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# SADDLEBACK

beauty academy

Unaccredited Institution in Candidate Status

## SCHOOL CATALOG

Jan 1, 2018 – Dec 31, 2019

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# TABLE OF CONTENTS

WELCOME TO SADDLEBACK BEAUTY ACADEMY .....	4
MISSION STATEMENT .....	5
EDUCATIONAL OBJECTIVES .....	5
FACILITY.....	5
ENGLISH/ENGLISH SECOND LANGUAGE .....	5
APPROVAL DISCLOSURE STATEMENT .....	5
ADMINISTRATION & FACULTY .....	7
SCHOOL CALENDAR & STARTING DATES .....	7
ADMISSIONS REQUIREMENTS (ALL PROGRAMS) .....	8
STATEMENT OF NON-DISCRIMINATION.....	8
CREDIT EVALUATION.....	8
DISCLOSURE & MAINTENANCE OF EDUCATIONAL RECORDS.....	8
NOTICE OF TRANSFERABILITY OF CREDITS EARNED.....	8
ORIENTATION.....	8
NEW STUDENTS.....	9
DRESS CODE.....	9
ADVISING POLICY .....	9
WITHDRAWAL & RE-ENTRY POLICY.....	9
APPLIED EFFORT .....	9
FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA).....	10
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY .....	11
TOOLS & EQUIPMENT .....	12
GRADUATION/DIPLOMA REQUIREMENTS .....	13
MAKE UP WORK .....	13
ATTENDANCE .....	13
TARDY POLICY .....	13
MAKE UP HOURS .....	13
TUITION AND FEE SCHEDULE .....	14
WITHDRAWAL and REFUND POLICY .....	15
STUDENT TUITION RECOVERY FUND (STRF).....	16
GRIEVANCES/COMPLAINTS.....	17

LIBRARY DESCRIPTION/POLICY/PROCEDURE ..... 17

ADMISSIONS INFORMATION/HOURS ..... 18

JOB PLACEMENT..... 18

SEXUAL HARASSMENT/BULLYING ..... 18

DRUG & ALCOHOL POLICY..... 18

DRUG ABUSE PREVENTION PROGRAM..... 18

THREE STRIKE POLICY ..... 18

CLASS SCHEDULE ..... 19

COSMETOLOGY COURSE OUTLINE & CURRICULA (1,600 HOURS) ..... 22

COSMETICIAN COURSE OUTLINE & CURRICULA (600 HOURS) ..... 25

MANICURING COURSE OUTLINE & CURRICULA (400 HOURS) ..... 27

TEACHER TRAINING COURSE OUTLINE & CURRICULA (600 HOURS) ..... 29

MASSAGE THERAPY COURSE OUTLINE & CURRICULA (600 HOURS)..... 32

BARBER COURSE OUTLINE & CURRICULA (1500 HOURS).....33

RULES AND REGULATIONS.....37

## WELCOME TO SADDLEBACK BEAUTY ACADEMY

We are pleased to welcome you to Saddleback Beauty Academy (SBA)! It is our pleasure to be your partner to success in an industry that is rapidly booming. We thank you for choosing us as your provider for education and professional training.

Here at Saddleback Beauty Academy, we ensure the highest level of quality and expertise in the industry of beauty. Our main goal is to be the stepping stone for you to become a professional leader in the beauty industry. It is important that our staff is of high echelon to provide the best quality training and guidance for you. You will have the benefit of utilizing top quality products and state-of-the-art equipment to become the top within this dynamic industry. Top-tier training and education is indispensable in the dynamic industry of beauty. You will become an expert on all topics related to beauty. However, your success will blossom from your work and dedication here at Saddleback Beauty Academy and beyond. Our program is tailored to help you develop the mindset and skills of to become a successful professional.

We expect you to follow the same route as your dreams of becoming a professional by employing strong work ethics, respecting others, and staying accountable while focused on your path. We want to provide you, the student, with all the necessary resources for success. From our relationship with industry professionals and high-quality educators, our program is designed to specifically help you exceed at what you want most.

Saddleback Beauty Academy's mission is to empower, inspire, and educate future beauty connoisseurs to make an impact on others and the world through the power of beauty and health.

The staff and faculty at Saddleback Beauty Academy are excited to welcome you to our school and the wonderful world of beauty.

Sincerely,

Kayla Takano, President/Owner

## MISSION STATEMENT

Saddleback Beauty Academy's mission is to empower, inspire, and educate future beauty professionals to make an impact on others and the world through the power of beauty and health by preparing the graduates for licensure and successful employment.

## EDUCATIONAL OBJECTIVES

At Saddleback Beauty Academy, our objective for our students is to provide all students with the highest level of education and training. Our duty is to provide the proper training and education in the necessary skills and knowledge in order to pass the state licensing exam and become an industry professional. Students will be specially trained in concentrations of their choosing that will provide them the opportunity to become a professional in the industry such as: hair stylist, barber, hair colorist, esthetician, manicurist, and more.

Students will acquire both theory and practical aspects of the beauty industry during their program. Students will also be provided with opportunities of growth by working face-to-face with customers and building clientele. Aside from basic industry skills, students will also be educated on necessary "soft skills" that will ensure success throughout their careers. To become successful, students will also employ various skills outside of the basic techniques in order to develop such as sales, customer service, and empathy.

By the time students graduate from Saddleback Beauty Academy, they will be knowledgeable experts on beauty and will have to proper training to be fully employable and successful.

## FACILITY

The design and layout of Saddleback Beauty Academy is meant to create an optimized learning environment for students. The facility consists of 2 partitions:

The first unit (23565 Moulton Pkwy. Suite B, Laguna Hills, CA 92653) is a main unit of approximately 4,700 sq. ft. that includes administrative offices, reception area, salon service areas with work stations, classroom for theory and practical assignments, 2 skin care treatment rooms, library for self-study, computer area for practice tests, laundry and cleaning area, supply room, lunch room, and 3 restrooms. There are exit corridors on both east and west sides of the facility.

The second unit (23555 Moulton Pkwy., Laguna Hills, CA 92653) is a smaller unit that is approximately 1,800 sq. ft. within close proximity of the first unit that includes a classroom for theory, designated practical area, open area for product display, storage areas, and 2 restrooms. The exit corridor is located on the south side of the facility.

## ENGLISH/ENGLISH SECOND LANGUAGE

Our instruction is provided in English only. Students may be required to pass the school admission test in English (Student Aptitude Test by Del Mar Publishing). We do not offer any English language services such as English as a Second Language (ESL). Students from Saddleback College must meet Saddleback College's requirements for English proficiency. Students from Saddleback College may have resources for students that may need them regarding English language services.

## APPROVAL DISCLOSURE STATEMENT

Saddleback Beauty Academy located at 23565 Moulton Parkway Suite B, Laguna Hills, CA 92653 is a private institution licensed to operate by the Bureau for Private Postsecondary Education. This means that the institution and its operation must comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. The institution is licensed to teach the following courses/professions:

**Manicuring** (400 Hours): The course of study for students enrolled in Manicuring course shall consist of the four hundred (400) clock hours of the state mandated technical instructional and practical operations covering all practices constituting the art of Manicuring. **Educational Goals:** The course of study is designed to prepare students for the state licensing examination and for profitable employment as a Manicurists and Pedicurists (CIP #12.0499, SOC Code 39-5092).

**Cosmetician** (600 Hours): The course of study for students enrolled in Cosmetician course shall consist of six hundred (600) clock hours of the state mandated technical instructional and practical operations covering all practices constituting the art of Skin Care. **Educational Goals:** The Cosmetician course of study is designed to prepare students for the state

licensing examination and for profitable employment as a Skin Care Specialists and Esthetician (CIP #12.0406, SOC Code 39-5094).

**Cosmetician course is taught at the satellite campus at 23555 Moulton Parkway, Laguna Hills, CA 92653, located next to the main campus.**

**Cosmetology** (1,600 Hours): The course of study for students enrolled in a Cosmetology course shall consist of sixteen hundred (1,600) clock hours of the state mandated technical instructional and practical operations covering all practices constituting the art of cosmetology. **Educational Goals:** The cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist, Hairdressers and Hairstylists (CIP #12.0403, SOC code-39.5012).

**Barber** (1,500 Hours): The course of study for students enrolled in a Barbering course shall consist of fifteen hundred (1,500) clock hours of the state mandated technical instructional and practical operations covering all practices constituting the art of barber.

**Educational Goals:** The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber (CIP # 12.0402, SOC code-39.5012).

**Teacher Training** (600 Hours): The course of study for students enrolled in a Teacher Training course shall consist of six hundred (600) clock hours of instruction in cosmetology arts and sciences teaching principles; student learning styles; professional curricula development; instructional planning; instructional methods and aids; student counseling and career assistance; test development; and classroom/clinic management. **Educational Goals:** The Teacher Training course of study is designed to prepare cosmetologists to teach their specializations in licensed and accredited schools of cosmetology, and to prepare for licensure as instructors (CIP Code 12.0413, SOC Code 25-1194).

**Massage Therapy** (600 Hours)\*: The course of study for students enrolled in a Massage Therapy course shall consist of six hundred (600) clock hours of instruction in Western (Swedish) massage, sports massage, myotherapy/trigger point massage, myofascial release, deep tissue massage, cranio-sacral therapy, reflexology, massage safety and emergency management, client counseling, practice management, applicable regulations, and professional standards and ethics.

