



career  
academy  
of beauty

school catalog  
2023/2024

12471 valley view st. garden grove, ca 92845 | 714.897.3010 | [caofb.com](http://caofb.com)

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Please see separate “Performance Fact Sheets” on each course for statistic on Graduation, passing and placement rates on our website at CAofB.com

All courses/class sessions will be held at 12471 Valley View St, Garden Grove, Ca. 92845. Any reference to a specific Course also includes that course’s distant learning if allowed during a pandemic. Career Academy of Beauty is furthermore known as “CAofB” in this catalog document. This Catalog is published 10/01/2023 and is valid until 12/31/2024. The catalog is updated annually. This catalog is provided to all prospective students or any other interested party through our website at CAOFB.com. A printed copy is available at the school location if requested. \*

## accreditation

Career Academy of Beauty is reviewed and fully approved by the National Accrediting Commission of Career Arts & Science (NACCAS). We are accredited for training in Cosmetology, Esthetician, Manicuring, Teacher Training, Barbering and Cosmo/Barber courses.

This accreditation allows our Institution to be approved by the Department of Education to offer federal financial aid programs to our students. Accreditation gives us additional recognition with state agencies. CAofB chooses to go through the accreditation process, as we are held to higher standards than solely being a state approved school.

CAofB is accredited by:



National Accrediting Commission of Career Arts & Science  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600      <http://naccas.org>

## approvals

CAofB is recognized as an eligible institution to participate in the Federal Financial Aid Programs by:  
United States Department of Education  
400 Maryland Ave. SW  
Washington DC 20202

CAofB is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE) in the state of California. That approval to operate means compliance with the state standards as set forth in the CEC and 5, CCR.

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 at:

Bureau for Private Postsecondary Education  
1747 North Market, Suite # 225      or P.O. Box 980818  
Sacramento, CA 95834      West Sacramento, Ca, 95798-0818  
(916) 574-8900 or toll free (888) 370-7589 or by fax (916) 263-1897  
<http://www.bppe.ca.gov>

CAofB is approved to offer Veterans Educational Benefits to all eligible participants.  
<http://www.gibill.va.gov>

Approval documentation may be reviewed upon request with School Director.  
All policies and information in this Catalog are subject to change.

## **courses offered**

COSMETOLOGY	CIP code #12.0401	CA Occ #39-5012	1000 clock hours
ESTHETICIAN	CIP code #12.0409	CA Occ #39-5094	600 clock hours
MANICURING	CIP code #12.0410	CA Occ #39-5092	400 clock hours
TEACHER TRAINING	CIP code #12.0413	CA Occ #25-1194	600 clock hours
BARBERING	CIP code #12.0402	CA Occ #39-5011	1000 clock hours
COSMO/BARBER	CIP code #12.0499	CA Occ #39-5012	1200 clock hours

All courses are considered vocational training and you will receive a diploma/certificate upon graduation. Once graduated, you will be able to take the state exam in order to get a license in the state of California to work in the beauty industry. The Cosmo/Barber course allows you to take both the Cosmetology and Barbering Licensing exam. Instruction is held on campus for regular courses. Distance Learning may be required if approved during the pandemic or other circumstances. Any academic achievement earned via Distance Education may not be accepted for reciprocity or eligible for licensure in other states.

\*Prospective enrollees are encouraged to visit our academy to receive a tour, discuss personal education goals and receive financial aid information prior to enrolling. We would love to meet you. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.

## **mission statement**

CAofB is committed to our students from the first day of enrollment to starting their professional career. We train our students on what it takes to be hireable and financially responsible for a more successful future.

Our goal is not only to prepare our students to pass the state board examination, but to also incorporate salon techniques, advanced procedures and the business skills needed for future salon success.

We strive to build confident students who adhere to professional ethics and maintain a positive attitude. Our objective is that all students will find the perfect job that suits their professional style and needs. We will support all of our graduates with job placement assistance to ensure a successful future.

## **code of ethics**

The CAofB core values are:

1. A passionate commitment to our students
2. Sensitivity to the occupational needs of community, state and nation
3. Striving for ongoing continuing education in the beauty profession
4. Integrity, honesty and fair relationships with students, customers, alumni, regulatory agencies, and community.
5. Truthful advertising and honest representations to students and clients
6. We will refrain from any criticism that reflects unfavorably on other schools and the beauty industry.
7. Not to recruit student or staff who is currently admitted or enrolled at another school offering a similar program of study.
8. Create a positive learning environment.
9. Have fun!

## **administration hours**

Tuesday –Wednesday- Friday-Saturday 10am to 5:00pm. Thursday- 10am to 7:00 p

## facilities & equipment

CAofB is located in a busy retail shopping center in Orange County on Valley View/Lampson St. in a 10,000 square foot large facility. Our space has separate areas for Cosmetology and Cosmo/Barber's, Barbering, Estheticians and Manicurist. We have five separate classrooms. There is a student break room and a large working clinic floor area with 60 client stations for our senior cosmetology students and a separate clinic floor area for Estheticians. CAofB has a beauty supply store stocked with popular professional name brands. We service a large clientele for students to practice on and develop their techniques. CAofB is constantly improving both the teaching curriculum and facilities to meet the criteria for the changing needs of our students to succeed in the beauty industry. Each theory room is equipped with large screen Smart TV's for PowerPoint, online computer media and visual instructional examples in each classroom. Cosmetology, Barbering and Estheticians students receive an I Pad in their kit to be able to have access to teacher's class pages, study guides, theory notes and more. Other equipment to be used is Tripods, Doll heads, stations, hydraulic chairs, facial equipment, steamers, microdermabrasion machine, high frequency and Galvanic units, Facial beds, sanitizing stations. Students also have their own personal kit, tools and supplies to use (see course info)

## admission policy

Enrollment is open to career minded individuals who, in the opinion of CAofB, would benefit from training and be able to utilize skills for gainful employment. In order to be admitted, students must meet the following criteria:

1. A State or Government issued I.D. (driver's license, DMV ID, military I.D or passport)  
(or an original birth certificate for proof of age and commitment to get the above I.D.)
2. Minimum of 16 years of age (required to be 17 when applying for license.)
3. Be a citizen or legal resident with valid TIN/ Social Security number.
4. Student must meet minimum education requirements.
  - a) Have a valid high school diploma (or a transcript showing High School Completion), or its equivalent.
  - b) Foreign High School Diploma's from out of the country will have to be translated and evaluated by an outside company qualified to translate documents into English and confirm the academic equivalence to a high school diploma.
  - c) Have a state-issued credential for secondary school completion if home schooled.
  - d) Have a GED, we will need an official stamped transcript showing completion and passing.
  - e) Have a certificate of attainment (only applicable for non-Title IV financial aid recipients) certified/verified by the high school's state or other recognized agency.
5. An Aptitude Entrance test may be required to be passed prior to enrolling if communication skills and/or written comprehension are in question during initial interview.
6. Career Academy of Beauty does not accept Ability to Benefit (ATB) students.

### TRANSFER POLICY

California: Prior hours may be granted to students with training from a licensed Cosmetology schools in California with proper documentation (Proof of Training). The administrator will determine the amount of credit, if any, we will accept. Prior hours must be accepted and applied prior to signing an enrollment agreement. We cannot grant hours after you start school. Students will not be charged to use their prior hours.

CAofB does not award credit for prior experiential learning.

Space is limited for transfer students and some schedules may not be available if the class is full.

Out of State/Country: All prior training & experience must be evaluated by the Board of California Cosmetology & Barbering Department to obtain credit. CAofB reserves the right to determine the amount of credit we will accept upon state evaluation.

CAofB does not admit students from out of the country unless they have legal residency in the U.S and have a valid Tin#. CAofB cannot offer student visas or vouch for a student's status.

CAofB has not entered into an articulation or transfer agreement with any other college or university.

CAofB does not accept ability to benefit students.

Students that are accepted for enrollment with prior hours will be charged as follows: enrollment fee, kit, Text, I Pad and tuition based on hours needed at our current hourly rate. (refer to tuition & fee schedule)

Veteran student will need to have prior education evaluated and transcripts requested to assure that training that was previously received is not duplicated. Original record and credit given will be maintained with the student file. The Veteran student will be notified of credit given for previous training.

REENTRY: Student re-enrollment is under the discretion of the Career Academy of Beauty. CAofB will consider accepting prior hours depending on how long a student has been out of school. Partial credit may be given if hours are over a year old.

## **enrollment/start days**

Start Dates are typically scheduled for the second Tuesday of the month. Please consult CAofB for any updates and/or changes. Upon meeting admission requirements and completing an enrollment appointment with the Administration office (signing enrollment agreement/contract), the student may begin coursework on next available scheduled start date.

### COSMETOLOGY & COSMO/BARBER & TEACHER TRAINING -DAYS Start Dates

DAY CLASS – Oct 10, 2023 / Nov 14, 2023 / Dec 12, 2023 / Jan 9, 2024 / Feb 13, 2024 / Mar 12, 2024 / Apr 9, 2024 / May 14, 2024 / June 11, 2024 / July 9, 2024 / Aug 13, 2024 / Sept 10, 2024 / Oct 8, 2023 / Nov 12, 2024 / Dec 10, 2024

### COSMETOLOGY & COSMO/BARBER -NIGHT Start Dates

Oct 10, 2023 / Nov 14, 2023 / Dec 12, 2023 / Jan 9, 2024 / Feb 13, 2024 / Mar 12, 2024 / Apr 9, 2024 / May 14, 2024 / June 11, 2024 / July 9, 2024 / Aug 13, 2024 / Sept 10, 2024 / Oct 8, 2023 / Nov 12, 2024 / Dec 10, 2024

### ESTHETICIAN DAY CLASS

Oct 10, 2023 / Nov 14, 2023 / Dec 12, 2023 / Jan 9, 2024 / Feb 13, 2024 / Mar 12, 2024 / Apr 9, 2024 / May 14, 2024 / June 11, 2024 / July 9, 2024 / Aug 13, 2024 / Sept 10, 2024 / Oct 8, 2023 / Nov 12, 2024 / Dec 10, 2024

### ESTHETICIAN NIGHT CLASS- Every other month.

Oct 10, 2023 / Dec 12, 2023/ Feb 13, 2024 / Apr 9, 2024 / June 11, 2024 / Aug 13, 2024 / Oct 8, 2023 / Dec 10, 2024

### MANICURING-

Manicuring classes will start quarterly depending on interest. See Administration office for next scheduled start date.

BARBERING –Typically start at the same time as Cosmetology Night students. Please inquire with the Administration for exact start dates.

## **financial aid**

CAofB participates in several State and Federal financial aid programs. Students may inquire to see if they qualify for any of the following:

- Federal PELL Grants,
- Federal Direct student loans
- Federal PLUS- parent can borrow money to help their dependents
- Industry Scholarships and other outside organizations
- Institutional Scholarships
- State Department of Rehabilitation
- VA: Veteran's Montgomery Bill & Post 9-11 bill & MYCAA for spouses

*Make an appointment with our on-site Financial Aid Office for personal assistance.*

*Please refer to Consumer Information section for detailed explanation on Federal Financial Aid Programs.*

## **high school diploma**

As an accredited school, all students are required to have completed 12<sup>th</sup> grade or its equivalent in order to enroll in our school. We will need a copy of your high school diploma, transcript showing High School completion or GED certificate. High school's accreditation must be approved by the Department of Education. CAofB policy states that if any diploma or certificate is in question than the school will have to verify the legitimacy of that document. If high school training was received out of country, transcripts or a copy of the actual diploma along with an English translation & evaluation will be required. Please see Administration Office if you are an Immigrant with refugee status.

## **english language**

All of our classes are taught in English only. Applicants will need to exhibit basic English skills in order to be able to communicate with the instructor. Being able to read English is important due to the theory portion of the course and required test by the State Board. Being great at writing is not that important. The admission dept may have you take a CAofB comprehension exam prior to admittance if communication skills are lacking in our initial interview. CAofB does not offer English Language Service classes.

## **class size**

CAofB prefers to keep class sizes smaller. We achieve this by offering more frequent start dates, closely monitoring class sizes and communication with instructors. With a low student to staff ratio, we are able to provide more personal attention to our students. We may have a waiting list during our busiest enrollment period in the fall and the after the New Year.

## **holidays**

CAofB will be closed on the following days: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. These days are excused and will not count as an absence. CAofB will respect any other religious Holiday and a student can use their 10% grace period to miss school.

## **graduation/credentials earned**

To graduate and receive your diploma and certificates for all courses at Career Academy of Beauty requires:

1. Completion of a "Request to Graduate" school form
2. Meeting minimum hours as per state/school requirements, as per contracted.
3. Completion of all minimum required theory hours and operations
4. Passing all theory exams with a minimum of 75% and a written final exam with minimum score of 75%.
5. Passing a practical final exam
6. Payment of all fees and charges due, including any incurred overtime charges.

An "exit appointment" will be scheduled with the administration office to finalize your paperwork to graduate, verify all educational requirements have been completed and sign final documents. Student Diploma and State Board papers will not be issued if their account is not paid in full or any of the above criteria is not met.

A CAofB diploma will be awarded upon graduation along with other special certificates a student may have earned while attending school. Graduating students may pamper themselves with beauty services on this special day at Personal Service Prices. Friends and family may be invited for an informal procession and celebration on campus.

## **job placement/career counseling**

CAofB provides ongoing employment referrals to our graduates for life. Salons call us regularly asking for our graduates. We provide opportunities for salon owners, stylist and other licensed professionals to come in, teach advance classes, attend our school events, be special guest judges in our competitions so they can get to know our talented students and offer advice along with recruiting our students. Career counseling is done while in classes for business training, resume designing and with personal one on one training. Counseling is done as often as necessary to check on a student's progress and assess their personal goals.

Although our job list of prospective employers is extensive, we cannot guarantee employment. Graduates are expected to make interview appointments with prospective employers. Those that are dedicated will have a high degree of success in the beauty industry. All graduates must pass the State exam and obtain a State License and meet the employer's requirements in order to be hired and work in a California licensed salon or spa.

## **externship program**

We are excited to be able to offer this state approved training program to eligible senior students in our Cosmetology, Barbering, Cosmo/Barber and Esthetician programs. The externship program allows students to attend one day a week in an actual salon or spa as a "free assistant" in place of one of their regularly scheduled school days. This program is a privilege and students can participate if they show responsibility, 85% attendance, professionalism, and a "willing to learn" attitude and meet the states minimum hours guidelines. Based on salon availability. Being an extern is an option and we hope you take advantage of this opportunity.



## Types of employment by CAofB graduates

- \* hairdresser in salon
- \* platform artist
- \* beauty products rep
- \* make-up TV & screen
- \* salon management
- \* stylist for photo shoots, weddings & runway
- \* color specialist
- \* industry educator
- \* salon/spa receptionist
- \* skin care specialist
- \* salon/spa owner
- \* manicurist and nail enhancement expert
- \* haircutting specialist
- \* salon/spa coordinator
- \* make-up artist
- \* waxing specialist
- \* extension expert

## non-discrimination policy

CAofB does not and shall not discriminate on the basis of race, color, ethnic or national origin, sex, age, religion, handicap, disability, marital or family status, gender, gender expression, or sexual orientation. We do not discriminate against a person's financial status in its admissions, staffing, instruction and or graduation policies.

## disabilities act

CAofB complies with section 504 of the Rehabilitation Act of 1973 and the Disabilities Act of 1990. Applicants who are persons with disabilities may apply for admittance to a program. The school will work with the applicant to determine whether reasonable accommodations can be effective and or available and can satisfy all the State requirements to obtain a license in the state of California. A learning disability such as dyslexia can also be considered. Please notify the school Director in writing the type of accommodation needed and the extent of the disability. Please include any medical test/evaluations. The school will respond to you within 2 weeks.

## dress code

All students are required to follow the CAofB dress code while in attendance at the school. It consists of CAofB T-Shirt's (provided in kit) along with your own professional style black pants, black leggings, black jeans or black skirts. You will need closed toe/heel shoes in black or white or red (no hard sole boots or slippers). You will also receive a CAofB sweatshirt in your kit in case you get cold (only approved outer wear). Feel free to accessorize with CAofB colors. Do your hair and make-up before arriving to school, unless of course, you are going to be a model. Tattoos are great but please cover offensive tattoos.

