

Bitterroot School of Cosmetology



POLICY AND PROCEDURE MANUAL Cosmetology, Manicuring, Teacher Training

November 2019

POLICY AND PROCEDURES MANUAL

Revised November 2019

TABLE OF CONTENTS

Staff, Emergency Evacuation, Emergency Phone Numbers, Breakroom.....	Page 2
Parking, School Equipment, Work Stations, Sanitation Duties, ADMISSIONS, Break Room.....	Page 3
Attendance Tracking, Absenteeism and Tardiness.....	Page 4
Additional Tuition Charges, School Holidays, Student Conduct.....	Page 5
Make-Up Work, Release of Information, Dress Code.....	Page 6
Theory Class, Satisfactory Academic Progress Policy.....	Page 7
Transfer Hours.....	Page 8
Return of Unearned Title IV Funds.....	Page 9
Internal School Complaint Policy.....	Page 10
Counseling Procedures, Drug and Alcohol Abuse Policy.....	Page 11
Appeals for Policy Violation, Graduation Requirements, Licensing Requirements, Employment Assistance, Physical Demands/Safety.....	Page 12
Course Outlines.....	Page 13
School Grading System.....	Page 14
State Licencing Agency, Accrediting Agency.....	Page 15
Statement of Receipt of Policy Manual, Drug Free Workplace Certification.....	Page 16

POLICY AND PROCEDURES

1. Staff

Organization

Following is an organizational chart of the ownership and staff of the Bitterroot School of Cosmetology.

Owners	Barbara J. Daughenbaugh Douglas C. Daughenbaugh
Financial Aid Director	Barbara J. Daughenbaugh
Instructors	Barbara J. Daughenbaugh Ronnie Bumgarner
Substitute Instructor	Lynn Startin
Financial Aid Office Mgr.	Lynn Startin

Emergency Evacuation Procedures

The evacuation plan will be explained in total at the beginning of each class or the first day of attendance to ensure that all students are familiar with the plan. At the direction of a staff member or at the indication of an emergency that would require the evacuation of the building the following actions will take place;

1. Proceed to the nearest exit in an orderly fashion notifying others of the emergency, and making sure they are responding in a like manner.
2. Walk, do not run. Do not take personal belongings. Meet in the parking area behind Conoco station south of the school.
3. Roll call will be taken to ensure no one was left in the building, Instructors will report the results of the roll call to the director. Do not re-enter the building until directed by an Instructor.

Emergency Telephone Numbers

Police, Fire Department, Ambulance.....911

Owners.....961-5108, 369-5108

Break Room

The break room is located in the S/W corner of the building. The break area is everyone's responsibility to keep clean. You are expected to pick up after yourselves. This room contains a refrigerator, a microwave oven, a table, and chairs. This room or the outside picnic areas are the only places students are allowed to eat their lunch. You are not allowed to bring guest into the break room; this is for students and staff only. Smoking is not allowed in the building. The smoking area is outside the break room and it is the responsibility of the smokers to keep the area free of cigarette refuse.

Parking

The student parking area is behind the Conoco gas station and includes all spaces along the west/rear fence.

School Equipment and Lockers

A locker is available for every student. Locks must be provided by the student. The school is not responsible for lost, stolen, or damaged articles. The school reserves the right to inspect lockers or styling stations at any time for safety or sanitary reasons.

Appearance of Work Stations

Every work station must be kept clean and neat at all times. All equipment and supplies must be kept in their proper places. Soiled linens will be placed in marked containers. Mirrors and counter tops will be visibly clean. Clips are not to be kept on mirrors, and a limit of one picture or appropriate photograph per work station will be allowed. No food or beverages will be allowed or consumed by students on the clinic floor. At the end of each day every work station will be visually inspected by an Instructor.

Sanitation Duties

Sanitation duties are assigned every month. You are not allowed to leave for the day until your assignment has been completed and inspected by an instructor. A list of the assignments will be posted on the bulletin board.

All sanitation duties will begin no later than one-half hour before closing. Sanitation of all equipment, work areas, tools, and implements is extremely important, it is not just a school rule, it is a requirement by the Montana State Board of Cosmetology.

