

Black River Beauty Academy

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445 South 2nd Street

Poplar Bluff, Missouri 63901

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Owner/Director

Belinda Hester

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Table of Contents

Teaching Staff	3
Introduction	4
Mission Statement/Philosophy/Career Opportunities	5
Student Objective	6
Admission Requirements	6
Graduation Requirements	7
School Hours	8
Facilities/Instruction Aids	8
Attendance Policy	9
Time Cards	9
Records	9
Right To Privacy Statement	10
Disclosure of Education Records	10
Schedule	10
Cosmetology Program	11-15
Esthetics Program	16-17
Manicuring Program	17-19
Cosmetology Instructor Training	19-21
Policies and Procedures	22-34
SAP Policy	23-27
Grievance Policy	28-29
Refund Policy	30-33
Leave of Absence Policy	34
School Rules	35
Clinic Rules	35
Classroom/Reception Rules	36
Front Desk/ Work Stations	37

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(573)778-3567

Teaching Staff:

Belinda Hester: Cosmetology & Esthetics Instructor (License Class CA & Class E)

Tonya Dennis: Cosmetology & Esthetics Instructor (License Class CA & Class E)

Melody Miller: Cosmetology Instructor (License Class CA)

Introduction

Congratulations and welcome to the amazing world of cosmetology! You've decided you want more than a job—you want a rich and rewarding career. Soon you'll be joining the tens of thousands of men and women entering this profession each year. Even the biggest names in the business were once where you are right now.

You are joining an honorable and respected calling with great traditions in every world culture. Trends, fashions, and styles change and you will be able to enjoy a variety of career options. Your work will be fulfilling, rewarding, and financially sustaining.

The Black River Beauty Academy has the look and feel of a salon. We have state of the art equipment and use great product lines. The school offers a facial room, modern beauty clinic facilities, theory and practical classrooms, a dispensary, library, student lounge, locker facilities, and a manicure and pedicure area. We also offer a separate reception/waiting area and an administrative office.

Neighbored by the historic Union Pacific Railroad Train Depot, and nestled between Wisemen and Clinton Park, students can enjoy panoramic views of the Black River. From the time you enter our doors, you hope you will feel our passion and dedication to our cosmetology students and our clientele.

Mission Statement

It is the mission of the Black River Beauty Academy to provide post-secondary students with a positive learning environment and a pathway to career success.

Philosophy

The instructors and administration of the Black River Beauty Academy strive to provide the best learning environment for all our students. We accept the responsibility to provide a curriculum that reflects the needs of our students and our community. We believe a course of study that is comprehensive and hands-on will facilitate mastery of the entry level skills necessary to be successful in the beauty industry.

Career Opportunities

Career opportunities in the field of cosmetology are endless. Your training here at Black River Beauty Academy is merely the beginning of a life-long journey of learning. The education you will receive at Black River Beauty Academy will open the doors to a variety of career opportunities including:

- Salon Stylist
- Skin Care Specialist/Esthetician
- Nail Technician/Manicurist
- Salon Manager
- Salon Owner
- Educator
- Haircolor Specialist
- Texture Service Specialist
- Wig or Extension Specialist
- Retail Specialist
- Make-Up Artist
- Day Spa Stylist or Technician
- Product Educator

Student Objective

Upon completion of the program, students will acquire the knowledge and skills needed to analyze and apply information to:

- Recognize and solve problems within the course level of study
- Communicate effectively within and beyond the classroom
- Be technically qualified in all areas of cosmetology
- Be professional in attitude and habits
- Be accomplished in the personal skills needed for success

Admission Requirements

Student Requirements

Black River Beauty Academy requires that each student meets ONE of the following criteria for admission:

- a. Has successfully completed high school or its equivalent as evidenced by a copy of diploma or of a GED certificate
- b. Has successfully completed 10th grade as evidenced by a copy of high school transcript
- c. Has successfully completed a home-schooling program accredited by the state of Missouri as evidenced by a certificate of completion

In addition, students must provide the following:

- Completed Enrollment Application
- 2 photos measuring 2" x 2"
- Copy of social security card, driver's license, or birth certificate

Please note: In accordance with state law, students **must be 17 years of age** at the time of State Board application for licensure.