## student services

Some of the student services that CAofB offers are Job Placement Assistance, Career Counseling, Externship Program and State Board exam filing assistance.



**tuition & fee schedule**  
**8/1/2022**

COURSE	Hourly Rate & Extra Institutional Charges Rate	Enrollment Fee (NR)	STRF (NR) State charge	KIT (NR)	TEXT IPAD NR)	TUITION (R) (Full Course)	TOTAL CHARGES
<b>Cosmetology 1000hrs</b>	\$14.00/hour	\$125	\$ 42.50	\$1,595.50	\$1,395	\$14,000	\$17,158
<b>Esthetician 600hrs</b>	\$19.00/hour	\$125	\$35	\$1,395	\$875	\$11,400	\$13,830
<b>Barbering 1000 hrs</b>	\$14.00/hour	\$125	42.50	\$1,225	\$1,395.50	\$14,000	\$16,788
<b>Teacher Training 600 hours</b>	\$6.00/hour	\$125	\$12.50	0	\$900.50	\$3,600	\$4,638
<b>Cosmo/Barber 1200 hrs</b>	\$14.00/hour	\$125	\$52.50	\$1,980.50	\$1,850	\$16,800	\$20,808
<b>Manicuring 400hrs</b>	\$7.80/hour	\$125	\$10.00	\$850	\$260	\$3,120	\$ 4,365

(NR: non-refundable)      (R: refundable)

OPTIONAL APPLICATION FEE- A student may opt to pay a \$100 Non-Refundable application fee to save their spot for a future start date, prior to signing the Enrollment Agreement. The \$100 will be credited toward the Enrollment fee on the signed Enrollment Agreement when the paperwork is completed.

**KITS** –For all courses consist of the tools and supplies you will need to perform your practical procedures. See specific course information for detailed kit information.

**TEXT/IPAD**-For Cosmetology, Barbering & Cosmo/Barber includes Milady Standard textbook and online education program, Apple IPAD. Sassoon ABC Cutting Methods workbook and E- Book online access, Barbering and Cosmo/Barber receive the Sassoon Men’s Cutting workbook and E-book online access.

**TEXT/IPAD**-For Esthetician includes Milady Standard Textbook and online education program and an Apple IPAD

**TEXT**- For manicurist consists of Milady Manicuring Textbook and Workbook. No I Pad.

**TEXT**- For Teacher Training consist of Milady Textbook, Master Educator Text & online access & Badge. No I Pad included in the cost.

**STRF Assessment**- Currently the State assessment is \$ 2.50 per \$1000 of total charges for any enrollment.

**Other incidental charges-**

License Fees (paid to BBC). -Cosmetology & Barbering \$125.00, Esthetician \$115.00, Manicuring \$110.00, N.S.F fee \$25.00 for returned checks, Transcripts \$25.00 (After first copy received)

**Tuition Overage/Extra Institutional charges:** Students that miss more than 10% of their enrollment time and have not graduated by their final “contract date” (exhausted allowed absences) on the enrollment agreement will be charged at an hourly rate for each hour they still need to graduate after the contract date. \$14.00 an hour for Cosmetology, Barbering & Cosmo/Barber. \$19.00 an hour for Esthetician, \$7.80 an hour for Manicuring & \$6.00 an hour for Teacher Training. Title IV Federal Financial Aid cannot be used to pay for overage charges. Overage charges will be posted when student signs the contract addendum or on graduation day. Must be paid by graduation. Charges are cancelled/refunded if a student withdraws.

Tuition is charged the same for In- House or Distance learning.

Period of attendance is the same as the total clocked hours for the program.

### **Method of payment-**

CAofB accepts payments of cash, checks or cashier's checks or credit cards (MasterCard, Visa, Discover and American Express and Apple Pay) at the school location or payments can be made on our website at CAOFB.COM with a credit or debit card. Payments will be credited to the student's ledger toward the student's balance owed after any estimated Financial Aid. Students must make all payments as schedule on their Enrollment Agreement on the first of each month. A late fee of \$15 will be charged if payments are not made by the 25<sup>th</sup> of each month. Students' balances must be paid in full at Graduation time.

**Federal Student Financial Aid** - Available to those that qualify to cover educational expenses. Students are encouraged to fill out the FAFSA application at "studentaid.gov". Federal aid may be in the form of Pell Grants (no repayment) and loans (must be repaid). We encourage all students to look into Financial Aid programs to assist with the cost of school. CAofB does counsel students from borrowing excessive loan funds, unless it is necessary, in order to help limit loan debt. All Financial Aid received will go toward paying the education cost first. If there is an account balance after all Financial Aid is received then students are required to make monthly payments on that balance while attending school. Charges and payments are posted in payment periods. Please see "consumer information" for detailed Financial Aid information and make an appointment with our Financial Aid office for more assistance. Please let us help you.

**Institutional Scholarships or Promotions:** Scholarships or promotions may be offered periodically. Institutional scholarships or promotions are may be offered for a specific time period, limited promotion, certain start date, or scheduled based. All students who enroll at that time are eligible to apply. Required attendance schedule may apply. If student does not attend the required schedule (if applicable) than scholarship may be revoked. Scholarships and promotions are applied in the last payment period on the Enrollment Agreement. Students that withdraw will lose the scholarship or promotion.

## **student loans**

CAofB offers Direct Federal student loans from the government to all students that qualify for them. If a student obtains student loans, the student will have to repay the full amount of the loan plus interest, less the amount of any refund (if applicable). If the student withdraws but has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from the federal student financial aid program fund. (Based on exact federal pro-rata refund calculation) Student must still pay back any loan balance they have after they withdraw. Students have the right to reject any student loans or financial aid that they may have applied for at any time. If a student chooses to reject their Financial Aid, they will have to make payment arrangements on their own with the school for any tuition/kit balances not paid. These balances must be paid prior to graduating.

## refund policy

**STUDENT'S RIGHT TO CANCEL:** The student or legal guardian has the right to cancel the enrollment agreement and obtain a refund of 100% of the amount paid, less the \$125 Enrollment Fee, paid through attendance at the first class session (start date), or the seventh day after enrollment (signed Enrollment Agreement), whichever is later. The notice of cancellation shall be in writing and submitted to the Financial Aid Office. The cancellation policy applies if an applicant is not accepted by the school.

**Refund Policy:** After the cancellation period, the institution provides a pro rata refund (based on scheduled hours) 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 elapsed (including absences), there will be no refund to the student. If the student has received federal student aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. A withdrawal may be initiated by a student's written notice or by the student's academics or conduct, including but not necessarily limited to a student's lack of attendance. Refund policy is applied to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

An Enrollment fee of \$125.00 is a non-refundable item after the cancellation period. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable after the cancellation period. Once received by the student it will belong to the student and will represent a liability to the student after the cancellation period.

If you withdraw from school after the cancellation period, the refund policy described above will apply. 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/unofficial withdrawal. 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.

**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:

1. The date you notify the Financial Aid Office in writing of your intent to withdraw (by Postmark date or when delivered in person). Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
2. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the Catalog.
3. The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
4. 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 earlier of the date the student notifies the institution he/she will not be returning from the leave of absence or the scheduled date of the return from the leave of absence.

Unofficial withdraws for clock hour students are determined by the school through monitoring clocked hour attendance at least every 30 days.

A Non-Refundable Application fee of \$100 may be paid by the student to "Hold a Spot" for a future start date. The \$100 will be applied as a payment toward the Enrollment Fee upon enrollment.

**Return of Title IV:** Special note to students receiving Unsubsidized/Subsidized/Plus Parent/ Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received.

**Refunds:** If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1. Unsubsidized Direct Loan, 2. Subsidized Direct Loan, 3. PLUS (Parent) Direct Loan, 4. Pell Grant, 5. Federal SEOG, 6. Other.

**Course Cancellation:** If a course is canceled or the 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 monies paid; or 2. Provide for completion of the course. If a course is cancelled and ceases to offer instruction after the students enrolled and instruction has begun, the school shall at its option: 1. Provide a Pro-Rata refund for all students transferring to another school based on the hours accepted by the receiving school. 2. Provide completion of the course and/or program; or 3. Participate in a teach out Agreement; or 4. Provide a full refund of all monies paid.

**School Closure:** If the school closes permanently and ceases to offer instruction after the students have enrolled, and instruction has begun, the school must make arrangements for the students. The school will either 1. Provide a pro-rata refund; or 2. Participate in a Teach-Out Agreement. If a student is not accepted for enrollment for any reason, prior to the first day of class, the student will receive a full refund of any money received.

**Collection Policy:** 1. Collection procedures shall reflect ethical business practices, 2. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers or any other third parties representing the institution clearly acknowledges the existence of the Cancellation/Withdraw settlement policy:

## **S.T.R.F.**

### **Student Tuition Recovery Fund (STRF):**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

07/01/2022 current STRF assessment fee is \$2.50 per \$1000 of total school charges.

Rounded up/down. This student fee is applied to your contract and will be paid to the State agency by the school on your behalf.

## attendance policy

Student time: Students will have their hours recorded by clocking in daily with electronic scanning. All students must clock in and out for the day including lunch breaks. Students will receive credit for any task, operations, services, test and projects completed after each action is verified by the instructor. Student must apply effort while in school. Your clock hours are credited when you clock in (but no sooner than 8:20 am). You can only attend according to your regular schedule on your contract. Permission to stay late may be given if you are still working on a customer.

### Absences:

10% grace period of time has been added to a student Enrollment Agreement for any absences or tardiness. Absences must be called in daily to the Front Desk. A leave of Absence may be requested if out for more than a week (please see LOA policy). If a student is absent more than their allowed 10% of time they will be charged “overage” charges based on their hourly rate and the hours they have missed past their allowed 10% of time. Student will be automatically withdrawn on the 14<sup>th</sup> day of absence if an approved leave of absence is not on file.

Make Up Work: Any missed course work or tests must be made up during regular school hours according to Instructor syllabus.

Cosmetology students that miss more than 3 Sassoon haircutting days may need to stay in the freshman room until the classes that are missed or that section can be re taught in the freshman cycle.

Tardiness: All tardiness will be closely monitored; Morning student’s theory begins promptly at 8:30am. You are expected to be here on time. Our doors open at 8:00am so arrive early, you can clock in at 8:20 am. Students later than 8:37am cannot clock in until the following day.

If a student needs to leave early, they must get permission from their instructor. Clocked hours lost due to leaving early will be counted toward 10% of allowed absences.

### Grace Period

All students receive a 10% of their enrolled hours (grace period of time) to miss or be absent from school for whatever reason. This is built into the student’s contract as a “contract date” The grace period gives the student adequate time to complete school. This total time is considered “normal time” to graduate. Students must graduate by the “contract date” or they will incur additional charges due to excessive absences. The holidays that we are close are excused and do not count toward your 10% allowed absence.

Make Up Time-If you are absent you can make up the hours within the same month of the absence only. Make-up time may be granted but must be approved by administration/Financial aid office based on exact hours missed that month. Make up hours cannot go over max hours for the week and must not affect Title IV fund disbursements. It is best to never miss more than the 10% allowed absence in each month.

Tuition Overage/Extra Institutional charges: Students that miss more than 10% of their enrollment time and have not graduated (exhausted allowed absences) by their final “contract date” on the enrollment agreement will be charged at an hourly rate for each hour they still need to graduate after the contract date. Please refer to the CAofB Tuition & Fee schedule for current hourly rate. Make up hours can be arranged with permission from the Admin/Financial aid office providing the hours do not go over our max schedule and will not affect Title IV aid disbursements. Title IV Federal Financial Aid cannot be used to pay for overage charges. All charges must be paid prior to graduating. Adjustments to the contract date can be made with an approved schedule change or Leave of Absence. Overage charges will be posted when student signs the contract addendum or on graduation day. Overage charges must be paid by graduation. Charges are cancelled/refunded if a student withdraws.

NOTE: Approximately 4% of our graduates have excessive absences missing more than the allowed 10% of their enrollment time and don’t make up the time. This will incur overtime charges (\$100-\$900 on average) in addition to the above standard school prices. Students with good attendance never incur additional charges.



## leave of absence policy (LOA)

Students may request an extended period of time off of school from the Administration/ Financial Aid officials only for emergencies or issues such as (but not limited to) illness, family medical, death in the family, childcare, work related issues or court. Any other emergency will need the Directors approval. Documentation may be required. A student cannot take a leave of absence for vacation. The student must follow the institution's policy in requesting a Leave of Absence. There are no additional institutional charges as a result of a LOA.

The school must have a reasonable expectation that the student will return from the Leave of Absence.

1. A request for a Leave of Absence must be must be applied for in writing in advance of starting the LOA and include the student's reason for the request and include the student's signature.
2. If for unforeseen circumstances or an accident happens that prevents a student from being able to fill out the LOA paperwork prior to taking a LOA than CAofB may grant approval if the student emails or calls and talks to the office directly. The school official will start the paperwork and document the reason for the LOA and the school's decision. The beginning date of the LOA determined by CAofB to be the first date the student was unable to attend the institute due to the emergency. If approved, the school will collect the student signed request at a later date request when they return.
3. Minimum of one week long (school week as per the student's schedule)
4. 2 leave of absences during the student's enrollment may be approved by the Financial Aid officer or administrator if the student is not receiving Title IV funds.
5. A third or more Leave of Absence may be approved by the Director only and may need additional documentation.
6. All Leave of Absences combined may not exceed 90 calendar days per enrollment.
7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at the time. The student will not accrue absences while on a LOA and will have their contract date extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by the student and the school official.
8. A student will not be withdrawn while on an approved LOA.
9. Student's will return from a LOA with the same grades and progress status at the time of leaving.
10. Title IV student loans will not be dispersed while a student is on a LOA.
11. Students will be withdrawn if the student takes an unapproved Leave of Absence (after 14 days of non-attendance) or does not return to school by the expiration (scheduled return date) of an approved LOA. The withdraw date for the purpose of calculating a refund is always the last day of attendance. Student loan grace periods will revert to the last day of attendance.

## satisfactory academic & attendance progress policy (SAAP)

This policy is printed in this school catalog to ensure that all students receive a copy prior to enrolling. It is required that all students maintain Satisfactory Academic and Attendance (SAAP) regardless of enrollment status or financial aid programs the student is receiving.

Quantitative (Attendance) and Qualitative (academic performance) are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Students must meet both the minimum attendance and academic grade requirements to be considered as, "making 'Satisfactory Progress.'"

### **PART ONE-ATTENDANCE**

ALL STUDENTS ARE EXPECTED TO HAVE 90% ATTENDANCE EVERY MONTH. THAT MEANS NOT MISSING MORE THAN 10% OF YOUR TIME OR NO MORE THAN 2 ABSENCES A MONTH

### **SATISFACTORY ATTENDANCE:**

Although we would like to see students keep their attendance at 90% this may not always be possible.

You must attend a minimum 75% of your scheduled class time according to your contract (enrollment agreement) to remain eligible for Financial Aid programs and to be considered to be making Satisfactory Progress. This is way below the recommended 90% attendance but will still allow you to stay enrolled and keep receiving Federal Financial Aid. You will just be charged for additional tuition for all absences over 10%.

Please understand that your contract date and meeting SAAP are two different criteria. A student can be maintaining SAP and still graduate beyond their contract date; thus, owing additional tuition to the Career Academy of Beauty.

### **Example:**

#### **SCHEDULE HOURS (per month)**

**Full-Time 140 hours**

**Part-Time 120 hours**

**Part-Time 80 hours**

#### **MINIMUM 75% ATTENDANCE (Must have)**

**105 Hours a month minimum**

**90 Hours a month minimum**

**60 Hours a month minimum**

Attendance evaluations are performed on a cumulative basis based on contracted schedule.