Admission Procedures

Non-Discrimination Policy

The school enrolls students without discrimination as to race, sex, age, creed, age, marital status, color, religion, national origin, ethnic origin, physical disability, or mental disability.

Enrollment and Re-Enrollment

Admission is offered to career minded men and women. The school admits as students, persons with the following;

1. Proof: (driver's license or birth certificate) that the student applicant is at least 17 years of age.
2. Proof: a High School Diploma or the equivalent, or GED Certification.
3. All students are required to pass a TABE test prior to acceptance. The test is administered at the school on Tuesdays and Thursdays by appointment

Transfer Students

4. Transfer students will be accepted in accordance with the State Board rules and regulations and must submit the following prior to enrollment;
 - a. Copy of birth certificate.
 - b. A copy of transcript of hours completed, with a breakdown of individual educational areas i.e. haircutting, permanent waving, coloring etc.
 - c. Certification of hours from the State Board of previously attended school.
 - d. A copy of their high school diploma or GED

e. **4. School Rules and Regulations**

Attendance

Every student is required to attend school 34 hours per week. We accept no part time students. After a student completes the freshman training program they may accrue approved overtime hours. In order to be credited with overtime hours you must be accompanied by an Instructor at an approved course or event.

Attendance Tracking

Students are required to record their attendance on a biometric time clock, and are required to clock in when arriving for school, out and in for lunch, and out when leaving the school. You are allowed a half hour for lunch. Students must take their lunch unless they are booked and have permission from an Instructor to work through their lunch period. When taking lunch or leaving the school, be sure you sign out at the front desk and receive permission from an Instructor. Never leave the school grounds without permission, as this will result in a disciplinary action.

(C) Absenteeism and Tardiness

Your attendance and punctuality are essential to your education, and are solely your responsibility. If you are not in attendance by 8:30am your appointments will be moved and you will not be allowed to clock in. Any absence due to illness or injury should be documented with a statement from a physician.

1. Any absence or tardiness on a Friday without prior confirmation with an Instructor, will result in the following; The Student will not be allowed to attend classes until the following Wednesday.
2. During the week when theory classes are being taught, if a Student is unable to clock in for the day prior to 8:30 AM, they will not be allowed to attend classes that day. Any theory class that is

missed will have to be made up at a later date by attending additional theory classes prior to graduation.

3. Items one and two above may be appealed if the student can prove to the School's satisfaction that the absence or tardiness involved an emergency or was an incident beyond their control.

Additional Tuition Charges

The school will charge additional tuition for hours remaining after the contract ending date. The additional charges are as follows: Cosmetology (\$340.00), Manicuring (\$306.00), or Teacher Training (\$204.00) per week or any part of a week until remaining hours are complete. Payment is due each Monday

The additional hourly fee may be waived ONLY with written consent of the school under demonstration of circumstances warranting such a waiver.

School Holidays

The Bitterroot School of Cosmetology observes the following holidays and will be closed;

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. If New Year's Day or Christmas Day falls in the middle of the week, arrangements may be made to be closed either prior to or immediately after the holiday. The school may also close for staff training if necessary.

Conduct

Students are expected to conduct themselves in a dignified and professional manner at all times. Students may be disciplined by verbal reprimand, written reprimand, suspension, and or termination for conduct that disrupts the school operations or reflects unfavorably in any way upon the school.

If a student receives a suspension notice (sent home) because of their conduct, they will not be admitted back in school until the school is assured that such actions will not be repeated by the student and a written apology from the student will be submitted and placed in their file. Following is a list of incidents that will result in disciplinary action;

- * Use of cell phone while clocked in and accruing hours.
- * Use of obscene, vulgar, or profane language.
- * Stealing from school, patrons, or other students.
- * Cheating, dishonesty, or falsification of records.
- * Clocking in or out for other students.
- * Causing dissent among staff or students.
- * Immoral, improper, or unprofessional conduct.

*Refusing to do services, or disrespectful to clients.

* Disrespect to Instructors or staff of the school.*

*** Denotes incidents that may be cause for immediate termination of enrollment with no recourse for student.**

Make-Up Work

All work missed due to absence or tardiness must be made up the day the student returns to school. Failure to complete and submit make-up work will result in a 0% for that assignment.