Admission Requirements (cont'd)

Black River Beauty Academy will provide the applicant access to the following prior to enrollment:

- Access to Black River Beauty Academy's catalog
- Access to the most recent annual report year statistics including outcome rates at each of the following levels:
 - Cumulative of all programs offered at Black River Beauty Academy
 - The specific program(s) at Black River Beauty Academy into which the student is considering enrollment.
- Access to the certification or licensing requirements of the state of Missouri for the program(s) for which the student is seeking licensure

Graduation Requirements

- Students must complete in a satisfactory manner the clock hours required by the Missouri State Board of Cosmetology in their chosen program. Requirements are as follows:
 - **Cosmetology** **1500 Hours**
 - **Nail Technology** **400 Hours**
 - **Esthetics** **750 Hours**
 - **Instructor Trainee** **600 Hours**
- Students must complete the requirements of the curriculum unit
- Students must satisfactorily complete the school's final written and practical exams
- Students must complete a pre-determined minimum of services
- Satisfactory progress in both written and practical work has been maintained at 80% or above
- Satisfactory attendance has been maintained at 67% or above
- Upon successful completion of the program, students will be awarded a certificate noting the specific program of study and the graduation date
- Students must have paid in full all fees, bills, tuition and/or other obligations owed to the school.

Program Offerings:

- **Cosmetology**
- **Manicuring**
- **Esthetics**
- **Instructor Training**

School Hours

Cosmetology: 1500 Hours

- Part Time (0-750) 9:00-5:00pm MON, TUES, THURS (Lunch 12:00-12:30)
- Part Time (751-1500) 9:00-5:00pm WED, FRI, SAT (Lunch 12:00-12:30)

Nail Technology: 400 Hours

- Full Time 9:00am-5:00p.m Monday through Friday (Lunch 12:00-12:30)
- Part Time 9:00am-5:00 pm Wednesday & Friday only (Lunch 12:00-12:30)

Esthetics: 750 Hours

- Full Time 9:00a.m.-5:00p.m M-F (Lunch 12:00-12:30)
- Part Time 9:00a.m.-5:00 p.m. Wednesday and Friday only (Lunch 12:00-12:30)

Instructor Training: 600 Hours

- Full Time 9:00a.m.-5:00p.m M-F

Facilities

Black River Beauty Academy provides the following facilities:

- Facial Room
- Theory Room
- Reception Area
- Clinic Area
- Office
- Student Lounge
- Dispensary
- Shampoo Area
- Manicure & Pedicure Area

Instruction Aids

Black River Beauty Academy provides the following instructional aids for our students:

- Facial charts
- Projectors and screen
- Visual aids
- Charts
- Overheads
- Mannequins for student practice
- Books & magazines
- Styling books relative to the study of cosmetology

Attendance Policy

- **Cosmetology Students:** Allowed 75 hours of absence during their 1500 hour course with no penalty. After 75 hours of absence, the student will be charged \$10/hour for every hour over his/her 75 hour absence. This fee MUST BE PAID upon returning to school. Failure to pay required fees may result in termination from program.
- **Esthetics Students:** Allowed 37.5 hours of absence during their 750 hour course with no penalty. After 37.5 hours of absence, the student will be charged \$10/hour for every hour over his/her 37.5 hour absence. This fee MUST BE PAID upon returning to school. Failure to pay required fees may result in termination from program.
- **Nail Tech Students:** Allowed 20 hours of absence during their 400 hour course with no penalty. After 20 hours of absence, the student will be charged \$10/hour for every hour over his/her 20 hour absence. This fee MUST BE PAID upon returning to school. Failure to pay required fees may result in termination from program.
- **Instructor Trainee Students:** Allowed 30 hours of absence during their 600 hour course with no penalty. After 30 hours of absence, the student will be charged \$10/hour for every hour over his/her 30 hour absence. This fee MUST BE PAID upon returning to school. Failure to pay required fees may result in termination from program.
- Students may make payments on the additional fees in advance and money paid will be credited to his or her account.
- Tools, equipment, and textbooks do not become the property of the students until all money owed to Black River Beauty Academy has been paid.

Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Time Cards and Records

- Each student is required to maintain an individual time card which when used properly records a period of attendance and applied effort on a daily basis
- Students are required to clock in and out upon arrival, at lunch time and departure time, utilizing an electronic time clock.
- Student Daily Time Card records are the property of the school and are to remain on campus.
- Clocking in and out for another student is considered the equivalent of academic dishonesty and could result in dismissal from school.
- The correct procedure for clocking in and out is posted at the time clock.

