

Table of Contents

Accreditation.....	4
Admissions Policy.....	4
Approved Curriculum.....	16
Attendance.....	12
Campus Security.....	23
Cell Phone Policy.....	21
Cheating.....	22
Community Involvement.....	26
Compensation and Physical Demands of the Industry.....	27
Complaint Procedure.....	19
Copyright Infringement.....	26
Courses and Tuition.....	7
Disabilities and Accommodation.....	5
Dress Code.....	22
Drugs and Alcohol Policy.....	24
Emergency Procedures.....	23
Facilities.....	4
Financial Aid.....	8
Financial Aid Disclosures.....	10
Food and Drink Policy.....	21
Grading Scale.....	16
Graduation Requirements.....	18
Harassment Policy.....	25
How our Students are Doing.....	19
Incentive Compensation.....	26
Kits, supplies, stations.....	21
Leave of Absence.....	20

Licensure.....	18
Mission Statement.....	4
Non-Discrimination Policy.....	5
Payment Options.....	7
Personal Services.....	21
Placement.....	18
Professional Conduct.....	21
Re-Enrollment.....	6
Refund Policy.....	11
Rights and Responsibilities of Financial Aid Recipients.....	10
Satisfactory Academic Progress.....	13
School Calendar/ Hours of Operation.....	6
Smoking Policy.....	22
Staff.....	3
Student Clinic.....	21
Student Complaint Procedure.....	18
Student Records/FERPA.....	16
Textbooks.....	16
Transfer Policy.....	5
Unlicensed Work.....	22
Vaccination Policy.....	5
Voter Registration.....	26
Withdrawal Procedure.....	20

STAFF

Administrative Officials

Owners: Roy and Frances Hand

Director: Roy Hand

Managing Director: Frances Hand

Director of Instruction: Frances Hand

Assistant Director: Gina Hand

Instructors

Frances Hand, Director
Cosmetology Instructor

Gina Hand, Assistant Director
Cosmetology Instructor

DeGloria Myles
Cosmetology Instructor

Barbara Woolley
Cosmetology Instructor

Diane Works
Cosmetology Instructor

Diana Steagall
Cosmetology Instructor

Ria Caquelin
Cosmetology Instructor

All instructors are licensed by the Louisiana State Board of Cosmetology.

OWNERSHIP

The owners, Roy and Frances Hand, purchased the school in 1972. Mrs. Hand graduated from the school when it was Burlingame Beauty School and was an instructor under the previous owners. Mrs. Hand is an active instructor who has served on the Louisiana State Board of Cosmetology for 20+ years.

ACCREDITATION AND LICENSURE

Denham Springs Beauty College is accredited by the Council on Occupational Education. The school was initially accredited in 1989 by the Southern Association of Colleges and Schools. In 1994 the Council on Occupational Education became independent from SACS. Denham Springs Beauty College has been accredited by COE since 1994.

The school is licensed by the Louisiana State Board of Cosmetology to offer post-secondary education.

MISSION STATEMENT

The mission of Denham Springs Beauty College is to provide a course of instruction that will equip and prepare students to meet all of the requirements to become licensed cosmetologists or licensed manicurists.

Our objectives are threefold:

1. To provide students with the proper training to become skilled cosmetologists or manicurists;
2. To assist each student in realizing his/her professional potential;
3. To assist each student to realize his/her personal potential by enhancing their attitude, communication skills, personal appearance, and general approach to life.

FACILITIES

Denham Springs Beauty College is a one-story building with approximately 4,800 square feet and can accommodate up to 80 students. The main building consists of one major clinic area, one large classroom, manicuring area, restroom facilities, and administrative offices. A satellite classroom is located directly behind the main building and consists of two classrooms for freshman classes.

ADMISSIONS POLICY

In order to enroll at Denham Springs Beauty College, a person must be at least 16 years old and have a high school diploma or a GED. To secure a spot in a class, a prospective student must pay an enrollment fee and provide copies of his/her social security card, picture identification, and proof of education (diploma or transcript).

The school accepts diplomas from a list provided by the Louisiana State Board of Cosmetology of approved high schools. Online or distance education schools must be accredited by an accrediting agency approved by the U.S. Department of Education. Home schooled students must have completed a home school program approved by the Louisiana Department of Education. A foreign diploma must be evaluated and translated by a member of The Association of International Credentials Evaluator (www.aice-eval.org) or The National Association of Credential Evaluation Services (www.naces.org).

The school is not authorized under federal law to enroll non-immigrant foreign students. Enrollment is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance at the school.

NON-DISCRIMINATION POLICY

Denham Springs Beauty College does not discriminate on the basis of race, ethnicity, color, national origin, sex, age, religion, handicap or sexual orientation. This policy applies to students as well as employment opportunities.

DISABILITIES AND ACCOMMODATION

Denham Springs Beauty College does not formally assess students for determination of disabilities. Enrolling students who need an accommodation during his/her attendance must notify the admissions office at the time of enrollment requesting specific accommodation. The student must provide a written notice with supporting documentation, such as Individual Education Program from the student's high school, physician's diagnosis of disabilities, etc. The school will make the necessary accommodations for the student. The same documentation will need to be provided to the Louisiana State Board of Cosmetology when applying for licensure exam testing to allow for appropriate accommodations. All students are required to meet the same academic standards for course completion and licensure.

VACCINATION POLICY

Denham Springs Beauty College does not require proof of vaccinations as part of the enrollment process.

TRANSFER POLICY

Denham Springs Beauty College may accept students wishing to transfer from another cosmetology school within the state. To do so, the student must first fulfill any financial/contractual agreement with the previous school. Once the previous school provides the necessary documentation to the Louisiana State Board of Cosmetology stating the student has fulfilled the contractual agreement, the student may then register at DSBC. Transfer applicants will be reviewed on a case-by-case basis. The number of transfer hours accepted will be at the discretion of the administration. Tuition may be adjusted based upon the number of transfer hours.

Students wishing to transfer from another state must first provide the required documentation to the Louisiana State Board of Cosmetology. Transfer students will be granted credit as advised by the Louisiana State Board of Cosmetology. In accordance with the Louisiana State Board of Cosmetology Administrative Code, a manicurist who wishes to transfer to the cosmetology program may transfer up to 250 hours. Tuition and fees will be adjusted accordingly.

Students transferring out of Denham Springs Beauty College must notify the administration, complete required paperwork, and pay any tuition and fees in accordance with the student's contract. The administration will notify the Louisiana State Board of Cosmetology when the student has fulfilled the contractual agreement.

