



Student Handbook

ACADEMY of HAIR TECHNOLOGY

3715 East North Street, Suite F; Greenville, South Carolina 29615-2363 (864) 322-0300

Renowned for the best training available in esthetics, cosmetology and nails



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REMEMBER ME: I'm the fellow who goes into a restaurant, sits down and patiently waits while the waitresses do everything but take my order. I'm the fellow who goes into a department store and stands quietly while the sales clerks finish their little chitchat. I'm the man who drives into a gasoline station and never blows his horn, but waits patiently while the attendant finishes reading his comic book. Yes, you might say, I'm a good guy. But do you know who else I am? **I am the fellow who never comes back**, and it amuses me to see you spending thousands of dollars a year to get me back into your store, when I was there in the first place, all you had to do was to give me a little service and show me a little courtesy. (An article that appeared in a Dear Abby Column)

"THAT'S NOT MY JOB!" This is a story about four people named Everybody, Somebody, Anybody, and Nobody. There was an important job to be done and Everybody was sure Somebody would do it. Anybody could have done it, but Nobody did it. Somebody got angry about that, because it was Everybody's job. Everybody thought Anybody could do it. Nobody realized that Everybody wouldn't do it. It ended up that Everybody blamed Somebody when Nobody did what Anybody could have.

IT'S PLAIN TACKY if (a) your personal image at work doesn't reflect your professional status, (b) your work area is not clean at all times, (c) you use dirty and/or un-sanitized equipment on anyone (d) your clothing is not clean or pressed, (e) your clothing is too tight and/or suggestive, (f) your hair isn't properly styled and your make-up isn't applied before you report to work, (g) you over use make-up, (h) you bite your nails and/or your nails are unattended, (i) you use unacceptable, non-professional language at work, (j) you tell ethnic jokes or make fun of another person, (k) you engage in personal chit-chat with other people while you are working on your client, (l) you gossip, (m) you talk about your love life, operation, neurosis, allergies, diet, etc., when no questioned directly by someone, (n) you bad mouth the salon, school, clients, or other hairdressers, (o) you are jealous of people who are successful, (p) you use other peoples equipment without asking, (q) you try to involve other people in your disputes with someone else, (r) you are out of step with the others working with you, by your behavior, attitude, or dress, (s) you fail to personally thank people for doing you a favor--most of all your clients.

Will you recognize the difference between your Golden Goose and a Turkey or will you wring its neck for a quick dinner before you realize what you have done?

You should strive to romance each and every customer--not seduce them. **A challenge is an opportunity.**

TYPE OF SCHOOL

The Academy of Hair Technology is a post-secondary (beyond high) school. As such our expectation about you are different than those in high school. You are here because you want to be, not because you have to be! Another difference is that most of what you will learn is by practicing on a manikin or a person. In other words, most of your knowledge you gain will result from hands-on experiences. You can not gain hands-on experience unless you are here.

Our program is very structured. The Pivot Point™ method builds on what you learned the day before. Learning combines theory, audio-visual presentations, teach demonstrations and student practice. The result is that you will not only learn how to do something well; but, more importantly, you will understand why you are doing it. If you miss a class, you might be able to catch up on the basics, but you will not have the depth of knowledge you would have otherwise have. Attendance is critical. If you miss too often, you simply cannot learn what we want you to learn!

Even though most of the learning is through hands-on experiences, there is some theory matter you will have to study. You will have to learn a professional vocabulary. There will be some material you will simply have to memorize. To assist you in preparing for the written portion of the state board examination, you will be expected to maintain a notebook. The notebook should be subdivided into the different subjects you will cover. The course syllabus which you will be given the first day of each class should be placed at the beginning of each unit. You will be expected to list all the vocabulary terms that were covered as well as their definitions. In addition, you will need to outline each unit and answer the review questions in the text as well as those given to you by your instructor. All procedures, if applicable, should be detailed. In addition, you are encouraged to review fashion magazines on a regular basis and cut out pictures related to each unit, identifying how the picture relates to the material that was covered. The test you took for each unit will also be included. These notebooks become an excellent resource for you to study when you are reviewing for the written portion of state board examination. They also provide a handy reference for you to review before you attempt a service you haven't practiced much. The notebooks will be checked by the instructor before each unit test.

THE KIT

We are not in the kit business per se. The tuition and fees do not have any monies set aside for an individual kit. None the less, because we realize that some students are on a very restricted budget, the school will issue you all the texts (either used or new) needed to complete the course in which you are enrolled at no charge. These remain the property of the school. You are responsible for safeguarding them. If you lose any text, you will be responsible for replacing it. If you desire to purchase any text, you may do so.

Each student is provided a list of tools and equipment needed to complete each course unit along with estimated costs of each. The student may purchase these items from any source they choose, but must have such available prior to the beginning of the training.

Not including the costs for uniforms, and the program of study, students can expect to spend anywhere from \$150 (esthetics), \$350 (nails) to \$700 (cosmetology) over the length of the program of study. Students are responsible for safeguarding their property.

CONFIDENTIALITY OF STUDENT RECORDS

In accordance with the Family Education Rights and Privacy Act of 1974, students have the right to review, inspect and challenge the accuracy of information kept in a cumulative file by the school unless the student waives this right.

If a student is interested in reviewing or inspecting his/her records, he/she must contact the appropriate instructor in person and request in writing that time be allowed for this purpose. This request will be fulfilled within one week from the actual request.

If a student desires to challenge any of the information contained in his/her file, he/she may make a written statement on the material in question for inclusion in his/her file.

Students can request a copy of any material in their file, although the school will charge a \$1 administrative charge per side of each page copied.

This act also insures that the student records can not be released (other than emergency situations) without the written consent of the students, except under the following conditions:

- (1) to other school officials, including the staff and faculty,
- (2) to other local educational/service agencies who have a legitimate educational interest in such
- (3) to authorized representatives of the Comptroller General of the United States, the Secretary of Education, and administrative heads of an educational agency or state educational authority,
- (4) in connection with a student's application for and receipt of financial aid,
- (5) to a parent if the student is a dependent.

Academic or other (excluding financial aid) records maintained by the Academy will not be provided to officials of other schools or school systems without written permission of the student and unless the student has settled all financial obligations to the Academy and is not in default on any student loan arranged through the school.

INTERNAL COMPLAINT PROCEDURE

If a student is dissatisfied with any administrative or educational action taken by the school on any matter, the student has every right to register his/her complaint without any additional adverse action resulting and to expect and receive a fair and speedy resolution of such. It is understood that a resolution of a complaint may not always be to the affected person's liking.