Daily Records

Records will be kept of each student showing:

- the number of hours devoted to the respective subjects
- the number of clinical operations performed
- the total number of hours the student is in attendance
- the days each student is absent

Right to Privacy

Black River Beauty Academy does not release information contained in student records without expressed written consent from the student (parent/guardian if student is a minor) to any third party unless otherwise required by law, except National Accrediting Commission of Career Arts & Sciences and to the U.S. government for accrediting purposes.

Disclosure of Education Records

Adult students and parents of minor students have the right to inspect, review and challenge information contained in their education records. Education records are defined as files, materials, and documents which contains the information directly related to a student and maintained by the institution. Written consent is required of student (or parent/guardian if student is a dependent minor) before education records may be disclosed to a third party with the exception of accrediting commission or government agencies so authorized by law. The school will maintain student records for a period of six years.

Daily Schedule

Monday-Friday:

- 9:00-10:30 a.m. Theory (except Fridays)
- 10:30-10:45 Morning Break
- 10:45-12:00p.m. Clinic Floor
- 12:00-12:30 Lunch
- 12:30-2:30 Clinic Floor
- 2:30-2:45 Afternoon Break
- 2:45-4:30 Clinic Floor
- 4:30-5:00 Clean Up & Closing

Students must take thirty (30) minutes for lunch and 2 fifteen (15) minute breaks per day. Lunch and break time may be staggered according to customer scheduling.

Students are not allowed to leave campus during their fifteen (15) minute break time. If they do leave campus, they must clock out and forfeit their break. All students must be clocked out if not in attendance.

School Holidays

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving (Thursday and Friday following)
- Christmas Week

Cosmetology Program: 1500 Hours

Course Contents:

The Black River Beauty Academy offers cosmetology students a planned curriculum of theory and clinical experiences, organized in a progressive sequence, which is intended to qualify the student to take the Missouri State Board examination. The program intends to instill high ideals of professional ethics, salesmanship, practical skills, and creativity.

The students are the center of the learning process. The instructor will guide the learning process by the implementation of appropriate methods of teaching. These will include demonstration, lecture, audio visual aids, mannequins, and clinic practice. We maintain that education should go beyond technical skills. The Black River Beauty Academy believes that learning is about more than mastering the craft—it is about growing as an individual as well.

The curriculum provides a simulated salon environment that enables students to develop manipulative skills.

Students must earn a minimum of 160 hours of classroom training before they can perform any services on a patron or customer of the school of cosmetology.

The curriculum for cosmetology course consists of 1500 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology issued by the Missouri State Board of Cosmetology. Such technical instruction and practical operations shall include:

1. Shampooing of all kinds	40 Hours
2. Hair coloring, bleaches, and rinses	130 Hours
3. Hair cutting and shaping	130 Hours
4. Permanent waving and relaxing	125 Hours
5. Hair setting, pin curls, finger waves, thermal curling	225 Hours
6. Comb-outs and hair styling techniques	105 Hours
7. Scalp treatments and scalp disease	30 Hours
8. Facial, eyebrows, and arches	40 Hours
9. Manicure, hand and arm massage, and treatment of nails	110 Hours
10. Cosmetic chemistry	25 Hours
11. Salesmanship and shop management	10 Hours
12. Sanitation and sterilization	30 Hours
13. Anatomy	20 Hours
14. State Law	10 Hours
15. Misc. lectures, demonstrations, and test review	470 Hours

1500 Hours Total

Education Goals:

Performance Objectives:

1. Acquire knowledge of laws and rules regulating the established Missouri cosmetology practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to cosmetology.

Skills to be Developed:

1. Learn the proper use of implements relative to all cosmetology services.
2. Acquire the knowledge of analyzing the scalp, face and hands before all services are done to determine any disorders.
3. Learn the procedures and terminology used in performing all cosmetology services.
4. Learn the application of daytime and evening make-up to include the application of false lash strips.
5. Learn the proper procedure of manicuring to include water and oil manicure and pedicure.
6. Learn the application of brush on nails, nail wraps, and nail tips.

Attitudes and Appreciations to be Developed:

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude toward the public and fellow workers.

COURSE DESCRIPTIONS:

- **Safety Rules and Practices**

Students will demonstrate the ability to work safely with equipment, maintain an orderly work area, operate a fire extinguisher, perform basic first aid procedures in cosmetology (i.e. blood spills), work safely with implements, use personal protective equipment when necessary and ensure the safety of the client and follow manufacturer's instructions.