### **PART TWO - ACADEMICS**

The student must maintain a minimum 'C' average grade of 75% in order to be maintaining Satisfactory Academic Progress. This grade is an accumulated average of all practical and written test scores up to date of the scheduled evaluation. Grade Scale is as follows;

**A- Excellent ----Theory and Practical grades averaged --95-100%**

**B- Good -----Theory and Practical grades averaged --86- 94%**

**C- Average -----Theory and Practical grades averaged --75- 85%**

**F- Failing- -----Theory and Practical grades averaged -- 0- 74% (Unsatisfactory Progress)**

**SAP EVALUATIONS:** Student's academic and attendance is monitored to assure the student is maintaining Satisfactory Progress. All students will be evaluated to make sure that minimum grades and attendance is being met based on payment periods. The academic year is defined as 900 hours or 26 weeks. You will be evaluated within 7 business days of when you are scheduled to reach the following hours

<b>Course</b>	<b>1st period</b>	<b>2nd period</b>	<b>3rd Period</b>	<b>Academic years</b>
	<b>Hours</b>	<b>Hours</b>	<b>Hours</b>	
<b>Cosmetology</b>	<b>450 (13 weeks)</b>	<b>900 (13 weeks)</b>	<b>1000 (3 weeks)</b>	<b>1.11</b>
<b>Esthetician</b>	<b>300 (9 weeks)</b>	<b>600 (8 weeks)</b>		<b>.66</b>
<b>Manicuring</b>	<b>200 (6 weeks)</b>	<b>400 (5 weeks)</b>		<b>.45</b>
<b>Teacher Training</b>	<b>300 (9 weeks)</b>	<b>600 (8 weeks)</b>		<b>.66</b>
<b>Barbering</b>	<b>450 (13 weeks)</b>	<b>900 (13 weeks)</b>	<b>1000 (3 weeks).</b>	<b>1.11</b>
<b>Cosmo/Barber</b>	<b>450 (13 weeks)</b>	<b>900 (13 weeks)</b>	<b>1200 (9 weeks)</b>	<b>1.33</b>

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

Students that meet the minimum requirements for SAP are considered to be making Satisfactory Progress until the next evaluation period. Evaluation results are available for review at any time. A copy of the results will be provided to the student through their student portal. Students will also be evaluated upon completing their hours to determine if all test, grades, practical operations and graduation requirements are met.

**WARNING PERIOD:** Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) during a given period will be placed on a 'SAP WARNING status' and considered to be making satisfactory progress while during the warning period. Financial Aid students will still remain eligible to receive financial aid during the warning period but must improve their attendance and/or grades during this period. If at the end of the WARNING period, the student has still not met both the attendance and academic requirements, he/she will be placed on Unsatisfactory Progress and will be deemed ineligible to receive Title IV funds.

**UNSATISFACTORY PROGRESS:** Students who do not improve to minimum SAP standards of both grades and attendance during the warning period will be placed on Unsatisfactory Progress and will lose eligibility for Title IV, HEA program funds (grants & loans) for next payment period. If the student is allowed to continue school, the student is responsible for paying the unpaid portion of tuition and fees and any expected tuition overage of contract fees. If payment arrangements cannot be met then the student will be withdrawn.

**REINSTATEMENT OF AID:** Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or Unsatisfactory Progress period.

**Non-Credit, Remedial courses, Repetitions-**Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

**Interruptions, course incompletes, withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

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

COURSE: SCHEDULED:	MAXIMUM TIME ALLOWED:			MAX HOURS
	20 hours/week	30 hours/week	35 hours/week	
COSMETOLOGY 1000 hours	66 ½ wks max	44 ½ wks max	38 wks max	1330
ESTHETICIAN 600 hours				
Teacher Training 600 hours	40 wks max	26½ wks max	22 ¾ wks max	798
MANICURING 400 hours	26 ½ wks max	17½ wks max	15 ½ wks max	532
BARBERING 1000 hours	66 ½ wks max	44 ½ wks max	38 wks max	1330
COSMO/BARBER 1200 hours	79 ¾ wks max	53 ¼ wks max	45 ½ wks max	1596

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

**Transfer hours:** That have been accepted are counted as both attempted and earned 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 CAofB.

**Reentry:** Students re-enrollment is under the discretion of the Director of CAofB. CAofB will consider accepting prior hours depending on how long a student has been out of school. Partial credit may be given if hours are older than one year old.

## faculty/staff qualifications

### **administration office**

#### **Cari Eisele – Director-CFO**

Cosmetology Licensed  
6 years Salon Experience  
Instructor Licensed  
8 years Teaching Experience  
30 years Administration & Director Experience

#### **Coral Trujillo – Administration-Director of Relations**

Cosmetology Licensed  
12 years Administration Experience  
10 years Beauty Supply / Retail Manager  
Formal & Wedding Hair Specialist  
Active Beauty Industry Advocate  
Title IX coordinator

#### **Victoria Jaramillo-Financial Aid Officer**

3 years Administration/Financial Aid Experience  
3 years administration experience  
B.A. Degree Business leadership  
Master Degree- Business Administration

#### **Lisa Gomez- Financial Aid officer**

8 years Financial Aid experience  
2 years Administration/Financial Aid experience  
License Cosmetologist

#### **Jessica Enriquez- Guest services manager/ Admin assistant**

8 years guest services experience  
2 years management experience  
Cosmetology graduate

#### **Cynthia Torres - Career Consultant and student social media advisor**

Career Academy of Beauty graduate  
4 years administration experience  
5 years Make up artist and stylist  
Certified Make up artist

#### **Kym Roy-Job placement assistance/Externship**

Career Academy of Beauty graduate.  
12 years Administration experience  
License Esthetician  
600 hours Teacher Training cert

## **education department**

### **Dayna Pattison- Educational Director-Cosmetology/Barbering/Teacher Training Coach**

Bachelor of Vocational Education- Cal State Long Beach  
Clear Designated Ryan Teaching Credential  
Lifetime Community College Teaching Credential  
Cosmetology License  
Barbering License  
5 years salon experience  
30 years Cosmetology School Experience  
Team Leader/Sassoon Certified Instructor

### **Tina Nguyen - Cosmetology Coach**

Cosmetology License  
18 years Salon Experience  
20 years Teaching Experience  
Designated Clear Ryan Teaching Credential  
Sassoon Cut & Coloring certified / NAB Team Leader

### **Sonia Serna Flores- Cosmetology Coach**

Cosmetology License  
Instructor Training Certificate (600 hours)  
8 years teaching experience  
Salon owner  
Color specialist / Sassoon Cut & Coloring certified

### **Trang Nguyen- Cosmetology Coach**

Cosmetology License  
Instructor Training certificate (600 hours)  
5 years salon and makeup experience  
4 year teaching experience  
Sassoon Cutting & coloring certified / Wella Color certified

### **Wendi Bear-Cosmetology Coach**

Cosmetology License  
10 years + salon experience  
6 years teaching experience  
Cutting and coloring specialist  
Nail Tech experience

### **Tobi Cruz- Cosmetology Coach**

Cosmetology licensed  
13 years Salon & Salon Manager experience  
Instructor Training Certificate (600 hours)  
3 years teaching experience  
Wella color certified / Sassoon Cutting & Coloring certified

**Isabel Hsieh- Cosmetology Coach & Substitute**

Cosmetology Licensed  
18 years salon experience  
5 years teaching experience  
Wella color certified / Sassoon Cutting and Coloring certified.

**Imelda Mendoza- Cosmetology Coach**

Cosmetology Licensed  
25 years Cosmetology experience  
3 years teaching experience  
Sassoon Cut & Color Certification

**Pedro Blakesly-Cosmetology/Barbering Coach**

Cosmetology & Barber Licensed  
Teacher Training 600 hour training  
6 years teaching experience  
25 years salon experience  
Salon Owner  
Hair extension specialist  
Sassoon Cutting & Coloring certification

## **Esthetician Department**

**Hannah Culhno - Esthetician Day Coach**

Esthetician License, Cosmetology License  
18 years Salon and Spa Experience  
16 years teaching experience/Training skin professionals  
Spa Owner  
Advanced Dermal Institute training / Image Trained

**Christinam Tran-Nguyen - Esthetician Coach -Afternoon & Evenings**

Cosmetology Licensed  
Instructor Training Certificate (600 hours)  
20 years Esthetician Instructor Experience  
15 years Salon Experience  
Salon & Beauty Supply Owner  
Advanced Dermal Institute Training / Image Trained

**Sandy Simmons- Esthetician Day Coach**

Esthetician License  
Instructor Training Certificate (600 hours)  
16 years salon experience  
5 years teaching experience  
Advance Dermal Institute training / Image Trained

# cosmetology course outline

CIP code #12.0401 CA Occ #39-5012

The Cosmetology program consists of a minimum of 1000 in-person clock hours which satisfies the 1000 requirement for California State licensing as a Cosmetologist as defined in Business Profession Code 7362. This course also includes Sassoon ABC Men and Women's Haircutting certification.

**Objectives** Career Academy of Beauty strives to;

- Give the student a foundation of practical skills in hair, skin & nails.
- Prepare student to pass the State board written licensing exam for licensure
- Train student in salon services
- Prepare student for immediate employment in the beauty industry once licensed.
- Obtain necessary business training skills for developing a clientele and building a business • Give the students a variety of knowledge on professional industry products and tools

## Instructional Techniques

Academic Learning Methods: Technical and/or practical learning methods include; discussion, question and answer, demonstration, cooperative learning, problem-solving, interactive lecture, individualized instruction, student and classroom presentations, student salon, supervised practice, Cima activities & assignments.

## Required Textbooks

Milady Standard Cosmetology Text and Workbook- print copies Milady online program licensing access  
Milady Standard barbering text-online version  
Sassoon ABC Men's and Women's haircutting workbooks  
Sassoon ABC online learning license for access to sassoononline.com

## Required Technology

Must have a laptop or tablet to bring to class. An iPad is available for optional purchase upon enrollment.

## Supplemental References

California Barbering & Cosmetology Act & rules, Health and safety Wella educational app, lorealaccess.com

## Library

We offer a additional books and online link suggestions for additional study

## Valuation and Grading Procedures

### Practical Grading

**Freshman:** As practical classes are competed, they are recorded on a 'freshman check off list'.

Students must complete all required subjects and pass a practical exam with a 75% or higher in order to be promoted to the second phase of their education (salon clinic floor).

If a student fails to complete subjects or exam, they will be required to remain in the freshman room until they have completed and passed their practical exam. The practical exam is scored in a rubrics format and the score sheet will be reviewed with student and kept in the student academic file for later review and internal audits.

**Senior:** A final practical exam is required to be taken and passed with a 75% score or higher in order to graduate. This exam is also graded in a rubrics format and the score sheet shall be reviewed with student and kept in the student's academic file.

## Theory Grading

Grading Scale: A- Excellent 95-100% B-Good 86-94%. C-Average 75-85%. F- Failing 0-74%

## Chapter Tests

All students must attend theory classes as per their contracted schedule. Written exams are given after theory subjects. Freshman Theory will coincide with the practical subjects they are studying. Senior theory will continue to finish the required subjects such as the sciences, business skills etc. (all required subjects are listed in the curriculum below and required exams are listed on the student's grade sheet. Students must pass all required exams with a 75% or higher in order to graduate. If a student has missed an exam or failed to turn in an assignment, a '0%' is given as an incomplete and entered on grade sheet. Student must make up assignments in order to receive their theory grade for that subject. If a student fails or misses a test. It must be made up before the next scheduled SAP evaluation. Students on approved leaves of absences will be excused during that evaluation period and missed tests will not go against their GPA. The school reserves the right to terminate a student for unapplied effort and/or if student continues to fail tests and not put in the effort to retake and pass the exams. Please see Instructor syllabus for information on scheduling make-ups. Students may not retake exams solely to get a higher gpa if they passed the first time.

## Final Written Exam

A final written exam (online version) will consist of multiple choice questions and must be taken and passed with a 75% grade or better in order to graduate. This final test is given after the completion and passing of all of the required chapter exams.

## Evaluations

Students will have their written and practical grades evaluated by their Instructor. Evaluations coincide with student contracted payment period (See Satisfactory Progress Policy) During the evaluation, Instructors will discuss strengths and areas needing improvement. The student's grade point average (GPA), attendance and attitude will be reviewed with student and documented on their grade sheet. (Missed tests during a leave will be excused for that evaluation period. A copy of the evaluation/ grade sheet shall be given to the student.

## Contents of Units of Instruction

The Cosmetology course requires 1000 clock hours of practical and/or technical instruction in the practice of cosmetology, as defined in Section. 7362.5(a)

**Health and Safety** One hundred hours in health and safety, which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

**Disinfection and Sanitation** One hundred hours in disinfection and sanitation, which includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.



**Hairstyling** Two hundred hours in hairstyling services, which includes arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

**Chemical Hair Services:** Two hundred hours in chemical hair services, which includes coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

**Skin Care** One hundred fifty hours in skin care services, which includes chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

**Make-up and Hair removal** Fifty hours in hair removal and lash and brow beautification, which includes tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

**Manicuring, Pedicuring and Artificial Nails** One hundred hours in manicure and pedicure, which includes water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.

**Additional Training/ Assistance-** One hundred hours in Orientation; VAWA, Title IX, school policies job placement assistance, job search skills, Interview skills, resume making, professionalism and other training.

**Cosmetology Kit-** Cosmetology Kit includes, but is not limited to: Rolling carrying bag

Kasho shears & thinning shears, Kasho Razor, Assorted Brushes

Round Brushes

Assorted combs

3 regular full hair Mannequin heads

Curly hair Mannequin head Tripod

Tint & Colouring supplies Hair clips.

GHD Blow dryer

GHD Curling iron

Clippers & Trimmer

Professional Flat iron

Manicuring kit/Acrylic kit and brush

CAofB T-Shirt

CAofB Sweatshirt

CAofB Apron

Make up kit

Please see the Administration office for a complete list.

Milady Cosmetology Textbook ISBN -978-0-357-37890-8

Cima Milady online access

Sassoon Cutting E-Book Text online- Sassoon Cutting workbook

iPad- Separate purchase from CAofB or provide your own. You will need one for the class.

## cosmo/barber course outline

CIP code #12.0499 CA Occ #39-5012

Our unique Cosmo Barber program consists of 1200 in-person clock hours which satisfies the 1000 requirement for California State licensing as a Cosmetologist and 200 clock hours of barbering as a barber crossover allowing students to be eligible to hold dual licenses as both a barber and a cosmetologist in our state as defined in Business Profession Code 7362. This course also includes Sassoon ABC Men and Women's Haircutting certification.

**Objectives** Career Academy of Beauty strives to;

- Give the student a foundation of practical skills in hair, skin, nails and shaving
- Prepare student to pass the State board written licensing exams for licensure
- Train student in current salon and barbershop services
- Prepare student for immediate employment in the beauty industry
- Obtain necessary business training skills for developing a clientele and building a business • Give the students a variety of knowledge on professional industry products and tools

### Instructional Techniques

Academic Learning Methods: Technical and practical learning methods include; discussion, question and answer, demonstration, cooperative learning, problem-solving, interactive lecture, individualized instruction, student and classroom presentations, student salon, supervised practice, Cima activities & assignments.

### Required Textbooks

Milady Standard Cosmetology Text and Workbook- print copies Milady online program licensing access  
Milady Standard barbering text-online version  
Sassoon ABC Men's and Women's haircutting workbooks  
Sassoon ABC online learning license for access to sassoononline.com

### Required Technology

Must have a laptop or tablet to bring to class. An iPad is available for optional purchase upon enrollment.

### Supplemental References

California Barbering & Cosmetology Act & rules, Health and safety Wella educational app, lorealaccess.com

### Library

We offer a selection of additional books and online link suggestions for additional study

### Valuation and Grading Procedures

#### Practical Grading

**Freshman:** As practical classes are completed, they are recorded on a 'freshman check off list'.

Students must complete all required subjects and pass a practical exam with a 75% or higher in order to be promoted to the second phase of their education (salon clinic floor).

If a student fails to complete subjects or exam, they will be required to remain in the freshman room until they have completed and passed their practical exam. The practical exam is scored in a rubrics format and the score sheet will be reviewed with student and kept in the student academic file for later review and internal audits.

**Senior:** A final practical exam is required to be taken and passed with a 75% score or higher in order to graduate. This exam is also graded in a rubrics format and the score sheet shall be reviewed with student and kept in the student's academic file.