**Educational Goals:** The Massage Therapy course of study is designed to prepare students to provide relief and improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles, and connective tissues as massage therapists (CIP Code 51.3501, SOC Code 31-9011).

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. All instruction will take place at 23565 Moulton Parkway Suite B, Laguna Hills, CA 92653.

The following state boards, bureaus, departments or agencies which set minimum standards for your program of studies in accordance with Education Code Section 94316.12: Bureau for Private Postsecondary Education, 2535 Capitol Oaks Dr., Suite 400, Sacramento, California 95833 Phone (916) 431-6959 Fax (916) 263-1897.

Note: We are not accredited by National Accrediting Commission of Career Arts & Sciences (NACCAS) 3015 Colvin Street, Alexandria, VA 22314 (Phone) 703-600-7600, (Fax) 703-379-2200, Web site: [www.naccas.org](http://www.naccas.org), an accrediting agency recognized by the U.S. Department of Education at this time and students will not be able to receive federal or state financial aid.

We do not participate in federal and state financial aid programs.

\* We are not approved by the California Massage Therapy Council (CAMTC) and our students will not be eligible to sit for the applicable licensure exam in California. Our program may not be recognized for some employment positions including but not limited to in California. Our students will not be eligible to sit for the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Dr., Suite 400, Sacramento, California 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818 Phone #'s: (888) 370-7589, (916) 431-6959 Fax (916) 263-1897 website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## ADMINISTRATION & FACULTY

Saddleback Beauty Academy is currently directed by Kayla Takano at its facility at 23565 Moulton Pkwy. Suite B, Laguna Hills, CA 92653.

### Administration:

Kayla Takano	President/Director
Landon Chi	CFO
Cindy Cho	Administrative Director
Alexis Barrera	Registrar/Placement/Admissions
Danny Garcia	Registrar/Inventory/Student Services
Charlotte R. Lord	Admissions, Registrar

### Faculty:

Amy Ruth Drake	Cosmetology Instructor
Michael LeBerthon	Cosmetology Instructor
Raquel Angel	Cosmetology/Barber Instructor
Tamara Ward	Cosmetology Instructor
Suzanne Tomlinson	Cosmetician Instructor
Bich-Hop Pham	Cosmetician Instructor
Sheba Deva	Cosmetician Instructor
Jacquelyn Fanno	Massage Therapy Instructor

### Substitutes:

Charlotte R. Lord	Substitute Instructor
Necie Darden	Substitute Instructor( Barber)

## SCHOOL CALENDAR & STARTING DATES

Saddleback Beauty Academy operates continuously throughout the year except for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Weekend (Thursday & Friday)
- Winter Holiday (Christmas Eve & Christmas Day)

Since the courses are on an open-entry basis, all prospective students should attend an orientation before the first day of class. The staff member conducting the orientation will provide general information about the course programs along with educational objectives of the course/program. Orientation will take place on an announced date set by the school. The class start date for each program is the first Tuesday of each month except for holidays and holiday eves. For Saddleback College students, start dates will be in accordance with Saddleback College's schedule and will be announced.

## **ADMISSIONS REQUIREMENTS (ALL PROGRAMS)**

Students are admitted as regular students under the following criteria: All students must have a high school diploma, General Education Development (GED) or its equivalent. Foreign high school diplomas must be both translated and evaluated to certify that the education is at least equivalent to a U.S. High School Diploma.

We do not accept students based on challenge examinations, achievement tests or ability-to-benefit (ATB) tests. Students enrolled under the training agreement with Saddleback College (South Orange County Community College District) must meet the requirements set by Saddleback College Admissions. We have not entered into an articulation or transfer agreement with any other college or university.

### **CREDIT EVALUATION**

The school will accept credit hours of previous training from another school with a proof of training (POT) and proper transcripts as required by the California State Board of Barbering and Cosmetology. Transferring students will be required to buy a new kit unless they have more than 75% completed hours. If a student is over 60% completed hours there may be a required fee of \$700.00, depending on the case. This will cover kit/supplies (state board mini-kit) to practice for the state board exam. We do not award credit based on prior experiential learning. Acceptance of transfer hours is decided on a case-by-case analysis and the admissions department of the school may decide to accept a maximum of 75% of the student's previous clock hours.

Students enrolling in the Teacher Training Program must have a valid California license of the program they are enrolling in and a high school diploma or its recognized equivalent.

### **NOTICE OF TRANSFERABILITY OF CREDITS EARNED**

The transferability of credits you earn at Saddleback Beauty Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Saddleback Beauty Academy to determine if your diploma will transfer. A Proof of Training will be given to the student upon completion or withdrawal.

### **STATEMENT OF NON-DISCRIMINATION**

Saddleback Beauty Academy does not discriminate on the basis of race, color, religion, sex, age or ethnic origin in its admissions, day-to-day operations, or graduation policies.

### **DISCLOSURE & MAINTENANCE OF EDUCATIONAL RECORDS**

All student records will be maintained in the administrative offices of the school. These offices are under lock and key and are only used by the administrative staff. This is to ensure that all files are safeguarded against loss, theft, identity theft or damage. Also, in lieu of keeping a second set of records off site, all student records will be kept in fireproof cabinets to safeguard against loss as per CCR 71930 (d). Upon completion or withdrawal, the file will be kept for six years on the school premises. Transcripts will be kept indefinitely as per CEC 94900 (b). Each file will contain all pertinent academic records and financial information on each student including: timecards which contain test grades, credit for practical operations and attendance records and all other academic records used to grade the student; transcripts; proof of registration at Saddleback College; account ledger; and enrollment agreement.

All students and parents or guardians of dependent minors have the right to inspect information contained in their records. The academy observes the "Right to Privacy Act" and will not release any information of any student to third parties without the student's or parents'/guardians' of dependent minors written consent. Government agencies and accrediting agencies, including BPPE, BBC and NACCAS may inspect, review and copy the student's records without the student consent.

### **ORIENTATION**

Orientation takes place at 23565 Moulton Parkway Suite B, Laguna Hills, CA 92653 on the Thursday prior to the first day of class for students not in agreement with Saddleback College. Because the courses offered are on an open-entry basis,



all prospective students must attend an orientation before the first day of the class or speak with the administration. The staff member conducting the orientation will provide general information about the course /program the student is interested in along with the educational objectives of the course/program. For specific information please contact any of our school instructors. For Saddleback College agreement students, a separate orientation will be held on a specifically announced date.

## **NEW STUDENTS**

New students should arrive 15-30 minutes early on the first day of attendance to receive necessary items for the program and learn how to clock in an out. The students will also be introduced to the staff and students and will be familiarized with the school facility.

## **ADVISING POLICY**

Students will be advised on an individual basis for matters pertaining to education and professional growth. The students are to be advised for academic progress as needed and or at the time of their periodic evaluations. The type of advice will vary according to each student's evaluation. The student's strengths and weaknesses are assessed. In cases of unsatisfactory progress, a formal advising session must be documented on the schools advising form. A plan for improvement will be made which is understood and agreed to by the students. A copy of the report is filed in the student's personal files and is available for review by the student and or guardian where applicable upon request.

## **DRESS CODE**

1. Students must be in proper uniform within the school facilities at all times while clocked in. (For seniors, either the school uniform or program specified color shirt without branding or design is allowed)
2. The current school uniform is the "Saddleback Beauty Academy" Signature T-Shirt (black/white).
3. Students must wear proper closed-toed shoes that are not able to be easily removed such as slide sandals.
4. Additional clothing items such as sweaters, sweatshirts, and jackets must be uniform color (black/white).
5. Students may not wear any articles of clothing with branding, suggestive/provocative, or gory content and images.
6. Students may not wear any revealing clothing that would reveal cleavage, midriff, or other body areas that are not within the means of acceptable business casual attire.

Students who do not adhere to the dress code will be required to clock out and will be sent home to change. If applicable, the student may need to purchase an additional uniform from the school to avoid being sent home.

## **WITHDRAWAL & RE-ENTRY POLICY**

Students in good standing, who must withdraw due to extenuating circumstances and who may wish to return, must notify the Director/Administration prior to being absent fourteen (14) consecutive class days. The student will be advised to determine if a Leave of Absence would be more appropriate. If a withdrawal is agreed upon by the student and school staff it will be granted, and the student may return to school within six months of the student's last day of attendance, providing all fees and charges, per refund policy, have been paid for the current enrollment.

The status of students re-entering school is the same progress status as when they left. The student may be required to pay a re-enrollment fee of \$700.00 for written testing, practical mock-board exam and supplies. Students are responsible for all supplies that were issued on first day of class (books/kit/etc.), the student is required to have these each day so as to be ready to do all practices assigned. The total tuition charges appearing on the original enrollment agreement (contract) will be honored. No credits for hours or operations will be lost.

## **APPLIED EFFORT**

Students must maintain at least a "C" average or 75% in order to graduate. Students must apply themselves with classes, study, and practice while clocked in and have activity recorded on time cards.

Under no circumstances may one student clock in or out for another. This will result in suspension and/or withdrawal. Any student clocked in over 6 hours must clock out for .5-hour lunch.

## FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

All information in the student files would be available to any governing state agency, accrediting agency and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice).

Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office,

U.S. Department of Education, at

400 Maryland Avenue,

SW Washington, D.C. 20202-8520

# SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Progress (SAP) Policy is established and applied to every student enrolled in a NACCAS-approved program. The SAP policy is provided to applicants prior to enrollment. The SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). It is in compliance with all regulations applicable to our school. All students will be evaluated in accordance with the curriculum for each course by a duly qualified instructor.

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 EVALUATION:** Students must maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ).

Regardless of the average level of attendance, students who have two consecutive weeks of absences (14 calendar days), will be dismissed. This standard shall apply to all students except those on an approved Leave of absence (see below). Students who expect to be absent 14 or more days are encouraged to request a leave of absence. In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined elsewhere in this catalog.

**ACADEMIC PROGRESS EVALUATIONS:** The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. In order to maintain SAP, the student must maintain a cumulative academic average of "C" (75%) or better on all tests, work projects (operations) and other required course work until their next scheduled evaluation. Students not meeting these minimum requirements will be placed on academic warning. Students on academic warning are still considered to be making satisfactory academic progress. All students will be provided a copy of their completed SAP evaluation form at the conclusion of each SAP evaluation. The grading system is as follows:

90% - 100%	A Excellent	70% - 74%	D Unsatisfactory
80% - 89%	B Good	below 70%	F Fail
75% - 79%	C Passing		

**MAXIMUM TIME FRAME:** Students must complete the course within the maximum time, which does not exceed 150% of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete the course within 60 weeks. A student who exceed the 150% maximum time frame will be terminated from the academy. The minimum required cumulative rate of attendance is 67% which corresponds with a maximum time frame of 150%.

**EVALUATION PERIODS:** Students are evaluated for Satisfactory Academic Progress at the following points of **scheduled** hours of completion:

Cosmetology (1600 hours, 1.78 academic years): 400 hours, 800 hours, 1,200 hours, 1,600 hours

Barbering: (1500 hours, 1.66 academic year) 375 hours, 750 hours, 1,125 hours, 1,500 hours

Cosmetician, Teacher Training, Massage Therapy (600 hours, 0.67 academic years): 300 hours, 600 hours

Manicuring (400 hours, 0.45 academic years): 200 hours, 400 hours

**SAP EVALUATION:** All evaluations must be completed within seven (7) school business days following the established evaluation points. Students who meet minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. 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.

**ACADEMIC WARNING:** Students who fall below the above standards at the Satisfactory Academic Progress evaluation point will be placed on Academic Progress Warning until the next scheduled SAP evaluation point. A student is considered to be making satisfactory progress while on Warning. Students on warning status can reestablish SAP if they meet the college's SAP requirement at the next evaluation point. If the student does not improve either grades and/or attendance by the end of the evaluation point, he or she will be terminated by the academy unless the student appeal of the negative progress determination.

**ACADEMIC PROBATION:** Students who fail to meet minimum requirements for attendance or academic performance during the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student prevails upon appeal of a negative progress determination prior to being placed on probation; and the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or the academy develops an academic plan for the student, if followed, will ensure that the student is able to meet the academy's SAP requirement by a specific point within the maximum timeframe established for the individual student.

Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the next evaluation point. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

**APPEAL PROCEDURE** If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or other allowable special or mitigating circumstances. The student must submit a written appeal to the school on the designated form with supporting documentation regarding why the student 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 point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed.

**LEAVE OF ABSENCE:** Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12 month period. All requests for LOA must be submitted in advance in writing, include the reason for the student's request and include the student's signature. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the officer's approval of the LOA.

An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the students at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. Do not request a Leave of Absence unless you absolutely need one. To be granted an approved LOA there must be a reasonable expectation that the student will return from the LOA. A student on approved LOA that meets these criteria is not considered withdrawn and therefore no refund calculation is required. Students on LOAs will not be assessed any additional charges of tuition.

Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course and the period covered by the enrollment agreement (contract) extended by the same number of days taken in the leave of absence. Contract addendum will be prepared to reflect the changes, which must be initialed, signed and dated by both the student and a school officer.

Students who fail to return from a LOA will be considered withdrawn. The withdrawal date for the purpose of calculating a refund is always student's last day of attendance prior to the start of the leave and the official determination date will be the expected return date of the leave of absence. The refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days of the official determination date.

**RE-ENTRY:** Students who withdraw prior to completion of the course and wish to re-enroll will re-enter in the same progress status as when they left.

**COURSE INCOMPLETES, REPETITIONS AND NONCREDIT REMEDIAL COURSES:** Course incompletes, repetitions and non-credit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

**TRANSFER HOURS:** Transfer hours from another institution that are accepted toward the student's education program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

## TOOLS & EQUIPMENT

Students will ensure that all property of the school remains on the premises at all times. Students may not remove school property from the premises. Books and working supplies must be paid for before commencing the course and the student is required to have these every day to be ready to work on all assigned work.

Students must treat the school's facilities, equipment, supplies, and property with care and respect. Students that intentionally damage property may be subject to fines as well as being withdrawn from the school.

All students are required to buy scan test sheets prior to taking any tests. Scan test sheets are available for purchase from Saddleback Beauty Academy's administration for \$0.50 per sheet.

## GRADUATION/DIPLOMA REQUIREMENTS

When a student has completed the required theory hours and practical operations in the course of study with a GPA of "C" (75%) or better, he or she is awarded a diploma certifying his or her graduation.

## ATTENDANCE POLICY

Students are expected to attend class every day that they are contracted to do so. As a professional in the industry, students should hold themselves accountable for having positive attendance. Students may not leave school at any time while they are clocked in nor can they have others clock in for them. Students are either contracted to be part-time (20 hours per week) or full-time (40 hours per week). Students are expected to fulfill their required contracted hours without superfluously exceeding contracted hours or failing to meet contracted hours.

Students must maintain a cumulative average attendance level of at least 2/3 (67%). 27 hours per week (approx. 107 hours per month) out of a typical 40 hours per week/160 hours per month for a full-time student. Students must maintain an average attendance level of at least 2/3 (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 20 hours per week would have to maintain an average weekly attendance of at least 13.4 hours per week ( $.67 \times 20 = 13.4$ ). Students' attendance will be evaluated during SAP evaluations. SAP evaluations have been detailed on Page 11 and 12.

Students that are absent for more than 14 days without a formal leave of absence are considered to be withdrawn. Students are required to provide valid reason for their absences such as: medical problems, family emergency, etc. Students are not allowed to be absent from class for reasons such as vacations or recreation and must provide a valid reason to have an excused absence.

## TARDY POLICY

Students should always arrive earlier than the start of class, approx. 8:15 am, for self-study and preparations for the day. Students will have a 7-minute grace period after 8:30 where they will not be penalized for tardiness. However, out of respect for other students and the instructor, students should always clock in on time. Remember, class starts at 8:30, not at 8:37!

8:30 am – Students clock in for theory and for the first half of the day (7-minute grace period begins).

8:38 am – Students will lose an hour (30 minutes lost for part-time) if they clock in at 8:38 am until 8:45 am.

8:46 am – Instructor may dismiss the student for the rest of the day during any time *after* 8:45 am.

Lunch (when applicable) – For those that apply, students are required to take a 30-minute lunch break. For every 5-minute interval that a student clocks in late from lunch, 1 hour will be lost.

Signs will be provided for the students throughout the school facility to remind them to clock in during all parts of the day. Students are responsible for clocking in and clocking out in a punctual fashion. Under no circumstances may an instructor, another student, or another person other than the student clock in for said student.

## MAKE UP HOURS

In order to make up hours, students must be in good standing with their academics and/or attendance. Students with 80% attendance and above may qualify to make up hours based on the discretion and decision of the Saddleback Beauty Academy administration. Make up hours are on a case-by-case base analysis and students who are not in good standing

may not qualify. Saddleback Beauty Academy administration must provide clearance for a student to make up hours or accrue extra hours.

Students that are under 80% attendance that still may qualify and may be exempt are students who have provided valid reason to their absences.

Students are only allowed a maximum of 10 hours per day, which is an extra 2 hours. During this case, students must have been working on a client or doing some form of study. All overtimes must be approved by the Saddleback Beauty Academy administration.

## MAKE UP WORK

In the case of necessary absences on days of examinations the student must make up the test within 3 days to keep up with the required grade of 75% to receive their completion transcript. Students must make up failed or missed test and/or incomplete assignments.

## TUITION AND FEE SCHEDULE

### Institutional Charges by Payment Period and Estimated Payments

Fees & Charges	Estimated Cost	Cosmetology 1600 HRS	Cosmetician 600 HRS	Manicuring 400 HRS	Massage Therapy 600 HRS	Barbering 1500 HRS	Teacher Training 600 HRS
Tuition	\$6.60/hour	\$10,560.00	\$3,960.00	\$2,640.00	\$3,960.00	\$9,900.00	\$3,960.00
Registration Fee non-refundable	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Books/Supplies (includes text books & uniform) non-refundable	\$500.00/\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800	\$500.00
Student Tuition Recovery Fund (STRF) non-refundable	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Other Charges (Specific charges per Enrollment Agreement)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>TOTAL</b>		\$12,460	\$5,860	\$4,540	\$5,860	\$11,800	\$4,560

(Enrollment contingent upon space available)

Students must purchase kit from a source designated by school (please see school rules and regulations concerning proper uniforms). The prices listed above are for students that are not part of the Saddleback College agreement.