In general, if the complaint has to do with a personality issue, the best course of action is to talk to the person with whom the complaint exists directly. If the matter is not resolved to the student's satisfaction, he/she should refer the complaint to the person or persons whose administrative jurisdiction(s) is directly over the person in question. If the complainant so desires, the next tier administrator may also be involved.

If the complaint has to do with a grade, the complainant should request an explanation of the grade assigned by the person who assigned it. If the explanation isn't satisfactory, the student can request that the Director of Instruction (or Compliance Director if the dispute is with that person) review the matter. The student should realize that his/her instructor is the person best able to evaluate a grade given since some consideration is always given to the level of performance of the other students in the class.

If the student is dissatisfied with the rules and regulations of the Academy or their implementation, the student needs to do some deep soul searching. During the entire admissions process, the student is told that we are stricter and more structured than any other area school. We feel our rules and procedures are necessary because of the nature of our curriculum and to prepare a student for the type of employment our students strive for. We make no apology for our strictness nor our rules. Perhaps the student may find that he/she is a square peg in a round hole and may need to make a career decision concerning him/herself and/or his/her choice of schools/ professions.

If the student feels his/her ledger account does not reflect all his/her payments, the student should bring this matter to the Compliance Director's attention. Supporting documentation, such as copies of canceled checks, may be required. The Accountant's decision is final.

If the student feels he/she hasn't been given credit for all the hours he/she completed for any month, the student needs to resolve such in the first ten days of the next month. To do so, he/she needs to bring this matter to the attention of the Director of Compliance. If there is a discrepancy between the

Procedures for Handling Complaints, Contd.

student's records for the most recent month and those of the school and the primary instructor can verify the student's actual attendance, the student's record will be corrected.

If the student feels he/she wasn't given proper credit for a clinic service that was performed in any month, the student needs to resolve such in the first ten days of the next month. To do so, he/she needs to bring this matter to the attention of the Clinic Instructor, who will review the student's records against the school's daily logs and, if necessary, floor tickets. The actual tickets will be the final determining documentation.

If the student feels he/she didn't receive credit for a grade on an exam or practical s/he completed, he/she should bring this matter to the attention of his/her primary instructor, again, within the first ten days of the next month. The teacher's record book along with documentation provided by the student will determine the outcome.

If the student feels he/she is not being given the necessary clinic activities required to meet the school's graduation requirements, he/she needs to bring this matter to the attention of the Clinic Instructor and Clinic Coordinator.

Notwithstanding the above, any student has a right to have any complaint heard and addressed by any of the owners of his/her choice if he/she is not satisfied with the outcome derived from the procedures outlined above or the complaint falls outside of one of these areas. Further, any disagreement that cannot be amicably settled by following the above procedures can, on either party's demand, be referred to the school's Compliance Director (in person or through written complaint). Further, the school and student agree to binding arbitration through the Better Business Bureau.

If a student is still not satisfied, and advises the owners of that dissatisfaction and it still can not be resolved, a complaint can be filed with the State Board of Cosmetology (Cosmetology related training), NACCAS, or the Department of Education, which ever agency is involved

The student is always treated as a valuable customer but the service they are paying for may entail telling them something they would rather not hear. An equitable complaint procedure needs to be available to assure fair treatment and open communications. None-the-less, there is and cannot be any negative consequences or disciplinary measures directed to a student who files a complaint,

Procedures for Handling Complaints, Contd.

whether justified or from lack of understanding.

SCHOOL PROCEDURES

Change in Address

It is the responsibility for every student to notify the Academy of any change in name or address. A change in a name requires the submission of some form of legal authorization (such as a wedding certificate). Failure to do so can cause serious delay in handling student records and in notification of emergencies. If the student has a loan, the student must also notify her/his lender of the change in writing.

Make-up of Missed Material and/or Tests

Major unit examination dates are announced in advance and printed on each unit syllabus. Each student must try to take such exams on the date given. To discourage students from arbitrarily missing these exams and to mitigate any possible advantage a student might otherwise receive by having additional study time through missing school on such an exam date, we will deduct 5-points off the top of the actual grade earned for each class day the student is late in taking the exam. Also, we will expect the student to be prepared to take an exam missed because of an absence on his/her first day back in school.

We expect students to attend class 100% of the time. Since we cosmetology classes are only scheduled four days a week, esthetics classes four nights a week, and nail technician classes three nights a week, personal chores and appointments with doctors and dentists should be arranged on Mondays. If a student misses a class, we expect that the student will arrange to make up the missed work with the instructor as reflected on each course syllabus and will make up the missed time within a month from the absence. Cosmetology students can make up time by arranging to stay beyond their contracted time with their instructor. The school is open on Saturdays to allow for such make-up. We will expect any student who has below an 85% overall attendance after completing the first rotation to attend school as per scheduled plus Saturday until her/his overall attendance is above 85%.

The importance of good attendance while in school cannot be overstated. Students who achieve 100% attendance for a month will be recognized with a certificate of achievement that reflects this accomplishment.

Make up of Missed Material and/or Tests, cont'd

More important than this recognition the fact that potential employers view excellent attendance in school as a sign that a person will be a reliable employee. Students with marginal attendance often argue that their attendance in school should not be used as a measure of what their attendance would be on the job. They argue things like: "If they were paying me, I would find a way to be there ..."

"Research does not support the position. In fact, all the studies substantiate the fact that good attendance is reflective of good habits and self discipline. While anyone can get sick occasionally, when a person is frequently ill, the person is either too sick to work (or go to school), not self disciplined, or just does not know what work requirements are. The better businesses can be and are picky. We find that these businesses are not interested in a student who has less than 95% attendance in school when she or he graduates. Premium businesses usually will not interview someone with less than 90%. Someone with less than 85% attendance is hard to place anywhere.

REPORTING PROCEDURES FOR ACCIDENT OR INJURY

In case of accident or injury to a student, instructor, staff member or client, an instructor will be informed immediately and an Incident Report will be prepared. A First Aid Kit is kept in the front credenza. In any injury requiring more than the simplest of first aid, a written report outlining the circumstances surrounding the injury will need to be completed by the instructor in charge after the injured party is fully treated. Procedures for treating chemical injuries are contained on the Material Safety Data Sheets (MSDS) for each product that is maintained in the notebook marked OSHA in the back office along the back wall. In the event the injury is serious enough to require medical treatment, the appropriate MODS page should be sent along with the injured person.