Professional Development

- Students will demonstrate professional ethics in cosmetology, illustrate essentials of personal grooming, exhibit professional attitude for the cosmetologist; demonstrate the ability to resolve conflicts and communicate effectively and considerately (co-students and clients). The students are provided a study of personal and professional image and ethical conduct.
- **Hair Coloring, Hair Bleaching, and Toning**

Students will learn the techniques of hair coloring and hair highlighting; be able to identify the color wheel, levels of color, and color tones; identify safety measures in hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Topics include consultation, hair analysis, skin test, and procedures and applications of all phases of hair coloring and lightening techniques. Upon completion, the student should be able to perform procedures for hair coloring and hair lightening, and identify all phases of hair coloring and the effects on the hair.
- **Sterilization, Sanitation, and Bacteriology (shampooing, hair shaping, hairstyling, and nail care)**

Students are provided a study of sanitation, hairstyling, and nail care. Topics include bacteriology, decontamination, infection control, draping, shampooing, conditioning, hair shaping, and hair styling. Students will demonstrate public sanitation (hand washing, clean restrooms, disposable towels, etc.); mix proper percentage solutions for manufacturer's recommendation and identify disinfectants and antiseptics commonly used in salons. Students will describe the three forms of bacteria; identify pathogenic and nonpathogenic bacteria; explain how the body fights infection. Emphasis is placed on sterilization, shampooing, hair shaping, hairstyling, manicuring, and pedicuring. Upon completion, students should be able to perform safety rules and sanitary precautions, shampooing, hair shaping, hairstyling, and nail care procedures.
- **Anatomy**

Students will describe the function of the muscular system; the effects of nutrition on the body; identify bones and muscles of the face, arms, hands and distinguish between the sensory and motor nerves.
- **Chemistry**

Students will define chemistry; identify the physical properties of matter; describe the properties of common elements, and mixture and explain acidity and alkalinity.

- **Scalp Treatment**
Students will follow proper procedure for hair brushing and scalp treatment; apply high frequency treatments to the scalp and heat cap treatments.
- **Scalp Analysis**
Students will determine scalp disorders and diseases and suggest treatment for scalp disorders.
- **Hair Analysis**
Students will identify type of hair treatment to be used; record hair analysis results; perform elasticity test on hair; perform porosity test on hair; identify hair texture.
- **Permanent Waving and Chemical Relaxers**
Students are provide the practical experience of permanent waving, chemical relaxing, and hair analysis. Topics include permanent waving, chemical relaxing, soft curl, and scalp and hair analysis, sectioning hair and determining appropriate rod size to be used in perming. Students will learn the difference between sodium hydroxide relaters and chemical relaxers. Upon completion, the students should be able to analyze the scalp and hair and perform these chemical services using safety and sanitary precautions.
- **State Law**
Students will explain the purpose of state law regarding cosmetology; read state law requirements and regulations; demonstrate adherence to current state laws and pass state law test with at least 75% success.
- **Salon Management**
Students will develop entry-level management skills for the beauty industry. Topics include job-seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. This course is also designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hairstyling, hair shaping, chemical and nail and skin services for clients. Students should be able to demonstrate professionalism and the procedure of cosmetology in a salon setting.
- **Facials (eyebrows and eyelashes, make-up, and hair removal)**
This course is the study of cosmetic products, massage, skin care, hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage, skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, and hair removal. Upon completion, the student should be able to state the procedures of a facial and the manipulations; eyebrow arching; light therapy; explain the purpose and types of facial treatment; explain the purpose of skin care machine; and the application of make-up.

- **Thermal Hair Styling**

Students will learn to give a hard press; give a soft press; identify when to use a hard and/or soft press; demonstrate thermal curl; demonstrate a croquignole curl; demonstrate a spiral curl; demonstrate an on base curl; an off base curl; a half on/half off base curl; and demonstrate feeding hair through the curling iron.

- **Blow Drying**

Students will learn to blow dry hair using vent brush and round brush; demonstrating proper techniques in blow drying, and style hair using the blow drying method.

- **Pin Curls, Roller Sets, and Comb Outs**

Students will practice the pin curl techniques of placing sculptured curls in a shaping, full stem, half stem, no stem curls in a shaping and practice stand-up curls, barrel curls from a skip wave, and complete a basic set using various types of pin curls.

Students will place roller on base, off base, and half-base to create various types of roller sets. Students will apply basic comb-out techniques; back comb hair, relax the style with proper brush-out techniques.

Students will apply basic comb-out techniques; back comb hair, relax the style with proper brush-out techniques and demonstrate control, balance, and form.