**COLLECTION OF TUITION:** Students are expected to contribute from their own family resources toward the student's cost of attendance. At the student's option, the academy may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement for Manicuring course. For students enrolled in Cosmetology, Cosmetician, Barbering, Teacher Training and massage Therapy courses, the academy charges tuition proportionately according to the payment periods, which shall not exceed more than one term or four months of advance payment of tuition at a time. All school charges must be paid in full before graduation. The academy accepts cash, check, debit/credit card and money order.

**THE ACADEMY RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT STUDENTS WHO ARE ALREADY ATTENDING.**

**RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON-PAYMENT OF TUITION:** An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full.

**CEC. Section 94828 per BPPVE Reform Act January 1, 1998.**

## EXTRA INSTRUCTIONAL CHARGES

There will be a fee of \$6.60 for any additional instructional hours needed to complete the program when a student graduates after the on-time graduation date. The student will only be charged for extra instruction for hours of instruction occurring after the completion of all hours paid for under the original contract.

## WITHDRAWAL and REFUND POLICY

Saddleback Beauty Academy's withdrawal and refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. The academy's withdrawal and refund policy complies with all federal and state regulatory agencies such as UDSE, BPPE etc.

**STUDENT'S RIGHT TO CANCEL:** The student or legal guardian has the right to cancel the enrollment agreement and obtain a refund of charges paid except a \$100.00 non-refundable registration fee through attendance at the **first class session (first day of classes)**, or the **seventh day after enrollment (seven days from date when enrollment agreement was signed)**, whichever is **later**.

**CANCELLATION:** shall occur when the student or the legal guardian gives signed written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two notices of cancellation forms for your use if you decide to cancel, however, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

**DETERMINATION OF WITHDRAWAL FROM SCHOOL:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Registrar office of your intent to withdraw. Only the Registrar office would be authorized to accept a notification of your intent to withdraw.
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The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
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The date you fail to attend classes for a two-week period (14 days) and fail to inform the school that you are not withdrawing. (Unofficial withdrawal) The academy monitors attendance at least once in every fourteen (14) days.
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The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA. If a student on an approved LOA notifies the college that he or she will not be returning, the date of withdrawal determination is the earlier of the scheduled date of return from LOA or the date the student notifies the academy that the student will not return.
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**REFUND POLICY:** After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student.

A registration fee of \$ 100.00 and STRF fee is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement within cancellation period, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. The academy will perform refund calculation within 6 weeks of official withdrawal. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal determination date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

**Hypothetical refund example in accordance with California Education Code §94920:** Assume that a student, upon enrollment in a 1,600 hours course, pays \$10,560.00 for tuition, \$100.00 for registration, and \$1,800.00 for books/supplies as specified in the enrollment agreement and withdraws after completing 600 hours without returning (due to sanitary reasons) the book/supplies he/she obtained. The prorated refund to the student would be \$6,600.00 based on the calculation stated below.

Hourly Cost of Tuition	Hours Tuition Paid	Hours Paid for but not received	Calculation of earned tuition	Refund calculation of tuition	Final refund calculation
<u>\$10,560.00</u> 1,600	<u>\$10,560</u> \$6.60	1,600 (600)	600 x \$6.60	1,000 x \$6.60	\$10,560.00 + \$100.00 + \$1,800.00 (\$3,960.00 + \$100.00 + \$1,800.00)
\$ 6.60	1,600	1,000	\$ 3,960.00	\$ 6,600.00	Total Refund amount: <u>\$ 6,600.00</u>

**Rejected Enrollment:** All funds paid except a non-refundable registration fee will be returned if the student is rejected for enrollment.

**Course Cancellation:** 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: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a pro-rata refund of all money paid; or 2. Provide for the prompt completion of the course at schools in the neighborhood with no additional charge. 3. BBC will notify students individually of the availability of these arrangements or teach-out plans and advertise them as such. 4. Submit the list of all students who were enrolled at the time of closure including the amount of each pro-rata refund to all relevant agencies and dispose school records in accordance with state laws.

## STUDENT RESPONSIBILITY FOR REPAYMENT OF LOANS FOR EDUCATION

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

## STUDENT TUITION RECOVERY FUND (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.



2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Amount of STRF Assessment; § 76120. (a) Each qualifying institution shall collect an assessment of zero (0) dollars per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero (0) dollars.

. For further information or instructions contact:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

**2535 Capital Oaks Drive, Suite 400**

**Sacramento, CA 95833**

**Tel (916)431-6959, Toll Free (888)370-7589, Fax (916)263-1897**

## **GRIEVANCES/COMPLAINTS**

All complaints will be taken seriously. They are to be addressed first to your instructor in a calm and courteous manner. If the matter is not resolved, it should then be taken directly to the school Administrator. If the student feels that the complaint is of a serious nature, it should be put in writing and submitted to your instructor and the school administrator. It need only be hand written neatly enough to be legible. Please detail the exact nature of the problem, citing specific concerns. The complaint will then be resolved as quickly and as fairly as possible.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Chief Executive Officer (CEO), Ms. Kayla Takano.

Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Dr., Suite 400  
Sacramento, California 95833  
(916) 431-6959 or by fax (916) 263-1897

Board of Barbering and Cosmetology  
P.O. Box 94426  
Sacramento, CA 94244  
(800) 952-5210

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **LIBRARY DESCRIPTION/POLICY/PROCEDURE**

Our library contains many books and instructional videos. We have books and videos covering topics ranging from physiology & anatomy to hair styling and design, nail design, beard design, massage therapy techniques, treating diverse skin care, mindful teaching techniques and makeup etcetera. These items may be checked out by presenting your California driver's license or a state issued identification card to your instructor to hold until you return them. If there is a need to borrow any books for use away from the school, prior arrangements must be made with the school director. No videos are to be taken from the school premises.

## ADMISSIONS INFORMATION/HOURS

Applicants for admission may secure enrollment information on Tuesday-Saturday during the following hours:

Tuesday - Thursday	10:00 AM - 3:00 PM
Friday – Saturday	10:00 AM- 4:00 PM

Because the courses offered are on an open-entry basis, all prospective students may enroll on the first Tuesday of each week. Classes begin the first Tuesday of each month except holidays and holiday eves. For specific information please contact the school administrators.

## JOB PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student register and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. The academy assists students in placements as often as needed; however, **the academy does not guarantee employment to any student.**

## SEXUAL HARASSMENT/BULLYING

Saddleback Beauty Academy is a zero-tolerance zone for sexual harassment and bullying at all times. Any incident of harassment or bullying should be immediately reported to an instructor and to a school administrator.

Harassment and bullying are not tolerated at Saddleback Beauty Academy. Saddleback Beauty Academy strives to provide a positive and uplifting environment for all the students, staff, and patrons. Any acts deemed as harassment or bullying may be treated with disenrollment of a student.

## DRUG & ALCOHOL POLICY

Under no circumstances can a student consume drugs or alcohol and may not be under the influence of any said substance while on campus and/or clock in. Students are forbidden from smoking within 15 feet of all entryways of the school facilities.

A Drug & Alcohol Abuse Policy sheet will be provided for the students to review in the enrollment packet. Students must adhere to the policy.

## DRUG ABUSE PREVENTION PROGRAM

The Academy makes the following information available to its students, staff and instructors. Any individual associated with the Academy who is seeking information, counseling or assistance concerning Drug Abuse Prevention may call or visit the individual/agency provided to you in the school enrollment application.

## THREE STRIKE POLICY

The Three Strike Policy is a disciplinary system that Saddleback Beauty Academy will utilize to uphold standards for all its students. Students should have no problem adhering to the school rules and regulations. For such students, this Three Strike Policy should never apply.

The Three Strike Policy gives students three chances before disciplinary action is taken. The Three Strike Policy consists of three "write ups" which may also act as a verbal warning. Students will be informed of their standing within the Three Strike Policy and will be notified if and when further disciplinary action is required.

Reasons for receiving strike for the Three Strike Policy include, but not limited to (see below for strikes and dismissals):

1. Personal use of cellphone during school hours/clocked in without permission
2. Removal of time card or school supplies/equipment from school premises
3. Light disrespectful behavior towards faculty, peers, administration, and/or clients
4. Taking prolonged breaks/lunches

- Any other instances that go against the student policies located in the 'School Rules & Regulations' section of the School Catalog (Pgs. 35-37)

**Three Strike Policy Strikes:**

- I. 1<sup>st</sup> Strike: Written up for 1<sup>st</sup> strike and verbal warning (dismissal depending on case).
- II. 2<sup>nd</sup> Strike: Written up for 2<sup>nd</sup> strike and verbal warning (dismissal depending on case).
- III. 3<sup>rd</sup> Strike: Written up for 3<sup>rd</sup> strike, written notice/warning, and sent home regardless of case. Written notice/warning will inform of disciplinary action following the 3<sup>rd</sup> strike. For Saddleback College Students, Saddleback College will be notified.
- IV. Post-3<sup>rd</sup> Strike Disciplinary Action
  - a. Student will be required to visit a Saddleback College counselor and is suspended from school until they have met with a counselor and have received clearance to attend class again. When student returns, they will be placed on academic probation under which they can and will be dropped if student fails to adhere to school policy.
  - b. For private-pay students, student will be suspended for 1 full school week and will be placed on academic probation under which they can and will be dropped if student fails to adhere to school policy.