Clock Errors

Student hours are recorded on an electronic clock. You merely needs to swipe your phone on the icon at the front desk when you are clocking in out. Pay attention to the procedure closely. If you are told that you have not clocked in (or out) when you try to clock in, see your instructor to get this corrected as quickly as possible.

Clock Errors, cont'd

If you do an over-ride punch, your instructor will have to approve it before it is recorded or downloaded.

Student ID# _____

Name _____

Explanation: When I tried to clock in for the first time today (today's date), the clock showed I was out of sequence. The previous day I attended school was (date).

IN FOR DAY: (time in)

OUT FOR LUNCH: (time you clocked out for lunch)

IN FROM LUNCH: (time you returned from lunch)

OUT FOR DAY: (time you intended to clock out)

Note: If you had clocked out any other time for additional breaks, those need to be indicated as well.

Signed: (student) _____

Co-signed: (instructor) _____

If on the other hand, the message came some time after you had clocked in on that same day (i.e., clocking out for lunch, clocking back in for lunch, clocking out at the end of the day), the excuse note should be prepared following the example below:

Clock Errors, cont'd

Student ID# _____ Name _____

Explanation: When I tried to clock (in or out) today (today's date), the clock showed I was out of sequence. My hours to this point were as follows:

IN FOR DAY: (time in)
OUT FOR LUNCH: (time you clocked out for lunch)
IN FROM LUNCH: (time you returned from lunch)
OUT FOR DAY: (time you intended to clock out)

Note: If you had clocked out any other time for additional breaks, those need to be indicated as well)

Signed: (student) _____ Co-signed: (instructor) _____

Since the clock will automatically reflect a lunch break if you do not clock out, another type of note that will need to be prepared is if you do not take a lunch for some reason. In this case you all you need to do is reflect the fact that you did not take a lunch break and the reason you did not. Follow the example that follows:

Student ID# _____ Name _____

Explanation: I did not take a lunch break today (date) for the following reason:

Note: Be sure to list all the customers you worked on as well as the times you worked on them. You must have been totally busy all day and unable to take a lunch break at any time for this note to be used. It is not sufficient that you were not able to take a break when you wanted to. Further, this note must be signed by both the instructor to verify this fact.

Signed: (student) _____ Co-signed: (instructor) _____

Once completed, the note is placed in the Director's student input box by the student. In any case, it is imperative that the note is turned in the day the error is discovered or the day the lunch is missed. Notes not turned in complete or in a timely manner will not be processed. Use a full sheet of paper to make sure the note gets attention.

Monthly Reports

Academy of Hair Technology
10700 Highway 715, P.O. Box 1000
Greenville, SC 29615

DATE	TIME	NAME	STATUS	REMARKS
01/01/00	08:00	JOHN DOE	IN	
01/01/00	12:00	JOHN DOE	OUT	
01/01/00	01:00	JOHN DOE	IN	
01/01/00	05:00	JOHN DOE	OUT	
01/01/00	08:00	JOHN DOE	IN	
01/01/00	12:00	JOHN DOE	OUT	
01/01/00	01:00	JOHN DOE	IN	
01/01/00	05:00	JOHN DOE	OUT	

DATE	TIME	NAME	STATUS	REMARKS
01/01/00	08:00	JOHN DOE	IN	
01/01/00	12:00	JOHN DOE	OUT	
01/01/00	01:00	JOHN DOE	IN	
01/01/00	05:00	JOHN DOE	OUT	
01/01/00	08:00	JOHN DOE	IN	
01/01/00	12:00	JOHN DOE	OUT	
01/01/00	01:00	JOHN DOE	IN	
01/01/00	05:00	JOHN DOE	OUT	

DATE	TIME	NAME	STATUS	REMARKS
01/01/00	08:00	JOHN DOE	IN	
01/01/00	12:00	JOHN DOE	OUT	
01/01/00	01:00	JOHN DOE	IN	
01/01/00	05:00	JOHN DOE	OUT	
01/01/00	08:00	JOHN DOE	IN	
01/01/00	12:00	JOHN DOE	OUT	
01/01/00	01:00	JOHN DOE	IN	
01/01/00	05:00	JOHN DOE	OUT	

DATE	TIME	NAME	STATUS	REMARKS
01/01/00	08:00	JOHN DOE	IN	
01/01/00	12:00	JOHN DOE	OUT	
01/01/00	01:00	JOHN DOE	IN	
01/01/00	05:00	JOHN DOE	OUT	
01/01/00	08:00	JOHN DOE	IN	
01/01/00	12:00	JOHN DOE	OUT	
01/01/00	01:00	JOHN DOE	IN	
01/01/00	05:00	JOHN DOE	OUT	

DATE	TIME	NAME	STATUS	REMARKS
01/01/00	08:00	JOHN DOE	IN	
01/01/00	12:00	JOHN DOE	OUT	
01/01/00	01:00	JOHN DOE	IN	
01/01/00	05:00	JOHN DOE	OUT	
01/01/00	08:00	JOHN DOE	IN	
01/01/00	12:00	JOHN DOE	OUT	
01/01/00	01:00	JOHN DOE	IN	
01/01/00	05:00	JOHN DOE	OUT	

Students are furnished a copy of their school record on line on a consan basis. It is important that you review the information contained for accuracy regularly, keeping in mind that no corrections can/will be made than are older than four weeks.

To properly check your hours, you should keep an accurate log of the times you are in school on a daily basis.

The record of the hours reflected on the report goes through the last day attended as of this reporting period. In most cases, students who think there is an error with their hours, have not paid attention to this date. It is the date immediately below the starting date in the upper left hand corner of the report.

In the middle column is a cumulative record of the hours attributed to you as of the last day attended. TOTAL HRS TO DATE reflect the total hours you have earned up to that point. SCHED HRS TO DATE reflect the number of hours you

Monthly Reports, cont.d

were scheduled to be in school based on your schedule of attendance. TOTAL HRS ABSENT reflects the total number of hours you were not in school that you were scheduled to be in school. TOTAL MAKEUP HRS reflect the hours you were in school that you were not scheduled to be here. Make-up hours do count towards your graduation and are included in TOTAL HRS TO DATE.

If you believe your hours on this report are wrong, first check your records and compare them with your last report. Be sure you are not counting the same day twice. If you believe there has been an error, arrange to see the school director. Bring with you your previous and current report and your detailed record of your hours. We cannot correct errors that occurred the month not covered in the report. We can only correct hours if it is clear that an error was made. If no punch exists for the entire day, no correction is possible.

