



Mosley School of Cosmetology

4454 BRETON RD SOUTHEAST

KENTWOOD, MI 49508

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## **MOSLEY SCHOOL OF COSMETOLOGY**

### **Administrative Staff and Faculty**

SINCERAE THERESA MOSLEY – Executive Director: (and 100% owner)

REBECCA LEAL – SCHOOL DIRECTOR

MARIE LEWIS – DIRECTOR OF FINANCIAL AID

ANGELA FOX – INSTRUCTOR

JANIECE STEWART – INSTRUCTOR

DIANE SMITH - INSTRUCTOR

THERESA MOSLEY – SUBSTITUTE INSTRUCTOR

# CATALOG

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## **Welcome to Mosley School of Cosmetology**

You are about to begin the first leg of your journey – Cosmetology School! We are excited to be a part of the road map for your success that will take you in many directions and provide you with the skills and personal confidence to realize your dream of becoming a professional in the Cosmetology field. The information found in this catalog should answer most of your questions. It is your responsibility as a student to become familiar with all of our policies. We believe that you will approach this learning opportunity as a responsible adult, so we encourage you to be flexible and open to possible changes in the policies in the catalog. If any changes occur, you will be informed in writing and the change in the policy will be posted on the Student Bulletin board.

In the versatile “world” of Cosmetology, the opportunities are extensive. As a licensed cosmetologist, esthetician, instructor or manicurist, you have a diversity of job choices within the industry and the related areas of the cosmetology field. You may choose to seek employment as a Hairstylist, Chemical Texture Specialist, Hair Colorist, or Manicurist. The related fields offer various exciting and challenging career paths, which include Platform Artistry, Manufacturers Sales Consultant, Salon Manager/Owner, School Instructor, School Director, School Owner or State Board Representative.

### **MISSION STATEMENT**

The mission of Mosley School of Cosmetology is to provide you with a balanced education, integrating classroom theory and practical Student Salon training to develop the knowledge and experience to become licensed and find employment in your field of study.

### **POSITIVITY POLICY:**

Mosley School of Cosmetology is a place with rules and regulation to keep order. We have an environment where students can be happy and is allowed to love and enjoy the school they signed up for and attend on a daily basis. To make this possible students are restricted from talking negativity about the school on the salon floor, classroom or anywhere in the school or outside the school. Students are restricted from posting on any social media outlet negativity about the school, staff or another student. Staff and Student will not be bullied because you don't like the way they teach, talk etc.... Everyone has a different personality and different style of teaching. In the Mosley School of Cosmetology, gossip is an activity that can drain, distract and downshift student, employee job and school satisfaction. We all have participated in this, yet most of us say we don't like it. In order to create a more professional workplace and school, we are making a commitment to change our atmosphere to be gossip free.

**STANDARD OF CONDUCT/GROUNDS FOR DISMISSAL:**

All students are expected to conduct themselves in a dignified and professional manner. The use of drugs or alcohol on the premises, negative commentary on social media and/or in the school building, profanity, vandalism, theft from classmates or the school, are all grounds for disciplinary action and/or dismissal from the school. Verbal or physical attacks, sexual harassment, threats, or intimidation toward fellow students, clients, or staff will NOT be tolerated. Mosley School of Cosmetology has a **ZERO TOLERANCE POLICY** regarding weapons of any kind being on the premises. Failure to abide by this policy will result in immediate and permanent dismissal from the school, and the authorities will be contacted and notified. Criminal charges may be pursued if deemed necessary. In addition, failure to abide by the policies Mosley School of Cosmetology, including, but not limited to: Dress Code, Academic Honesty Policy, Attendance Policy, Proper Conduct in the Student Salon, etc., will result in disciplinary action. There will be ONE written warning issued; the next offense may result in suspension. A third offense may lead to expulsion. Expulsion from the program is permanent. We urge all students to treat the academy, clients, staff, and each other in the manner they themselves would want to be treated. For additional information on the Drug and Alcohol Policy later in this catalog.

**DRUG AND ALCOHOL POLICY:**

As stated in the Code of Conduct, the use/sale of drugs and/or alcohol on the premises is strictly prohibited, and is grounds for immediate dismissal from the school.

**ACADEMIC HONESTY POLICY:**

The development, understanding, and practice of integrity and academic honesty are expected of all students at Mosley School of Cosmetology. Personal integrity is important in all aspects of life and the students are expected to conduct themselves with honesty and integrity, both in and out of the classroom. Acts of academic dishonesty will NOT be tolerated. Students engaging in such conduct may be subject to disciplinary action and/or dismissal from the school.

**INSTRUCTORS/STAFF:**

All educational staff are qualified and licensed by the State of Michigan. Support staff is familiar with the operations and vision of the school, and are involved in the daily operations of the academy.

**LOCATION:**

Mosley School of Cosmetology is located at 4454 BRETON RD SOUTHEAST, KENTWOOD, MI 49508. Bus transportation is accessible and convenient.

**SCHOOL DESCRIPTION:**

Our building has been specially designed to provide the students with a state-of-the-art junior classroom seating 12 students comfortably and provides each junior student with a salon-style workstation. The computer monitors and white boards are used during both Theory and Practical training to allow for maximum saturation of the information covered. The Junior/Senior Theory classroom is designed to accommodate 28 students and serves as a Theory and limited Practical training setting for the Junior and senior students. The Senior Student Salon is designed to comfortably accommodate students while providing our clients with an enjoyable service area. The students have off-street parking, a break room

equipped with a refrigerator and microwave, and various other perks. The classrooms and restroom areas are handicapped accessible.

**CLASS CALENDAR:**

Classes begin every four weeks throughout the year. Junior Session classes meet Monday through Friday. Student Salon hours are available Monday through Friday. (Specific hours are explained upon enrollment). Class start dates for 2021 are: January, February, March, April, May, June, August, September, October, November.

**SCHOOL HOLIDAY HOURS OF OPERATION AND CLOSURES:**

New Years Eve Day	New Years Day Closed
Martin Luther King Jr. Day Closed	Memorial Day (Sat/Sun/Mon) Closed
Fourth of July Closed	Labor Day (Sat/Sun/Mon) Closed
Post-Thanksgiving- Day After Black Friday	Thanksgiving Day Closed
Christmas Eve Day Closed	Christmas Day Closed

Mosley School of Cosmetology may be closed for additional days that surround the above holidays and to accommodate in-service training or seminars for the educators. Additional closures will be posted two weeks prior to the specific date. Weather or facility failures happen occasionally and will be announced on local TV and Radio Stations by 7:00 a.m. or at the soonest known and agreed upon time. Text messages or e-mails may also be used to inform the student body and staff

**ADMISSION REQUIREMENTS:**

- > Not less than 17 years of age proven through a Valid Driver's License, birth certificate or other government issued ID
- > Has at least a high school diploma, GED, or its equivalent
- > Social Security Card or proof of residency

\*NOTE: Mosley School of Cosmetology does not accept students on the basis of his or her ability to benefit.