Along with receiving a strike, students may be sent home for any of the following reasons:

- Tardiness without valid reasoning
- Not adhering to school dress code policy (case-by-case, may be loaned a shirt if it is just the shirt)
- Disrespectful, disruptive, volatile, or hostile behavior that may be considered a threat, sexual harassment, or bullying towards faculty, peers, administration, and/or clients.
- Refusal to participate in assigned schoolwork (refusal to work on client without validity)
- Leaving campus while clocked in or unable to be found (hours will be revoked and voided)

Keep in mind that dismissals will affect a student's positive attendance and if students fail to meet positive attendance, they will be placed on academic probation.

## CLASS SCHEDULE

The Academy makes the following information available to its students, staff and instructors. Any individual associated with the Academy who is seeking information, counseling or assistance concerning Drug Abuse Prevention may call or visit the individual/agency provided to you in the school enrollment application

Classes start first (1) Tuesday of the month

- |              |   |                     |
|--------------|---|---------------------|
| 1. Full time | Tuesday -Saturday                       | 8:30 am to 5:00 pm  |
| 2. ¾ Time    | Tuesday-Saturday                        | 8:30 am to 3:00 pm  |
| 3. Part Time | Tuesday, Wednesday, Thursday & Saturday | 8:30 am to 12:30 pm |
|              |   | 1:00 pm to 5 pm     |
|              |   | 6:00 pm to 10:00 pm |
|              | Saturday                                | 8:30 am to 5:00 pm  |

**DAY CLASS SCHEDULES** (Full-Time and ¾ Time Students)

A.M.-15 Min. Break

P.M.-15 Min. Break -Lunch time may vary

**FRESHMAN**

Tuesday – Friday

8:15 am - 8:30 am Self Study.

8:30 am - 9:45 am	Theory of required subjects.
9:45 am - 10:00 am	Break
10:00 am - 12:00 pm	Class on Practical subjects & student practice.
12:00 pm - 12:30 pm	Lunch
12:30 pm - 3:00 pm	Student practice (second phase).
3:30 pm - 5:00 pm	Cleaning and preparation of equipment for following day.

Saturday

8:15 am - 8:30 am	Self Study.
8:30 am - 9:45 am	Demo or Supplement Class
9:45 am - 12:00 pm	Patron services - apply practical operations
12:00 pm - 12:30 pm	Lunch (or when practical)
12:30 pm - 3:00 pm	Patron services - apply practical operations.
3:30 pm - 5:00 pm	Cleaning and preparation of equipment for following day.

SENIOR

Tuesday – Friday

8:15 pm - 8:30 am	Self Study.
8:30 pm - 9:45 am	Theory of required subjects.
9:45 pm - 10:00 am	Break
10:00 pm - 12:00 pm	Patron services - apply practical operations.
12:00 pm - 12:30 pm	Lunch
12:30 pm - 3:00 pm	Patron services - apply practical operations.
3:30 pm - 5:00 pm	Cleaning and preparation of equipment for following day.

Saturday

8:15 am - 8:30 am	Self Study.
8:45 am - 9:45 am	Demo or Supplement Class
9:45 am - 12:00 pm	Patron services - apply practical operations
12:00 pm - 12:30 pm	Lunch (or when practical)
12:30 pm - 3:00 pm	Patron services - apply practical operations.
3:30 pm - 5:00 pm	Cleaning and preparation of equipment for following day.

**EVENING CLASS SCHEDULES** (Part-Time)

FRESHMAN

Tuesday – Thursday

5:00 pm - 6:00 pm	Self Study
6:00 pm - 7:00 pm	Theory of required subjects.
7:00 pm - 9:30 pm	Practical assignments on subjects.
9:30 pm - 10:00 pm	Preparation of equipment & time card for following day.
Break	15 minutes break when practical.

## SENIOR

### Tuesday – Thursday

5:00 pm - 6:00 pm	Self Study
6:00 pm - 7:00 pm	Theory of required subjects.
7:00 pm - 9:30 pm	Practical assignments/client services.
9:30 pm - 10:00 pm	Preparation of equipment & time cards for following day.
Break	15 minutes break when practical.

### Saturday

8:15 pm - 8:30 am	Self Study.
8:30 pm - 9:45 am	Demo or Supplement Class
9:45 pm - 10:00 am	Patron services - apply practical operations
12:00 pm - 12:30 pm	Lunch (or when practical)
12:30 pm - 3:00 pm	Patron services - apply practical operations.
3:30 pm - 5:00 pm	Preparation of equipment for following week

Morning Break	15 minutes - when practical
Lunch	30 minutes - when practical
Afternoon Break	15 minutes - when practical

# COSMETOLOGY COURSE OUTLINE & CURRICULA (1,600 HOURS)

## COSMETOLOGY CURRICULUM DESCRIPTION

Completing 1600 hours of applied effort and the following technical and operational requirements, a student will have learned the art and science of cosmetology and be qualified as a hairstylist, permanent wave, coloring, make-up, skin care or manicuring specialist.

Successful graduates will have the knowledge and skills needed to pass the required state board examination for licensure. You must be licensed to practice this profession.

## COURSE PURPOSE/GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology professional salon management.

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Cosmetology and principles of hair design and styling, hair goods, scientific skin care, hair change, and hair color.

Demonstrations by students that they have met all of the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

## COURSE MATERIALS

### Required texts and/or materials:

"Standard Textbook of Cosmetology" - Milady Publishing Corporation, 3839 White Plains Road, Bronx, New York, 10467, updated edition.

Any additional ones of the following - from Cosmetology Colleges of Beauty.

"Beauty Manual - Sullivan" - The Sullivan Publishing Co., (all updated editions). "The Van Dean Manual" - Milady Publishing Corporation, or

"Keystone Manual" - Keystone Publications, or

"Prentice Hall Textbook of Cosmetology" or

"Professions - Cosmetologists" - (approximately \$25.00 each)

### Recommended readings and/or materials:

"Gould Medical Dictionary" - 2nd edition, M. Graw Hill Co.

"Gray's Anatomy"

"Dolan's Illustrated Medical Dictionary"

Basic Cosmetology kit at student's expense

## MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT	Hours of Technical Instruction	Minimum Number of Practical Operations
Cos. Act. Rules & Reg's, Law	20	
Knowledge - use & safety/Product	50	
Cosmetology Chemistry	20	
Health & Safety/Hazardous Substances	45	
Products, Tools - use & Safety		
Preparation of technical instruction	15	
Electricity	25	
Disinfection/Sanitation	20	20

Bacteriology/Chemistry/Anatomy	15	
Wet Hairstyling pin curls comb out	65	60
Thermal Hairstyling, Press & Curl	20	60
Permanent Waving	20	50
Chemical Straightening	20	55
Hair Cutting	20	80
Hair Coloring	30	25
Bleaching	30	25
Scalp & Hair Treatments	5	60
Facial-manual	15	10
Facial-electrical	10	15
Chemical Skin Peel, Pack, Mask & Scrub	10	240
Eyebrow Arching & Hair Removal	15	15
Make up	10	15
Water & Oil Manicuring	10	15
Complete Pedicure	10	10
Artificial Nails	10	30
Liquid& Powder Brush-on	10	30 Artificial
Nail tip	10	30 Nails
Nail wraps& Repairs	10	30 Tips
Additional Training Salon	40	
Business Ethics, Salon Management	25	
Including career & employment information		
including professionalism, professional ethics,		
effective communication and human relations,		
compensation packages and payroll deductions.,		
licensing requirements, regulations, and		
fundamentals of business management		
Obtaining Employment	5	
Consumer Safety	5	
Preparation for Employment including:	15	
Professionalism, Application/Resume		
Development, Interview		
Preparation and Job search skills		
Laws, Regulation, Health and Safety	20	
Laboratory to Include Instruction:	790	
Basic operating rules tools and equipment, Station set-up		
and operation, Mannequin care and handling, Hair design,		

Patron relations and salesmanship, hair-shaping, cutting and styling, waving, combing, and brushing, shampooing, care of scalp and hair, Manicures and pedicures, scientific skin care, chemical hair changing, hair coloring, wigs and other hair-goods, removal of hair, special makeup applications, and procedures.

Advanced - acrylic nails, wraps and tips.

Activities or Assignments:

List activities and hours for each (must include reading and writing activities (40 weeks of instruction)).

2.0 hours per week practical assignment: 80

2.0 hours per week writing assignments: 80

**Total Hours: 1600 Hours**

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids. All actual on-the-floor performance/practice will be done with instructor supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the required practical and written tests.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Written objective examinations.

Practical demonstrations and evaluation of student performance. Successful completion of mock board.

Completion of written exams and demonstrations with at least 75%

Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.



# COSMETICIAN COURSE OUTLINE & CURRICULA (600 HOURS)

## COSMETICIAN CURRICULUM/DESCRIPTION

This 600-hour program shall consist of technical instruction and practical operations covering all practices of a cosmetician.

Successful graduates will have the knowledge and skills needed to pass the required State Board Examination for licensure. You must be licensed in order to practice this profession.

