



# SCHOOL CATALOG 2021-2022

Main Campus  
16852 Devonshire St  
Granada Hills CA 91344  
(4)(818) 366-3211, Fax (818) 832-4306

[www.newberryschool.edu](http://www.newberryschool.edu)

## CATALOG BEGINNING AND END DATES

(6) July 1, 2021 – June 30, 2022

Published July 1, 2021 (Revised 10/23/21)

# Table of Contents

Subject	Page #
Cover Page	1
Table of Contents	2-3
School Catalog Disclaimer	4
Policy of Copyright Infringement/ Catalog beginning and end dates	4
Letter from the President	5
Approval to Operate Disclosure Statement	6
Review Documents	6
Questions/ Complaints	6
Financial Stability-Bankruptcy History	6
Financial Programs and Payment Options / Accreditation	6
Address of Instruction Location	6
History and Ownership	7
Mission & Objectives All Programs	7
Administration and Business Hours	7
Students Rights and Responsibilities	7
Notice of Available GED Training	7
Admission Policies /Credit Evaluation	8
Charges for Tuition, Fees and Equipment for Transfer Students	8
Transferring from one Program to Another Within the School	8
Attendance Policy	8
Re-Entry Policy	9
Notice Concerning Transferability of Clock Hours and Credits earned at our Institution	9
Experiential Credit	9
Students Right to Cancel	9
How to Cancel	9
Refund Policy/ School Closure	9
Determination of withdrawal from school	9
Vocational Rehabilitation	9
Satisfactory Academic Progress Policy	10
Satisfactory Evaluation Periods	10
Attendance Progress Evaluation	10
Maximum Time Frame	10-11
Academic Progress Evaluations	11
Academic Probation and Dismissal Policies	11
Appeal Procedure	11-12
Leave of Absence	12
Tuition and Fees	13
Tuition Charges by Payment Period	13
Extra Instruction Fees	13
Loan Repayment	14
STRF Disclosure	14

Visa Related Services	14
Language Proficiency	14
Language of Instruction	15
Grading Procedures and Standards for Student Achievement	15
Description of The Facilities & Equipment	15
Library Resources	15
Fire Safety Disclosure	15
Course of Study	15
Educational Goals	15
Freshmen Class Enrollment	16
Calendar Holidays	16
Enrollment and Class Schedules	16
Start Dates/Orientation Class	16
Non-discrimination Policy	16
Grievance Policy and Procedures	16
Request for Accommodations or Modifications for those with Disabilities	17
Physical Demands and Safety Requirements	17
Accounting of Student Hours and Operations	17
Attendance Policy, Absences, Make up Work, Class Preparedness	17
Applied Effort, Weekly Timecards, Electronic Devices, Trolley, Student Uniform	18
Change of Status, Over Contract Charges	18-19
Drug and Alcohol Abuse Prevention	19
Facility/Classrooms	19
Student Services/Placement Services/ Student Housing	19-20
Student Records and Transcripts	20
Privacy Act	20
Notification of rights under FERPA	20-22
Academic freedom/Sexual Harassment	22
Accessibility to Handicapped Individuals	22
English as A Second Language Instruction	22
California Business and Profession Code 480	22
Voter Registration/ Constitution Day	22
School Guidelines and Disciplinary Actions	23-24
Program Curriculums	25-35
Applying for the State Board Exam/Equipment Needed for Instruction	35
Faculty	36
Administrative Organization Chart	37

# NEWBERRY SCHOOL OF BEAUTY

## SCHOOL CATALOG DISCLAIMER:

**Welcome to Newberry School of Beauty**, The Catalog will be available online at [www.newberryschool.edu](http://www.newberryschool.edu) under Disclosures. It is your responsibility to review the catalog carefully as it contains the institutions policies and procedures. Every attempt is made to ensure accurate information. Newberry School of Beauty has the right to change policies and procedure as deemed necessary to best forward their programs of study and to comply with state regulations. Students agree to be subject to the policies and procedures as they are published in the most recent edition of the catalog. Changes may be made without prior notice.

## 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.

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](http://www.copyright.gov).

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privileged use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violation reported and disciplinary actions taken.

All information and content of this school catalog is current and correct and is so certified as true by Eric Friedland,

Chief Executive Officer. The combination of the enrollment agreement and the institution catalog represent a legal and binding document.

**ALL INSTITUTIONAL, RULES AND REGULATIONS PUBLISHED IN THIS CATALOG MUST BE FOLLOWED BY ALL STUDENTS.**

## CATALOG BEGINNING AND END DATES

July 1, 2021 to June 30, 2022

Published July 1, 2021 (Revised 10/23/21)

## LETTER FROM THE PRESIDENT

Dear Student,

**NEWBERRY SCHOOL OF BEAUTY**, thanks you for selecting us to provide you with your desired training. You are now entering into an institution of learning that will provide you with the tools for a successful future in the beauty industry.

**NEWBERRY SCHOOL OF BEAUTY**, is dedicated to student success by enriching lives and cultivating professionals through innovative, personalized post-secondary education in a creative and inspiring environment that prepares graduates in the business skills and fiscal responsibility necessary for success in the workplace.

We pride ourselves on guiding our students to their career goals while caring for all their educational needs along the way, from cutting edge classroom instruction to hands on practical training in a salon environment. We continue this process through preparation for the state licensing exam, to job search and career assistance and beyond.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement

It is a pleasure to have you join us at **NEWBERRY SCHOOL OF BEAUTY**. My goal is to help you discover your ability to transform your life and your client's lives, with your new acquired skills. The degree of your satisfaction will depend on the effort you are willing to apply during the entire course of your training.

The entire Staff wishes you a successful career in the Barber/Beauty business world.

Sincerely,

**Eric Friedland**

Eric Friedland  
Chief Executive Officer (CEO)

## **(7) APPROVAL TO OPERATE - DISCLOSURE STATEMENT**

The school is licensed to operate by the California Department of Consumer Affairs (DCA)

**NEWBERRY SCHOOL OF BEAUTY.** Is a Private Institution and is approved to operate by The Bureau for Private Postsecondary Education (BPPE) as a for-profit business established in the state of California, Approval to operate means compliance with state standards as set for in this CEC and 5, CCR. The Approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set for in this chapter. The institution is currently licensed to conduct the following courses: Cosmetology 1600 hours, Barbering 1500, Barber Crossover 200 hours, Esthetician 600 hours and Manicuring 400 hours.

**All courses are taught in English.**

California statute requires that a student who successfully completes a course of study will be awarded an appropriate diploma or certificate verifying their completion of such course.

### **REVIEW DOCUMENTS (9)**

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel. As a prospective student, you are also encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Please make Admissions personnel aware of any special needs or accommodations you may need prior to your enrollment. Please also review physical demands of the field of Cosmetology on page #17 of the school catalog.

### **QUESTIONS (13)**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at Physical Address: 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834. PO Box 980818, West Sacramento CA, 95798-0818. [www.bppe.ca.gov](http://www.bppe.ca.gov) Toll Free Number (888) 370-7589 Phone Number (916) 431-6959 or by fax (916) 263-1897

### **COMPLAINTS (14)**

A student of any member of the public, may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling (888) 730-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **FINANCIAL STABILITY-BANKRUPTCY HISTORY (8)**

**NEWBERRY SCHOOL OF BEAUTY.** Have not filed for or been involved in any bankruptcy proceedings. Newberry School of Beauty. does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years, or has a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### **FINANCIAL AID (27)**

This Institution does not participate in Title IV programs.

### **FINANCIAL PROGRAMS AND PAYMENT OPTIONS**

The school currently has available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees: VA and Vocational Rehabilitation, for those who qualify.

The school also accepts payment for any monies owed to the school through cash, certain credit cards, money orders, as well as personal checks. Please discuss payment options with the schools School Director or Admissions during your enrollment process.

### **ACCREDITATION (22)**

**NEWBERRY SCHOOL OF BEAUTY Main Campus, located at 16852 Devonshire St Granada Hills CA 91344,** is Accredited by the National Accreditation Commission of Career Arts & Sciences (NACCAS) 3015 Colvin Street, Alexandria VA 22314 Phone (703) 600-7600 [www.naccas.org](http://www.naccas.org)

### **(5)**

#### **ADDRESS OF INSTRUCTION LOCATION**

#### **EXECUTIVE OFFICE**

#### **CORPORATE OFFICER**

16852 Devonshire St  
Granada Hills CA 91344  
Phone (818)366-3211;  
Fax (818)832-4306

16852 Devonshire St  
Granada Hills CA 91344  
Phone (818)366-3211  
Fax (818)832-4306

Eric Friedland  
Chief Executive Officer

## **HISTORY AND OWNERSHIP**

Newberry School of Beauty is owned by Western Beauty Institute, Inc. Newberry School of Beauty has been training students in the field of Cosmetology since December of 1949. The school has earned a reputation for excellence and quality of education. Completion of each program of instruction qualifies the student for the California State Bureau of Barbering and Cosmetology licensing examinations.

