



2021
SCHOOL CATALOG

BRAVADO ACADEMY ✂

Barbering & Cosmetology

190 State Street

174 State Street

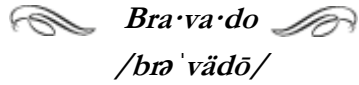
New London, CT. 06320

860-444-7777

www.bravadoacademy.com

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A bold show of confidence; intended to impress or intimidate; Vaunt display of courage or self-assurance; swaggering behavior or conceit.

Our Mission Statement

To produce the most sought-after hair artists in the industry.

Our Philosophy

We are educators, leaders, apprentices, stewards, executives, artists and over achievers. Our camaraderie pushes us above all our competitors. We constantly strive for growth and seek innovative change. We exhibit wholesome social skills and behave in a business-like manner.

Our appearance is dapper, and our skills will always be fruitful.

PROGRAMS

Program Objective:

To prepare the student for an entry-level position in the Barber/cosmetology industry and to acquire the necessary licenses to practice the art of barbering and cosmetology. Entry level positions include but are not limited to shop manager, shop owner, instructor, supervisor, director, or school owner.

Barber Apprenticeship

Our Apprenticeship program is perfect for the unlicensed barber with hands-on life experience in cutting who wish to attend school to prepare for the Ct. State exam to become a professional licensed barber. You will learn the state guidelines, expectations, and practical procedures to successfully pass the state board examination.

(Disclosure- This program is not overseen through the CT. Department of Education. CT. Department of Labor and the CT. Department of Health oversee the Barber Apprenticeship program. Please contact these agencies with questions or concerns regarding the program)

Cosmetology

Students are required to complete 1,500 hours of training as designated by the Connecticut state law. Our course is a complete basic cosmetology program which include haircutting and styling for men as well as state health laws and regulations.

Theory instructions are taught under the Milady Standard Professional Cosmetology textbook.

Barbering

Students are required to complete 1000 hours of training as designated by the Connecticut state law. Our course is a complete basic barbering program which include haircutting and styling for men as well as state health laws and regulations. Theory instructions are taught under the Milady Standard Professional Barbering textbook.

Refresher Courses

Our refresher program is for cosmetologists who would like to reinstate their license. We offer two different cosmetology refresher courses (see page 25). Upon completion of Cosmetology training, you will receive the required number of hours mandated by the State of Connecticut and be eligible to take the State Licensing Exam to become a licensed Cosmetologist once again!

Eyelash Technician Training Instruction by



Classroom Site
174 State Street
New London, Ct. 06320

Students are required to complete 50 hours of training as designated by the Connecticut state law to become a licensed Eyelash Technician. Our course is a complete eyelash extension program which include both fundamentals and core techniques. Our students receive individual attention from skilled instructors in a salon setting.

Theory instructions are taught under the Milady Standard Professional Cosmetology textbook.

Nail Technician Training

Students are required to complete 100 hours of training as designated by the Connecticut state law.

Theory instructions are taught under the Milady Standard Professional Cosmetology textbook.

About Our School

190 State Street
New London, Ct. 06320
860-444-7777

Graduation, licensure or certification, and placement rates

School's most recent Graduation Rate:99%

Schools' most recent Licensure Rate: 97%

Bravado Academy does not guarantee job placement, but may assist in the process

Our school is located on the ground floor of the historical Crocker House Building in New London, CT. Bravado Academy's 1672 square foot metropolitan styled facility features high ceilings, hardwood floors, flat screen TVs, magnificent shoe shine station, nine barber stations and four practice stations which are located in our theory room. We maintain a close-knit environment with a small student/teacher ratio so that we may provide special one on one attention

BRAVADO ACADEMY DOES NOT PROVIDE STUDENT HOUSING.

Approvals, Accreditation & Affiliation

Bravado Academy is approved by Connecticut State Approving Agency/Office of Higher Education to enroll qualified veterans and their dependents to use their GI Bill™ educational benefits. Veterans and their dependents should call 888-GIBILL-1 or use the "Ask A Question" feature on the www.GIBILL.va.gov website to inquire about their application and claim status.

Bravado Academy is approved by:

- **The State of Connecticut Department of Health Services, 410 Capitol Ave. Hartford, CT. 06134 Phone: 860-509-7569**
- **The State of Connecticut Office of Higher Education, 450 Columbus Boulevard, Suite 707 Hartford, CT 06103-1841, Phone: 860-947-1816**
- **Licensed by Ledge Light Health District, 216 Broad Street New London, CT 06320. Phone: 860-448-4882**
- **Bravado Academy is a member of Chamber of Commerce Association**

Non-Discrimination Policy

Bravado Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering programs of study. The school does not allow or tolerate discrimination of any kind, bullying, or harassment. If any student or staff member experiences or witnesses anyone being bullied, or harassed, they are required to report the matter to the school's director either in person, by phone or in writing so appropriate action can be taken.

Faculty Members & Officials

Office Ph.: 860-444-7777

Admission-----Kiesha Murphy----- kmurphy@bravadoacademy.Life
Finance----- Kiesha Murphy----- kmurphy@bravadoacademy.Life
Instructor-----Kiesha Murphy----- kmurphy@bravadoacademy.Life
Instructor -----Hope Lee----- 528hlee@gmail.com
School Director----- Kiesha Murphy----- kmurphy@bravadoacademy.Life
Student Records-----Kiesha Murphy----- kmurphy@bravadoacademy.Life

Tuition and Fees

	Barbering	Barber Apprentice <small>(This program is overseen by the Dept. of Labor)</small>	Cosmetology	135 Hour Refresher	245 Hour Refresher	Eyelash Tech Program	Nail Tech Program
Registration Fee (non-refundable)	\$100.00	\$110.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Tuition	\$7,440.00	\$1,515.00	\$11,175.00	\$1,363.00	\$2,474.00	\$2,440.00	\$2,820.00
Books (non-refundable)	\$400.00	\$75.00	\$605.00	\$73.00	\$148.00	\$60.00	\$80.00
Uniform (non- refundable)	\$60.00	NA	\$60.00	NA	NA	NA	NA
Equipment/Supplies (non-refundable)	\$500.00	NA	\$500.00	NA	NA	\$1,100.00	\$1,100.00
Total Cost	\$8,500.00	\$1,700.00	\$12,440.00	\$1,535.00	\$2,722.00	\$3,700.00	\$4,100.00

The full amount for books, uniform and equipment is required at least two weeks prior to start date and is non-refundable.