You the student are responsible for making an appointment with the appropriate Instructor (Instructor who originally made the assignment) to complete missed work.

Release of Information

1. Students and parents/guardians of dependent minor students have the right to gain access to their cumulative records by appointment, and under the supervision of an instructor. Information pertaining to a student's record will only be released to other individuals or family members with the written permission of the student or parent/guardian of a dependent minor student, every separate incident.

2. Student records may be released without their consent to any of the following agencies for the purposes of an audit or investigation. Montana State Board of Cosmetology, NACCAS, The US Department of Education, or any other financial aid assistance organization that is supporting the student with their education.

3. A fee of \$1.50 per page will be required from a student requesting copies from their file with a maximum fee of \$25.00.

Dress Code

The following dress code has been deemed appropriate for a professional image by the staff. Any student not dressed in accordance with the dress code will not be allowed to attend classes or accrue hours until they are dressed in compliance with this policy. All clothing shall be neat, clean, and in good repair.

Appropriate clothing shall be;

Black blouses, sweaters, shirts, or tops.

Black pants, full length, (no Levi/denim).

Shoes and stockings shall be worn at all times. Shoes must be closed toed and clean. Open toed shoes with a back strap may be worn in warmer weather.

Inappropriate clothing;

Cut-off shirts, halter tops, dresses, skirts, braless look shirts or tops.

Shirts with slogans or designs.

Sweat pants or other exercise attire.

Students are expected to be prepared for the day prior to 8:30 AM. Hair is to be styled and make-up should be applied prior to clocking in. A student cannot accrue hours for time spent on personal hygiene preparing for the day. Students may have an opportunity to do their hair and make up between 8am and 8:30am

The Instructor's decision on whether or not the student's attire is appropriate is the final decision. If it is deemed inappropriate the student will be asked to clock out and leave.

Theory Classes

Theory classes are conducted Monday through Friday from 8:30a.m. To 9:30a.m. Students are expected to be seated and prepared for the start of class at 8:30a.m.

All chapters covered require the completion of the theory workbook prior to test day. If the workbook is completed on time the student will receive + 5 points on their theory test. If the workbook is not completed by test day the student will receive -10 points on their theory test. All exams are graded promptly and entered in their electronic file.

After a cosmetology student has completed 1100 hours of instruction they are eligible to take the final written examination and the final practical examination (Manicuring student, 300 hours; Teacher Training student, 600 hours). They all must take and pass both of these examinations with a minimum of 75% in order to graduate. All students are required to remain enrolled in the theory classes until they graduate, even if they have successfully passed both final examinations.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows: Cosmetology 450, 900, 1200, 1500 clocked (actual) hours

Manicuring 200, 400 clocked (actual) hours

Teacher Training 325, 650 clocked (actual) hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress.

Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE HOURS SCHEDULED	MAXIMUM TIME ALLOWED	
Cosmetology		
(Full time, 34 hrs/wk) – 1500Hours	58.7 Weeks	1995
Manicuring(Full time, 34 hrs/wk) – 400	15.6Weeks	532
Teacher Training(Full time, 34 hrs/wk) 650	25.4 Weeks	864.5

The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled contracted hours. Students who can not complete the course within the maximum time frame will be withdraw

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following scale:

92 - 100 EXCELLENT

82 - 91 VERY GOOD

75 - 81 SATISFACTORY

74 and BELOW UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student will be withdrawn.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

NONCREDIT, REMEDIAL COURSES, REPETITIONS Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Return of Unearned Title IV Funds

In the event a student withdraws or is terminated from the program, the following policy applies to the treatment of Title IV Aid.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered and that the school participates in are: Federal Pell Grants, Direct Student Loans (Stafford Loans), and Plus Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and /or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed 60% of the payment period or period of enrollment, you earn all of the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your post withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some school ask for this when you enroll), you will be offered the funds. However it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a plus loan) repay in accordance with the terms of the promissory note. That is you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds that you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for the Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV aid program funds, you can call the Federal Student Aid Information Center at 1-800-4-fedaid (1-800433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the web at www.studentaid.ed.gov.