\*Note: In the event a prospective student presents evidence of a foreign diploma, an outside agency must perform an equivalency evaluation to determine if it is the same as a US high school diploma. If applicable, a certified translation must also completed.

\*Note: If student is home schooled - have evidence of completion of home schooling that clearly show credentials of achievement level.

**TRANSFER STUDENTS:**

Mosley School of Cosmetology will accept transfer hours from another school with discretion from school administration. The incoming transfer student must pass a theory and practical placement test and all hours from previous enrollment must be submitted, as well as any applicable documentation concerning enrollment at the previous location (i.e., progress reports, discipline matters, etc.). All other admission documents are also required and tuition will be pro-rated based on tuition amounts at the time of enrollment. All other fees are in effect. If a student wishes to transfer to another school, a withdraw settlement calculation must be completed. If money is owed to the school, one initial down payment must be made. In addition, payment arrangements must be made for the balance to be paid in full. Hours will not be released by the school unless these steps are followed.

**RE-ENTRY STUDENTS:**

**Re-enrollment in Mosley School of Cosmetology is NOT guaranteed.** The applicant will be required to meet all previous financial obligations before re-enrollment will be addressed and a **second enrollment fee and registration fee will be required.** The applicant will be required to meet with Administrative Staff to discuss re-admittance to Mosley School of Cosmetology. Upon re-admittance into Mosley School of Cosmetology, PRIOR TO CLOCKING ANY HOURS, the re-enrolled applicant will be required to complete a practical and written exam which must be passed with no less than an 80%. This policy is applied to all the programs offered by Mosley School of Cosmetology.

**NON-DISCRIMINATION/DISABILITY POLICY:**

Mosley School of Cosmetology does not, in its admissions, employment, instruction, or graduation practices, discriminate against prospective students due to sex, age, race, color, religion, disabilities or ethnic origin. A student applicant with disabilities will be evaluated on an individual basis in relation to the nature of our career training. The school will provide accommodations and academic support on an individual basis for the student with disabilities.

**NON-RECRUITMENT:**

Mosley School of Cosmetology does not recruit students attending another school offering a similar course of study.

**ATTENDANCE SCHEDULES:**

Students are expected to maintain no less than an 80% rate of attendance and attend classes and clinic in accordance with their Enrollment contract and monthly calendar contracts. Time is built in to each contract to allow for personal time or events. Once the contract end date is exceeded, the over contract fee of \$8.53 will go into effect.

Cosmetology:	Part Time	60 weeks at 20 hours per week
	Full Time	43 weeks at 25 hours per week
Nail Technician	Part Time	20 weeks at 20 hours per week
	Full Time	12 weeks at 25 hours per week
Esthetician	Part Time	20 weeks at 20 hours per week
	Full Time	12 weeks at 25 hours per week
Cosmetology Instructor	Part Time	20 weeks, 25 hours per week
Nail Technician Limited Instructor	Part Time	12 weeks, 25 hours per week
Esthetician Limited Instructor	Part Time	12 weeks, 25 hours per week

**School Hours**

Monday: 9:00 a.m. to 2:00 p.m.

Tuesday: 9:00 a.m. to 2:00 p.m.

Wednesday: 9:00 a.m. to 2:00 p.m.

Thursday: 9:00 a.m. to 2:00 p.m.

Friday: 9:00 a.m. to 2:00 p.m.

\*Please note that the hours noted above are the **physical** school hours and that during this time of temporary distance education, there are also hours that are done after 2:00 with instructor supervision.

**COURSE COSTS:**

<b>COSMETOLOGY</b>	<b>COSTS</b>		<b>NAIL TECHNICIAN</b>	<b>COSTS</b>
Tuition	\$12,800.00		Tuition	\$4,500.00
Kits & Supplies	\$ 1500.00		Kits & Supplies	\$ 600.00
Books	\$ 485.00		Books	\$ 285.00
State Registration Fee	\$ 15.00		State Registration Fee	\$ 15.00
Enrollment Fee	\$ 20.00		Enrollment Fee	\$ 20.00
Registration Fee	\$ 180.00		Registration Fee	\$ 180.00
<b>TOTAL</b>	<b>\$15,000.00</b>		<b>TOTAL</b>	<b>\$5,600.00</b>

<b>ESTHETICIAN</b>	<b>COSTS</b>		<b>COSMETOLOGY INSTRUCTOR</b>	<b>COSTS</b>
Tuition	\$4,900.00		Tuition	\$3,400.00
Kits & Supplies	\$1,000.00		Kits & Supplies	\$ 100.00
Books	\$ 385.00		Books	\$ 285.00
State Registration Fee	\$ 15.00		State Registration Fee	\$ 15.00
Enrollment Fee	\$ 20.00		Enrollment Fee	\$ 20.00
Registration Fee	\$ 180.00		Registration Fee	\$ 180.00
<b>TOTAL</b>	<b>\$6,500.00</b>		<b>TOTAL</b>	<b>\$4,000.00</b>

<b>ESTHETICIAN LIMITED INSTRUCTOR</b>	<b>COSTS</b>		<b>NAIL TECHNICIAN LIMITED INSTRUCTOR</b>	<b>COSTS</b>
Tuition	\$2,100.00		Tuition	\$2,100.00
Kits & Supplies	\$ 100.00		Kits & Supplies	\$ 100.00
Books	\$ 285.00		Books	\$ 285.00
State Registration Fee	\$ 15.00		State Registration Fee	\$ 15.00
Enrollment Fee	\$ 20.00		Enrollment Fee	\$ 20.00
Registration Fee	\$ 180.00		Registration Fee	\$ 180.00
<b>TOTAL</b>	<b>\$2,700.00</b>		<b>TOTAL</b>	<b>\$2,700.00</b>

**PAYMENT SCHEDULE:**

All payments are due on the 1<sup>st</sup> of the month or per contract agreement. A ten-day grace period is allowed in which the student must pay or make payment arrangements with the administrator. If the payment is not made after the grace period, a late fee of \$25.00 is charged. After 15 days of non-payment, the student will be advised accordingly that he or she is in danger of being suspended. After 30 days of non-payment, the student will be temporarily suspended. We accept cash, credit card, money order or cashier's check.



**COSMETOLOGY COURSE OUTLINE:**Course Description:

The Cosmetology course is a training program that is a complete study of all areas of cosmetology and its related sciences. The course is taught in English.