## COURSE GOALS

All phases of skin care - including manual and electrical facials; use of cosmetic preparations; daytime, evening, fantasy, and theatrical make up.

Knowledge of product chemistry for safety and patron protection.

Business practices and professional ethics in skin care

Successful graduates will have the knowledge and skills needed to pass the State Board Examination for licensure, and to secure employment as cosmetician.

## COURSE MATERIALS

Required texts and/or materials.

Cosmetician Kit at student expense.

Instructor handouts.

Recommended readings and/or materials.

Dermascope - magazine.

## MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT:	Hours of Technical Instruction	Minimum Number of Practical Operations
Cosmetology Act & Board Rules & Regulations	10	
Product knowledge, use & safety	30	
Chemistry, Anatomy, Bacteriology/Biology	15	
Health & Safety (HIV/AIDS & Hepatitis B) MSDS	40	
Tools & equipment use & safety	40	
Electricity	10	
Disinfection & Sanitation	10	10
Facials-Manual/Clean/Massage	10	20
Facials-Electrical	10	20
Chemical Skin Peel, Packs, Masks & Scrub	40	20
Eyebrow Arching, Hair Removal, Tweeze & Wax	50	25
Make-Up, including skin analysis & corrective make-up	25	20
Preparation for Employment including:	15	
Professionalism, Application/Resume		
Development, Interview		
Preparation and Job search skills		
Laws, Regulation, Health and Safety		

Additional Training:	60	10
Including training in: professional ethics, personal hygiene, good grooming, salesmanship, normal clean-up duties keeping records, modeling, desk and reception, payroll deductions, obtaining employment, preparation of employment application, consumer safety, effective communication, human relations, compensation packages, licensing requirements and regulations, business management.		

Laboratory to Include Instruction:	175
Basic operating rules tools and equipment, Station set-up and operation, Mannequin care and handling, Performance, Patron relations and Salesmanship, Scientific manipulation, Manual Facial including cleansing packs, masks, Electrical facial the use of electrical modalities, dermal lights, Chemical facial includes chemical skin peels, Removal of hair, Eyebrow shaping and hair removal, waxing, tweezing, Special makeup applications and procedures, Advanced nail technology.	

Activities or Assignments:

Activities and hours for each (must include reading and writing activities).

2.0 hr. per week reading assignments	30
2.0 hr. per week writing assignments	30

**Total Hours: 600 hours**

**COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN**

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids. All actual on-the-floor performance/practice will be done with instructor supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the required practical and written tests.

**GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT**

List graded activities, identifying those incorporating critical thinking skills.

Written objective examinations.

Practical demonstrations and evaluation of student performance. Successful completion of mock board.

Completion of written exams and demonstrations with at least 75%

Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

# MANICURING COURSE OUTLINE & CURRICULA (400 HOURS)

## MANICURING CURRICULUM DESCRIPTION

400 hours broken down into the art and science of manicuring will teach the student to perform the skills, methods and techniques of beautifying the hands through manicuring, applying artificial nails, nail wrapping and massaging. He/ She will also improve the health and appearance of the feet with pedicure.

Successful graduates will have the knowledge and skills needed to pass the required state board examination for licensure. You must be licensed to practice this profession.

## COURSE PURPOSE/GOALS

All phases of artificial nails - including nail tips, nail wraps and acrylics.

Knowledge of product chemistry for safety and patron protection

Business practices and professional ethics in nail care.

Successful graduates will have the knowledge and skills needed to pass the State Board Examination for licensor and to secure employment as a manicurist.

## COURSE MATERIALS

Milady' s Standard Nail Technology.

Manicuring Performance Criteria.

Manicuring kit at student expense.

Instructor handouts.

Recommended readings and/or materials:

"Mainly Manicuring"- monthly periodical

## MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT	Hours of Technical Instruction	Minimum Number of Practical Operations
Cosmetology Act & Board Rules & Regulations		
and Product knowledge and safety	10	
Cosmetology Chemistry	10	
Health & Safety, Hazardous Substances, HIV/AIDS		
and tools & equipment, use and safety	50	
Bacteriology, Biology, Anatomy, Physiology	10	
Disinfection/Sanitation Preparation	20	10
Water & Oil Manicures	30	40
Pedicures/Foot & Ankle Massage	30	20
Artificial Nails	10	
Liquid & Powder Brush - on	15	80 nails
Nail Tips	10	60 nails
Nail Wraps & Repairs	15	40 nails
Preparation for Employment including:	15	
Professionalism, Application/Resume		

Development, Interview

Preparation and Job search skills

Laws, Regulation, Health and Safety 10

Additional training 25

Including training in: professional ethics, personal hygiene, good grooming, salesmanship, normal clean-up duties, keeping records, modeling, desk and reception, payroll deductions, compensation packages, obtaining employment, preparation of employment application, consumer safety, licensing requirements, business management.

Laboratory to Include Instruction: 100

Basic operating rules tools and equipment. station set-up and operation, Mannequin care and handling, Performance, Patron relations and salesmanship, Scientific hand and arm massage, Water and oil manicures including hand and arm massage complete pedicure including foot and ankle massage, Artificial nails, including liquid gel, and powder brush-on, nails tips, nails wraps and nail repairs, shaping and hair removal, waxing, tweezing, Special makeup applications, and procedures. Advanced nail technology.

Activities or Assignments:

Activities and hours for each (must include reading and writing activities).

2.0 hours per week reading assignments: 20

2.0 hours per week writing assignments: 20

**Total Hours: 400 Hours**

#### COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids. All actual on-the-floor performance/practice will be done with instructor supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the required practical and written tests.

#### GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Written objective examinations.

Practical demonstrations and evaluation of student performance. Successful completion of mock board.

Completion of written exams and demonstrations with at least 75%

Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

# TEACHER TRAINING COURSE OUTLINE & CURRICULA (600 HOURS)

## TEACHER TRAINING CURRICULUM DESCRIPTION

600 clock hours will enable the trainee to achieve an education in application of the learning process; utilize instructional techniques appropriate to each student's needs and develop skills necessary to counsel and guide students. Upon receiving a teaching license, he/she will be qualified to teach students at all levels of hairstyling, permanent waving, coloring, make-up, skin care and manicuring.

## COURSE PURPOSE/GOAL

Upon successful completion of this course, the student will:

- a. Know the procedures of the various operations required by the State Board of Cosmetology.
- b. Be familiar with the terminology used in Cosmetology.
- c. Obtain experience by understanding the function of teaching by participating in a class room environment.
- d. Assess and present his/her teaching competencies and characteristics in terms of standardized tests and passing the State Board of Cosmetology Teachers examination.

Professional or Vocational:

1. Successful graduates will have the knowledge and skill needed to pass the State Board Examination for licensor.
2. Prepare the student for a successful teaching career in Cosmetology.
3. To give the student background in the knowledge and techniques of teaching.
4. To furnish the student with experience in practicing teaching skills.
5. To foster ideals of establishing and practicing professional ethics.

## GENERAL EDUCATION

1. Develop professional and ethical attitude.
2. Develop student-teacher problem solving techniques.
3. To impart knowledge and understanding of good citizenship.
4. To provide knowledge of the laws pertaining to beauty culture.
5. Develop sanitary and safe work habits and attitudes necessary in the practice of beauty culture.
6. To provide experiences of an occupational nature in the practice of beauty culture so that learning, evaluating and appreciation takes place.
7. To develop and encourage the establishment of methodical habits.
8. To provide experience which are valuable in creating harmonious relationships with others.

## COURSE MATERIALS

"Teaching your occupation to others" - Bott, P. 1987. Elmsford, N.Y. National Publishers.

Milady' s Standard textbook of cosmetology - Rossbach, C 1991. Tarrytown, NY, Milady Publishing Company

Cosmetology teachers Training Manual

Workbook for the Cosmetology Teachers Manual

Standard Exam Review for Cosmetology Teachers

Cosmetology Act

State Board Rules/Regulations

## MAJOR SEGMENTS OF COURSE CONTENT

As outlined in section 916.14 in the cosmetology rules and regulations; there is to be 150 hours of THEORY and 450 hours of PRACTICAL operations, i.e. instructing students. They are to be broken down as follows:

SUBJECT	Hours of Technical Instruction	Minimum Number of Practical Operations
Cosmetology Act and Rules/Regulations.	10	
Preparatory instruction. These are hours devoted to teaching techniques, lesson planning, methods of instruction, syllabus and evaluation of instructions.	40	
This will include instruction in:		
Review of the content of the course in cosmetology arts and sciences for which the student is training as an instructor.		
Principles of teaching/learning/teaching methodology		
<ul style="list-style-type: none"> <li>• lesson plan development</li> <li>• student motivation and learning</li> <li>• presentation techniques</li> </ul>		
Assessment of student learning		
<ul style="list-style-type: none"> <li>• evaluation of overall progress</li> <li>• development and use of testing/measurement instruments</li> </ul>		
Academic advising: providing feedback and orientation to students about progress in the course		
course development and review		
Administrative responsibilities		
<ul style="list-style-type: none"> <li>• records management</li> <li>• applicable organizational and regulatory requirements</li> </ul>		
Career and employment information		
<ul style="list-style-type: none"> <li>• professional ethics</li> <li>• effective communication and human relations</li> <li>• compensation packages and payroll deductions</li> <li>• licensing requirements and regulations</li> <li>• fundamentals of business management</li> </ul>		
Preparation for Employment including:	15	
Professionalism, Application/Resume Development, Interview		
Preparation and Job search skills		
Laws, Regulations, Health and Safety		
Practical Operations		

A. Preparatory instruction. These hours are used for student record keeping and school operations.	50
B. Hours conducting classroom technical instruction and demonstrations. (30 minutes class room lectures.)	100
C. Hours of supervising and training students. These hours are for laboratory work on live persons or mannequins.	300
D. Introduction of yourself to students, Presentation to students, Demonstration, and Testing of students	85

**Total Hours: 600 hours**

#### COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

One hour lecture, three hours of laboratory per week. The lecture section consists of demonstrations in teaching with the student participating in both lectures of related information and practical trade demonstrations. The laboratory period involves the student in the teaching of practical operations. The total course includes 600 hours which equals approximately one semester.