Internal School Complaint Procedure

This procedure provides an avenue and directions for students, employees, and other interested parties to officially file a complaint against the school.

The complaint must be submitted to the school Director in writing, dated, and state the nature of the complaint.

All complaints will be discussed and evaluated by the complainant and Director within 10 calendar days of receipt. The minutes of the meeting will be recorded in writing and a copy will be given to the complainant.

If the complaint cannot be resolved to the satisfaction of the complainant it will be forwarded to the School Complaint Committee. The School Complaint Committee will be comprised of a school owner, the Director, an Instructor, and a senior student. The Complaint Committee will meet within 21 calendar days of the receipt of the complaint.

The Complaint Committee will examine the minutes from the initial meeting, and any additional information or evidence that has been submitted in writing. The Complaint Committees will offer a decision on the allegations within 15 calendar days of this meeting.

If the complaint is determined to be valid the Committee will document in writing the steps taken by the school to correct the problem. If the complaint is determined to be unwarranted the Committee will document in writing their findings as to why the allegations were not warranted and a copy will be issued to the complainant.

If after receiving the Committees findings the complainant is not satisfied, they will be advised to contact either the Montana State Board of Cosmetology or the National Accrediting Commission of Cosmetology Arts and Sciences and obtain the correct Complaint Form from that agency.

This last resort should not be exercised until all in school procedures for resolving the complaint are exhausted.

The school will maintain written records of all proceedings in the complainants student file and in a separate file for a minimum of 3 years.

Counseling Procedures

Counseling sessions will be used to discuss satisfactory progress with the student in the following areas. Attendance, theory classes, practical work, past assignments, attitude, professionalism, and student concerns.

These counseling sessions are for the benefit of the students. Input and comments from the students are appreciated but are on a voluntary basis only. These monthly sessions are used to track the progress of the student and any concerns they may have regarding their education at the school.

Alcohol and Drug Abuse Policy

The Department of Education requires a school to certify that it has adopted and implemented a program to prevent drug and alcohol abuse by its students, employees, and officers. In accordance with the “Drug Free Workplace Act”, the school authorities hereby firmly announce actions the school will initiate against a student, officer, or faculty member who violates these prohibitions.

Any student that is convicted for any offense, during a period of enrollment for which the student was receiving Title IV HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant or loan.

A. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on school property, or as a part of the school’s activities.

B. The unlawful possession and use of drugs or alcohol is wrong and harmful.

C. Disciplinary sanctions consistent with local, state, and federal law, up to and including expulsion/termination and or referral for prosecution, will be imposed on students, employees, and officers of the school who violate the standard of conduct as described by the above sanctions.

D. Information relating to any drug and alcoholic counseling and rehabilitation that are available in our local community include:

Alcohol and Drug Abuse; 214 Pinckney St., Hamilton, MT 406-363-3060

Alcoholic Anonymous Referral and Addiction- 24 hour hotline 800-262-4944

The school authorities encourage staff members and students to report any infractions relating to drug and alcohol abuse displayed by anyone in the school. Furthermore, as a condition of employment, employees will notify the school of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The seriousness of a “Drug Free Work Place” cannot be overly emphasized. Let us continue to work together harmoniously in a “Drug Free Work Place”, making our ownership, employment, and student training respectable in our profession and community.

A copy of this “Drug Free Work Place” statement will be given to each staff member, employee, and student during their initial employment interview and or student enrollment indoctrination. A signed certificate/statement will be completed by the respective recipient that he/she received a copy of this policy and is thoroughly familiar with its contents. The certificate/statement will be filed in their respective files.

Appeal Procedures For Policy Violations

Students who are terminated for non-conformance to school policy and procedures may appeal the termination. The student must submit a written appeal to the school authorities, along with supporting documentation and reasons why the termination should be reversed, and a request for a re-evaluation based on the evidence submitted. The appeal must be received by the school within (5) school days of the termination. Should a student fail to appeal within the allotted time the decision to terminate is final.

An appeal hearing will take place within (5) days of receipt of the written appeal. This appeal will be attended by the student, parents/guardian (if the student is a dependent minor), the students Instructor and the director of training. A decision on the student’s appeal will be determined within (3) school days by the School authorities and will be communicated to the student in writing.