## **MISSION & OBJECTIVES ALL PROGRAMS (10)**

**NEWBERRY SCHOOL OF BEAUTY** is dedicated to student success by enriching lives and cultivating professionals through innovative, personalized post-secondary education in a creative and inspiring environment that prepares graduates in the business skills and fiscal responsibility necessary for success in the workplace. We pride ourselves on guiding our students to their career goals while caring for all their educational needs along the way, from cutting edge classroom instruction to hands on practical training in a salon environment. We continue this process through preparation for the state licensing exam, to job search and career assistance and beyond. We are happy to have you visit the school and receive a copy of our School Catalog, see our facilities and meet our faculty and staff. Please consider the many advantages for our students. Our staff would be pleased to answer all your questions.

## **ADMINISTRATION AND BUSINESS HOURS**

Applicants for Admissions may secure information Monday through Friday between 9:00 a.m. to 5:00p.m.

Person to contact: **Ms. Johanna Morales** (818) 366-3211

## **PLACEMENT ASSISTANCE**

Person to contact: **Ms. Cindy Morales** (818) 366-3211 Call to make placement inquires

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **THE STUDENT HAS THE RIGHT TO ASK THE SCHOOL:**

1. The name of its accrediting and licensing organizations?
2. About its programs; laboratory, and other physical facilities; and its faculty?
3. What the cost of attending is and the policy on refunds to students who drop out?
4. How the school determines whether you are making satisfactory progress and what happens if you are not?
6. What special facilities and services are available to the handicapped?

### **IT IS THE STUDENT'S RESPONSIBILITY TO:**

1. Review and consider all the information about the school program before enrolling.
2. Notify the school of any information that has changed since you applied.
3. Read, understand, and keep copies of all forms you are asked to sign.
4. Notify the school of a change in your name, address, phone number, or attendance status (Full/part-time student).
5. Understand your school's refund policy.
6. Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment Contract you will be asked to sign.

## **NOTICE OF AVAILABLE G.E.D. TRAINING**

If you do not already hold a high school diploma or GED certificate and have been admitted into our program of study under the institution's ability to benefit procedures, Newberry School of Beauty wants you to know and encourages you to receive additional lifelong benefits from successfully completing the GED training and taking the GED exam.

Special preparation for the G.E.D. is available locally through any of the local schools and/or community groups listed below.

The programs listed below, to the best of our knowledge, have proven to be successful in helping students pass the G.E.D. exam.

<b>Entity name</b>	<b>Los Angeles Mission College</b>
<b>Address</b>	<b>13356 Eldridge Ave</b>
<b>City, State, Zip</b>	<b>Sylmar Ca 91342</b>

## **ADMISSION POLICY (17)**

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement" The catalog information will assist the student to make a more educated selection of the program of study offered by this institution. **The Institution catalog, Performance Fact Sheet and disclosures are updated annually; the dates covered by the documents are stated on the cover page.**

The school requires that **EACH** student enrolling in the Cosmetology, Barbering, Esthetician, Manicuring, and Barber Crossover must:

**A)** Provide a copy of his/her high school diploma, GED, High School Transcripts that confirm High School Completion or California State Proficiency Test (California law require that the Certificate of Proficiency be equivalent to a high school diploma). A State Certification of home school completion is also accepted, if applicable. For students that have immigrated to the United States, and have a High School Diploma from their country. The applicant needs to provide evidence that verification of a foreign students' High School Diploma has been performed by an outside agency that is qualify to translate documents into English and confirm the academic equivalence to a U.S. High School diploma.

**B)** Students without an equivalent to a High School education may still be admitted under the Institutions Ability to Benefit (ATB) procedures by passing one of the tests approved by The Bureau for Private Postsecondary Education, and be beyond the compulsory age.

**C)** When applicable: Must hold a cosmetology license or have completed all the required hours to enroll in the Barber Crossover program.

**NOTE:** If you do not have a high school diploma or its equivalent, please note that, as of July 1, 2012 Ability to Benefit students are no longer eligible for Title IV funding through the U.S. Department of Education unless the student was formerly admitted and enrolled in a Title IV eligible institution and is considered to be "grandfathered" under the criteria specified by the Department of Education. This means that a student must have enrolled and attended a Title IV eligible postsecondary institution prior to July 1, 2012 regardless of whether the student received Title IV funding.

## **CREDIT EVALUATION**

Appropriate credit will be granted for prior training of similar Courses offered by this Institution upon review and verification by School officials of its validity under the Cosmetology Act and the Board of Barbering & Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the Institution will depend entirely on the Board of Barbering and Cosmetology Regulations. Newberry School of Beauty will not accept students for enrollment in the following courses for any hours **less than: Cosmetology 400, Barbering 400, Barber Crossover 200, and Esthetician 300.** This includes students with State credit and a letter of recommendation from the Barbering and Cosmetology Program. **Out of State students must first request and receive a "Letter of Evaluation" from the California Barbering and Cosmetology Program.** Newberry School of Beauty does not guarantee that the school will accept any of your prior hours. Copies of all above documents shall be retained in Student files upon enrollment. Newberry School of Beauty will only accept prior hours from another California Cosmetology School or a letter from the California Board of Barbering and Cosmetology.

## **CHARGES FOR TUITION, FEES AND EQUIPMENT FOR TRANSFER STUDENTS**

Tuition will be based on the current hourly rate multiplied times the number of hours required to complete the course. Student will only be charged for the number of hours needed to complete the program.

- The registration fee will be \$100.00 or 15% of the total tuition, whichever is less.
- Students must have all equipment as listed in the school's current kit list or purchase the kit from the school.
- Students requiring more than 400 hours of education, will be required to purchase the school's educational kit

The School Director, prior to enrollment, must determine that all remaining required technical hours of instruction and operations will be able to be completed by the Student in the time frame allotted.

**A transfer student may be required to complete additional hours at the school's discretion.**

## **TRANSFERRING FROM ONE PROGRAM TO ANOTHER WITHIN THE SCHOOL**

For students who change from one program of instruction to another, this institution shall grant credit for training obtained in one course that is identical to training required in another course. **Business and Profession Code section 7367**

Any student that will like to transfer to a different program offered by this Institution will go through the following steps:

1. Be withdrawn from the current program of study.
2. Be up to date with all tuition payments (a refund calculation will be performed)
3. Enrolled in the new program of study.

## **ATTENDANCE POLICY-ALL PROGRAMS (31)**

This Institution requires that a student attend a minimum of 67% of the schedule Instructional Hours.

**RE-ENTRY POLICY**

All students who withdraw may re-enter into the program without the loss of State Program credit hours, provided it is within 5 years from the date of their withdrawal (an institutional policy). All records of the student are stored for five (6) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the Institution before the student is accepted for re-enrollment.

**(15)**

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Newberry School of Beauty, is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **Diploma** you earn in the Educational Program is also at the complete discretion of the institution to which you may seek to transfer. If the Diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Newberry School of Beauty to determine if your Diploma will transfer.

**EXPERIENTIAL CREDIT (18)**

This institution does not award credit for experiential learning. This institution has not entered into an articulation or transfer agreement with any other college or university.

**STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later.

**(25) Course Cancellation:** a cancellation may be initiated by the student's notice. The notice of cancellation shall be in writing and submitted directly to the **School Director**. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received.

**(25) REFUND POLICY:** After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and If the student received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A registration fee of **\$100.00** is a **non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a pro rata refund; or 2) participate in a teach-out agreement.

**(25) DETERMINATION OF WITHDRAWAL FROM SCHOOL,** a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance. The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the <b>School Director</b> of your intent to withdraw. Only the <b>School Director</b> would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

For purposes of determining a refund. A student shall be considered to have withdrawn from an educational program when he or she withdraws or is deem withdrawn in accordance with the withdrawal policy.

## **VOCATIONAL REHABILITATION:**

Students who attend a Rehabilitation program do so by applying to the Department of Rehabilitation. They are assigned a caseworker and the caseworker determines their eligibility and then refers the student to the school.

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

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Newberry School of Beauty. 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. The policy will be applied evenly to all students: Title IV recipients and non-Title IV recipients.

### **SAP EVALUATIONS PERIODS**

**EVALUATION PERIODS:** all students must be in compliance with the Academic Probation and Dismissal Policy at the end of each evaluation period or term of the course.