RE-ENROLLMENT

Students who withdrew or were terminated prior to course completion may apply for re-enrollment. The student must follow the same application process as newly enrolling students. Re-enrollment is not guaranteed and will be reviewed on a case-by-case basis. If accepted, students re-enrolling will be charged at the current tuition rate for the remaining hours and for any hours that were not paid for during the previous enrollment. The student will re-enter in the same academic standing as when the student withdrew. The administration will determine at which phase of the course the student will re-enter.

SCHOOL CALENDAR & HOURS OF OPERATION

Denham Springs Beauty College operates on a 12-month basis with new classes starting every five weeks.

School hours are:

Tuesday – Friday, 9:00 am to 3:00 pm

Saturday, 8:00 am to 12:00 pm

Holidays are listed on the academic calendar. The dates of the holidays are decided at the discretion of the administration.

In the event of school closure due to inclement weather, the school will notify local television stations of such closure and will post a notice on the school's website. The administration will attempt to give as much advance warning as is possible. Each student's contract end date will be adjusted accordingly.

ACADEMIC CALENDAR: 2014-2015

August 5, 2014	August class begins
September 9, 2014	September class begins
October 14, 2014	October class begins
November 18, 2014	November class begins
November 27-29, 2014	Closed: Thanksgiving Holidays
December 2, 2014	Classes resume
December 22-23, 2014	Open Monday and Tuesday
December 24-27, 2014	Closed: Christmas Holidays
December 30, 2014	Classes resume
January 1, 2015	Closed: New Year's Day
January 2, 2015	Classes resume
January 6, 2015	January class begins
February 10, 2015	February class begins
March 17, 2015	March class begins
April 21, 2015	April class begins
May 26, 2015	May class begins
June 27 – July 6, 2015	Closed: Summer break
July 7, 2015	Classes resume

COURSES AND TUITION

Denham Springs Beauty College currently offers a cosmetology course and a manicuring course. Both courses include theory and practical. The school has a fully functional clinic floor providing the students the opportunity to practice their skills in a salon-like atmosphere.

Tuition and fees are as follows:

	<u>Cosmetology</u>	<u>Manicuring</u>
Registration fee (non-refundable)	\$100.00	\$ 100.00
Kit/books	500.00	400.00
Tuition	<u>12,500.00</u>	<u>5,000.00</u>
Total	\$13,100.00	\$5,500.00
Clock hours required	1,500 hrs	600 hrs
All tuition/fees paid by	1,300 hrs	500 hrs

The registration fee is non-refundable and will be applied to a class up to six months after the initial registration. The school accepts cash, personal checks and money orders. Any monies paid for kits and books are non-refundable once the kits/books have been issued. All monies owed to the school must be paid before a student can take the practical portion of the licensure exam.

Failure to pay all tuition and fees by the time the student reaches the listed number of hours may result in suspension until the balance is paid.

Students exceeding the contractual time limit for the course will be charged an additional \$25 per day for each day the school is open, regardless of the student's attendance, until the student completes the required hours. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the administration will make a fair and reasonable settlement.

PAYMENT OPTIONS

Denham Springs Beauty College offers the following payment options:

1. PELL grant: This grant is awarded to students with financial need and does not have to be repaid. The amount of your Federal PELL Grant depends on your cost of attendance, expected family contribution, enrollment status and whether you attend for a full academic year or less. Students may apply on line at www.fafsa.ed.gov. Grants are disbursed by payment period as the student maintains satisfactory progress. Please refer to the section on Satisfactory Academic Progress for more details.
2. Federal Direct Student Loans: Students who need additional financial assistance for tuition may apply for a student loan. Student loans are borrowed money that must be repaid with interest. Students may apply on line at www.fafsa.ed.gov. There are several repayment options available for students when they begin repayment six months after completion of school or from the date of withdrawal. Loan payments are disbursed directly to the school by payment period as the

student maintains satisfactory academic progress. Please refer to the section on Satisfactory Academic Progress for more details. The school does not recommend or endorse any lenders.

The National Student Loan Data System (NSLDS) is the Department of Education's central database for student aid. Student financial aid information is submitted to the NSLDS. The information is accessible by guaranty agencies, lenders, and institutions as authorized users of the data system. Student borrowers may access information about a student loan at www.nsls.ed.gov.

In compliance with Louisiana revised statues 37:2951: Before occupational licensing boards may issue a license to a new or renewal applicant, the board must verify with the Louisiana Office of Student Financial Assistance whether an applicant for licensure has defaulted on a student loan.

3. Parent PLUS Loans: Parents of dependent students who need additional funding may apply for a Parent PLUS loan. Loan payments are disbursed directly to the school by payment period as the student maintains satisfactory progress. Please refer to the section on Satisfactory Academic Progress for more details. This is also a federally funded loan in which repayment begins six months after the student completes school or from the date of withdrawal. Students may apply on line at www.fafsa.ed.gov
4. TOPS and TOPS TECH: TOPS is a program of state scholarships for Louisiana residents who attend either one of the Louisiana public colleges and universities, schools that are a part of the Louisiana Community and Technical College System, approved Proprietary and Cosmetology schools or institutions that are a part of the Louisiana Association of Independent Colleges and Universities.
5. Monthly payments: Students may make interest-free monthly payments directly to the school. Payments must be made between the 1st and 10th of each month. Failure to make a payment may result in suspension until the student can resume monthly payments. Cosmetology students must have all tuition and fees paid by 1,300 hours and manicuring students by 500 hours.
6. Private education loans: Denham Springs Beauty College does not offer any private education loans.

FINANCIAL AID

Denham Springs Beauty College provides several financial options for its students. The school currently participates in the Title IV program offering PELL grants, Parent PLUS loans, and federal student loans to qualifying students. The school currently uses a third-party servicer, Deborah John and Associates, to process federal funds.

All required documentation necessary for complete processing of a student's financial aid must be turned in within 60 days of enrolling. Failure to provide required paperwork or not providing it on time will result in the student not receiving any aid. These students will have to make arrangements for payment of all fees and tuition or take a leave of absence until payment is made. It is the student's responsibility to ensure that all paperwork is completed in a timely manner.

Students who have qualified for TOPS or TOPS TECH may apply those funds toward payment of tuition. These payments are disbursed quarterly as the student maintains satisfactory academic progress. Please refer to the section on Satisfactory Academic Progress for more details.