- **Finger Waving**

Students will finger wave entire head using a side part; place a vertical finger wave on side of head and place a shallow wave on the back of the head from ear to ear.

Esthetics Program: 750 Hours

Course Contents:

The primary purpose of our esthetics program is to train the students in the use of mechanical, electrical apparatuses or appliances, or by the use of cosmetic preparation, antiseptics, tonics, lotions or creams, not to exceed ten percent phenol, engagement in any one or any combination of the following practices:

- Massaging
- Cleaning
- Stimulating
- Manipulating
- Exercising
- Beautifying or similar work upon the:
 - a. Scalp
 - b. Face
 - c. Neck
 - d. Ears
 - e. Arms
 - f. Hands
 - g. Bust
 - h. Torso
 - i. Legs
 - j. Feet
- Removing superfluous hair by means other than electric needle or any other means of arching or tinting eyebrows or tinting eyelashes, of any person.

The subjects to be taught for the classified occupation of esthetician and the hours required for each subject shall not be less than those contained in this subsection or the credit hours determined by the State Board handbook. The subject and hours required are as follows:

1. Facial cleansing, toning, and massaging	120 Hours
2. Make-up application, all phases	100 Hours
3. Hair removal	30 Hours
4. Body treatments, aromatherapy, wraps	120 Hours
5. Reflexology	35 Hours
6. Cosmetic sciences structure, condition, and disorders	85 Hours
7. Cosmetic chemistry, products and ingredients	75 Hours
8. Salon management and salesmanship	55 Hours
9. Sanitation and sterilization safety	45 Hours
10. State law	10 Hours
11. <u>Curriculum to be defined by the school</u>	<u>75 Hours</u>

Total: 750 Hours

Esthetics Program Hours:

Full Time	9:00am-5:00pm	Monday through Friday
Part Time	9:00am-5:00pm	Wednesday and Friday

Esthetics Graduation Requirements:

- Completion of a pre-determined minimum number of services
- Satisfactory academic progress in both written and practical work has been maintained at 75% or above
- Satisfactory attendance has been maintained at 67% or above
- Student has achieved 750 clock hours
- All tuition and fee requirements must be paid in full or an extended payment plan must be in place
- Upon successful completion of the program, students will be awarded a certificate noting the specific program of study and graduation date.

Manicuring Program: 400 Hours

Course Description:

The manicuring program at Black River Beauty Academy is designed to prepare students in the latest technology, products, techniques, and tools. The program consists of 400 clock hours covering all phases of manicuring and pedicuring. The course is designed to prepare students to obtain the knowledge and skills necessary for an entry level position in the nail care field and pass the Missouri State licensing examination. Passing the exam is required in order to operate as a manicurist/pedicurist in the state of Missouri.

Such technical instruction and practical operations shall include:

1. Manicuring, hand and arm massage, and treatment of nails	220 Hours
2. Salesmanship and shop management	20 Hours
3. Sanitation and sterilization	20 Hours
4. Anatomy	10 Hours
5. State Law	10 Hours
6. Study of the use and application of certain chemicals	40 Hours
7. Misc., lectures, tests, and review	80 Hours

400 Hours

Description:

- Students will identify implements for manicuring
- Arrange implements and materials properly
- Demonstrate how to sanitize implements properly
- Perform a plain manicure and pedicure
- Perform a hot oil manicure
- Repair a broken natural nail
- Nail enhancements and extensions
- Apply a sculptured nail
- Give an arm, hand, and leg massage
- Identify and practice all the safety procedures
- Apply nail tips
- Perform nail wraps
- Interview and resume practice

Course Format:

The curriculum for students enrolled in our manicurist program shall consist of 400 clock hours of technical instruction and practical operations as mandated by the State Board of Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, and examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Performance Objective

1. Acquire knowledge of laws and rules regulating Missouri Cosmetology establishment practices.
2. Understand sterilization procedures
3. Acquire the knowledge of general theory relative to manicuring, including anatomy physiology, chemistry, and theory reparative to practical procedures performed.
4. Acquire business management techniques common to manicurist

Skills to be Developed

1. Use of proper implement relative to all manicuring, pedicuring, and artificial nails.
2. Develop the knowledge to recognize the various skin conditions and disorders
3. Acquire practical knowledge in manicuring and pedicuring
4. Develop the knowledge of safety precaution in use of manicuring, pedicuring, and artificial nails.

