience increased self-awareness, and mystical or ecstatic feelings. On a 'bad trip' there may be unpleasant feelings of disorientation, panic, and/or paranoia. These may last several hours. People can also suffer 'flashbacks' where they relive experiences when tripping. This can be intensely disorientating and anxiety provoking.
- A bad trip is more likely in someone who is already anxious, depressed or unstable, or who takes the drug in an insecure environment. It may not be affected by previous experience of the drug or by dosage.

Hallucinogens include:

- LSD
- Hallucinogenic stimulants such as Ecstasy (see above)
- Magic mushrooms
- High potency cannabis such as 'skunk'.

Possible Side Effects and Dangers of Drugs: All drugs (medicinal as well as illegal) have the potential for unwanted, and often unexpected, effects. They are usually substance and individual specific.

- The effects of a drug may vary according to the mental state of the person taking it. A strong mood-altering substance may trigger, or exacerbate an underlying emotional instability.
- Pleasurable effects followed by less pleasant after-effects may tempt someone into repeated use. Crack cocaine, for instance can tempt someone into repetitive use very quickly because it gives a very strong but short-term 'burst' of euphoria followed by an equivalently intense coming-down which may include high anxiety as well as physical malaise. In addition, physiological tolerance may build up with some drugs so that more of the drug is needed to induce the desired effect.
- Withdrawal from a drug in regular, or high dosage use may lead to physical symptoms i.e. there may be a physical dependency on the drug.
- Drugs may interact with each other (including legal ones such as alcohol). Some mixtures may even prove life-threatening.
- With any illicit drug there is no quality control so there is a constant danger of variable strength and of adulteration with undesirable substances. Sources of cannabis may vary in potency by 10-fold, from 2% hash to 20% skunk. In the case of heroin, in particular, it is the unexpectedly pure drug, which may kill someone who has insufficient tolerance.
- Injecting drugs involves the risk of introducing infections directly into the blood-stream. Sharing of needles is particularly dangerous as it may lead to cross-infections (e.g. HIV and hepatitis)
- Drugs taken during pregnancy may damage the fetus.

Heavy or regular drug use may be a symptom of a deeper malaise. People may turn to drugs in an attempt to avoid confronting problems or internal distress. This may work in the short-term but can come to have severe financial, social, legal or physical consequences.

Program & Course Outlines

Addendums to the Catalog & Student Handbook

Cosmetology - Program Outline

Cosmetology is a 50 week program during the day (full-time) and 94 week program at night (part-time) and consists of 1250 minimum satisfactory academic progress (SAP) clock hours of training. The Cosmetology program and the Hairdressing Program combinations are comprehensive programs designed to give students basic & advanced job related skills and the coordination and training to become a Licensed Cosmetologist. The program is made up of 4 courses, hairdressing one, hairdressing two, hairdressing clinic one & hairdressing clinic two. The subject units taught in this program are outlined below in the course outlines.

Educational Objectives: The primary goal or objective of this program is to train students to become profitable Cosmetologists & Hairdressers. The first courses in this program are Hairdressing One and Hairdressing Two. A student must complete Hairdressing One before working on a physical client. Once both courses are completed, the student will become a dedicated clinical student with heavily supervised practical experiences which gradually increase in frequency and longevity until students gain confidence and agility.

To graduate from this program a student is required to complete at least the minimum satisfactory academic grade of 70%, complete the educational program requirements and complete the weeks & minimum required (SAP) hours of training. Once complete, a student will graduate and receive their diploma(s). This program prepares graduates for entry level employment as a Cosmetologist, Hair Stylist, Hairdresser, Beautician and other hair related occupations. Some physical demands of the hair industry are standing for periods of time and being exposed to chemical fumes such as perm solutions or hair coloring mixtures. Some physical characteristic which may help a Hairdresser are having good upper body strength and a strong lower back. A small percentage of Hairdressers have been prone to carpal tunnel syndrome.

State Requirements: The State of Pennsylvania requires a student to pass the program, have at least a 10th grade education (note: this school requires a High School Diploma), possess a State or Federal ID and pass the state board examination for licensure. This program is designed to surpass the states minimum licensing requirements and graduates are eligible to take the Pennsylvania State Board of Cosmetology exams leading to licensure.

Instructional Methods: This program is structured with specific curriculum & material covering the different units of study being taught within a specific time frame. The Instructional techniques utilized by the instructors are (but not limited to) Lectures, Demonstrations, Introductory & Advanced Skills and Techniques, Trial, Practice, Review and Testing. The grading for this Program is a modified pass/fail system and is described in detail in the Catalogue and Student Handbook titled as the Satisfactory Academic Progress policy. The Program is taught in English only.

Grading: Is universal for Theory; Practical and Clinical experiences including work projects, clinical assignments, lectures, appearance, worksheets, handouts and tests. A modified pass/fail system is used to show whether a student is meeting satisfactory academic progress, which is designated by the initials "U" and "S". A third grade "O", for outstanding provides motivation for the high achievers and the ability for underachievers to get back into satisfactory progress. Due to the number of experiences which may only be graded "S" or "U", it is not impossible to average a grade level of "O", but also not very common.

Clinic students are graded according to specific skills being practiced (per their procedure guides) and each skill is considered a gradable experience. The grades awarded to clinic students are based on the completion of the skill (service) as compared to the lesson plan for each client service. The clinic lesson plans (procedure guidelines) are distributed to the students at the beginning of a skill based & and/or clinical course. Enrollment path schedules, class grades and attendance are available to students daily on the Student Access Terminal. Cumulative grades for previous courses and the total "U", "S" and "O" count for the current course may be viewed by the student at any time by this terminal. Listed below is the percentile conversion table:

| | |
|----------------------|---------------|
| "O" - Outstanding | = 95 – 100 |
| "S" – Satisfactory | = 70 – 94 |
| "U" - Unsatisfactory | = 69 or below |

The Cosmetology Program Courses Units of Instruction-Hours:

4. **Hairdressing One (HR 1)- 12 or 23 weeks & 300 minimum SAP Hours**
5. **Hairdressing Two (HR-2)- 12 or 23 weeks & 300 minimum SAP Hours**
6. **Hairdressing Clinic One (HRC1)- 12 or 23 weeks & 300 minimum SAP Hours**
7. **Hairdressing Clinic Two (HRC2)-14 or 26 weeks & 350 minimum SAP Hours**

1. Hairdressing One is the first course in any of the Hair Related programs and is a core curriculum class. The course is 12 weeks during the day and 23 weeks at night. A student who has perfect attendance will have earned 360 hours at the completion of the course. A student that is making satisfactory academic progress will have earned 300 hours. **After** completing this course, Students will have acquired the 300 hours required by the Pa State Board of Cosmetology needed to begin practicing their skills on the public.

The **Hairdressing One** course has 2 primary objectives/goals. The first is to provide students with the basic skills, coordination and training towards becoming a Hairdresser. The second goal/objective is to prepare the student for the next course which is Hairdressing Two and the remaining courses students will need to complete their program. Each student must satisfactorily complete this unit. Hairdressing One is a comprehensive unit of the Cosmetology & all Hairdressing combination programs. There is no practical clinic involved with Hairdressing One and all students in this course will be training on Manikins and working on fellow students only. This unit is a prerequisite for all other Hair oriented programs and is a mandatory course of the **Cosmetology, Hairdressing & Esthetics and Hairdressing & Nails Programs**. A student will receive a Procedure Guide detailing the skill procedures in this course. The units of instruction are broken down further into lesson plans & used in computerized class scheduling:

| <u>Subject/Units</u> | <u>Duration</u> |
|---|------------------------|
| Orientation: | 6.0 |
| History & Career Opportunities: | 30.0 |
| Communicating for Success | |
| Professional Image/Personal Development | |
| Infection Control: | 30.0 |
| Sanitation/Disinfection, Bacteriology | |
| Decontamination, Public Health & Safety | |
| Equipment Use & Safety | |
| Shampooing & the Scalp: | 24.0 |
| Draping & Client Protection | |
| Shampooing& Conditioning, | |
| Properties of the Hair & Scalp, Scalp Treatments | |
| Principles of Hair Design: | 60.0 |
| Braiding | |
| Blow-Drying, Thermal Styling, Curling & Flat Irons | |
| Equipment Safety, Finger Waving, Styling Techniques | |
| Wigs & Hair Extensions | |
| Hair Cutting-Principle & Techniques: | 60.0 |
| Hair Color & Bleaching Theory | 60.0 |
| Hair Color – Create a Color Wheel, Bleaching | |
| Foils, Single, Double, Toning, Corrections | |
| Chemical Texture Services: | 60.0 |
| Perming Principles & Techniques | |
| Relaxer & Chemical Hair Straightening | |
| Facial Theory: | 12.0 |
| Facials | |
| Manicuring: | 12.0 |
| Manicures, Nail Structure, Growth | |
| Hair 1 Final: Review & Testing | 6.0 |
| Perfect Attendance | 360.0 |
| SAP Required | 300.0 |

2. Hairdressing Two is a Core Curriculum. The course is 12 weeks during the day and 23 weeks at night. A student who has perfect attendance will have earned 360 hours at the completion of the course. A student that is making satisfactory academic progress will have earned at least 300 hours to pass the course. Students must complete the 300 hours in the Hairdressing One course prior to practicing their skills on the public, according to Pennsylvania State Law.

The **Hairdressing Two** course has two primary goals. The first is to provide students with advanced skills, coordination and training towards becoming a hairdresser as they polish the basic skills learned in Hairdressing One. This insures each student's progress prior to being dedicated as a Hairdressing Clinic student. The second primary goal is preparation and introduction to the Hairdressing Clinic and continuing the Theoretical lesson plans not covered in Hairdressing One. Heavily supervised clinic experiences at the commencement of this course gradually increase in frequency and longevity until students gain the confidence and agility to be a dedicated clinic student. This unit is a prerequisite to the Hair Clinic One course. It is a mandatory course of all **Cosmetology & Hairdressing Combination Programs**. The units of instruction are broken down further into lesson plans & used in computerized class scheduling.

| <u>Subject/Unit:</u> | <u>Duration</u> |
|---|-----------------|
| Orientation: | 3.0 |
| Anatomy & Physiology: | 30.0 |
| Systems of the Body, Skin Structure & Growth | |
| Nutrition, Nail Structure & Growth, Disorders & Diseases | |
| Infection Control: | 30.0 |
| Sanitation/Disinfection, Bacteriology, Decontamination, | |
| Public Health & Safety, Review Equipment Use & Safety | |
| Shampooing & the Scalp - Review: | 18.0 |
| Draping & Client Protection Review & Practice | |
| Shampooing & Conditioning, Head Massage | |
| Principles of Hair Design: | 60.0 |
| Practice Up-do's & Braiding, Blow-Drying, Curling & | |
| Flat Irons, Wig Styling, Equipment Safety | |
| Hair Cutting-Principle & Techniques: | 60.0 |
| Practice-Long Layers, Graduated Cuts, Bulk Removal | |
| Texturizing, Advanced Techniques & Special Projects | |
| Hair Color & Bleaching Theory | 60.0 |
| Hair Color Application & Practice, Foiling Techniques | |
| Mixing & Formulas, Retouches, Double Process | |
| Toning, Corrections, Product Knowledge & Safety | |
| Chemical Texture Services: (Chemistry & Electricity) | 60.0 |
| Perming Principles & Techniques, Keratin Treatments | |
| Relaxer & Chemical Hair Straightening Practice, Product | |
| Knowledge & Safety | |
| Salon Business, Sales, Career & Employment: | 24.0 |
| Preparing for Licensure, Resume's & Getting the Job, | |
| State Law, Client Records & Computerized entry | |
| Hair Removal: | 3.0 |
| Make-up: | 3.0 |
| Manicuring & Facial Practice: | 6.0 |
| Hairdressing Two Final: | 3.0 |
| Perfect Attendance | 360.0 |
| SAP Required | 300.0 |

3. & 4. Hair Clinic One and Hair Clinic Two are the non-structured courses found in the **Cosmetology & the Hairdressing Combination Programs**. Both courses are the practical (practice of skills & techniques) portion of the program. Each student in a Cosmetology or Hairdressing Combination Program will receive a Procedure Guide detailing the procedures for each skill in this course.