The school also offers the LEAP and SLEAP grants provided by the State of Louisiana. The school is an approved institution providing educational services to students qualifying for assistance from the Louisiana Rehabilitation Services. The school also is an approved educational provider for individuals receiving funds from the Office of Veteran's Affairs.

Students who do not qualify for any type of assistance or choose to pay all of the tuition are required to make monthly payments to the school, unless other arrangements have been made. All monies owed by the student must be paid in full by the time the student reaches 1,300 hours for cosmetology students and 500 hours for manicuring students. Failure to pay all tuition and fees by these hours may result in the student taking a leave of absence until all tuition and fees are paid.

Entrance/Exit Counseling

Direct loan recipients will be advised of their rights and responsibilities with regard to their student loans. Entrance counseling must be done prior to disbursement of loan payments and can be done at the time of signing the master promissory note. The master promissory note and entrance counseling can be done at the student loan website, www.studentloans.gov.

Student loan recipients will also be required to complete exit counseling when they will be advised of repayment options, default consequences, and debt management and other issues.

Academic Year/Award Year

Financial aid is awarded by academic year. An academic year is defined as July 1 of a year to June 30 of the next year. An academic year for clock hour programs is defined as 900 hours and 35 weeks. Since the cosmetology course is 1,500 clock hours, a student will attend 1 full academic year (900 hours/35 weeks) and a partial academic year (600 hours/23 weeks). Thus cosmetology students will apply for financial aid twice. When completing the fafsa, the award is calculated on a full academic year. The total amount of award a student will receive will be based on one full academic year from one fafsa and one partial academic year from the other fafsa.

Manicuring students attend 600 clock hours (23 weeks) which is 2/3 of an academic year. When completing the fafsa, the length of the program is not listed so the award is calculated on a full academic year. The actual award will be 2/3 of the full award since the course is 2/3 of an academic year.

Verification

The Department of Education selects some financial aid applicants for verification. This is a process to verify the student's and parent's information on the financial aid application. Students will be notified if they are selected for verification and will be informed of the required documentation. The required documentation includes, but is not limited to, federal tax returns and a verification worksheet provided by the school. All documentation must be accurately verified before federal funds can be disbursed. Students who fail to provide the required documentation will not receive federal funds and will have to make payment arrangements. Deadlines may apply so it is important to provide the documentation promptly when notified.

Disbursements of Title IV Funds

A student must maintain satisfactory progress to continue receiving federal funds (Title IV). Please see the Satisfactory Academic Progress policy for more details. PELL grants, direct student loans, and PLUS loans are disbursed by payment period as the student maintains satisfactory academic progress. The payments are divided into 4 payment periods for cosmetology students: 1-450 hours, 451-900 hours, 901-1,200 hours, and 1,201-1,500 hours. The payment periods for manicuring students are 1-300 hours and 301-600 hours.

FINANCIAL AID DISCLOSURES

During the 12/13 academic year, 47% of enrolled students received PELL grants and 66% of our graduates completed with federal student loans debt with a median loan debt of \$2,980. 37% of our cosmetology graduates completed within 100% of the scheduled time and an additional 36% completing with 150% of scheduled time. The job placement rate for cosmetology students was 74% (some students had not been scheduled to take or had not taken the licensure exam at the time the statistics were calculated.)

PELL recipients statistics:

100% female 0% male

87.93% White/Caucasian 10.34% African American 1.72% Hispanic

The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. Data related to our school, as well as those across the nation, can be found at nces.ed.gov/collegenavigator.com.

RIGHTS AND RESPONSIBILITIES OF FINANCIAL AID RECIPIENTS

The student has the right to receive information on financial assistance available, including information on all federal, state, local, private, and institutional financial aid programs. The student has the right to receive information on how the school selects financial aid recipients. The student has the right to information concerning procedures and deadlines for submitting applications for each available financial aid program. The student has the right to information on how the school determines whether a student is making satisfactory progress, and what happens if the student is not making satisfactory progress. The student has the right to information concerning the location, hours, and counseling procedures of the school's financial aid office.

The student has the right to know the school's refund policy. Students receiving Title IV funds will have refunds calculated by the Return to Title IV Funds regulations. Any funds exceeding the cost of institutional fees will be refunded to the student within 14 days of the date the credit balance occurred on the student's account.

The student bears the responsibility to complete the Free Application for Federal Student Aid correctly and truthfully to insure proper processing of information. Students are encouraged to examine the financial aid application to discuss their eligibility with the school administration or financial aid officer at any time. Students must maintain satisfactory progress in order to receive federal aid. Students failing to maintain satisfactory attendance will be placed on probation. Students failing to improve attendance after the third consecutive unsatisfactory probationary period may be dismissed from school.

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school, with the exception of a non-refundable registration fee in the amount of \$100.00. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded, with the exception of the non-refundable application fee, even if the student has begun classes. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the school in person, or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence.

If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee in the amount of \$100 (not to exceed 15% of the contract price of the program) will be made.

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

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 10%	10%
10.1% to 25%	50%
25.1% to 49%	75%
50% or more	100%

Any monies due the applicant or student shall be refunded within 30 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions.

Students who withdraw or terminate prior to course completion are charged an administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (eg: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

When a student withdraws, the institutional refund policy will apply to determine the amount earned by the school and owed by the student. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. Any post-withdrawal disbursements will be applied to outstanding institutional charges first. If a credit balance is created after institutional charges have been paid, the student will have the option to return those funds to the applicable program or receive a refund check.

ATTENDANCE

Regular attendance is necessary for maximum benefit of the course. Denham Springs Beauty College offers courses on a full-time, day-time basis only. The school is open 26 hours per week.

School hours: 9:00 am – 3:00 pm Tuesday – Friday
8:00 am – 12:00 pm Saturday (required)

Time allowed to complete the course

Cosmetology students can complete 1,500 hours in 58 weeks attending 26 hours per week. Students are allowed up to 62 weeks to complete the course, which is an average of 24.2 hours per week.

Manicuring students can complete 600 hours in 23 weeks attending 26 hours per week. Students are allowed up to 25 weeks to complete the course, which is an average of 24.2 hours per week.

All students must maintain 80% attendance rate to remain enrolled in school regardless of your method of payment. Cosmetology students will be evaluated at the end of each payment period – 1-450 hours, 451-900 hours, 901-1,200 hours, and 1,201-1,500 hours. Manicuring students will be evaluated at the end of each payment period – 1-300 hours and 301-600 hours. If at the end of a payment period the student's attendance rate is below 80% the student will be terminated from school. The student may apply to reenroll after six months but acceptance for re-enrollment to the school is not guaranteed. An administrative fee of \$100 will be charged and the refund policy will be applied.

