

Employee Handbook for the Academy of Hair Technology in Greenville, SC 29615(March 1990 revised in July 2016)

1. Institutional Overview

Mission: To foster academic excellence, critical thinking, and lifelong learning.

Vision: A diverse and inclusive academic community that prepares students for global citizenship.

Values: Integrity, innovation, collaboration, student-centeredness.

2. Employment Classifications

Faculty:

Full-Time: Defined as more than 32 hours per week

Adjunct/Part-Time: Defined as anyone scheduled less than 32 hours per week

Staff:

Administrative: The administrative staff is filled by the owners of the business entailing admissions, operation of the clinic floor, financial aid, accrediting matters, curricula development and implementation, legislative relations, placement, financial matters, governmental and accrediting compliance.

Instructional: Licensed cosmetology, nail technician or esthetics instructors responsible for providing training, mentoring, counseling, and disciplining of students assigned as well as demonstrating skills, recording and following on each students progress and over-all performance. Instructors are part of management and as such should fully identify as such.

Support Services The college is a Pivot Point (TM) member school for its cosmetology and esthetics program and Milady for its nail technician program and as such has tremendous support material available to assist in training.

Employment Status:

Full-Time scheduled more than 32 hours per week

Part-Time scheduled less than 32 hours per week

Temporary/Contract hired for a specific period to time, to include continuing education instructors.

3. Work Hours & Academic Calendar

Faculty: Teaching schedules vary; required to maintain posted office hours.

Staff: Standard hours for cosmetology are Tuesday–Friday, 9:00 AM to 5:00 PM., for nails, Tuesday - Thursday, 6:00pm - 10:00 pm and Esthetics, Monday through Thursday, 5:30pm to 10:30 pm.

Holidays: New Years eve or day, Fourth of July, Thanksgiving day and the day after, the day before, Christmas day and the day after Christmas.

4. Teaching & Academic Responsibilities

Syllabi: Will be prepared prior to each six week session and includes a daily schedule as well as learning outcomes.

Grading: Final grades due within 72 hours of course completion.

Student Support: Faculty are expected to provide timely feedback and maintain accessibility.

5. Code of Conduct

Professional Behavior: Respectful communication and ethical conduct are mandatory.

Academic Integrity: All employees must uphold standards of honesty in teaching, research, and service.

FERPA Compliance: Protect student records and personal data.

6. Leave Policies

Vacation and or Personal Leave: Accrual based on employment status—if hired on a continuous basis, after one year one weeks paid vacation, three year two weeks, five and more years three weeks.

Each instructor is responsible for finding a substitute if they have to be out for any reason. Normally a two week notice is required and must be cleared to assure a substitute is available. In the event that the absence is unplanned, the College Director should be contacted and if a substitute can not be located the instructor (upon approval of the College Director) will notify students of the class not being held that day.

Family & Medical Leave: FMLA-compliant; documentation required.

7. Compensation & Benefits

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**PROGRESS REPORT
FOR 12/14/2025**

student name		Incomplete on 12/03/2025		COSMETOLOGY	
1 Start Date	09/30/2024	4 Overall Average	90.58	7 Attendance %	85.25
Last Date Attended	12/03/2025	Weekly Sched Hours	30.00	8 Total Hours To Date	1,501.65
2 Contracted Grad Date	09/30/2025	5 Total Cost	\$14,730.50	9 Total Sched Hours	1,761.50
3 Revised Grad Date	12/03/2025	6 Current Balance	\$10.50	10 Total Hours Absent	267.44
				11 Total Makeup Hours Total	7.59
				Transfer Hours	0.00

Groups: VETERAN

Subject: 100 Written Exams Average		Grade:	89.24	Completed:	No			
	Result	Min		Result	Min		Result	Min
Sanitation/Sterilization	94	75	Chemistry	87	75	Hair Tinting	92	75
Personal Hygiene/Grooming	94	75	Safety Precautions	88	75	Facials-Skin Care/Make-up	90	75
Professional Ethics	100	75	Shampoos & Rinses	97	75	Electricity	86	75
Public Relations/Salesman	85	75	Scalp & Hair Treatments	97	75	Rules, Regulations & Code	92	75
Psychology	89	75	Hair Shaping	12	50	Prep of State Board	88	0
Anatomy	91	75	Hair Styling	93	75	Mock State Board Written1	88	0
Dematology	88	75	Manicuring & Pedicuring	90	75	Mock State Board Written2	92	0
Trichology	97	75	Chemical Waving	91	75	Mock State Board Written3		75
Nail Structure	85	75	Chem Relaxing/Straighenin	87	75			
Subject: 200 Practical Exams Average		Grade:	92.04	Completed:	No			
	Result	Min		Result	Min		Result	Min
Freshman Styling	100	80	Softcurls	90	80	Facial	90	75
Freshman Color	100	80	Hair Straightening	96	80	Design Forum	94	80
Freshman Texturing	98	80	Hair Extensions	13	75	Advanced Hair Cutting	90	80
Freshman Cutting-Women	95	80	Relaxer Retouch	88	75	Threading	85	75
Freshman Cutting-Men	98	80	Advanced Hair Texturing	90	80	Mock Board Practical 1	94	0
Manicuring	92	80	Partial Horseshoe Highlight	88	75	Mock Board Practical 2		0
Pedicuring	88	80	Advanced Hair Coloring	90	80	Mock Board Practical 3		85
color wheel	100	75	Full Highlighting	88	75			
Relaxers	86	80	Long Hair Design	92	80			
14 Subject: 300 Clinic Services Totals		Grade:		Completed:	Yes			
	Result	Min		Result	Min		Result	Min
Shampoo	23	150	Rinse/Conditioners	9	50	Eyelash Tinting		2
Hair Cuts	26	150	Hair Pressing	30	1	Facials/Make-Up	6	6
Wet Sets	35	100	Hair Colors	3	12	Tricoanalysis	15	15
Comb Outs	3	100	Bleach/Highlight/Fst	2	7	Oil Manicure	2	2
Blow Dry/Curl Iron	52	50	Hair/Scalp Treatment	10	10	Braids	10	10
Permanent Wave		50	Manicure		20	Retail Sales		50
Relaxer		2	Pedicure	2	2	Other		0
Curl	29	2	Eyebrow Waxing		10			

At this attendance rate your projected additional cost for absences before you graduate is \$ 15 1,147.82.

Total Loans: 16 \$2,333.00 Bank:

Telephone:

Repayment Begins Shortly After Leaving School

I acknowledge that I must repay my student loan even if I do not graduate or if I am not pleased with the school.