Attitudes and Appreciations to Be Developed:

1. Be able to appreciate good workmanship common to manicuring
 2. Possess a positive attitude toward the public and fellow workers
 3. Develop interpersonal skills in dealing with patrons and colleagues
-

Cosmetology Instructor Training Program: 600 Hours

The Instructor Training Program at Black River Beauty Academy is designed to prepare you for licensing as a Missouri Cosmetology Instructor. The program consists of 600 hours to be spent in the following manner:

Basic Principles of Student Teaching	200 Hours
Psychology	50 Hours
Business Experience/Management	50 Hours
Practice Teaching	300 Hours

Total: 600 Hours

Course Format:

Students are assigned to specific classes or clinic to teach theory under supervision of a licensed instructor or for observing the teaching principles depending on students' ability to assist instructor in scheduled activities. Students are instructed and tested from Milady's Master Educators Student Course Book. They must perform mock teaching activities for various units of instruction along with practical application of cosmetology practice as applied to teaching. Time is allotted daily for sanitation and homework assignments.

Course Goals:

1. To prepare students for the teaching profession
2. To understand methods, procedures, and techniques of teaching
3. To learn the importance of student motivation and learning
4. To effectively use all teaching materials
5. To develop an appreciation of achieving professional competency.

Course Description:

- Two hundred hours (200 hours) to be devoted to basic principles of student teaching to include teaching principles, lesson planning, curriculum planning and class outlines, teaching methods, teaching aids, and evaluation;
- Fifty hours (50 hours) of psychology as applied to cosmetology, personality and teaching, teacher evaluation, counseling, theories of learning, and speech;
- Fifty hours (50 hours) of business experience or management including classroom management, record keeping, buying and inventorying supplies, and state law;
- Three hundred hours (300 hours) of practice teaching in both theory and practical application.

Admission Requirements:

- **Trainee's completed State Board enrollment application**
- Proof of successful completion of a 12th grade education (diploma or GED certificate)
- Sworn statement by the applicant that he/she is in sufficient physical and mental health to study as an instructor trainee and to be an instructor
- Proof of age—birth certificate or driver's license
- Current cosmetology license
- Two 2"x2" US passport photographs taken within the last five (5) years
- \$5.00 fee for student license

Prerequisites:

- Is of good moral character
- Is in good physical and mental health
- Personal interview with a school official

Objectives:

- Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses.
- Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans
- The trainee should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.
- Trainee should be able to prepare teaching aids and determine their most effective use.
- Teach related information, manipulative operations, and techniques

- Use various teaching aids, such as instruction sheets, visual aids, and tests to provide information about specific teaching techniques used in the working area and in the classroom.

Skills to Be Developed:

1. Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students.
2. Develop lesson plans, outlines, procedures and test that will insure students' comprehension and will instill the will to learn in even the most difficult student
3. Development of a course content reflecting a comprehensive, correlated unit of study
4. Development of instructional materials that will facilitate set-up and preparation of class
5. Development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation

Graduation Requirements:

Complete 600 clock hours. All tuition and fees must be paid in full or an extended payment plan must be in place. A diploma will be issued upon meeting the above requirements and take the state examination. Policies related to tardiness, absence, conduct, termination and grading and satisfactory progress are the same as policies for the cosmetology students.

Black River Beauty Academy

Policies And Procedures

Black River Beauty Academy

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Black River Beauty Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology: 450, 900, 1200, 1500 clocked (actual) hours

Esthetics: 375, 750 clocked (actual) hours

Nail Technician: 200, 400 clocked (actual) hours

Instructor Trainee: 300, 600 clocked (actual) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<u>COURSE</u>	<u>MAXIMUM TIME ALLOWED</u>	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 37.5 hrs/wk) - 1500 Hours	60 Weeks	2250
Cosmetology (Part time, 20 hrs/wk) – 1500 Hours	112 Weeks	2250

Esthetics (Full time, 37.5 hrs/wk) – 750 Hours	30 Weeks	1125
Esthetics (Part time, 20 hrs/wk) – 750 Hours	56 Weeks	1125

The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences.

Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 – 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, 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. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or

mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Black River Beauty Academy

Satisfactory Academic Progress

Evaluation Form

Student Name _____ Date: _____

Start Date: _____ Evaluation Period: _____

Scheduled Hours		Cumulative Attendance %	
Actual Hours		Cumulative Academic Grade	

Student is making satisfactory academic progress? YES NO

Notice of Warning/Probation provided to student? YES NO N/A

Reason for Warning/Probation: ATTENDANCE ACADEMICS N/A

Warning: You have until the next evaluation period to bring up your grades and/or attendance up to minimum requirements.