Bravado Academy Scholarship

Although Bravado Academy does not have or practice a fee waiver policy, periodically it does award partial tuition scholarships to ALL students enrolling as an incentive to begin training in a particular month's starting class. To qualify and receive credit for this award, the student must maintain a 95% average in academics and 95% in Attendance. The school's criteria for the amount and frequency of its scholarships are solely based on the school's enrollment capacity and are re-evaluated on a month to month basis at the discretion of the School owner.

Payment Methods

Cash, check, or money order

Payment Plans

Full tuition is expected prior to graduation date.

Individualized payment plans and scholarships may be available.

If a scheduled payment is not made within fourteen days of its due date, unless further arrangements are made with administration, the whole unpaid balance shall immediately become due and the student's attendance may be held in abeyance until the balance is paid. The student or guarantor will be responsible for all costs of collection including attorney's fees and court costs.

Registration Fee (\$100 Non-refundable)

A Non-refundable registration fee is payable upon execution of a signed enrollment agreement.
Non-Refundable.

Termination Fee (\$150)

A termination fee of \$150.00 will be charged to any student who is terminated from school prior to completion of course.

Returned Check Fee (\$35.00)

A fee of \$35.00 is charged for any check returned from a financial institution due to in-sufficient funds or for any other reason.

Transcript Fee (\$10.00)

Academic transcripts and/or financial transcripts will be released upon written request by the student and/or institution. Official Academic transcripts and/or student earned hours will be released only upon confirmation that the student does not have an outstanding balance. A fee of \$10.00 may be charged for copies made.

Late Fee (\$25.00)

There may be a late fee charge if tuition payment is not received by the payment due date.

Tuition Refund Adjustment

All refunds due shall be made within thirty days of written notification or without written notification on your part within thirty days from our determination of your last date of verifiable attendance.

Refunds Prior to Instruction

You must notify the School Director if you wish to cancel for any reason within three (3) business days after your enrollment agreement is signed and accepted and prior to beginning classes. All monies paid will be refunded (not including the non-refundable registration fee)

Refunds After Instruction Has Begun

If you cancel, withdraw or are dismissed after you begin classes, but before you complete the program, we shall retain the stated cost of textbooks, student kit and uniform, which you have accepted plus a percentage of the total program tuition as indicated below. Notice of withdrawal may be made in writing but the official date of withdrawal for the purpose of refund shall be the last date of verifiable attendance.

During the first week of the program, we shall retain 10% of the total tuition fee.

During the next three weeks of the program, we shall retain 20% of the total tuition fee.

During the first 25%, but after the fourth week of instruction, we shall retain 45% of the total tuition fee.

During the second 25%, we shall retain 70% of the total tuition fee.

Thereafter, we shall retain 100% of the total tuition fee.

Pro-Rata Refund for VA Students:

Reimbursed tuition and fees are based on the ratio of remaining days of instruction to total days of instruction.

Number of Days of Instruction Remaining

----- x Tuition & Fees Charged = REFUND DUE

Number of Instruction Days in the Course

School Closure Policy

If the school closes permanently after students have enrolled, the school will make arrangements for students to have “a teach” out plan. Students shall receive a pro-rated refund of tuition.

Over Costs

If a student fails to complete the program by the scheduled graduation date, the student will be given an additional 30-day grace period. Hours made up after the grace period will be charged \$10.00 per hour.

The school reserves the right to close for instructor training, legal holidays, or circumstances beyond the school’s control.

Admissions Requirements

NEW CLASSES BEGIN ON THE FIRST MONDAY OF EVERY MONTH

(If the first Monday is a holiday, the class will start the following Monday)

Bravado Academy admits as regular students those that have met the following requirements for enrollment:

- **Complete an Applicant Profile form:** Complete and submit the application form to the school prior to registration. Forms may be obtained by requesting them from Bravado Academy.
- **Submit a registration Fee (\$100.00).** Non-Refundable. No action will be taken on admission until the fee is received. Fee must be submitted in the form of cash, check, or money order, payable to Bravado Academy. The fee is not included in the cost of tuition and is non- refundable.
- **Personal Interview:** Applicant must complete a personal interview with the admissions team prior to registration. The applicant shall receive and review the school catalog and be given a tour of the facility.
- **Proof of Identification**
 - Copy of Social Security Card
 - If you have HSD from a foreign country, you must submit notarized translation and copy of the original of your HSD
 - If you changed your maiden name, you must submit copy of Marriage Certificate
 - Proof of address
 - Photo Identification
 - Birth Certificate
 - Passport
 - Green Card (both sides)
- **Required Prior Education**
 - High School Diploma (HSD) or General Equivalency Diploma (GED) or proof of completing the ninth grade.

Reentry Students will be accepted provided:

- Outstanding tuition, fees and overtime expenses are paid in advance or the student has made satisfactory arrangements with the school director.

- Previous tuition payments will be credited to the student's balance
- Reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.
- Pay the \$100.00 non-refundable registration fee

Transfer Students will be accepted provided:

- The above admissions requirements are completed
- An official transcript of hours earned from the previous school is received and does not exceed 5 years prior to the date of application for admission to Bravado Academy.
- Transfer hours for the Nail technology, Esthetics or Makeup Artistry programs are not accepted.
- A transfer student must attend a minimum of 250 hours at Bravado Academy
- Student was not terminated from the previous school due to drug/ alcohol and/or unprofessional conduct

Graduation Requirements

- Completion of 1000 hours for Barber Program
- Completion of 1500 hours for Cosmetology Program
- Completion of 150 hours for Barber Apprenticeship (*you must also complete 1,850 hours of on the job training at a registered barbershop*)
- Completion of 245 or 135 for refresher courses- *see guidelines on pg. 28*
- Completion of at least 50 services for Barber & Cosmetology program
- GPA of 75%
- Satisfied all financial obligations

Upon graduating, the student will receive the following:

- Diploma
- An "Affidavit of Hours" will be sent directly to the CT Dept. of Health
- The student is responsible for the following
 - Prometric state board registration- registration fee is \$65.00
 - Application for license- license fee is \$100.00

NOTE: NEW GRADUATE APPLICANTS:

All new applicants **MUST** register online to complete and submit their application at:

<https://www.elicense.ct.gov>

Select the "Register" link to create a new account. Follow the prompts. You will need to enter a valid email address and answer three (3) security questions. Please answer all questions on the application, if the question(s) do not apply to you, please enter non-applicable or N/A. Missing information will delay the processing of your application for licensure.