Textbooks:

Milady's Standard Cosmetology

Milady's Standard Cosmetology Theory Workbook

Milady's Standard Cosmetology Practical Workbook

Milady's Standard Cosmetology State Board Review Book

Michigan Cosmetology Law Book

Objectives:

1. To provide the student with knowledge of the sciences and skills to become a licensed cosmetologist.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

Format:

The teaching format combines: Theory – lectures and discussion; Practical – demonstrations and hands-on practice. Support materials include: videos, whiteboard, manikin, models, guest speakers, and etc., as needed to complete the subjects covered.

Evaluation:

The student is evaluated daily throughout the course. End-of-session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon entry level job expectations. The following grading system is used for all tests, practical work, and projects:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

Attendance:

Cosmetology:	Part Time	60 weeks at 20 hours per week
	Full Time	43 weeks at 25 hours per week

**CONTENTS OF UNITS OF INSTRUCTION – Cosmetology**

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Applications
<b>Subject</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Unassigned Hours</b>	<b>Total Hours</b>	<b>Minimum Practical Applications</b>
Sanitation/patron protection Laws and rules Personal hygiene Salon management Mechanical and electrical equipment safety	90	40	0	130	585  (Sanitation and patron protection shall be included in all services)
Facials Skin analysis and care Manipulation, massage, electricity Removal of hair by the use of wax, tweezers, or depilatories Makeup and eyebrow arch	35	80	0	115	40  (a minimum of 5 services in each category)
Hairdressing Arranging, cutting, dressing, curling, pressing, artificial hair and finger waving, natural hair cultivation	125	400	0	525	300  (a minimum of 20 services in each category)
Scalp and hair treatments	10	15	0	25	30
Hair coloring Temporary Semi permanent  Permanent Bleaching and dimensional coloring Color mixing	40	170	0	210	80  (a minimum of 8 services in each category)
Chemical hair restructuring Permanent waving Straightening and relaxing	40	180	0	220	80  (a minimum of 15 services in each category)

Applied chemistry/occupational safety and health administration as related to skin, hair, nails, and scalp	20	10	0	30	5
Applied anatomy, physiology, and histology of the human head, hands, nails, skin and hair	45	0	0	45	0
Manicuring/pedicuring	15	55	0	70	35
Artificial nails	5	15	0	20	5
Unassigned hours	0	0	110	110	0
<b>Totals</b>	<b>425</b>	<b>965</b>	<b>110</b>	<b>1500</b>	<b>1160</b>

## NAIL TECHNICIAN COURSE OUTLINE

### Course Description:

The Nail Technician is a training program that is a complete study of all areas of manicuring and its related sciences. The course is taught in English.

### Textbooks:

Milady's Standard Nail Technology

Milady's Standard Nail Technology Student Workbook

Michigan Cosmetology Law Book

### Objectives:

1. To provide the student with the necessary sciences and skills to become a licensed nail technician.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

### Format:

The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers, etc., as needed to complete the subjects covered.

Nail Technician	Part Time	20 weeks at 20 hours per week
	Full Time	12 weeks at 25 hours per week

### Evaluation:

The student is evaluated daily throughout the course. End of Session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each Session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon Entry Level job expectations. The following grading system is used for all tests, practical work, and projects:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

## CONTENTS OF UNITS OF INSTRUCTION – Nail Technician

<b>Subject</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Unassigned Hours</b>	<b>Total Hours</b>	<b>Minimum Practical Applications</b>
Sanitation/patron protection  Laws & Rules Personal Hygiene Salon Management Mechanical and electrical Equipment safety	50	50	0	100	100  (Sanitation and patron protection should be included in all services.)
Anatomy & Disorders	25	0	0	25	0
Artistic Principles	10	0	0	10	0
Manicuring/Pedicuring techniques	20	50	0	70	40
Chemistry – Occupational safety and health administration	15	0	0	15	0
Artificial Nails/Extensions/Repairs	25	105	0	120	50
Unassigned hours	0	0	50	50	0
<b>TOTALS</b>	<b>145</b>	<b>205</b>	<b>50</b>	<b>400</b>	<b>190</b>

## ESTHETICIAN COURSE OUTLINE

### Course Description:

The Esthetician is a training program that is a complete study of all areas of esthetics and its related sciences. The course is taught in English.

### Textbooks:

Milady's Standard Textbook  
 Milady's Standard Student Workbook  
 Michigan Law Book

### Objectives:

1. To provide the student with the necessary sciences and skills to become a licensed esthetician.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

### Format:

The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers, etc., as needed to complete the subjects covered.

### Evaluation:

The student is evaluated daily throughout the course. End of Session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each Session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon Entry Level job expectations. The following grading system is used for all tests, practical work, and projects:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

### Attendance:

Esthetician	Part Time	20 weeks at 20 hours per week
	Full Time	12 weeks at 25 hours per week

**CONTENTS OF UNITS OF INSTRUCTION –Esthetician curriculum**

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Applications
Sanitation/patron protection Laws and rules Personal hygiene Salon management	25	25	0	50	90  (sanitation and patron protection shall be included in all services)
Mechanical and electrical equipment safety	25	25	0	50	15
Anatomy and disorders	40	0	0	40	0
Artistic principles/makeup	20	20	0	40	0
Facial/skin care techniques	20	125	0	145	50
Chemistry/occupational safety and health administration	15	0	0	15	0
Temporary removal of hair	5	5	0	10	5
Unassigned hours	0	0	50	50	0
<b>Totals</b>	<b>150</b>	<b>200</b>	<b>50</b>	<b>400</b>	<b>160</b>

## COSMETOLOGY INSTRUCTOR COURSE OUTLINE

### Course Description:

The Cosmetology Instructor program is a training program that is a complete study of all areas of instruction of adult students. The course is taught in English.

### Textbooks:

Milady's Standard Textbook  
Michigan Cosmetology Law Book

### Objectives:

1. To provide the student with the necessary sciences and skills to become a licensed Cosmetology Instructor.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

### Format:

The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on practices and student teaching with administrative support . Support materials include: videos, whiteboard, manikin, models, guest speakers, etc., as needed to complete the subjects covered.