The objective or goal of both Hair Clinic One and Hair Clinic Two is to provide the student with practice on the skills learned in the Hair One (HR 1) and Hair Two (HR-2) courses. The practice area of the Hair Clinic is set up like a salon to provide the student with an experience close to what they can expect in a real salon or spa. Students will be able to practice their skills on the public under the direct supervision of their instructor. The structured component of these courses is still practicing specific skills on manikins (not all skills are requested by the general public), completing projects, student workbooks and exam preparation as assigned by the instructor to strengthen student performance and knowledge of the industry all around.

3. Hair Clinic One is 12 Weeks in length for a day time program and 22 weeks in length for an evening program. Hair Clinic One is a course (class) in the **Cosmetology Program**, the **Hairdressing & Esthetics Program** and the **Hairdressing & Nails program**. A student who has perfect attendance will have earned 360 hours at the completion of the course. A student that is meeting the satisfactory academic progress

requirement will have earned **300 clock hours**. The Satisfactory Academic Progress Policy can be found in the Catalog.

4. Hair Clinic Two is a required course in the **Cosmetology Program** and is 14 weeks in length during the day and 26 weeks in length for an evening program. A student who has perfect attendance will have earned 420 hours at the completion of the course. A student that is meeting the satisfactory academic progress requirement will have earned **350 clock hours**. The Satisfactory Academic Progress Policy can be found in the Catalog. **Hair Clinic Two** is also a course found in the **Hairdressing & Nails program** and the differences in the course can be found in the program outline. Hair Clinic Two will provide the student in this program with additional clinical practice in the Hair Clinic as noted above.

The attached units of instruction (subjects) will be practiced in **Hair Clinic One** and **Hair Clinic Two**: All students will be instructed to follow all Public Health & Safety Guidelines when practicing in the clinics. Infection Control will be enforced with each skill practiced using proper sterilization & sanitation. Tools will be cleaned after each use and disinfection practices are mandatory.

| <u>Subject/Unit:</u> | <u>Duration</u> | |
|--|-----------------|-------------|
| | <u>HRC1</u> | <u>HRC2</u> |
| Practice of Skills: | 300 | 360 |
| Styling: Braiding, Roller Setting, Up-do's & Blow-drying, Wigs | | |
| Thermal Styling (Curling & Flat Irons) | | |
| Hair Color: Temporary, Semi-permanent, Permanent Color, | | |
| Bleaching, Tinting, Toning, Foil Hi-lighting & Lo-Lighting | | |
| Special Effects, Ombre & Balyage | | |
| Chemical Texture Services: Perming, Relaxing & Chemical Hair Straightening | | |
| Keratin Treatments, Shampooing & Conditioning, Scalp Treatments & | | |
| Client Record Keeping, updating computerized records | | |
| Theory & Projects: | 60 | 60 |
| Workbook Assignments, Salon Business, | | |
| Salon Creation & Manikin Celebrity Projects, State Law & Exam Prep | | |
| Perfect Attendance: | 360 | 420 |
| SAP Required: | 300 | 350 |

Hairdressing & Esthetics Program Outline

Hairdressing & Esthetics is a 52 week program during the day (full-time) and 98 week program at night (part-time) and consists of 1300 minimum satisfactory academic progress (SAP) clock hours of training.

The Hairdressing & Esthetics Program is a combination program which incorporates comprehensive programs designed to give students basic & advanced job related skills and the coordination and training to become a licensed Cosmetologist or Esthetician. This program provides a student with advanced education by being able to choose a **program elective** in which to specialize. The program is made up of 6 courses, hairdressing one, hairdressing two, hair clinic one, fundamentals & skin care and skin care clinic. The subject units taught in this program are outlined below in the course outlines.

Educational Objectives: The primary goal or objective of this program is to train students to become profitable Cosmetologists, Hairdressers & Estheticians. The first courses in this program are Hairdressing One and Hairdressing Two. Once those two courses are completed, the student is now able to enter their Esthetics elective which encompasses 16 weeks. Then the student returns to the Hairdressing department to finish their program in the Hair Clinic One course. The order may be different depending on course start dates but a student will always complete a full course/class prior to transitioning into the next course or class. The program has both theoretical curriculum as well as practical curriculum to provide the student with a well-rounded program.

To graduate from this program a student is required to complete at least the minimum satisfactory academic grade of 70%, complete the educational program requirements and complete the weeks & minimum required (SAP) hours of training. Once complete, a student will graduate and receive their diploma(s). This program prepares graduates for employment as a Cosmetologist, Esthetician, Cosmetic Specialist, Make-up Artist, Hair Stylist, Hairdresser, Beautician and other hair & skin care related occupations. Some physical demands of the hair & esthetic industry are standing for periods of time and being exposed to chemical fumes such as perm solutions or hair coloring mixtures. Some physical characteristic which may help a Hairdresser & Esthetician are having good upper body strength and a strong lower back. A small percentage of Hairdressers & Estheticians have been prone to carpal tunnel syndrome.

State Requirements: The State of Pennsylvania requires a student to pass the program, have at least a 10th grade education (note: this school requires a High School Diploma), possess a State or Federal ID and pass the state board examination for licensure. This program is designed to surpass the states minimum licensing requirements and graduates are eligible to take the Pennsylvania State Board of Cosmetology exams leading to licensure.

Instructional Methods: This program is structured with specific curriculum & material covering the different units of study being taught within a specific time frame. The Instructional techniques utilized by the instructors are (but not limited to) Lectures, Demonstrations, Introductory & Advanced Skills and Techniques, Trial, Practice, Review and Testing. The grading for this Program is a modified pass/fail system and is described in detail in the Catalogue and Student Handbook titled as the Satisfactory Academic Progress policy. The Program is taught in English only.

Grading: Is universal for Theory; Practical and Clinical experiences including work projects, clinical assignments, lectures, appearance, worksheets, handouts and tests. A modified pass/fail system is used to show whether a student is meeting satisfactory academic progress, which is designated by the initials "U" and "S". A third grade "O", for outstanding provides motivation for the high achievers and the ability for underachievers to get back into satisfactory progress. Due to the number of experiences which may only be graded "S" or "U", it is not impossible to average a grade level of "O", but also not very common.

Clinic students are graded according to specific skills being practiced (per their procedure guides) and each skill is considered a gradable experience. The grades awarded to clinic students are based on the completion of the skill (service) as compared to the lesson plan for each client service. The clinic lesson plans (procedure guidelines) are distributed to the students at the beginning of a skill based & and/or clinical course. Enrollment path schedules, class grades and attendance are available to students daily on the Student Access Terminal. Cumulative grades for previous courses and the total "U", "S" and "O" count for the current course may be viewed by the student at any time by this terminal. Listed below is the percentile conversion table:

| | |
|----------------------|---------------|
| "O" - Outstanding | = 95 – 100 |
| "S" – Satisfactory | = 70 – 94 |
| "U" - Unsatisfactory | = 69 or below |

The Hairdressing & Esthetics Program Courses: *(the weeks below are in order of either the Day or Evening requirement)*

1. **Hairdressing One (HR 1)- 12 or 23 weeks & 300 minimum SAP Hours**
2. **Hairdressing Two (HR-2)- 12 or 23 weeks & 300 minimum SAP Hours**
3. **Hair Clinic One (HRC1)- 12 or 23 weeks & 300 minimum SAP Hours**
4. **Fundamentals- 4 or 7 weeks & 100 minimum SAP Hours**
5. **Skin Care- 4 or 8 weeks & 100 minimum SAP Hours**
6. **Skin Care Clinic- 8 or 15 weeks & 200 minimum SAP Hours**

1. Hairdressing One is the first course in any of the Hair Related programs and is a core curriculum class. The course is 12 weeks during the day and 23 weeks at night. A student who has perfect attendance will have earned 360 hours at the completion of the course. A student that is making satisfactory academic progress will have earned 300 hours. **After** completing this course, Students will have acquired the 300 hours required by the Pa State Board of Cosmetology needed to begin practicing their skills on the public.

The **Hairdressing One** course has 2 primary objectives/goals. The first is to provide students with the basic skills, co-ordination and training towards becoming a Hairdresser. The second goal/objective is to prepare the student for the next course which is Hairdressing Two and the remaining courses students will need to complete their program. Each student must satisfactorily complete this unit. Hairdressing One is a comprehensive unit of the Cosmetology & all Hairdressing combination programs. There is no practical clinic involved with Hairdressing One and all students in this course will be training on Manikins and working on fellow students only. This unit is a prerequisite for all other Hair oriented programs and is a mandatory course of the **Cosmetology, Hairdressing & Esthetics and Hairdressing & Nails Programs**. A student will receive a Procedure Guide detailing the skill procedures in this course. The units of instruction are broken down further into lesson plans & used in computerized class scheduling:

| <u>Subject/Unit</u> | <u>Duration</u> |
|---|------------------------|
| Orientation: | 6.0 |
| History & Career Opportunities: | 30.0 |
| Communicating for Success | |
| Professional Image/Personal Development | |
| Infection Control: | 30.0 |
| Sanitation/Disinfection, Bacteriology | |
| Decontamination, Public Health & Safety | |
| Equipment Use & Safety | |
| Shampooing & the Scalp: | 24.0 |
| Draping & Client Protection | |
| Shampooing& Conditioning, | |
| Properties of the Hair & Scalp, Scalp Treatments | |
| Principles of Hair Design: | 60.0 |
| Braiding | |
| Blow-Drying, Thermal Styling, Curling & Flat Irons | |
| Equipment Safety, Finger Waving, Styling Techniques | |
| Wigs & Hair Extensions | |
| Hair Cutting-Principle & Techniques: | 60.0 |
| Hair Color & Bleaching Theory | 60.0 |
| Hair Color – Create a Color Wheel, Bleaching | |
| Foils, Single, Double, Toning, Corrections | |
| Chemical Texture Services: | 60.0 |
| Perming Principles & Techniques | |
| Relaxer & Chemical Hair Straightening | |
| Facial Theory: | 12.0 |
| Facials | |
| Manicuring: | 12.0 |
| Manicures, Nail Structure, Growth | |
| Hair 1 Final: Review & Testing | 6.0 |
| Perfect Attendance | 360.0 |
| SAP Required | 300.0 |

2. Hairdressing Two is a Core Curriculum. The course is 12 weeks during the day and 23 weeks at night. A student who has perfect attendance will have earned 360 hours at the completion of the course. A student that is making satisfactory academic progress will have earned at least 300 hours to pass the course. Students must complete the 300 hours in the Hairdressing One course prior to practicing their skills on the public, according to

Pennsylvania State Law.