Forms of payment that will be accepted are MasterCard, Visa, American Express and Discover Credit Cards. No other forms of payment will be processed.

Please allow ten (10) business days for processing. Once your requirements are met, and we received all required documents, you will receive an email with your license number. This license number is unique to you and will always be your professional license number. Your license will be mailed to you via the U.S. Postal Service by the third week of the following month after approval.

For other important information regarding your license, please visit www.ct.gov/dph/license and select the profession for which you are interested. Be sure to register at our site with Prometric to take your written exam and your school will send to us your Affidavit of Hours requirement form.

Thank you for using our online process. Should you have questions, please email this office at dph.hairdresserteam@ct.gov

(the above \$65 state board fee and the \$100 license fee are not included in the student tuition. These fees are the student's responsibility)

In the event a student has completed all required clock hours, maintained a GPA of 75% or above and has even passed the CT State board, the school will *not* issue a Diploma or required documents for the State of CT to issue a professional license until all financial obligations have been met.

Disclaimer: although the school may assist in job search, we do not guarantee job placement. The State of Ct. Department of Health reserves the right to refuse licensing based on criminal background. Employers also reserve the right to refuse licensing based on criminal background.

Satisfactory Academic Progress Policy (SAP)

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

*Bravado Academy is not an accredited school; therefore, it is not approved for Title IV by the USDOE

Evaluation Periods:

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology: 450, 900, 1200, 1350 (scheduled) hours

Barbering: 450, 900 (scheduled) hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program.

Attendance Progress Evaluations:

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame:

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

Maximum Time Allowed Program

Program	Weeks	Scheduled Hours
Cosmetology-1500 hours		
Full time (28 hrs./wk.)	57	1995
Part time (20 hrs./wk.)	99.75	1995
Barbering- 1000 hours		
Full time (28 hrs./wk.)	38	1330
Part time (20 hrs./wk.)	66.5	1330

The maximum time allowed for transfers students who need less than the full course requirements or part-time students will be determined based on 75% of scheduled hours.

Academic Progress Evaluations:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and minimum number of practical experiences. Academic learning is evaluated after each unit of study. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation.

At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical's are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated.

Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

GRADING SYSTEM

Must maintain a 75% GPA

Academics

4 = 100 = Excellent
3 = 94 – 99 = Very Good
2 = 84 - 93 = Good
1 = 75 – 83 = Satisfactory
0 = 74 and below = Unsatisfactory / Failing

Practical/ Lab

Pass (1 pt) = 100 = Excellent / Salon Quality
Fail (0 pt) = 74 and below = Unsatisfactory/ Failing

Determination of Progress:

Students meeting the minimum requirements for academics (75%) and attendance (75%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory academic progress determination at the time of each of the evaluations.

Academic counseling sessions with students are provided ongoing as needed.

Warning:

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

Probation:

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. Students place on an academic plan must be able to meet requirements set forth in academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and may be subject to expulsion.

Barber Student Kit



- Milady Standard Textbook of Professional Barber
 - Milady Professional Barber-Styling Workbook
 - U Online licensing preparation
-

- Styling comb narrow ruled
- Barber comb 7 -1/2" thin tapering
- Rattail comb fine teeth
- Barber 7" shear kit
- Club brush
- Clipper cleaning brush
- Clubman powder
- Mirror
- Bearded 20" manikin
- Men's grooming kit
- Neck strips
- Dispenser - black
- Barber case
- Stand-up neck duster
- Striped barber cape
- Clipper
- Outliner
- Spray bottle
- Clipper comb - white
- Clipper comb - black
- Clipper oil

Note: your kit may be subject to change for equal or greater value without notice. Students are recommended to check all tools and implements once they receive kit to make sure everything is functional. Bravado Academy is not responsible for any damages after the kit is released to the student.

Barbering Curriculum

Content Area	Classroom Hours	Clinical Hours
Sanitation and Hygiene	15	20
Anatomy and Physiology	15	0
Chemical Procedures	30	100
Hair Care and Treatment	10	50
Skin Care/Facials and Manicuring	15	30
Hair Cutting (20), Styling (10) and Shaving (20)	50	640
Business and Professional Relations	10	10
State Laws for Barbers and EEOC Guidelines	5	0
Total	150	850

(Theory hours may be in any combination of online, hybrid, and/or residential)

I. Sanitation and Hygiene

A. Hygiene and good grooming

1. Personal hygiene
2. Good grooming

B. Sanitation Procedures

1. Definition
2. Importance
3. Methods of sanitation
4. Related chemistry

C. Universal Precautions/Infection Control

1. Blood Borne Pathogens
2. Infectious Diseases (e.g., HIV, Hepatitis C)

II. Anatomy and Physiology

A. Properties and disorders of the skin

1. Structure, composition and function
2. Blood supply, nerves and muscle function

3. Growth and regeneration
4. Conditions, diseases and disorders
5. Irregularities

B. Properties and disorders of the hair and scalp

1. Structure, composition and function
2. Blood supply, nerves and muscle function
3. Growth and regeneration
4. Color, texture, elasticity, density and porosity
5. Conditions, diseases and disorders
6. Analysis
7. Irregularities

III. Chemical Procedures

A. Hair Coloring and Lightening

1. Purpose and results
2. Materials, Implements and supplies
3. Classifications
4. Scalp and hair analysis
5. Safety measures
6. Procedures
7. Corrective measures
8. Fillers
9. Removal of artificial color
10. Special effects
11. Related chemistry

B. Chemical Waving

1. Purpose and results
2. Materials, implements and supplies
3. Scalp and hair analysis
4. Classifications (types) of products
5. Safety measures
6. Procedures
7. Corrective measures
8. Special effects
9. Special hair problems
10. Related chemistry