### Evaluation:

The student is evaluated daily throughout the course. End of Session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each Session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon Entry Level job expectations. The following grading system is used for all tests, practical work, and projects:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

### Attendance:

Cosmetology Instructor                      Part Time              20 weeks, 25 hours per week



**CONTENTS OF UNITS OF INSTRUCTION - Cosmetology Instructor curriculum.**

<b>Subject</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>	<b>Minimum practical applications</b>
Orientation and review of the cosmetology curriculum	25	50	75	20
Introduction to teaching	30	0	30	0
Course outlining and development Lesson planning Teaching techniques Teaching aids	80	85	165	20 (a minimum of 5 services in each category)
Developing, administering, and grading examinations				
Laws and rules Record keeping School administration	15	10	25	70
Teaching Assisting in the clinic and theory classrooms	0	75	75	15
Practice teaching in the clinic and theory classrooms	0	130	130	25
<b>Totals</b>	<b>150</b>	<b>350</b>	<b>500</b>	<b>150</b>

## **ESTHETICIAN LIMITED INSTRUCTOR COURSE OUTLINE**

### Course Description:

The Esthetician Limited Instructor program is a training program that is a complete study of all areas of instruction of adult students. The course is taught in English.

### Textbooks:

Milady's Standard Textbook

Michigan Cosmetology Law Book

### Objectives:

1. To provide the student with the necessary sciences and skills to become a licensed Esthetician Limited Instructor.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

### Format:

The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on practices and student teaching with administrative support . Support materials include: videos, whiteboard, manikin, models, guest speakers, etc., as needed to complete the subjects covered.

### Evaluation:

The student is evaluated daily throughout the course. End of Session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each Session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon Entry Level job expectations. The following grading system is used for all tests, practical work, and projects:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

### Attendance:

Esthetician Limited Instructor                      Part Time                      12 weeks, 25 hours per week

**CONTENTS OF UNITS OF INSTRUCTION – Esthetician Limited Instructor curriculum**

<b>Subject</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>	<b>Minimum practical applications</b>
Orientation and review of the cosmetology curriculum	10	15	25	10
Introduction to teaching	30	0	30	0
Course outlining and development Lesson planning Teaching techniques Teaching aids Developing, administering, and grading examinations	80	85	165	20 (a minimum of 5 services in each category)
Laws and rules, record keeping, school administration	15	10	25	40
Teaching Assisting in the clinic and theory classrooms and practice teaching in the clinic and theory classrooms	0	55	55	15
Totals	135	165	300	85

## NAIL TECHNICIAN LIMITED INSTRUCTOR COURSE OUTLINE

### Course Description:

The Nail Technician Limited Instructor program is a training program that is a complete study of all areas of instruction of adult students. The course is taught in English.

### Textbooks:

Milady's Standard Textbook

Michigan Cosmetology Law Book

### Objectives:

1. To provide the student with the necessary sciences and skills to become a licensed Nail Technician Limited Instructor.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

### Format:

The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on practices and student teaching with administrative support . Support materials include: videos, whiteboard, manikin, models, guest speakers, etc., as needed to complete the subjects covered.

### Evaluation:

The student is evaluated daily throughout the course. End of Session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each Session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon Entry Level job expectations. The following grading system is used for all tests, practical work, and projects:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

### Attendance:

Nail Technician Limited Instructor      Part Time      12 weeks, 25 hours per week

**CONTENTS OF UNITS OF INSTRUCTION – Nail Technician Limited Instructor curriculum**

<b>Subject</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>	<b>Minimum practical applications</b>
Orientation and review of the cosmetology curriculum	10	15	25	10
Introduction to teaching	30	0	30	0
Course outlining and development Lesson planning Teaching techniques Teaching aids Developing, administering, and grading examinations	80	85	165	20  (a minimum of 5 services in each category)
Laws and rules, record keeping, school administration	15	10	25	40
Teaching Assisting in the clinic and theory classrooms and practice teaching in the clinic and theory classrooms	0	55	55	15
Totals	135	165	300	85

**GRADING AND STUDENT PROGRESS REPORTS:**

Theory and Practical work is graded as it is completed. The following grading system is used for all tests, practical work, and projects assigned:

96% to 100% Excellent

80% - 90% Satisfactory

91% - 95% Very Good

79% and below Needs Improvement

Practical work is evaluated by each student's ability to show competence for an entry-level position based on National Standards. (Provided by Milady Standard Course Management Guides) Progress reports on attendance and academics are completed per the satisfactory academic progress policy. This is an evaluation of completed daily MPAs, YTDs and weekly theory tests. One copy is given to the student and one copy is placed in the student's file. Grade sheets are also completed and kept in the student's file as part of their permanent records. Cumulative progress reports are maintained in a permanent file as per State Board regulations. The evaluation includes grades from theory tests, competencies, attendance percentages, and MPA/YTDs. Students (and parents/guardians of a dependent minor student) are permitted to review all personal records at an appointed time with the supervision of the Director's Office or the Instructor Supervisor. Please refer to the **FERPA Policy**.

**SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

**Updated February 2, 2021**

1. Satisfactory progress in attendance and academic work is a requirement for all students enrolled at Mosley School of Cosmetology. This policy is provided to applicants prior to enrollment. It is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). It covers all periods of enrollment.

2. **ATTENDANCE PROGRESS - Quantitative**

Students must maintain an 80% cumulative average in attendance to be in satisfactory attendance progress. A leave of absence may extend the student's contract period and maximum time frame by the same number of days in the leave of absence. Students will return to the school in the same status which they departed.

MAXIMUM TIME FRAME<sup>1</sup>: The maximum time frame a student has to complete a course study is 125% of the number of months listed on said contract. A student who exceeds the maximum time frame shall be terminated from the program and would thereafter be permitted to re-enroll in the program on a cash-pay basis.

PACE: All students must maintain an average cumulative attendance level of *at least* 80% of the scheduled hours. For example, a student scheduled to complete 25 hours per week would have to maintain an average weekly attendance of at least 21.25 hours per week (80% x 25 = 20).

PROGRAM	HOURS	ACADEMIC YEAR
Cosmetology	1500	900
Nail Technician	400	900
Esthetician	400	900
Cosmetology Instructor	500	900
Esthetician Limited Instructor	300	900
Nail Technician Limited Instructor	300	900

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<sup>1</sup> A student whose attendance rate is 66.67% would complete within 150% of the program length; however, we require an attendance rate of 80% to complete within 125% of the program length.

3. **ACADEMIC PROGRESS – Qualitative**

Students are evaluated in theoretical performance by means of a written exam. A written exam follows each unit of theory study. An 80% is required to be considered a passing grade on each written exam. Students are evaluated in practical skill development throughout the entire course of study based on criteria that are converted to a percentage grade. The Student Salon client services are not factored into the GPA.

4. **Grading Scale**

Theory and Practical work is graded as it is completed. The following grading system is used for all tests and projects assigned:

96% to 100%	Excellent
95% - 91%	Very Good
90% - 80%	Satisfactory
79% and below	Needs Improvement

All students are required to achieve a cumulative academic average of 80% in order to be considered satisfactory.