The **Hairdressing Two** course has two primary goals. The first is to provide students with advanced skills, coordination and training towards becoming a hairdresser as they polish the basic skills learned in Hairdressing One. This insures each student's progress prior to being dedicated as a Hairdressing Clinic student. The second primary goal is preparation and introduction to the Hairdressing Clinic and continuing the Theoretical lesson plans not covered in Hairdressing One. Heavily supervised clinic experiences at the commencement of this course gradually increase in frequency and longevity until students gain the confidence and agility to be a dedicated clinic student. This unit is a prerequisite to the Hair Clinic One course. It is a mandatory course of the **Cosmetology & Hairdressing Combination Programs**. The units of instruction are broken down further into lesson plans & used in computerized class scheduling:

| <u>Subject/Unit</u> | <u>Duration</u> |
|---|-----------------|
| Orientation: | 3.0 |
| Anatomy & Physiology: | 30.0 |
| Systems of the Body, Skin Structure & Growth | |
| Nutrition, Nail Structure & Growth, Disorders & Diseases | |
| Infection Control: | 30.0 |
| Sanitation/Disinfection, Bacteriology, Decontamination, | |
| Public Health & Safety, Review Equipment Use & Safety | |
| Shampooing & the Scalp - Review: | 18.0 |
| Draping & Client Protection Review & Practice | |
| Shampooing & Conditioning, Head Massage | |
| Principles of Hair Design: | 60.0 |
| Practice Up-do's & Braiding, Blow-Drying, Curling & | |
| Flat Irons, Wig Styling, Equipment Safety | |
| Hair Cutting-Principle & Techniques: | 60.0 |
| Practice-Long Layers, Graduated Cuts, Bulk Removal | |
| Texturizing, Advanced Techniques & Special Projects | |
| Hair Color & Bleaching Theory | 60.0 |
| Hair Color Application & Practice, Foiling Techniques | |
| Mixing & Formulas, Retouches, Double Process | |
| Toning, Corrections, Product Knowledge & Safety | |
| Chemical Texture Services: (Chemistry & Electricity) | 60.0 |
| Perming Principles & Techniques, Keratin Treatments | |
| Relaxer & Chemical Hair Straightening Practice, Product | |
| Knowledge & Safety | |
| Salon Business, Sales, Career & Employment: | 24.0 |
| Preparing for Licensure, Resume's & Getting the Job, | |
| State Law, Client Records & Computerized data entry | |
| Hair Removal: | 3.0 |
| Make-up: | 3.0 |
| Manicuring & Facial Practice: | 6.0 |
| Hairdressing Two Final: | 3.0 |
| Perfect Attendance | 360.0 |
| SAP Required | 300.0 |

3. Hair Clinic One is 12 Weeks in length for a day time program and 22 weeks in length for an evening program. Hair Clinic One is a course (class) in the **Cosmetology Program**, the **Hairdressing & Esthetics Program** and the **Hairdressing & Nails Program**. A student who has perfect attendance will have earned 360 hours at the completion of the course. A student meeting the satisfactory academic progress requirement will have earned 300 clock hours. The Satisfactory Academic Progress Policy (SAP) can be found in the Catalog.

Hair Clinic One is a non-structured course. This course is the practical (practice of skills & techniques) portion of the program. Each student will receive a Procedure Guide detailing the procedures for each skill in this course. The objective or goal of this course is to provide the student with practice on the skills learned in the Hair One (HR 1) and Hair Two (HR-2) courses. The practice area of the Hair Clinic is set up like a salon to provide the student with an experience close to what they can expect in a real salon or spa. Students will be able to practice their skills on the public under the direct supervision of their instructor. The structured component of the course is still practicing specific skills on manikins (not all skills are requested by the general public), completing projects, student workbooks and exam preparation as assigned by the instructor to strengthen student performance and knowledge of the industry all around. As with all practical courses that involve practicing on the public, students will be instructed to follow all Public Health & Safety Guidelines. Infection Control will be enforced with each skill practiced using proper sterilization, sanitation & disinfection procedures. The units of instruction (subjects) will be practiced in Hair Clinic One.

| <u>Subject/Unit:</u> | <u>Duration</u> |
|--|------------------------|
| Practice of Skills: | 300 |
| Styling: Braiding, Roller Setting, Up-do's & Blow-drying, Wigs Thermal Styling (Curling & Flat Irons) Hair Color: Temporary, Semi-permanent, Permanent Color, Bleaching, Tinting, Toning, Foil Hi-lighting & Lo-Lighting Special Effects, Ombre & Balyage Hair Cutting: Shears, Clipper Cuts & Razor cutting Chemical Texture Services: Perming, Relaxing & Chemical Hair Straightening Keratin Treatments, Shampooing & Conditioning, Scalp Treatments & Client Record Keeping, updating computerized records | |
| Theory & Projects: | 60 |
| Workbook Assignments, Salon Business, Salon Creation & Manikin Celebrity Projects, State Law & Exam Prep | |
| Perfect Attendance: | 360 |
| SAP Required: | 300 |

4. Fundamentals of Non Hair Services is an essential element and a required course in this program, all Non-Hair programs and all Hairdressing Program combinations. The course is 4 weeks during the day (full-time) program & 7 weeks during the night program (part-time). A student who has perfect attendance will have earned 120 hours at the completion of the course. A student making satisfactory academic progress will have earned 100 hours at course completion. Holidays and/or school closures can affect the total hours earned in this course as described in the schools Satisfactory Academic Progress Policy.

The objective & goal of this course is to provide & teach students the fundamental knowledge of the common topics of study found in the programs job skill courses and to prepare the student for the State Board Test for Licensure. Fundamentals is a theoretical class teaching subjects pertaining to Public Health & Safety while also providing the student with lessons on Business and Salon/Spa Management and Pennsylvania State Laws & Regulations. The units of instruction are broken down further into lesson plans & used in computerized class scheduling:

| <u>Subject/Unit:</u> | <u>Duration</u> |
|--|------------------------|
| Orientation: | 6.0 |
| Salon Business & Advertising: | 15.0 |
| Preparing for Licensure/Employment Getting the Job - Resumes History & Career Opportunities Your Professional Image | |
| Infection Control: | 20.0 |
| Bacteriology, Sterilization & Sanitation Decontamination, Public Protection & Safety First Aid, | |
| Anatomy & Physiology: | 30.0 |
| The Systems of the Body, Bones, Muscles, Nerves Excretory, Circulation | |
| Nutrition: | 6.0 |
| Chemistry & Electricity: | 15.0 |
| Salon Business, Sales, Career & Employment: | 15.0 |
| State Law & State Board Prep | 10.0 |
| Review & Final | 5.0 |
| Perfect Attendance | 120.0 |
| SAP Required | 100.0 |

5. Skin Care course is the job skill element of the **Hairdressing & Esthetics Program**. This course is 4 weeks long during the day and 8 weeks long during the night. A student who has perfect attendance will have earned 120 hours at the completion of the course. A student making satisfactory academic progress will have earned 100 hours to pass the class.

This course has two primary objectives/goals. The first is to provide & teach students the technical knowledge of the job skills relevant to becoming an Esthetician. The second is to insure each student has sufficient skills **prior** to entering the Skin Care Clinic where skills are refined through practice on live patrons. The **Skin Care course** prepares the student for the professional field of Esthetics.

Skin Care teaches students a scientific approach to corrective and protective skin care and covers all related aspects of being a profitable professional in the Skin Care Industry. The **Skin Care course** curriculum is structured and covers the primary skills needed to become an Esthetician. Completing the Skin Care course is a required

element in the program. A separate Esthetician State License is available in Pennsylvania and this course will cover exam preparations. Upon graduation from the **Hairdressing & Esthetics Program**, each student will be qualified to work in a licensed Cosmetology or Esthetician Salon/Spa. Estheticians may own and operate their own Esthetic Salon and/or Spa. The units of instruction are broken down further into lesson plans & used in computerized class scheduling.

| <u>Subject/Units</u> | <u>Duration</u> |
|---|-----------------|
| Orientation | 6.0 |
| Skin Sciences: | 20.0 |
| Skin Analysis, Wood's Lamp, Diseases & Diseases, Product Knowledge, Chemistry (the Ph scale) & Electricity (its effect on the skin), Electrotherapy-various currents using Skin Machinery, Skin Health, Sanitation of Tools | |
| Principles & Techniques: | 55.0 |
| Client Consultation, Room Preparation, Cleansing, Massage, Facials with & w/o Machinery, Components of Machinery, Facial Treatments, Masks, Paraffin Spas, Backcials, Aromatherapy Oils (medicinal & other), Specialty Treatments, Glycolic & Salicylic Acid, Vitamin C, Retinol, Acne & Enzyme, Rosacea and Eye Treatments | |
| Hair Removal (Waxing): | 15.0 |
| Techniques of Waxing, Soft Wax, Hard Wax, Client Safety/Health | |
| Cosmetics: | 18.0 |
| Color Theory, Make-Up products & tools, Facial Shapes, Make-up Application, Contouring, Eye Lash application | |
| Theory: | 6.0 |
| Computerized Client Records, Entry of Data & the Importance of Record Keeping, State Board Prep & Skin Final | |
| Perfect Attendance | 120.0 |
| SAP Required | 100.0 |

6. The Skin Care Clinic course is where the student is able to practice the Job Skills learned in the Skin Care course. This course is 8 weeks long during the day program (full-time) and 15 weeks during the night program (part-time). A student who has perfect attendance will have earned 240 hours at the completion of the course. A student that is making satisfactory academic progress will have earned approximately 200 hours to pass the class as described in the schools Satisfactory Academic Progress Policy (SAP) found in the schools Catalog and Student Handbook. According to Pennsylvania State Law, a student must complete 75 clock hours of Esthetician (Skin Care) training prior to practicing their skills on the public.

This course has two primary goals. The first is to allow a student to practice and refine the skills learned in a controlled environment with Instructor supervision. The second goal is to insure each student begins to feel confident in the skills they are practicing prior to graduation and preparing for Licensure to become a profitable professional.

The **Skin Care Clinic** is an unstructured course/class whereby the student has completed the two structured classes of Fundamentals and Skin Care in order to enter the Skin Care Clinic. During the time spent in the Skin Care Clinic, students will be able to work on clients who allow them to practice their skills and a student will work on the timing of the skills. The student will also follow and use all that they learned in the Fundamentals Course where Disinfection, Sterilization & Sanitation are prevalent.

A state license is available in Pennsylvania and the License name is "Esthetician". If the student was taking the **Esthetic program** as an elective (**Hairdressing & Esthetics**), they would be eligible to take either the Cosmetology State Board Examination or the Esthetician State Board Examination.