#### GENERAL POLICIES

The director of the school and teacher in charge of the Teacher Training program have the responsibility for establishing and maintaining high standards of performance, enforcing efficiency of operation and discipline, including the right to increase, decrease, or rotate class assignments and schedules; and to formulate curriculum, methods and modes of instruction: to promote, demote, discharge or discipline for cause.

#### GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

Observation and evaluation of the following:

- Lecture
- Demonstrations
- Written Lesson Plans
- Homework Assignments
- Workbook Assignments
- Test/Quizzes
- Cooperation and control while in the classroom
- Your relations of rapport
- Your dress and grooming code

List graded activities, identifying those incorporating critical thinking skills.

# MASSAGE THERAPY COURSE OUTLINE & CURRICULA (600 HOURS)

## MASSAGE THERAPY CURRICULUM DESCRIPTION

Completing 600 hours of applied effort and the following technical and operational requirements, a student will have learned the art and science of Massage Therapy and be qualified as a massage therapist. This career is designed for men or women who are interested in a professional level position.

## COURSE PURPOSE/GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of massage therapy and massage salon management.

Assimilation of knowledge in the principles of massage techniques (both American and Swedish).

Demonstrations by students that they have met all of the state behavioral objectives prescribed for the course preparatory to state licensor examinations.

## COURSE MATERIALS

Theory and Practical of Therapeutic Massage,  
Practical Handbook for Massage Therapy

## MAJOR SEGMENTS OF COURSE CONTENT

SUBJECT	Hours of Technical Instruction	Minimum Number of Practical Operations
Laws, Rules & Regulations	10	
Health and Safety/Hazardous Substances - products tools and Products tool and equipment, use and safety	55	
Disinfection and Sanitation	10	5
History, Anatomy and Physiology, Chemistry, Bacteriology, Biology	20	
Ethics, Nutrition, Principles & Techniques	15	
Muscles & Nerves	20	
Trigger points of Massage	10	
Other systems	10	
Traditional massage	10	20
Swedish massage	10	25
Current American Techniques	10	25
Shiatsu Routine and sixteen movements	20	75
Aroma Therapy	5	10
Patterns of Ki	15	
The Front, Back and Side Channels	20	35
Introduction of other systems of Massage and Bodyworks	10	25
Sports Massage, Study of pre-event and post event massage, training massage, injury care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF stretching	40	100
Introduction to Holistic Theory	20	10



Career and employment information - professional ethics, effective communication and human relations, compensation packages and payroll deductions, licensing requirements and regulations, fundamentals of business management. 15

Preparation for Employment including: 15  
Professionalism, Application/Resume  
Development, Interview  
Preparation and Job search skills  
Laws, Regulations, Health and Safety

Laboratory to Include Instruction: 175  
Basic operating rules, Tools & equipment, Station set-up and operation, Patron Relations, Under the supervision of instructors the student will be taken through the major segments to course content.

#### ACTIVITIES OR ASSIGNMENTS REQUIRED:

Activities and hours for each (must include reading and writing activities.)

2.0 hours per week reading assignments: 30

2.0 hours per week writing assignments. 30

Total Hours: 600 Hours

#### COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids. All actual on-the-floor performance/practice will be done with instructor supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the required practical and written tests.

#### GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Written objective examinations.

Practical demonstrations and evaluation of student performance. Successful completion of mock board.

Completion of written exams and demonstrations with at least 75%

Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

# BARBER COURSE OUTLINE & CURRICULA (1,500 HOURS)

## BARBERING CURRICULUM DESCRIPTION

Completing 1500 hours of applied effort including the following technical and operational requirements: Hairstyling, hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling, shaving, massaging the client's face. Successful graduates will have the knowledge and skills needed to pass the required state board examination for licensure and secure employment as a barber. You must be licensed to practice this profession.

## COURSE PURPOSE/GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of barbering and barber shop management

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Barbering and principles of hair design and styling, hair goods, and hair coloring

Demonstrations by students that they have met all of the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

## COURSE MATERIALS

Required texts and/or materials:

"Standard Textbook of Professional Barber-Styling" - Milady Publishing Corporation, 3839 White Plains Road, Bronx, New York, 10467, updated edition.

Recommended readings and/or materials:

"Gould Medical Dictionary" - 2nd edition, McGraw Hill Co.

"Gray's Anatomy"

"Dolan's Illustrated Medical Dictionary"

Basic Barbering kit at student's expense.

## MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination.

Practical operation means actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

1. Health and safety, disinfection, sanitation, antiseptics, sterilization, hygiene and bacteriology, biology, chemistry, anatomy, laws and regulations. Learn the safe use of products, tools and equipment.
2. Haircutting with razors and scissors.
3. Shaving and massaging of the scalp, face and neck.
4. Shampooing and hair styling, finger wave, pin curl.
5. Facials and scalp massages or treatments with creams, lotions, oils or other cosmetic preparations either by hand or mechanical appliances, but, such appliances shall not be galvanic or faradic.
6. Shop management, ethics, salesmanship, implements and a brief study of the history of barbering.
7. Laws and regulations governing the practice of barbering.
8. Common skin and hair diseases of the scalp, face and neck.
9. The structure and functions of the skin and hair of the scalp, face and neck.
10. Cosmetic preparations used in the practice of barbering.
11. Circulation, muscles, nerves and cells of the scalp, face and neck only as such subjects are related to massaging or other acts of barbering.

12. Fundamentals of hair coloring and bleaching.
13. Fundamentals of hair straightening (also known as hair relaxing).
14. Hairpieces (toupees), measuring, fitting and servicing.
15. Chemical waving of hair.
16. Hair styling, including use of the blow-dryer, and comb out.
17. Product knowledge - use and safety.
18. Additional Training, including Career & employment information, professional ethics, effective communication and human relations, compensation packages and payroll deductions, licensing requirements & regulations, fundamentals of business management18.Cosmetology Act. Rules & Regulations

#### MINIMUM THEORY HOURS INSTRUCTION/MINIMUM PRACTICAL OPERATIONS

The course of instruction in the practical phases of Barbering required for student enrolled in a 1,500-hour course.

The curriculum for Barbering consist of not less than 1500 hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.

The course shall cover not less than 1,100 hours of Technical instruction and practical training in Hair dressing 200 hours of technical instruction and practical training in Shaving and 200 hours of technical instruction in Health and Safety

SUBJECT	Hours of Technical Instruction	Minimum Number of Practical Operations
Laws, Regulation, Health and Safety	65	
Hairstyling – hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling	65	
Hair cutting	85	240
Shaving. and Facial services	20	80
Preparing client for shaving/ facials/massage	40	
Anatomy and Physiology/Bacteriology	70	
Disinfectant and Sanitation	15	
Scalp Manipulations	20	
Hair Waving and Curling (Permanents)	40	105
Hair Coloring and Tinting	60	50
Preparation for Employment including:	25	
Professionalism, Application/Resume Development, Interview		
Preparation and Job search skills		
Law, Regulation, Health and Safety	65	
Additional training	40	
Including training in: professional ethics, personal, hygiene, good grooming, salesmanship, normal clean-up duties, keeping records, modeling, desk and reception, payroll deductions, obtaining employment, preparation of employment application, consumer safety,		

## Cosmetology Act & Board Rules & Regulations.

Laboratory to Include Instruction: 690

Basic operating rules for tools and equipment, Station set-up and operation, Mannequin care and handling. The subjects listed in Section 6535 of the code, including razor cutting, hair processing, hair coloring and bleach, permanent waving and chemical straightening, Preparing the clients hair for shaving, and facial services, Massaging the client's face, Blow drying, Instruction shall include training in sales techniques which may be completed in practical training at the discretion of the instructor.

### ACTIVITIES OR ASSIGNMENTS REQUIRED:

List activities and hours for each (must include reading and writing activities).

(50 weeks of instruction)

2.0 hours per week reading assignments: 100

2.0 hours per week writing assignments: 100

**Total Hours: 1500 hours**

### COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids. All actual on-the-floor performance/practice will be done with instructor supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the required practical and written tests.