5. **DETERMINATION OF PROGRESS** (done on **ACTUAL** hours)

<b><u>Course</u></b>	<b><u>COURSE TOTAL HOURS</u></b>	<b><u>Evaluation #1</u></b>	<b><u>Evaluation #2</u></b>	<b><u>Evaluation #3</u></b>
Cosmetology	1500	450	900	1200
Nail Technician	400	200	N/A	N/A
Esthetician	400	200	N/A	N/A
Cosmetology Instructor	500	250	N/A	N/A
Esthetician Limited Instructor	300	150	N/A	N/A
Nail Technician Limited Instructor	300	150	N/A	N/A

Students will be provided with the satisfactory academic progress evaluation results at the conclusion of each evaluation period. The evaluations must be completed within seven (7) school business days following the established evaluation periods.

6. Students meeting the minimum requirements for attendance and academic progress will be considered to be making satisfactory progress until the next scheduled evaluation. Students must meet both the cumulative attendance (80%) and cumulative academic (80%) minimum requirements on at



least one evaluation by the midpoint of an academic year or midpoint of the course, whichever comes first.

7. WARNING:

Students failing to meet minimum progress requirements will be placed on warning until the next scheduled evaluation. During the warning, students are considered to be making satisfactory progress.

8. RE-ESTABLISHMENT OF SAP

A student can re-establish satisfactory academic progress by achieving a cumulative 80% attendance and/or a cumulative 80% academic rate.

9. PROBATION

A status of probation is allowed if:

- a. The student did not meet the minimum standards of satisfactory academic progress after the warning period; and
- b. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c. The institution determines that the satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

10. APPEAL

A student may appeal a satisfactory academic progress determination as follows:

- a. The student must specify the reason(s) for the appeal such as the death of a relative, an injury or illness of the student or other allowable special circumstances;
- b. The student must submit documentation regarding why he or she failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.

All results of the appeal are documented in the student's file.

11. A student who does not achieve the minimum standards of satisfactory academic progress is no longer eligible for Title IV, HEA program funds<sup>2</sup>, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

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<sup>2</sup> School is not yet eligible for Title IV, HEA program funds

12. The school will notify the student of any evaluation that impacts the student's eligibility for financial aid, if applicable.

13. LEAVE OF ABSENCE AND RE-ENTRY INTO THE INSTITUTION

A student returning from a leave of absence or other official interruption of training must return to the school in the same satisfactory or unsatisfactory progress status as prior to the leave. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence.

14. COURSE INCOMPLETES, REPETITIONS, NON-CREDIT REMEDIAL COURSES

Course incompletes, repetitions and non-credit remedial courses have no effect on satisfactory academic progress.

15. TRANSFER HOURS

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determination when the allowable maximum time-frame has been exhausted. SAP Evaluation periods re based on actual contracted hours at the school.

**ADVISING/FINANCIAL COUNSELING:**

The Administration and Instructors are available to advise and provide feedback to all the students in the areas that pertain to their training in the classroom and Student Salon performance, attendance, appearance, and developing a professional attitude. Personal advising by the Administration is available to all students during their training.

**STUDENTS' RIGHT TO PRIVACY:**

Each student (or parent/guardian of a dependent minor student) has the right to inspect his or her records. Mosley School of Cosmetology protects each student's right to privacy. Any information pertaining to a student may not be released without a written release statement from the student or from the parent/guardian of a dependent minor student. Directory type information will not be published without the written consent of the student or the parent/guardian of a minor student. Exceptions to the written release would be matters related to accreditation, authorized administrative and instructional staff, subpoenaed information, and any other agency that has regulatory authority over the school. Student records must be maintained in accordance with state and federal law.

**FERPA:**

Mosley School of cosmetology provides the students with information regarding the Family Educational Rights and Privacy Act of 1974 (FERPA). Please refer to **Appendix C**.

**REFUND POLICY:**

The policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- a. An applicant rejected by the School shall be entitled to a refund of all monies paid except the non-refundable enrollment fee of \$20.00
- b. A student or legal guardian cancels the contract and demands his/her money back in writing within 3 business days of signing the enrollment regardless of whether the student has actually started training. All monies collected by school are refunded except the non-refundable enrollment fee of \$20.00.
- c. A student cancels the contract after 3 business days of signing, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less the non-refundable enrollment fee of \$20.00 and the registration fee of \$180.00.
- d. A student notifies the institution of his/her withdrawal.
- e. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution he or she will not be returning.
- f. A student is expelled by the school.

- g. In type b, c, d or e official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
- h. Unofficial withdrawals are determined through monitoring of clock hour attendance at least every 14 days. If students are absent for 14 consecutive calendar days, he or she will be dropped.
- i. The refund calculation based on the student's last date of attendance.
- j. Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of determination that the student has withdrawn, whether officially or unofficially.
- k. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school shall attempt to make a settlement which is reasonable and fair to both parties.
- l. The costs of the kit, textbooks, additional equipment or other charges incurred by the student are non-refundable after the grace period has expired.
- m. If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option, provide a full refund of all monies paid; or provide for completion of the course.
- n. If a course is canceled and instruction has ceased after students have enrolled and instruction has begun, the school shall at its option, provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course or provide a full refund of all monies paid.
- o. If the school permanently closes and ceases to offer instruction after students have enrolled and instruction has begun, the school must make arrangements for students. The Student shall be entitled to a pro-rated refund of tuition.
- p. For Students who enroll in and begin classes, the following schedule of tuition adjustments/refunds is authorized based on scheduled hours:

Percentage Time to Total Time of Course	Amount of Total Tuition School Shall Retain
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- q. Collection procedures reflect good taste and sound ethical business practices.

**GRADUATION REQUIREMENTS:**

Students must completed contracted hours, complete Minimum Practical Applications in each respective course and a passing grade of 80 % in all subjects. All tuition, fees, and additional charges must be paid in full prior to the required Pre-State Board Exams. Upon completion of the previously mentioned requirements, a Certificate of Completion is awarded.

**PLACEMENT SERVICE:**

A placement service is continuously maintained to help graduates find employment. As long as graduates remain in the beauty industry, or return to it, the employment service is available to them. The school will provide the student with placement assistance consisting of identifying employment opportunities and advising the student on appropriate means of attempting to realize the opportunities. Cosmetology schools are prohibited by law to guarantee employment. The student understands that the school has not made and will not make any guarantees of employment or salary upon graduation.