C. Chemical Hair Relaxing

1. Purpose and results
2. Materials, implements and supplies

3. Scalp and hair analysis
4. Classifications (types) of products

6. Procedures
7. Special hair problems
8. Related chemistry

IV. Hair Care and Treatment

A. Shampoos and Rinses

1. Purpose and results
2. Materials and supplies
3. Types of shampoos/rinses
4. Procedures
5. Related chemistry

B. Scalp and Hair Care

1. Purpose and results
2. Materials and supplies
3. Massage
4. Procedures
5. Safety measures
6. Related chemistry

V. Skin Care/Facials and Manicuring

A. Skin Care/Facials

1. Purposes and effect of massage movements
2. Implements and supplies
3. Function of nerves and muscles
4. Procedure in giving a plain facial
5. Special problems

B. Manicuring

1. Purpose and results
2. Preparation
3. Equipment, implements and supplies
4. Procedures

VI. Hair Cutting, Styling and Shaving

A. Hair Cutting

1. Purpose and results
2. Materials, implements and supplies
3. Use of implements
4. Haircutting theory
5. Techniques, designing and procedures
 - a. Traditional barber styles (fine taper)
 - b. Contemporary styles
6. Safety measures

B. Hair Styling/Care and Care/Styling of Wigs

1. Purpose and results
2. Materials, implements and supplies
3. Use of implements
4. Finishing techniques
5. Thermal Techniques
 - a. Hair and scalp analysis
 - b. Materials, implements and supplies
 - c. Hair pressing
 - d. Thermal curling
 - e. Thermal waving

6. Care and Styling of Wigs

- a. Types of Wigs
- b. Cleaning and conditioning
- c. Fitting and adjusting
- d. Styling

7. Safety measures

C. Shaving

1. General precautions and safety precautions of shaving
2. Standard shaving positions and strokes
3. Fundamentals of shaving the head, neck and face
4. Beard and mustache grooming

VII. Business and Professional Relations

A. Professional attitude/ethics and salesmanship

1. Personality
2. Salesmanship
3. Patron relations
4. Telephone techniques

B. Salon management

1. Business practices
2. Employer-employee relations
3. Salon development
4. Professional ethics
5. Public relations

C. Safety Measures/Client protection

1. Pertaining to shop patrons
2. Pertaining to shop operators
3. Equipment
4. Materials
5. Precautions relative to various services including hair straightening
6. Precautions for electrical devices

VIII. State laws and rules and regulations concerning barbering and Equal Employment Opportunity Commission guidelines for employment

Cosmetology Student Kit

Milady Standard Cosmetology Theory Workbook
Milady Cosmetology Practical Workbook
Milady Cosmetology Exam Review
Milady Study Guide: The Essential Companion
Milady Cosmetology Student CD
Milady Online Licensing Preparation

Jade manikin
Tina ethnic manikin
Marcel 3/4" iron
Blow dryer
Ceramic brush set
Butterfly clamp
Cutting carbon comb
1" flat iron
Mirror
Mani kit
Nylon cape
Super grip clips
Pin rattail comb
Vinyl shampoo cape
Shear and razor kit
Detangling brush
Tease comb
Timer
Tool case
Fluff comb
Styling comb
Cosmetic brush set
Spray bottle



Note: your kit may be subject to change for equal or greater value without notice.

Students are recommended to check all tools and implements once they receive kit to make sure everything is functional. Bravado Academy is not responsible for any damages after the kit is released to the student.

Cosmetology Curriculum

Content Area	Classroom Hours	Clinical Hours
Sanitation and Hygiene	15	20
Anatomy and Physiology	15	0
Chemical Procedures	30	200
Hair Care and Treatment	20	200
Skin Care, Facials, Make-up & Manicuring	30	120
Hair Shaping, Styling & Shaving	75	750
Business and Professional Relations	10	10
State Laws for Hairdressers and EEOC Guidelines	5	0
Total	200	1,300

(Theory hours may be in any combination of online, hybrid, and/or residential)

I. Sanitation and Hygiene

A. Hygiene and good grooming

1. Personal hygiene
2. Good grooming

B. Sanitation procedures

1. Definition
2. Importance
3. Methods of sanitation
4. Related chemistry

C. Universal Precautions/Infection Control

1. Blood Borne Pathogens
2. Infectious Diseases (e.g., HIV, Hepatitis C)

II. Anatomy and Physiology

A. Properties and Disorders of the Skin

1. Structure, composition and function
2. Blood supply, nerves and muscle function
3. Growth and regeneration
4. Conditions, disorders and diseases
5. Irregularities

B. Properties and Disorders of the Hair and Scalp

1. Structure, composition and function
2. Blood supply, nerves and muscle function
3. Growth and regeneration
4. Color, texture, elasticity and porosity
5. Conditions, disorders and diseases
6. Analysis
7. Irregularities

C. Nails

1. Structure, composition and function
2. Growth and regeneration
3. Conditions, disorders and diseases
4. Irregularities

III. Chemical Procedures

A. Hair Coloring and Lightening

1. Purpose and results
2. Materials, implements and supplies
3. Classifications
4. Safety measures
5. Procedures
6. Scalp and hair analysis
 - a. Hair porosity
 - b. Hair texture
 - c. Hair elasticity
 - d. Hair density
 - e. Hair length
7. Corrective measures
8. Fillers
9. Removal of artificial color
10. Special effects
11. Related chemistry

B. Chemical Waving

1. Purpose and results
2. Materials, implements and supplies
3. Scalp and hair analysis

- a. Hair porosity
- b. Hair texture
- c. Hair elasticity
- d. Hair density
- e. Hair length

4. Classifications (types) of products
5. Safety measures
6. Procedures
7. Corrective measures
8. Special effects
9. Special hair problems
10. Related chemistry

C. Chemical Hair Relaxing

1. Purpose and results
2. Material, implements and supplies
3. Scalp and hair analysis

- f. Hair porosity
- g. Hair texture
- h. Hair elasticity
- i. Hair density
- j. Hair length

4. Classifications (types) of products
5. Safety measures
6. Procedures
7. Special hair problems
8. Related chemistry

IV. Hair Care and Treatment

A. Shampoos and Rinses

1. Purpose and results
2. Materials, implements and supplies
3. Types
4. Procedures
5. Safety measures
6. Related chemistry