Overtime Charges

Failure to complete the course by the contracted end date will result in overtime fees of \$25 per day that the school is open, regardless of the student's attendance, and may result in dismissal from school. Holidays and scheduled breaks are factored into the calculation of the contract end date. If the school closes due to weather or other emergency, the contract end date will be adjusted accordingly.

Clocking Procedures

Students are required to clock in and out in order to receive hours for the day. Students must be in school uniform in order to clock in. Students are to begin clocking in at 9:00 am Tuesday – Friday and 8:00 am Saturday with the deadline for clocking in being 9:05 am Tuesday – Friday and 8:15 am Saturday. Students are expected to be in their assigned area by 9:05 am.

The maximum number of hours a student can accumulate is 26 hours per week. Due to the restriction upon the number of hours a student may accrue in a week, the time clock begins counting time no earlier than 9:00 am Tuesday-Friday and 8:00 am Saturday, as well as stops at 3:00 pm Tuesday – Friday and 12:00 pm Saturday. Students receive credit for actual hours/minutes clocked. The time clock does not round up/down. Students must clock out for 30 minutes for lunch. If the student is clocked out for less than 30 minutes, the time clock will automatically adjust their time for 30 minutes.

A student must clock out any time s/he leaves the school grounds. Failure to do so may result in disciplinary action or dismissal from school. If it is discovered that a student is clocked in and has left school grounds, s/he will be clocked out and will not be allowed to return for the remainder of the day. Students are not allowed to sit in their cars while clocked in. A student must submit a correction notice

approved by their instructor if s/he fails to clock in/out correctly. Students will be charged \$5.00 for each time correction.

Absenteeism and Tardies

In the event of absence or tardy, students are expected to call the school by 9 am and speak to an instructor. Students are not to send messages through other students. Excessive absences may result in a student having to repeat a phase of the course. Students are required to provide a valid excuse for absences, i.e. doctor excuse. A student may be allowed to clock in late due to an emergency.

Students are to request permission for late arrival due to medical appointments, court appearances, or other verifiable appointments and provide a written excuse when clocking in. Students are expected to enter class quietly and discreetly. Excessive tardiness will result in the student not being allowed to clock in late for any circumstance.

Students are responsible for any assignments missed due to tardies or absences. Students are to consult with their instructor to schedule a time for make-up exams.

A student absent for 20 consecutive school days, without an approved leave of absence, will be dropped from the course. An administrative fee of \$100 will be charged and the refund policy will be applied. Students who are terminated may not be allowed to re-enroll.

Bereavement

The school will grant three days of unscheduled/approved absence to a student who provides documentation of the death of an immediate family member. An immediate family member is defined as a parent, spouse, child, sibling, or grandparent.

Lunch and Breaks

Students are allowed one 10 minute break each morning and one 10 minute break each afternoon. Students are required to clock out for a 30 minute lunch break. If a student does not clock out for the full 30 minutes, the time clock will automatically adjust a student's lunch break for 30 minutes. If a student fails to clock out for lunch, 30 minutes will be deducted and it will be counted as a correction to the student's time. Students who fail to return from lunch on time will not be allowed to clock in for the remainder of the day.

SCHOOL CLOSURE DUE TO INCLEMENT WEATHER

In the event of inclement weather, the administration will notify students in advance if possible of any school closure. Notices will be posted, local television stations will be notified, and a notice will be placed in the school's website, www.dsbeautyschool.com. Contract graduation dates will be adjusted for the number of days the school is closed.

SATISFACTORY ACADEMIC PROGRESS

Students are evaluated at the end of each payment period as defined by the Department of Education. The payment periods for cosmetology students are 1-450 hours, 451-900 hours, 901-1,200 hours and 1,201-1,500 hours. The payment periods for manicuring students are 1-300 hours and 301-600 hours. The payment periods may vary for students with transfer hours.

In order to be considered making satisfactory academic progress, a student must:

- Maintain at least 85% attendance
- Maintain at least 70% grade average
- Complete the program within the maximum allowable time frame

Academic Probation

Students will be evaluated at the end of each payment period. A student failing to meet the minimum requirements will be placed on academic probation. The student will have until the end of the next payment period to meet the satisfactory academic progress requirements. If the student meets the minimum requirements, s/he will be removed from academic probation. Students failing to meet the minimum requirements will be dismissed from school. Any student whose attendance falls below 80% at the end of a payment period will be dismissed from school.

Financial Aid Warning

In addition to being placed on academic probation, failure to meet the minimum requirements at the end of a payment period will result in the student being placed on financial aid warning. The student may continue to receive Title IV aid during the Financial Aid Warning period. Failure to improve attendance and/or grades to satisfactory by the end of the payment period will result in loss of eligibility to receive Title IV funds and may be dismissed from school. A student cannot receive two consecutive warnings. If the student's attendance is below the minimum required percentage at the end of a payment period and it will be physically impossible to improve attendance to the minimum requirement by the end of the next payment period, there will be no financial aid warning period and the student will no longer be eligible for financial aid. The student may file an appeal as described below.

There is no warning period granted for transfer students or re-enrollment students needing 600 hours or less. Generally students needing 600 hours or less will have their attendance divided into two payment periods, i.e. 1-300 and 301-600 or 1-250 and 251-500. If at the end of the first payment period the student has not made satisfactory academic progress, the student will no longer be eligible for financial aid and there will be no appeal process. Any student whose attendance is below 80% at the end of a payment period will be terminated.

There is also no warning period granted to manicuring students due to the shortened length of the manicuring course and limited number of evaluation periods. If a manicuring student fails to make SAP during the first evaluation period (1-300 hrs), s/he will lose eligibility to receive financial aid and there will be no appeal process. Any student whose attendance is below 80% at the end of a payment period will be terminated.

Student Appeal Process

If a student fails to make satisfactory academic progress at the end of the Financial Aid Warning period, s/he will lose eligibility to receive Title IV funds. The student may appeal the determination that s/he is not making satisfactory progress. A student must have a legitimate reason or extenuating circumstances that resulted in the student's inability to maintain satisfactory progress. Extenuating circumstances include but are not limited to: lengthy illness/injury of the student, excessive absences to care for an ailing family member, death of immediate family member, or other mitigating circumstances. The student must provide valid documentation verifying the extenuating circumstances.