Should a student receive favorable results upon his/her appeal and the School is assured the violations of its policy and procedures would not continue the student will be automatically re-entered in the course.

Graduation Requirements

The school will grant a diploma of graduation for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination with a minimum grade of 75%; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and satisfied all debts owed to the school.

Licensing Requirements

To be licensed in Montana, you must be 18 years of age, hold a high school diploma or G.E.D., complete the required hours of your desired course and graduate, and pass a national examination.

Employment Assistance

The School does not guarantee employment to its students; however, the School will assist students in seeking employment. The School’s placement assistance procedure does include; identifying employment opportunities and advising students on appropriate means of realizing these opportunities. See Gainful Employment Statistics on our website, bitterrootsofcosmetology.com.

Physical Demands/Safety

Physical demands of the Cosmetology and Manicuring courses are as follows; a Cosmetology student can expect to spend at least 75% of their total course time on their feet. A Manicuring student can expect to spend at least 80% of their total course time seated at a manicuring table or seated on a pedicure stool. If a prospective student has a history or suspicion of physical limitations to chemical odors, standing, sitting, bending, stooping, or light lifting, he/she should consult his/her physician before entering training. Safety and hygiene are stressed in all aspects of both courses. The School is inspected regularly by the Montana State Board of Cosmetology. All reasonable accommodations will be considered for mentally or physically disabled students. 12

COURSE OUTLINES

The completion of your chosen course and graduation requirements will result in receiving a diploma from Bitterroot School of Cosmetology. This enables the student to apply to take the required written and practical exams for state licensure.

The required curriculum for cosmetology students is as follows:

1500 hours of training, of which at least 200 hours is in theory, distributed as follows:

(A) manicuring, 95 hours to include:

manicures (including hand and arm massage and polish);

pedicures (including foot, ankle, and lower leg massage, and polish);

application of monomer liquid and polymer powder nail enhancements, nail tips, nail wraps, UV gels, and nail art; and

the use of manicuring implements including the electric nail file.

(B) esthetics, 110 hours to include:

skin care (including facials, cosmetics, makeup, massage, essential oils, the application and maintenance of artificial eyelashes and extensions, tinting of the eyelashes and eyebrows, and the chemical curling of the eye lashes);

skin exfoliation (including manual, chemical, and mechanical exfoliation);

waxing and tweezing; and

electricity and light therapy.

shampoo (including scalp treatment), hair styling (pin curls, finger waving, thermal curling, blow dry styling, braiding, back combing, and wet setting), 195 hours;

(C) chemical services (waving, relaxing (ammonium thioglycolate, sodium hydroxide methods), hair coloring, and hair lightening), 395 hours;

(D) hair cutting (including the proper uses of implements, e.g., shears, razors, clippers, thinning shears), 155 hours;

(E) salon management, business methods, customer service, appointment book, professional ethics, and current state board laws and rules, 115 hours;

(F) and chemistry, bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, and diseases and disorders of hair, scalp, skin, and nails, 60 hours.

375 hours of instruction shall be at the discretion of the school, provided that the hours are within the applicable curriculum. THE FIRST 300 HRS OF TRAINING ARE DONE LEARNING THE BASICS. THE REMAINING 1200 HRS ARE SPENT WORKING ON THE CLINIC FLOOR ADVANCING YOUR SKILLS AND FINISHING THEORY.

OUR EDUCATIONAL OBJECTIVES FOR THE COSMETOLOGY PROGRAM IS THE STUDENT COMPLETE ALL CURRICULUM, COMPLETE ALL HOURS, AND SUCCEED AT THEIR STATE LEVEL LICENSURE EXAM

The required curriculum for manicuring students is as follows:

The required curriculum for manicuring students includes 400 hours of training, of which at least 40 hours is in theory, distributed as follows: 400 hours of training, distributed as follows:

(A) salon management, business methods, customer service, appointment book, professional ethics, and current state board laws and rules, 60 hours;

(B) bacteriology, sanitation, sterilization, safety, anatomy, physiology, diseases and disorders of skin and nails, basic chemistry, nail product chemistry, and electricity, 55 hours;

(C) manicures (including hand and arm massage), pedicures (including foot, ankle, and lower leg massage), polish applications, and the proper use of manicuring implements, a minimum of 35 hours; (iv) use of the electric nail file, 10 hours; and

(D) application of monomer liquid and polymer powder nail enhancements, nail tips, nail wraps, UV gels, and nail art, a minimum of 140 hours.