## Theory Grading

Grading Scale: A- Excellent 95-100% B-Good 86-94%. C-Average 75-85%. F- Failing 0-74%

## Chapter Tests

All students must attend theory classes as per their contracted schedule. Written exams are given after theory subjects. Freshman Theory will coincide with the practical subjects they are studying. Senior theory will continue to finish the required subjects such as the sciences, business skills etc. (all required subjects are listed in the curriculum below and required exams are listed on the students grade sheet. Students must pass all required exams with a 75% or higher in order to graduate. If a student has missed an exam or failed to turn in an assignment, a '0%' is given as an incomplete and entered on grade sheet. Student must make up assignments in order to receive their theory grade for that subject. If a student fails or misses a test. It must be made up before the next scheduled SAP evaluation. Students on approved leaves of absences will be excused during that evaluation period and missed tests will not go against their GPA. The school reserves the right to terminate a student for unapplied effort and/or if student continues to fail tests and not put in the effort to retake and pass the exams. Please see Instructor syllabus for information on scheduling make-ups. Students may not retake exams solely to get a higher gpa if they passed the first time.

## Final Written Exam

A final written exam (online version) will consist of multiple choice questions and must be taken and passed with a 75% grade or better in order to graduate. This final test is given after the completion and passing of all of the required chapter exams.

## Evaluations

Students will have their written and practical grades evaluated by their Instructor. Evaluations coincide with student contracted payment period (See Satisfactory Progress Policy) During the evaluation, Instructors will discuss strengths and areas needing improvement. The student's grade point average (GPA), attendance and attitude will be reviewed with student and documented on their grade sheet. (Missed tests during a leave will be excused for that evaluation period. A copy of the evaluation/ grade sheet shall be given to the student.

## Contents of Units of Instruction

The Cosmo Barber course requires 1200 clock hours of practical and/or technical instruction in the practice of barbering and cosmetology, as defined in Section 7316.

**Health and Safety** One hundred hours in health and safety, which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

**Disinfection and Sanitation** One hundred hours in disinfection and sanitation, which includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

**Hairstyling** Two hundred hours in hairstyling services, which includes arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

**Chemical Hair Services** Two hundred hours in chemical hair services, which includes coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

Hairstyling Services Two hundred hours in hairstyling services, which includes arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and non-chemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

Sassoon ABC Women's and Men's Cutting Certification

**Skin Care** One hundred fifty hours in skin care services, which includes chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

**Make-up and Hair removal** Fifty hours in hair removal and lash and brow beautification, which includes tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

**Manicuring, Pedicuring and Artificial Nails** One hundred hours in manicure and pedicure, which includes water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.

**Shaving, Beard and Mustache Trimming** Two hundred hours in shaving and trimming of the beard, which includes preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

**Additional Training/ Assistance-** 100 hours in Orientation; VAWA, Title IX, school policies job placement assistance, job search skills, Interview skills, resume making, professionalism and other training.

**Additional Information:**

CAofB training goes beyond just State Board training. Included in the Cosmo/Barber course is Business training, resume making, customer service, social media assistance, student competitions and opportunities to help with community service to give back to our community. Everyone celebrates Constitution Day. This curriculum may be updated as the State mandates or as CAofB see necessary to keep up with current trends in the industry. There are always fun and exciting new things going on in the beauty industry!

**Kit-**

Cosmo/Barber Kit includes, but is not limited to:

Rolling carrying bag

Manicuring kit/Acrylic kit and brush

Kasho shears & thinning shears & Razor

3 regular full hair Mannequin heads, 1 Curly hair

Assorted Brushes

Assorted combs

mannequin head, Rollers/Perm Rods/ hair clips/

Make up kit

Tripod

Diffuser

Tint/Colouring supplies

Curling iron

Clippers & Trimmer

Professional Flat iron

CAofB T-Shirt

CAofB Sweatshirt

Barbering supplies

Professional Blow dryer

**Required textbooks and online access:**

Milady Cosmetology Textbook ISBN 978-0-357-37890-8

Workbook ISBN-10-1377-07078-5

CIMA- Online access

Sassoon Cutting E-Book

Sassoon Cutting workbook

Milady Textbook Barbering ISBN: 13-978-1-337-19690-1

Milady Barbering workbook ISBN: 10-1-377-19690-8

I Pad- Separate purchase from CAofB or provide your own. You will need one for the class.

## esthetician course outline

CIP code #12.0409 CA Occ #39-5094

The Esthetician program requirement is 600 clock hours as per the Business and Professions Code (B&P) section 7364(a). Our program consists of in-person study and practice in all aspects of skincare to prepare for the California state licensing examination for employment in the beauty industry working professional doing skin care, waxing or makeup.

**OBJECTIVES** Career Academy of Beauty strives to; Give our students a solid foundation of related theory knowledge needed to pass the California written exam • Train our students in current salon/spa techniques and services • Provide foundational skills for business building and immediate employment • Give students a variety of knowledge on various professional industry products, tools and equipment. • Build confident students who adhere to professional ethics and maintain a positive attitude.

**REQUIRED TEXTBOOKS** Milady Standard Esthetician Foundations & Fundamental text and related online Cima access

**SUPPLEMENTARY REFERENCES** California Board of Barbering and Cosmetology -Rules and Regulations and Laws, Image Skincare, Dermalogica.com

**SCHOOL LIBRARY** We offer a variety of industry related books and online links for additional study.

**INSTRUCTIONAL TECHNIQUES** Academic Learning Methods: Technical and practical learning methods include; discussion, question and answer, demonstration, cooperative learning, problem-solving, interactive lecture, individualized instruction, student and classroom presentations, student salon, supervised practice, Cima activities & assignments.

**PRACTICAL GRADING Freshman** As students complete practical classes and assignments, they are recorded on a 'Freshman Check Off List' Student must complete required assignments and classes and pass a practical exam with 75% or higher before being promoted to the clinic floor classroom (2nd phase of practical instruction). If students fail to complete assignments or pass the exam, they will be required to be held back until arrangements can be made to make up classes and/ or practical exam. The practical exam will be given in a rubrics form and gone over with student upon completion and kept in the student academic file for review. **Senior** Final practical exam must be taken and passed before graduation with a 75% or higher. If the student fails the exam, they must retake and pass before graduating. The exam is based on a rubrics form and scored, evaluated with student and placed in student academic file for evaluation.

**TECHNICAL GRADING IN THEORY** All students will be required to attend and participate in theory classes. Student must complete required assignments and pass all required chapter exams with a 75% or higher in order to graduate. Students failing to turn in assignments will be given a '0' for their test results until assignments are turned in. Missed tests are also given a "'0'". All zeros can dramatically affect grade point average so it is important that students make up exams and assignments along the way. Students on an approved leave of absence will not receive a zero, but have to make up all items before the next scheduled evaluation period. Students may not make up tests solely to improve their grade point average. There is no extra credit offered for students. Their test grades are solely comprised of their grade average to assure they have a minimum passing of 75% to give the students a more realistic score as the State board licensing exam also requires a 75% passing score.

**Final Written Exam:** Students must take and pass a final written exam with a 75% or higher grade in order to graduate.

**EVALUATIONS** All students will have scheduled evaluations during their course of education at the close of each payment period or scheduled Satisfactory Progress evaluation dates. The instructor will go over grade/progress sheet with student. Student and coach will initial and date and a copy will be given to the student. Grades are averaged. Please see Satisfactory Progress Policy. Students on approved leaves will have their scheduled evaluation dates adjusted based on their return and will not receive zeros for any test or assignments missed during the leave period. A failing grade point average must be reported to the Admin/ FA office so a formal warning can be processed.

**CONTENTS OF UNITS OF INSTRUCTION** Pursuant to B&P 7364(b) the curriculum for a skin care course shall, at a minimum, include practical and/or technical instruction in the following areas:. Our curriculum includes an addition of salon services and the needed business and job skills to enter the beauty industry as an Esthetician. The curriculum for a skin care course shall, at a minimum, include technical and practical instruction in the following areas:

**Health and Safety** One hundred hours in health and safety, which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

**Disinfection and Sanitation** One hundred hours in disinfection and sanitation, which includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

**Skin Care** Three hundred fifty hours in skin care, which includes chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

**Make-up and Hair Removal** Fifty hours in hair removal and lash and brow beautification, which includes tinting and perming eyelashes and brows (technical class) and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of tweezers, non chemical depilatories such as waxing.

**Additional Training/ Assistance-** Orientation; VAWA, Title IX, school policies  
job placement assistance, job search skills, Interview skills, resume making, professionalism

#### **Esthetician Kit-**

Esthetician kit includes, but is not limited to:

Rolling storage and makeup case

Lashes

Dermalogica Professional skin care kit of product

Image Professional products

Tweezers

Professional makeup kit

sponges/pads/ gown

Makeup brushes

CAofB T-shirt

CAofB sweatshirt

Milady- Foundations Textbook ISBN-13-978-0-357-81276-1

Milady Fundamentals Textbook ISBN-10-0-357-81276-x

CIMA-Code for online access.

I Pad- Separate purchase from CAofB or provide your own. You will need one for the class.

## barbering course outline

CIP code #12.0402 CA Occ #39-5011

Our Barbering course of instruction consists of 1000 clock hours of which satisfies the requirement for California State Board licensing for Barbering as required by SB803 Business and Professions code B&P 7362.5(a).

Objectives: Career Academy of Beauty strives to;

- Give the student a foundation of the practical skills needed in the scope of hair and shaving ▪ Prepare the student to pass the State Board written licensing exam through theory
- Train student in current barber services & additional advanced techniques and opportunities ▪ Prepare student for immediate employment in the Barbering Industry
- Obtain necessary skills for building business, goal setting & reporting
- Develop the skills needed to be a business professional
- Give students a variety of knowledge on various professional industry products & tools

### Instructional Techniques:

Academic Learning Methods: We use an on-line learning platform by Milady that gives the student options to pick the best method to study. Students may choose the activities, quizzes, videos and flashcards on-line on Ipads and also take their chapter exams on-line. In the classroom student will have live interactive lectures, with visual aids such as power-points, videos, note taking, group discussions, roll play, problem solving, presentation and Q and A along with handouts and workbook assignments. Students will be preparing for the required state written exam that they will need to take in order to get their license.

**Practical Learning Methods:** Students will learn practical subjects by watching live models, videos and actually have hands-on practice using manikins or live models. Students will start on manikins and be promoted to practice on live models through small workshops, individualized instruction and salon clinic lab activities. Research and inspiration is kept current through on-line access of trends, researching hair history, hair design and incorporating current beauty industry news, education & happenings into the classroom.

**Required Textbooks:** Milady Standard Barbering on-line access for textbook and exams. Sassoon ABC Men's Hair Cutting on-line course with corresponding workbook.

**Supplemental References:** California Barbering & Cosmetology Act/ Rules & Regulations and Health & Safety <http://barbercosmo.ca.gov>, NIC- National Interstate Council <http://nicesting.org>, Wella App

**Library:** Career Academy of Beauty offers a variety of additional books, DVD's and on-line links available for additional student study.

**Valuation and Grading Procedures:** Student's progress will be graded on both practical and theory subjects during their course.

### Practical Grading

Freshman practical:

As practical classes are completed, they will be recorded on a 'Freshman Check Off List'. Upon completion of the required subjects, a practical exam will be given. Students must pass exam with a 75% score. Students must pass with a 75% score in order to be promoted to the 2nd phase of their instruction (the clinic floor). If a student fails, they will have to remain in the freshman room until they have mastered the required skills, retake and pass the freshman practical exam. The Test is scored in a rubrics format and the score sheet will be maintained in the student file for review.

Senior practical final exam:

Students will be required to take and pass a practical exam and pass with a 75% or higher in order to graduate. The practical exam will be graded in a rubrics format and the score sheet will be maintained in the student file for review.

### Theory Grading

Grading Scale: A- Excellent 95-100%, B- Good 86- 94%, C- Average 75- 85%, F- Failing 0- 74%



All students must attend theory classes as per their contracted schedule. Written exams are given after theory subjects. Student must pass each test with a minimum of 75% in order to graduate. If a student has missed an exam or failed to turn in an assignment, a "0%" as an incomplete will be entered as the grade and affect evaluation grade point averages. If a student fails a test, it must be retaken and passed. Student may schedule a make-up exam. If the student is on an approved leave of absence, any missed tests or assignments will be temporarily excused during the leave time: however, they must be made up before the next scheduled evaluation. The school reserves the right to terminate a student if they continue to fail tests and do not make them up with 75% grade or higher, and/or are not applying effort. Please see individual instructor syllabus for their specific instructions. We recommend re-taking exams within two weeks. Student may not retake an exam solely to raise their GPA unless they are on an academic warning or on unsatisfactory progress. All Freshman assignments and passed exams must be completed in order to be promoted. All Theory assignments and exams must be passed with a 75% or higher in order to be promoted to the 2nd phase of instruction and in order to graduate.

### **Final Written Exam:**

A final written exam consisting of 100 written multiple-choice questions must be taken and passed with a minimum 75% grade or better in order to graduate. This test will be given to the student upon completing and passing the required written chapter test. If a student does not pass the test, they must re-study and take and pass another version of a 100-question test and is still required to pass with a minimum score of 75%.

### **Evaluations**

All students will have their written (accumulative) and practical progress evaluated at the close of each payment period (see the Satisfactory Progress policy) During the evaluation, Instructors will discuss strengths and areas needing improvement. The student's grade point average, attendance and attitude will be reviewed with the student and documented on their evaluation sheet. A minimum of a 75% grade point average is required to be meeting Satisfactory Progress in academic and attendance. Any "0" in-completes on the grade sheet will be calculated into the grade point average. (missed test during a LOA will be excused for that evaluation period). A copy of the evaluation/Satisfactory Progress will be given to the student.

**Content of Units of Instruction:** The Barbering course is broken down into units of instruction to include theory and practical hours to meet minimum state requirements and to satisfy our requirements to be eligible for a diploma for 1000 hours of Barbering. The following curriculum meets the State of California's minimum requirements for licensing.

- (1) One hundred hours in health and safety, which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.
- (2) One hundred hours in disinfection and sanitation, which includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.
- (3) Two hundred hours in chemical hair services, which includes coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.
- (4) Two hundred hours in hairstyling services, which includes arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.
- (5) Two hundred hours in shaving and trimming of the beard, which includes preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.
- (6) Additional Training/ Assistance- 200 hours-Orientation; VAWA, Title IX, school policies job placement assistance, job search skills, Interview skills, business skills, resume making, professionalism Skin care and other related subjects, nail care and other related subjects.

**Required Textbook and online access.**

Milady Barbering Textbook-ISBN-13-978-1-337-19690-1

Milady Barbering Workbook-ISBN-10-1-377-19690-8

Cima Online access codes

**Barbering Kit**

Barber kit includes, but is not limited to:

3 Doll Heads

Doll head stand

Professional clippers

Professional Trimmer

Barber Shears

thinning shears

Blow Dryer

Curl Iron

Assorted Combs

Assorted Brushes,

Razor

Drapes

Facial Supplies

Manicuring supplies

Assorted clips and other misc supplies.

CAofB T-Shirt

1 CAofB Sweatshirt

I pad- Separate purchase from CAofB or provide your own. You will need one or a tablet for the class.

**teacher training course outline**

CIP code #12.0413 CA Occ #25-1194

Our teacher training program consists of 600 clock hours of technical and practical training to prepare student to be able to teach as an educator in the beauty industry or as an instructor in a beauty college. This course is not a state required course and does not lead to licensing.

**COURSE OBJECTIVES** Upon completion, the teacher training student will;

- have a solid foundation of the practical and academic skills needed to teach their trade • be able to teach practical subjects to new incoming freshman subjects
- understand how to create theory and practical lessons
- be able to construct theory lesson plans
- be able to supervise classrooms, salon clinic floor, complete client consultations
- have an understanding on evaluation process and student grading
- be able to create instructional materials; slides, handouts, exams
- learn how to present lectures and demonstrations using technology
- prepare student with material to show for their first interview as an educator

## INSTRUCTIONAL TECHNIQUES

Academic Learning Methods: Technical and practical learning methods include; discussion, question and answer, demonstration, cooperative learning, problem-solving, interactive lecture, individualized instruction, student and classroom presentations, student salon, supervised practice, Cima activities & assignments.

### Required Textbooks

Milady's Master Educator Text

Milady's Cosmetology or Esthetician or Barbering Textbook (depending on area of expertise) Health and Safety course (California State Board Barbering and Cosmetology)

**Required Technology** -Ipad or laptop will be required to make presentations, typing lesson plans etc. We offer an iPad for optional purchase.