**GENERAL SCHOOL POLICIES/RULES AND REGULATIONS****CLOCKING PROCEDURES/TARDY POLICY:**

All students are expected to clock prior to their scheduled time. Students who do not arrive within 15 minutes after class starts will not be allowed to clock in until after theory concludes. Students are required to clock in and out at the computer located in the Reception area. Hours are calculated by using full 15 minute increments. Student Salon students are required to go directly to their work stations upon clocking in. Tardy Student Salon students are required to check in with the Student Salon Instructor upon clocking in for the day. A student caught changing their own hours, having another student clock them in or out, clocking a classmate in or out, or being off the campus while clocked in, will face disciplinary action and may be found guilty of time card fraud. Students must clock out and in for lunches. In addition to scanning your time card, all students are required to sign in on the attendance sheet. This is the back-up system, and can support your hours - so don't forget. If you lose your name tag with the scan bar, you may be required to pay \$5.00 to replace your name tag/scan bar. Below is the break and lunch timetable as required by the Labor Board and State Cosmetology Board:

Up to 5.25 hours = 15 minute break or lunch without punching out

5.5 hours up to 6.75 hours = ½ hour lunch off the clock (one 15 minute break on the clock)

7.0 hours up to 8 hours = 1 hour lunch off the clock (two 15 minute breaks on the clock)

Failure to abide by the scan-in policy may result in being excused for the day, resulting in lost time. We encourage Junior students to attend during their scheduled hours in order to not miss any vital information covered during class time.

It is our desire to limit classroom distractions during the training being presented to the students. Junior students are not allowed in the Student Salon during operation hours. Senior students are not allowed

in the Junior classroom during operation hours. Occasionally, Senior students may be allowed to join a Junior classroom in the capacity of peer coaches or to observe a demonstration or theory lesson deemed necessary for their training.

### **LOCKERS:**

Students are assigned lockers that are located in the designated area. Students must supply their own lock – either a combination or keypad lock is permitted. A spare key or the combination must be supplied to Mosley School of Cosmetology. Only one locker per person will be allowed. Please do not keep food or drinks in your locker. Random locker inspections can be expected. Make sure you **LOCK** your locker. Mosley School of Cosmetology is not responsible for items left in lockers that are not locked.

### **MONTHLY ATTENDANCE CALENDARS:**

Monthly attendance calendars are required the last week of each month. The calendar serves as an attendance contract between the student and Mosley School of Cosmetology. The calendar is subject to approval and requires the signature of the Instructor Supervisor. The signature signifies that the calendar has been approved and meets the student's required attendance agreement found in the Student Enrollment Contract. The clinic student's calendar must meet the Student Salon/client needs and follow the clinic guidelines. Mandatory attendance days will be noted on the calendar and the student will be charged \$8.53 per hour for each hour missed on the mandatory attendance day. (This is in accordance with the Student Enrollment Contract and above contract costs)

**ALL CHANGES TO THE ATTENDANCE CALENDAR MUST BE APPROVED IN WRITING BY THE INSTRUCTOR SUPERVISOR.**

### **CALL-IN POLICY:**

Failure to show up or call will result in a NO CALL/NO SHOW charge of \$20.00 (above contract costs).

**ALL MISSED TIME IS DEDUCTED FROM PERSONAL TIME ALLOTMENTS.**

### **PERSONAL TIME:**

Each student is allowed hours that they may use in the event of a pre-planned vacation or any other short absence. Vacations and scheduled time off must be submitted to the office in writing 2 weeks prior to the scheduled time off being requested. In the event of an illness, documentation is required from the treating doctor in order not to count against the student's personal time. **Please note that failure to call will result in a charge of \$20.00 (above contract costs).**

### **Allotted Personal Hours:**

In lieu of having an excused/unexcused absence policy, you are allotted personal time for whatever absence is needed. Once those hours are exceeded, the absences are charged per the over-contract fee noted under ADDITIONAL CHARGES.

**ADDITIONAL CHARGES:**

Overtime charges will be assessed when the personal hours are exhausted. The cost is **\$8.53 per hour**, billed at the end of each session and **MUST** be paid before Pre-State Exams will be administered. **NO STUDENT WILL RECEIVE A TRANSFER WITHOUT PAYING ALL MONIES DUE INCLUDING OVERTIME CHARGES. NO STUDENT WILL RECEIVE A COURSE COMPLETION CERTIFICATE WITHOUT PAYING ALL MONIES DUE INCLUDING OVERTIME CHARGES.**

An \$8.53 charge will be added for any student who is absent from school the 1st school day before and/or the 1st school day after (or any part of) a scheduled holiday or school closure. Other charges are: Replacement Name Badge: \$5.00; Additional Manikin Head: \$45.00; additional Manikin Hand: \$15.00 (with stand); additional Manikin Hand: \$10.00 (without stand); Smock: \$25.00; 31-Day Bus Pass: \$40.00.

**LEAVE OF ABSENCE POLICY:**

A leave of absence may be granted **at the discretion of the Administration**. An authorized leave of absence (LOA) is a temporary interruption (i.e., illness, caring for a family member, planned vacation, etc.) in a student's program of study and refers to the time during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA. If a student desires to take a leave of absence from his/her studies, then the following procedures must be followed in requesting the LOA:

1. All requests must be submitted to the Admissions Office in writing prior to the needed time off, unless unforeseen circumstances prevent the student from doing so.
2. The request forms are available in the Administration office and must be signed and dated by the student requesting the LOA and by the Administrative officer.
3. The request must specify the reason(s) for the leave and include the student signature;
4. There must be a reasonable expectation that the student will return from the LOA;
5. One leave of absence is allowed during the total attendance time allotted. The time allotted a leave of absence is no less than 14 calendar days to 180 calendar days. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period;
6. Approval of the request for an LOA is in accordance with the school's policy;
7. In the event the student cannot make the request in advance (i.e., due to a car accident or other unforeseen circumstance), then the school may still allow a leave. The beginning of the leave will be determined as the first date the student was unable to attend the institution because of the unforeseen event and an end date will be noted that will not exceed the 180 day maximum. All rationale for the LOA will be documented by the school in the file and the official request will be collected from the student at a later date;
8. A contract addendum will be written to acknowledge the leave and there will be a new contract end date stipulated that will reflect the same number of calendar days as the LOA. This addendum must be signed and dated by all parties. In the event the student is unavailable for signature due to the unforeseen circumstance, the school will maintain documentation in the file explaining the sequence of events;
9. The maximum time frame will also be extended by the same number of calendar days in the leave of absence.
10. No additional charges will be assessed as a result of the leave of absence;
11. A student granted an LOA that meets the policy criteria is not considered to have withdrawn and no refund calculation is required at that time.

12. A student who takes an unapproved LOA will be terminated or if a student does not return from a leave of absence, he or she will be terminated effective the documented date of return and the school refund policy will go into effect. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

#### **WITHDRAWAL POLICY:**

A student wishing to withdraw from their enrolled program must provide a documented statement to that effect. Additional information regarding the student's financial obligations will be discussed and explained by the Administrative Officer. If the student fails to meet with the Administrative Officer, the withdrawal information will be mailed to the student. This information includes the exit information packet and a summary of the student's financial obligations.