**The student's first evaluation will occur no later than mid-point of the course program.**

Evaluation points occur based on the total length of the program measured in clock hours, and corresponding to the academic year of each program. The academic year for each program is 900 clock hours. Students are evaluated for Satisfactory Academic Progress as Follows:

<b>Program 1. Cosmetology 1600 Clock Hours, based on a 30 hour per week attendance</b>	
1 <sup>st</sup> Evaluation Period Ends	450 Clock Hours and 15 Weeks
2 <sup>nd</sup> Evaluation Period Ends	900 Clock Hours and 30 Weeks
3 <sup>rd</sup> Evaluation Period Ends	1250 Clock Hours and 42 Weeks
4 <sup>th</sup> Evaluation Period Ends	1600 Clock Hours and 54 Weeks

<b>Program 2. Barbering 1500 Clock Hours of Attendance, based on a 30 hour per week attendance</b>	
1 <sup>st</sup> Evaluation Period Ends	450 Clock Hours and 15 Weeks
2 <sup>nd</sup> Evaluation Period Ends	900 Clock Hours and 30 Weeks
3 <sup>rd</sup> Evaluation Period Ends	1200 Clock Hours and 40 Weeks
4 <sup>th</sup> Evaluation Period Ends	1600 Clock Hours and 50 Weeks

<b>Program 3. Esthetician 600 Clock Hours of Attendance, based on a 30 hour per week attendance</b>	
1 <sup>st</sup> Evaluation Period Ends	300 Clock Hours and 10 Weeks
2 <sup>nd</sup> Evaluation Period Ends	600 Clock Hours and 20 Weeks

<b>Program 4. Manicuring 400 Clock Hours of Attendance, based on a 30 hour per week attendance</b>	
1 <sup>st</sup> Evaluation Period Ends	200 Clock Hours and 7 Weeks
2 <sup>nd</sup> Evaluation Period Ends	400 Clock Hours and 14 Weeks

<b>Program 5. Barbering Crossover 200 Clock Hours of Attendance, based on a 30 hour per week attendance</b>	
1 <sup>st</sup> Evaluation Period Ends	100 Clock Hours and 4 Weeks
2 <sup>nd</sup> Evaluation Period Ends	200 Clock Hours and 8 Weeks

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

Students meeting the minimum requirements for attendance and academic progress at any evaluation point are considered to be making satisfactory progress until the next evaluation.

**\*ALL EVALUATIONS MUST BE COMPLETED WITHIN 7 BUSINESS DAYS FOLLOWING ESTABLISHED EVALUATION POINTS (PERIODS). ALL STUDENTS ARE NOTIFY OF THEIR SAP RESULTS.**

## **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 each evaluation point based on actual hours 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. For example: 350 (accrued hours) divided by 450 (scheduled hours) = 78%. 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 frame in which a student must complete the educational course, does not exceed 150% of the NACCAS approved length of the education course based on 67% attendance schedule, measured in clock hours completed. This will be allowed students to complete each course and avoid withdrawal from school. Students who exceed the maximum time frame will be allowed to continue on a cash pay basis. A leave of absence will extend the contract period and the maximum time frame by the same number of days taken in the leave of absence.

**\*Note-** A student's contracted time may vary according to their status (full or part-time).

	<u>MAXIMUM WEEKS</u>	<u>MAXIMUM SCHEDULED HOURS:</u>
<b>Cosmetology</b>	<b>54-80 weeks</b>	<b>2400 HOURS</b>
<b>Barbering</b>	<b>50-80 weeks</b>	<b>2250 HOURS</b>
<b>Barber Crossover</b>	<b>7-13 weeks</b>	<b>300 HOURS</b>
<b>Manicuring</b>	<b>20-25 weeks</b>	<b>600 HOURS</b>
<b>Esthetician</b>	<b>20-30 weeks</b>	<b>900 HOURS</b>

## **ACADEMIC PROGRESS EVALUATIONS (30)**

The quantitative 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. 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 70%. **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**

**70-84 SATISFACTORY**

**69 and BELOW- UNSATISFACTORY**

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academic and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevail upon appeal resulting in a status of probation. Students may request a copy of their Satisfactory Academic Progress results through the schools School Director. Students deemed not maintaining Satisfactory Academic Progress will be place on Warning.

## **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and consider 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 if he/she has prevailed upon appeal. If applicable, students may be deemed ineligible to received Title IV Funds.

## **ACADEMIC PROBATION AND DISMISSAL POLICIES (32)**

The School Director may place a student on academic **Warning** if the student is not making satisfactory academic progress as per this Institution publish Policy. Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on standard percentile basis and the percentage equated to a letter grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. If the student falls below 70% in academic and/or 67% in attendance the student will be place on academic Warning. The student under an academic warning will have one additional term to bring up or to exceed the minimum standard of the Institution. If the student has still not met progress requirement at the end of the warning period, the student will be consider not making satisfactory academic progress. At this point the student will have the option to appeal and request to be placed on probation. In order for the student to be place on probation, the student **MUST APPEL** the satisfactory academic progress decision within the next 15 days and prevail upon appeal. If at the end of the probation period the student has not met progress requirements the student will be dismiss from the program.

## **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 5 business 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.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS:** Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## **TERMINATION**

A Student will receive written termination notice from the Registrar Office, if she/he fails to meet attendance/Academic requirements at the end of the probationary period.

**RE-ENTERING:** Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

## **NONCREDIT, REMEDIAL COURSES, REPITITIONS:**

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction. 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. SAP evaluation periods are based on actual contracted hours at the institution.

## **LEAVE OF ABSENCE POLICY (33)**

The Leave of Absence Policy is consistently applied to **all students enrolled at Newberry School of Beauty**. It is printed in the catalog to ensure that **all** students receive a copy prior to enrollment. The LOA Policy applies to all students Title IV and Non-Title IV recipients. Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the reason for the LOA and the **start** and end date of the leave of absence, this request needs to be sign by the student unless the student experienced any unforeseen circumstances. Leaves of Absence may be granted for up to 180 days.

The student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-month period. A "12-month period" begins on the first day of the students' initial leave of absence. The Institution will document the reason for its decision to approve the LOA.

Students will not be assessed additional tuition charges while on their Leave of absence and the student's enrollment agreement will be extending for the same days as the leave of absence taken before the start of the leave of absence.

A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation will be required. Students **Returning** from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA or take an unapproved LOA will be withdrawn. If the student fails to return from an approved LOA, and is a Title IV HEA program loan recipient the grace period for student loans will start the day after the last day of recorded attendance. Accordingly, loan payment will be due 6 months from last day of attendance. The student's withdrawal date for the purpose of calculating a refund will be the student's last day of attendance, or the day the student notifies the school that he/she will not be returning. Students must be reasonably certain of their intent to return.

Once the student returns from an approved leave of absence the institution will extend the students maximum time frame and the contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties and an addendum must be signed and dated by all parties. The student will be given a copy of the leave of absence request and return date, and the contract addendum.

The institution may grant a LOA to a student that did not provide the request prior to the LOA due to unforeseen circumstances. In this situation the beginning date of the approved LOA would be the first date the student was unable to attend the institution due to the unexpected circumstances. The Institution will collect the request from the student at a later date and will have the student sign the LOA form.

**TUITION AND FEE SCHEDULE (23)**

**Effective July 1, 2021**

**NOTE:** Tuition Charges are itemized by Payment Period.

**NOTE:** Tuition Charges are itemized by Payment Period.

The total charges listed below are the same as the estimated schedule of total charges for the entire educational program and for the schedule of total charges for a period of attendance.

COURSE	TUITION	REGISTRATION FEE	SUPPLIES	BOOKS	STRF	TOTAL CHARGES	PERIOD OF ATTENDANCE	TOTAL HOURS
COSMETOLOGY	\$8,800.00	\$100.00	\$580.00	302.00	5.00	\$9,787.00	54-80 WKS	1600
BARBERING	\$7,800.00	\$100.00	\$750.00	325.00	4.50	\$8,979.50	50-80 WKS	1500
ESTHETICIAN	\$6,500.00	\$100.00	\$597.00	310.00	4.00	\$7,511.00	20-30 WKS	600
MANICURING	\$3,500.00	\$100.00	\$420.00	\$230.00	2.00	\$4,252.00	20-25 WKS	400
BARBER CROSSOVER	\$1,800.00	\$100.00	0.00	0.00	1.00	\$1,901.00	7-13 WKS	200

**NEWBERRY SCHOOL OF BEAUTY. RESERVES THE RIGHT TO MAKE ANY CHANGES TO THE TUITION, THE FEES OR THE COURSE CONTENT WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGES MADE, WILL NOT AFFECT ATTENDING STUDENTS.**

\*(The Student Tuition Recovery Fund fee is a Non-Refundable fee)

\* = **NONREFUNDABLE: Supplies:** Once USED, they are not refundable due to sanitary considerations and hygiene. Above supplies price include a current **9.50% sales tax.**

**NOTICE TO STUDENT:** if you complete the program earlier than the estimated timeframe stated in the contract, the student finance package may be recalculated and this may result in higher monthly payments.