### Supplemental Resources

Milady Cima online access

Sassoononline.com licensed access (for Cosmetology or Barbers)

Wella App and lorealaccess.com (for Cosmetology or Barbers)

Sassoon ABC workbook for women's cutting, mens cutting (optional)

California State Board of Barbering and Cosmetology Act and Rules and Health and Safety

**School Library** We have a variety of books, and online resources to loan student for research.

## VALUATION AND GRADING PROCEDURES

Every student's progress will be graded in both the practical and theory portion of their course. All classroom experience will be evaluated by supervising instructors. These will be openly discussed with student after their presentation to assist in immediately improving any weakness. Evaluation Progress sheets will be used to record progress.

Grading Scale A-95-100% B-86-94% C- 75-85%. F-0-74%

### Practical

**Teaching performance:** The grading scale for teacher performance is based on a rubric's scale. Student grade is based on a percentage of points received. Student will teach a minimum of one theory and three practical classes during their 600 hours.

**Practical Final Exam:** Student will perform a 'mock class" in front of supervising instructor and will be graded on a rubrics form sheet. Student must pass with a 75% or higher in order to graduate. Exam sheet will be reviewed and a copy given to student, the original will be kept in the student's academic file for later review.

### Written

#### Written Exams:

Students must take and pass required written exams with a 75% or higher in order to graduate.

**Final Written project:** Student must complete lesson plan book filled with lesson plans, slides and procedure sheets for each freshman subject of the course on their expertise. The book must also contain three theory lesson plans, assignment sheets and multiple-choice test. The supervision, instructor will provide course outlines, mission statement, grading policy and other relevant material that should be included in a lesson plan book. The purpose of this project provides a 'job ready' student as they can present their work to their future employer.

## **Evaluations/ Student Progress**

All students will have their written (averaged test grades) and practical progress evaluated at the close of each payment period (See Satisfactory Progress policy). During the evaluation, the supervising instructor will discuss strengths and areas needing improvement. The student's grade point average will be calculated for the scheduled evaluations. A copy of the progress sheet will be provided for the student and the original shall be kept in the student's academic file.

**CONTENT OF UNITS OF INSTRUCTION** The Teacher Training course comprises of 600 clock hours of both practical and technical instruction. The course is broken down as follows;

### **Observation & Participation (300 hours)**

First day orientation, Student handbook, clocking in, School rules and policies, kit issuing  
VAWA, Title IX, Introduction to industry business and social media, Freshman training in area of expertise  
Theory classroom in area of expertise  
Salon clinic floor classroom in area of expertise  
ABC Sassoon haircutting (for Cosmetology and Barbers)

### **Practical Instruction (150 hours)**

Overseeing/assisting classroom instructor w/ hands-on practical classes Perform practical demonstration in areas of expertise  
Conduct practical instruction- Min. 3 classes of freshman subjects to 2 or more Conduct theory instruction- Min. 1 class of 2 students or more  
Supervision of Salon clinic floor classroom

### **Technical Instruction (150 hours)**

#### **Principles of teaching and learning/Teaching methodology**

Classroom management  
School success culture, creating learning environment State rules & regulations, State health & safety  
School policies  
Teaching methods  
Motivating students  
Instructional Material; procedure sheets, exams Presentation and delivery techniques  
Learning styles  
Special accommodations and learning plan for disabled students Qualities & Characteristics of a Master Educator

### **Course/ Program development and processes**

Lesson planning  
Development and use of slides and audio-visual aids Tests and assessments, Instructional development  
Testing, grading and evaluating, record keeping Protocol development

### **Academic Advising**

School mission statement and code of ethics  
Counseling, advising & delivering feedback on student performance Creating improvement plans for students  
School Satisfactory Progress Policy  
School Grading Policies  
Communication skills  
Licensing Requirements

State Laws and regulations, Accreditation standards  
Administrative responsibilities, record keeping

**Career and Employment Information**

Professional ethics, communication skills  
Continuing education certification requirements  
State laws and regulations  
Record keeping  
Resume making, interviewing, job opportunities  
Five Star Customer Service (students are our customer!) Teamwork, developing affective education  
Relationship, Student handbook, first day orientation, clocking in School rules and policies, kit issuing  
Introduction to industry business and social media

**There is no kit for Teacher Training;**

Required Text online and workbook-see ISBN per each course.  
Milady Master Educator Text ISBN-13-978-1-133-69369-7  
Sassoon Cutting Workbook

## **manicuring course outline**

CIP code #12.0410 CA Occ #39-5092

The Manicuring program requires 400 clock hours of in-person study and practice in all aspects of nail care to be eligible for the California state licensing examination for employment in the beauty industry working professionally doing manicuring, pedicuring and artificial nails.

**OBJECTIVES** Career Academy of Beauty strives to;

- Give our students a solid foundation of related theory knowledge needed to pass the California written exam
- Train our students in current salon/spa techniques and services
- Provide foundational skills for business building and immediate employment
- Give students a variety of knowledge on various professional industry products, tools and equipment.
- Build confident students who adhere to professional ethics and maintain a positive attitude.

**REQUIRED TEXTBOOKS** -Milady Standard Nail Text and related online access

**REQUIRED TECHNOLOGY** -Tablet or laptop that can be brought to school (An iPad is available for optional purchase)

### **SUPPLEMENTARY REFERENCES**

California Board of Barbering and Cosmetology -Rules and Regulations and Laws

**SCHOOL LIBRARY** We offer a variety of industry related books and online links for additional study.

### **INSTRUCTIONAL TECHNIQUES**

Academic Learning Methods: Technical and practical learning methods include; discussion, question and answer, demonstration, cooperative learning, problem-solving, interactive lecture, individualized instruction, student and classroom presentations, student salon, supervised practice, Cima activities & assignments.

### **PRACTICAL GRADING**

#### **Freshman**

As students complete practical classes and assignments, they are recorded on a 'Freshman Check Off List' Student must complete required assignments and classes and pass a practical exam with 75% or higher before being promoted to the clinic floor classroom (2nd phase of practical instruction). If students fails to complete assignments or pass the exam, the will be required to we held back until arrangements can be made to make up classes and/ or practical exam. The practical exam will be given in a rubrics form and gone over with student upon completion and kept in the student academic file for review.

#### **Senior**

Final practical exam must be taken and passed in-person before graduation with a 75% or higher. Student must make arrangements to retake if failed of which could delay graduation. The exam is based on a rubrics form and scored, evaluated with student and placed in student academic file for evaluation.

## TECHNICAL GRADING IN THEORY

All students will be required to attend and participate in theory classes. Student must complete required assignments and pass all required chapter exams with a 75% or higher in order to graduate. Students failing to turn in assignments will be given a '0" for their test results until assignments are turned in. Missed tests are also given a "'0". All zeros can dramatically affect grade point average so it is important to have students make up exams and assignments along the way. Students on an approved leave of absence will not receive a zero, but have to make up all items before the next scheduled evaluation period.

Students may not make up tests solely to improve their grade point average.

There is no extra credit offered for students. Their test grades solely comprise of their grade average to assure they have a minimum passing of 75 to give the students a more realistic score as the State board licensing exam also requires a 75% passing score.

**Final Written Exam:** Students must take and pass a final written exam in person with a 75% or higher grade in order to graduate.

## EVALUATIONS

Students will have their written and practical grades evaluated by their Instructor. Evaluations coincide with student contracted payment period (See Satisfactory Progress Policy) During the evaluation, Instructors will discuss strengths and areas needing improvement. The student's grade point average (GPA), attendance and attitude will be reviewed with student and documented on their grade sheet. (Missed tests during a leave will be excused for that evaluation period. A copy of the evaluation/ grade sheet shall be given to the student.

## CONTENTS OF UNITS OF INSTRUCTION

Pursuant to the Business and Professions Code 7365(a) The curriculum for a nail care course shall, at a minimum, include the technical and practical instruction in the following areas:

**Health and Safety-** One hundred hours in health and safety, which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

**Disinfection and Sanitation-** One hundred hours in disinfection and sanitation, which includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

**Manicuring, Pedicuring, Artificial Nails-** One hundred fifty hours in manicure and pedicure, which includes water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, and wraps.

**Additional Training/ Assistance-** Fifty hours in Orientation; VAWA, Title IX, school policies, job placement assistance, job search skills, Interview skills, resume making, professionalism and other training.

### kit

rolling metal case

Student kit consists of OPI professional kit

acrylic supplies

nail polish

nail tools

wet goods.

Gel nail kit

Text book with Study guide

Milady Textbook ISBN-13: 978-1-4283-4124-1

Workbook ISBN 9781428359499

## california state board information

### California Licensing Requirements:

Our courses are designed to prepare you for working positions, which require licensing by the State of California. The Board of Barbering and Cosmetology requires that applicants be at least 17 years old and have a valid social security number. Certain prior felony or misdemeanor convictions are subject to delay and/or denial of licensing. Contact the Administration Office confidentially for more information. There is no California license for Teacher Training (must have 3 years of experience to teach and valid course license)

Upon graduation, students will be required to take a board state exam in order to receive a license to work professionally in the state of California. You will be required to take and pass a written exam consisting of a 100-question multiple choice test. Student will pay the required fee. Upon successfully passing the written exam, a license will be issued by the state. Cosmo/Barber students will need to take both the Cosmetology state exam and the Barbering state exam and pay both the required fees to have a dual license.

## withdraw policy

Student may withdraw at any time. We request a withdrawal in writing stating current address, phone, reason why student is leaving and signature with a date. The date of this letter will be determined as the determination date. The last date of attendance will be the last date of physical attendance student received any clock hours. Student must clear out lockers or stations immediately. A Refund Calculation will be performed and student will receive a copy by mail no later than 45 days from receiving withdrawal notification. Any refunds are required to be paid within 45 days according to Federal and State Law. If the refund calculation determines the student owes a balance at time of withdraw, an invoice will be sent requiring immediate payment. Payment plans can be set up with the administration department. Please refer to your enrollment agreement (contract) for all refund policies.

## veterans policy statement

### Veterans Benefits and Transition Act of 2018, Section 103 of Public Law 115-407

**Effective August 1, 2019**, section 103 of P. L. 115-407, requires the State Approving Agency (SAA), or the Department of Veterans Affairs (VA), when acting as the SAA, to disapprove programs of education that do not permit individuals using benefits under either chapter 31, or 33, title 38, United States Code, to attend or participate in courses while awaiting payment from the VA.

**A Covered Individual** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post- 9/11 GI Bill® benefits. (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.)

Career Academy of Beauty permits any covered individual (as defined above) to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:



1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

• CAofB will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, statute allows CAofB to require the covered individual to take the following additional actions:

3. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
4. Submit a written request to use such entitlement.
5. Provide additional information necessary to the proper certification of enrollment by the educational institution.
6. CAofB may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

#### **Probation policy – Standard of Progress, CFR 21.4253(d)(1), (d)(2), (d)(3) and (d)(4).**

Students who are receiving benefits from Veteran's Assistance programs must meet the required 75% GPA and/or 75% attendance. If they are not meeting the requirements, they will be placed on probation for a month (two probation periods or two months at a maximum). If at the end of the probation period they are still not meeting the standards, benefits will be terminated.

**Reinstatement / Re-Enrollment Policy** – It is the policy of this institution that any student on any funding program, including Financial Aid, Veteran's Assistance, etc., who withdraws from the institution, or is terminated, and is not making satisfactory progress at the time of withdrawal, may be able to re-enroll at a later time. Please refer to the Re-Enrollment Policy in this catalog.

U.S. government Web site at <https://www.benefits.va.gov/gibill>.)

### **record retention**

This institution shall maintain all records, transcript, academic and financial aid records of students for six years after last date of attendance. After 6 years the school will have the diploma and transcripts available permanently. To request transcripts: complete a request form with required fee and submit to the school directly. If a student owes money on their account, then payment arranges can be made with the Administration department.

## **warning & suspension policy**

A student or students may be given written warning or a suspension, depending on the severity, for failing to follow the school rules or policies, failing to meet the minimum academic or attendance requirements or not representing CAofB in a professional manner and/or failing to promote a professional, positive education environment and behavior in the classroom. By issuing a student a warning or suspension, our goal is to help a student improve and to be able to continue with their education.

## **Termination Policy**

Career Academy of Beauty may terminate your enrollment due to academic failure, poor attendance, drug/alcohol use, any form of misconduct or insubordination, Disrespect to fellow students, staff & clients or for violation of any of our rules and policies listed in the catalog or student handbook, inability to get along with other students or staff, or if your continued attendance is not in the best interest of CAofB.

## **counseling**

Personal assistance is available to all students. Each student is assigned a member of the faculty who shall serve as the student's advisor. The school Director is also available when needed to discuss any personal issue a student may need help with, issues discussed can be kept confidential. Referrals are given to students for a variety of subjects, which include: substance abuse, drug prevention, social services and employment services.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

Transferability of credits you earned at Career Academy of Beauty is at the complete discretion of an Institution to which you may seek to transfer. Acceptance of the diploma you earned in either Cosmetology, Cosmo/Barber, Barbering, Esthetician, Teacher Training or Manicuring is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution are 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 Career Academy of Beauty to determine if your diploma will transfer.

## other useful information

Orientation: All students will receive an orientation on their first day and receive a student handbook with a course outline. An overview of student handbook, including school rules & regulations and school policies will be discussed. Kits will be issued on the first day of class. Your teacher will give a class syllabus to you on your first day. This is a fun way to get to know your fellow classmates.

Student Conduct: All students are expected to behave in a professional manner respecting all other students, staff and customers. A positive attitude is a must. CAofB will terminate students if their conduct is unacceptable or if their continued attendance is not in the best interest of the academy. This includes but is not limited to, appropriate treatment of fellow students, staff, clients, property, Internet and other media privileges, poor attendance or grades. Please see student handbook for specifics.

CAofB does not provide residential housing. CAofB does not have dormitory facilities under its control.

We are located in a residential/small business neighborhood that consists of mostly family homes, some apartment complexes and local shops in North Orange County. Approx. rent in our neighborhood starts at \$900/month to rent a room and higher for your own apartment.

The institution has no responsibility to find or assist a student in finding housing.

Vaccination Policy- CAofB does not mandate vaccinations as part of its enrollment requirements. We do encourage all students to stay current on all State and Federal recommended vaccinations including Tetanus.

Emergency response & evacuations- Our facility is single story with 2 exits in the front and the back. If in case of an emergency the Director will evaluate the situation and determine what action needs to be taken. If evacuation of the facility is advised, students need to calmly follow emergency exit signs. Fire extinguishers are in each classroom and clearly visible. Backup Flashlights are available in each room. We will call 9-1-1, Fire department or Garden Grove police Department if needed.

All students will participate in classes on Constitution Day and Citizenship Day on Sept 17<sup>th</sup>.

Library- Students may have access to the school library and other educational learning resources any time during the school's regular business hours when not busy with other teaching assignments. Students must sign out items from their coach. Items must be used in the facility.

Students attending Career Academy of Beauty are considered students and not employees. All students will be doing clients (practical procedures) as required by the California State Board of Cosmetology for practice/experience. You will not be paid for services performed while attending as a student.

CAofB is currently working on the approval by our accreditation and state to offer part of the course as Distance Education. If/When we are approved, all assignments will be posted within 7 days of receipt.

All Students over the age of 18 are encouraged to register to vote. See Administration for an application or go to <http://www.rockthevote.com>

CAofB does not have any pending petitions for bankruptcy, is not operating as a debtor in possession, has never filed a petition for bankruptcy. Nor has it ever had a petition filed against it.

CAofB does not offer G.E.D. classes but recommends students to get a G.E.D. if they do not have a High School Diploma or Proficiency certificate. Please see our administration office for a list of locations that we can refer you to for tutoring, classes and assistance with taking the exam.

## **disclosure of educational records (FERPA)**

Adult students and parents/guardians of dependent minors have the right to inspect, review and challenge information contained in student educational records. However, a staff member must be present. Education records are defined as files, materials, and documents, which contain information directly, related to a student and are maintained by the institution. CAofB will keep these records for 6 years from the last date of attendance. All student records will be destroyed after 6 years with the exception of transcripts, transcripts are maintained permanently. Students are not entitled to inspect the financial records of their parents in financial aid files. Written consent from the student and/or parents is required before education records may be disclosed to third parties with the exception of the accrediting commissions or governmental agencies so authorized by law.

## **grievance policy**

It is the policy of Career Academy of Beauty to provide a system for the filing of complaints, which includes an appeal process to review decisions.