#### **KIT POLICY:**

Your kit contains all the equipment you will need during your training period. Each student is responsible for the care and upkeep of their kit. Additional items that are professional in nature may be added to the kit at the student's expense. Items that are on the Kit Inspection Sheet are required items and are part of your "uniform." In other words, the kits must be in good working order and all items must be brought to and from school daily. Random Kit inspections can be expected. Failure to have the required items in the school can result in being sent home for the day, or to retrieve the missing items resulting in lost time.

**It is in the student's best interest to take their kit home with them daily, rather than leave the kit in the building. Mosley School of Cosmetology is not responsible for any kits, books, tools, or personal items of any kind the student leaves unattended on the premises.** Any missing items from the kit must be replaced by the student at their own cost. Some items may be purchased from the Student Store.

#### **DRESS CODE:**

FIRST IMPRESSIONS ARE LASTING IMPRESSIONS!

**The State Board requires: Uniforms (kept neat, clean, and sanitary) and name badges by which the person and program is easily identified. FAILURE TO ABIDE BY THE DRESS CODE POLICY WILL RESULT IN LOST TIME AS YOU WILL BE SENT HOME OFF THE CLOCK TO CHANGE INTO REQUIRED ATTIRE.**

**SMOCKS AND NAME TAGS ARE REQUIRED WHEN YOU ARE PUNCHED IN OR WHEN YOU ARE ON THE CAMPUS.**

Compliance with professional industry standards in the area of dress code are part of your career training. As a matter of daily business you will be evaluated by your supervising instructors in all areas of your appearance. Any questions regarding the dress code will be addressed to the staff.



Cosmetology Students:

- Black smock
- Top/Blouse/or Shirt of any color with sleeves
- Black Pants or Dark Black Jeans (no spandex or sweats)
- Socks or Nylons
- Closed-toe shoes

Nail Technician and Esthetician Students:

- White smock
- Top/Blouse/or Shirt of any color with sleeves
- Black Pants or Dark Black Jeans (no spandex or sweats)
- Socks or Nylons
- Closed toe shoes

Cosmetology Instructor, Nail Technician Limited Instructor, Esthetician Limited Instructor

- Must be in all black with a name tag

Jeans are acceptable as long as they are dark black. They can NOT be acid washed/faded/or stone-washed. They must be in good condition, and be worn properly. Blouses/tops/shirts must be clean, ironed, appropriate, and tasteful and must have sleeves. Jeans of any color are acceptable on Mondays and Saturdays. Saturday Student Salon students must abide by the footwear/socks/nylons policy.

FEMALES: You may wear black skirts, skorts, capris, or walking shorts. Dark black denim is allowed. (shorts may not be shorter than 2" above the knees/no spandex, warm ups, or sweats).

MALES: You may wear black shorts. Dark black denim is allowed. (shorts may not be shorter than 2" above the knees /no sweats or warm ups).

**SOCKS OR NYLONS ARE REQUIRED AT ALL TIMES!**

Closed toe shoes or shoes with a back strap and covered toes are permitted. You stand on your feet **A LOT**. Black gym shoes in good condition are permitted.

**No hats, beanies, caps, scarves, do-rags, head coverings or bandanas are permitted.**

Wear tasteful jewelry that won't get in your way or in your client's face. Costume jewelry, pearls and opals don't hold up well in perm solutions or color solutions – protect your good jewelry by wearing gloves.

**PERSONAL GROOMING:**

- Hands and nails must be kept clean, polish on or off – not chipped. Artificial nails need to be in good repair.
- Hair MUST be done before punching in.
- Make-up (if worn) needs to be applied tastefully.
- Oral hygiene, personal cleanliness, and personal hygiene are mandatory
- Use of deodorant daily is encouraged

**CAMPUS SECURITY:**

Awareness is the first defense against crime. Be aware of your surroundings; be aware of who belongs (students and clients); and keep track of your personal belongings. These steps will go a long way in preventing theft. LOCK YOUR CAR. Put your purse in your locker and LOCK YOUR LOCKER! Report any suspicious activity on campus to the staff.

**EMERGENCY WARNINGS/EVACUATION PLAN:**

In the event of a fire, all classroom students must proceed to the nearest exit and group in the northeast corner of the front parking lot or southeast corner of the back parking lot. The Clinic Instructor is responsible for clearing all clients and students in the main clinic area through the front entrance doors. The Classroom instructor is responsible for clearing and checking classrooms, the Esthetician client area and break room area - students and clients in these areas are to exit through the back entrance and proceed to the southeast corner of the parking lot. Administration offices are to be checked by the Admissions Director or the Instructor Supervisor. Roll call must be taken by the instructors to verify that all students present have been accounted for.

**UNDER NO CIRCUMSTANCES MAY ANY INSTRUCTOR, EMPLOYEE, STUDENT, OR CLIENT RETURN INSIDE UNTIL GIVEN THE ALL CLEAR BY THE FIRE DEPARTMENT.**

In the event of a tornado, all students and clients will be ushered into the southwest area of the building/the shampoo area. Instructors are required to take roll call to ensure that all students in attendance are accounted for. Once the all-clear signal has been given, students will be released to go home for the day.

In the event of any injury, 911 services should be called and the student/client in question will be encouraged to await medical treatment. An incident report must be filled out as soon as possible and verified by at least 2 instructors.

**MEDICAL EMERGENCIES:**

In case of a medical emergency, inform the nearest staff member and dial 911. Do not attempt to move anyone who has fallen. Follow the Universal Precautions against blood spills.

**MINIMUM PRACTICAL APPLICATIONS (MPA'S):**

A weekly MPA sheet is issued to each student at the beginning of each week. All theory and practical work is recorded on the MPA sheet and must be verified by the instructor. Once weekly, the MPA information is transferred to a Master Total Sheet (Year to Date). The YTD sheet is the property of Mosley School of Cosmetology and must remain in the school at all times! All students are required to fulfill the State Board requirements in the theory and practical areas Mosley School of Cosmetology will require that additional practical services are completed in each program above the State Board minimum requirements. The YTD is part of the student's permanent file and must be completed prior to the State Board examinations.