**Example of Tuition charges Itemized by Payment Period.**

**Cosmetology Program**

Itemized Charges By Payment Period	1st Payment Period	2nd Payment Period	3rd Payment Period	4th Payment Period	Total Charges for entire Course
Tuition	\$2,475.00	\$2,475.00	\$1,925.00	\$1,925.00	\$8,800.00
Registration Fee (Non-Refundable)	\$100.00	0	0	0	\$100.00
Supplies (Non-Refundable)	\$750.00	0	0	240.00	\$750.00
Books (Non-Refundable)	\$302.00	0	0	0	302.00
STRF(Non-Refundable)	0	0	0	0	0
Tax (Non-Refundable)	0	0	0	0	0

**NOTE:** Length of time in course depends on the number of hours a student contracts for, on a weekly basis as specified in the Enrollment Agreement.

**MONTHLY TUITION:**

Per your Enrollment Agreement, students are responsible for making monthly tuition payments toward their tuition account. Payment is accepted in the form of personal check, cash, money orders, or credit card. Payments made after the tuition due date, will be charged a \$25.00 late fee.

**EXTRA INSTRUCTION FEES:** If a student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations, overtime tuition charge will be assessed for the remaining number of hours to complete times the hourly rate per program. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology \$5.00, Barbering \$5.00, Esthetician 9.16, Manicuring \$6.50, Barber Crossover \$9.00.

## **LOAN REPAYMENT (28)**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds

## **STRF DISCLOSURE (24)**

### **"76215 (a)(b) Student Tuition Recovery Fund Disclosures.**

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the **Bureau for Private Postsecondary Education, 1747N. Market Blvd Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.**

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at Physical Address: 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833. PO Box 980818, West Sacramento CA, 95798-0818. [www.bppe.ca.gov](http://www.bppe.ca.gov) Toll Free Number (888) 370-7589 Phone Number (916) 431-6959 or by fax (916) 263-1897

A student of any member of the public, may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling (888) 730-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **VISA RELATED SERVICES (19)**

This Institution does not admit students from other countries; therefore, no Visa related services are offered.

## **LANGUAGE PROFICIENCY (19)**

All courses are given in the English language only. All prospective students that are accepted for enrollment must be proficient in the English Language. Proficiency can be demonstrated by meeting our Admission requirements.

## LANGUAGE OF INSTRUCTION (19)

Instruction will be given in English Only.

## GRADING PROCEDURES AND STANDARDS FOR STUDENT ACHIEVEMENT

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. 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 70%. **Students must make up failed or missed tests and incomplete assignments.** Numerical grades are considered according to the following scale:

### **ACADEMIC AND PRACTICAL GRADING SCALE**

<u>% PERCENTAGE</u>	<u>LETTER GRADE</u>	<u>DEFINITION</u>
93-100	A	EXCELLENT
85-92	B	VERY GOOD
70-84	C	SATISFACTORY
69-below	D	UNSATISFACTORY

## DESCRIPTION OF THE FACILITIES & EQUIPMENT (11)

Newberry School of Beauty is located at 16852 Devonshire St. at Balboa in Granada Hills. Plenty of front and rear parking is available. The facility has approximately 12,000 square feet and consists of two large clinic areas. Cosmetology, Barbering, Barber Crossover and Manicuring share the same clinic area. The schools Esthetician department has its own clinic area designed for a quiet "spa" atmosphere. Students will be able to perform their spa services in individual stations with privacy. The facility has a wide-open feeling, ample classrooms, with most of the amenities you would find in an upscale salon. Custom built styling stations, lab area, manicuring area and a wonderful reception area. All classroom and clinic instruction will be held at this address. Special services and facilities are equipped for students with disabilities. **Total student occupancy level is 225.**

## LIBRARY RESOURCES (12)

Our institution provides textbooks, magazines, videos and CD's for in-school use only. Students wishing to borrow any reading material from our Library will need to sign in with the Supervisor.

## FIRE SAFETY DISCLOSURE

**NEWBERRY SCHOOL OF BEAUTY** conducts fire drills every month. Fire extinguishers are serviced yearly or as needed. Our campus is equipped with fire extinguishers throughout the whole campus.

## COURSES OF STUDY (20)

The course of study for students enrolled in a **Cosmetology** shall consist of sixteen hundred (1,600) clock hours of technical instructional and practical operations covering all practices constituting the art of cosmetology.

The course of study for students enrolled in a **Manicuring** shall consist of four hundred (400) clock hours of technical instructional and practical operations covering all practices constituting the art of Manicuring.

The course of study for students enrolled in a **Barbering** shall consist of six hundred (1500) clock hours of technical instructional and practical operations covering all practices constituting the art of Barbering.

The course of study for students enrolled in a **Barber Crossover** shall consist of four hundred (200) clock hours of technical instructional and practical operations covering all practices constituting the art of Barber Crossover.

The course of study for students enrolled in an **Esthetician** shall consist of four hundred (600) clock hours of technical instructional and practical operations covering all practices constituting the art of Esthetician.

## EDUCATIONAL GOALS:

The Cosmetology, Barbering, Manicuring, Barber Crossover and Esthetician courses are designed to prepare students for the state licensing examination, and for a professional career in their chosen field.

## **FRESHMAN CLASS-ENROLLMENT**

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 32.** The freshman class introduces basic fundamentals designed to prepare students for licensure and entry positions in a salon or other field related employment. The hours spent in the freshman class are as follows: **Cosmetology 400 Hrs. Manicuring 160 Hrs. Barbering 350 Hrs. Barber Crossover 50 Hrs. Esthetician 200 Hrs.** **NEWBERRY SCHOOL OF BEAUTY** considers the freshman classes to be the foundation for your future.

## **CALENDAR/HOLIDAYS**

The School is closed on Sundays and the following holidays: **New Year's Day, Fourth of July, Thanksgiving Day and Christmas Day.** A 'special' holiday may be declared for emergencies or special reasons. Holidays of all religious beliefs are respected and allowed. Holidays are part of the additional time given students on their enrollment contracts. If the school must close for an emergency or an unexpected reason, students will either be notified by phone or a notice will be posted on the front door of the school with an explanation for the closure and a date of re-opening. The school offers the opportunity to catch up on hours on selected Saturdays.

## **ENROLLMENT & CLASS SCHEDULE**

Enrollment should be completed the week prior to the desired start date. Students who enroll and complete necessary enrollment package early will receive priority for enrollment in the event their desired class is filled.

### **CLASS SCHEDULES FOR ALL CLASSES TAUGHT**

<b>Day Classes are held Tuesday – Saturday</b>	<b>Night Classes are held Monday - Friday</b>
8:30am – 2:30pm Fulltime (30 Hrs. Per Week)	6:00pm – 10:00pm (20 Hrs. Per Week)
8:30am – 12:30pm Part Time (20 Hrs. Per Week)	
1:00pm – 5:00pm Part Time - When Available (20Hrs. Per Week)	
8:30am – 5:00pm Fulltime – When Available (40 Hrs. Per Week)	

All classes are held at 16852 Devonshire Street, Granada Hills, Ca 91344

### **START DATES FOR ALL CLASSES TAUGHT**

<b>Year 2021</b>	<b>Year-2021</b>	<b>Year- 2021</b>	<b>Year-2021</b>
January 5, 2021	April 6, 2021	July 7, 2021	October 6, 2021
February 2, 2021	May 4, 2021	August 4, 2021	November 3, 2021
March 9, 2021	June 8, 2021	September 8, 2021	December 8, 2021

If the prior class falls behind in their classes, in the best interests of our students, we may postpone a class from starting. Please call the school for exact start dates.

## **ORIENTATION CLASS**

Orientation classes for students are held prior to any new class starting. All new students, transfers and re-enrollment students are required to attend

## **NON-DISCRIMINATION POLICY**

Newberry School of Beauty admits qualified students of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity, veteran status, or marital status to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. Consistent with its obligations under the law, in the administration of the School's programs and activities, Newberry prohibits unlawful discrimination on the basis of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status, marital status or any other characteristic protected by applicable law; Newberry School of Beauty, also prohibits unlawful harassment including sexual harassment and sexual violence.

## **(34) GRIEVANCE POLICY AND PROCEDURES - to include request for additional accommodations.**

The school will make every attempt to resolve a grievance that is not frivolous or without merit. Grievances should first be addressed in writing to your Supervising Instructor. If your Supervising Instructor is unable to resolve the issue within 10 business days, a written letter should be addressed to the school Director and or Eric Friedland respectively. Upon receipt of a written grievance, the school will provide the student with a written response, including a summary of the school's investigation and the disposition within 30 days of receiving the grievance. If a grievance is found to be unwarranted and or is rejected, a reason for the rejection will be explained.