A student, teacher, or interested party may file a complaint; however, the complaint shall be made in writing (on your own paper or using a CAofB provided form) to the school director and include; name, complete address, telephone number, details of the complaint and request resolution and signature. The school director shall respond to the complaint within ten working days of receipt of the written complaint and either schedule a meeting time or will respond in writing depending on the nature of the complaint. If the school director arranges a meeting, the director shall document the meeting and provide a copy to the complainant. If resolution requires investigation and takes longer than ten working days, the school Director shall respond with an interim reply.

If the complainant disagrees with the Director decision, it may be appealed with 48 hours of receipt of decision. The appeal shall be requested in writing and include a copy of the original complaint and a copy of the Director's decision/reply. Mail the appeal (certified) to the corporate office with attention to the Complaint Committee as follows:

Career Academy of Beauty- 12471 Valley View St, Garden Grove, Ca, 92845

The complaint committee will meet within 21 calendar days of receipt of the complaint. If more information from the complainant is needed, a letter will be sent outlining the additional information necessary to make determination.

If no further information is needed the complaint committee shall respond to all allegations within 15 calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact. The determination made by the complaint committee shall be final. The complainant is required to resolve problems through the school's complaint process as stated above before seeking further action. If the complainant wishes to pursue the matter further, they may file a complaint with the agencies that oversee the school.

National Accrediting Commission of Career Arts & Sciences  
3015 Colvin St. Alexandria, VA, 22314

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 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)

## drug abuse prevention policy

CAofB strictly enforces a zero-tolerance drug and alcohol policy on campus and makes the following information available to its students, staff and instructors. Any individual association with CAofB who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call (2-1-1) or call the National drug treatment hotline 1-855-378-4735. Additional information available in our Financial Aid/Federal disclosure catalog and the Student Handbook.

## physical demand summary

### **Cosmetology, Barbering and Cosmo/Barber course.**

Involves standing, working constantly with hands from the waist to chest level & frequently about shoulder level. Items lifted such as a blow dryer, curling iron with a maximum weight is 3 pounds. Constant standing can irritate lower back trouble; however, most salons will provide special chairs or stools to use while performing these tasks to reduce the stress caused there. Standing time is appx. 45 minutes per client with the ability to sit between processing or customer appointments. Repetitive wrist, hand movement & finger dexterity are necessary for the detailed rolling of a perm & cutting or styling of hair.

### **Manicuring**

Involves constant sitting, working constantly with hands from waist to chest level. Repetitive motion of shoulders, arms & hands is necessary to give a massage or file artificial nails. Sitting is usually one hour per client with the ability to move about between clients. Good eyesight is necessary for the detail work required in nail care.

### **Esthetician**

Involves some standing with arms & hands at waist to chest level while applying make-up or waxing. Constant sitting is necessary while performing actual skincare massage & treatments usually lasting 45 minutes with breaks in between appointments. Finger dexterity & wrists used in massage combining with shoulder movement.

### **Working Conditions**

Generally, you will work in clean pleasant surroundings. Your salon should have good lighting and ventilation. Prolonged exposure to some hair & nail chemicals might affect one's health & cause irritation. OSHA laws provide salons to have MSDS sheets that provide chemical safety & health information of products/chemicals used. Good health & stamina are essential to hand a busy day. Employers will expect you to be able to meet the physical demands along with having a positive attitude, good people skills, acceptable appearance & terrific technical skills.

## Copyright Infringement

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory"

damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privileged use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violation reported and disciplinary actions taken.

## **campus security report**

### **Introduction and Definitions**

Career Academy of Beauty (CAofB) Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence, makes the following statement of policy, as required under the federal Violence Against Women Act amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act. CAofB does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking.

This statement of policy informs the community of CAofB’s comprehensive plan with respect to sexual misconduct, including educational programs and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus.

CAofB prohibits the offenses of domestic violence, dating violence, sexual assault and stalking, as defined by federal law, applicable local law, and CAofB policy, and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the CAofB community. The full policy and student training is provided during our first day orientation. Title IX coordinator is Coral Trujillo.

## annual safety and security report & policy (ASR) 2023

This institution is required to publish and distribute an annual security report by October 1 to all enrolled students and all employees. Notice of the availability of the report is provided to all prospective students and employees. The report contains crime statistics and various policy statements. These statements accurately reflect how the institution's policies are currently implemented.

### **POLICY STATEMENTS:**

#### **Procedures for Reporting**

Any person witnessing some form of criminal action or other emergency should report it to Campus security authority a timely manner. Reports may be made to the College's Campus Security Authorities, or CSAs. Under Federal law, the definition of CSAs includes individuals/offices designated by the College as those to whom crimes should be reported; and officials with significant responsibility for student and campus activities. If a staff member has "significant responsibility" for students and campus activities outside of the classroom, and students potentially could report a crime / incident to that staff member, then they are a CSA. CSAs are defined by function, not title. For CAofB, CSAs include the President, Director, Campus Directors, or Title IX coordinator. The CSA will investigate the incident and report it to the local Police Department if appropriate. Community members, students, educators, staff, and visitors are encouraged to report all crimes, emergencies, and safety concerns to the designated official.

#### **Timely Warning Reports Regarding the Occurrence of *Clery Act* Crimes**

A timely warning will be issued by the Director when a situation arises that in the judgment of the Academy Director constitutes an ongoing or continuing threat regarding the occurrence of *Clery Act* crimes. The warning will be issued in the following manner:

- • By notification on their student and staff portal
- • By e-mail to students and staff through their personal e-mail account
- • By text messages to the students and staff member through personal text numbers.

A timely warning will include the reported offense, the location of the reported offense, the date of the reported offense if known, a description of suspects if available, and any other information that would promote safety.

#### **Preparing the Annual Disclosure of Crime Statistics**

Each year before the Department of Education reporting website opens for registration, the Compliance officer requests the crime statistics information from the police department for the geographical jurisdictions in which the school is located. The information is compiled into the Annual Security Report Statistics section and entered appropriately into the Department's website for each school location. The report is distributed on or before October 1st each year, via the students' email, to current students and employees. Notification is given to new students during first class orientation and employees new hires before starting work. These Annual Security Reports are posted on the institution's website at <https://www.caofb.com> under consumer disclosures.

## **Documenting Crimes and VAWA Violations**

All incidents shall be recorded in the Crime Incident Log in the staff office. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim. Any VAWA incidents will be referred to the Title IX coordinator and the Title IX policy and procedure will be followed.

**A crime, emergency, or safety concern may also be reported by:**

1. Calling 911
2. Contacting the **Title IX coordinator: Coral Trujillo at [714-897-3010 x3](tel:714-897-3010)  
12471 Valley View St, Garden Grove, 92845- coral@caofb.com**

## **Voluntary and Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action through CAofB or the criminal justice system, you may still want to consider making a voluntary, confidential report. With your permission, the Title IX coordinator can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, CAofB can keep an accurate record of the number of incidents involving students, educators, staff, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for CAofB. CAofB will provide the student or employee with written explanation of their rights.

## **Security of and Access to Campus Facilities**

CAofB does not provide on-campus housing.

During business hours, CAofB is open to students, parents, employees, prospective students, clients, and guests. Outside clients or guest must have an appointment or purpose for their visit, all guest will be screened by guest services at the front desk before entering the facility. All facilities are inspected to make sure they are clear and locked during non-business hours. During these hours, only authorized personnel are permitted on the premises. CAofB is locked and has an alarm set on the premises during non-business hours. Any person that is present on CAofB property without permission During regular hours or periods of non-operation will be considered trespassing and may be subject to arrest. A staff member will unlock the premises and terminate the alarm each morning and lock up and reset the alarm at closing. If the alarm system is activated the police department will be called.

## **Maintenance of facility**

Maintenance is performed twice a week at CAofB. The staff survey the security issues such as facility, parking lots, alarms, lighting, locks, and will communication any necessary changes when needed.

## **Campus Law Enforcement /Reporting issues**

CAofB administration attempts to provide a safe, secure educational environment for all students and employees. CAofB does not employ campus security personnel but encourages its employees, students and clients to immediately report suspected criminal activity or other emergencies to the nearest available institutional official. This can be the Administrator or your instructor/coach and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911. VAWA or Title IX policy issues should be directed to the Title IX coordinator. Any incident reports must be reported promptly.



- A) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- B) Employees shall contact the Director immediately to report any criminal action or call in an emergency to the appropriate agency by calling (911). If possible, in the interim, the institutional official shall attempt to non-violently deal with the crime or emergency. Individual discretion must be used, as undue risk should not be taken.
- C) Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.
- D) CAofB prohibits all crimes including dating violence, domestic violence, sexual assault and stalking as those terms are defined for the purpose of the Clery Act. Sexual assaults (criminal offenses) on campus will be reported immediately to the Director, who will report it to (911) emergency and police units. CAofB will follow its VAWA (Violence against Women Act) policies and procedures. V.A.W.A policy is not limited to women, it covers all crimes against any student or employee, male students, Gender Identity, National origin, etc. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. It is important to preserve all possible evidence for future conviction of the assailant. This institution has zero tolerance and prohibits crimes of dating violence, domestic violence, sexual assault, and stalking. Any violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.
- E) Criminal Activity Off Campus – CAofB does not provide law enforcement services to off-campus activities on behalf of the school.

### **Pastoral and Professional Counselors**

CAofB does not employ any pastoral or professional counselors. If deemed appropriate, students and staff are referred to outside professional agencies. The Title IX coordinator can assist with a list of resources available to assist you upon request.

### **Personal Security and Prevention:**

CAofB encourages all students and staff to review the Campus safety report and campus security policies in order to help stay safe. Information is given to all new students and staff members and redistributed annually. Current Campus security report can be found at [CAofB.com](http://CAofB.com) Federal Disclosures.

### **Tips to stay safe and protect your belongings:**

1. Do not leave personal property in the classrooms.
2. Report any suspicious persons to the Administration office/Director
3. Stay alert of your surroundings, wherever you are.
4. Try to walk in groups when outside the facility when leaving.
5. If you feel uncomfortable in a place, leave right away.
6. If you are waiting for a ride, wait within sight of other people.
7. Stay alert, eyes up, hands free, no earbuds. Make sure you can hear if there is an issue.
8. Stay on busy streets and stay away from vacant areas.

9. Stay in well-lit areas. Try not to walk or exercise alone.
10. Avoid external ATM machines.
11. Avoid wearing expensive jewelry or flashing cash when out.

### **Possession, use and sale of alcoholic beverages and illegal drugs and enforcement of state and federal underage drinking and drug laws**

The sale or use of alcohol and illegal drugs are not permitted at the school or its adjacent parking areas. Anyone observed using illegal drugs and any underage drinking of alcohol should be reported to the Director and will be referred to local police authorities. The school has a drug and alcohol prevention program in place as required under Public Law 101-226.

The academy has a Zero Tolerance Policy regarding possession and/or use of drugs or alcohol on academy premises. In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), students shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on academy property or as part of any academy activity.

Any student who is convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. The exact penalty assessed depends upon the nature and the severity of the individual offense. Students who violate the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101- 226) are subject to dismissal and/or referral to authorities for prosecution, as appropriate.

### **Description of Drug or Alcohol Abuse Education Programs**

CAofB has a written Drug & Alcohol Abuse Campus policy. This policy is the catalog and student and staff handbooks. This information is reviewed with each student and employee. Drug and alcohol abuse prevention is presented to students and staff annually. Students have access to community resources by talking to the Title IX coordinator in the Administration office. Referrals to outside agencies can offer professional assistance in the areas of drug and alcohol abuse prevention.

### **Disclosure to the complainant, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the respondent of the crime or offense**

CAofB will, upon written request, disclose to the complainant of a crime of violence (as that term is defined in 18 U.S.C. § 16), the results of any disciplinary proceeding against a student who is a respondent of such crime or offense. If the complainant of such crime or offense is deceased as a result of such crime or offense, the next of kin of such complainant will be treated as the complainant.

### **Emergency Response and Evacuation Procedures**

CAofB has established procedures to immediately notify the school community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on a campus. These procedures provide for rapid notice to local law enforcement and administration to evaluate and confirm an emergency or dangerous situation and if confirmed, for the Director to determine the appropriate campus to be notified and the content of the notification.

CAofB will, without delay, and taking into account the safety of the community, determine the content of emergency/dangerous situation notifications and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a complainant or to contain, respond to, or otherwise mitigate the emergency.

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder) and staff, students and visitors can safely reach the evacuation location without danger.

Fire alarm systems are present and active in all campus facilities. In the event of an emergency and/or fire alarm, occupants must evacuate from the building. Reviewed and practiced the building evacuation procedures prior to an evacuation.

1. Staff member will instruct students and guest to exit the building using designated emergency exits.
2. Stop working as soon as it is safe to do so. Do not stop to gather personal belongings, such as glasses, keys and purse or handbags.
3. Use secondary route if the primary route is blocked or hazardous.
4. Assist any other student or client they may need help.
5. Use the nearest door with an EXIT sign to leave the building. Proceed to your designated assembly area, report for a head count and stay in the area until you receive direction from emergency responders or authorized staff.
6. Staff member will check bathrooms, hallways and common area while exiting and will take roster, first aid kit and other emergency supplies if possible, with them.
7. All staff and students must check in with their coach or designated official, any missing persons must be reported.
8. The Campus Director will communicate when it is safe to re-enter the building.

Emergency Coordinator: Director Coral Trujillo- 714) 897-3010

The Director is responsible for testing the emergency response and evacuation procedures on at least an annual (calendar year) basis and for documenting such testing. Documentation for each test shall include a description of the exercise, the date, the time, and whether the test was announced or unannounced. Such testing may include a review of procedures by the Director.

CAofB will communicate with local law enforcement officers, meetings with responsible persons to review and walk-through procedures, and discuss safety tips.

**Lockdown Procedure.** Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. When securing in place, this procedure should involve barricading the door and readying a plan of evacuation or counter tactics should the need arise.

The Campus Director will make an announcement that CAofB is experiencing an emergency situation and that it is now under lockdown. The Campus Director will designate staff to call 9-1-1, identify the name and address of the school, describe the emergency, state the school is locking down, and provide intruder description and weapon(s) if known. The Campus Director will instruct staff to stay on the phone to provide updates and additional information.

CAofB team member responsibilities:

1. Clear the hallway and bathrooms by your room, moving everyone into the classroom.
2. Lock your doors if possible.
3. Move any large objects in front of the door to barricade door. All moveable items such as chairs should be used as well.
4. Take attendance and be prepared to notify the CAofB Director or local law enforcement of missing students or additional students, staff or guests sheltered in your classroom.
5. Do not place students in one location within the room. In the event that entry is gained by a shooter or intruder, students should consider exiting by running past the shooter/intruder. • Staff and students may utilize methods to distract the shooter/intruder's ability to accurately shoot or cause harm, such as loud noises or aiming and throwing objects at the shooter/intruder's face or person.
6. Allow no one outside of the classroom until the CAofB Director or local law enforcement gives the "All Clear" signal unless a life-threatening situation exists and a means to safe exit is available (through a

window or other safe passage).

7. If students and staff personnel are outside of the school building at the time of a lockdown, staff personnel will move students to the designated off-site assembly location.

**Shelter-In-Place Procedure.** The shelter-in-place procedure provides a refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

The CAofB Director will announce that the school is experiencing an emergency situation and needs to implement shelter-in-place procedures. Students, guests and staff will be directed to move to the designated shelter locations in the school. All students, guests and staff outside will be directed to immediately move to an inside room.

The CAofB Director will designate staff to monitor radio, Internet, and other media for information on incident conditions that caused the shelter-in-place. The CAofB Director will contact and consult with public safety officials as appropriate, and be prepared to announce additional procedures due to changing conditions of the incident, or to announce an "All Clear."

CAofB team member responsibilities:

1. Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets or hallways without large windows or doors.
2. Close classroom doors when leaving.
3. Have everyone kneel down and be ready to cover their heads to protect from debris, if appropriate.
4. All persons must remain in the shelter until notified by the school Director or public safety official that it is safe to exit.

**Fire Response Procedure.** The College has a policy and procedures governing fire drills and conducts fire drills as required by law. All staff are trained on how to respond in the event of a fire.