School Official:

SOP Key to progress report

1 Date student started in school this cycle

2 Date student was contracted to complete program adjusted for any leave of absences

3 Given the students record of attendance, this is the estimated date s/he will complete all hours. The student does not meet graduation requirements until all written exams are passed with a grade of 75 or higher, has taken and passed the last schedule written theory written with an 85 or better

4 Over-all average of written and practical exams

5. Total cost charged based on payment periods charged for (see 6 below)

6 Current balance owed. This reflects all monies credited to student account and debits charged. Tuition is charged in payment periods (Cosmetology: 0-450: \$4170 plus \$350 supplies an tools and \$100 admissions fee, 451-900: \$4170; 901-1200: \$2780 plus \$350 supplies and tools; 1201-1500: \$2780. AND \$5.00 per hour after 1530 is scheduled) (Esthetics 0-300: \$3150 plus \$100 admissions fee; 301-600: \$3,150 AND \$5.00 per hour after 640 is scheduled) (Nail Technology: \$1700 plus \$100 admissions fee AND \$5.00 per hour after 324 is scheduled)

7 Net attendance percentage (Total hours attended less make up hours divided by scheduled hours)

8 Total hours actually completed

9 Total scheduled hours at this point

10 Total hours absent

11 total make-up hours

12 Any written grade that is lower than the required grade and will have to be made up

13 Any practical grade that is lowe than required grade and will have to be made-up

14 Clinic experiences that must be completed either on client or manniken or each other

15 The estimated absence charges that will be assigned at the student's current attendance rate

Hour Correction Memorandum

(1) Notes must be complete and signed by instructor the day occurred in order to be processed by me. The back up sheets required by the state board and the daily sign-in/out sheets are not being properly maintained and relying on someone else's memory a day after the incident occurred is not reliable. IT IS THE STUDENT'S RESPONSIBILITY to clock in and out properly.

(2) If a student stays later than scheduled the computer will flag that student. If flagged and a note is turned in we can reflect that on the hours for that day. THAT DAY only. We will not go back for previous days. If a student has stayed over but is not flagged, we will not adjust hours. Also, if a student does not turn in the note the day of the incident, we will not process it.

(3) A student must have clocked in or out at least once during a day for any correction to be made. The system does not allow us to make corrections after the day if no punches have been entered on the clock.

(4) We do not have flexi-time. That means you need to be here your entire scheduled time for us to process any correction note.

(5) A student can take a lunch break anywhere after 11:00am and before 2:30pm. A break can be taken while a customer is under a dryer for a non-chemical service. If there was time for a break and the student didn't take one, that was their choice. AGAIN, NO FREE BREAKS IF A STUDENT IS LATE OR IS SCHEDULED TO LEAVE AT 3:30PM. No "free breaks" before 10:00am or after 3:00pm.

(6) If it comes to my attention that a student is in the break room and has not properly signed in and out, I will no longer consider any Correction Memorandum. If daily sign-in/out sheet and Student Daily Sign-in Sheet is not properly filled in I will not process any corrections.

Nothing herein says that we are unwilling to review any errors that may be resulted from a reason beyond the control of a student if such is brought to the attention of his/her student the week following the posting of hours (each Monday) and all supporting documents are complete and thorough. If the error is due to the carelessness of the student(example: failure to turn in correction memorandum on time, etc) , no attempt will be made.

LTR—Little Things Right

A basic management principle is that if the little things—the things that can be easily seen—are right, then you can be reasonably certain the big things—the things harder to see and harder to measure—are also right!



LTR—Little Things Right

KEY CONCEPTS:

(1) OWNERSHIP

(2) PRIDE



LTR—Little Things Right

CONSISTENCY IS
ESSENTIAL



LTR—Little Things Right

- CLASSROOM
 - Seats are in order
 - Class is clean
 - Class is orderly
 - Educational support material is properly stored
 - Class check form is current



LTR—Little Things Right



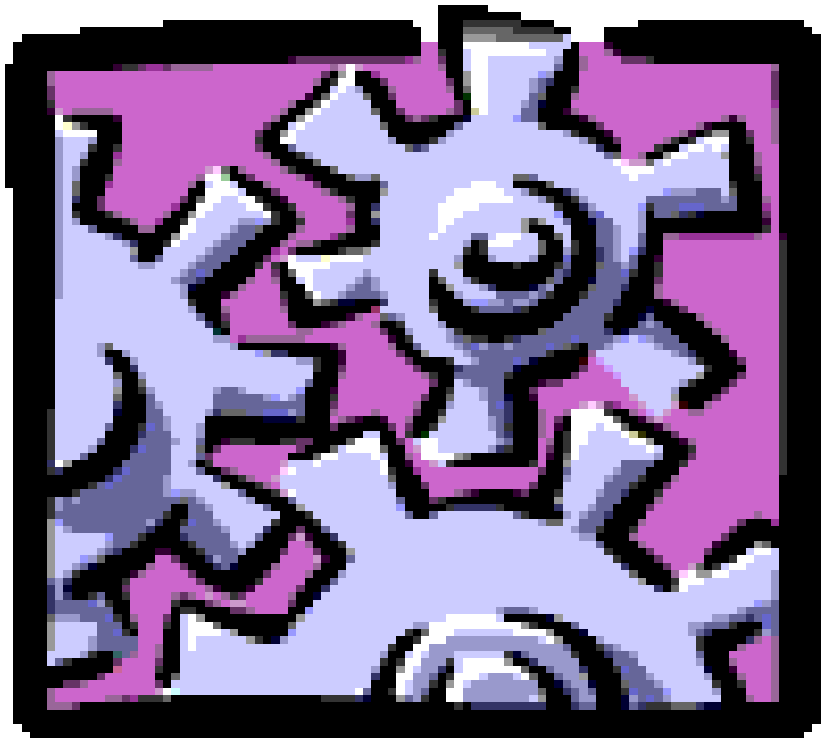
- CLASS
 - Students are in proper dress
 - Students are sitting up-right—not lounging
 - Students have texts and notebooks out
 - Instructor is adhering to lesson plans
 - Instructor is adhering to school's methodology

LTR—Little Things Right

- PROPER DRESS
 - Lab coats buttoned up
 - Over all garments
 - Name tag
 - Proper footwear
 - On at all times
 - No ragged clothes visible
 - Hair styled prior to being in class



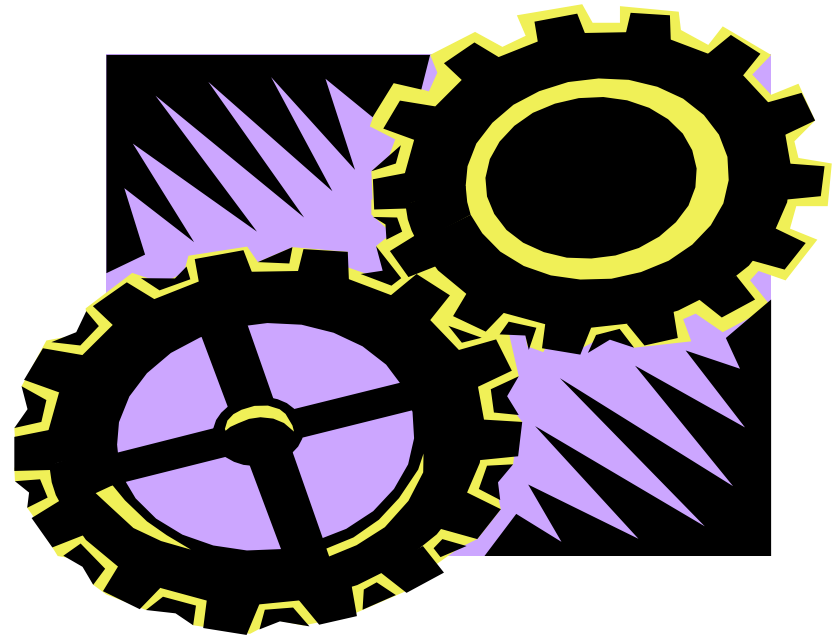
LTR—Little Things Right



- CLINIC
 - Clinic tickets properly filed out
 - Floor clean at all times
 - Dispensary being properly run
 - Containers properly labeled
 - Students at assigned work areas
 - Student work areas clean and orderly
 - Students properly dressed
 - Quality standard—are you personally proud?