## **REQUESTS FOR ACCOMMODATIONS OR MODIFICATIONS FOR THOSE WITH DISABILITIES**

If you are a student with a disability and need additional assistance, please submit in writing to, Eric Friedland, Newberry School of Beauty, your request for accommodations or modifications you may need to complete your individual course of study.

The school may request documentation from a student requesting modifications, accommodations, or for auxiliary aid. All requests will be reasonable and limited to the need of the modification or request. The school will take into consideration all past requests for modifications, accommodations, or auxiliary aids or services provided to individuals with disabilities. Past accommodations that were provided in response to an Individualized Education Program (IEP) will also be reviewed. Upon receipt of a written request, the school will provide the student with a written response within 10 business days.

The school will comply with all required ADA Title III guidelines.

Although these are the schools' formal guidelines for submitting a request and or complaint, our doors are always open for students and staff to communicate verbally. A student or any member of the public may file a complaint about this institution with the **Bureau for Private Post-Secondary Education** by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov), or the National Accrediting Commission of Career Arts and Sciences at [www.NACCAS.org](http://www.NACCAS.org), 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600

## **PHYSICAL DEMANDS AND SAFETY REQUIREMENTS**

Fields in Cosmetology include all aspects of hair as well as all forms of Barbering, Esthetics and Manicuring. Once licensed, the graduate will have many wonderful occupation opportunities, but they will be demanding. Some of these varied occupations entail, long-standing, bending and repetitive hand motions. Before entering into this field, we suggest you visit a place of business where you see yourself working after you graduate, ask questions, and observe for a bit to see if this career is for you. An employer may request that you work on weekends and some evenings. Employers may also require that you acquire additional training and or assist another stylist, barber or facialist prior to obtaining your own clientele. This could be up to one year. Please also be aware of the many chemicals you will be in contact with on a day-to-day basis. Wearing protective gloves and appropriate clothing is necessary. Knowledge of and proper handling of hazardous materials is a must. Safety is a big part of your education. Please be aware of any allergies you may have with chemicals and or latex before entering the field of cosmetology. Any allergies you may have can be discussed with admissions. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

## **ACCOUNTING OF STUDENT HOURS AND OPERATIONS**

All students are responsible for the accuracy of their time sheets. Students must clock in and out at the required times and record all hours of classroom attendance and operations completed on the time sheet in the appropriated space. The student must present the completed time sheet to an instructor for verification of accuracy and a signature by the instructor at the end of each day. If the time sheet is not signed by an instructor, you will not receive credit for the day's operations. Please read and adhere to the "Student Time Card Procedures" given to you during orientation. Students are not to remove time sheets from the premises at any time. Forged or altered time cards are grounds for immediate expulsion.

All time clock hours, classroom hours and operations are posted weekly using the school's computerized attendance system. The time sheets are then filed in the student's time sheet folder. Students wishing to review their time sheets with the School Registrar must make their request in writing. An appointment to review time sheets will be scheduled within seven days.

### **ATTENDANCE POLICY:**

When it comes to student success, attendance is the key. Regular attendance not only ensures that you graduate on time but also ensures that you acquire the knowledge and experience that you need to achieve your goals. Our attendance policy requires a student to maintain a minimum of 67% attendance. Students having difficulty attending class are encouraged to immediately discuss their attendance issues with their Instructor, Registrar and/or Financial Officer. A student with unsatisfactory progress due to excessive absences at specified evaluation points will be held to the standards as outlined in the Satisfactory Academic Progress Policy. (Please refer to the Satisfactory Academic Progress policy in the Catalog.)

**ABSENCES:** are considered excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons. Excused however, does not mean you will receive hours for the time you were gone. It only means you will be allowed to re-enter the school. All excused absences are to be sustained in writing and are at the discretion of the school Director. If you have a special event to attend, a two-week notice in writing is required from the student. **If a student is absent for 14 consecutive calendar days, without notifying the School Director or School Registrar they will be dropped from the program on the 14<sup>th</sup> day.**

**TO MAKE UP WORK OR CLASSES MISSED** check the Class Schedule for the next date class will be given in the subject you missed and request permission from the Registrar/School Director to attend. Permission is required anytime a student wishes

to attend school outside his/her scheduled time. Students are required to make up any missed lessons or exams due to absenteeism. It is the student's responsibility to schedule for missed work

**TARDY:** Any student late for class by fifteen minutes will not be permitted to clock in for that day.

### **CLASS PREPAREDNESS:**

It is critical that you come to school prepared for your daily lessons and assignments. Make sure you bring the books and equipment you need to perform your Technical Instruction and Practical Training assignments. Students who do not come prepared with the books and materials they need to fully participate in that day's lessons may be required to clock out until they return with the necessary books and equipment.

### **APPLIED EFFORT:**

Notify your Instructor when you must leave the building. Always display initiative and good effort (Applied Effort) during the hours you are in School by actively participating in Technical Instruction class and working diligently on a customer, another student or on a mannequin during Practical Training. Perform your assignments as directed by your Instructors, including but not limited to your daily cleanup assignments and any scheduled exams. Attending Theory lecture *daily* is required and is a very important role in your training.

### **WEEKLY TIMECARD:**

Students are responsible for clocking in and out daily, using the timeclock software. Make sure that an Instructor reviews all your practical operations so he or she can record them on your Applied Effort card (Student Timecard). For you to complete your state's legal requirements, your instructor must be able to keep an accurate record of your Technical Instruction Hours and Practical Training.

### **ELECTRONIC DEVICES:**

Cell phones must be set to vibrate during class time and may be used only outside the campus premises and only during lunch and break times. Chewing gum is not allowed during class time including Technical Instruction and Practical Training. Headphones, personal radios, CD players and iPods are not permitted during class or while performing Practical Training on the clinic floor.

### **TROLLEY:**

You will be assigned a trolley when you start school. This trolley is assigned to you for your personal possessions. Newberry School of Beauty is not responsible for any personal items or possessions left on campus. Newberry School of Beauty has the right to access and inspect your trolley. If a student is dropped/cancelled from school, students have 5 business days to collect their personal belongings from their student trolley. The school is not a storage facility. The school will hold the items for 30 days based on the students last day of attendance. Newberry School of Beauty will not be liable for items left in the trolley after 30 days.

### **STUDENT UNIFORM:**

The uniform policy is black pants and the school T-shirt. No hat, caps or beanies are allowed unless it's the School's apparel. All apparel must be clean (without stains) and wrinkle free.

Clothing that is too tight or too baggy (oversized pants), exposing gluteus, cleavage or abdomen is unprofessional and not permitted.

Skirts should not be mini or micro-mini skirts. Skirts or culottes may not be shorter than 2 inches above the knee. No sweat pants.

Shirts/blouses should not reveal midriff or cleavage or be sleeveless. No tank tops or muscle shirts are not allowed.

Shoes must be clean. Shoes should be comfortable for standing and walking. Flat, rubber-sole shoes are recommended for safety and comfort. No open toes, open heels or heels less than 1 inch in diameter or higher than 1 1/2 inches from the floor are permitted. Socks or hose must be worn with all shoes. No Sandals or flip flops are permitted.

**CHANGE OF STATUS:** If a student finds they are unable to attend their scheduled hours (full or part time) they must request a change of status from the Director prior to attending more or less hours.

### **OVER CONTRACT CHARGES:**

Any student who does not complete a course within the contracted enrollment period will be charged at the same hourly rate for any additional time required for completion. If a student has remaining hours to complete after the stated over contract date on their contract, the student must pay for each additional hour past this date. The amount charged for each hour would be the same hourly rate stated on their contract for the course of study they are enrolled in. Over contract charges are due and payable in full once the student enters their over contract period. It is in the sole discretion of the school to decide if a student will be able to remain in school to complete their education if they have not met their contracted hours and will be in overtime status.

#### **Example:**

Over contract date= 4/11/19

Hours as of over contract date=1500

Student is contracted for 1600 hours

Student has **100** additional hours to complete **after** over contract date

Hourly rate on contract is \$9.00 an hour. \$9.00 an hour for 100 hours=**\$900 student owes for over time charges.**

Student will not be able to clock into school if overtime charges are not paid.