Any staff discovering fire or smoke will report the fire to the school Director, or call 911 if conditions require and/or injured are in need of medical assistance. Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the assembly areas.

No one may re-enter building(s) until it is declared safe by the fire department.

Once the fire department arrives, it is critical to follow the instructions of, and cooperate with, the fire department personnel who have jurisdiction at the scene.

The school Director will call or direct staff to call 911 to confirm the fire situation, identify the school's name and location, provide exact location of the fire or smoke, if any staff or students are injured, and state the building is being evacuated. The Director will ensure that staff, students and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas. Assembly areas may need to be relocated because of the building collapse or unsafe areas from the fire. The Director will designate staff to obtain student roll from instructors and identify any missing students.

The Campus Director will not allow staff, students or guests to return to the building until the fire department with jurisdiction over the scene has determined that it is safe to do so and given the "All Clear."

CAofB staff member responsibilities:

1. Take the class roster and first-aid kit and any other supplies or resources relevant to the incident and lead students as quickly and quietly as possible out of the building to the designated gathering location.
2. Use alternate escape routes if the regular route is blocked or there is a safety hazard.
3. Assist or designate others to assist students with functional needs.
4. Close the classroom door and turn out the lights upon exiting and confirm all students and personnel are out of the classroom.
5. Take attendance at the gathering location. Report any missing students or staff members and/or any injuries to the Director or the emergency response personnel at the scene.
6. Keep class together and wait for further instructions.
7. Remain in safe area until the "All Clear" signal has been issued.
8. No one may re-enter building(s) until it is declared safe by the fire department.

**Medical Emergency Procedure.** These procedures are in place to assist staff, students and guests in the event of a medical emergency.

The CAofB staff should:

1. Quickly assess the situation. Make sure the situation is safe for you to approach (i.e., live electric wires, gas leak, building damage, etc.).
2. Immediately notify the school Director.
3. Assess the seriousness of the injury or illness.
4. Call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
5. Protect yourself against contact with body fluids (blood borne pathogens).
6. Administer appropriate first-aid according to your level of training until help arrives.
7. Comfort and reassure the injured person. Do Not Move an injured person unless the scene is unsafe.

The school Director will direct staff to call 9-1-1, if necessary, and provide appropriate information to emergency responders. The school Director will send school staff with first responder/ first-aid training to the scene if this has not already occurred. The Campus Director will assign a staff member to meet emergency medical service responders and lead them to the injured person, and assign a staff member to remain with the injured person if they are transported to the hospital. If the injured person is a member of staff personnel or a student, the Campus Director will notify parent, guardian, or other appropriate family member of the situation, include type of injury or illness, medical care given and location where the injured person has been transported.

The campus Director will ensure that student or staff medical information from administrative records is sent to the hospital. The Director will develop and maintain written documentation of the incident.

## **Fire Prevention and Workplace Hazards**

It is the responsibility of all faculty and staff to alert the school Director of any and all conditions that could potentially pose a fire hazard or other unsafe condition in or around the building. No smoking is permitted in the building and flammable chemicals are confined and stored in a locked area, meeting all OSHA requirements. Good housekeeping practices will be the responsibility of all faculty, staff and students. Waste materials are to be discarded in their proper places and all aisles, doorways, hallways and exit doors are to be kept clear at all times.

## **Sexual Harassment Title IX Policies & Procedures**

CAofB is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the school community should be

aware that CAofB is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

CAofB's Sexual Harassment / Title IX policy is part of this Annual Security Report. It describes the schools programs to prevent sexual misconduct, and the procedures that CAofB will follow once an incident of sexual misconduct has been reported. This Policy is disseminated widely to the CAofB community through publications, the school's website, new employee orientations, student orientations, and other appropriate channels of communication. Copies of the Policy can be obtained from the school Director, or downloading from the school's website at [www.caofb.com](http://www.caofb.com). CAofB provides training to key staff members to enable the staff to handle any allegations of sexual misconduct promptly and effectively. CAofB will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The school's Policy governs sexual misconduct involving students that occurs on school property or in connection with any CAofB-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with CAofB, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. CAofB encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the College can respond appropriately. As further described in the Policy, CAofB will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

### **Sexual Offender Registration**

In accordance to the Campus Sex Crimes Prevention Act of 2000, the Clery Act, and the Family Rights and Privacy Act of 1974, the College is providing information for where students and employees may obtain information regarding registered sex offenders. The Campus Sex Crimes Prevention Act requires institutions of higher education to provide a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders can be obtained. <http://maganslaw.ca.gov>

**Restraining Orders** - Any person who obtains an order of protection is encouraged to provide a copy to Coral Trujillo, Title IX coordinator at 12471 Valley View St, Garden Grove, Ca, 92845. [Coral@caofb.com](mailto:Coral@caofb.com) or 714) 8907-3010 x3. CAofB staff will be made aware of the "no contact" or restraining order so they are aware to look out for that person. 911 will be called if necessary.

**Missing student policy:** If a student does not attend school for 3 days without contacting the school, then the school will attempt to make contact with them or their families. CAofB will advise the direct family to file a missing person report with the police department.

**Contracts with police department (MOU):** The institution does not maintain any special relationship with State and local police and do not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

09292023

## **Annual Safety & Security Report 2023**

### **CAREER ACADEMY OF BEAUTY**

### **2022**

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The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution. Our property consists of our building space at 12471 Valley View St. and the parking area in the front of our entrance. No other property is owned or controlled by the school or by student organizations. Public Property would be the other side of the shopping center perimeter walls such as the public street or city sidewalks. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/20 and 12/31/22

On Campus

Public Property

ACTUAL CRIME

	2020	2021	2022		2020	2021	2022
Offenses							
Murder and non-negligent manslaughter	0	0	0		0	0	0
Manslaughter by negligence	0	0	0		0	0	0
Rape	0	0	0		0	0	0
Fondling	0	0	0		0	0	0
Incest	0	0	0		0	0	0
Statutory Rape	0	0	0		0	0	0
Robbery	0	0	0		0	0	0
Aggravated assault	0	0	0		0	0	0
Burglary	0	0	0		0	0	0
Motor vehicle theft	0	0	0		0	0	0
Arson	0	0	0		0	0	0
Hate Crimes							
Murder and Non-Negligent Manslaughter	0	0	0		0	0	0
Rape	0	0	0		0	0	0
Fondling	0	0	0		0	0	0
Incest	0	0	0		0	0	0
Statutory rape	0	0	0		0	0	0
Robbery	0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0
Burglary	0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0
Arson	0	0	0		0	0	0
Larceny-Theft	0	0	0		0	0	0
Simple Assault	0	0	0		0	0	0
Intimidation	0	0	0		0	0	0
Destruction/Damage/Vandalism of Property	0	0	0		0	0	0
V.A.W.A Crimes							
Domestic Violence	0	0	0		0	0	0
Dating Violence	0	0	0		0	0	0
Stalking	0	0	0		0	0	0
Continued					PUBLIC PROPERTY		
	2020	2021	2022		2020	2021	2022
Arrest for: Liquor Law Violations	0	0	0		0	3	0
Drug abuse violations -parking lot	0	0	0		0	2	0
Weapons; Carrying, Possessing, etc	0	0	0		0	0	0
Campus Referrals to police for:							
Liquor Law Violations	0	0	0		0	0	0
Drug Abuse Violations	0	0	0		0	0	0

Weapons: Carrying, Possessing, Etc	0	0	0		0	0	0
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**\*Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

Burglary vs. Larceny: An incident must meet three conditions to be classified as a burglary. 1. There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry- no force are counted. 2. The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door. 3. The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Arrest and referral for disciplinary action may occur for violations in regards to weapons (carrying or possessing), Drug abuse violations and liquor law violations.

**TITLE IX POLICY**

Career Academy of Beauty (“CAofB”) is committed to providing a work and educational environment free of unlawful harassment, discrimination, and retaliation. In accordance with Title IX of the Education Amendments of 1972, CAofB does not discriminate on the basis of sex in its education programs or activities, which extends to admission and employment. CAofB also prohibits Sexual Harassment (as defined below) committed against persons in the United States as part of its education programs or activities.

If you believe that you have experienced or witnessed other incidents of discrimination, please follow the procedures outlined in the CAofB policy.

CAofB reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If government laws, regulations or court decisions change requirements in a way that affects this policy, the policy will be construed to comply with the most recent government regulations or holdings.

Statement of Non-Discrimination:

CAofB does not and shall not discriminate on the basis of race, color, ethnic or national origin, sex, age, religion, handicap, disability, marital or family status, gender, gender expression, or sexual orientation. We do not discriminate against a person’s financial status in its admissions, staffing, instruction and or graduation policies.

CAofB does not discriminate in its employment practices or in its educational programs or activities on the basis of sex. CAofB also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please contact the Title IX Coordinator or the Assistant Secretary of Education within the Office for Civil Rights (OCR) <https://www2.ed.gov/about/offices/list/ocr/contactus2.html>.

Title IX Coordinator

The Title IX Coordinator coordinates CAofB’s efforts to comply with its Title IX responsibilities. The Title IX Coordinator is responsible for implementing CAofB’s Title IX policy, intaking reports and Formal Complaints of Sexual Harassment, providing Supportive Measures, and maintaining accurate Clery Act crime statistics.

**Title IX Coordinator: Coral Trujillo**  
**12471 Valley View St, Garden Grove, CA. 92845**  
[Coral@caofb.com](mailto:Coral@caofb.com)  
**714) 897-3010 x103**



Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone, or email, using the contact information listed above for the Title IX Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed.

### Key Definitions

**Sexual Harassment**<sup>1</sup>: Conduct on the basis of sex that satisfies one or more of the following:

1. An employee of CAofB conditioning educational benefits or participation on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo);
2. Unwelcome conduct, determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to CAofB's Education Program or Activity; or
3. Sexual Assault (as defined in the Clery Act), or Dating Violence, Domestic Violence or Stalking as defined in the Violence Against Women Act (VAWA) (collectively referred to as "Sexual Violence")\*:
  - **Sexual Assault:** As defined in 20 U.S.C. 1092(f)(6)(A)(v), means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation<sup>2</sup>. As defined in 20 U.S.C. 12291(a)(11), sexual assault includes any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.
  - **Dating Violence:** As defined in 34 U.S.C. 12291(a)(11), means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.
  - **Domestic Violence:** As defined in 34 U.S.C. 12291(a)(12), includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic or technological abuse that may or may not constitute criminal behavior, by a person who: (a) is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim; (b) is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (c) shares a child in

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<sup>1</sup> California Education Code Section 66262.5 states that "Sexual Harassment" has the same meaning as defined in Section 212.5 and includes sexual battery, sexual violence and sexual exploitation. California Education Code Section 212.5 defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: (a) submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the institution.

<sup>2</sup> The FBI's Uniform Crime Reporting Program (FBI UCR) includes forcible and nonforcible sex offenses such as rape, fondling, and statutory rape, which contain elements of "without the consent of the victim."

common with the victim; or (d) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

- **Stalking:** As defined in 34 U.S.C. 12291(a)(36), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress<sup>3</sup>.

\* Please note: In accordance with the Violence Against Women Reauthorization Act (“VAWA”), state definitions for Sexual Assault, Dating Violence, Domestic Violence, Stalking and Consent are contained in CAofB’s Annual Safety and Security Report (“ASR”). VAWA crimes are reported in the ASR based on the definitions above.

**Affirmative Consent:** In accordance with California Education Code Section 67386, means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the affirmative consent of others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

**Complainant:** An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, regardless of whether a Formal Complaint has been filed. A Complainant must be the alleged victim unless a parent or legal guardian has a legal right to act on the alleged victim’s behalf.

**Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

**Parties:** include the Complainant(s) and Respondents(s) collectively.

**Advisor:** An individual chosen by a party to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at any hearing, if any. If a party does not have an Advisor at the hearing portion of the Grievance Process, CAofB will appoint an advisor.

**Formal Complaint:** A document (hardcopy or electronic) filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that CAofB investigate. A Formal Complaint must be signed (physical or digital) by the Complainant, the Title IX Coordinator, or otherwise indicate that the Complainant is the person filing the Formal Complaint. At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in CAofB’s Education Program or Activity with which the Formal Complaint is filed.

**Program or Activity:** On or off-campus locations, events, or circumstances over which CAofB exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurred.

**Mandatory Reporter:** Designated CAofB employees who must share knowledge, notice, and/or reports of Sexual Harassment, discrimination, and/or retaliation with the Title IX Coordinator.

**Discretionary Reporter:** Designated CAofB employees who may, with the Complainant’s consent, report instances to the Title IX Coordinator.

**Clery Act:** Meaning the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46). In accordance with the Clery Act, CAofB publishes required crime statistics and policy statements in its Annual Safety and Security Report (ASR) on or before October 1<sup>st</sup> of each year.

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<sup>3</sup> This includes stalking that occurs online or through messaging platforms, commonly known as cyber-stalking, when it occurs in the school’s education program or activity.

**Clery Geography:** As defined in the Clery Act, includes (A) buildings and property that are part of CAofB's campus; (B) CAofB's non-campus buildings and property; and (C) public property within or immediately adjacent to and accessible from the campus.

**VAWA:** Meaning the Violence Against Women Reauthorization Act

### Procedure for Reporting

If a student believes they have experienced or witnessed Sexual Harassment (including Sexual Violence), discrimination, or retaliation, CAofB encourages them to notify the Title IX Coordinator as soon as possible after the incident.

A report may be made to either or both the police and the Title IX Coordinator<sup>4</sup>. The criminal process is separate from CAofB's Grievance Process. It is CAofB's policy not to notify local law enforcement when Sexual Violence occurs unless a Complainant wishes or there is an emergency threat to health or safety. Complainants have the option to notify law enforcement directly or be assisted in doing so. If requested, CAofB will assist a victim of Sexual Violence in contacting the police. A Complainant is not required to contact the police in order to pursue CAofB's grievance process.

CAofB does not issue orders of protection. Orders of protection, restraining orders, injunctions, or similar lawful orders may be obtained through the court system and can be enforced by CAofB. Individuals who have obtained an order of protection are encouraged to provide a copy to the Title IX Coordinator as soon as possible. Although CAofB does not issue orders of protection, information on how to obtain a protective order is located in the ASR.

### Reporting Considerations

In order to make informed choices, it is important to be aware of confidentiality and reporting requirements when consulting CAofB resources. Reporting to general staff members is not advise.

**Report any incident to the Title IX coordinator.  
Coral Trujillo  
12471 Valley View St, Garden Grove, Ca, 92845  
714) 897-3010 x3  
coral@caofb.com**

An individual who seeks completely confidential assistance may do so by speaking with professionals who have legally protected confidentiality. CAofB does not have confidential reporting resources, such as pastoral or professional counselors on campus. Crisis, mental health and victim resource hotline information is available :

**National Domestic Violence Hotline:** 800-799-SAFE  
**RAINN** (Rape, Abuse, and Incest National Network): (800) 656-HOPE: online hotline <http://www.rainn.org>  
**Garden Grove Police Department-** (714) 741-5704  
**CAofB Title IX Coordinator- Coral Trujillo -714-897-3010 x3- In Administration office**

Information shared with confidential resources will not be shared with CAofB (including the Title IX Coordinator) or anyone else without express, written permission of the individual seeking services unless required by law or court order.

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<sup>4</sup> In accordance with the California Education Code, CAofB grants victims and witnesses amnesty, when appropriate, for potential CAofB policy violations unless CAofB determines the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating or academic dishonesty.

CAofB will keep confidential the identity of the Complainant, Respondent, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out the Title IX Grievance Process.

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to CAofB's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible. Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

### Supportive Measures

The Title IX Coordinator will provide Supportive Measures as necessary. Supportive Measures are individualized services reasonably available to ensure equal educational access, protect the safety or deter prohibited conduct. Supportive Measures are available, as appropriate, to either or both the Complainant and Respondent and are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party. Examples include counseling, extensions of time or other course-related adjustments, modifications to work or class schedules, campus escort services, restrictions on contact between the Parties, leave of absence, increased security and monitoring of certain areas on campus, and other similar accommodations. The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.

Supportive Measures are individualized and appropriate based on the information gathered by the Title IX Coordinator. The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.

Victims of Sexual Violence will also be provided with written notification about existing counseling, health and/or mental health services, victim advocacy, legal assistance, visa and immigration assistance, safety planning, timely warnings, student financial aid, and other services available to victims within the CAofB and in the community.

