



# **School Catalog**

**920 Edison Ave. Suite 8  
Benton, AR. 72015**

**501-860-6100**



**A Private institution**

Owner: Misty Wright and Andrew Gentry Jr.

FOUNDER

Misty Wright

June 2019

*In Loving memory of Betty Yarbrough*

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### **INTRODUCTION**

Benton Beauty Academy, Inc., Benton, Arkansas, is owned and operated by Misty Wright and Andrew Gentry Jr. since 2011 and operating at its present location since October 2011.

The School offers continuous programs in Cosmetology, Teacher Training, Manicuring, and Aesthetics.

Benton Beauty Academy, Inc. is licensed by the Arkansas Board of Cosmetology, 4815 W. Markham, Slot # 8, Little Rock, AR 72205, (501) 682-2168 and is approved by the State-approving agency, Arkansas Rehabilitation Services.

### **SCHOOL FACILITIES**

The Academy is located in Saline County, in the town of Benton on Edison Avenue in the Clay's Plaza Building. Designed and decorated with the thoughts of the student's learning welfare in mind, the school facility includes the theory classroom, practice clinic, lounge, office, library, and dispensary and Aesthetician clinic.

### **MISSION STATEMENT**

*Our major purpose at Benton Beauty Academy, Inc. is to provide a quality education to our students, so they are able to pass their State Board Examination and be successful in the chosen Cosmetology industry professions.*

### **COURSE OBJECTIVE & EDUCATIONAL GOALS**

Our philosophy for training successful practitioners in the cosmetology field is to provide students with professional teachers with imagination, creativity, and ingenuity in their application in professional training. The alert, teacher is always a "learner" as today's vocational teacher is not only a technician in the field of Cosmetology, but also a highly skilled and trained person who will continually seek to improve their methods, materials, and profession. It is with sincere intentions to train students of cosmetology to perform with competency and dedication. The academic and career standards are maintained to assure the student of superior capability in their training. The curriculum is kept flexible enough to allow for new procedures and techniques, as they are developed, yet solid enough to maintain high academic standards. The final goal is, of course, to graduate students who will secure and retain employment and advance in their profession.

### **INSTRUCTORS' TRAINING**

Teachers of Benton Beauty Academy, Inc., teach by lecturing, demonstrating, and having students perform under their supervision. Students do not learn a skill when the teacher performs the skill for them. Therefore, the students, with the guidance and supervision of highly skilled and trained teachers, do all work on the clinic floor. The teachers formalize the course of instruction through the medium of careful occupational analysis, and seek to include all the necessary skills and information needed for success in the training of students.



### METHODS OF USE

Classroom Lectures and Demonstratives (Theory), Laboratory Instructions and Supervision Field Trips, Evaluation and Advising, Academic Classes in Each Subject, Clinic Operations.

*The school is equipped with Audio-visual training aids, tapes and DVDs; however they do not replace the classroom instructor, only assist by improving on the lesson to be learned.*

### SCHOOL CALANDER

STARTING DATES FOR ALL PROGRAMS OFFERED: Enrollment is on the first Tuesday of each month.

SCHOOL HOLIDAYS: (December 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup>, & 26<sup>th</sup>)  
(January 1<sup>st</sup>), (July 4<sup>th</sup>)  
(November 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, & 27<sup>th</sup>)

SCHOOL HOURS: The school is open five (5) days a week,  
**(Full Time)** Tuesday through Saturday  
(8:30 a.m. -5:00 p.m. (30) minutes for lunch)

**(Part Time)** Two (2) days at eight (8) hours and Saturdays' 8:30 a.m. – 5:00 p.m. (30) minutes for lunch

OR

Attend Tuesday through Friday from 8:30-12:30 and Saturdays' 8:30-5:00 (30) minutes for lunch)

**SATURDAYS ARE MANDATORY (Must be clocked in by 8:40)**

SCHOOL CLOSURES: Students will be notified of unexpected closure due to extenuating  
circumstances by REMIND and/or personal phone  
calls by instructor.



#### **ADMISSION POLICY**

Any student who is accepted for enrollment in school must present the following documents and fees, prior to enrollment date, for all programs:

Proof that the student is beyond the age of compulsory school attendance in Arkansas (If under 18, Birth Certificate required)

A High School Diploma, GED, or Transcript

(By Arkansas Department of Health you must have completed 10th grade)

Social Security Card

Photo Identification

\$20.00 State Registration Fee

Instructor Training students must hold a current cosmetology License.

NOTE: This school, under its admission policy, does not recruit students already attending or admitted to another school offering a similar program of study.