These attached units of instruction have been compiled directly from the computerized class schedule. The hours sent in each area of the unit vary depending on the needs of the visiting Clients and the services they request. The Instructor is able to control the amount of practice per service with record keeping. A student may need to practice a specific skill on a manikin rather than a live client if a particular skill was not scheduled by the cliental visiting the school for Services.

| <u>Subject</u> | <u>Duration</u> |
|---|------------------------|
| Practice of Skills: | 200 |
| Facials with & without Machinery & Deluxe Facials /Machinery Backcials & Aromatherapy Massage Hair Removal by Waxing Make-Up & Cosmetic Application Equipment Sterilization & Disinfection Hot Paraffin Mask Treatments Application & Practice of Specialty Treatments such as: Glycolic Exfoliator, Vitamin C, Enzyme, Redness Reducing Treatment, Eye Treatment, Intensive Treatment with Retinol Client Record Keeping, updating computerized records | |
| Theory: | 40 |
| Workbooks, State Board Prep & Final | |
| Perfect Attendance | 240.0 |
| SAP Requirement | 200.0 |

Hairdressing & Nails Program Outline

Hairdressing & Nails is a 52 week program during the day (full-time) and 98 week program at night (part-time) and consists of 1300 minimum satisfactory academic progress (SAP) clock hours of training. The Hairdressing & Nails Program is a combination program which incorporates comprehensive programs designed to give students basic & advanced job related skills and the coordination and training to become a licensed Cosmetologist or Nail Technician. This program provides a student with advanced education by being able to choose a **program elective** in which to specialize. The program is made up of 6 courses, hairdressing one, hairdressing two, hair clinic one, fundamentals & nails and nails clinic. The subject units taught in this program are outlined below in the course outlines.

Educational Objectives: The primary goal or objective of this program is to train students to become profitable Cosmetologists, Hairdressers & Nail Technicians. The first courses in this program are Hairdressing One and Hairdressing Two. Once those two courses are completed, the student is now able to enter their Nails elective which encompasses 12 weeks. Then the student returns to the Hairdressing department to finish their program in the Hair Clinic One course. The order may be different depending on course start dates but a student will always complete a full course/class prior to transitioning into the next course or class. The program has both theoretical curriculum as well as practical curriculum to provide the student with a well-rounded program.

To graduate from this program a student is required to complete at least the minimum satisfactory academic grade of 70%, complete the educational program requirements and complete the weeks & minimum required (SAP) hours of training. Once complete, a student will graduate and receive their diploma(s). This program prepares graduates for employment as a Cosmetologist, Nail Technician, Manicurist, Hair Stylist, Hairdresser, Beautician and other hair & nail care related occupations. Some physical demands of the hair & nail industry are standing or bending for periods of time and being exposed to chemical fumes such as perm solutions & hair coloring mixtures. This also includes acrylic nail materials that have strong fumes. Some physical characteristic which may help a Hairdresser & Nail Technician are having good upper body strength and a strong lower back. A small percentage of Hairdressers & Nail Technicians have been prone to carpal tunnel syndrome.

State Requirements: The State of Pennsylvania requires a student to pass the program, have at least a 10th grade education (note: this school requires a High School Diploma), possess a State or Federal ID and pass the state board examination for licensure. This program is designed to surpass the states minimum licensing requirements and graduates are eligible to take the Pennsylvania State Board of Cosmetology exams leading to licensure.

Instructional Methods: This program is structured with specific curriculum & material covering the different units of study being taught within a specific time frame. The Instructional techniques utilized by the instructors are (but not limited to) Lectures, Demonstrations, Introductory & Advanced Skills and Techniques, Trial, Practice, Review and Testing. The grading for this Program is a modified pass/fail system and is described in detail in the Catalogue and Student Handbook titled as the Satisfactory Academic Progress policy. The Program is taught in English only.

Grading: Is universal for Theory; Practical and Clinical experiences including work projects, clinical assignments, lectures, appearance, worksheets, handouts and tests. A modified pass/fail system is used to show whether a student is meeting satisfactory academic progress, which is designated by the initials "U" and "S". A third grade "O", for outstanding provides motivation for the high achievers and the ability for underachievers to get back into satisfactory progress. Due to the number of experiences which may only be graded "S" or "U", it is not impossible to average a grade level of "O", but also not very common.

Clinic students are graded according to specific skills being practiced (per their procedure guides) and each skill is considered a gradable experience. The grades awarded to clinic students are based on the completion of the skill (service) as compared to the lesson plan for each client service. The clinic lesson plans (procedure guidelines) are distributed to the students at the beginning of a skill based & and/or clinical course. Enrollment path schedules, class grades and attendance are available to students daily on the Student Access Terminal. Cumulative grades for previous courses and the total "U", "S" and "O" count for the current course may be viewed by the student at any time by this terminal. Listed below is the percentile conversion table:

| | |
|----------------------|---------------|
| "O" - Outstanding | = 95 – 100 |
| "S" – Satisfactory | = 70 – 94 |
| "U" - Unsatisfactory | = 69 or below |

The Hairdressing & Nails Program Courses:

(the weeks below are in order of either the Day or Evening requirement)

1. **Hairdressing One (HR 1)- 12 or 23 weeks & 300 minimum SAP Hours**
2. **Hairdressing Two (HR-2)- 12 or 23 weeks & 300 minimum SAP Hours**
3. **Hair Clinic One (HRC1)- 12 or 23 weeks & 300 minimum SAP Hours**
4. **Hair Clinic Two (HRC2)- 4 weeks or 8 weeks & 100 minimum SAP Hours**
5. **Fundamentals- 4 or 7 weeks & 100 minimum SAP Hours**
6. **Nails- 4 or 8 weeks & 100 minimum SAP Hours**
7. **Nails Clinic- 4 or 8 weeks & 100 minimum SAP Hours**

1. Hairdressing One is the first course in any of the Hair Related programs and is a core curriculum class. The course is 12 weeks during the day and 23 weeks at night. A student who has perfect attendance will have earned 360 hours at the completion of the course. A student that is making satisfactory academic progress will have earned 300 hours. **After** completing this course, Students will have acquired the 300 hours required by the Pa State Board of Cosmetology needed to begin practicing their skills on the public.

The **Hairdressing One** course has 2 primary objectives/goals. The first is to provide students with the basic skills, coordination and training towards becoming a Hairdresser. The second goal/objective is to prepare the student for the next course which is Hairdressing Two and the remaining courses students will need to complete their program. Each student must satisfactorily complete this unit. Hairdressing One is a comprehensive unit of the Cosmetology & all Hairdressing combination programs. There is no practical clinic involved with Hairdressing One and all students in this course will be training on Manikins and working on fellow students only. This unit is a prerequisite for all other Hair oriented programs and is a mandatory course of the **Cosmetology, Hairdressing & Esthetics and Hairdressing & Nails Programs**. A student will receive a Procedure Guide detailing the skill procedures in this course. The units of instruction are broken down further into lesson plans & used in computerized class scheduling:

| <u>Subject/Unit</u> | <u>Duration</u> |
|---|------------------------|
| Orientation: | 6.0 |
| History & Career Opportunities: | 30.0 |
| Communicating for Success | |
| Professional Image/Personal Development | |
| Infection Control: | 30.0 |
| Sanitation/Disinfection, Bacteriology | |
| Decontamination, Public Health & Safety | |
| Equipment Use & Safety | |
| Shampooing & the Scalp: | 24.0 |
| Draping & Client Protection | |
| Shampooing& Conditioning, | |
| Properties of the Hair & Scalp, Scalp Treatments | |
| Principles of Hair Design: | 60.0 |
| Braiding | |
| Blow-Drying, Thermal Styling, Curling & Flat Irons | |
| Equipment Safety, Finger Waving, Styling Techniques | |
| Wigs & Hair Extensions | |
| Hair Cutting-Principle & Techniques: | 60.0 |
| Hair Color & Bleaching Theory | 60.0 |
| Hair Color – Create a Color Wheel, Bleaching | |
| Foils, Single, Double, Toning, Corrections | |
| Chemical Texture Services: | 60.0 |
| Perming Principles & Techniques | |
| Relaxer & Chemical Hair Straightening | |
| Facial Theory: | 12.0 |
| Facials | |
| Manicuring: | 12.0 |
| Manicures, Nail Structure, Growth | |
| Hair 1 Final: Review & Testing | 6.0 |
| Perfect Attendance | 360.0 |
| SAP Required | 300.0 |

2. Hairdressing Two is a Core Curriculum. The course is 12 weeks during the day and 23 weeks at night. A student who has perfect attendance will have earned 360 hours at the completion of the course. A student that is making satisfactory academic progress will have earned at least 300 hours to pass the course. Students must complete the 300 hours in the Hairdressing One course prior to practicing their skills on the public, according to Pennsylvania State Law.

The **Hairdressing Two** course has two primary goals. The first is to provide students with advanced skills, co-ordination and training towards becoming a hairdresser as they polish the basic skills learned in Hairdressing One. This insures each student's progress prior to being dedicated as a Hairdressing Clinic student. The second primary goal is preparation and introduction to the Hairdressing Clinic and continuing the Theoretical lesson plans not covered in Hairdressing One. Heavily supervised clinic experiences at the commencement of this course gradually increase in frequency and longevity until students gain the confidence and agility to be a dedicated clinic student. This unit is a prerequisite to the Hair Clinic One course. It is a mandatory course of the **Cosmetology & Hairdressing Combination Programs**. The units of instruction are broken down further into lesson plans & used in computerized class scheduling:

| <u>Subject/Unit</u> | <u>Duration</u> |
|---|-----------------|
| Orientation: | 3.0 |
| Anatomy & Physiology: | 30.0 |
| Systems of the Body, Skin Structure & Growth | |
| Nutrition, Nail Structure & Growth, Disorders & Diseases | |
| Infection Control: | 30.0 |
| Sanitation/Disinfection, Bacteriology, Decontamination, | |
| Public Health & Safety, Review Equipment Use & Safety | |
| Shampooing & the Scalp - Review: | 18.0 |
| Draping & Client Protection Review & Practice | |
| Shampooing & Conditioning, Head Massage | |
| Principles of Hair Design: | 60.0 |
| Practice Up-do's & Braiding, Blow-Drying, Curling & | |
| Flat Irons, Wig Styling, Equipment Safety | |
| Hair Cutting-Principle & Techniques: | 60.0 |
| Practice-Long Layers, Graduated Cuts, Bulk Removal | |
| Texturizing, Advanced Techniques & Special Projects | |
| Hair Color & Bleaching Theory | 60.0 |
| Hair Color Application & Practice, Foiling Techniques | |
| Mixing & Formulas, Retouches, Double Process | |
| Toning, Corrections, Product Knowledge & Safety | |
| Chemical Texture Services: (Chemistry & Electricity) | 60.0 |
| Perming Principles & Techniques, Keratin Treatments | |
| Relaxer & Chemical Hair Straightening Practice, Product | |
| Knowledge & Safety | |
| Salon Business, Sales, Career & Employment: | 24.0 |
| Preparing for Licensure, Resume's & Getting the Job, | |
| State Law, Client Records & Computerized entry | |
| Hair Removal: | 3.0 |
| Make-up: | 3.0 |
| Manicuring & Facial Practice: | 6.0 |
| Hairdressing Two Final: | 3.0 |
| Perfect Attendance | 360.0 |
| SAP Required | 300.0 |

3. Hair Clinic One is 12 Weeks in length for a day time program and 22 weeks in length for an evening program. Hair Clinic One is a course (class) in the **Cosmetology Program, the Hairdressing & Esthetics Program and the Hairdressing & Nails Program**. A student who has perfect attendance will have earned 360 hours at the completion of the course. A student meeting the satisfactory academic progress requirement will have earned 300 clock hours. The Satisfactory Academic Progress Policy (SAP) can be found in the Catalog.