Once the Title IX Coordinator receives a report, the Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of Supportive Measures (available with or without filing a Formal Complaint) and explain the process for filing a Formal Complaint and provide a copy of this policy. The Title IX Coordinator will consider the Complainant's wishes with respect to Supportive Measures.

CAofB will keep confidential the identity of the victim of Sexual Violence and any accommodations or Supportive Measures provided, to the extent that maintaining such confidentiality will not impair CAofB's ability to provide the accommodations or Supportive Measures.

### Dismissal of a Formal Complaint

Dismissal of a Formal Complaint may occur under several circumstances. CAofB must dismiss a Formal Complaint if the allegations do not meet the definition of Sexual Harassment, did not occur in CAofB's Education Program or Activity, or did not occur against a person in the United States.

CAofB may dismiss a Formal Complaint if the Complainant informs the Title IX Coordinator, in writing, that he, she, or they withdraw the Formal Complaint or allegations therein; the Respondent is no longer enrolled or employed by CAofB; or if specific circumstances prevent CAofB from gathering sufficient evidence to reach a determination.

If a Formal Complaint is dismissed, the Parties will be provided written notice of the dismissal outlining the reason(s) for dismissal. A dismissal does not preclude action by CAofB under the student Code of Conduct policy (located in the Student Catalog) or employee Sexual Harassment policies (located on Eportal.CAofB.com).

### Grievance Process

Investigation and adjudication of alleged misconduct is not an adversarial process between the Complainant, the Respondent and the witnesses, but rather a process for postsecondary institutions to comply with their obligations under existing law. The Complainant does not have the burden to prove, nor does the Respondent have the burden to disprove, the underlying allegation or allegations of misconduct.

CAofB utilizes a prompt, equitable, and impartial Grievance Process to evaluate Formal Complaints. Title IX personnel (Title IX Coordinator/Deputy, Investigators, Decision-Makers, and individuals who facilitate the Informal Resolution process) will be free from conflicts of interest or bias for or against Complainants or Respondents. Title IX personnel will objectively evaluate all relevant evidence and avoid credibility determinations based on a person's status as a Complainant, Respondent, or witness.

Both Parties will receive an equal opportunity to provide information, witness statements, evidence, and other information that may be necessary to fully evaluate the alleged offense. Both Parties will be afforded equitable rights and access during the Grievance Process. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process.

Generally, the Grievance Process consists of a Formal Complaint, investigation, Live Hearing, determination, Disciplinary Actions, Remedies, and appeal (if applicable). The Grievance Process, barring extenuating circumstances, will conclude within ninety (90) days from the date a Formal Complaint is filed.

### *Advisor*

A party may be accompanied by an Advisor of their choice during the Grievance Process. The Parties may choose Advisors from inside or outside the CAofB community. If the Complainant or Respondent does not have an Advisor present at the Live Hearing, CAofB will select and provide an Advisor, without fee or charge, to conduct a cross-examination of witnesses on behalf of that party. A party may reject a CAofB-appointed Advisor and choose their own Advisor, but they may not proceed without an Advisor. The Complainant and Respondent may not conduct cross-examination.

Choosing an Advisor who is a witness in the Grievance Process creates the potential for bias and conflict of interest. A party that chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the Decision-Maker.

The Parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the Grievance Process. Advisors are expected to advise without disrupting proceedings. For example, advisors should not address CAofB officials in a meeting or interview unless invited to. An Advisor may not make a presentation during any meeting or proceeding and may not speak on behalf of the party to the investigation or other Decision-Maker except during a Live Hearing, during cross-examination. If an Advisor is disruptive or otherwise fails to respect the limits of the Advisor role, the meeting or interview may be ended.

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third Parties, disclosed publicly, or used for purposes not explicitly authorized by CAofB. CAofB may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by CAofB's privacy expectations.

### *Investigation of Formal Complaints*

CAofB will investigate Sexual Harassment (including Sexual Violence) allegations in a Formal Complaint filed by a Complainant or signed by the Title IX Coordinator. The Title IX Coordinator will respect the

Complainant's wishes as to whether CAofB investigates an allegation of Sexual Harassment unless the Title IX Coordinator determines that not investigating would be deliberately indifferent or harmful to the CAofB community. CAofB may consolidate Formal Complaints where the allegations arise out of the same facts.

Upon receipt of a Formal Complaint, a written notice will be sent to the Parties. The Notice of Investigation will include details of the allegations (including identities of the Parties involved, specific section of the policy alleged to have been violated, the conduct that would be considered Sexual Harassment, the date of the incident(s), and the location of the incident(s)); a statement that the Respondent is presumed to be not responsible for the alleged conduct until a determination is made according to CAofB's Grievance Process; a statement that the Parties may have an Advisor of their choice; and a reminder of the expectation of truthfulness including consequences for submitting false information. The Parties will also be provided with separate written notice of any investigative interview, meeting, or hearing. Interview/meeting notices will include the date, time, location, participants, and purpose of the investigative interview or meeting.

Formal Complaints involving employees will also be referred to Human Resources and simultaneously evaluated under employee conduct policies and procedures.

During the investigation, the Title IX Coordinator or his/her designee ("Investigator") will conduct interviews and gather evidence. No unauthorized audio or video recording of any kind is permitted during investigation interviews/meetings. The Parties will be provided an equal opportunity to present facts and expert witnesses or other evidence. The Parties (and their Advisors) will be provided with evidence directly related to the allegations, in electronic format or hardcopy, with at least 10 days for the Parties to inspect, review, and respond to the evidence. The Investigator will consider the responses received from the Parties before issuing the investigative report.

Once the investigation has concluded, the Investigator will draft an investigative report (hardcopy or electronic) that fairly summarizes relevant evidence. The investigative report will be sent to the Parties (and their Advisors) at least ten (10) days prior to a Live Hearing. The Parties may provide a written response to the investigative report.

### *Informal Resolution*

If the Complainant and Respondent voluntarily consent in writing, Formal Complaints can be resolved through Informal Resolution, such as mediation. The Title IX Coordinator will facilitate an appropriate Informal Resolution process depending on the nature of the allegations, the Parties involved, and the overall circumstances. Informal Resolution will be conducted by a facilitator, who may or may not be the Title IX Coordinator. It is not necessary to pursue Informal Resolution first in order to pursue CAofB's Grievance Process. At any time prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and resume the Grievance Process. Informal Resolution is unavailable to resolve allegations that an employee sexually harassed a student.

### *Live Hearing*

If a Formal Complaint is not or cannot be resolved through Informal Resolution, CAofB will conduct a Live Hearing. Live Hearings are facilitated by a designated Decision-Maker, separate from the Title IX Coordinator or Investigator. The Decision-Maker will be selected by the Title IX Coordinator.

Cross-examination during a Live Hearing will be conducted directly, orally, and in real-time by the party's Advisor and not by a party personally. The Decision-Maker will permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain to the party's Advisor asking cross-examination questions any decision to exclude a question as not relevant.

Rape shield protections are applied to Complainants, deeming irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged Sexual Harassment or offered to prove consent.

The Decision-Maker may consider statements made by a party or witness even if the party or witness does not submit to cross-examination at the Live Hearing. A Decision-Maker may consider emails or text exchanges between the parties leading up to the alleged sexual harassment, police reports, Sexual Assault Nurse Examiner documents, medical reports, and other documents. All statements must be relevant to be considered.

The Decision-Maker will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the Live Hearing or refusal to answer cross-examination or other questions.

At the request of either party, CAofB will provide for the entire Live Hearing (including cross-examination) to occur with the Parties located in separate rooms with technology enabling the Parties to see and hear each other. Live Hearings may be conducted with all Parties physically present in the same geographic location or, at CAofB's discretion, any or all Parties, witnesses, and other participants may appear at the Live Hearing virtually. An audio or audiovisual recording, or transcript, of any Live Hearing, will be created and maintained for seven (7) years.

During the Grievance Process, CAofB will not use, rely on or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. CAofB will not access or use a party's medical, psychological, and similar treatment records unless the party provides voluntary, written consent.

#### *Standard of Evidence*

For all Formal Complaints of Sexual Harassment (including where employees are Respondents), CAofB utilizes the preponderance of the evidence standard, which means "more likely than not."

#### *Disciplinary Actions and Remedies*

Disciplinary Actions against the Respondent will not be imposed before completion of CAofB's Grievance Process. Following a determination of responsibility, appropriate corrective action will be taken, and CAofB will take steps to prevent recurrence. Disciplinary Actions taken will be determined on a case-by-case basis. Factors considered when determining Disciplinary Action may include but are not limited to Nature, the severity of, and circumstances surrounding the violation(s); Respondent's disciplinary history; Previous allegations or allegations involving similar conduct; Need for disciplinary action to bring an end/prevent future reoccurrence of the violation; Need for disciplinary action to remedy the effects on the Complainant and CAofB community; Impact on the parties; Any other information deemed relevant by the Decision-Maker.

Disciplinary Action for student-related claims may include but are not limited to, additional training, a restriction on contact, warning, suspension, or termination. Disciplinary Action will be placed in a student's permanent academic file. Any employee determined by CAofB to be responsible for an act of Sexual Harassment will be subject to appropriate Disciplinary Action, up to and including termination. Disciplinary Action will be placed in an employee's permanent personnel file. Employees are also subject to processes and discipline determined by the Human Resources Department. The HR process is separate and apart from the Title IX process and not constrained by the outcome of the Title IX process.

Failure to abide by imposed Disciplinary Actions (whether by refusal, neglect, or any other reason), may result in additional Disciplinary Action, including suspension or termination.

Remedies are provided to a Complainant whenever a Respondent is found responsible. Remedies are implemented by the Title IX Coordinator and may be disciplinary and punitive. Student Remedies are

designed to maintain the Complainant's equal access to education. Remedies will be determined on a case-by-case basis and may include supportive measures.

### *False Allegations and Evidence*

Deliberately false and/or malicious accusations under this policy, as opposed to allegations made in good faith (even if erroneous), are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and Parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under CAofB's Code of Conduct policies.

### *Written Determination*

The Decision-Maker will issue a Written Determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, the rationale for the result as to each allegation, a description of the procedure from Formal Complaint through the Live Hearing, Disciplinary Actions imposed on the Respondent and whether Remedies will be provided to the Complainant. The determination will be sent simultaneously to the Parties along with information on how to file an appeal.

### *Appeal*

Both Parties have the right to appeal a determination regarding responsibility, CAofB's dismissal of a Formal Complaint, or any allegations therein if: (1) procedural irregularity affected the outcome of the matter; (2) there is newly discovered evidence that could affect the outcome of the matter; and/or (3) Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.

An appeal must be submitted in writing to the Title IX Coordinator within ten (10) days of the delivery of the Written Determination.

### Retaliation Prohibited

Both Title IX and the Clery Act provide protections for individuals who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. Retaliation (including intimidation, threats, coercion or discrimination) against an individual for raising an allegation of Sexual Harassment, for cooperating in the Grievance Process is prohibited.

CAofB does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the Title IX Coordinator.

### Training

CAofB ensures that its Title IX personnel have adequate training. The Title IX Coordinator and Investigators are trained on the definition of Sexual Harassment, the scope of CAofB's Education Program or Activity, how to conduct an investigation, CAofB's Grievance Process (including Live Hearings, appeals, and Informal Resolution processes, as applicable) and how to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-Makers are trained on the definition of Sexual Harassment, the Live Hearing process, technology to be used in Live Hearings, and issues of relevance (including how to apply the rape shield protections provided for Complainants). Informal Resolution facilitators are trained in the Informal Resolution process.

Materials used to train Title IX personnel are posted on CAofB's website at <https://CAofB.com>

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act ("VAWA"), CAofB will provide primary prevention and awareness programs to prevent Sexual Assault, Dating Violence, Domestic Violence, and Stalking to incoming students and new employees and generally every year thereafter.

### Bias/Conflict of Interest



To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact Dayna Pattison/ Director of Education at [dayna@caofb.com](mailto:dayna@caofb.com), 714) 897-3010. Concerns of bias or potential conflict of interest by any other Title IX personnel should be raised with the Title IX Coordinator.

### Clery Act Reporting

CAofB administrators will issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to other members of the campus community. CAofB will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. CAofB reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Personally identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence, and Stalking will not be included in any publicly available recordkeeping, including Clery Act Reporting and disclosures such as the ASR.

### Emergency Removal

CAofB can remove a Respondent entirely or partially from the Education Program or Activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical safety of any student or other individual justifies removal. The risk analysis is performed by the Title IX Coordinator in conjunction with the one or both of the current Directors, Dayna Pattison or Cari Eisele.

In cases in which an emergency removal is imposed, the Respondent will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s) but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

CAofB will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include but are not limited to temporarily re-assigning an employee, restricting a student's or employee's access to the campus, allowing a student to withdraw or take grades of incomplete without financial penalty, and authorizing an administrative leave.

### Additional Information

Students and employees may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the Parties. For more information, visit the OCR website at <http://www.hhs.gov/ocr/>. To the extent that an employee or contract worker is not satisfied with CAofB's handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

## Recordkeeping and Privacy

CAofB's records of investigations and resolutions are maintained in privacy for seven years. Information is shared internally between administrators who need to know in order to complete their job duties. When information must be shared to permit the investigation to move forward, the Parties will be informed. Privacy of the records specific to the investigation is maintained in accordance with state law and the federal FERPA statute. Any public release of information needed to comply with the timely warning provisions of the Clery Act will not include the names of Complainant or information that could easily lead to a Complainant's identification. Irrespective of state law or public records access provisions, information about Complainants is maintained privately in accordance with Title IX and FERPA.

## Sexual Violence- Immediate Care and Preservation of Evidence

If a student experiences Sexual Violence, some or all of these safety suggestions may guide them after an incident has occurred:

1. Go to a safe place. If there is any immediate danger, contact emergency services- call 911.
2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.)

**National Domestic Violence Hotline:** 800-799-SAFE

**RAINN** (Rape, Abuse, and Incest National Network): (800) 656-HOPE: online hotline

<http://www.rainn.org>

**Garden Grove Police Department- (714) 741-5704**

3. For safety and well-being, immediate medical attention is encouraged. Further, being examined (through a forensic examination) as soon as possible, ideally within 120 hours, is important in the case of rape or Sexual Violence. Completing a forensic examination does not require someone to file a police report. To find a location near you that performs free forensic examinations, call the National Sexual Assault Hotline at (800) 656-4673. Resources are also available through the Rape Abuse & Incest National Network (RAINN); [www.RAINN.org](http://www.RAINN.org).
- To preserve evidence, it is recommended not to bathe, shower, douche, eat, drink, smoke, brush teeth, urinate, defecate, or change clothes before receiving medical attention. Even if any of these actions were taken, students are still encouraged to have prompt medical care, and evidence may still be recoverable.
  - Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent items that may be used for evidence. It is best to allow police to secure items in evidence containers, but if involved in the transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean bedsheet to avoid contamination.
  - If physical injuries, photograph or have them photographed, with a date stamp on the photo.
  - Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a CAofB policy violation.
  - Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details if time and the ability to do so.

## Prevention and Education

In accordance with the Clery Act and VAWA, CAofB offers a range of campaigns, strategies, and initiatives to promote awareness, education, risk reduction, and prevention in an effort to reduce the frequency of sex or gender-based discrimination, harassment, and violence amongst members of the campus community.

CAofB offers programming to identify and prevent Sexual Assault, Dating Violence, Domestic Violence (including stranger and known offender assaults), and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees and are often conducted prior to new students and during new employee orientation.

Programs and other campaigns offered throughout the year to students and employees include information regarding awareness and primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss CAofB's policies. Programs also offer information on risk reduction that strives to empower individuals who experience these incidents, how to recognize warning signs, and how to avoid potential attacks, and do so without biased approaches.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose and motivates them to intervene as stakeholders in the safety of the CAofB community when others might choose to be bystanders.

09/29/2023

*This Catalog and all of the Policies are subject to change at any time and may be revised during a student's enrollment or as necessary.*

*We thank you for considering our school for your professional training. We are excited to share your passion and look forward to assisting you in any way to meet your beauty industry career goals.*

**Dayna Pattison, Diane Kendall & Cari Eisele**  
**Career Academy of Beauty Owners**