**MISCELLANEOUS POLICIES****PHONE CALLS:**

Personal phone calls need to be made during breaks. Cell phones are permitted in the break room area or outside of the building. Cell phones must be turned off during class and while in the Student Salon. NO PERSONAL CALLS WILL BE RECEIVED BY STUDENTS WHILE IN CLASS OR IN THE STUDENT SALON ON THE SCHOOL PHONE. Emergency phone calls must go through the front desk. Students are not permitted to leave their client to answer or return a personal cell phone call. The student using their phone in the classroom and/or clinic will be docked 15 minutes off their hours for the day for unauthorized phone use. The student will receive one verbal warning; the second offense will result in the student being asked to leave the Student Salon/classroom for the day. This infraction will be documented and becomes part of the student's permanent file. Any subsequent infraction will result in the student being placed on suspension. The student will be required to meet with the Administrative Team to discuss the continued educational path of the student. This is Job Training, and you are considered unavailable for Job Training when you are on your phone during class/Student Salon training hours.

**STUDENT SALON SERVICES:**

Senior students may receive services on **Tuesday and Wednesday** providing that the student meets the following criteria:

- The student must be in Satisfactory Attendance and Satisfactory Academics – an average of 85% or more
- The student must have all tests/assignments/worksheets completed and checked by the Instructor
- The student must have all MPA's/YTD's completed and signed and checked by the Instructor

- The student must have attended all assigned Theory classes for the previous 4 weeks

All services except chemical services in which the other supplies may be used must be paid for BEFORE receiving them. Students must fill out a student service ticket and have a signature from the Instructor Supervisor or the senior Student Salon Instructor. The student prices are as follows: 50 % off

#### **FAMILY MEMBER SERVICES:**

Only immediate family (Mother, Father, Children) may receive 35% discounted services on Tuesdays, Wednesdays, and Thursdays **ONLY** and must make an appointment. ALL PERSONAL SERVICE ON A STUDENT OR FAMILY MEMBER MUST BE COMPLETED IN THE ALLOTTED SERVICE TIME. IF THE SERVICE RUNS OVER, THE STUDENT EITHER RECEIVING OR GIVING THE SERVICE MAY BE ASKED TO TERMINATE THE SERVICE AND TAKE THE CLIENT SERVICE THAT IS WAITING. **FAILURE TO ABIDE BY THE SERVICE STANDARDS WILL RESULT IN THE LOSS OF FUTURE PERSONAL SERVICE PRIVILEGES.** NO personal or family services are permitted on Fridays or Saturdays. Students from the classroom desiring a personal service must do them either on a personal day in the classroom or after their regular classroom hours. Classroom students may not request services during their lunch hour. **(NO EXCEPTIONS!)** Classroom students must also meet the personal service criteria stated above.

#### **SMOKING:**

There is no smoking within the school building. Smoking is permitted behind the building and only during breaks.

#### **PARKING:**

The student parking area is across the parking lot. We will give you a printout. PLEASE LOCK YOUR CAR! Keep your valuables out of sight. Do **NOT** leave your kit or purse in the car.

#### **DUTIES:**

Each student is expected to help keep the school clean. Duties are assigned in the Student Salon and classrooms. These duties are assigned weekly and everyone is expected to complete the assignments prior to punching out for the day. Students are NOT dismissed until all duties are completed. The duties are checked by the instructor in charge. This is a required part of on the job training and team work.

#### **MAKE-UP TESTS/RETESTING:**

Make-up testing and retesting is available to each student. The student must take the test/retest by appointment if they are in the Student Salon. Junior students are required to test/retest on Mondays. Juniors may not enter the Student Salon until all testing is completed and passed. Seniors in the second session may not pass into Pre-States unless all chapter tests are completed and passed. Mid-term exams must be completed and passed before Pre-States. Practical work is made-up in the form of review and repetition of the information.

**PERSONAL LISTENING DEVICES:**

IPods/MP3 players/Cell Phones/Bluetooth Devices are not allowed to be used in the Student Salon, Classrooms, Shampoo Area, or Client areas. Failure to follow this policy will result in a Verbal Warning. The second infraction will result in being dismissed for the day. The student will receive a written warning which will become part of the student's permanent file. Any subsequent infraction will result in the student being suspended from the program. Any suspension will require the student to meet with the Academic Director/Director to determine if the student will be permitted to return to active status.

**VISITOR POLICY:**

Students and staff are encouraged to limit visitors to their break time and lunch time. At no time is the visitor allowed to "hang out" in the student break room, Student Salon, or classrooms. Students that are waiting for a ride or being dropped off must wait for their transportation in the rear of the building at the student entrance.

**CONSTITUTION DAY POLICY:**

As per the Department of Education's requirements, a one hour class is conducted informing the student body of the different aspects and subject matters in the Constitution and the Amendments. This is considered a mandatory attendance requirement for all staff and students.

**VACCINATION POLICY:**

Additional information regarding recommended vaccinations is available at the Kent County Health Department. (616) 632-7100

**VOTER REGISTRATION POLICY:**

Forms are available at the Michigan Secretary of State website: [www.michigan.gov/sos](http://www.michigan.gov/sos)

**LICENSING BOARD**

**Michigan Bureau of Commercial Services: Board of Cosmetology**

P.O. Box 30018

Lansing, MI 48909

517-241-9201 (phone)

517-241-9280 (fax)

### Drug and Alcohol Policy

As stated in the Code of Conduct, the use of drugs or alcohol on the premises is strictly prohibited, and is grounds for immediate dismissal from Mosley School of Cosmetology.

- School policy strictly prohibits the possession, use, and/or sale of alcoholic beverages to anyone.
- School policy strictly prohibits the possession, use, and/or sale of legal or illegal drugs.
- School policy supports and enforces State underage drinking laws.
- School policy supports and enforces State laws regarding the possession, use, and/or sale of legal or illegal drugs.
- School policy strictly prohibits the possession or use of alcohol and/or legal or illegal drugs as a part of any sanctioned school activity on the campus.

Students or employees of Mosley School of Cosmetology caught in any of the above situations will be dismissed from Mosley School of Cosmetology and will be reported to the proper authorities.

Mosley School of Cosmetology provides information for enrolled students and current employees on preventing drug and/or alcohol dependency or abuse. This information is found in the Partnership for a Drug Free America brochure. This is available upon request from the Admissions Office.

Mosley School of Cosmetology does not offer counseling as a part of the curriculum; however, the Administration encourages those needing more information or treatment to contact the local agencies listed below.

- Our Hope Women's Treatment Center  
324 Lyon St. NE  
Grand Rapids, MI 49503  
(616) 451-2039  
[ourhopeassociation.org](http://ourhopeassociation.org)
- Salvation Army in Grand Rapids  
20 Fuller Ave NE  
Grand Rapids, MI  
(616) 454-5840  
  
1235 Fulton St. E  
Grand Rapids, MI  
(616) 454-5840
- Pine Rest Christian Mental Health Services  
2303 Kalamazoo Ave SE  
Grand Rapids, MI  
(616) 242-6400

The Director and Administrative staff are available for assistance as needed.