Written and practical exams are recorded within one month from the date you completed a unit. If you took an exam and its grade has not been recorded within sixty days, it is important that you bring this to the immediate attention of your instructor so that it can be recorded. If you don't correct this in a timely manner, you may be required to repeat the exercise.

The report also reflects your cumulative attendance (upper left corner), the hours you are scheduled to attend each week (upper right corner), the total charge for tuition and fees and your current balance (also upper right corner). In addition, it will warn you if you can expect extra charges due to poor attendance. A record of your clinic experiences is also provided. These only reflect the services you perform on a customer. Your grade averages are reflected on the bottom.

COMMON SENSE SUGGESTIONS to Getting Along with Others

Please be attuned to other people's sensitivities. Actions that you may find perfectly acceptable could be offensive to another. Let's all work together to keep the Academy a friendly, fun place to attend for everyone.

Please do not use vernacular or otherwise offensive language.

Please do not bring your problems from home into the school

Please do not fight or argue with fellow students

Please do not talk negatively about a fellow student, teacher, or staff member.

Please do not relay rumors to anyone else. When you do, it only makes you a trouble maker. You certainly would not want anyone relaying rumors about you.

Please do not get involved with issues and things that do not directly affect you. Even though you may think you know all the facts, at best you only know one side of the story. To react in a negative manner on incomplete information is not helpful. It is preferable for each person to work through their own problems with the person or persons they have a problem with.

Please do not jump to conclusions based on incomplete information. In most cases, when you jump to conclusions they are wrong and you have only contributed toward a negative situation.

Please do not touch a fellow student in a manner that could be interpreted as inappropriate

Please do not borrow another student's property without their permission. Often, the person you are borrowing from considers it stealing if you don't have permission--especially when you forget to return it without being asked

Please do not tell jokes that are at another person's expense.

Please do not threaten or issue ultimatums to a fellow student, an instructor or a staff member. The schools rules are published in advance and each student is given a copy of them. To be welcome here, everyone must abide by them.

SCHOOL RULES & POLICIES

Enrollment in the Academy shows that you intend to conform to both the letter and the spirit of the Rules and Regulations published by the Academy while enrolled.

Rules and Regulations are part of all phases of our lives. We intend our Rules and Regulations to promote and environment that is conducive to learning and foster personal habits and behaviors necessary for a successful career in cosmetology related professions.

When a student breaks any school policy, rule or regulation, a demerit(s) may result. Students can be expected to be sent home for the remainder of the day as well. The number of demerits will depend on the nature and seriousness of the violation. Students who accumulate 6 demerits will be suspended for three days. Students who accumulate 12 demerits will be suspended for a week. Any student accumulating 19 or more demerits will be counseled by one of the owners to determine if the student should be withdrawn.

Periods of suspension of less than eight consecutive class days will be charged as regular absences.

- (1) The State Board examinations are given in English only. To help promote proficiency in English, no other language is permitted within the school's premises (on or off the clock) in conversations among students or staff. Accommodations for clients is permissible.
- (2) All students must clock in and be scheduled classes promptly at the designated times. Any time you leave the premises of the Academy (defined as the school facility itself and the break area immediately outside the student lounge), you must clock out. Each student is responsible for being in his/her assigned seat before the beginning of instruction ready to take notes and prepared for class. The student is responsible for supplying notebooks, pens, pencils, etc., and for organizing his/her class material.
- (3) Students must punch in when they arrive and punch out any time they leave the premises of the school (defined as the school facility itself and the break area immediately outside the student lounge). No one should punch anyone else in or out. 6 demerits.

- (4) Students attending 7.5 hours or more in a day and who arrive on time are allowed one ten minute break in the morning (between 9:50am and 10:45am) and one ten minute break in the afternoon (between 2:30pm and 3:30pm) on the clock provided they return to work on time. PM students are allowed one ten minute break

SCHOOL RULES & POLICIES, cont'd

(between 8:00PM and 8:45PM) on the clock. Students must punch out at any other break. All breaks (including lunch) are coordinated and/or cleared by the instructor. Students must clean up their work area prior to being allowed to take any break. Any discrepancies arising when clocking in or out should be brought to the attention of the instructor that day (adhering to the guidelines on pages 5-6 in this handbook). Any time a student leaves his/her assigned work area (whether to go on a break, lunch, or for the day), the instructor must be notified. 1 demerit.

- (5) If you are going to be late, you must call before the start of your scheduled class. Tardiness and absenteeism are not acceptable. Anytime a student knows s/he is going to be late or absent, s/he must contact the school before the scheduled start of class to explain her/his absence/tardy. The school has a voice box which operates 2 hours a day and a message can be left at any time. If a student misses more than one consecutive day, that student must call and talk to her/his instructor or a school administrator *in person* to explain they s/he will be out.
- (6) A student who is absent or who has neither informed her/his instructor nor called the school before the class starts the day of the absence will be assessed two demerits. A student who is tardy without advanced notice and/or who has been tardy three times in any six weeks period will receive a demerit.

- (7) Students will not be charged absences if required to appear before a court (as a witness or juror) or enter temporary (annual) military duty provided documentation for such is given to her/his instructor or school staff member. A student who misses to "shadow" (defined as visiting a salon to observe how it operates) when arranged by the school will not be charged absent hours provided the student provides documentation that the shadowing was accomplished. Students participating in contests sponsored by the school will have the related absences removed.
- (8) Students missing a test, quiz, practical exercise, etc., because of an absence need to make up the missed work as soon as possible when they return. Failure to do so will result in a grade of "0" being recorded until the work is made up.

- (9) Students are not allowed to receive visitors during regularly scheduled hours nor are they permitted to visit other students during class/clinic hours.

- (10) Telephone calls will be limited to those of an emergency and received through the office phone.

- (11) Students cannot expect to make or receive routine phone calls on the school's business phone system or use personal cell phones within the premises of the school's facilities. Not only is the use of cell phones in the facilities rude and disruptive, it also facilitates the opportunity to cheat through "texting".