LTR—Little Things Right

- CLINIC TICKETS
 - Control numbers
 - Signed by customers
 - Chemical formulations entered
 - Student services properly authorized
 - Services cross-checked by student prior to having checked by instructor

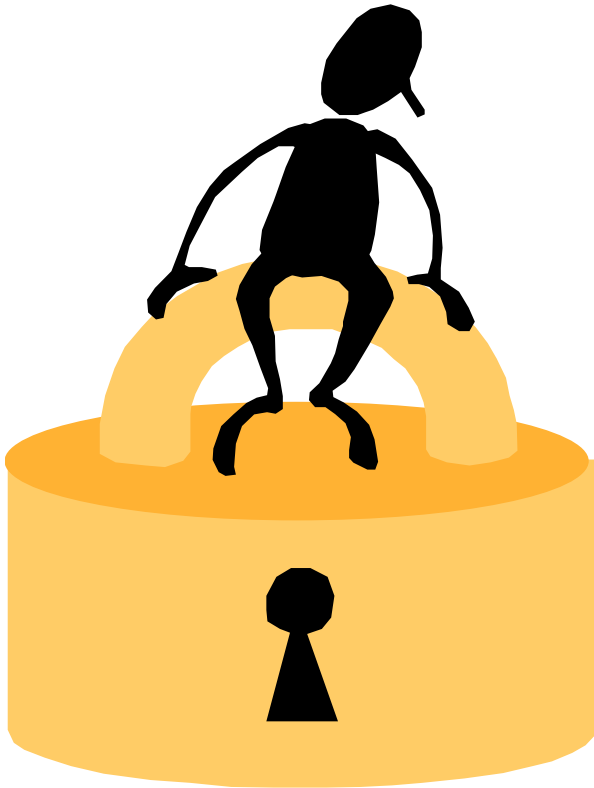


LTR—Little Things Right

- FLOOR CLEAN AT ALL TIMES
 - Aisles
 - Back bar
 - Coffee service
 - Dryer area
 - Manicure area
 - Reception and waiting areas



LTR—Little Things Right



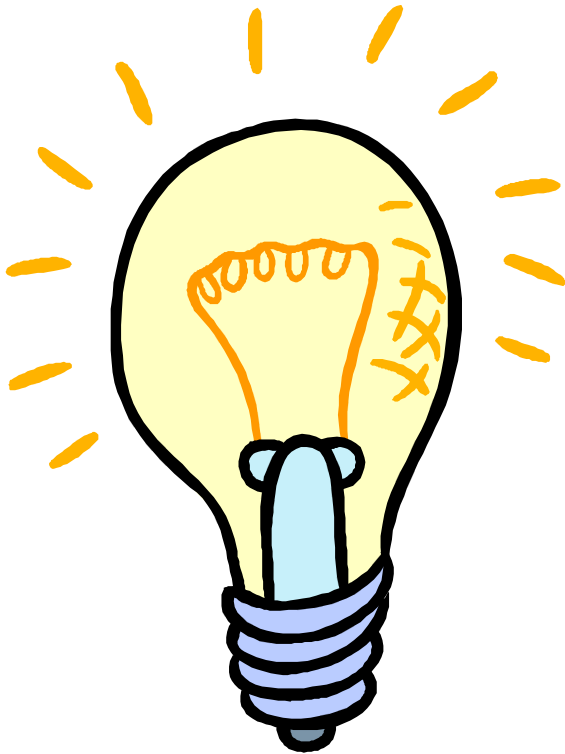
- DISPENSARY
PROPERLY RUN
 - Towels kept up
 - Clean and orderly
 - Sign in sheet being maintained
 - Check sheets being followed

LTR—Little Things Right

- FRESHMAN—
BATHROOMS
 - Toilets clean—outside and in
 - Sink is clean
 - Supplies are present
 - Floors are clean
 - Partitions are clean



LTR—Little Things Right



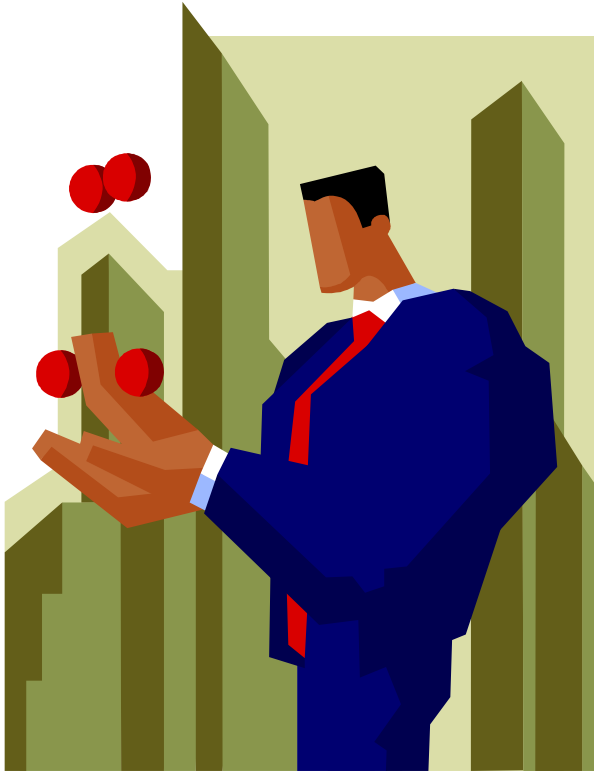
- WORKSHOP—BREAK AREA
 - Clean and orderly
 - Microwave oven is clean
 - Refrigerator is clean daily and emptied and cleaned each Friday.
 - Floor is clean