The student must submit to the director a written appeal with necessary documentation. The student must also provide an explanation as to what has changed in the student's circumstances that will allow the student to demonstrate SAP at the next evaluation. If granted, the academic progress standards for that student are suspended and the student continues to be FSA-eligible. The student may be required to reach the required number of hours in the next evaluation period to remain in satisfactory progress.

Only one appeal is allowed during a student's attendance. If the appeal is approved by the financial aid office, the student will be placed on probation and eligibility for Title IV funds for the next payment period will be reinstated. Failure to improve attendance and/or grades to satisfactory by the end of the payment period will result in loss of eligibility to receive Title IV funds and may be dismissed from school. If a student is denied the appeal, s/he will be notified in writing. The student will be advised of the reason and counseled on how to return to satisfactory progress.

Probation

If a student successfully appeals the unsatisfactory SAP at the end of the Financial Aid Warning period, the student will be placed on probation and will be eligible for financial aid during the probation period. The student will be advised of the probationary status and counseled as to the number of hours required to return to satisfactory progress. If a student fails to improve attendance and grades to satisfactory for the third consecutive evaluation period, s/he will be ineligible to receive Title IV funds and may be dismissed from school.

Re-admission and Reinstatement of Financial Aid

Students who withdraw or were terminated may apply to be readmitted to the school. If accepted, the student will return to the program in the same SAP status in which s/he left (if on warning, will return on warning; if on probation, will be on probation) until the next evaluation period. A student must meet satisfactory academic progress requirements during the first evaluation period before Title IV funds will be awarded. The number of hours and progress during the prior enrollment as well as length of time elapsed since last attendance will determine if the student will need to repeat any phase of the course. Students re-entering the school more than six months after withdrawing will be charged at the current tuition rates for newly enrolled students. Tuition paid during the first period of enrollment will be credited to their account.

Transfer Students

Students transferring from another school will be given credit for any approved transfer hours. The transfer student is treated as if s/he is a new student with regard to SAP. Based upon the number of transfer hours accepted, the length of the payment periods may be shorter. For example if a student transfers 900 hours needing only 600 hours at DSBC, the payment periods may be 1-300 hours and 301-600. If the number of hours required to complete the course at DSBC is 600 or less, the student will be treated the same as a manicuring student who has only two evaluation periods. If the student fails to make SAP during the first evaluation period, there will be no Financial Aid Warning, s/he will lose eligibility to receive financial aid and there will be no appeal process.

Temporary Interruptions

A student re-entering school after an approved leave of absence will be considered to have the same attendance status s/he had on the last date of attendance. Authorized leave of absences will have no bearing whatsoever on the student attendance or academic progress.

GRADING SCALE

90-100	A
80-89	B
70-79	C
Below 70	failing

TEXTBOOKS

Cosmetology:

Milady's Standard Cosmetology, 2012 ed.; ISBN-13: 978-1-4390-5930-2; list price \$104.95

Milady's Standard Cosmetology Theory Workbook, 2012 ed.; ISBN-13: 978-1-4390-5923-3; list price \$44.95

Manicuring:

Milady's Standard Nail Technology, Fifth Edition, Revised Edition ISBN: 978-1-4283-4124-1; \$102.95 list price

Milady's Standard Nail Technology Workbook, Fifth Edition, Revised Edition, ISBN: 978-1-4283-5949-9; \$44.95 list price

APPROVED CURRICULUM

Cosmetology Course

Anatomy and Physiology	50 hours
Bacteriology and Sanitation	100 hours
Dermatology of Skin and Scalp	125 hours
Scalp Treatments	50 hours
Hair Dressing, Pressing, Thermal wave, Wigs	150 hours
Permanent Waving, Relaxing	160 hours
Facials, Make-up, Waxing	75 hours
Contour Shaping	75 hours
Manicuring and Pedicuring	60 hours
Facial Massage	35 hours
Shampooing and Rinsing	50 hours
Color/ Highlighting, Chemistry	200 hours
Fingerwaves, pincurls, combout	250 hours
Hair Styling	65 hours
Salon Management	20 hours
Safety, State Board Regulations	<u>10 hours</u>
TOTAL HOURS	1,500 hours

Manicuring Course

Therapy Preparation	15 hours
Bacteriology	25 hours
Sterilization and Sanitation	25 hours
Hygiene	10 hours
Manicuring	40 hours
Pedicuring	40 hours
Artificial nail application	80 hours
First Aid and Safety	10 hours
Anatomy	25 hours
Equipment and Supplies	10 hours
Salon Management	20 hours
Practice of Techniques	<u>300 hours</u>
TOTAL HOURS	600 hours

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives the request for access. A student should submit to the administration a written request that identifies the records the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the administration, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the administration will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure with consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials; a person serving on the Board of Trustees. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
 Family Policy Compliance Office, U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901

The school may share information with parents without the student's consent under the circumstances listed below:

1. The School may disclose education records to parents if the student is a dependent for income tax purposes;
2. The School may disclose education records to parents if a health or safety emergency involves their son or daughter;
3. The school may inform parents if the student who is under 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance;
4. A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

The school may disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place birth, honors and awards, and dates of attendance. The parent or student must notify the school in writing if they do not want this information disclosed.

GRADUATION REQUIREMENTS

Students must complete all practical and theory course requirements and clock hours in order to graduate. Any student who does not complete all the theory and practical requirements but completes the required number of hours must fulfill those requirements before s/he is considered to have completed the course. Any student that must attend additional hours in order to complete all requirements will be charged an hourly fee. All tuition and fees must be paid before a student can graduate.

Students may take the theory portion of the state board licensure exam upon reaching 1,000 hours and completing all theory requirements. Students who have not completed all theory requirements by 1,000 hours must take a leave of absence until those requirements are fulfilled.

LICENSURE

Licensure by the Louisiana State Board of Cosmetology is required for anyone providing cosmetology or manicuring services. The licensure exam is comprised of two parts – theory and practical. Cosmetology students can take the theory portion of the licensure exam upon completion of 1,000 clock hours and fulfilling certain requirements. The practical exam is taken after a student completes all 1,500 clock hours and has paid all tuition and fees. Manicuring students take the theory and practical portions of the licensure exam upon completion of all course requirements, has accumulated 600 clock hours and has paid all tuition and fees.