B. Scalp and Hair Care

1. Purpose and results
2. Materials, implements and supplies
3. Procedures
4. Safety measures
5. Related chemistry

V. Skin Care, Facials, Make-up and Manicuring

A. Skin Care, Facials and Make-up

1. Purpose and results
2. Materials, implements and supplies
3. Function of nerves and muscles
4. Procedures
5. Facial cosmetics
6. Special problems
7. Eyebrow arching
8. Lash and brow tinting
9. Safety measures
10. Related chemistry

B. Manicuring and Pedicuring

1. Purpose and results
2. Preparation
3. Materials, implements and supplies
4. Types
5. Procedures
6. Safety measures
7. Related chemistry

VI. Hair Shaping, Styling and Shaving

A. Hair Shaping

1. Purpose and results
2. Materials, implements and supplies
3. Procedures
4. Designing and techniques
 - a. Traditional barber styles (fine taper)
 - b. Contemporary styles
5. Safety measures

B. Hair Styling

1. Purpose and results
2. Materials, implements and supplies
3. Techniques
 - a. Finger waving and shaping
 - b. Curl formation
 - c. Pin curls
 - d. Rollers
 - e. Comb-out techniques
4. Safety measures

C. Thermal Techniques

1. Hair and scalp analysis
2. Materials, supplies and implements
3. Hair pressing
4. Thermal curling
5. Thermal and waving
6. Safety measures

D. Care and Styling of Wigs

1. Types of Wigs
2. Cleaning and conditioning
3. Fitting and adjusting
4. Styling
5. Safety measures

E. Shaving

1. Beard and mustache grooming

VII. Business and Professional Relations

A. Professional attitude/ethics and salesmanship

1. Personality
2. Salesmanship
3. Patron relations
4. Telephone techniques

B. Salon management

1. Business practices
2. Employer-employee relations

3. Salon development
4. Professional ethics
5. Public relations

C. Safety Measures/Client protection

1. Pertaining to shop patrons
2. Pertaining to shop operators
3. Equipment
4. Materials
5. Precautions relative to various services including hair straightening
6. Precautions for electrical devices

VIII. State laws and rules and regulations concerning Cosmetology and Equal Employment opportunity commission guidelines for employment

Refresher Courses

Refresher Program one (135 hours)

For applicants who have not actively practiced as a hairdresser within Connecticut or any other state, within the two (2) to eight (8) year period

Tuition: \$1,363.50

Registration: \$100.00

Mannequin & tripod: \$73

TOTAL-\$1,536.50

Refresher Program two (245 hours)

For applicants who have not actively practiced as a hairdresser within Connecticut or any other state, within the eight (8) year period

Tuition: \$2,474.50

Registration: \$100.00

Books & mannequin: \$148.00

TOTAL- \$2,722.50

(Theory hours may be in any combination of online, hybrid, and/or residential)

Each program will review the following topics:

- Shampooing
- Hair cutting
- Scalp and hair conditioning
- Hair design and shaping
- Chemical relaxing and perming
- Hair coloring
- State exam review

Supplies needed:

- Online Practice exam book
- Milady Theory Workbook
- Long Haired Mannequin
- Mannequin tripod-
- Scissors
- Flat iron
- Blow dryer with nozzle
- Paddle brush
- Round brushes

Barber Apprenticeship Program

(Disclosure- This program is not overseen through the CT. Department of Education. CT. Department of Labor and the CT. Department of Health oversee the Barber Apprenticeship program. Please contact these agencies with questions or concerns regarding the program)

**Prerequisite: completed 1850 hrs. on the Job Training-
{ can be done at any participating barbershop }**

Tuition: \$1515.00

Registration: \$110.00

Books: \$75

TOTAL-\$1,700.00

Content Area	Classroom Hours
Sanitation and Hygiene	15
Anatomy and Physiology	15
Chemical Procedures	30
Hair Care and Treatment	10
Skin Care/Facials and Manicuring	15
Hair Cutting (20), Styling (10) and Shaving (20)	50
Business and Professional Relations	10
State Laws for Barbers and EEOC Guidelines	5
Total	150

Sanitation and Hygiene

A. Hygiene and good grooming

1. Personal hygiene
2. Good grooming

B. Sanitation Procedures

1. Definition
2. Importance
3. Methods of sanitation
4. Related chemistry

C. Universal Precautions/Infection Control

1. Blood Borne Pathogens
2. Infectious Diseases (e.g., HIV, Hepatitis C)

II. Anatomy and Physiology

A. Properties and disorders of the skin

1. Structure, composition and function
2. Blood supply, nerves and muscle function
3. Growth and regeneration
4. Conditions, diseases and disorders
5. Irregularities

B. Properties and disorders of the hair and scalp

1. Structure, composition and function
2. Blood supply, nerves and muscle function
3. Growth and regeneration
4. Color, texture, elasticity, density and porosity
5. Conditions, diseases and disorders
6. Analysis
7. Irregularities

III. Chemical Procedures

A. Hair Coloring and Lightening

1. Purpose and results
2. Materials, Implements and supplies
3. Classifications
4. Scalp and hair analysis
5. Safety measures
6. Procedures
7. Corrective measures
8. Fillers
9. Removal of artificial color
10. Special effects
11. Related chemistry

B. Chemical Waving

1. Purpose and results
2. Materials, implements and supplies
3. Scalp and hair analysis
4. Classifications (types) of products
5. Safety measures

6. Procedures
7. Corrective measures
8. Special effects
9. Special hair problems
10. Related chemistry

C. Chemical Hair Relaxing

1. Purpose and results
2. Materials, implements and supplies
3. Scalp and hair analysis
4. Classifications (types) of products
5. Safety measures
6. Procedures
7. Special hair problems
8. Related chemistry

IV. Hair Care and Treatment

A. Shampoos and Rinses

1. Purpose and results
2. Materials and supplies
3. Types of shampoos/rinses
4. Procedures
5. Related chemistry

B. Scalp and Hair Care

1. Purpose and results
2. Materials and supplies
3. Massage
4. Procedures
5. Safety measures
6. Related chemistry

V. Skin Care/Facials and Manicuring

A. Skin Care/Facials

1. Purposes and effect of massage movements
2. Implements and supplies
3. Function of nerves and muscles
4. Procedure in giving a plain facial
5. Special problems

B. Manicuring

1. Purpose and results
2. Preparation
3. Equipment, implements and supplies
4. Procedures

VI. Hair Cutting, Styling and Shaving

A. Hair Cutting

1. Purpose and results
2. Materials, implements and supplies
3. Use of implements
4. Haircutting theory
5. Techniques, designing and procedures
 - a. Traditional barber styles (fine taper)
 - b. Contemporary styles
6. Safety measures