#### **STATEMENT OF NON-DISCRIMINATION**

*Under the Civil Rights Act of 1964, it is our policy that there shall be no discrimination because of color, race, age, sex, ethnic origin, religion, or persons with disabilities as to admission, instruction, and graduation.*

This school is authorized, under Federal law, to enroll non-immigrant alien students.

#### **RE-ADMISSION POLICY**

If a student has been expelled for attendance, academic, or behavioral reasons a student may re-apply in 90 calendar days in which they were previously enrolled.

**Administration reserves the right to accept or reject an application at its own discretion.**

#### **TRANSFER STUDENT**

Upon verification from the State Board of Cosmetology from any state, of previous certified hours for an applicant, the applicant will be accepted as a student to complete remaining hours necessary to qualify to take the Arkansas



Board of Cosmetology examination for licensing. It is our policy that at least one-third (500) hours of your training are at our school. Each transfer student is considered on an individual basis. A transfer student's tuition is based upon the total of number of hours she/he needs to complete the chosen program. Students will be required to obtain the equipment and supplies needed to complete the program.

#### **HANDICAPPED GUIDELINES**

All handicapped applicants will be evaluated as to our educational capabilities and facility capabilities. No one will be turned away because of the same, and our facility is equipped physically to accommodate most handicapped.

#### **ATTENDANCE**

School is in session (40) hours a week, Tuesday through Saturday. Satisfactory attendance is a vital part of each student's record. A student with three (3) unexcused absences within any month may be suspended for a period of time by the administration not to exceed three (3) days. Students must attend theory class regularly and pursue the instruction of practical and clinical work diligently. Theory class time for all students is four (4) days a week, for (1 ¼) hours Tuesday through Friday.

*NOTE: Maximum time frame to complete any program offered will not exceed 1 ½ times the program length. Failure to attend at least 67% of course hours per month will result in unsatisfactory progress and the director will reevaluate your continuance of the program.*

#### **EXCUSABLE ABSENCE ATTENDANCE**

Excusable absence will be given for illness and emergencies. If absent for any other reason, arrangements must be made in advance (1) week with the Administration. Excessive absence or tardiness, without an excuse acceptable to the school, could result in suspension or dismissal. Absence due to sickness must be proven by a doctor's statement. **Saturdays and the day before or after a holiday are required.** Absence from class without permission is not permitted.

#### **TARDINESS**

School starts with Theory class at 8:30 a.m. and roll is called. If student is not clocked in by 8:40 a.m., the student will not be allowed to clock in until 9:45 a.m. When practical class is started student will only receive clock hours starting at 9:45 a.m. A late student will be allowed to remain on the premises but is not allowed to clock in or attend class until 9:45 a.m. Student will not be allowed to attend school after 9:45 a.m. unless special permission has been granted. If student is going to be absent from class, they must be excused in advance or it is considered an unexcused absence. Any student with three (3) unexcused absences within a calendar month may be suspended for a period of time by the Administration not to exceed three (3) days.

**SATURDAYS' ARE MANDATORY (MUST BE CLOCKED IN BY 8:40)**



### LEAVE OF ABSENCE

A student may be granted a leave of absence for circumstances beyond the control of the student. The leave of absence must be requested in writing prior to the leave of absence occurring. In addition, the student is required to list the reason for the leave of absence. A student on a leave of absence must not incur any additional charges because they are on leave. Emergency leaves of absence, without prior written request, may be granted provided that the student completes a leave of absence request form and returns it to the school, for unforeseen circumstance, the school will document the reason for its decision and will collect the request from the student at a later date.

The maximum time frame is (30) thirty calendar days. The school permits more than one leave of absence in a 12 month period provided that the total number of days absent does not exceed (60) sixty calendar days in a 12 month period. A student on a leave of absent must not incur any additional charges because they are on a leave.

The Arkansas Board of Cosmetology rules states, "after an absence of two months a student must be terminated and have their school records marked dropped and forwarded to the State Office in Little Rock".

### WITHDRAWAL

A student wishing to withdraw from school may do so in writing to school administration. For students attending school on State funded programs, the Department in charge of the student's program will be notified by this school of student's dismissal or withdrawal immediately.

### CLASS SCHEDULE

#### TUESDAY – SATURDAY 8:30 a.m. to 5:00 p.m.

8:30 a.m. – 9:45 a.m. TUESDAY-FRIDAY: THEORY CLASSES FOR ALL STUDENTS.

Note: Students shall not leave the classroom during theory instruction to work on the clinic floor.