To sign up for either portion of the licensure exam, a cosmetology student must turn in to his/her instructor a \$50 money order made out to the LA State Board of Cosmetology. Manicuring students must turn in a \$100 money order for the licensure exam since both sections are given on the same day. The instructor will mail the exam application to the State Board and notify the student of the test date. The State Board will notify the school of the results of the exam and the school in turn will notify the student. The State Board of Cosmetology has a “no call” policy for students: students are not to call the state board to inquire about testing dates or test results. All correspondence should be done through the school.

If a student fails any portion of the test, s/he must fill out an application and pay \$25 for each portion of the test failed. Payment should be in the form of a money order made out to the LA State Board of Cosmetology. If a student fails the theory test three times, s/he must return to school for a minimum of 300 hours. The fee for returning to school is \$10.00 per hour. Students caught cheating will not be allowed to receive a license.

PLACEMENT

While the school does not guarantee employment after completion of a course, students are provided direction regarding employment. The school posts job openings as they are made aware of them. Students are provided instruction regarding employment opportunities, assistance in preparing resumes, and professional development.

HOW OUR STUDENTS ARE DOING

2011/2012 statistics:

93% or 39 of 42 students who took the licensure exam passed the exam administered by the Louisiana State Board of Cosmetology and received a license in 2011/12.

100% of the licensed students have found jobs in the cosmetology field.

As of July 1, 2011, 15 graduates had not taken the licensing exam. These students either had not been scheduled as of that date or had an outstanding balance.

COMPLAINT PROCEDURE

Denham Springs Beauty College has a complaint procedure should students have concerns or complaints concerning an allegation that the institution acted inappropriately or did not act to investigate or correct charges of either (or both) mismanagement of Title IV funds and/or false or misleading advertising or recruitment of students who are candidates for Title IV funding. To the extent possible, students should seek a resolution of such matters through the institution's internal complaint procedure before involving others. Should the institution and respective governing board/agency/commission not be able to resolve the problem, the student should contact the Louisiana Postsecondary Review Commission at (504) 342-3986 and the accrediting commission of the Council on Occupational Education at (800) 917-2081.

Steps in filing a complaint:

1. All complaints will initially be submitted to the Assistant Administrator in writing on the Student Complaint Form provided by Denham Springs Beauty College. This form includes the student's name, complete address, social security number, telephone number and details of the complaint and requested resolution of the issue of complaint. The Assistant Administrator will respond to the complaint within 15 working days of receipt of the form. If resolution or investigation will take longer than 15 working days, the student will be provided an interim reply.
2. If the response from the Assistant Administrator does not resolve the issue satisfactorily, the student may then file the complaint with the Administrative staff of Denham Springs Beauty College. The Director will respond within 20 working days of receipt of the form with a final or interim reply.
3. If the response from the Director does not resolve the issue satisfactorily, the student may then contact the appropriate governing board or agency to address the issue. Should the institution or the respective governing board/agency/commission not be able to resolve the problem, the student should contact the Louisiana Postsecondary Review Commission at (504)342-2986 and the accrediting c ommission of the Council on Occupational Education at (800) 917-2081.
4. All students are assured by the Denham Springs Beauty College that no retaliation or adverse action will be taken against any student for filing complaints. Furthermore, a person not directly involved in the alleged problem will make final determinations for those complaints filed.

WITHDRAWAL PROCEDURE

Students withdrawing from the school must notify the administration to begin the official process. The student must fill out required paperwork, complete all exit paperwork, and pay all applicable fees and tuition.

The withdrawal process begins when the school becomes aware that the student has withdrawn. For a student that begins the official withdrawal process, the date of determination that the student is withdrawing would be the date the student began the official process or the date of the student's notification of intent to withdraw, whichever is later.

If a student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the date that the school becomes aware that the student ceased attendance. The date of the institution's determination that the student withdrew is no later than 14 days after the student's last date of attendance. The student will be charged \$100 withdrawal fee.

In either situation described above, the school would then determine the amount of tuition owed by the student. Return to Title IV calculations would be done for Title IV recipients according to the Refund Policy. Please refer to the Refund Policy for further instructions regarding the percentage of tuition owed and the Return to Title IV calculations.

For any student that withdraws and re-enrolls more than six months after the withdrawal date, the tuition and conditions of the prior contract will have expired and the student will enroll according to the current contract, fees, tuition, conditions, etc. Any hours acquired will expire six years from the last date of attendance. Any hours accumulated from the prior enrollment will be applied to the required 1,500 hours unless the hours were accumulated more than 6 years earlier. Upon re-enrollment, the Student will be charged at the current rate for any hours that were not paid for in the previous enrollment. Re-enrollment may be denied for a student who withdrew.

LEAVE OF ABSENCE

Any student requesting a leave of absence must notify his/her instructor in advance and complete the required paperwork. Students are allowed to take up to three leave of absences during their attendance. The minimum time frame for a leave of absence is 14 days. The total number of days of the leave of absences cannot exceed 180 days in any 12 month period. If a student exceeds 180 days, s/he will be dropped from enrollment. The student may apply to re-enroll. If approved the student will follow the policy for re-enrollment and will be in a new payment period for Financial Aid purposes.

An approved leave of absence is considered a temporary interruption in attendance. The student's contract end date will be adjusted accordingly. A leave of absence is not retroactive and will begin the date the student notifies the administration and completes the necessary paperwork. Approval of a leave of absence by telephone will be allowed only in the case of an emergency. Students are to take their kit and books with them while on a leave of absence. The school is not responsible for any items left at the school while a student is on a leave of absence.

A student who fails to return by the scheduled return date will be terminated the day following the expected return date. The last date of attendance will be the beginning date of the grace period for student loan recipients who do not return from leave. The leave of absence does not extend the grace period for these students.

KIT, SUPPLIES AND STATIONS

Each student must report to school with his/her books, kit, and supplies. The school is not responsible for kits once they are issued. All supplies should be marked clearly with the student's name. Students are responsible for replacing lost or broken equipment. Kits and supplies should be locked in a station when the student is not at school. Students are required to take their kit with them during a leave of absence. Each student is responsible for keeping his/her station and work area clean at all times.

PERSONAL SERVICES

Students are allowed to receive personal services with prior approval from their instructor on Tuesday, Wednesday, or Thursday. No personal services are allowed on Friday or Saturday. Students are required to pay for school products used for chemical services and must clock out for the entirety of the service.