### ACADEMIC PROGRESS EVALUATION

The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. In order to maintain SAP, the student must maintain a cumulative academic average of "C" (75%) or better on all tests, work projects (operations) and other required course work until their next scheduled evaluation. Students not meeting these minimum requirements will be placed on academic warning. Students on academic warning are still considered to be making satisfactory academic progress. All students will be provided a copy of their completed SAP evaluation form at the conclusion of each SAP evaluation. The grading system is as follows:

90% - 100%	A Excellent
80% - 89%	B Good
75% - 79%	C Passing
70% - 74%	D Unsatisfactory
below 70%	F Fail

# SCHOOL RULES & REGULATIONS

Welcome to Saddleback Beauty Academy. We are pleased you have chosen our school and will strive to make the learning process enjoyable. The following set of rules and regulations have been designed to help ensure your success, and define the areas of obligation to which both the student and staff must adhere.

## ATTENDANCE POLICY/TIME CARDS

- A. Students are expected to attend all sessions of the class in which they are enrolled as per the class schedule. Students are to report absences of valid reasoning to their instructor and the administration immediately. Satisfactory progress must be maintained to ensure continuity of education. See your school catalog "Satisfactory Academic Progress" statement.
- B. No absenteeism is allowed except under emergencies substantiated by a valid reason such as a doctor's note.
- C. Saddleback College students will not be allowed in class until they have fully registered and paid for all applicable units.
- D. Absence Drop Policy - A student may also be dropped for excessive absences when the total hours of absence exceed 15% of the total scheduled hours of the class.
- E. Under no circumstances are student time cards to be removed from the school. The time cards are used to accumulate the required hours and operations for the completion of the course.
- F. Time cards are used to bill the agency paying your tuition. Any hours that are accumulated must be paid for and the time cards provide the necessary documentation. It is the responsibility of the student to see that their time card is complete and accurate and turned in to the office at the end of each week. Any hours that are turned in late become the responsibility of the student and paid for by the student.
- G. No less than one (1) hour or more than eight (8) hours a day will be accepted unless authorized. An extra half hour will be allowed only if working on a client. The administration must verify any extra time.
- H. Students should arrive at 8:15 AM and must be clocked in for theory class by 8:30 AM for day classes or 6:00 PM for evening classes. Students may not leave class without the permission of the instructor. Students who are late will be sent home for the rest of the day and be written up, going towards the Three Strike Policy.
- I. Under no circumstances shall students clock in or out for another student.
- J. Time cards are not to be removed from the school. They must be available for inspection at all times.
- K. No student is to leave the building unless clocked out. Lunch breaks are 30 minutes.

## DRESS CODE /UNIFORMS

Students found to be in violation of the below listed requirements will be sent home at the discretion of the instructor or school director:

- A. No student will be allowed to remain in school without the proper uniform.
- B. Students must be in dress code while clocked in. Designated program colors are black for cosmetology and white for esthiology.
- C. White/Black Full-coverage shoes must be worn at all times.
- D. Identification/name badges must be worn while a student is in the school. There is a \$10.00 replace I.D. badge.
- E. Students should be well groomed and look like an industry professional
- F. Rigid adherence to the rules of sanitation and hygiene are required at all times.

## CODE OF CONDUCT

1. Freshmen students must stay in the freshman class until the instructor evaluates the ability of the student to perform services on the public. Students must complete 25% of their program and pass all tests as per the school's Satisfactory Academic Procedure Policy before being allowed to work on paying clients.

2. Students must stay focused throughout the day as long as they are clocked in. Students are not allowed to engage in any non-curricular activities (horseplay, goofing off, etc.).
3. SMOKING - smoking is prohibited anywhere on the school premises including parking lot.
4. Students are responsible for the return of school equipment and material furnished by the school for customer services. A student must give their time card to the receptionist who will then give the necessary equipment and supplies to the student. Upon return of loaned items, the timecard will be returned. Do not allow another student to "borrow" loaned items. You are responsible for their return.
5. When work is assigned, no student shall re-assign the service. If you have a personal reason for not being able to do the service tell the instructor. The instructor will determine the validity and may re-assign the work.
6. Never refuse a customer in front of the customer or say, "This is my first time." Take the client to your station, set up and prepare the client for the service. Then excuse yourself and go to the instructor for help. Any student who refuses customer service will be sent home.
7. If there is a disagreement with a client, do not argue or become upset. Go get an instructor to mediate.
8. Eating, drinking or chewing gum in working area or classroom, is not allowed.
9. Under no circumstances will anyone who is under the influence of either alcohol or drugs be allowed on or in school premises. No alcohol or illegal drugs are allowed on campus. Violation of this rule will be met with disciplinary action as Saddleback Beauty Academy is a drug and alcohol zero tolerance zone.
10. There are no personal phone calls allowed either while in class or working on a client. Should your family need to contact you, they may call on the school phone at (949) 455-4908.
11. No students are allowed behind the front desk unless permitted to do so
12. Students may not use abusive language at any time. Students are required to be professionals.
13. Visitors are not allowed in the school or on the school property without the permission of the school director. Violation of this rule is grounds for termination. Persons picking up or dropping off students are to wait outside of the school.
14. All personal services must be approved by an instructor and service with a patron comes first.
15. School products used by students during personal services must be paid for in advance.

*ONLY SCHOOL CHEMICAL PRODUCTS MAY BE USED IN SCHOOL*

*STUDENT'S SERVICE PRICE LIST - THE FOLLOWING PRICES PERTAIN TO SERVICE OF ANY KIND PERFORMED BY SADDLEBACK BEAUTY ACADEMY STUDENTS ON TIME FOR WHICH THEY ARE ACCRUING OFFICIAL TIME CLOCK HOURS TOWARDS THE COMPLETION OF THEIR PROGRAM.*

<i>Perm</i>	<i>\$15.00 each</i>
<i>Tints</i>	<i>\$10.00 each (add \$5.00 for extra solution)</i>
<i>Bleach</i>	<i>\$10.00 e.g. tipping etc.</i>
<i>Foil Weave</i>	<i>\$10.00</i>
<i>Cap Frost</i>	<i>\$10.00</i>
<i>Waxing</i>	<i>\$5.00 per service</i>

*PRICES PERTAIN WHETHER OR NOT STUDENT USES SCHOOL PRODUCT*

*STUDENT MUST BE GRANTED SPECIAL PERMISSION BY SENIOR FLOOR INSTRUCTOR TO USE NON-SCHOOL PROVIDED PRODUCTS.*

**NOTE:**

SENIORS can only work on family members at a 20% discount on Tuesdays & Wednesdays.

FRESHMEN can only bring guests on Wednesdays for practice at students' product price.

16. No student can work on himself/herself after theory while clocked in for procedure credit.
17. Students refusing assignments or services will be sent home for the day.

18. Students may only perform services on patrons that have paid for those services.
19. Tools, equipment and working areas must be clean and sanitary at all times.
20. Soiled towels are not allowed to be left in the salon area. Practice towels will be issued with kit and students are responsible for laundering and bringing towels to class. Towels are to be kept in clean covered container/bag.
21. The floor must be swept immediately after cutting hair and stations should be kept clean.
22. Students will refrain from gossiping, vulgarity, profanity or discussing personal matters while working on patrons.
23. Only English language may be spoken while working on patrons.
24. All operations must be checked and signed for by an instructor upon completion to receive credit.
25. Students' Tools and Equipment - It is the student's responsibility to replace items lost, stolen, or used up that originally came in their kit. Students must also supply their own paper, pencil, shaving creams etc. needed to do necessary operations, grades, patron services assignments etc. Students' tools and equipment must be at the school and available to work on clients at all times.
26. Students must conduct themselves in a courteous professional manner and shall not create discord among other students or staff. Any student causing discord or acting insubordinate with the school staff will be expelled.
27. All homework must be turned in on time for credit toward your grade.
28. Re-tests (for students who failed on the test day, **NOT** absentees) are to be done within three days at the convenience of the instructor.
29. Students who have missed tests will not be allowed to have personal service.
30. Full-time senior students must perform at least six (6) complete operations per day. Part-time senior students must perform at least three (3) complete operations per day.
31. Clean-up is required of all students. You will receive 0.5-hour credit toward "additional training". See timecard.
32. The school is not responsible for any personal items, equipment or any other property that the student may have on the premises. All property belonging to the student that is on school premises is there at the sole risk of the student whether left in lockers or anywhere else on school property.
33. Sexual harassment and bullying will not be tolerated and is grounds for dismissal from the school.
34. A student cheating or plagiarizing on assignments or tests will receive a failing grade at the discretion of the instructor or administration.
35. Cell phone use is prohibited in the school building unless approved by faculty or administration for academic purposes.
36. Parking Lot Disclaimer - Saddleback Beauty Academy is not responsible for damages to, loss of, or thefts from vehicles parked on school premises.
37. Students will be bound by the Three Strike Policy as long as they are a student at Saddleback Beauty Academy. Students will be held accountable for all policies stated within this catalog and will receive a strike (and dismissal if necessary) if the student fails to adhere to the policies in a professional manner. See Three Strike Policy on Page 17.

Remember, these rules are to make the individual students look, act, and be professional. The purpose of this training is to prepare the student to compete successfully in the beauty industry. The training provided at Saddleback Beauty Academy will prepare students to become industry professionals that will lead the realm of beauty.

We are glad to provide you with the highest quality of education and training. We will continually support you throughout your career and we wish you the best!

*Style your future to become beautiful*

Saddleback Beauty Academy