#### SATURDAY: PRACTICAL AND CLINIC TRAINING

8:30.m. – 12:00 p.m. PRE-CLINIC STUDENTS REMAIN IN THEIR CLASSROOMS

AND CONTINUE THEIR CURRICULUM. CLINIC STUDENTS

ATTEND THEIR PRACTICAL AND CLINIC TRAINING.

12:00 p.m. – 12:30 p.m. LUNCH (approximately)

12:30p.m. – 5:00 p.m. PRE CLINIC STUDENTS RETURN TO CLASSROOMS AND

CONTINUE THEIR CURRICULUM. CLINIC STUDENTS RETURN TO THEIR PRACTICAL AND CLINIC TRAINING.



### STUDENT RECORDS

Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third party request for information will require written authorization from the student or parent/guardian of a dependent minor. Benton Beauty Academy, Inc. requires a release form be completed for each third party request of information. Benton Beauty Academy, Inc. provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing agency, and any other school official. The institution maintains a record of all release forms and requests for information.

### DISCLOSURE OF EDUCATIONAL RECORDS

Adult students, guardian, or parents of minor students, proper authorities of the Saline County Schools, and government agencies have the right to inspect, review, and challenge information contained in the educational records of the school. **Appointments may be made at regular office hours Tuesday through Friday 10:00 a.m. to 4:00 p.m. under the supervision of the administrator.** Educational records are designed as files, materials and documents, which contain information directly, related to the student and are maintained by the institution. Written consent is required before education records may be disclosed to third parties with the exception of the Cosmetology Accrediting commission or governmental agencies so authorized by law.

**The school honors the HIPPA laws as to disclosure of educational records and files of the student**

### JOB PLACEMENT OPPORTUNITIES

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board (Located in student lounge) for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application, and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

### HOUSING

No housing is available.



### **ADVISING**

Beginning on the day of enrollment, advising, and guidance is given to each student. Throughout the attendance of the school, advising is available whenever needed or necessary.

### **STUDENT AID**

Tuition may be covered by State program; (Arkansas Rehabilitation Services) (Veterans Affairs/ VA Funding provided the student meets eligibility requirements). You can apply for the Arkansas Rural Endowment Fund, which is a state funded grant; it is deferred for (6) six months after graduation. Information and applications may be obtained at the Schools Financial Aid Office.

**A financial aid officer is available for consultation**

### **PAYMENT SCHEDULE**

Option (1) Cash, paid in full before the commencement of classes.

Option (2) Deferred monthly payments. Students may make a down payment of (registration fee, book, kit and lab fee, and first month tuition) and pay the balance in monthly payments. Monthly payments are due by the 5th of each month for the term of the enrollment agreement.

Option (3) Financial Program (Arkansas Rehabilitation Services) (Arkansas Rural Endowment Fund) (VA Benefits')

All tuition must be paid before the student completion of the program. Student costs do not include the State Board Registration fees or Examination fees that are required.

### **OVERTIME CHARGES**

There will be an additional charge per hour to any student who reaches his/her allowed absences'. This calculation is arrived by the program hourly rate multiplied by 2; this figure is rounded off in halves of a dollar, to equate overtime charges. Upon reaching your (80 or 32 missed hours) depending on the chosen program, overtime charges will be assessed hourly, payable at the end of each month.

### **INTERNAL COMPLAINT POLICY AND PROCEDURE**

If a student, teacher, or interested party has a legitimate complaint against Benton Beauty Academy, Inc., they are required to submit the allegation or nature of the complaint in writing to the school Instructor/Director. Complaint will then be considered at the next scheduled staff meeting, unless subject warrants immediate attention, then a special staff meeting will be called. The complainant is required to try to resolve the problems through the school's complaint process. If complainant is not satisfied through the course of action taken by the school, and wishes to pursue the matter further, they may contact the Arkansas State Board of Cosmetology, 4815 W Markham, Slot # 8, Little Rock, AR 72205, and phone (501) 682-2168.



**COSMETOLOGY PROGRAM**

**OBJECTIVE**

To train and develop students in the areas of Cosmetology skills, sound business management techniques, and effective human relations.