SCHOOL RULES & POLICIES, cont'd

- (12) Cosmetology students must wear a black lab coat solid leather, close-toe shoes that cover the entire foot. Esthetics students must wear charcoal scrubs and a solid black leather, close-toe shoes that cover the entire foot. Nail students must wear black scrubs and black, closed-toe leather shoes that cover the entire foot. All are required to wear a name tag identifying them as a student. All clothes must be clean and neat. No jean type material is acceptable.
- (13) Students are to be polite and friendly at all times with clients, school officials, and fellow students. The guideline is that of "treating others as you would like to be treated" is to be followed. Keep in mind that any behavior that is offensive to anyone else should be avoided even if you personally don't find such behavior offensive.
- (14) Each student is to maintain her/his assigned area in a neat and orderly manner at all times. Students must observe good habits of personal hygiene, sanitize and disinfect their tools and work area while in school. 2 demerits.
- (15) Periodic inspection of personal appearance and tools/equipment condition is conducted on a routine basis. All containers (including drink cups) must be properly labeled to identify their contents. Cleaned and disinfected tools/equipment must be stored in a clean, closed container identifying them as "clean" while tools/equipment that have been used must be stored in a container identifying them as "used" until they are re-cleaned and disinfected. Only the tools/equipment necessary to perform regular services should be brought onto the clinic floor or necessary for class should be brought into the classroom. White lockers (which may be shared by two students) are provided by the school, students are responsible for providing locks to secure the lockers and or kits.
- (16) Students must leave all school property (including texts and tools/equipment) at the school. A student may receive temporary permission to take a particular text(s) home for the purpose of preparing for the next class.
- (17) Students may not bring crafts, games, or unrelated reading material to school. Any spare time a student has should be devoted to advancing her/his knowledge.
- (18) Students are required to perform the duties prescribed on the duty list each day prior to leaving for the day and to sign the sheet indicating such compliance. 2 demerits.
- (19) A student's work (whether it be tests, practical, or clinic activity) is an individual effort except when authorized by an instructor. No student should seek or offer another student assistance in performing such work, nor should a student seek credit for work performed by another student. 6 demerits.
- (20) No smoking is permitted in the facilities. Smoking is permitted in the break area outside of the student lounge. Smokers are expected to clean up after themselves and cleaning does not mean grinding the "butt into the ground".

SCHOOL RULES & POLICIES, coned

- (21) Eating is only allowed in the student lounge, staff office areas, and the instructors lounge. With the instructor's permission, drinking non-alcoholic beverages is permitted anywhere in the school provided the container is properly identified. Students, instructors and staff are expected to clean up after themselves.
 - (22) The use of profanity and other common vulgar expressions or behaviors are not acceptable in any professional environment such as ours. Further behavior and or conversations with sexual connotations are not appropriate.
 - (23) Alcoholic beverages are not to be brought into the school or consumed during school hours. A student who is under the influence of any intoxicant while in school presents a safety hazard.
 - (24) We will not tolerate the unlawful conversion (theft) of the property of the school, an instructor, a staff member, or another student. Any student who conspires to steal, takes part in or receives stolen property is subject to immediate and permanent expulsion.
 - (25) Any student who participates in or conspires willfully and/or wantonly to damage or destroy the property of the school, a staff member, an instructor, or a student is subject to immediate and permanent expulsion.
 - (26) The Academy conforms to the "Anti-Drug Abuse Act of 1988 and the "Drug Free Schools and Campus Act" of 1989. Students who are intoxicated or under the influence of any drug that interferes with their performance in school will be sent home.
- Each student agrees to refrain from the use, possession, or distribution of prescribed drugs or other controlled substances (including marijuana) while in school. A minimum of 6-demerits will be assigned for any infraction. As a participant in Title-IV Funds, the school has agreed to maintain an environment that is free of these substances. Any student who comes to school under the influence of any controlled substance or about whom reliable information becomes known to the school concerning a student using, possession such while on campus must agree to voluntarily participate in drug program. Failure to agree to such participation or follow through with actual participation, will result in the school referring the student to proper authorities for prosecution and subject the student to expulsion if warranted. Further if the same student is involved in second offense while in school, the matter will be reported to proper authorities and be subject to expulsion if warranted. Any attempt to distribute any controlled substance while in school will result in the student engaging in such behavior being expelled and reported to the proper authorities.

SCHOOL RULES & POLICIES, cont'd

- (27) No weapons are allowed on campus
- (28) Threatening any other person is not permitted.
- (29) Fighting is not tolerated.
- (30) Daily duties will be completed at least twenty minutes before the student leaves for the day.
- (31) Student complaints will be registered with appropriate personnel according to the Internal School Complaint Procedure outline in this handbook (pages 3-4)

RULES FOR CLINIC OPERATIONS

- 1) The purpose of clinic training is twofold, (a) to help the student gain confidence in his/her technical abilities by doing services on clients, and (b) to prepare the student for the world of work by simulating as closely as possible the conditions encountered in a professional establishment. Students assigned to the clinic must behave professionally and are to stay at their assigned stations unless they are escorting a client from the front desk or to it, when they are in the back bar or dryer area with the client, or when they are securing the necessary chemicals to do a service or they are on an approved break.
- 2) Students assigned to the clinic need to check with the front desk for services prior to going on any break.
- 3) In keeping with a professional atmosphere, a student assigned to the clinic must stay busy, either working on his/her client or working on class exercises. All unnecessary conversation should be kept to a minimum. Above all else, the clinic is not a break area. Students must not visit nor chat with each other, nor should they congregate around the station of another student.
- 4) One student will be assigned to the dispensary and one to the color closet on a daily basis. While assigned, you must maintain the dispensary according to the guidelines which are posted therein.
- 5) Students may not refuse to perform any request (related to their training) an instructor or staff members asks them to do. Any student refusing to perform a service will be sent home for the remainder of the day
- 6) Clients should receive the same respect and professional treatment they would expect to receive in a premium establishment. 1 demerit.
- 7) Once informed that a client has arrived, the student assigned to the client should greet the client at the front desk and secure the floor ticket from the front desk operator. No client should be walked away from the front desk until either the front desk operator or the student has prepared a floor ticket.
- 8) After reviewing the ticket, a summary of the service to be done should be entered on the floor log (maintain in the color closet). The control number from that log should