B. Hair Styling/Care and Care/Styling of Wigs

1. Purpose and results
2. Materials, implements and supplies
3. Use of implements
4. Finishing techniques
5. Thermal Techniques
 - a. Hair and scalp analysis
 - b. Materials, implements and supplies
 - c. Hair pressing
 - d. Thermal curling
 - e. Thermal waving

6. Care and Styling of Wigs

- a. Types of Wigs
- b. Cleaning and conditioning
- c. Fitting and adjusting
- d. Styling

7. Safety measures

C. Shaving

1. General precautions and safety precautions of shaving

2. Standard shaving positions and strokes
3. Fundamentals of shaving the head, neck and face
4. Beard and mustache grooming

VII. Business and Professional Relations

A. Professional attitude/ethics and salesmanship

1. Personality
2. Salesmanship
3. Patron relations
4. Telephone techniques

B. Salon management

1. Business practices
2. Employer-employee relations
3. Salon development
4. Professional ethics
5. Public relations

C. Safety Measures/Client protection

1. Pertaining to shop patrons
2. Pertaining to shop operators
3. Equipment
4. Materials
5. Precautions relative to various services including hair straightening
6. Precautions for electrical devices

VIII. State laws and rules and regulations concerning barbering and Equal Employment Opportunity Commission guidelines for employment

Eyelash Technician Training



The total curriculum is 50 hours of instruction. The first 25 hours is devoted to instruction in the theoretical aspects of all content areas. The remaining 25 hours are devoted to supervised practice integrated with ongoing theoretical and practical instruction.

Content Area	Hours
Eye and Eyelash Anatomy and Physiology	2
Eye and Eyelid Diseases and Disorders of the Eye	2
Cosmetic chemistry Ingredients and Product Knowledge	2
Sterilization, Sanitation and Bacteriology	2
Management, Laws, Communication and Ethics	2
Eye & Eyelash	2
Application of False Eyelash and Sales Product Knowledge	2
Lash Lifts Lash Tints, Lash Perms, Applications and Chemistry	5
Classic, Volume, Stacking, Hybrid Lash Application	5
Clinical Evolution of client, Record Keeping, and Treatment	1
Procedure & Clinic Hours	25
TOTAL	50

(Theory hours may be in any combination of online, hybrid, and/or residential)

Eyelash Technology - Academic Program

Week I: Orientation, History + Opportunities, Professional Image, Life Skill, Communication, Infection Control. Anatomy + Physiology

Week II: Eye and Eyelash Diseases + Disorders, Lash Lift Lash Tints, Lash Per, Volume, Stacking, Salon Business, Business Planning, Clinic

Week III: Clinical Toxicology of Lash Products and Adhesive's, Lash Enhancements, Seeking Employment, Resume

Week IV: Client theory, Creative Touch, Clinic

Week IV: State Laws Ethics', practices, surrounding Eyelash, On the Job, Portfolio Development, Final Exams

An 80% average in attendance and academics must be maintained for a Diploma.

Lash Student Kit

- 1 Lavish Lashes Roll-Up Bag
- 1 Case of Bold Minks Sample Case
- .15 Thickness, Light Brown (Classic Curl 11mm)
- .15 Thickness, Black, Mixed Length (Glamour Curl 8mm, 9mm, 10mm, 11mm, 12mm, 13mm, 14mm, 15mm)
- .15 Thickness, Black, Lower Lashes (Classic Curl 6mm, 7mm)
- 1 Salinaax Eyewash Irrigation Solution
- 1 Lavish Lashes Contact Lenses Case
- 1 Lavish Lashes Lash and Brow Cleanser (1 fl. oz)
- 1 Lavish Lashes Gel Pen
- 1 Lavish Lashes Mini Pocket Mirror
- 1 Lavish Lashes Compact Capped Lash Brush/Comb
- 1 pack of Lavish Lashes Sugar Free Wintergreen Mints
- 1 Lavish Lashes Hand Sanitizer (0.5 oz)
- 1 3M Surgical Tape
- 1 Dynarex Gentle Tape
- 1 3M Silicone Tape
- 1 pack of Lavish Lashes Anti-Wrinkle Fiberless Gel Patches w/ Aloe Vera (1 application, 2 eye patches)
- 1 Lavish Lashes Perfect Form Lash & Lid Patches Rosehip Gel Formula (1 application, 2 eye patches, 1 for upper eye+1 for lower eye)
- 1 Lavish Lashes Perfect Form 2 Lash and Lid Patches Aloe Gel Formula (2 applications, 4 eye patches)
- 1 Lavish Lashes Perfect Form Upper Eyelid Patches Aloe Gel Formula (2 applications, 4 eye patches)
- 1 Lavish Lashes Disposable Applicator Variety Pack (50 ct.)
- 1 Lavish Lashes Tweezer Sleeve (Clean/Dirty Pouch)
- 1 Lavish Lashes SwipePoint™ Straight Tweezer (SWP-ST-12) + 1 Disposable Tip
- 1 Lavish Lashes Curved Tweezer (LL-CU-14)
- 1 Lavish Lashes Glass Curved Lash & Adhesive Platform *NEW
- 1 Lavish Lashes Mini Curved Scissors
- 3 Disposable Adhesive Ring Cups (Small Cup, Large Cup, & Dual Ring Cup)
- 1 Lavish Lashes Elite Bond (3 ml)
- 1 Lavish Lashes Pro Adhesive Remover (5 ml)
- 1 Lavish Lashes Lash Tray Replacement Backing Card

Nail Technician Program

The total curriculum is 100 hours of instruction. The first 50 hours are devoted to instruction in the theoretical aspects of all content areas. The remaining 50 hours are devoted to supervised practice integrated with ongoing theoretical and practical instruction.