**OCCUPATIONS FOR WHICH TRAINING IS PROVIDED**

<i>Cosmetologist</i>	<i>Salon Owner</i>	<i>Salon Manager</i>	<i>Platform Technician</i>
<i>Manicurist</i>	<i>Make-Up Artist</i>	<i>Sales Representative</i>	

**This program of Cosmetology shall consist of the following curriculum:**

Hygiene and Sanitation	80 hours	
Related Sciences	120 hours	
Manicuring	100 hours	KIT COST..... \$600.00
Hairdressing	1000 hours	BOOK COST.....\$200.00
Cosmetic Therapy	100 hours	TUITION.....\$5,000.00
Salesmanship & Management	50 hours	TOTAL TUITION..... \$5,800.00
Shop Department	50 hours	
Program Time (Full Time)	1500 Hours, 187 ½ Days, 37 ½ Weeks, 9 Months	
Program Time (Part Time)	1500 Hours, 187 ½ Days, 62 ½ Weeks, 15 ½ Months	
Theory Instruction (minimum)	180 hours	<b>(Overtime Charges \$7.00 an hour)</b>



**TEACHER TRAINEE PROGRAM**  
*(Must be a Licensed Cosmetologist)*

**OBJECTIVE**

This program is designed to prepare students for teaching the curriculum in all subjects offered in the cosmetology license program.

**OCCUPATIONS FOR WHICH TRAINING IS PROVIDED**

*Cosmetology      Manicuring      Skin Care      Advance Cosmetology      Platform Work*

**This Program in Teacher Training consists of the following curriculum:**

Required Preparatory Training	50 hours	
Class Attendance	100 hours	
Conducting Theory Classes	50 hours	BOOK COST.....\$200.00
Conducting Practical Classes	300 hours	TUITION.....\$3,000.00
Methods of Keeping Student Records	10 hours	TOTAL TUITION..... \$3200.00
Individual Training/Practice Cosmetology	90 hours	
Program Time (Full Time)	600 hours	4 months, 75 Days, 15 Weeks
Program Time (Part Time)	600 hours	6 ½ months, 75 Days, 25 Weeks

**(Overtime charges \$10.00 an hour)**



**NAIL TECHNICIAN**

**OBJECTIVE**

To train students in manicuring and pedicuring skills, business management, and effective human relations.

**OCCUPATIONS FOR WHICH TRAINING IS PROVIDED**

*Manicurist Salon Owner*

*Manicurist Salon Manager*

*Sales Representative*

*Platform Technician*

**This Program in Manicuring consists of the following curriculum:**

Health, Sanitation and Infection Control	75 hours	
Related Sciences	75 hours	
Manicuring and Pedicuring	200 hours	KIT COST.....\$350.00
Advanced Nail Technology	200 hours	BOOK COST.....\$200.00
Career Development	50 hours	TUITION.....\$3,000.00
		TOTAL TUITION..... \$3,550.00
Program Time	(Full Time) 600 hours, 4 months, 75 Days, 15 Weeks	
Program Time	(Part Time) 600 hours, 6 ½ months, 75 Days, 25 Weeks	
Theory Instruction (minimum)	75 hours	<b>(Overtime charges \$7.00 an hour)</b>



**ESTHETICS PROGRAM**

**OBJECTIVE**

To train students in the areas of skin care, skin disorders, facial structure, and facial make-up.

**OCCUPATIONS FOR WHICH TRAINING IS PROVIDED**

*Esthetician      Make-Up Artist*

**This program of Aesthetics shall consist of the following curriculum:**

**THEORY/CLINIC**

Chemistry	40 hours	
Physiology	35 hours	
Bacteriology and Sanitation	35 hours	KIT COST.....\$400.00
Introduction to Skin Care	45 hours	BOOK COST.....\$240.00
Skin Care	150 hours	TUITION.....\$3,000.00
Make-Up and Corrective Make-Up	50 hours	TOTAL TUITION..... \$3,640.00
Eye Brow and Lashes	40 hours	
Hair Removal (Superfluous Hair)	40 hours	
Safety Precautions	20 hours	
Professional and personality Development	20 hours	
Management	20 hours	
Salesmanship	15 hours	
State Law	10 hours	
Testing Evaluation	15 hours	
Instructors Discretion	65 hours	
Program Time (Full Time)	600 Hours, 4 Months, 15 Weeks, 75 days	
Program Time (Part Time)	600 hours, 6 ½ months, 25 weeks, 75 days	
Theory Instruction	(minimum) 75 hours	<b>(Overtime charges \$10.00 an hour)</b>



### **MEANS OF TESTING AND EVALUATION**

The school uses written performance and oral tests. They are used to help determine what the student has learned at any given point in their course of training. Daily recording of progress (practical, mannequin, and client) is taken. Completion of theory chapters are tested by written and or oral examination and recorded. The instructor and or Director will evaluate progress, academic, and attendance monthly. The student must maintain a grade average of 70% to be considered as making satisfactory progress. The school requires a student to pass a Written Final exam with a 70% and Practical final exam with 75% before proceeding to the State board examination. All grades are recorded throughout the student's training course.