LTR—Little Things Right

- CLINIC—SPECIAL PROJECTS



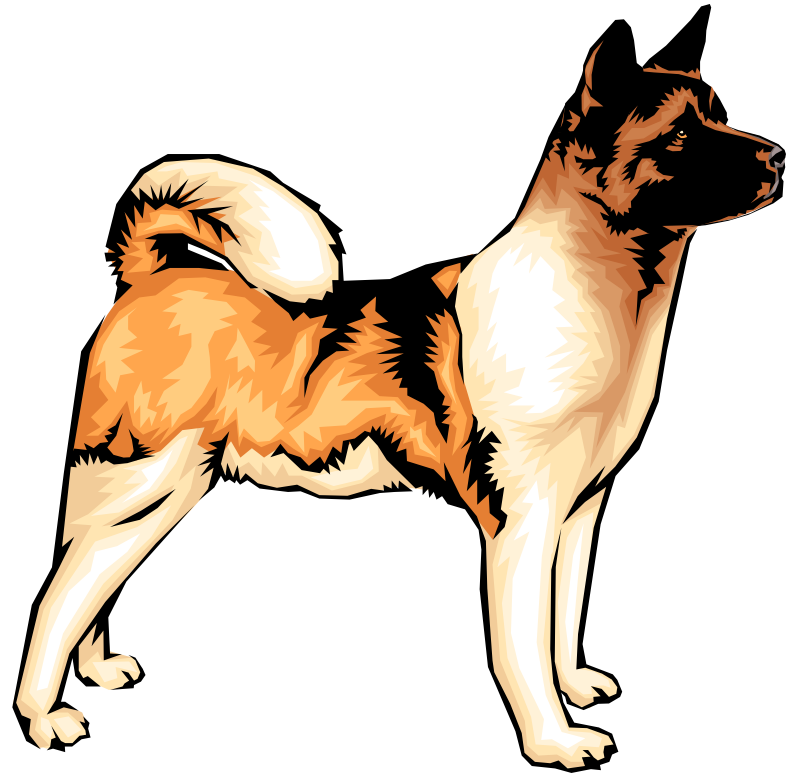
LTR—Little Things Right



- STUDENT DUTIES
- COUNSELING
- ABSENCE REPORTS
- CALLING WHEN OUT 2 DAYS
- DAILY STABILIZATION REPORT
- INVENTORIES
- ORDERLY CLOSETS

LTR—Little Things Right

- Habits are learned
- WHO IS IN CONTROL
 - Whose wagging whose tail



Leave of Absence Policy(LOA)
(Reprint of page 14 from catalog)

An authorised leave of absence (LOA) is a temporary interruption of a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However a scheduled break may occur during an LOA. A LOA must meet certain conditions to be initiated as a temporary interruption in student's education instead of being counted as a withdrawal requiring an the institution to make a refund calculation. In order for a LOA to qualify as an approved LOA: All requests for leaves of absence must be submitted in advance in writing and dated, including the reason for the student's request (such as health related issues of the student or an immediate family member, a financial crisis that can be resolved within the period allowed for a LOA, etc), and include the Student's signature. The student needs to apply in advance for LOA unless unforeseen circumstances prevent the student from doing so. A LOA may be granted to a student who did not provide request the LOA in advance due to unforeseen circumstances. If the institution documents the reason for its decision to grant the LOA the data supporting the reason will be collected from the student at a later date not later than when the student returns. In this example, the beginning date of the approved LOA, would be determined by the institution to be the first date the student was unable to attend the institution because of the accident or similar emergency.

The student must follow this policy in requesting the LOA. There must be a reasonable expectation that the student will be able to return from the LOA. Approval of the LOA is granted after the school director has reviewed the information and signed off approving it. The student will not be assessed any additional institutional charges as a result of the LOA. A student will not be granted LOA if the LOA together with any additional leaves of absence previously granted exceed a total of 180 Calendar days in any 12-month period. A student granted a LOA that meets these criteria is not considered to have withdrawn and no refund of calculation is required at this time. The student's contract period will be extended by the same number of days as taken in the LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties or an addendum must be signed and dated by all parties. The withdrawal date for the purpose of calculating a refund if the student does not return from the LOA is the student's last day of attendance.

STUDENT COUNSELING

The catalog page 18 and pages 20-24 and the handbook pages 7-10 outlines our college policies which require counseling.

Counseling can include verbal warnings (noted on back of student file) or written warnings. Any time demerits are assigned a written warning is required. If a student refuses to sign a note to that effect will be included on counseling form. This SOP identifies those rules and policies that require a demerit as indicated. Written counseling is required when progress reports are reviewed with student and at any other time the instructor feels such is appropriate and copy of which will be placed in the student file. If the instructor feels the student is not being responsive to his or her counseling, arrangements should be made for the student (and the instructor) to have a appointment with either the director of education or the college director.

Demerits should be noted on the back of a student's file. Once a student accumulates 6 demerits, that student should be suspended for three days. Once a student accumulates a total of 12 demerits, that student shall be suspended for a full wee. Depending on the severity of the issues involved, the student may be suspended for up to three weeks (in which case no absences will be recorded) or from the college after discussing the matter with the college director.

Rules affecting the college as a whole

Rules 1-3 related to clocking in and out and clearly states that any student who leaves his or her work area must inform the instructor (using the in/out sign sheet) will be given one demerit.

Rule 4-5 relates to a student who is absent or late (3 times in a month) and has not informed the instructor in advanced will be given a demerit.

Rule 7 relates to a student who misses a scheduled quiz or exam will have a grade of "0" recorded until the work is made up.

Rule 9 states that students will not receive or call anyone during class time.

Rule 13 states students must keep their work area neat and orderly at all times or receive 2 demerits.

Rule 17 relates to a student who does not do his or her required duty and sign duty sheet reflecting such was done. Failure to do so will result in 2 demerits

Rule 24 deals specifically with any student who participates in or conspires willingly and/or wantonly damages or destroys any property of the college, a staff member, an instructor or students is subject to immediate and permanent expulsion

Rules for clinic operations

(2) states students need to check with the front desk to see if they have been scheduled for a service before they go on break

(4) states that students can not refuse a client or pass that client off to another student without the permission of the instructor will be sent home for the remainder of the day

(5) states that clients should receive the same respect and professional treatment as they would expect to receive in a premium establishment or receive 1 demerit

(9) requires that students be familiar with the pricing policy and that the price of a service should be discussed with the client before the service is begun or receive 2 demerits.

(10) sets forth requirements to be performed before various services are attempted, failure to do so

will result in 2 demerits being assessed.

(13) No student should ever suggest that a client give them a tip while they are at the school. Doing so will result in 2 demerits being assessed.

(14) Students should completely clean their work area (including sink, tables, and tools, etc) and sanitize themselves before accepting another client. Failure to do so will result in 2 demerits being assessed.

(15) deals with students clearing any and all breaks with the instructor before going on a break (2 demerits)

(16) no break can be taken while a client is being serviced with exception of when a client is under a dryer after a shampoo and set. 3 demerits

(17) students need to remain in school the entire time they are scheduled unless they have informed the instructor at the beginning of the day or emergency develops (2 demerits)

(18) states the no student service will be performed without the express of th instructor and only students who are caught up on their work and have attended school at least 90% of the time the previous and current week are eligible for a student service and further they must pay for the service before it is started. (3 demerits)

(19) Client services always take precedent to student services (2 demerits)

DRINKING AND EATING ANYWHERE OTHER THAN IN APPROVED AREA.

OSHA and the SB regulations make it clear that eating and drinking in a salon or school could be viewed as a sanitation issue and is therefore not permitted anyway in such a facility other than an approved break area. In 1990, during a SB meeting, I questioned how drinking from a closed container could be argued to be a sanitation issue. At that time, the SB agreed and said that as long as the container was fully identified (either because it was professionally marked such as a COKE can or COFFEE purchased from a vendor, etc. or as long as the container was clearly marked reflecting its contents) drinking would be permitted as long as the user cleaned up a spill as soon as it happened. To this date, no one has ever been cited for this violation and has gone over this rule during orientation. No eating of anything is permitted anywhere other than a designated area (the back side of front desk, my office and the break room have been so designated). Drinking is permitted only as outlined above. No food must be stored on the clinic floor area or in any cabinets there unless in an approved eating area. Food should be stored in the student break room refrigerator if perishable or if non-perishable in the student's locker. If it is intended for immediate consumption, it can be left on the tables.