Hair Clinic One is a non-structured course. This course is the practical (practice of skills & techniques) portion of the program. Each student will receive a Procedure Guide detailing the procedures for each skill in this course. The objective or goal of this course is to provide the student with practice on the skills learned in the Hair One (HR 1) and Hair Two (HR-2) courses. The practice area of the Hair Clinic is set up like a salon to provide the student with an experience close to what they can expect in a real salon or spa. Students will be able to practice their skills on the public under the direct supervision of their instructor. The structured component of the course is still practicing specific skills on manikins (not all skills are requested by the general public), completing projects, student workbooks and exam preparation as assigned by the instructor to strengthen student performance and knowledge of the industry all around. As with all practical courses that involve practicing on the public, students will be instructed to follow all Public Health & Safety Guidelines. Infection Control will be enforced with each skill practiced using proper sterilization, sanitation & disinfection procedures. The units of instruction (subjects) will be practiced in Hair Clinic One.

4. Hair Clinic Two is a smaller course in the **Hairdressing & Nails program** than it is in the Cosmetology program. The course is 4 weeks in length during the day and 8 weeks for the evening program. The Nails portion of this program has less clinic weeks required than the Skin & Electrolysis clinics (they require 8 weeks of day time clinics). The objective or goal of this course is to provide the student with practice on the skills learned in the Hair One (HR 1) and Hair Two (HR-2) courses.

Hair Clinic Two will provide the student in this program with additional clinical practice in the Hair Clinic as noted above. The units of instruction are broken down further into lesson plans & used in computerized class scheduling:

| <u>Subject/Unit:</u> | <u>HRC1</u> | <u>HRC2</u> |
|--|--------------------|--------------------|
| Practice of Skills: | 300 | 100 |
| Styling: Braiding, Roller Setting, Up-do's & Blow-drying, Wigs Thermal Styling (Curling & Flat Irons) Hair Color: Temporary, Semi-permanent, Permanent Color, Bleaching, Tinting, Toning, Foil Hi-lighting & Lo-Lighting Special Effects, Ombre & Balyage Hair Cutting: Shears, Clipper Cuts & Razor cutting Chemical Texture Services: Perming, Relaxing & Chemical Hair Straightening Keratin Treatments, Shampooing & Conditioning, Scalp Treatments & Client Record Keeping, updating computerized records | | |
| Theory & Projects: | 60 | 20 |
| Workbook Assignments, Salon Business, Salon Creation & Manikin Celebrity Projects, State Law & Exam Prep | | |
| Perfect Attendance: | 360 | 120 |
| SAP Required: | 300 | 100 |

5. Fundamentals of Non Hair Services is an essential element and a required course in all the **Hairdressing Program combinations, the Esthetics & Nails Program and the Esthetics & Manicuring Programs.** The course is 4 weeks during the day (full-time) program & 7 weeks during the night program (part-time). A student who has perfect attendance will have earned 120 hours at the completion of the course. A student making satisfactory academic progress will have earned 100 hours at course completion. Holidays and/or school closures can affect the total hours earned in this course as described in the schools Satisfactory Academic Progress Policy.

The objective & goal of this course is to provide & teach students the fundamental knowledge of the common topics of study found in the programs job skill courses and to prepare the student for the State Board Test for Licensure. Fundamentals is a theoretical class teaching subjects pertaining to Public Health & Safety while also providing the student with lessons on Business and Salon/Spa Management and Pennsylvania State Laws & Regulations. The fundamentals course is a separate element to aid in the reduction of studying the same topics redundantly when taking a combination program such as Esthetics & Nails. The units of instruction are broken down further into lesson plans & used in computerized class scheduling:

| <u>Subject/Unit:</u> | <u>Duration</u> |
|--|------------------------|
| Orientation: | 6.0 |
| Salon Business & Advertising: | 15.0 |
| Preparing for Licensure/Employment Getting the Job - Resumes History & Career Opportunities Your Professional Image | |
| Infection Control: | 20.0 |
| Bacteriology, Sterilization & Sanitation Decontamination, Public Protection & Safety First Aid, | |
| Anatomy & Physiology: | 30.0 |
| The Systems of the Body, Bones, Muscles, Nerves Excretory, Circulation | |
| Nutrition: | 6.0 |
| Chemistry & Electricity: | 15.0 |
| Salon Business, Sales, Career & Employment: | 15.0 |
| State Law & State Board Prep | 10.0 |
| Review & Final | 5.0 |
| Perfect Attendance | 120.0 |
| SAP Required | 100.0 |

6. Nails is the course that teaches the job skill element of the **Hairdressing & Nails Program.** This course is 4 weeks long during the day and 8 weeks during the night. A student who has perfect attendance will have earned 120 hours at the completion of the course. A student that is making satisfactory academic progress will have earned approximately 100 hours to pass the class.

This course has two primary objectives/goals. The first is to provide & teach students the technical knowledge of the job skills relevant to becoming a Manicurist, commonly known as a Nail Technician in the industry. The second is to insure

each student has sufficient skills **prior** to entering the Nails Clinic where the skills are practiced & refined on live patrons. The Nails course prepares the student for the professional field of Nail Care.

Nails teaches students the professional skills needed to be a successful and profitable professional in the nail industry and prepares the student to enter the field of Manicuring and Nail Technology. The **Nails course** curriculum is structured and covers the primary skills to needed to become a Manicurist/Nail Technician. Completing the Nails course is a required element in the program. A separate Nail Technician State License is available in Pennsylvania and this course will cover exam preparations. Upon graduation from the **Hairdressing & Nails Program**, each student will be qualified to work in a licensed Cosmetology, Manicuring or Nail Tech Shop/Spa and may also own and operate their own Cosmetology or Manicuring/Nail Care salon. The units of instruction are broken down further into lesson plans & used in computerized class scheduling.

| <u>Subject/Units</u> | <u>Duration</u> |
|--|-----------------|
| Orientation & Introduction: | 6.0 |
| Nail Sciences: | 32.0 |
| Diseases & Disorders of the Nail, Nail Structure, Growth, Malformation, Nail Health, Product Knowledge, Client Health & Safety | |
| Principles & Techniques: | 70.0 |
| Table Prep & Tools, Equipment Sterilization, Manicuring, Gel Manicures, Hot Oil Manicures, Hand Treatments, Men's Manicure, Gel Bonding, Acrylic Application, Nail Extensions, Nail Tipping, Capping & Dipping, Nail Art, & 3D Art, Paraffin Spas & Aromatherapy Massage, Pedicuring & Spa Pedicures, Nail Wrapping & Repairs & Nail Accessories | |
| Theory: | 12.0 |
| <u>State Board Prep & Nails Final</u> | |
| Perfect Attendance | 120.0 |
| SAP Requirement | 100.0 |

7. Nails Clinic is where the student is able to practice the Job Skills learned in the Nails Course. This course is 4 weeks long during the day program (full-time) and 8 weeks during the night program (part-time). A student who has perfect attendance will have earned 120 hours at the completion of the course. A student that is making satisfactory academic progress will have earned approximately 100 hours to pass the class as described in the schools Satisfactory Academic Progress Policy (SAP) found in the schools Catalog and Student Handbook. According to Pennsylvania State Law, a student must complete 50 clock hours of Manicuring training prior to practicing their skills on the public.

This course has two primary goals. The first is to allow a student to practice and refine the skills learned in a controlled environment with Instructor supervision. The second goal is to insure each student begins to feel confident in the skills they are practicing prior to graduation and preparing for Licensure to become a profitable professional.

The **Nails Clinic** is an unstructured course/class whereby the student has completed the two structured classes of Fundamentals and Nails in order to enter the Nails Clinic. During the Nails Clinic, students will be able to work on live clients who allow them to practice their skills and work on the timing of the skills. Throughout the time spent in the **Nails Clinic**, the student will also follow and use all that they learned in the Fundamentals Course where Disinfection, Sterilization & Sanitation are prevalent.

A state license is available in Pennsylvania and the License name is "Nail Technician". If the student was taking the **Manicuring program** as an elective (**Hairdressing & Nails**), they would be eligible to take either the Cosmetology State Board Examination or the Nail Technician State Board Examination.

The attached units of instruction are a compilation of the computerized class schedules but the hours sent per unit vary depending on the needs of the visiting Clients and the services they request. The Instructor is able to control the amount of practice per service with record keeping. A student may need to practice a specific skill on a manikin hand rather than a live client if a particular skill was not scheduled by the cliental visiting the school for Manicuring Services.

| <u>Subject/Units</u> | <u>Duration</u> |
|--|------------------------|
| Practice of Skills: | 100 |
| Manicures | |
| Pedicures & Spa Pedicures | |
| Gel Manicures & Gel Bonding | |
| Acrylic Nails & Extensions | |
| Nail Wraps & Repairs | |
| Table Prep & Equipment Sterilization | |
| Nail Extensions, Tipping & Capping | |
| Nail Dipping | |
| Nail Art – Freehand and 3D | |
| Paraffin Spas & Aromatherapy Massage | |
| Client Record Keeping, updating computerized records | |
| Theory: | 20 |
| Workbooks, State Board Prep & Final | |
| Perfect Attendance | 120.0 |
| SAP Requirement | 100.0 |

Esthetics & Nails Program Outline

Esthetics & Nails is a 24 week program during the day (full-time) and 45 week program at night (part-time) and consists of 600 minimum satisfactory academic progress (SAP) clock hours of training. The Esthetics & Nails Program is a comprehensive program designed to give students basic & advanced job related skills and the coordination and training to become a licensed Esthetician and Nail Technician. This program provides a student with a combination of a professional Esthetics and Nails curriculum without have to take a Cosmetology program that has the emphasis on Hairdressing. This program gives the graduate the edge by making them more employable in a salon or spa by providing them with a well-rounded education & holding state licensure in both fields. The program includes the State required elements but goes beyond those minimum requirements to provide the student with a professional career and the job market as soon as they graduate. The program is made up of 5 courses, Fundamentals, Skin Care, Nails, Skin Care and Nails Clinic. The subject units taught in this program are outlined below in the course outlines.

Educational Objectives: The primary goal or objective of this program is to train students to become profitable Estheticians and Nail Technicians by surpassing the minimum state board requirements for licensure. The program is structured and each class/course must be completed before transitioning into the next course or class. The program has both theoretical curriculum as well as practical curriculum to provide the student with a well-rounded program.

To graduate from this program a student is required to complete at least the minimum satisfactory academic grade of 70%, complete the educational program requirements and complete the weeks & minimum required (SAP) hours of training. Once complete, a student will graduate and receive their diploma(s). This program prepares graduates for employment as an Esthetician, Nail Technician, Cosmetic Specialist, Make-up Artist, and other skin & nail care related occupations. Some physical demands of the esthetic and nails industry are standing or bending over for periods of time and strong fumes caused by certain products. Some physical characteristic which may help an Esthetician or Nail Technician are having good upper body strength and a strong lower back. A small percentage of Estheticians have been prone to carpal tunnel syndrome.