### **NORMAL ACADEMIC PROGRESS**

A student must maintain a grade average of 70% after any month that an average of 70% is not maintained by means of testing and evaluation, the student is placed on a warning for a month. If at the end of the warning period a student has not brought his/her grades up to a 70% average, after counseling by instructor and owner, if determined that the student is unable to bring grades up to a 70% average, the student will be terminated.

### **TYPES OF WRITTEN TESTS USED**

Essay, True and False, Multiple Choice, Matching, Completion and Recognition.

### **PERFORMANCE TYPE TESTS**

Problem Solving, Recall manipulation

### **ORAL TESTS -SPEECH**

Performance tests are graded as to accuracy, speed, neatness, and order, care of tools, manipulative skill, attitude, and aptitude.

### **SATISFACTORY ACADEMIC PROGRESS: (ALL COURSES)**

Performance tests are graded as to accuracy, speed, neatness, and order, care of tools, manipulative skill, attitude, and aptitude.

### **Practical & Theory Grading Scale**

<b>A</b>	<b>Excellent</b>	<b>90%-100%</b>	<b>4.0</b>
<b>B</b>	<b>Good</b>	<b>80%- 89%</b>	<b>3.0</b>
<b>C</b>	<b>Average</b>	<b>70%- 79%</b>	<b>2.0</b>
<b>D</b>	<b>Unsatisfactory</b>	<b>60%- 69%</b>	<b>1.0</b>
<b>F</b>	<b>Failing Below</b>	<b>60%</b>	<b>0</b>
<b>I</b>	<b>Incomplete</b>		



### **GRADUATION REQUIREMENTS**

Benton Beauty Academy offers continuous course of study in all programs taught. In order for a student to graduate, the student must first complete the total number of program hours and assignments on the monthly practical assignment sheets.

The student is also required to pass the institutes final written with a 70% and the practical examination with a minimum grade of 75%.

Upon completion of the prepared course of study, each student is awarded a diploma certifying that said student has complied with the School's requirements. The School will also certify to the Board that the student has completed the course of study assignments and theory hours and will recommend said student for examination. Tuition and all other charges, if any, must be paid in full.

### **LICENSING REQUIREMENTS**

Examinations for certificate of registration to practice will be divided into two parts – written and practical. A grade of 70% or higher must be achieved on the written and 75% or higher on the practical examination.

Following the student's completion of State and school designated requirements the student shall apply to the Arkansas Board of Cosmetology for examination to determine his or her fitness to practice. School sends the student's certification of hours and an exam application to the Arkansas Board of Cosmetology. The student then receives by mail/email instructions for the state exam.

The school reserves the right to withhold certification of hours acquired by any student who has not paid tuition in full upon completion of the course. Hours will not be certified until all of the tuition fees are paid.

### **DISCIPLINARY ACTION**

First infraction of the rules and regulations will result in advising and a verbal warning.

Second infraction of the rules and regulations will result in a suspension not to exceed three (3) school days.

Third infraction of the rules and regulations, the student is subject for dismissal. A student may be terminated from the school upon determination by the Administration after counseling with the student the Administration has decided that the behavior pattern of the student cannot conform to school rules and policies.

**NOTE: At the discretion of the Director, these rules may be changed and subsequently posted on the school's bulletin board. (Located in student lounge)**



**TERMINATION POLICY**

A student may be terminated from this academy for violating any school rules, or for failing to maintain Satisfactory Progress Policy.

**CANCELLATION / REFUND POLICY**

An applicant not accepted for training by the school shall be entitled to a refund of all monies paid. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests his/her money back in writing, within three (3) days of the signing of the enrollment agreement all monies collected by the school shall be refunded for all programs. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not he student has actual started training.

If a student cancels his/her enrollment after three (3) business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school.

For students who enroll in and begin classes the following schedule of tuition adjustment is authorized:

PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF PROGRAM*	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
0.01% to 4.9%	20% Retained or Received
5.0% to 9.9%	30%Retained or Received
10% to 14.9%	40% Retained or Received
15% to 24.9%	45% Retained or Received
25% to 49.9%	70% Retained or Received
50% and over	100 % Retained or Received

\*Percentage figure is arrived at by dividing the enrollment time by the total required program hours as indicated on this agreement. This is a percentage of the total tuition charged as shown on this agreement. The student acknowledges to that he/she understands that reasonable attorney fees and cost shall be paid by the student in the event any action is taken on this contract or any part of it.