Probation: If the student has still not met progress requirements at the end of the warning period, the student will be considered not making satisfactory academic progress. In order for the student to be placed on probation and continue to receive federal financial aid, the student **MUST APPEAL** the satisfactory academic progress decision within the next 10 days and prevail upon appeal. You have until the next evaluation period to bring your grades and/or attendance up to minimum requirements, or up to the requirements set forth in an agreed upon academic plan. If satisfactory performance is not achieved by the end of the probationary period according to satisfactory academic progress requirements or your academic plan, your financial aid will be interrupted and you will be responsible for payment of all tuition balances. You will then be required to bring your grades and/or attendance up to satisfactory levels in order to have financial aid reinstated.

Additional Comments:

Student Signature: _____ Date: _____

Accepted by School Official: _____ Date: _____

Black River Beauty Academy

GRIEVANCE PROCEDURE

In accordance with Black River Beauty Academy's philosophy, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

Black River Beauty Academy: STUDENT GRIEVANCE FORM

NAME _____ ADDRESS _____

Student ID # _____ TELEPHONE _____

1. Please provide a one or two sentence description of your complaint.

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

4. Indicate what specific resolution you are seeking or recommending.

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

Signature of Complainant _____ Date _____

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME	TOTAL TUITION SCHOOL
ENROLLED TO TOTAL COURSE/PROGRAM	SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

· Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

*The School is not currently eligible to participate in federal Title IV Financial Aid Programs

Black River Beauty Academy

WITHDRAWAL RECORD AND SETTLEMENT CALCULATION WORKSHEET

Student _____ Date of Refund _____

Address _____ City, State, Zip _____

Phone _____ E-Mail _____

Course _____ Hours Contracted _____

Start Date _____ Last Day Attended _____

Hours Clockd _____ Hours Elapsed _____

Percent Program Elapsed _____ 50% or More Elapsed: ___ Yes ___ No

Date of Withdrawal Determination: _____

Reason for Withdrawal: _____

CONTRACT COSTS

Registration Fee: \$ _____

Tuition: \$ _____

Books/Kit: \$ _____

Misc./Other: \$ _____

TOTAL COSTS: \$ _____

SETTLEMENT FORMULA

SCHEDULED TIME ELAPSED

TOTAL TUITION SCHOOL

IN TOTAL PROGRAM

SHALL HAVE EARNED (Circle percentage)

0.01% to 4.9%	20%
5.0% to 9.9%	30%
10.0% to 14.9%	40%
15.0% to 24.9%	45%
25.0% to 49.9%	70%
50.0% and over	100%

ACCOUNT INFORMATION

AMOUNT RECEIVED BY SCHOOL*:

AMOUNT EARNED BY SCHOOL:

Cash: \$ _____

Tuition X % Earned in Program: \$ _____

Other: \$ _____

Registration Fee: \$ _____

\$ _____

Books/Kit/Unreturned Property: \$ _____

Total Paid: \$ _____

Total Earned: \$ _____

AMOUNT REFUNDED (If applicable):

AMOUNT OWED TO SCHOOL:

Total Paid to School \$ _____

Total Earned by School: \$ _____

Total Earned by School \$- _____

Total Paid to School: \$- _____

Total Refund Due = \$ _____

Total Owed to School = \$ _____

COMMENTS:

Black River Beauty Academy

Leave of Absence Policy

1. A student may be granted a Leave of Absence (LOA) for circumstances beyond the control of the student. There must be a reasonable expectation that the student will return from the LOA.
2. The Leave of Absence must be a minimum of thirty (30) days and approved in writing, by the Director, prior to the LOA occurring.
3. Emergency LOA's, without prior written request, may be granted due to unforeseen circumstances. The beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend the school.
4. BRBA will not assess the student any additional instructional charges as a result of any approved Leave of Absence.
5. BRBA will extend the students' contract period by the same number of days taken for the Leave of Absence, and will also extend the maximum time frame of the program student is enrolled in.
6. In the case of a Leave of Absence, an Addendum will be signed and dated by the student and a BRBA representative and attached to the original Enrollment Agreement Contract.
7. A student granted a LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at the time the LOA is granted.
8. Only one Leave of Absence is allowed in a twelve (12) month period. The maximum time frame is one hundred and eighty (180) days.
9. Equipment left at the school during a Leave of Absence is NOT the responsibility of the school.
10. A student returning from a leave of absence or other official interruption of training will return to school in the same Satisfactory Academic Progress (SAP) status as prior to their departure. If a student fails to return from a Leave of Absence, the school will terminate the enrollment contract immediately. All remaining charges due to the school will be the responsibility of the student. If a student does not return from a LOA, the withdrawal date for the purpose of calculating a refund is the students last day of attendance.