**Paperwork will not be released to any student until all charges are paid in full.**

Over-contract dates could change or be extended for approved Leaves of Absence or Changes of Status. Normal enrollment periods provide adequate allowances for short-term absences. **Please see Leave of Absence policy.**

## **DRUG AND ALCOHOL ABUSE PREVENTION**

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), The Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart, and other chronic diseases, such as low birth weight, birth defects, infant mortality in expectant mothers and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against any employee for violating these standards of conduct. These actions may include suspension, expulsion and termination of employment, referral for prosecution and/or required completion of a drug and alcohol rehabilitation (or similar) program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide a written notice to this institution of their conviction for a criminal drug offense occurring in the workplace within 5 days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

### **DRUG ABUSE PREVENTION PROGRAM**

**Director of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW.  
Room 3124, GSA Regional Office Bldg. #3  
Washington, DC 20202-4571**

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment, and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of the institution through:

**Alcohol & Drug Abuse Hotline  
800-237-6237**

Students and employees seeking assistance in overcoming a drug or alcohol related problem are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

## **FACILITY/CLASSROOMS**

Newberry School of Beauty is located at 16852 Devonshire St. at Balboa in Granada Hills. Plenty of front and rear parking is available. The facility has approximately 12,000 square feet and consists of two large clinic areas. Cosmetology, Barbering, Barber Crossover and Manicuring share the same clinic area. The schools Esthetician department has its own clinic area designed for a quiet "spa" atmosphere. Students will be able to perform their spa services in individual stations with privacy. The facility has a wide-open feeling, ample classrooms, with most of the amenities you would find in an upscale salon. Custom built styling stations, lab area, manicuring area and a wonderful reception area. All classroom and clinic instruction will be held at this address. Special services and facilities are equipped for students with disabilities. Total student occupancy level is 225.

## **(35)STUDENT SERVICES**

Students are advised individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with students. This activity supplements the daily advising carried out by the instructors and supervisor. Students may request additional advising sessions at any time.

**Students** are given personal attention and assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and

progress. Remedial assignments are given when required. Particular attention is given to preparation for the Board of Barbering and Cosmetology National Examination.

### **PLACEMENT SERVICES (36)**

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student file. This School does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available.

### **STUDENT HOUSING (37)**

The institution does not have dormitory facilities under its control. The institution does not find or assist a student in finding housing **LL PROGRAMS AT THIS INSTITUTION ARE "NON-RESIDENTIAL"**

The following information is for any student that is looking for housing that is reasonable near the institution facilities: The approximate cost for a one-bedroom apartment can be leased from \$950.00-\$1200 per month.

### **STUDENTS RECORDS AND TRANSCRIPTS (38)**

Student records for all students are kept for six years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be review. Should a student find, upon review that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student file will contain student's records, including a transcript of grades earned. Copies of the official transcripts will be provided at no charge. Transcripts will only be release to the student upon receipt of a written request bearing the student's live signature. No transcripts will be issue until all tuition and other fees due the Institution are paid current. Unless other arrangements have been made. Person to contact Cindy Morales.

### **PRIVACY ACT**

It is the Institution's policy to carefully follow the rules applicable under the Family Educational Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

### **Newberry School of Beauty Notification of Rights Under FERPA**

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 Newberry School of Beauty ("School" or "Institution") receives a request for access. A student should submit to Ms. Cindy Morales, the School Director, a written request that identifies the record(s) the student wishes to inspect. The School Director will make arrangements for access and notify the student of the time and place where the records may be inspected.
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 Newberry School of Beauty to amend a record should write the School Director, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the School decides not to amend the record as requested, the School 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 School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Newberry School of Beauty discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position; or a student serving on an official committee,

such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

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

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202**

### **Directory Information**

FERPA requires that the School, with certain exceptions, obtain student written consent prior to the disclosure of personally identifiable information from education records. However, the School may disclose appropriately designated "directory information" without written or authorized electronic consent, unless you have advised the School to the contrary in accordance with School procedures. Newberry School of Beauty has designated the following information as directory information:

- student's name
- address
- telephone number
- email address
- date and place of birth
- program of study
- honors and awards
- dates of attendance.
- enrollment status

Requests to have directory information about you withheld should be submitted in writing to the School School Director.

See the list below of the disclosures that postsecondary institutions may make without consent.

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 —

- To other school officials, including teachers, within the School whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the School has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the school's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the School has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### **ACADEMIC FREEDOM**

**Newberry School of Beauty.** Is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, this institution encourages its faculty members to exercise their individual judgment regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course description as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval. This Institution encourages instructors and students to engage in discussion and dialog. Student and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized area of study.

### **SEXUAL HARASSMENT**

**Newberry School of Beauty.** Must provide a workplace and school that is free of harassment, weather it is intentional or unintentional. Employments and students will be free of harassment on the basis of race, color, religious affiliation, national origin, physical handicap, medical condition, marital status, sex or age. Harassment on the campus is illegal no matter its form. Innocently intended remarks or uninvited touching can be seen as harassment, if this institution knows of conduct to be harassment, we will take immediate and appropriate corrective action. Harassment include, among other things, verbal, physical, sexual or visual harassment. Sexual harassment includes conditioning a promotion or benefits from sexual favors.

Students and staff members are required to report to management any pertinent information in regard to possible harassment. Dismissal of both student and staff can result if allegations of harassment are proven to be true.

### **ACCESSIBILITY TO HANDICAPPED INDIVIDUALS**

Access for handicapped students to the institution's facilities is available at the Institution. This institution does offer programs for the handicapped student depending on the physical ability of the handicapped student.

### **ENGLISH AS A SECOND LANGUAGE INSTRUCTION**

This institution does not offer English-as-a-Second Language Instruction.

### **CALIFORNIA BUSINESS AND PROFESSION CODE 480**

(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following (1) been convicted of a crime. A conviction within the meaning of this section means a plea of verdict of guilty or convictions following a plea of nolo contendere. Any action that the board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of convictions has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code. (2) Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another; or substantially injure another; or (3) done any act which if done by a licentiate of the business or profession in question, would grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made. (b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been

Convicted of felony if he has obtained a certificate of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482. (c) A board may deny a license regulated by this code on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

### **CONSTITUTION & CITIZENSHIP DAY (SEPT 17TH):**

Every September 17th (unless it falls on a weekend or other holiday) Constitution Day, also called Citizenship Day, is celebrated to mark the anniversary of the ratification of the U.S. Constitution. Newberry School of Beauty, acknowledges and expresses our pride as US citizens.

**VOTER REGISTRATION:** We encourage students to register to vote. You can go to the following website and follow the instructions to register – [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm). This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications.

### **SCHOOL GUIDELINES AND DISCIPLINARY ACTIONS**

#### **Immediate Withdrawal (Termination)**

1. Clocking in or out another student or having another student clock in or out for you
2. Altering or forging time cards.
3. Use of or being under the influence of drugs or alcohol in school. If a student is suspected of using drugs, the student will be required to submit to a drug test and pass prior to returning to school.
4. Causing extreme or willful disruption of school.
5. Use of ethnic, racial or sexual slurs, or abusive language toward any client, staff member or fellow student
6. Committing an obscene act or engaging in vulgarity or profanity.
7. Failure to follow one's own contract with the school.
8. Willfully not following school rules or guidelines.
9. Caused, attempted to cause, or threatened to cause physical injury to another person.
10. Possessed, sold or furnished any firearm, knife, explosive or other dangerous object.
11. Possessed, used, sold, furnished or been under the influence of any controlled substance, alcoholic beverage or intoxicant.
12. Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu of the controlled substance, alcoholic beverage or intoxicant.
13. Committed or attempted to commit robbery or extortion.
14. Caused or attempted to cause damage to school or private property.
15. Stolen or has attempted to steal school or private property.
16. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
17. Disrupted school activities or otherwise defied the valid authority of school personnel.
18. Knowingly received stolen school or private property.
19. Possess an imitation firearm.
20. Committed or attempted to commit a sexual assault or committed a sexual battery.
21. Harassed, threatened or intimidated a person who is a complaining witness or is otherwise involved in a school disciplinary proceeding.
  
22. Aided or abetted the infliction or attempted infliction of physical injury to another person.
23. Committed sexual harassment.
24. Participated in, caused, attempted to cause or threatened to cause an act of hate violence.
25. Engaged in harassment, threats or intimidation of school or persons.
26. Made terrorist threats against school officials or property.
27. Any other misconduct the school recognizes as deserving of immediate termination.

#### **One Week Suspension and/or Probation**

1. Leaving school, class or clinic without permission of instructor and notifying the front desk.
2. Failure to have proper equipment when needed.
3. Gossiping or causing discord in school.
4. Smoking outside designated areas.
5. Receiving personal services without instructor's permission.
6. Refusing to perform an assignment, patron or otherwise.
7. Modifying customer services without consulting instructor.
8. Failure to make Satisfactory Progress.
9. Use of foul language on the clinic floor or in classrooms.

**Sent Home immediately (A second violation will result in a minimum one week's suspension)**

1. Improper or dirty uniform or unsatisfactory personal cleanliness (See Dress Code for proper uniform)
2. Shouting, disrupting or talking out of turn in theory class.
3. Not attending theory or State Board class
4. Not signing out for, or returning late from, break or lunch.  
Unexcused absence on Monday or Friday (night students) or Saturday (day students). Criteria for excused:  
a 2-week prior written notice on file with Administration or provide a doctor's note the following Tuesday.