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student as defined in item B or official termination by the school, which shall



occur no more than thirty (30) days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return. Absences during this time have no bearing when calculation enrollment time. Unofficial withdrawals will be monitored and determined on a monthly basis when progress reports are evaluated.

When situations of mitigating circumstances are evident, the school may provide a refund, which exceeds this refund policy. The enrollment agreement and correspondence regarding cancellations and settlement clearly acknowledge the existence of the cancellation and settlement policy of the school.

If the school is permanently closed and is no longer offering instruction after the student has enrolled, the student is entitled to a Pro-Rated Refund. If a program/course is cancelled subsequent to a student's enrollment the school shall at its option provide a full refund of all monies paid, or provide a completion of the program/course.

Total tuition includes cost of registration fee, books, and equipment.

**Students who terminate prior to program/course completion will be charged a termination fee of \$150.00.**

#### **BENTON BEAUTY ACADEMY, INC. RULES AND REGULATIONS**

**ATTENDANCE:** School hours are 8:30 am until 5:00 pm Tuesday through Saturday. Theory class time is Tuesday through Friday from 8:30 am to 9:45 am. Students are expected to clock in at the time they arrive at school. If you do not clock in by 8:40 am, you are allowed to remain on the premises in the reception area, but must not clock in until the end of theory class at 9:45 am. **Saturdays' you must be clocked in by 8:40 to remain at school, if you are late you must get permission from floor instructor to clock in.** Absence from class without permission is not permitted. No one will be admitted after 9:45 unless previous arrangements have been made with the administration. If you are going to be late, you must call the school by 8:30 am and speak to the instructor in charge. Any student tardy three (3) times within one (1) month may be suspended for a period of time by the administration, not to exceed three (3) days. And student with three (3) unexcused absences within one (1) month may be suspended for a period of time by the administration not to exceed three (3) days. Any student that leaves without permission will be suspended for one (1) day. Students must clock in and out for a 30-minute lunch break. If a student is clocked in, they must be on the clinic floor working. If student is not with a client they are expected to be working on their monthly practical worksheet.



**NOTE: SATURDAYS AND THE DAY BEFORE OR AFTER A HOLIDAY ARE REQUIRED ATTENDANCE.**

If a student is going to be absent, arrangements must be made at least one (1) week in advance. If a student is absent without previous arrangements he/she must have a doctor's note before returning to class to be considered an excused absence or. If his/her absence is unexcused he/she will be suspended by the administration for up to three (3) days. If the student is absent, they will be expected to report the reason to the administration of the day of the absence. All continued unexcused absences totaling thirty (30) days would lead to expulsion. Emergency absences such as illness, death in the immediate family, etc. will be considered and examined on a case-by-case basis.

**TIME CARDS:** Students are required to clock in upon entering or leaving the school. Students are responsible to clock in and out for a 30-minute lunch break to be taken within 6 hours of starting time per state law. Students are responsible for their own time card. Only the student whose name appears on the time card may clock it in or out. No student is allowed to clock another student's time card at any time. If an error is made, the student is responsible to have the instructor correct the time immediately. All tardiness or absent time must be subtracted from the possible eight (8) hours each day as required by state law.

**BREAK POLICY:** Breaks are not mandatory, but if necessary, must be authorized by the floor instructor. Breaks may not be taken during classes or if a student has a client, etc. **(Must clock out for breaks)**

**STUDENT SUPPLIES AND EQUIPMENT:** Standard approved textbooks and equipment may be obtained through the school office. Any defective implements issued in student's kit must be turned in for exchange immediately upon receipt of kit. Student shall not be permitted to remove the assigned kit from the school until such time that the student has completed his or her training or has withdrawn from the school. **Students must furnish their own black scrub bottoms and black or red scrub top, paper and pencils.** Each student is held responsible for his/her own equipment and personal property. No property belonging to the school is to be taken from the school without permission from the instructor. Students whose enrollment is terminated will be required to turn in to administration all books, equipment, project, and information sheets and any other school items issued to student since enrollment at the time of termination

**LOCKERS:** Each student is provided a locker. Students are to provide their own lock and an extra key (or the combination) must be given to administration to be placed in student's permanent folder until student graduates. All personal belongings are to be kept in student's locker. Students are responsible for the cleanliness and appearance of their locker at all times. State inspectors are allowed to inspect lockers, kits and stations whenever they inspect the school. The school is not responsible for any lost articles. During a leave of Absence you must vacate your station and no responsibility for these items and will dispose of items accordingly.