STUDENT CLINIC

The school has a student clinic in which students provide services for the general public. This aspect of the education provides students with a valuable salon-like experience. The clinic experience equips students with the necessary skills to be successful in a salon. Denham Springs Beauty College is a vocational school with a large portion of the student's attendance being in a work-like setting. Therefore many days will feel like the student is at work. Students will have the responsibility much the same as a stylist in a salon – required to call in if unable to attend that day, required to perform clinic services as assigned, following lunch/break schedule, etc. Failure or refusal to perform required services will result in disciplinary actions and possible termination. Students are not allowed to have visitors while on the clinic floor or during class.

CELL PHONE POLICY

Cell phone use is prohibited during class and while on the clinic floor. Failure to follow this policy may result in the student being asked to leave for the remainder of the day or a cell phone ban for that student. Students are allowed to use their cell phones while on break outside of the classroom and clinic floor. The use of electronic devices are at the discretion of the instructor.

FOOD AND DRINK

In accordance with state regulations, eating and drinking are prohibited on the clinic floor. Students are allowed to have a soft drink or water in the classroom.

PROFESSIONAL CONDUCT

Students are expected to behave in a professional manner at all times. Misconduct and foul language will not be tolerated on the clinic floor or in the classroom. Any conflict between students or with any staff member is to be addressed professionally and discreetly. Students are expected to limit discussion regarding personal issues. Students are to keep their professional lives professional and their personal lives personal. Failure to follow this policy will result in disciplinary action and possible termination.

CHEATING

Cheating is not allowed under any circumstance. Students that are caught cheating will be subject to disciplinary action and possible termination.

SMOKING POLICY

Denham Springs Beauty College is a smoke-free campus. Students must clock out and leave the school grounds in order to smoke.

DRESS CODE

The Louisiana State Board of Cosmetology requires that all cosmetology schools have an established dress code. The dress code for Denham Springs Beauty College is as follows:

1. Each student must be in proper dress or forfeit hours for the day.
2. Students must have hair and makeup done prior to entering the building.
3. Students are to maintain a professional image.
4. Students are to wear solid black scrubs.
5. Students may wear the Denham Springs Beauty College t-shirt issued in their kits with solid black scrub pants.
6. Skirts or dresses are allowed and must be to the knee or longer and solid black.
7. All jackets, sweaters, undershirts, etc. must be solid black.
8. Shoes must be completely enclosed and solid black.
9. Solid black socks or panty hose are required.
10. ID badges are to be worn at all times and must be in good condition. There is a fee for replacing lost or damaged ID's.

UNLICENSED WORK

Students are only authorized to work on clients while in school on school premises only and under the supervision of a licensed instructor. Students are not to provide any professional cosmetology services under any circumstance until licensed to do so.

Chapter 3, section 321 of the Louisiana Cosmetology Act

"A. Students. Students shall not be allowed to perform any professional cosmetology work for which the student does not possess a license, prior to completion of the curriculum, passing the examination administered by the board and receipt of an initial license. Any student found to be in violation of this rule will forfeit all hours completed in beauty school and any school knowingly permitting a serious violation of this Section shall be subject to suspension or revocation of its license.

B. Services. Students attending beauty school shall not provide cosmetology services whether for a fee or not in any licensed beauty salon or shop or in any premises which is not licensed unless the student possess a license to perform such services. This regulation applies even though the student's immediate family or the student themselves has an ownership interest in the beauty shop/salon in question, or jeopardy of the student losing a portion of or all their hours."

CAMPUS SECURITY

A safe campus environment is dependent upon the cooperation of students and staff. It is the responsibility of the students and staff to report a crime, suspicious activity or other emergencies on the campus to their instructor and/or administration. When making a report the following information should be provided:

1. Description of incident
2. Date, time and location of incident
3. Description of the persons or vehicles involved in the incident
4. Who else was notified regarding the incident

Upon receipt of the report, the administration will determine the appropriate response that may include disciplinary action against the offender(s) and/or notification of local law enforcement. Theft by any student or staff member will be reported to law enforcement and will result in termination.

The following criminal offenses were reported to Denham Springs Beauty College or the local police as having occurred on campus:

<u>Criminal Offenses</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
Murder	0	0	0
Rape	0	0	0
Sexual Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle	0	0	0
Hate Crimes*	0	0	0

*Hate crimes are described as ones that manifest evidence of prejudice based on race, religion, sexual orientation or ethnicity, as prescribed by the Hate Crimes Statistics Act. (28 U.S.C. 534)

In addition to the above crimes, the following number of arrests were made during 2013/14:

Liquor law violations	0
Drug abuse violations	0
Weapons possessions	0

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In the event of an emergency situation, the following procedures are to be utilized in order to initiate the appropriate and timely response.

1. The nature and specifics of the emergency should be given to an administrator or staff member.
2. In the event of the need to evacuation the building, administration and staff members will direct all students and clientele to the closest exit. Staff members are to check classrooms and restrooms for students/clients without jeopardizing their own safety and/or the safety of others

3. Students are asked to follow the directives of the school personnel and make sure they do not block access to the facility by emergency responders.
4. Students are required to stay with their classmates and supervising faculty member while the school is in an evacuated state.
5. The administration will follow the directives of the emergency responders.

POLICY ON ILLICIT DRUGS AND ALCOHOL

It is the policy of Denham Springs Beauty College to provide a program of substance education that will further our efforts regarding the general health and safety of our employees and students. The objective of this program is to promote increased awareness about substance abuse and to maintain a learning institution free drugs and alcohol.

Each employee and student is responsible for prohibition from illegal use, possession, sale, manufacturing or distribution of illicit drugs and alcohol while on the institution's property *or while involved in any of the institution's activities*. The school reserves the right to have inspections by law enforcement officials or drug dogs. Any person who is found to have illegal drugs or drug paraphernalia in their possession, whether in their station, locker, vehicle, or other personal belongings that are on the school property, will be turned over to the authorities for possible prosecution and will be terminated from school.

Any individual's convicted of the unlawful possession, use, or distribution of illicit drugs or alcohol run a risk of various legal sanctions under local, state, and federal law. These sanctions include imprisonment, probationary periods, community service work programs, driver education programs, substance abuse programs, monetary penalties, and/or any combination of the above.

While the effects of illicit drugs and alcohol on the human body remain controversial, it is become g more evident that many illnesses, health problems, and even fatalities are being linked to substance abuse. Studies have indicated that substance abuse can result in various damages to the liver, kidneys, heart, lungs, and brain. The abuse of drugs and alcohol may be linked to motor impairment, loss of memory, and impaired mental judgment. It can also affect the psychological aspect of the human body leading to depression, paranoia, abrupt personality changes and even suicide.