**Written consultation (A third violation will result in a minimum one week's suspension)**

1. Failure to observe sanitary rules and regulations.
2. Use of foul language on the clinic floor or in classrooms.
3. Eating or drinking in building (except the lunchroom).
4. Entering offices without permission.
5. Failure to clean up work area or perform assigned clean up duties.
6. Failing to clock in or out properly.
7. Failure to take a lunch break at an appropriate time.
8. Showing discourtesy to anyone in school.

**General**

1. A third suspension constitutes termination from the school.
2. These guidelines are not all-inclusive, as there are other student violations that may require action of the school.

**These guidelines may be revised at any time and will be posted on the student bulletin board**

**All students must call in absences to the front desk receptionist.**

Visiting friends or family members **IS** not permitted on the clinic floor unless they are receiving a service.

# PROGRAM CURRICULUMS

## JOB OPORTUNITIES IN COSMETOLOGY (Standard Occupation Classification Code 39-5012)

A career n Cosmetology can lead to a variety of professions in the beauty industry, including Hairstylist, Nail technician, Salon or spa manager, Beautician, Wedding and Event Stylist, Makeup artist, Esthetician, School Instructor, School Owner.

### **COSMETOLOGY COURSE OUTLINE (1600 Hours) CIP#12.0401**

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

**DISCRPTION:** The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attituded necessary to achieve competency in entry-level job skills, obtain licensure, and gainful employment in the field of Cosmetology or related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude, a sense of personal integrity, and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skill in the areas of hair care, skin care, and nail care.
- Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields

**REFERENCES:** A comprehensive resource center of references, periodicals, books, text, audio/video, and online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Student Salon equipment, Implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities, the course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

### **PROGRAM TOTALS: 470 HOURS OF TECHNICAL INSTRUCTION AND 1130 HOURS OF PRACTICAL TRAINING**

SUBJECT-UNIT AND HOURS REQUIRED	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS	OPERATIONS HOURS
<b>Hairstyling:</b> The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling	65	240	360 HRS
<b>Permanent Waving and Chemical Straightening:</b> The subject of Permanent Waving and Chemical Straightening Shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions	40	105	210 HRS
<b>Hair Coloring and Bleaching:</b> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50	180 HRS

<b>Hair Cutting:</b> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80	165 HRS
<b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	0	0
<b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets	45	0	0
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	0	0
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.	15	0	0
<b>Board Approved Health &amp; Safety Course</b>	100	0	0
<b>Manual, Electrical and Chemical Facials:</b> The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25	40	100 HRS
<b>Eyebrow Beautification and Make-up:</b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes	25	30	50 HOURS
<b>Manicuring and Pedicuring:</b> The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25	40 HOURS
<b>Artificial Nails and Wraps:</b> Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	25	120 Nails	25 HOURS
<b>BOARD RECOMMENDED ADDITIONAL TRAINING</b> History of Cosmetology, Career Opportunities, Life Skills, Communication Skills, Professional Imagine, Professional ethics, Salesmanship, Decorum, Record keeping, Client Service Records, Seeking Employment, The Resume, and Job Interview			

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

**SKILLS TO BE DEVELOPED:**

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing a cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicuring, learn the application of brush-on nails, nail wraps, and nail tips.

## **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. 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 70%. **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**

**70-84 SATISFACTORY**

**69 and BELOW- UNSATISFACTORY**

**COMPLETION AND GRADUATION REQUIREMENTS:** A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a "C" (70%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation. In order to ensure that the student has fully met the requirements prior to being issued a Diploma the school will conduct a final evaluation to verify that the student has completed the program and is eligible to take the California State board Exam.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of CA only after the student has successfully completed and graduated from the Cosmetology course as described and passed the licensing exam with an overall average of 75%.

### **JOB OPPORTUNITIES IN MANICURING (Standard Occupation Classification Code 39-5092)**

**A career in Manicuring can lead to the following professions:**

**Nail Salon technicians, Spas Manicurists, Resorts Manicurist, Cruise ships Manicurist, Nail Salon Owners, Health and personal care stores, School Instructors.**

## **MANICURING COURSE OUTLINE (400 Hours)**

**CIP#12.0410**

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience, which will include all phases of manicuring. Such technical instruction and practical operations shall include:

**DISCRIPTION:** The primary purpose of the Manicuring Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in entry-level job skills, obtain licensure, and gainful employment in the field of Manicuring or related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude, a sense of personal integrity, and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skill in the areas of nail care.
- Perform the basic analytical skills to determine appropriate nail care services to achieve the best total look for each client.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in Manicuring and related fields.

**REFERENCES:** A comprehensive resource center of references, periodicals, books, text, audio/video, and online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Student Salon equipment, Implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and

productive career-oriented activities, the course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

**PROGRAM TOTALS: 160 HOURS OF TECHNICAL INSTRUCTION AND 240 HOURS OF PRACTICAL TRAINING**

<b>SUBJECT-UNIT AND HOURS REQUIRED</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS</b>	<b>OPERATIONS HOURS</b>
<b>Manicures and Pedicures:</b> The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis	60	60 & 180 Nails	240
<b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations	10	—	—
<b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25	—	—
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20	—	—
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	—	—
<b>Board Approved Health &amp; Safety Course</b>	35	0	—
<b>Board Recommended Additional Training:</b> Orientation, Career Opportunities, Life Skills, Communication Skills, Professional Image, Professional ethics, Salesmanship, Decorum, Record keeping, Client Service Records, Seeking Employment, The Resume, and Job Interview			

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

**SKILLS TO BE DEVELOPED:** Use of proper implements relative to all manicuring, pedicuring, and artificial nail applications, develop the knowledge to recognize the various skin conditions and disorders, acquire knowledge of analyzing the hands and feet, prior to all services, Learn the proper procedures for manicuring, pedicure and artificial nails.

**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. 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 70%. **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**
- 70-84 SATISFACTORY**
- 69 and BELOW- UNSATISFACTORY**

**COMPLETION AND GRADUATION REQUIREMENTS:** A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a “C” (70%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation. In order to ensure that the student has fully met the requirements prior to being issued a Diploma the school will conduct a final evaluation to verify that the student has completed the program and is eligible to take the California State board Exam.

(22A)

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the manicure course as described above and passed the manicure State Exam with an overall average of 75%.

**JOB OPPORTUNITIES FOR ESTHETICIANS (Standard Occupation Classification Code 39-5094)**

**A career in Esthetics can lead to a variety of professions in the beauty industry, including**

Esthetician/Skin Care Specialist, Medical/Paramedical Esthetician, Clinical Esthetician, Master Esthetician, Medical Spa Manager, Wax/Hair Removal Specialist, Spa Owner, School Instructor.

**ESTHETICIAN COURSE OUTLINE (600 Hours) CIP#12.0409**

The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Please note 170 hours will be devoted to clinic/theory experience, which shall include all phases of being an esthetician. Such technical instruction and practical operations shall include:

**DISCRPTION:** The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in entry-level job skills, obtain licensure, and gainful employment in the field of Esthetician or related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude, a sense of personal integrity, and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skill in the areas of Skin care.
- Perform the basic analytical skills to determine appropriate skin care services to achieve the best total look for each client.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in Manicuring and related fields.

**REFERENCES:** A comprehensive resource center of references, periodicals, books, text, audio/video, and online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Student Salon equipment, Implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities, the course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

**PROGRAM TOTALS: 330 HOURS OF TECHNICAL INSTRUCTION AND 270 HOURS OF PRACTICAL TRAINING**

SUBJECT-UNIT AND HOURS REQUIRED	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS	OPERATIONS HOURS
---------------------------------	--	---------------------------------------	------------------

<b>Manual, Electrical and Chemical Facials:</b> The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.	70	140	180
<b>Preparation:</b> The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, and professionalism, client record keeping, pre-and post-operative care, CPR/AED, salon and spa skills.	15	-----	----
<b>Laws and Regulations:</b> The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	-----	----
<b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	40	-----	----
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	-----	----
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15	-----	----
<b>Board Approved Health &amp; Safety Course</b>	125	-----	----
<b>Eyebrow Beautification:</b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50	50
<b>Make-up:</b> The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	20	40	40
<b>Board recommended Additional Training</b> Orientation, Career Opportunities, Life Skills, Communication Skills, Professional Image, Professional ethics, Salesmanship, Decorum, Record keeping, Client Service Records, Seeking Employment, The Resume, and Job Interview			

**SKILLS TO BE DEVELOPED**

1. Learn the proper use of implements relative to all esthetician services.
2. Acquire the knowledge of analyzing the skin prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all esthetician services.
4. Will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes.
5. Will learn the proper procedure of plain and electrical facials.