RULES FOR CLINIC OPERATIONS, cont'd

- then be entered on the floor ticket.
 - 9) The client should then be walked back to the student's station and the exact nature of the service should be discovered. During this "consultation", the student should assure the floor ticket has been filled out completely as far as possible and that the client has signed the release on the bottom of the floor ticket. Remember, before any service is begun, the student doing the service's name and ID#, the client's complete name and address (unless the address is on file), and the nature of the service to be performed must be filled out on the floor ticket
- Before any hair service should be attempted, an examination of the scalp should be performed. If the student believes there is a reason the service should not be performed, the instructor should be discreetly called over to evaluate the situation. In all cases, sensitivity for the client's feeling will be shown. 2 demerits*
- Prior to beginning any nail service, the condition of the nails and surrounding skin will be checked. If there is any indication that the service should not be undertaken, the instructor will be discreetly called over and make an evaluation. Again, any time a service is refused by an instructor, discretion will be maintained. 2 demerits.*
- Prior to beginning any skin service, a client consultation must be completed and if any skin irregularities are noted, the instructor should be informed. Again, any time a service is refused by an instructor, discretion will be maintained. 2 demerits*

- 10) Each student should be familiar with our pricing policy in regard to clients, family members, and student services. These prices are updated periodically and students are informed of changes as they occur. The approximate price for the complete service should be discussed with the client before beginning the actual service. 2 demerits.
- 11) While doing a service, the student should explain to the customer what products she or he is using and what she or he is doing with the goal of having the client in the position that she or he can maintain the style between services. Before leaving, the student should attempt to book the client's next service.
- 12) The practical assignment will be graded by the instructor for work on manikins and clients as the service is completed. If the student fails to have the work graded at that time, no grade can be assigned.
- 13) Practical and clinic exercises will be graded based on five criteria. The nature of the criteria will depend on the nature of the task but in all cases will include safety and sanitation. Each criteria will be graded separately by "bench-marking" the performance level. In doing this, the first evaluation will assess if the work in that one area superior. Superior work reflects a thorough knowledge on the part of the student and is almost perfect. If it is, a grade of "5" will be recorded. If not, the second evaluation will assess if the work is unsatisfactory.
- Unsatisfactory work has numerous procedural errors and/or is sloppy. If it is, a grade of "3" will be recorded. If neither a "5" or "3" has been recorded, a default grade of "4" will be recorded to reflect satisfactory work on the part of the student. In this sense, average is work that is neither superior or unsatisfactory. The quality is at or above the minimum standards necessary. The total of the five separate criteria will be multiplied by 4
- In the case of work on clients, the final grade assigned on the floor ticket.
- Students' will not be given credit toward graduation for those services with a grade of "U" or for which the ticket has not been properly filled out.
- 14) No student should ever suggest or hint that a customer should pay him/her a tip. In fact, the word TIP is never to be used around the customer.
- 15) The student should be with the client when she or he goes to the front desk and should stay there until the customer receives her/his change. 2 demerits.
- 16) Students will clean their work area--including the sink, tables, etc.--and any tools used to do a service before accepting their next client. 2 demerits.
- 17) To assure an adequate number of students on the clinic floor at all times, morning breaks, lunch periods and afternoon breaks must be coordinated and assigned by the clinic instructor who maintains a sign in and out sheet. Students must have the clinic

- instructor's approval and sign out on this sheet before leaving for lunch. 2 demerits.
- Anytime a student desires to take longer than thirty minutes for lunch. She or he must receive approval from her/his instructor. 2 demerits.*
- If a small group of students would like to arrange their lunch together on an occasional basis to celebrate a special event, arrangements must be made with the clinic instructor at least a day in advance. The clinic instructor's priority must be assuming that the clinic is adequately covered and such an accommodation may not be always feasible.*
- Remember, if a student fails to clock out for lunch sometime during the day, the computer will automatically charge the student sixty minutes. If a student elects to skip lunch, she or he should clock out for at least one minute sometime during the day.
- 18) No break may be taken while a client is being serviced. 3 demerits.
- 19) If a student does not plan to stay for her/his entire scheduled time, ideally advanced notice of at least one day will be given. In all cases, the student must inform her/his instructor as soon as she or he is aware of the fact that she or he needs to leave early. Upon receiving the instructor's permission, the student must also inform the front desk of her/his plans if she or he is assigned to the clinic floor that day. 2 demerits.
- 20) No student service will be performed on any student without the prior approval of the instructor. No cosmetology student service will be performed until after lunch. To be eligible for a student service, the student must be caught up in their requirements and have attended school regularly. All student services must be paid for in advance of the service being performed. Before beginning such a service, the instructor must sign his/her name on the floor ticket indicating that it has been approved and who has been approved to do the service. 2 demerits.
- Client services always take precedence to a student getting a service. An additional condition for receiving a student service is that the student must be willing to interrupt the service to do a service on a client. 2 demerits.*

COSMETOLOGY CURRICULUM

EDUCATIONAL OBJECTIVES

The 1500 hours cosmetology program is designed to train and instruct students in the necessary skills and knowledge of cosmetic art, hair cutting, hair styling, and related procedures and sciences, covering both the theoretical and practical aspects of the cosmetology profession-- meeting or exceeding the requirements set forth to sit for the state licensing exam.

COURSE DESCRIPTION The fifty week course will be taught in three levels. Students must have completed the freshman level before moving up to the higher levels. All phases of cosmetology are taught. (Note: all hours reflected below are based on a full-time schedule of 24 hours per week. Students enrolled in an accelerated program, depending on how far along they are in the program, will either be on the clinic or assigned related required practical exercises for the extra 1.5 hours they are in school each day).

ORIENTATION

The first day of class, the student will complete various forms required to complete her/his matriculation into the school and review the school rules. No credit or hours is given for this one-day phase.

FRESHMAN PHASE (12 WEEKS)

The purpose of the Freshman Program is to allow the student to master the basic elements of cosmetology so s/he will be prepared to provide most hair services to clients on our clinic/floor. During this time, the student will spend six hours every day (Tuesday through Friday) in a combination theory and practical training setting practicing techniques on mannequins. The student will spend six weeks learning hair cutting through practicing the four cutting forms (solid, graduated, uniform layered, and increased/decreased layered) used to create all women's cuts along with the variations (horizontal, diagonal forward and diagonal backward) of each. The student will also practice men's cutting techniques, including various razor and clipper techniques as well as trimming facial hair. Also the student will gain an understanding of people skills with emphasis on understanding the four personality styles.

In addition, the student will spend three weeks learning styling concepts during which time s/he will learn basic and advanced roller control, thermal styling, pin curls and finger waves. This will be followed by two weeks learning color theory, basic color and lightening formulation and application techniques. Next, the student will spend one week learning basic perm principles gaining practice by performing a basic perm wrap and a brick-lay wrap. Topics related to and infection control as well as properties of the scalp and hair, basic chemistry as it relates to perms and color, and trichology will also be covered. Interspersed throughout this training, the student will be shown the latest trend releases. Topics related to proper shampooing and draping techniques will also be covered.