State Requirements: The State of Pennsylvania requires a student to pass the program, have at least a 10th grade education (note: this school requires a High School Diploma), possess a State or Federal ID and pass the state board examination for licensure. This program is designed to surpass the states minimum licensing requirements and graduates are eligible to take the Pennsylvania State Board of Cosmetology exams leading to licensure.

Instructional Methods: This program is structured with specific curriculum & material covering the different units of study being taught within a specific time frame. The Instructional techniques utilized by the instructors are (but not limited to) Lectures, Demonstrations, Introductory & Advanced Skills and Techniques, Trial, Practice, Review and Testing. The grading for this Program is a modified pass/fail system and is described in detail in the Catalogue and Student Handbook titled as the Satisfactory Academic Progress policy. The Program is taught in English only.

Grading: Is universal for Theory; Practical and Clinical experiences including work projects, clinical assignments, lectures, appearance, worksheets, handouts and tests. A modified pass/fail system is used to show whether a student is meeting satisfactory academic progress, which is designated by the initials "U" and "S". A third grade "O", for outstanding provides motivation for the high achievers and the ability for underachievers to get back into satisfactory progress. Due to the number of experiences which may only be graded "S" or "U", it is not impossible to average a grade level of "O", but also not very common.

Clinic students are graded according to specific skills being practiced (per their procedure guides) and each skill is considered a gradable experience. The grades awarded to clinic students are based on the completion of the skill (service) as compared to the lesson plan for each client service. The clinic lesson plans (procedure guidelines) are distributed to the students at the beginning of a skill based & and/or clinical course. Enrollment path schedules, class grades and attendance are available to students daily on the Student Access Terminal. Cumulative grades for previous courses and the total "U", "S" and "O" count for the current course may be viewed by the student at any time by this terminal. Listed below is the percentile conversion table:

| | |
|----------------------|---------------|
| "O" - Outstanding | = 95 – 100 |
| "S" – Satisfactory | = 70 – 94 |
| "U" - Unsatisfactory | = 69 or below |

The Esthetics & Nails Program Courses:

(the weeks below are in order of either the Day or Evening requirement)

1. **Fundamentals- 4 or 7 weeks & 100 minimum SAP Hours**
2. **Skin Care- 4 or 8 weeks & 100 minimum SAP Hours**
3. **Nails- 4 or 8 weeks & 100 minimum SAP Hours**
4. **Skin Care Clinic- 8 or 15 weeks & 200 minimum SAP Hours**
5. **Nails Clinic- 4 or 8 weeks & 100 minimum SAP Hours**

1. Fundamentals of Non Hair Services is an essential element and a required course in this program, all Non-Hair programs and all Hairdressing Program combinations. The course is 4 weeks during the day (full-time) program & 7 weeks during the night program (part-time). A student who has perfect attendance will have earned 120 hours at the completion of the course. A student making satisfactory academic progress will have earned 100 hours at course completion.

The objective & goal of this course is to provide & teach students the fundamental knowledge of the common topics of study found in the programs job skill courses and to prepare the student for the State Board Test for Licensure.

Fundamentals is a theoretical class teaching subjects pertaining to Public Health & Safety while also providing the student with lessons on Business and Salon/Spa Management and Pennsylvania State Laws & Regulations. The units of instruction are broken down further into lesson plans & used in computerized class scheduling:

| <u>Subject/Unit:</u> | <u>Duration</u> |
|--|------------------------|
| Orientation: | 6.0 |
| Salon Business & Advertising: | 15.0 |
| Preparing for Licensure/Employment | |
| Getting the Job - Resumes | |
| History & Career Opportunities | |
| Your Professional Image | |
| Infection Control: | 20.0 |
| Bacteriology, Sterilization & Sanitation | |
| Decontamination, Public Protection & Safety | |
| First Aid, | |
| Anatomy & Physiology: | 30.0 |
| The Systems of the Body, Bones, Muscles, Nerves | |
| Excretory, Circulation | |
| Nutrition: | 6.0 |
| Chemistry & Electricity: | 15.0 |
| Salon Business, Sales, Career & Employment: | 15.0 |
| State Law & State Board Prep | 10.0 |
| Review & Final | 5.0 |
| Perfect Attendance | 120.0 |
| SAP Required | 100.0 |

2. Skin Care is the job skill course of the **Esthetics Program**. This course is 4 weeks long during the day and 8 weeks long during the night. A student who has perfect attendance will have earned 120 hours at the completion of the course. A student making satisfactory academic progress will have earned 100 hours to pass the class.

This course has two primary objectives/goals. The first is to provide & teach students the technical knowledge of the job skills relevant to becoming an Esthetician. The second is to insure each student has sufficient skills **prior** to entering the Skin Care Clinic where skills are refined through practice on live patrons. The **Skin Care course** prepares the student for the professional field of Esthetics.

Skin Care teaches students a scientific approach to corrective and protective skin care and covers all related aspects of being a profitable professional in the Skin Care Industry. The **Skin Care course** curriculum is structured and covers the primary skills needed to become an Esthetician. Completing the Skin Care course is a required element in the program. The units of instruction are broken down further into lesson plans, used in class schedules.

| <u>Subject/Units</u> | <u>Duration</u> |
|--|-----------------|
| Orientation | 6.0 |
| Skin Sciences: | 20.0 |
| Skin Analysis, Wood's Lamp, Diseases & Diseases, Product Knowledge, Chemistry (the Ph scale) & Electricity (its effect on the skin), Electrotherapy-various currents using Skin Machinery, Skin Health, Sanitation of Tools | |
| Principles & Techniques: | 55.0 |
| Client Consultation, Room Preparation, Cleansing, Massage, Facials with & w/o Machinery, Components of Machinery, Facial Treatments, Masks, Paraffin Spas, Backcials, Aromatherapy Oils (medicinal & other), Specialty Treatments, Glycolic & Salicylic Acid, Vitamin C, Retinol, Acne & Enzyme, Rosacea and Eye Treatments | |
| Hair Removal (Waxing): | 15.0 |
| Techniques of Waxing, Soft Wax, Hard Wax, Client Safety/Health | |
| Cosmetics: | 18.0 |
| Color Theory, Make-Up products & tools, Facial Shapes, Make-up Application, Contouring, Eye Lash application | |
| Theory: | 6.0 |
| Computerized Client Records, Entry of Data & the Importance of Record Keeping, State Board Prep & Skin Final | |
| Perfect Attendance | 120.0 |
| SAP Required | 100.0 |

3. Nails is the course that teaches the job skill element of the **Manicuring Program**. This course is 4 weeks long during the day and 8 weeks during the night. A student who has perfect attendance will have earned 120 hours at the completion of the course. A student that is making satisfactory academic progress will have earned approximately 100 hours to pass the class.

This course has two primary objectives/goals. The first is to provide & teach students the technical knowledge of the job skills relevant to becoming a Manicurist, commonly known as a Nail Technician in the industry. The second is to insure each student has sufficient skills **prior** to entering the Nails Clinic where the skills are practiced & refined on live patrons.

The Nails course prepares the student for the professional field of Nail Care.

| <u>Subject/Units</u> | <u>Duration</u> |
|---|-----------------|
| Orientation & Introduction: | 6.0 |
| Nail Sciences: | 32.0 |
| Diseases & Disorders of the Nail, Nail Structure, Growth, Malformation, Nail Health, Product Knowledge, Client Health & Safety | |
| Principles & Techniques: | 70.0 |
| Table Prep & Tools, Equipment Sterilization, Manicuring, Gel Manicures, Hot Oil Manicures, Hand Treatments, Men's Manicure, Gel Bonding, Acrylic Application, Nail Extensions, Nail Tipping, Capping & Dipping, Nail Art, & 3D Art, Paraffin Spas & Aromatherapy Massage, Pedicuring & Spa Pedicures, Nail Wrapping & Repairs & Nail Accessories | |
| Theory: | |
| State Board Prep & Nails Final | 12.0 |
| Perfect Attendance | 120.0 |
| SAP Requirement | 100.0 |

Nails teaches students the professional skills needed to be a successful and profitable professional in the nail industry and prepares the student to enter the field of Manicuring and Nail Technology. The **Nails course** curriculum is structured and covers the primary skills to needed to become a Manicurist/Nail Technician. Completing the Nails course is a required element in the program. The units of instruction are broken down further into lesson plans & used in computerized class scheduling.

4. Skin Care Clinic course is where the student is able to practice the Job Skills learned in the Skin Care course. This course is 8 weeks long during the day program (full-time) and 15 weeks during the night program (part-time). A student who has perfect attendance will have earned 240 hours at the completion of the course. A student that is making satisfactory academic progress will have earned approximately 200 hours to pass the class as described in the schools Satisfactory Academic Progress Policy (SAP) found in the schools Catalog and Student Handbook. According to Pennsylvania State Law, a student must complete 75 clock hours of Esthetician training prior to practicing their skills on the public.

This course has two primary goals. The first is to allow a student to practice and refine the skills learned in a controlled environment with Instructor supervision. The second goal is to insure each student begins to feel confident in the skills they are practicing prior to graduation and preparing for Licensure to become a profitable professional.

The **Skin Care Clinic** is an unstructured course/class whereby the student has completed the two structured classes of Fundamentals and Skin Care in order to enter the Skin Care Clinic. During the time spent in the Skin Care Clinic, students will be able to work on patrons/clients who allow them to practice their skills and a student will work on the timing of the skills. The student will also follow and use all that they learned in the Fundamentals Course where Disinfection, Sterilization & Sanitation are prevalent.

A state license is available in Pennsylvania and the License name is "Esthetician". If the student was taking the **Esthetic program** as an elective (**Hairdressing & Esthetics**), they would be eligible to take either the Cosmetology State Board Examination or the Esthetician State Board Examination.

These attached units of instruction have been compiled directly from the computerized class schedule. The hours sent in each area of the unit vary depending on the needs of the visiting Clients and the services they request. The Instructor is able to control the amount of practice per service with record keeping. A student may need to practice a specific skill on a manikin rather than a live client if a particular skill was not scheduled by the cliental visiting the school for Services.

| <u>Subject/Units:</u> | <u>Duration</u> |
|--|------------------------|
| Practice of Skills: | 200 |
| Facials with & without Machinery & Deluxe Facials /Machinery | |
| Backcials & Aromatherapy | |
| Massage Hair Removal by Waxing | |
| Make-Up & Cosmetic Application | |
| Equipment Sterilization & Disinfection | |
| Hot Paraffin Mask Treatments | |
| Application & Practice of Specialty Treatments such as: Glycolic Exfoliator, Vitamin C, Enzyme, Redness Reducing Treatment, Eye Treatment, Intensive Treatment with Retinol | |
| Client Record Keeping, updating computerized records | |
| Theory: | 40 |
| Workbooks, State Board Prep & Final | |
| Perfect Attendance | 240.0 |
| SAP Requirement | 200.0 |

5. Nails Clinic is where the student is able to practice the Job Skills learned in the Nails Course. This course is 4 weeks long during the day program (full-time) and 8 weeks during the night program (part-time). A student who has perfect attendance will have earned 120 hours at the completion of the course. A student that is making satisfactory academic progress will have earned approximately 100 hours to pass the class as described in the schools Satisfactory Academic Progress Policy (SAP) found in the schools Catalog and Student Handbook. According to Pennsylvania State Law, a student must complete 50 clock hours of Manicuring training prior to practicing their skills on the public.