**DRESS CODE / APPEARANCE:** All students are required to wear black Scrubs bottoms and either Red/Black Scrub top at all times when on the clinic floor. Student's shoes must be clean and closed-toed. No flip-flops or opened toed sandals are permitted. Students not abiding by this policy will not be allowed to clock in until they meet policy requirements. Students must obey all rules of personal hygiene, sanitation, and sterilization as reference in their textbook. Any student coming to school with body odor, unkempt hair or dirty clothes shall not clock in for school credit until they have made their appearance acceptable and beyond criticism of the public and administration.

**CONDUCT:** Students are expected to conduct themselves as adult ladies and gentlemen at all times. This means no loud talking; yelling or profanity will not be tolerated. There will be no chewing gum while in school. All smoking, eating and drinking are restricted to designated areas. Silence is to be observed in the classroom. Unnecessary conversation or noise will not be allowed. Students are not permitted to gossip or cause discord. Students are expected to give clients their undivided attention. No visiting with other students is permitted in the presence of a client. Anyone caught stealing will be terminated immediately. No drugs or alcohol are allowed on the premises. If anyone is under suspicion, they will be sent home.

**PHONE CALLS:** Do not use the phone on the desk for any reason. This is the business line, and must stay open for incoming calls. Please advise your family and friends that they are not to call your at school except in the case of emergency or very important messages. Cellular phones are prohibited on the clinic floor during instruction hours, also in the classroom during theory class. Cellular phones may be kept in your care and used during lunch break or before and after school. If you violate the cell phone policy you may be suspended. If you are on the phone you are not doing your work. Students on the business phone shall not attempt to answer any questions or give advice to an inquiring client, except to quote prices and give location. No information is to be given by a student to anyone calling regarding the cost of programs offered, etc. Name and numbers must be taken for this type of call or for personal calls for instructors.

**ATTITUDE:** Disrespect will not be tolerated. If you show disrespect to a client, the instructor or other personnel you will be clocked out. Client's opinions of a student's appearance, attitude, and their services, are taken into consideration when evaluations are being entered on school records, and recommendations are being made for employment.

**VISITORS:** Students are not permitted to bring their children to school, and personal friends should be discouraged from coming to the school to visit unless they are considering enrolling in the school. Your visit should be brief and be conducted in the reception area only so as not to disturb the other students. After a student has completed the training, he/she will be most welcome to visit, but it must be confined to the school reception area only. Loitering on the premises will not be permitted.

**DUTIES:** Each Tuesday is deep sanitation day; duties will be assigned to each student. Students are expected to carry out the duties assigned to them weekly. All students are required to spend fifteen (15) minutes each day at 4:45 pm in sanitation and sterilization of stations, kits, and a rotation of clinic floor space in order to receive 80 hours (25.6 minutes a day) in sanitation and sterilization required by the state board. You are expected to keep the school clean, neat, and orderly. Your station is to be cleaned every day, several times if needed, and swept up after each haircut.



**STUDENT SERVICES:** All students must pay for chemicals, conditioners, etc. These must be paid for before using. Students are allowed two (2) services per week. If student is on probation, owes overtime charges, or has not completed homework assignments, the service will be denied (**Service days are Tuesday & Wednesdays' Only**)

**MAKE UP TEST POLICY:** Students who are absent from class (late or not here) on test day or who fail the test, will be allowed to make the test up on the last Tuesday of the month in place of receiving a service. All tests missed or failed in that month will be given on this day. If you are absent on test makeup day, you will receive a "0" for each test that was to be made up.

**STATIONS:** Students are assigned stations. Stations must be kept clean and orderly at all times. School staff as well as State Board Inspectors checks stations periodically.

**NOTE:** At the discretion of the director, these rules may be changed, and subsequently posted on the school bulletin board at any time.

### **SATISFACTORY PROGRESS POLICY**

**SATISFACTORY PROGRESS** 69% in attendance and 70% academic work is a requirement for all students enrolled in this school.

**ATTENDANCE PROGRESS FULL TIME/PART TIME:** Maximum time frame to complete any program offered is 1 ½ times the program length. The maximum time frame is defined as the maximum length of time to complete study.

NOTE: Students must attend at least 69% of scheduled time in order to be considered making Satisfactory Progress and to complete the program within the maximum time frame.

**CONTRACTED PROGRAM LENGTH:** Program length is the amount to time required to complete the program without absences.

A leave of absence may extend the contract period and maximum time frame by the same number of days in the leave of absence.