COSMETOLOGY CURRICULUM, cont'd.

SOPHOMORE PHASES

The purpose of the Sophomore Program is to complete the skill areas not covered in the Freshman Program and to advance on those skills. While in the Sophomore Phase, the student will attend class/workshops two days a week and practice the skills acquired to that point on the clinic the other two days a week.. Clinic sheets will be marked off on a daily basis when on the clinic and the student is expected to complete three clinic sheets each week, or a total of six while in this level. The instructor will summarize the sheets at the end of each module and destroy them. The summary information will be passed on to the next instructor.

During the first six week module, the student will study salon management concepts, to include the Michael Cole "A Little Off the TOP" seminar on hour a day. Nail and facial theory and practice will also be conducted during this first session for the remaining 6.5 hours per day. Finally, the first session will include an advanced workshop on different styling techniques.

During the second six week module, the student will complete theory classes related to wigging and electricity the first hour of each class/workshop day. The remaining 6-1/2 hours will be devoted to ethnic theory and practice, including relaxers, soft curls, thermal straightening, hair extensions, and specialized hair styling techniques applicable to ethnic hair.

JUNIOR PHASES

The purpose of the Junior Program is to advance the skills training the student has acquired during the Freshman and Sophomore Programs. While in the Junior Phase, the student will attend class/workshops two days a week and practice the skills acquired to that point on the clinic the other two days a week.. Clinic sheets will be marked off on a daily basis when on the clinic and the student is expected to complete three clinic sheets each week, or a total of six while in this level. The instructor will summarize the sheets at the end of each module and destroy them. The summary information will be passed on to the next instructor.

During the first six weeks of the Junior program the student will complete a chemistry theory class during the first hour of each class/workshop day. The remaining 6-1/2 hours will be devoted to advanced texturing theory and practice.

During the second six weeks of the Junior program, the student will repeat the

JUNIOR PHASES , cont'd

ecology theory class covered in the Freshman Program for the first hour of each theory/practice day. The remaining 6-1/2 hours will be devoted to advanced color techniques.

SENIOR PHASES

The purpose of the senior phases is the continue to advance the skill training the student has acquired to this point in their program.

The first six week module will have the student in class/workshop the entire six week period. The first hour of each day will be devoted to the study of anatomy. The remaining 6-1/2 hours will include advanced training on long hair designs and advanced cutting, coloring and styling techniques released in the most recent Pivot Point TM Design Forum Releases.

The remaining time in school, the student will be on the clinic every day. A clinic sheet will be completed for each week remaining.

Students are expected to complete a minimum of 16 clinic sheets while in school. If a student fails to meet the minimum attendance requirement of any session, the student will receive a failing grade and be required to complete the entire module. If failing a module results in the student be required to attend school more than 52 weeks, the student will be charged over-time charges that will accrue.

With the exception of the Freshman Program and the first six week module of the Sophomore program, the student will be required to complete a "mock board" exam each six weeks to prepare them for the actual state board licensing exam. The student must attempt at least three of these exams and must pass the last one taken in order to complete the requirements of the school.

The first session of every level, except for the Freshman level, will also include a clinic orientation during the first day of class. This orientation is intended to remind the student of the school rules applicable to performing on the clinic in particular and for attending school in general..

Periodically guest artists will visit to help bring what is going on in the real world into the school

COSMETOLOGY PROGRAM, cont'd

Students completing our training program should have no trouble adjusting to work in any salon they chose and should be able to pass the state board with no trouble. We are so sure of this that we guarantee it! Any student feeling s/he needs additional training in any area covered by our curriculum for whatever the reason will be offered such at no additional cost up to one year from when s/he graduates.

NAIL TECHNICIAN PROGRAM

EDUCATIONAL OBJECTIVES

The 300 hour Nail Technician program is designed to train and instruct students in the necessary skills and knowledge of manicuring, pedicuring, advanced nails, nail art and nail maintenance and related procedures and sciences, covering both the theoretical and practical aspects of the nail profession--and meeting or exceeding the requirements set forth to sit for the state licensing exam.

COURSE DESCRIPTION

The twenty-five week course will be taught in four, three week theory rotations along with seven, three week practical/clinic rotations. Each theory rotation is a stand alone unit of instruction with no prerequisites and the order in which the student is presented the material is determined solely by what rotation is being presented when s/he enrolls.

METHODOLOGY:

Classes are taught through a variety of education strategies which have been proven to be effective, including: lecture, discussion, demonstration, class participation, class projects, instructional aids, and a wide variety of audio-visual support material.

ORIENTATION

The first day of class, the student will complete various forms required to complete her/his matriculation into the school and review school rules, safety and sanitation, hygiene, good grooming and professional ethics.

NAIL TECHNICIAN PROGRAM, cont'd.

THEORY ROTATION A will have an hour of Bacteriology and Sanitation and two hours of Anatomy and Physiology the first Tuesday, followed by an hour of Disorders of the Nail, two hours of Anatomy and Physiology, and an hour of First Aid and Safety the second Tuesday, followed by four hours of Manicuring the third Tuesday.

THEORY ROTATION B will have an hour of Bacteriology and Sanitation and two hours of Pedicuring the first Tuesday, followed by an hour of Diseases and Disorders of the Nails, two hours of polish application, and one hour on booking appointments on the second Tuesday, followed by four hours of Business Success on the third Tuesday.

THEORY ROTATION C will have an hour of Bacteriology and Sanitation and two hours of Advance Nail Techniques (nail tips) the first Tuesday, followed by an hour of Diseases and Disorders of the Nails and three hours of Advance Nail Techniques (maintenance and removal of all tips and nail wraps) the second Tuesday, followed by four hours of Advanced Nail Techniques (maintenance, removal and repair of wraps and gel nails) the third Tuesday.

THEORY ROTATION D will have an hour of Bacteriology and Sanitation and two hours of Advanced Nail Techniques (acrylic nails) the first Tuesday, followed by an hour of Diseases and Disorders of the Nails and three hours of Advanced Nail Techniques (acrylic nail procedures and the use, maintenance and removal of acrylic nails--including the use of the electric file) the second Tuesday, followed by four hours of Nail Art the third Tuesday.