This course has two primary goals. The first is to allow a student to practice and refine the skills learned in a controlled environment with Instructor supervision. The second goal is to insure each student begins to feel confident in the skills they are practicing prior to graduation and preparing for Licensure to become a profitable professional.

The **Nails Clinic** is an unstructured course/class whereby the student has completed the two structured classes of Fundamentals and Nails in order to enter the Nails Clinic. During the Nails Clinic, students will be able to work on live clients who allow them to practice their skills and work on the timing of the skills. Throughout the time spent in the **Nails Clinic**, the student will also follow and use all that they learned in the Fundamentals Course where Disinfection, Sterilization & Sanitation are prevalent.

A state license is available in Pennsylvania and the License name is "Nail Technician". If the student was taking the **Manicuring program** as an elective (**Hairdressing & Nails**), they would be eligible to take either the Cosmetology State Board Examination or the Nail Technician State Board Examination.

The attached units of instruction are a compilation of the computerized class schedules but the hours sent per unit vary depending on the needs of the visiting Clients and the services they request. The Instructor is able to control the amount of practice per service with record keeping. A student may need to practice a specific skill on a manikin hand rather than a live client if a particular skill was not scheduled by the cliental visiting the school for Manicuring Services.

| <u>Subject</u> | <u>Duration</u> |
|--|-----------------|
| Practice of Skills: | 100 |
| Manicures | |
| Pedicures & Spa Pedicures | |
| Gel Manicures & Gel Bonding | |
| Acrylic Nails & Extensions | |
| Nail Wraps & Repairs | |
| Table Prep & Equipment Sterilization | |
| Nail Extensions, Tipping & Capping | |
| Nail Dipping | |
| Nail Art – Freehand and 3D | |
| Paraffin Spas & Aromatherapy Massage | |
| Client Record Keeping, updating computerized records | |
| Theory: | 20 |
| Workbooks, State Board Prep & Final | |
| Perfect Attendance | 120.0 |
| SAP Requirement | 100.0 |

Esthetics Program Outline

Esthetics is a 16 week program during the day (full-time) and 30 week program at night (part-time) and consists of 400 minimum satisfactory academic progress (SAP) clock hours of training. The Esthetics Program is a comprehensive program designed to give students basic & advanced job related skills and the coordination and training to become a licensed Esthetician. This program provides a student with a professional Esthetics curriculum. The program includes the State required elements but goes far beyond those minimum requirements to provide the student with a professional career and ready for the job market as soon as they graduate. The program is made up of 3 courses, Fundamentals, Skin Care and Skin Care Clinic. The subject units taught in this program are outlined below in the course outlines.

Educational Objectives: The primary goal or objective of this program is to train students to become profitable Estheticians by surpassing the minimum state board requirements for licensure. The program is structured and each class/course must be completed before transitioning into the next course or class. The program has both theoretical curriculum as well as practical curriculum to provide the student with a well-rounded program.

To graduate from this program a student is required to complete at least the minimum satisfactory academic grade of 70%, complete the educational program requirements and complete the weeks & minimum required (SAP) hours of training. Once complete, a student will graduate and receive their diploma(s). This program prepares graduates for employment as an Esthetician, Cosmetic Specialist, Make-up Artist, and other skin care related occupations. Some physical demands of the esthetic industry are standing or bending over for periods of time. Some physical characteristic which may help an Esthetician are having good upper body strength and a strong lower back. A small percentage of Estheticians have been prone to carpal tunnel syndrome.

State Requirements: The State of Pennsylvania requires a student to pass the program, have at least a 10th grade education (note: this school requires a High School Diploma), possess a State or Federal ID and pass the state board examination for licensure. This program is designed to surpass the states minimum licensing requirements and graduates are eligible to take the Pennsylvania State Board of Cosmetology exams leading to licensure.

Instructional Methods: This program is structured with specific curriculum & material covering the different units of study being taught within a specific time frame. The Instructional techniques utilized by the instructors are (but not limited to) Lectures, Demonstrations, Introductory & Advanced Skills and Techniques, Trial, Practice, Review and Testing. The grading for this Program is a modified pass/fail system and is described in detail in the Catalogue and Student Handbook titled as the Satisfactory Academic Progress policy. The Program is taught in English only.

Grading: Is universal for Theory; Practical and Clinical experiences including work projects, clinical assignments, lectures, appearance, worksheets, handouts and tests. A modified pass/fail system is used to show whether a student is meeting satisfactory academic progress, which is designated by the initials "U" and "S". A third grade "O", for outstanding provides motivation for the high achievers and the ability for underachievers to get back into satisfactory progress. Due to the number of experiences which may only be graded "S" or "U", it is not impossible to average a grade level of "O", but also not very common.

Clinic students are graded according to specific skills being practiced (per their procedure guides) and each skill is considered a gradable experience. The grades awarded to clinic students are based on the completion of the skill (service) as compared to the lesson plan for each client service. The clinic lesson plans (procedure guidelines) are distributed to the students at the beginning of a skill based & and/or clinical course. Enrollment path schedules, class grades and attendance are available to students daily on the Student Access Terminal. Cumulative grades for previous courses and the total "U", "S" and "O" count for the current course may be viewed by the student at any time by this terminal. Listed below is the percentile conversion table:

| | |
|----------------------|---------------|
| "O" - Outstanding | = 95 – 100 |
| "S" – Satisfactory | = 70 – 94 |
| "U" - Unsatisfactory | = 69 or below |

The Esthetics Program Courses:

(the weeks below are in order of either the Day or Evening requirement)

- 1. Fundamentals- 4 or 7 weeks & 100 minimum SAP Hours**
- 2. Skin Care- 4 or 8 weeks & 100 minimum SAP Hours**
- 3. Skin Care Clinic- 8 or 15 weeks & 200 minimum SAP Hours**

1. Fundamentals of Non Hair Services is an essential element and a required course in this program, all Non-Hair programs, and all Hairdressing Program combinations. The course is 4 weeks during the day (full-time) program & 7 weeks during the night program (part-time). A student who has perfect attendance will have earned 120 hours at the completion of the course. A student making satisfactory academic progress will have earned 100 hours at course completion. Holidays and/or school closures can affect the total hours earned in this course as described in the schools Satisfactory Academic Progress Policy.

The objective & goal of this course is to provide & teach students the fundamental knowledge of the common topics of study found in the programs job skill courses and to prepare the student for the State Board Test for Licensure.

Fundamentals is a theoretical class teaching subjects pertaining to Public Health & Safety while also providing the student with lessons on Business and Salon/Spa Management and Pennsylvania State Laws & Regulations. The units of instruction are broken down further into lesson plans & used in computerized class scheduling:

| <u>Subject/Unit:</u> | <u>Duration</u> |
|--|------------------------|
| Orientation: | 6.0 |
| Salon Business & Advertising: | 15.0 |
| Preparing for Licensure/Employment | |
| Getting the Job - Resumes | |
| History & Career Opportunities | |
| Your Professional Image | |
| Infection Control: | 20.0 |
| Bacteriology, Sterilization & Sanitation | |
| Decontamination, Public Protection & Safety | |
| First Aid, | |
| Anatomy & Physiology: | 30.0 |
| The Systems of the Body, Bones, Muscles, Nerves | |
| Excretory, Circulation | |
| Nutrition: | 6.0 |
| Chemistry & Electricity: | 15.0 |
| Salon Business, Sales, Career & Employment: | 15.0 |
| State Law & State Board Prep | 10.0 |
| Review & Final | 5.0 |
| <hr/> | |
| Perfect Attendance | 120.0 |
| SAP Required | 100.0 |

2. Skin Care is the job skill element of the **Esthetics Program**. This course is 4 weeks long during the day and 8 weeks long during the night. A student who has perfect attendance will have earned 120 hours at the completion of the course. A student making satisfactory academic progress will have earned 100 hours to pass the class.

Subject/Units:**Duration**

| | |
|---|-------|
| Orientation | 6.0 |
| Skin Sciences: Skin Analysis, Wood's Lamp, Diseases & Diseases, Product Knowledge, Chemistry (the Ph scale) & Electricity (its effect on the skin), Electrotherapy- various currents using Skin Machinery, Skin Health, Sanitation of Tools | 20.0 |
| Principles & Techniques: Client Consultation, Room Preparation, Cleansing, Massage, Facials with & w/o Machinery, Components of Machinery, Facial Treatments, Masks, Paraffin Spas, Backcials, Aromatherapy Oils (medicinal & other), Specialty Treatments, Glycolic & Salicylic Acid, Vitamin C, Retinol, Acne & Enzyme, Rosacea and Eye Treatments | 55.0 |
| Hair Removal (Waxing): Techniques of Waxing, Soft Wax, Hard Wax, Client Safety/Health | 15.0 |
| Cosmetics: Color Theory, Make-Up products & tools, Facial Shapes, Make-up Application, Contouring, Eye Lash application | 18.0 |
| Theory: Computerized Client Records, Entry of Data & the Importance of Record Keeping, State Board Prep & Skin Final | 6.0 |
| | |
| Perfect Attendance | 120.0 |
| SAP Required | 100.0 |

This course has two primary objectives/goals. The first is to provide & teach students the technical knowledge of the job skills relevant to becoming an Esthetician. The second is to insure each student has sufficient skills **prior** to entering the skin Care Clinic where their skills are refined through practice on live patrons. The **Skin Care course** prepares the student for the professional field of Esthetics.

Skin Care teaches students a scientific approach to corrective and protective skin care and covers all related aspects of being a profitable professional in the Skin Care Industry. The **Skin Care course** curriculum is structured and covers the primary skills needed to become an Esthetician. Completing the Skin Care course is a required element in the program. The units of instruction are broken down further into lesson plans & used in computerized class scheduling.

Skin Care Clinic is where the student is able to practice the Job Skills learned in the Skin Care course. This course is 8 weeks long during the day program (full-time) and 15 weeks during the night program (part-time). A student who has perfect attendance will have earned 240 hours at the completion of the course. A student that is making satisfactory academic progress will have earned approximately 200 hours to pass the class as described in the schools Satisfactory Academic Progress Policy (SAP) found in the schools Catalog and Student Handbook. According to Pennsylvania State Law, a student must complete 75 clock hours of Esthetician (Skin Care) training prior to practicing their skills on the public. This course has two primary goals. The first is to allow a student to practice and refine the skills learned in a controlled environment with Instructor supervision. The second goal is to insure each student begins to feel confident in the skills they are practicing prior to graduation and preparing for Licensure to become a profitable professional.

The **Skin Care Clinic** is an unstructured course/class whereby the student has completed the two structured classes of Fundamentals and Skin Care in order to enter the Skin Care Clinic. During the time spent in the Skin Care Clinic, students will be able to work on clients who allow them to practice their skills and a student will work on the timing & components of the skills. The student will also follow and use all that they learned in the Fundamentals Course where Disinfection, Sterilization & Sanitation are prevalent.

A state license is available in Pennsylvania and the License name is "Esthetician". If the student was taking the **Esthetic program** as an elective (**Hairdressing & Esthetics**), they would be eligible to take either the Cosmetology State Board Examination or the Esthetician State Board Examination.