MINIMUM REQUIRED HOURS OF INSTRUCTION

Content Area	Hours
Anatomy and Physiology	5
Diseases and Disorders of the Skin + Nails	5
Cosmetic chemistry Ingredients and Product Knowledge	5
Sterilization, Sanitation and Bacteriology	5
Management, Laws, Communication and Ethics	5
Massage, Paraffin Wax application	5
Application of Manicure, Pedicures and Sales Product Knowledge	5
Electricity and Nail Technology Equipment	5
Application of Artificial Nail Enhancements	10
Clinical Practice, Record Keeping, and Treatment	
Procedures & Clinic Hours	50
TOTAL	100

(Theory hours may be in any combination of online, hybrid, and/or residential)

Nail Technology - Academic Program

Week I: Orientation, History + Opportunities, Professional Image, Life Skill, Communication

Week II: Infection Control, Anatomy + Physiology

Week III: Skin structure, Nail Structure + Growth, Nail Diseases + Disorders

Week IV: Manicuring, Pedi curing Salon Business, Business Planning, Clinic

Week V: Basics of Chemistry, Nail Product Chemistry, Tips-Wraps-No Lite Gel

Week VI: Acrylic Nail Enhancements, Seeking Employment, Resume

Week VII: UV Gels, Creative Touch, Clinic

Week VIII: Basics of Electricity, Electric Filing, On the Job, Portfolio Development, Final Exams

An 80% average in attendance and academics must be maintained for a Diploma.

Nail Student Kit

Includes:

4 oz. anti-septic
100 conclusive French tips
100 sleek natural tips
100express natural tips
5 grams Zip Bond
5 oz. Pre-prime
5 oz. Primex bonder
4 oz. advanced monomer
40 grams pink powder
40 grams white powder
40 grams natural powder
40 grams crystal powder
Conclusive brush
Nail forms
Dampen dish
4 grams each of - 8 colored acrylic
powders and 8 colored gels
5 oz. acrylic sealer
5 oz. cuticle oil
Miracle Shiner
Finisher
100, 150 and 240 grit files
Tip cutter
Fingernail clipper
5 oz. base gel
5 oz. top gel

#4 gel brush
50 ct. clear form
4 oz. gel cleanser
Silk scissor
25 oz. quick filler powder
2 grams X-p press thin glue tube
20 grams Gel Me Now
Silk wraps
7.2 oz. nail glue dryer
5 oz. base coat
5 oz. topcoat
5 oz. red polish
5 oz. French White polish
5 oz. French pink polish
5 oz. cuticle softener
½ jaw cuticle nipper
Cuticle pusher
Oust eater
Toe separator
Pedicure file
5 orangewood sticks
Finger bowl
1 oz. anti -bacterial hand lotion
1 oz. hand sanitizer
1 oz. hand scrub
1 oz. hand mask

School Hours

The school reserves the right to close for instructor training, legal holidays, or circumstances beyond the school's control.

Cosmetology & Barbering Training Hours

Monday–Friday 9:00am-4:00pm

Student arrival times

Class begins promptly at 9:00 am
Entry will not be allowed after 9:15

Eyelash Training Hours

Option One: Sunday & Monday 5:00pm - 9:00pm (4.5 weeks)

Option Two: Wednesday & Fridays 9:00am - 3:00pm (4.5 weeks)

Option Three: Saturdays 10:00am -4:00pm (8.5 weeks)

Calendar of Holidays for School Year

We are closed on the following breaks and legal holidays:

Memorial Day
Independence Day July 4
Labor Day
Thanksgiving Day
December 24th
December 25th
New Year's Eve
New Year's Day

Inclement Weather School Cancellation

WE FOLLOW NEW LONDON SCHOOL CLOSINGS

WTHN Channel 8 News
WFSB Channel 3 News
WFSB also has a free phone app for your convenience.

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 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. Student who withdraw from the program are required to gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of Bravado Academy. Students wishing to withdraw and transfer to another institution must attend an exit interview and pay all monies owed the school or made satisfactory arrangements for debts as approved by the School. An Official Transcript of Hours will be issued to students who withdraw prior to program completion when the student has successfully completed all the above requirements.

Leave of absence forms can be obtained online @www.bravadoacademy.com under the "Members Only" tab

Appeal Procedure:

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 10 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed.

Incompletes, Repetitions and Noncredit, Remedial Courses:

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

Transfer hours:

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

Student Conduct & School Policies

Violation of any of the following policies may result in suspension or expulsion

Insubordination

The act of willfully disobeying a superior, by being disrespectful to that superior, or by refusing to follow an instruction given by that superior. The act of insubordination may result in suspension or expulsion.

Time Clock

Every student receives a timecard. There is a \$17.00 replacement fee for lost timecards. Students **MUST** clock in and out every day in order to receive credit for hours.

Non-Payment

Students may be suspended after failing to pay tuition installment within five days of payment date. A student may be expelled after failure to pay tuition within fourteen days of payment date. Expulsion may not be the sole remedy for non-payment. Bravado Academy reserves the right to exercise legal action.

Weapons

The term “weapons” shall include; any loaded or unloaded firearm, any knife, any martial arts device or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm.

- suspension or expulsion
- police notification

Hate Crime

A Hate Crime is an intentional, deliberate, and methodically charged crime executed in order to cause harm or damage with regard to a specific victim chosen as a result of prejudice, racism, bias, and unlawful resentment.

- Suspension
- Police notification

Drugs and Alcohol

We have a vital interest in maintaining an environment which promotes the health, welfare, and safety of our students. Being under the influence of drugs or alcohol poses unnecessary and unacceptable safety and health risks not only to the user but to all those that work with him or her. The school has enacted and will carry out reasonable measures for ensuring a drug-free and alcohol-free environment. The possession, transfer, manufacture, distribution, sale or use of drugs and alcoholic beverages is not tolerated. No student or visitor shall use or have in his or her possession such contraband on school property or jobsites. Additionally, no student shall be in attendance under the influence of alcohol or drugs. Any student violating this policy will be subject to disciplinary action.

Damages

The student agrees to reimburse the school for any damages to any equipment or property of the school resulting from negligence. The school is not responsible for loss or destruction of personal property

Theft

The student may not take another person's property without that person's permission or consent with the intent to deprive the rightful owner of it.

Vandalism

The student may not deliberately, mischievously, or maliciously destroy or damage property of the school or the property of another student.

Threat

The student may not make declaration of an intention to inflict punishment or injury.

Dress Code

Student must come to class well groomed. Sweatpants, Jeans, shorts, sweatshirts, ripped pants or tights, saggy pants or shirts exposing your mid drift is not allowed.

You will be sent home if you are out of uniform.