There are numerous community resources available for the counseling, treatment, and rehabilitation for any student or employee that may need those services. Below is a list of available programs:

1. Alcoholics Anonymous, 3955 Government Street, Baton Rouge, LA
2. TAU Program for Chemical Dependency, 8080 Margaret Ann Drive, Baton Rouge, LA
3. Denham Springs Addictive Disorders, 1318 Florida Blvd. SW, Denham Springs, LA

Violation of the above stated policy of the Denham Springs Beauty College on illicit drugs and alcohol will result in expulsion or termination of the student or employee. In addition, those in violation of this policy will be referred to the appropriate authorities for further prosecution.

HARRASSMENT POLICY

It is the policy of Denham Springs Beauty College to ensure that all students and employees shall enjoy a safe work environment free from unreasonable interference, intimidation, hostility, or offensive behavior on the part of the instructors, fellow students, or clients, whether in person, telephone, texting, written, or social media (facebook, twitter, etc.). It is acknowledged that harassment, sexual or otherwise, is against the law and will not be tolerated by this organization. All complaints will be treated fairly and evenhandedly in order to prevent frivolous or malicious accusations.

Responsibilities of Student

1. Be sure beyond a reasonable doubt that the conduct you find offensive is discriminatory or harassing. Find witnesses or other substantiation.
2. Let the offending person(s) know you find the conduct offensive. If it does not stop or if it reoccurs, file a complaint with the director of the school.

Responsibilities of the Staff

1. Refrain from all forms of discrimination or harassment at all times.
2. If observing discriminatory or unreasonable conduct, ask the offending person(s) to stop immediately, explaining what the conduct is and how it offends.
3. If the conduct continues or recurs, file an official complaint with the director of the school.
4. The director will address the complaint by making a complete investigation and documenting the complaint and results of the investigation.
5. The investigators will make every reasonable effort to determine the facts and resolve the situation.

Sanctions

The organization has the right to apply any sanction or combination of sanctions to deal with unreasonable conduct or discrimination:

1. Counseling with the offender
2. Transfer
3. Probation with a warning of suspension or discharge for continuing or recurring offenses
4. Discharge for cause.

Definitions

These are terms that are likely to arise in connection with complaints of sexual or other forms of harassment.

Unreasonable conduct: Treating someone as if that person were inferior to you. This includes condescension (refusing to take someone seriously), verbal abuse (making negative or derogatory comments, profane/vulgar language), exclusion (overlooking or denying someone access to places, people, or information, especially when opportunities for advancement are involved), and tokenism, or “window dressing,” which consists of selecting one or few members of a group for very visible position.

Discrimination: Treating one employee or student differently merely on the basis of a protected characteristic, i.e., that person’s gender.

Harassment: Repeated, unwanted, or unwelcome verbalisms or behaviors of a sexist, racist, or ageist nature or with overtones related to a protected characteristic, e.g., sex, race, ethnicity, religion, age, disability, or military status.

Hostile Environment: Conduct that has the purpose or effect of unreasonable interfering with a person's performance or creates an intimidating or offensive work environment.

Unwelcome Behavior: Conduct that the employee or student did not solicit or incite and that the employee or student regards as undesirable or offensive.

INCENTIVE COMPENSATION

Employees of Denham Springs Beauty College are in no manner compensated for recruiting students.

COMMUNITY INVOLVEMENT

Denham Springs Beauty College has been a part of the Denham Springs community for over 30 years. School staff members speak at career days at local schools, civic organizations and clubs. Articles regarding special achievements and programs are published in the Denham Springs News.

Stylists and salon owners regularly speak to the students regarding job openings. Local stylists have also taught classes and given demonstrations about current trends and techniques.

VOTER REGISTRATION

Voter registration information is available at www.sos.louisiana.gov.

COPYRIGHT INFRINGEMENT

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For detail, see Title 17, United States Code, 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov.

COMPENSATION AND PHYSICAL DEMANDS OF THE INDUSTRY

In order to be a successful cosmetologist or manicurist, you must enjoy interacting with diverse people. You must be aware of your clients' preferences and respectful of any special needs they may have. You must be a good listener, possess the ability to follow instructions and have confidence in your talent, abilities and ideas.

Cosmetologists should be able to tolerate the long intervals of standing (as well as repeated bending) required to perform this work and exposure to the chemicals necessary for performing services in a salon. You must be comfortable in a team setting and understand what it takes to work with a group of peers toward a common goal.

You must also continue to work to develop your skill sets and build a clientele in order to grow and advance your career. This includes staying updated on the latest products and developing your sales techniques to recommend products and services that will meet your clients' needs and keep them coming back to you.

You should accept nothing less than optimum working conditions. The salon should be immaculate, well ventilated and adequately lit. You will share in the responsibility of keeping all areas, not just your personal workspace, neat and clean. And, you will be responsible for the proper sanitizing of all your tools and implements after each use. Be sure you fully understand the procedures and policies required by your employer. This includes but is not limited to schedule, education and training, record keeping, code of ethics, dress code, retail sales and sanitation.

Your job will most likely require the use of chemicals, many of them harsh. Be sure to receive adequate product knowledge and training in the proper use and application of all chemicals. Your job may also require you to stand for long periods of time. Be sure to learn how you can protect yourself from fatigue and other potential work-related injuries. The hours you will be required to work will, for the most part, depend on the needs of the business and applicable legal standards. Be sure you understand the requirements.

Cosmetologists and manicurists can become involved in competitions, photo shoots, trade show and industry platform presentations, educational presentations and more. Should you desire, you can become affiliated with a distribution or manufacturing firm and assist them with education, product training, marketing, sales and more. Also, should you desire, you can own your own salon/spa. Plus, no one is stopping you from trying to build a career in the entertainment industry—television programs, music videos and movies could not be made without the skills of hairdressers, nail technicians and makeup artists! Like any career, in order to be successful, one must have ambitions and pursue goals in a methodical and ethical manner.

(From the American Association of Cosmetology Schools, "Cosmetology as a Career")

According to the Bureau of Labor Statistics, in May, 2009, the annual income for cosmetologists in Louisiana was \$26,400. The annual income for manicurists was \$22,860. More information regarding occupational information for Cosmetologists (SOC 39-5012) and Manicurists/Pedicurists (SOC 39-5092) can be found at www.onetonline.org.

Any student who does not follow the policies in this catalog may be counseled, suspended, placed on probation, terminated by the management, or receive other disciplinary action. Student policies are subject to change at the discretion of the administration.