These attached units of instruction have been compiled directly from the computerized class schedule. The hours sent in each area of the unit vary depending on the needs of the visiting Clients and the services they request. The Instructor is able to control the amount of practice per service with record keeping. A student may need to practice a specific skill on a manikin rather than a live client if a particular skill was not scheduled by the cliental visiting the school for Services.

| <u>Subject/Units:</u> | <u>Duration</u> |
|--|------------------------|
| Practice of Skills: | 200 |
| Facials with & without Machinery & Deluxe Facials /Machinery Backcials & Aromatherapy Massage Hair Removal by Waxing Make-Up & Cosmetic Application Equipment Sterilization & Disinfection Hot Paraffin Mask Treatments | |
| Application & Practice of Specialty Treatments such as: Glycolic Exfoliator, Vitamin C, Enzyme, Redness Reducing Treatment, Eye Treatment, Intensive Treatment with Retinol Client Record Keeping, updating computerized records | |
| Theory: | 40 |
| Workbooks, State Board Prep & Final | |
| Perfect Attendance | 240.0 |
| SAP Requirement | 200.0 |

Manicuring - Program Outline

Manicuring a 12 week program during the day (full-time) and 23 week program at night (part-time) and consists of 300 minimum satisfactory academic progress (SAP) clock hours of training. The Manicuring Program is a comprehensive programs designed to give students basic & advanced job related skills and the coordination and training to become a licensed Nail Technician. This program provides a student with a professional Nail Technician curriculum. The program includes the State required elements but goes far beyond those minimum requirements to provide the student with a professional career and ready for the job market as soon as they graduate. The program is made up of 3 courses, Fundamentals, Nails and Nail Care Clinic. The subject units taught in this program are outlined below in the course outlines.

Educational Objectives: The primary goal or objective of this program is to train students to become profitable Manicurist & Nail Technicians by surpassing the minimum state board requirements for licensure. The program is structured and each class/course must be completed before transitioning into the next course or class. The program has both theoretical curriculum as well as practical curriculum to provide the student with a well-rounded program.

To graduate from this program a student is required to complete at least the minimum satisfactory academic grade of 70%, complete the educational program requirements and complete the weeks & minimum required (SAP) hours of training. Once complete, a student will graduate and receive their diploma(s). This program prepares graduates for employment as an Manicurist, Nail Technician, nail related occupations or a Nail Salon Owner. Some physical demands of the nails industry are sitting and bending over for periods of time. Depending on the products used, some Nail Tech may have a sensitivity to the strong fumes of the Acrylic products used. Some physical characteristic which may help a Nail Technician are having good upper body strength and a strong lower back. A small percentage of Nail Technicians have been prone to carpal tunnel syndrome.

State Requirements: The State of Pennsylvania requires a student to pass the program, have at least a 10th grade education (note: this school requires a High School Diploma), possess a State or Federal ID and pass the state board examination for licensure. This program is designed to surpass the states minimum licensing requirements and graduates are eligible to take the Pennsylvania State Board of Cosmetology exams leading to licensure.

Instructional Methods: This program is structured with specific curriculum & material covering the different units of study being taught within a specific time frame. The Instructional techniques utilized by the instructors are (but not limited to) Lectures, Demonstrations, Introductory & Advanced Skills and Techniques, Trial, Practice, Review and Testing. The grading for this Program is a modified pass/fail system and is described in detail in the Catalogue and Student Handbook titled as the Satisfactory Academic Progress policy. The Program is taught in English only.

Grading: Is universal for Theory; Practical and Clinical experiences including work projects, clinical assignments, lectures, appearance, worksheets, handouts and tests. A modified pass/fail system is used to show whether a student is meeting satisfactory academic progress, which is designated by the initials "U" and "S". A third grade "O", for outstanding provides motivation for the high achievers and the ability for underachievers to get back into satisfactory progress. Due to the number of experiences which may only be graded "S" or "U", it is not impossible to average a grade level of "O", but also not very common.

Clinic students are graded according to specific skills being practiced (per their procedure guides) and each skill is considered a gradable experience. The grades awarded to clinic students are based on the completion of the skill (service) as compared to the lesson plan for each client service. The clinic lesson plans (procedure guidelines) are distributed to the students at the beginning of a skill based & and/or clinical course. Enrollment path schedules, class grades and attendance are available to students daily on the Student Access Terminal. Cumulative grades for previous courses and the total "U", "S" and "O" count for the current course may be viewed by the student at any time by this terminal. Listed below is the percentile conversion table:

| | |
|----------------------|---------------|
| "O" - Outstanding | = 95 – 100 |
| "S" – Satisfactory | = 70 – 94 |
| "U" - Unsatisfactory | = 69 or below |

The Manicuring Program Courses:

(Weeks below are in order of either the Day or Evening requirement)

1. **Fundamentals- 4 or 7 weeks & 100 minimum SAP Hours**
2. **Nails- 4 or 8 weeks & 100 minimum SAP Hours**
3. **Nails Clinic- 4 or 8 weeks & 100 minimum SAP Hours**

1. Fundamentals of Non Hair Services is an essential element and a required course in all the **Hairdressing Program combinations, the Esthetics & Nails Program and the Esthetics & Manicuring Programs**. The course is 4 weeks during the day (full-time) program & 7 weeks during the night program (part-time). A student who has perfect attendance will have earned 120 hours at the completion of the course. A student making satisfactory academic progress will have earned 100 hours at course completion. Holidays and/or school closures can affect the total hours earned in this course as described in the schools Satisfactory Academic Progress Policy.

The objective & goal of this course is to provide & teach students the fundamental knowledge of the common topics of study found in the programs job skill courses and to prepare the student for the State Board Test for Licensure.

Fundamentals is a theoretical class teaching subjects pertaining to Public Health & Safety while also providing the student with lessons on Business and Salon/Spa Management and Pennsylvania State Laws & Regulations. The fundamentals course is a separate element to aid in the reduction of studying the same topics redundantly when taking a combination program such as Esthetics & Nails. The units of instruction are broken down further into lesson plans & used in computerized class scheduling:

| <u>Subject/Units:</u> | <u>Duration</u> |
|--|------------------------|
| Orientation: | 6.0 |
| Salon Business & Advertising: | 15.0 |
| Preparing for Licensure/Employment | |
| Getting the Job - Resumes | |
| History & Career Opportunities | |
| Your Professional Image | |
| Infection Control: | 20.0 |
| Bacteriology, Sterilization & Sanitation | |
| Decontamination, Public Protection & Safety | |
| First Aid, | |
| Anatomy & Physiology: | 30.0 |
| The Systems of the Body, Bones, Muscles, Nerves | |
| Excretory, Circulation | |
| Nutrition: | 6.0 |
| Chemistry & Electricity: | 15.0 |
| Salon Business, Sales, Career & Employment: | 15.0 |
| State Law & State Board Prep | 10.0 |
| Review & Final | 5.0 |
| <hr/> | |
| Perfect Attendance | 120.0 |
| SAP Required | 100.0 |

2. Nails is the course that teaches the job skill element of the **Manicuring Program**. This course is 4 weeks long during the day and 8 weeks during the night. A student who has perfect attendance will have earned 120 hours at the completion of the course. A student that is making satisfactory academic progress will have earned approximately 100 hours to pass the class.

This course has two primary objectives/goals. The first is to provide & teach students the technical knowledge of the job skills relevant to becoming a Manicurist, commonly known as a Nail Technician in the industry. The second is to insure each student has sufficient skills **prior** to entering the Nails Clinic where the skills are practiced & refined on live patrons. The Nails course prepares the student for the professional field of Nail Care.

Nails teaches students the professional skills needed to be a successful and profitable professional in the nail industry and prepares the student to enter the field of Manicuring and Nail Technology. The **Nails course** curriculum is structured and covers the primary skills to needed to become a Manicurist/Nail Technician. Completing the Nails course is a required element in the program. The units of instruction are broken down further into lesson plans & used in computerized class scheduling.

| <u>Subject/Units:</u> | <u>Duration</u> |
|--|-----------------|
| Orientation & Introduction: | 6.0 |
| Nail Sciences: | 32.0 |
| Diseases & Disorders of the Nail, Nail Structure, Growth, Malformation, Nail Health, Product Knowledge, Client Health & Safety | |
| Principles & Techniques: | 70.0 |
| Table Prep & Tools, Equipment Sterilization, Manicuring, Gel Manicures, Hot Oil Manicures, Hand Treatments, Men's Manicure, Gel Bonding, Acrylic Application, Nail Extensions, Nail Tipping, Capping & Dipping, Nail Art, & 3D Art, Paraffin Spas & Aromatherapy Massage, Pedicuring & Spa Pedicures, Nail Wrapping & Repairs & Nail Accessories | |
| Theory: | 12.0 |
| State Board Prep & Nails Final | |
| Perfect Attendance | 120.0 |
| SAP Requirement | 100.0 |

3. Nails Clinic is where the student is able to practice the Job Skills learned in the Nails Course. This course is 4 weeks long during the day program (full-time) and 8 weeks during the night program (part-time). A student who has perfect attendance will have earned 120 hours at the completion of the course. A student that is making satisfactory academic progress will have earned approximately 100 hours to pass the class as described in the schools Satisfactory Academic Progress Policy (SAP) found in the schools Catalog and Student Handbook. According to Pennsylvania State Law, a student must complete 50 clock hours of Manicuring training prior to practicing their skills on the public.

This course has two primary goals. The first is to allow a student to practice and refine the skills learned in a controlled environment with Instructor supervision. The second goal is to insure each student begins to feel confident in the skills they are practicing prior to graduation and preparing for Licensure to become a profitable professional.

The **Nails Clinic** is an unstructured course/class whereby the student has completed the two structured classes of Fundamentals and Nails in order to enter the Nails Clinic. During the Nails Clinic, students will be able to work on live clients who allow them to practice their skills and work on the timing of the skills. Throughout the time spent in the **Nails Clinic**, the student will also follow and use all that they learned in the Fundamentals Course where Disinfection, Sterilization & Sanitation are prevalent.

A state license is available in Pennsylvania and the License name is "Nail Technician". If the student was taking the **Manicuring program** as an elective (**Hairdressing & Nails**), they would be eligible to take either the Cosmetology State Board Examination or the Nail Technician State Board Examination.

The attached units of instruction are a compilation of the computerized class schedules but the hours sent per unit vary depending on the needs of the visiting Clients and the services they request. The Instructor is able to control the amount of practice per service with record keeping. A student may need to practice a specific skill on a manikin hand rather than a live client if a particular skill was not scheduled by the cliental visiting the school for Manicuring Services.

| <u>Subject/Units:</u> | <u>Duration</u> |
|--|-----------------|
| Practice of Skills: | 100 |
| Manicures | |
| Pedicures & Spa Pedicures | |
| Gel Manicures & Gel Bonding | |
| Acrylic Nails & Extensions | |
| Nail Wraps & Repairs | |
| Table Prep & Equipment Sterilization | |
| Nail Extensions, Tipping & Capping | |
| Nail Dipping | |
| Nail Art – Freehand and 3D | |
| Paraffin Spas & Aromatherapy Massage | |
| Client Record Keeping, updating computerized records | |
| Theory: | 20 |
| Workbooks, State Board Prep & Final | |
| Perfect Attendance | 120.0 |
| SAP Requirement | 100.0 |