NAME TAGS AND SIGNING CLINIC SERVICE TICKETS BEFORE THE SERVICE IS STARTED PROTECT THE STUDENT.

Name tags must be worn to identify you as a student. This is a SB rule. The biggest reason for a student to wear it is that doing so protects them from liability suits. In the past, there were situations where a client sued the student and school claiming they thought the service was being performed by a licensed operator and caused damage to their body. Most liability insurance companies require that if a student is performing a service, not only does all literature have to point that out but the student must have some identification (a name tag) reflecting they are a student. Believe it or not, a mere posting or even a signing a ticket can be argued that no one really reads those things anyway. Signing is just a formality. Further, tickets are supposed to be signed BEFORE the service is undertaken.

STUDENTS WHO ARE SCHEDULE 7.5 HOURS HAVE A TEN MINUTE BREAK IN THE MORNING (PROVIDED THEY ARRIVE ON TIME) ON THE CLOCK (BETWEEN 10AM AND 11AM), HALF HOUR FOR LUNCH (OFF THE CLOCK) AND A TEN MINUTE BREAK IN THE AFTERNOON (AGAIN PROVIDED THEY INTEND TO STAY UNTIL 5:00PM) BETWEEN 3:00PM AND 4:00PM. These on the clock breaks as all on the clock breaks but be recorded on the control sheet. If an instructor sees a student in the break room who has not signed out, the instructor should immediately record the time s/he is aware they are in break room and remind student to sign back in when break is over. STUDENTS WHO ARE SCHEDULED 6.0 HOURS HAVE A TEN MINUTE BREAK IN THE MORNING (PROVIDED THEY ARRIVE ON TIME) ON THE CLOCK (BETWEEN 10AM AND 11AM), HALF HOUR FOR LUNCH (OFF THE CLOCK). STUDENTS WHO ARE SCHEDULED LESS THAN SIX HOURS PER DAY (EVENING STUDENTS) ARE ALLOWED ONE 10 MINUTE BREAK BETWEEN 8PM AND 8:30PM. . These on the clock breaks as all on the clock breaks but be recorded on the control sheet. If an instructor sees a student in the break room who has not signed out, the instructor should immediately record the time s/he is aware they are in break room and remind student to sign back in when break is over. Any break beyond these “free breaks” can be charged against the time they are here.

SB Sheet: STUDENTS MUST SIGN IN FOR DAY AND OUT FOR LUNCH, BACK IN AFTER LUNCH WHEN THEY ARE RETURNING TO WORK (NOT GOING TO LUNCH AREA TO EAT) AND AT THE END OF DAY. Only sign in when clocking in, out when clocking out of lunch, in when returning from lunch to go back on floor and out at the end of the day. A student may take longer than ½ hour for lunch with the instructor’s approval but any time beyond ½ hour must be off the clock.

failure to do this will make it impossible for instructor to verify any clock errors

STUDENTS MUST SIGN IN AND OUT ANY TIME THEY LEAVE THE CLINIC AREA ON CONTROL SHEET KEPT AT FRONT DESK AT ALL TIMES, ONE SHEET PER DAY.

failure to do this will make it impossible for instructor to verify any clock errors

STUDENTS SHOULD HAVE CLOCK ERROR SHEET COMPLETED BY THE STUDENT THE DAY IT IS DONE AND SIGNED BY THE TEACHER WHO IS IN CHARGE.

failure to do this will make it impossible for instructor to verify any clock errors

AND any note not filled in correctly will be thrown away! These are permanent records subject to inspection by SB and our auditors. If you don’t fill them out completely they are junk and henceforth will be treated as such.

STUDENTS MUST INITIAL THE WEEKLY SHEET EVERY WEEK

failure to do this will make it impossible for instructor to verify any clock errors

These sheets are an extra we provide and we will start removing and filing any sheet more than two weeks old. Your app allows you to review your hours on line so in a way these sheets really serve no purpose but they make it easy for you to check your hours by comparing total net absents from last two weeks.

If these sheets are not being used I will stop making the effort to print them week to week.

Any mistakes with your hours from the previous week can be corrected the next week after the hours have been posted to the computer (visible on app and on weekly sheet if I continue to make it).

Again, these correction sheets can only be filled in by the student and signed/verified by the instructor who was in charge and they provide documentation kept of file for checking.

They must be complete and all the above requirements must be met,. This is not a matter of your or even your instructor remembering, it requires the above DOCUMENTATION.

Graduation Requirments

In order to complete of study the student must complete the following items before trying to exit.

(1) All written tests mut have a passing score of "75" or above. If a lower score is recorded, it must be made up. The EXCEPTION is that the last most written and practical mock board must have a score of "85" or above. All scheduled exams must be taken or a grade of "0" will be recorded even if a passing grade was previously earned If a student is enrolled when a test previously passed is scheduled and s/he chooses not to take it, a graded of "o" will be entered.

(2) At least the number of mock boards identified in the catalog must be completed and the last one scheduled but by passed. If a student misses a scheduled exam a "O" will be entered. Students must arrive on time for a mock board, written or practical or they will not be allowed to take that one.

(3) All practical exams must be taken and passed with grade of "80" or above again with the exception of the mock board last practical exam scheduled and taken which must be passed with an "85". The Mock Board Written exam will be allocated "90" minutes.

(4) All clinic activities must be completed, ether on a client or manniken. In order to count as a requirement to graduate, the grade must be approved by the instructor on the day it is attempted. Manniken work should be varied amount various tasks (using the clinic worksheet available from the instructor as a guide). Only one of each service should be completed until all of the services have been completed. Cosmetology Sophomores should complete 4 services on clients or mannikens a day, _{rd} second session sophomore should be able to complete 5, 3 session sophomores should be able to complete 6, first session juniors should be able to complete 7, second session juniors should be able to _{rd} complete 8, 3 session juniors should be able to complete 9, and seniors should be able to complete an

addition service/practice for every six weeks they are in school, (10, 11, 12, etc). Nail technicians and Esthetics students should adhere to the "round robbin activites assigned by the instructor. Remember the purpose of the clinic experience is to help instill confidence in the still being attempted as well as to develop speed to salon level requirements. Uploaded Clinic activities will be compared with daily clinic report to verify work was completed by student.

(5) Complete the appropriate "Smart Start" sheet for each program on an actual client within the time frame specified. Each service must be observed and time by an instructor for credit to be given.

(6) Pay all monies owed.

(7) Complete the "Exit Interview" sheet prior to trying to exit from the school including actually completing a loan exit interview on line (studentaid.gov) and bringing a copy showing its completion if you had a student loan.