This institution treats as an approved LOA:

One Leave of Absence subsequent to the initial LOA if the subsequent leave of absence does not exceed thirty (30) days and the institution determines from student/parent that the subsequent leave of absence is necessary due to unforeseen circumstances; OR Sequential LOA's as approved leave of absence if the student can document that the LOA is for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA).

SCHOOL RULES

Clinic Rules

Main service floor is where most beauty services are performed by supervised students. Students must look and act professional at all times. Nose, tongue, and facial rings are not permitted in the clinical area.

- School approved uniforms, smocks, and closed toe shoes must be worn at all times.
- Closed toe tennis shoes are allowed but must be kept clean at all times.
- Fingernails (natural or artificial) must be kept short and shapely at all times.
 - This is a safety measure for student and client.
 - If a student's nails interfere with their ability to perform clinical duties, they will be asked to trim them to a reasonable length.
- Kits are not to be taken from the school until graduation or during skill competitions.
- Students are to keep chair, stations, and floor free from hair at all times.
- No smoking will be allowed within the school building.
- All work must be checked by the instructor before clients leave student's chair.
- Gum chewing is allowed in the break area only.
- Students are expected to be courteous to instructors, other students, and patrons.
- Time cards are the student's responsibility
 - Students will receive credit only for hours clocked in on his/her own time card by that student.
 - Each student will clock only his/her own time card IN and OUT at all times.
- Permission must be obtained for any student service:
 - Students must pay a minimal fee to cover supplies and overhead
- Area clean-up must be approved before students leave the building.
- Only students assigned to the appointment desk should monitor calls, make appointments, and receive patrons.
- Pets are not allowed in the building.
- Students are not allowed to receive or make personal phone calls with the exception of emergencies.
- Instructor may request a physician's note in the event a contagious disease is prevalent
- Student name tags must be worn at all times
- All reading material must be related to cosmetology
- All phases of personal hygiene must be practiced daily

Classroom Rules

- NO food or drinks will be allowed at classroom tables once class has begun.
- Once class begins, no student is allowed to leave the classroom without permission. If they do so, the student must clock out for the remainder of the class period and will lose all class participation points for that day.

Reception Area and Front Desk

At the reception and entrance area, clients will be signed in, consulted, then assigned a student to perform a requested service. This area also displays products utilized within their services. The job of receptionist is assigned on a rotating basis. The receptionist will receive experience in balancing monies for night deposit, making change and greeting patrons, and developing the necessary steps to acquire and maintain clients. The receptionist will have the responsibility of filling out consultation cards and release forms.

The reception area should be:

- Kept clean and free from clutter
- Magazines and books should be neatly stacked
- Students are not allowed to gather and socialize in the reception area or behind the reception desk
- All retail shelves should be stocked at all times.
 - Retail should be lined up, pulled forward and labels facing forward.
 - All retail must be priced before putting on the shelves
 - Retail products cannot be removed from retail stock for clinic use without instructor's permission.

Front Desk:

- The front desk should be kept organized at all times.
- No personal property should be kept at the front desk.
- No food or drinks should be present at the front desk at any time.
- Students should not be at the front desk unless they are designated to do so or are conducting business.
- Telephone use is limited to business calls and emergency calls only.
- One student will be assigned to the front desk each day.
 - The assigned student is to remain at the reception desk at all times on their assigned day, except during class time.
 - An alternate student will be designated to relieve the assigned student during lunch and breaks.
 - The reception desk student is responsible for:
 - Greeting all customers as they enter the reception area
 - Assigning walk-ins, using the assigned student work list
 - Taking appointments
 - Answering the phone
 - Registering the customers
 - Checking out customers
 - Completing a record card for each customer
 - Checking with an instructor before leaving for the day

Work Stations:

- Countertops and chairs should be wiped down and disinfected DAILY
- Mirrors should be clean and free of smudges
- Personal items are not to be kept on stations or in the drawers
- All cabinets should be clean at all times and all tools and product containers should be clean and free of hair
- Any tools, combs, brushes, rollers, and/or towels should be removed from the station and cleaned immediately after every use.
- Hair should be swept and floor kept clean at all times
- **NO** food in drawers or on countertops at any time