**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. 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 70%. **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**

**70-84 SATISFACTORY**

**69 and BELOW- UNSATISFACTORY**

**(21)**

**COMPLETION AND GRADUATION REQUIREMENTS:** A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a "C" (70%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation. In order to ensure that the student has fully met the requirements prior to being issued a Diploma the school will conduct a final evaluation to verify that the student has completed the program and is eligible to take the California State board Exam.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, An Esthetician license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetician course as described above and passed the licensing exam with an overall average of 75%.

### **JOB OPPORTUNITIES IN BARBERING (Standard Occupational Classification Code 39-5011)**

**A career in Barbering can lead to a variety of profession in the beauty industry, including:**

**Barber, Barbershop Manager, Barbershop Owner/Operator, Hairdresser, Master Barber, Men's Hairstylist, and Celebrity Barber and School Owner.**

### **JOB OPPORTUNITIES IN BARBERING (Standard Occupational Classification Code 39-5011)**

#### **BARBERING COURSE OUTLINE (1500 Hours) CIP #12.0402**

The curriculum for students enrolled in the Barbering course shall consists of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination: Practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation.

**DISCRIPTION:** The primary purpose of the Barbering Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attituded necessary to achieve competency in entry-level job skills, obtain licensure, and gainful employment in the field of Barbering or related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude, a sense of personal integrity, and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skill in the areas of hair care, skin care, and shaving.
- Perform the basic analytical skills to determine appropriate hair care, skin care, and shaving services to achieve the best total look for each client.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields

**REFERENCES:** A comprehensive resource center of references, periodicals, books, text, audio/video, and online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Student Salon equipment, Implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities, the course is presented through comprehensive lesson plans that reflect effective educational

methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

**Program Totals: 485 Hours of Technical Instruction and 1015 Hours of Practical Training**

<b>SUBJECT-UNIT AND HOURS REQUIRED</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS</b>	<b>OPERATIONS HOURS</b>
<b>Hairstyling:</b> The subject of hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, com outs, straightening, waving, curling with hot combs and hot curling irons and blower styling	65	240	360
<b>Permanent Waving and Chemical Straightening:</b> The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions	40	105	210
<b>Hair Coloring and Bleaching:</b> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures: (also including the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting bleaching, high and low lights, and the use of dye removers.	60	50	180
<b>Hair Cutting:</b> The subject of Haircutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor(shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting	20	80	165
<b>Preparation and Performance:</b> The subject of Preparation and Performance shall include, but is not limited to, the following techniques and procedures: preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	40	100
<b>Law &amp; Regulations:</b> The subject of laws and regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rule and Regulations	20	—	—
<b>Health &amp; Safety Considerations:</b> Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.	45	—	—
<b>Disinfection &amp; Sanitation:</b> The Subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and Procedures: Disinfection and Sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before used of all instruments and equipment.	20	—	—
<b>Anatomy &amp; Physiology</b> -human anatomy, human physiology The subject of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Physiology	15	—	—
<b>Board Approved Health &amp; Safety Course</b>	100	—	—
<b>Board Recommended Additional Training: Communication Skills shall include</b> Professional ethics, Salesmanship, Client Record-keeping, decorum, basic tax information Relating to booth renters, Independent contractors, employees and employers,			

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

**SKILLS TO BE DEVELOPED:**

1. Learn the proper use of implements relative to all barbering services

2. Acquire the knowledge of analyzing the scalp, and face, before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all barbering y services
4. Will learn the proper procedure shaving and hair cutting
5. Will learn hair styling, hair coloring, Permanent waving etc.

### **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. 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 70%. **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**

**70-84 SATISFACTORY**

**69 and BELOW- UNSATISFACTORY**

**COMPLETION AND GRADUATION REQUIREMENTS:** A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a "C" (70%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation. In order to ensure that the student has fully met the requirements prior to being issued a Diploma the school will conduct a final evaluation to verify that the student has completed the program and is eligible to take the California State board Exam.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam with an overall average of 75%.

### **JOB OPPORTUNITIES IN BARBERING (Standard Occupational Classification Code 39-5011)**

**A career in Barbering can lead to a variety of profession in the beauty industry, including:**

**Barber, Barbershop Manager, Barbershop Owner/Operator, Hairdresser, Master Barber, Men's Hairstylist, and Celebrity Barber and School Owner.**

### **BARBER CROSOVER COURSE OUTLINE (1500 Hours) CIP #12.0402**

The curriculum for students enrolled in the Barbering course shall consists of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination: Practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation.

**DISCRPTION:** The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attituded necessary to achieve competency in entry-level job skills, obtain licensure, and gainful employment in the field of Cosmetology or related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude, a sense of personal integrity, and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skill in the areas of hair care, skin care, and shaving.
- Perform the basic analytical skills to determine appropriate hair care, skin care, and shaving services to achieve the best total look for each client.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields

**REFERENCES:** A comprehensive resource center of references, periodicals, books, text, audio/video, and online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING METHODS:** The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Student Salon equipment, Implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities, the course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

**Program Totals: 100 Hours of Technical Instruction and 100 Hours of Practical Training**

<b>SUBJECT-UNIT AND HOURS REQUIRED</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS</b>	<b>OPERATIONS HOURS</b>
<b>Hair/Facial shave/-</b> Preparation and performance-preparing hair for shaving, assessing the condition of the client’s skin, performing shaving	75	20	50
<b>Facial Massage Rolling Cream:</b> applying aftershave antiseptic following facial services, massaging the clients face, rolling cream massages	25	20	50

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

**The state requires that you take both the written and practical portions of the state board barbering exam in order to obtain your license. This will include subjects from you Cosmetology course such as Hair Coloring, Electricity, Anatomy, Etc.**

**ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:**

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

**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. 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 70%. **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**
- 70-84 SATISFACTORY**
- 69 and BELOW- UNSATISFACTORY**

**COMPLETION AND GRADUATION REQUIREMENTS:** A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a “C” (70%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation. In order to ensure that the student has fully met the requirements prior to being issued a Diploma the school will conduct a final evaluation to verify that the student has completed the program and is eligible to take the California State board Exam.

**LICENSING REQUIREMENTS:**

Applicant must be 17 years of age or older and have completed the 10th grade, A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barber Crossover course as described above and passed the licensing exam with an overall average of 75%.

**APPLYING FOR THE STATE EXAM**

Registrar will apply students for their State exam. Students must meet certain requirements prior to the registrar submitting the completed documents to the State Board. Students must demonstrate the following:

- 1). Completed ALL hours and operations
- 2). Completed ALL school requirements
- 3). Have a zero-balance owed to the school
- 4). Completed All paperwork
- 5). Submit all required documents to the School Director.

**Students may pre-apply for their State License once they have reached the required 75% of the course hours.**

<b>Program</b>	<b>Hours required</b>	<b>Amount of Pre-Application</b>
Cosmetology	1200	134.00
Barbering	1125	134.00
Esthetician	450	124.00
Manicuring	240	119.00

**EQUIPMENT NEEDED FOR INSTRUCTION IN THE (THEORY CLASS) ALL PROGRAMS**

1. Milady Instructor Cosmetology Management Course Guide/ Text Books and other References
2. Blackboard
3. Projector
4. Television and DVD player
5. Instructor Desk
6. Student's Desks

**EQUIPMENT NEEDED FOR INSTRUCTION IN THE (PRACTICAL CLASS)**

Student Station, Styling Chair, Shampoo Bowls, Dryers, Manicuring tables Facial Beds **(Part of school's equipment)**  
Mannequin Heads, Manicuring kit, Blow-dryer, permanent rods, styling combs, styling brushes, cutting shears, clippers, curling Iron, Makeup kit, facial kit, and Hair Color Kit, **(included in student's supplies)**

## FACULTY

### Cosmetology Educators

Christina Martinez	Educator of Cosmetology since 2016 Holds a license in Cosmetology
Roxana Sanchez	Educator of Cosmetology since 2006 Holds a license in Cosmetology

### Esthetician Educators

Katie Canale	Educator of Esthetics since 2007 Holds a license in Esthetics
Twyla Matamvanadzo	Educator of Esthetics since 2013 Holds a license in Esthetics
Desiree Sinka	Educator of Esthetics since 2020 Holds a license in Esthetics

### Barber Educators

Loveta Anderson	Educator of Barbering since 2000 Holds a license in Barbering
Ronald Corbitt	Educator of Barbering since 1998 Holds a license in Cosmetology and Barbering

# ADMINISTRATIVE ORGANIZATION CHART