FRESHMAN PRACTICAL/CLINIC ROTATION will be devoted to learning proper manicuring and pedicuring techniques and practice on model hands and fellow students on both Wednesday and Thursday the first two weeks. The third week, the student will begin practicing on clients on Thursday.

SOPHOMORE PRACTICAL/CLINIC ROTATION will be devoted to Polish Applications the first Wednesday and Tips with Gel Overlays the second and third Wednesday. Thursdays, the student will continue practicing those skills s/he has mastered on clients.

JUNIOR PRACTICAL/CLINIC ROTATION will have two Wednesdays devoted to Acrylic techniques and one to Acrylic fill-in procedures. Thursdays, the student will continue practicing those skills s/he has mastered on clients.

NAIL TECHNICIAN PROGRAM, cont'd.

SENIOR PRACTICAL/CLINIC ROTATION will have two Wednesdays devoted to Wraps and one devoted to advanced Polishing Techniques. Thursdays, the student will continue practicing those skills s/he has mastered on clients.

PROFESSIONAL PRACTICAL/CLINIC (5-7) ROTATIONS will provide the student an opportunity to practice the skills s/he has mastered on clients on both Wednesdays and Thursdays as well as learn and practice nail art and receive competition training.

ESTHETICIAN PROGRAM

EDUCATIONAL OBJECTIVES

The 600 hour esthetics program is designed to prepare its students in all skills expected of an entry-level esthetician and even more. The student is trained to perform skin analysis, basic massage movements, facials of various kinds, body treatments of various kinds, hair removal, make-up applications, skin treatments, including microdermabrasion. In addition, the student is given instructions in pharmacology, product chemistry, electricity, histology, anatomy and physiology, nutrition, and product knowledge.

COURSE DESCRIPTION:

This thirty week course is divided into four modules, with the student repeating the first module taken as the last module. Each module is essentially a stand alone unit, allowing students to be enrolled every six weeks. The last hour of each night is devoted to theory classes which essentially have no direct practical application, but an understanding of which is essential to perform effectively in this field.

METHODOLOGY:

Classes are taught through a variety of education strategies which have been proven to be effective, including: lecture, discussion, demonstration, class participation, class projects, instructional aids, and a wide variety of audio-visual support material.

Monday and Tuesdays are taught in the Academy's spa area. During the first

ESTHETICS PROGRAM, cont'd

twelve weeks, students are taught basic skills needed to perform services on the public. The emphasis is on hand-on training, but some theory is incorporated as necessary. Modules I & III focus on skin analysis, massage movements and how to perform a variety of facials and body treatments. Modules II and IV focus on hair removal techniques, a variety of make-up applications, and how to perform an acid peel. After completing the first twelve weeks, students will either practice the skills previously learned on manikins, themselves or clients.

Wednesday classes are taught in the esthetics classroom in the main part of the school. This subject matter can be described as a combination of theory and practice. In this setting, the theory component is stressed, however practical work is demonstrated and practices. Thursday is essentially a continuation of Wednesday. Students who have mastered the skills being discussed can work on clients on Thursday night if there is a sufficient need.

MODULE I introduces the student to the field of esthetics as well as factors to be considered in setting up treatment rooms. The use of electricity in skin treatments is also covered. Further, the student is taught the proper way to perform a variety of facials. In addition, the student is given an understanding of the anatomy and physiology of the skin and an overview of the general body systems that are affected by treatments performed by estheticians.

MODULE II. This unit focuses on the morphologies of various skin conditions as well as various exfoliation techniques. In addition, the student will gain an understanding of anatomy and physiology, bacteriology, and nutrition.

MODULE III. In this unit, the student will learn the different skin types as well as how to recognize and react to various diseases and disorders of the skin. Hair removal and a variety of body treatments are also taught. Emphasis is placed on developing and understanding of the skin itself and how it functions.

MODULE IV. During this unit, the student will learn the artistry of make-up applications for a variety of occasions as well as concepts related to advanced clinic skin care that estheticians are expected to assist dermatologists treat. Pharmacology and product chemistry are covered in detail as well.

STUDENT AWARDS AND RECOGNITION

Perfect Attendance Certificate is awarded to those students who maintain a 100% attendance record for any month. The certificate is suitable for framing and is a nice addition to a portfolio.

A Unit Certificate is awarded to any student who meets all the requirements outlined in the syllabus for the unit of instruction, achieved a grade of 80% or better, and who has attended a minimum of 90% of the class hours scheduled. These certificates are suitable for framing and are nice additions to a portfolio.

We award PIVOT POINT PIN to any cosmetology student who completes all of the requirements of the Freshman program.

PIVOT POINT Unit Completion Certificates. Cosmetology students who complete all the requirements of the cutting, styling, perming, and color units within the time scheduled and who achieved an overall average in the unit of 85% will be awarded a certificate of completion suitable for framing.

DIPLOMA/CERTIFICATE UPON GRADUATION

We formally recognize students who graduated during the year during the OPEN HOUSE conducted with the annual Christmas party held in December. At this time, we will recognize students and we will annotate their diploma for the following:

PLACEMENT SERVICES

The Academy makes no claims concerning whether or not another school will accept the hours and/or credits earned while in attendance for transfer credit.

The Academy cannot and does not guarantee employment upon graduation. It does have an excellent placement record and aggressively helps students in securing a position in cosmetology upon graduation.

Because our training is recognized for its completeness throughout the community, the only factors affecting the types of employment a graduate might be considered for (other than job demand) are attendance, personal appearance, and personal adaptability. Students seeking placement assistance from our school MUST sign a release form allowing us to discuss their performance while in school that identifies the names of the businesses they are interested in. We can help students in identifying the names of businesses she or he might be interested in that might be willing to interview and hire her/him. We encourage nail technician students to begin their job search after they complete 200 hours, esthetics students after they complete 450 hours and cosmetology students after they complete 1250 hours. Many businesses like prospective employees to visit the business for a day or two and watch its operations. In doing so, not only does the student get a "feel" for a particular business, but the business gets to observe the student and evaluate whether or not she or he would fit in its work environment. At the student's request, we can help her/him set up such "visits" (often called shadowing, since essentially the student follows, or "shadows" an assigned stylist during his/her day). No credit toward hours for graduation can or will be given for this experience. Since this experience serves a legitimate educational purpose, we will excuse up to six days of absences for any student who "visits" a business for this purpose upon verification of the actual hours the student was at the business. Students are reminded that they are not allowed to perform any work or tasks for which a license is required while they are shadowing.