CONSISTENCY

CONSISTENCY



IN-SERVICE TRAINING SESSION

Tuesday, 03/11/2025

CONSISTENCY

CONSISTENCY



OVERVIEWS



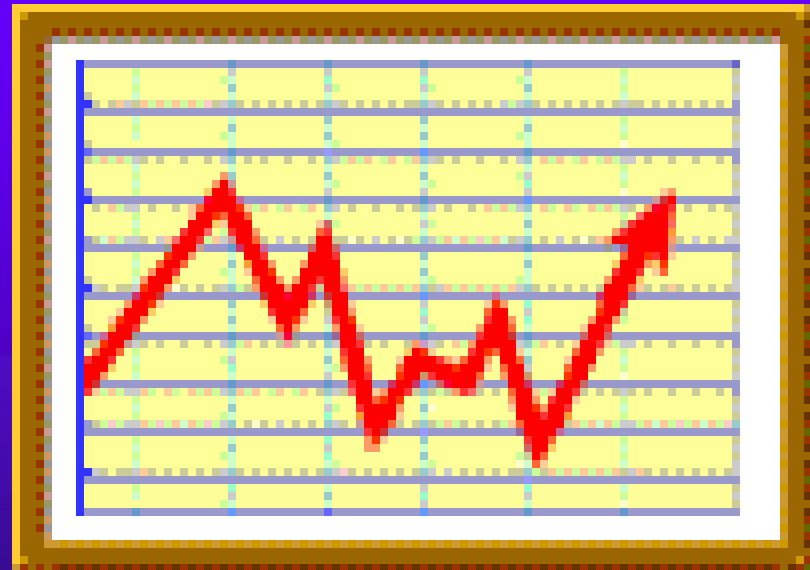
CONSISTENCY

- ◆ Clinic Orientation
- ◆ Dispensary Orientation
- ◆ Excuse Notes
 - never for 9
 - never for forget to clock out for lunch
- ◆ Monthly Report
- ◆ Catalog/Handbook
 - demerits



COUNSELING

- ◆ Monthly reports
 - 1
- ◆ PHASES
 - Identify behavior
 - Relate to work
 - Negotiate solution
 - Commitment



CONSISTENCY



COUNSELING—Empathize— do not sympathize

◆ Identify Behavior

- Repeated tardiness
- Identify your feelings
 - When you are late, I think you are being disrespectful to me and the class
- Relate to Work
 - If you don't develop dependable work ethics you won't keep a good job

◆ Negotiate Solution

- Discover WHY student has problem
 - I turn my alarm off without thinking
- Suggest solutions
 - Move alarm clock across room

◆ Commitment

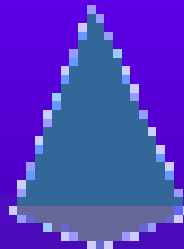
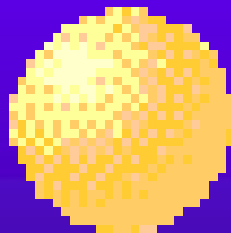
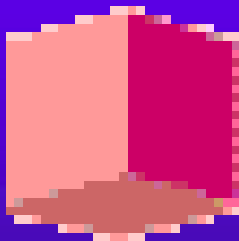
- “I understand how you may feel that way, but...”
- I will get out of my house ten minutes earlier than I have been

CONSISTENCY



DOCUMENT/DOCUMENT

- ◆ Floor sheets
 - Demerits
 - Factor in for SAT?



- Breaks?

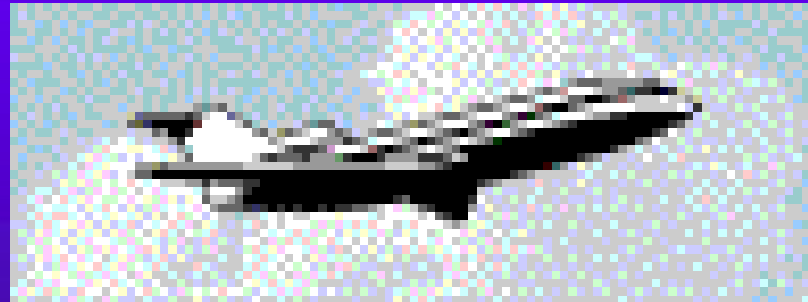
- ◆ Counseling Forms

CONSISTENCY

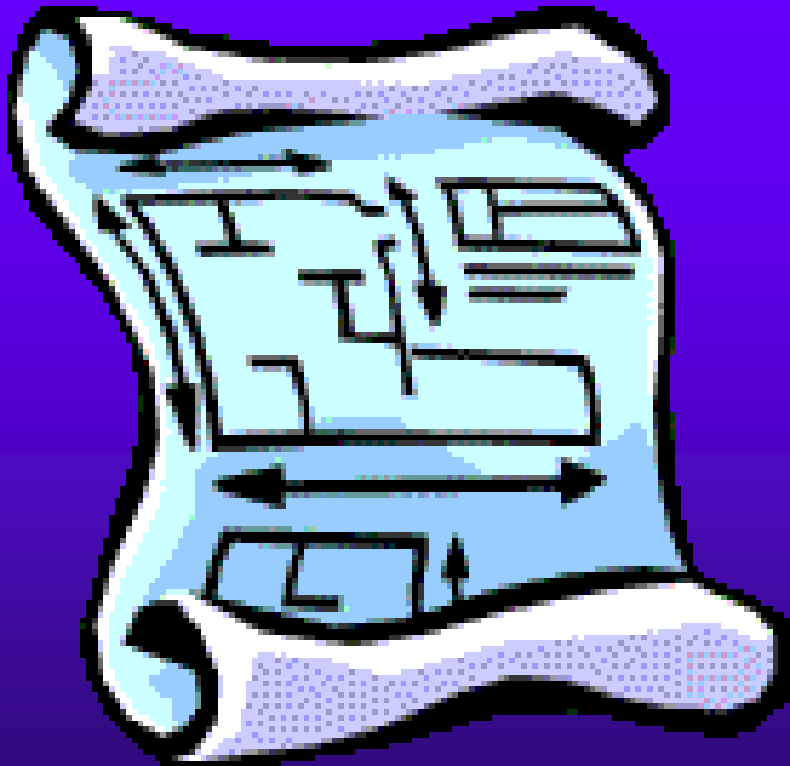


CONSISTENCY

- ◆ Things go smooth if we all work together
- ◆ Students know what is expected
- ◆ The biggest favor we can do to them and ourselves is to steadfastly enforce rules/policies
 - Avoids blowups
 - Creates predictability



BENCHMARK GRADING



- ◆ 5 CRITERIA
 - 5 – PERFECT
 - 3 – SLOPPY BUT CLUE
 - 4 - DEFAULT
- ◆ NO CLUE, NO GRADE--REPEAT

CONSISTENCY

POORLY SERVED IF WE DON'T DEMAND BEST

- ◆ FALSE EXPECTATIONS
- ◆ PASS-OFF PROBLEM
- ◆ WASTES TIME



CONSISTENCY



NO TIME TO SIT IN W/S



- ◆ No student should be working on paperwork while others are doing manikin work
 - Unless 90 or better
- ◆ Preference would be to rework previous assignments not fully satisfactory
- ◆ Finished look
- ◆ TIME-TIME-TIME