#### **PROGRAM LENGTH (FULL TIME)**

Cosmetology	Esthetician	Manicuring	Instructor
1500 hours	600 hours	600 hours	600 hours
187 ½ days	75 days	75 days	75 days
37 ½ weeks	15 weeks	15 weeks	15 weeks
9 months	4 months	4 months	4 months



**PROGRAM LENGTH (PART TIME)**

Cosmetology	Esthetician	Manicuring	Instructor
1500 hours	600 hours	600 hours	600 hours
187 ½ days	75 days	75 days	75 days
62 ½ weeks	25 weeks	25 weeks	25 weeks
15 1/2 months	6.25 months	6.25 months	6.25 months

**MAXIMUM TIME FRAME FOR SATISFACTORY ATTENDANCE PROGRESS**

2250 HOURS	900 HOURS	900 HOURS	900 HOURS	900 HOURS
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**ACADEMIC PROGRESS**

The following factors will be measured to determine academic progress in all programs:

Theory work (tests, grades, homework, etc.) Practical work / Clinic work (critique, test grade).

Students must maintain a minimum of 70% grade average in theory, practical, and clinical work to be considered making academic satisfactory progress. NOTE: Students missing tests, special projects, or failing a test, may make up work at the discretion of the School Administration.

The following represents the equivalencies of the grades assigned:

<b><u>Practical &amp; Theory Grading Scale</u></b>			
<b>A</b>	<b>Excellent</b>	<b>90%-100%</b>	<b>4.0</b>
<b>B</b>	<b>Good</b>	<b>80%- 89%</b>	<b>3.0</b>
<b>C</b>	<b>Average</b>	<b>70%- 79%</b>	<b>2.0</b>
<b>D</b>	<b>Unsatisfactory</b>	<b>60%- 69%</b>	<b>1.0</b>
<b>F</b>	<b>Failing Below</b>	<b>60%</b>	<b>0</b>
<b>I</b>	<b>Incomplete</b>		

**DETERMINATION OF PROGRESS**

The director and/or instructor will conduct evaluation of progress on the first of each month. Both attendance and academic progress will be evaluated cumulatively. Incompletes and repetitions do not apply and have no bearing on Satisfactory Progress.



**SATISFACTORY PROGRESS** in attendance and academic work is a requirement for all students enrolled in this school. Student meeting minimum requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint, the student must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

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

Students who fail to meet minimum requirements for attendance or academic progress after the warning period

#### **APPEAL PROCESS**

Students who are terminated after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the Director of Education, along with any supporting documentation, reasons why the decision to terminate funds should be reversed, and a request for a re-evaluation of progress. The Director of Education within five (5) business days of termination must receive this appeal. Should a student fail to appeal this decision, the decision to terminate will stand. An appeal hearing will take place with five (5) days of receipt of the written appeal. The student, parent/guardian (if a minor) instructor, and director of Education will attend this hearing. A decision on the student's appeal will be made within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision shall be final.

Should a student prevail upon his/her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the program and the financial aid funds will be reinstated to eligible students.

After losing appeal, the student may request a re-evaluation of termination. If upon re-evaluation student can show why he/she should be re-admitted, he /she may re-enroll after a period of not less thirty (30) days.

#### **LEAVE OF ABSENCE**

A student returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status as prior to leave. **(You must prove that the situation is beyond your control)**

#### **WITHDRAWALS / PROGRAM INCOMPLETES**

Any student who withdraws from his/her contracted program or fails to complete his/her training will have notice placed in his/her student file as to progress at point of withdrawal. The school at its discretion may choose not to re-enroll a student that has been dropped or been terminated. In case of medical emergency that caused said drop, administration may demand written documentation.



### RE-ADMISSION

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at point of re-entry.

Course in-completes, repetitions and non-credit remedial course have no effect upon satisfactory progress status in this school.

Re-entry students after 180 days absence will be charged at the current tuition rates for newly entered students.

Re-entry students before 180 days absence will have their amount paid during their first period of enrollment credited to their account.

### STAFF

#### Misty Wright

Owner/President/Director/Instructor

Financial Aid Administrator

2008 - Current

Advanced Training: local and national

2008 - Current

Cosmetology License

2014 - Current

AR Cosmetology License Instructor

2017 - Current

#### Jean Wimbley

Full-Time Instructor

Cosmetology License

1992 - Current

AR Cosmetology License Instructor

2005 - Current

#### Stacy Hill

Full-Time Instructor

Cosmetology License

2006 - Current

AR Cosmetology License Instructor

2019 - Current