100 hours of instruction shall be at the discretion of the school provided that the hours are within the applicable curriculum.

Students seeking licensure in a state that requires more hours of training than Montana, may remain enrolled in school and be permitted to work on members of the public without obtaining a license.

THE FIRST 100 HRS OF TRAINING ARE SPENT LEARNING THE BASICS. THE REMAINING 300 ARE SPENT ON THE CLINICAL FLOOR ADVANCING YOUR SKILLS AND FINISHING THEORY.

OUR EDUCATIONAL OBJECTIVES FOR THE MANICURING PROGRAM IS THE STUDENT COMPLETE ALL CURRICULUM, COMPLETE ALL HOURS, AND SUCCEED AT THEIR STATE LEVEL LICENSURE EXAM

CURRICULUM, COMPLETE ALL HOURS, AND SUCCEED AT THEIR STATE LEVEL LICENSURE EXAM

All programs utilize classroom presentation, video instruction, practical demonstration, text book requirements, dry erase boards, interactive classroom work.

The required curriculum for teacher training students is as follows: 650 hours of training distributed as follows:

(A)teaching methods - 245 hours including: task analysis; developing instructional objectives; visual aids and their construction; motivational tools; preparation of instructive materials; lesson planning including: practical theory classes; and practical demonstration classes. fundamentals of speech and public speaking; methods of test construction; methods of evaluation or grading; and curriculum planning and development.

(B)general psychology - 75 hours including: general principles in relation to teaching and counseling; conflict resolution; student counseling; student and teacher relationships; and public relations.

(C)business methods - 115 hours including recruitment; job analysis; student registration, withdrawal, and hours (tracking, completing, calculating, and veriMng); ethical employee and employer relationship; salon/booth rental relationship; professional ethics; and current state board laws and rules.

(D)advanced theory of cosmetology, esthetics, manicuring, barbering, or electrology, and the chemistry, safety, sanitation, bacteriology, physiology, anatomy, and diseases and disorders that apply to each course - 75 hours
140 hours of instruction shall be at the discretion of the school provided that the hours are within the applicable curriculum.

OUR EDUCATIONAL OBJECTIVES FOR THE TEACHER TRAINING PROGRAM IS THE STUDENT COMPLETE ALL HOURS, AND SUCCEED AT THEIR STATE LEVEL LICENSURE EXAM.

All programs utilize classroom presentation, video instruction, practical demonstration, text book requirements, dry erase boards, interactive classroom work.

BOOKS

- 1) Milady Standard Textbook of Cosmetology
- 2) Milady Standard Theory Workbook
- 3) CO-ED-CO Student Work book
- 4) Montana Cosmetology Law Book Periodicals:

- 1) Modern Salon
- 2) Nail Pro
- 3) Behind the chair

Visual aids:

- 1) TV and VCR

SCHOOL GRADING SYSTEM

THEORY

92-100	Excellent
83-91	Good
75-82	Satisfactory
Below 75	Fail/Unsatisfactory

PRACTICAL

92-100	Excellent
83-91	Good
75-82	Satisfactory
Below 75	Fail/Unsatisfactory

Licensing Agency

Montana State Board of Cosmetology

301 South Park Avenue

Helena, Montana

406-841-2335

Accrediting Agency

NACCAS

3015 Colvin St

Alexandria, Virginia 22314

703-600-7600

RECEIPT OF POLICY AND PROCEDURE MANUAL

I, _____ do hereby certify that I have read and understand the policy and procedure manual that I have received and have retained a copy for my records.

Student Signature

Date

DRUG FREE WORK PLACE CERTIFICATION

I, _____ do hereby certify that I have read and understand the significance of the "Drug Free Work Place" sanctions and will adhere to this policy.

Student Signature

Date