CONSISTENCY



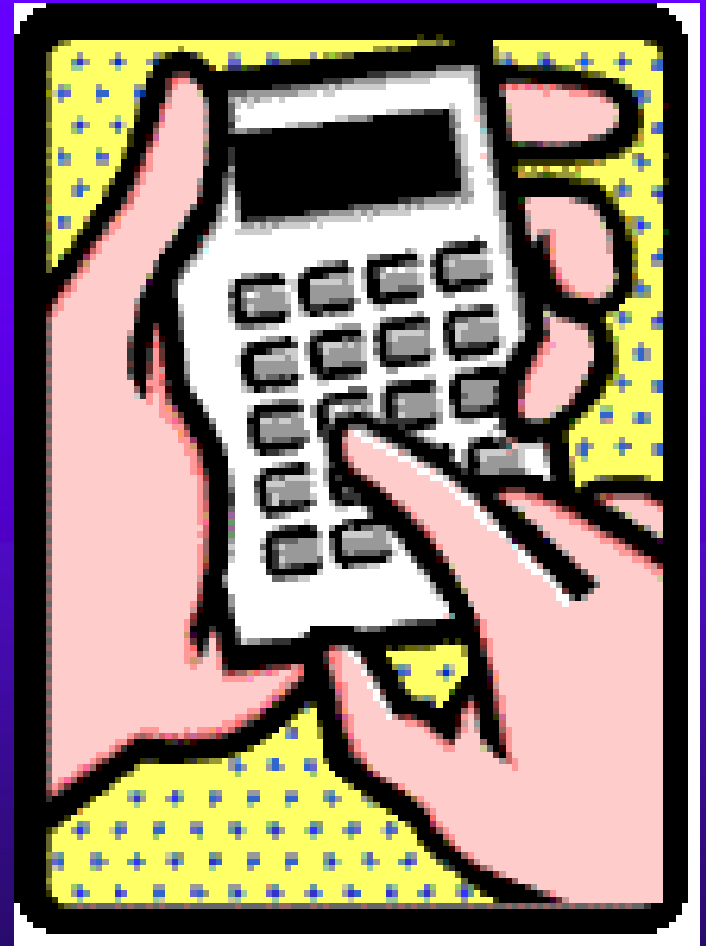
Teaching Methodology

- ◆ Lesson overview and objectives
- ◆ Vocabulary
- ◆ (if audiovisual support)—
 - Objectives
 - Lesson
- ◆ (if audiovisual support)—
 - Entire lesson
 - Broken into elements
 - Demonstration
 - Student practice
- ◆ Review textual material

CONSISTENCY

Teaching Methodology-cont'd

- ◆ FAMILIARITY WITH LESSON PLAN ESSENTIAL
- ◆ LESSONS CAN NOT BE READ
 - If students read, never more than two sentences
 - Followed by comments and explanations

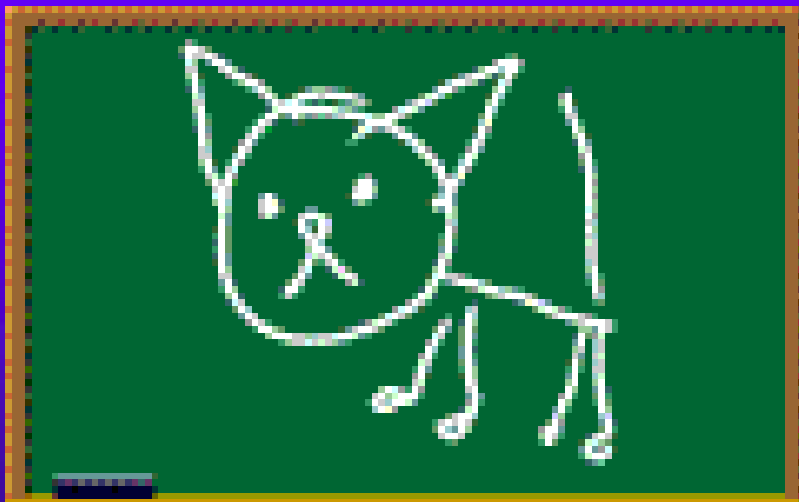


CONSISTENCY



USE BLACKBOARD

- ◆ All vocabulary terms



- ◆ All key points

CONSISTENCY



PRACTICALS

- ◆ ONLY grade if performed correctly
 - S&S
 - Logged
 - Checked
 - When performed
- ◆ If we all do this, things will run smoothly

CONSISTENCY



Workshops



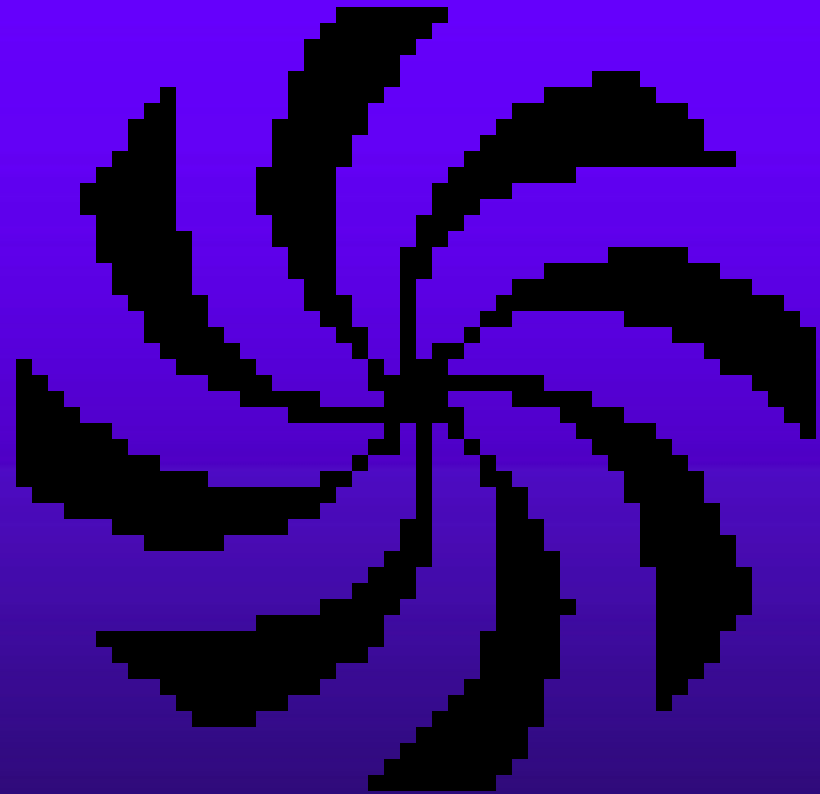
- ◆ Mark off based on performance and cooperation
- ◆ Start at top of day
- ◆ TIME-TIME-TIME
 - Mini-pressure cooker
 - Finished look

CONSISTENCY



Dispensary

- ◆ Credit should be given based on performance, starting from top



CONSISTENCY



BREAK MONITOR?

- ◆ Senior assigned to watch breaks and study



CONSISTENCY



Classes and workshops

- ◆ No breaks before 9
- ◆ Freshman—12-12:39
- ◆ WS—12:39-1
- ◆ No breaks after 4
 - Resume class after duties until at least 4:55



CONSISTENCY



CONSISTENCY

CLINIC—PRE-PROFESSIONAL

ZONING

Back area

◆ Front area

Newbees

◆ Chemical closet

Back dispensary

◆ Reception area

Bathrooms

◆ Facial room

Passage way

INDEPENDENCE

STEALING IS STEALING



- ◆ Theft is grounds for immediate expulsion
- ◆ Theft of property
 - Unless extreme extenuating circumstances—**EXPULSION**
- ◆ Theft of time
 - Extra breaks
 - Don't clock out
 - **SUSPENSION**

CONSISTENCY



STATE BOARD AND OTHER PRACTICALS



- ◆ Consistency
- ◆ Know what to look for
- ◆ Standardize
 - Weekly review

CONSISTENCY

Clinic Floor Instructor SOP

(1) Download <https://attendance.fameinc.com/Fame> on your smart phone or computer so you can monitor muches... See me or Mr. Smith tp set up account if you have not done so. You will also need to create a AHT.ap (to review your stgudenbt's daea) , Fame Account (to post grades) and a PIVOT POINT Lab acct., (to review student progress, see test results, etc).

(2) Carry the student sign-in our sheet with you on a clip board so students can sign out and in with you any time they leave there assigned work area. Monitor by cycling the clinic floor at least on an hourly basis and checking in the break room if the student is not in assigned statio, also make sure students are follow safety and sanitation requirements, check services and practical work in progres, assistig as needed and when time permits demonstrate areas of weakness with a group of students that are not busy.

(3) As a student complete a service o manniken work, you need to review there phone or computer to accept or reject service or manniken work completed. Each service or manniken work needs to be reviewed and approved or rejected as completed

(4) While on clinic floor, students are supposed to be at their assigned station working on a client or performing services on manniken. They are not supposed to be on phone or computer taking tests, etc. It is imperative that students stay busy in this area so they are able to complete their activities within their scheduled hours. First session Sophomores should complete 4 services on clients or mannikens a day, second session sophomore should be able to complete 5, 3rd session sophomores should be able to complete 6, first session juniors should be able to complete 7, second session juniors should be able to complete 8, 3rd session juniors should be able to complete 9, and seniors should be able to complete an addition service/practice for every six weks they are in school, (10, 11, 12, etc).

(5) Periodically review State Board sign out/in sheet to assure students are properly signing out and back in when leaving and returning to the clinic floor. They should not sign in until they ae returning to clinic floor, not going into break area.

(6) You need to go to the front to accept payment from a customer for services if Jim is not there. Students should not cash a customer out.

(7) Students who are attending above 90% of the prior week and are caught up on all their assignments may receive a students service. Any service involving chemical products must be paid for in advance (½ regular price). All other students are not eligible to receive a student service but should be working on clients or mannikens.

(8) Assign students duties to complete before they leave each day and check to see that they have completed duty prior to leaving.

(9) Make sure students are not lounging around and behaving professionally, wearing name tage, etc.

(10) Review weekly hours to verify that students were here for the hours recorded.

(11) Have assigned students sign monthly hour report for State Board

(12) Review progress reports with student each six weeks and file copy in student file..

(13) Make sure clinic area is cleaned and secured prior to leaving each day.

Class Room Instructor SOP

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(2) Review Caos vs Order on the first day of each session and filed in students file

(3) Review progress reports with student each six weeks and file copy in student file..

(4) Follow syllabus and mark of on posted copy as day's activities have been completed.

(5) Introduce topic for the say, show Pivot Point and related audio-visual, demonstrate activity and have students follow up by demonstrating and grading activity.

(6) Oversee clinic activities.

(7) Students who are attending above 90% of the prior week and are caught up on all their assignments may receive a students service. Any service involving chemical products must be paid for in advance (½ regular price). All other students are not eligible to receive a student service but should be working on clients or mannikens.

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(11) Have assigned students sign monthly hour report for State Board

(12) Review progress reports with student each six weeks and file copy in student file..

(13) Post grades by end of each session so they will be seen when new progress report is printed

(14) Make sure area is cleaned and secured prior to leaving each day.

Clinic activity

From: Robert MacElhiney (hairchamps@bellsouth.net)

To: sherrylbrilla@att.net; young.latanya@yahoo.com; jyllal29@gmail.com; quintandco@gmail.com; allison1983@gmail.com; ervinsmith@icloud.com; hairchamps@bellsouth.net; jking8606@att.net

Date: Thursday, January 15, 2026 at 05:55 AM EST

We had a student who submitted and got approved 509 clinics in a single week

I'm sure there are other students that are reviewing the system as well

Clinics are supposed to be approved on a daily basis and only clinics that you see them do should ever be approved

I am instructing a software company to delete any clinic that is more than two days old

You need to let students know they need to upload the clinics daily and you need to check each day to see that it's done

Obviously, something is wrong when someone claims 590 clinics in a single week and claims they just never got uploaded because the teacher didn't check on them

In the future refuse to approve any clinic that you didn't see being done the day it was done that's the way it's supposed to work. That's the way it's designed to work. In the future, the system is going to automatically delete old activities so they need to understand they better get an approval on a daily basis or they will not credit for them. While the fact that we won't delete them for two days should not be shared with the students but is only there in case it is crazy and the instructor did not get around to approving them.

Anything else is encouraging fraud--whether intentionally or not

All Clinic work is done under the supervision of Instructor that they show pictures even with their hands on it doesn't mean they did it since they can take multiple pictures of the same activity at different times clearly what's working now is not working.

This is has got to be corrected to meet our accrediting standards and our school standards and to meet your standards Thank you for your assistance in this matter but again you need to let the students know they need to do this on a daily basis There is no way you can approve the clinical done properly unless you know that they did it and you can't go back over a period of time

Thank you for your cooperation on this

To: ervinsmith@icloud.com; young.latanya@yahoo.com; sherrylbrilla@att.net; jyllal29@gmail.com; quintandco@gmail.com; allison1983@gmail.com; hairchamps@bellsouth.net; jking8606@att.net

Date: Thursday, January 15, 2026 at 06:06 AM EST

SMART START SHEETS

All smart activities are required to be performed on a living, live customer and pass within the time frame specified response that she should be given to them after they're down to the last 250 hours for cosmetologists, 160 hours for estheticians and 80 hours nails technicians

General Operating procedures

All equipment used should be properly cleaned immediately after use

Towels and sheets used should be laundered and dried whenever a small amount needs to be cleaned.

Treatment rooms should be thoroughly cleaned after use and beds should be set up for next client.

Spa Close Out

Since no services are supposed to be performed after 9:00pm all electric appliances are unplugged (steamers, waxing, towel warmers, microdermabrasion, facial machines, etc) and properly cleaned

All plants are watered in needed

Reception area needs to be set up properly (students are never supposed to sit or lounge in this area)

Beds are to be prepared for next days services

bathroom is properly cleaned

service rooms are properly cleaned

floors throughout are cleaned

all dirty laundry has been washed

Close out

- (1) make sure lounge door is locks
- (2) make sure all lights in rear of bld are off (including both restrooms)
- (3) make sure the lamps in front area are turned off
- (4) make sure back door in spa is locked
- (5) make sure all faucets in spa are off
- (6) make sure master switch in spa is off
- (7) make sure hourly report for cosmetologists and estheticians is verified by instructor
- (8) make sure all water is sinks is off
- (9) make sure all lights on cosmetology are off\
- (10) make sure all exterior doors are properly locked

4/30/25

Close out

- (1) make sure back student lounge door is locked
- (2) make sure all lights in rear of bld are off (including both restrooms)
- (3) make sure the lamps in front area are turned off
- (4) make sure back door in spa is locked
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4/30/25

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4/30/25