Students must wear

- black bottoms
- black socks
- black shoes
- Bravado Academy shirt

Kit Policy

Your kit must be readily available for use every day that you are in attendance.

The school assumes no responsibility for items lost, stolen or damaged.

Register

All clients must be cashed out through the register. Please do not remove any money from the drawer without written consent from management.

Cell Phones

Please do not use your cell phone on the cutting floor or in class. You may keep them in the break room or on silent mode.

Cleaning Schedule

In order to maintain optimum cleanliness everyone must contribute to keeping the school clean. There is a cleaning checklist posted in the classroom. Please contribute to your fair share of cleaning and initial beside the tasks you have completed.

Computer/Internet

The computers are not for personal use, especially for printing purposes. Computers are only used for practice exams

Eating

There is no eating anywhere on the cutting floor. *Every student will have a blocked off lunch period.

Keep Your Work-Station Clean

- You must sweep after each client
- Clean your mirror and your chair base every night
- Wash your chemical bowls and bottles after each use
- Combs and brushes must stay sanitized

Language/ Conversation

Conversation containing vulgarity, profanity or sexual context is prohibited.

Smoking

Smoking anywhere in the school is prohibited at all times. In addition, there is no smoking in the front of the building. Smoking area is in the back courtyard. Please instruct your guests.

Soliciting

The Solicitation by outside vendors in the school or on the phone is prohibited. Solicitation by a student is also prohibited.

Products

All products used must be professional and approved by the school.

Parking Passes

State Street has a two-hour parking limit. We suggest that students **do not** park on the street. We recommend that you purchase a parking pass for the municipal parking lot for \$5.00 a month. Although Bravado Academy will assist you with obtaining a parking pass, students are solely responsible for making payments directly to Lazparking.

Attendance

A student accumulating seven (7) or more unexcused absences in three (3) month period may be subject to expulsion.

It is vital to the school for all students to have reliable attendance. Absenteeism and tardiness negatively impact our ability to effectively provide optimum services to the student. In addition, we often have guest artists or guest speakers, therefore it is imperative that you notify the school before class begins if you are going be late for class or not attending.

Excused Absences include:

- **Student Illness:**
Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school.
- **Medical Appointment**
- **Death in Family**
- **Subpoena**
- **Religious Holiday**
- **Absences due to illness of immediate family members**

Unexcused absences include:

- **Absences due to vacations**
- **personal services**
- **Excessive Absences**

Tardiness

Tardiness is unacceptable. Class begins promptly at designated time.

LOCKERS STATEMENT OF POLICY

All lockers on the school premises are the property of the school. These lockers are made available for use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules.

The use of the locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

LOCKER RULES

In order to implement the school's policy concerning student lockers, the school board adopts the following rules and regulations:

1. Locks.

The school will retain access to student lockers, by keeping a master list of combination and/or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed. Locks not returned at the end of the program will be charged a \$10.00 fee

. Use of Lockers.

Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any stolen items or any obscene material. Students will be expected to keep their lockers in a clean and orderly manner.

3. Authority to Inspect.

The school retains the right to inspect lockers to insure they are being maintained within school policy. All inspections of lockers shall be conducted by the school's Director or a member of the administrative staff assigned in writing by the school's Director.

4. Inspection of Individual Student's Locker.

The inspection of a particular locker will not be conducted unless the school's Director or his/her designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules. ("Reasonable suspicion" as used in these rules may be based on a number of factors including:

- (1) information received by the school's Director or his designee from Instructors or students, law enforcement officer(s), or detection devices including trained dogs
- (2) the past records of the student whose locker is to be inspected
- (3) the seriousness of the problem to which the search is directed, such as violence or drug use in the school
- (4) the behavior of the student, for example, indications that the student is intoxicated. Before a particular student's locker is inspected, the student, if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual locker has been inspected under this rule without the student's presence, the school's Director or his designee shall notify the student of such inspection as soon as practicable thereafter.

5. Inspection of all Lockers.

An inspection of all lockers in the school may be conducted if the school's Director believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of

- (1) an interference with school purposes or an educational function
- (2) a physical injury or illness to any person
- (3) damage to personal or school property
- (4) a violation of state law or school rules.
- (5) Examples of circumstances justifying a general inspection of a number of lockers are:
 - a. if the school receives a bomb threat
 - b. when evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use
 - c. where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. Student Material.

When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, the inspection will be kept to the minimum level necessary to determine that such material is not in itself or being used to conceal contraband.

7. Disposal of Confiscated Contraband.

All contraband confiscated from lockers may be disposed of by the school's Director or designee as he or she deems appropriate, including:

- (a) return to the proper owner or place
- (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes grounds for suspension or expulsion and/or delivery to the appropriate law

enforcement officials for purposes of possession of the contraband constitutes evidence of a crime, or destruction.

8. Involvement of Law Enforcement Officials.

The school's Director, may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required such as:

- (1) to identify substances which may be found in the lockers
- (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.
- (3) If a law enforcement official requests to inspect a student's locker or its contents, the school's Director shall require the production of a search warrant before allowing such office to inspect.
- (4) If a law enforcement official requests the school's Director to make an inspection of a locker or its contents on behalf of or in the place of such official, the request shall be denied.
- (5) The school's Director may cause a locker inspection to be performed for school purposes if information supplied by the law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contains contraband.

9. Locker Cleaning and Repair.

Nothing in these rules shall affect staff who, at the direction of the school's Director, clean out lockers from time to time in accordance with general housekeeping schedule, the locker of the student no longer enrolled in the school. Further, the staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.

10. Lost & Found

all personal items must be kept in your locker while not in use, items left out of locker will immediately be put in lost & found. Any not claimed within a-week period will be disposed of.

Student Complaints

Complaint forms are freely available in the main classroom. They are also available 4/7 online at www.bravadoacademy.com under the “Members Only” tab

Bravado Academy does not have any policy nor acts in any manner which discourages or prohibits the filing of complaints regarding the school’s operation or faculty.

Please allow 30 days for the school to respond.

All complaints against the school must be submitted in writing to the director of the school. If you believe the school has inadequately resolved your complaint, you may file a complaint with the:

The State of Connecticut Office of Higher Education
450 Columbus Boulevard, Suite 707
Hartford, CT 06103-1841
Tel: (860) 860-947-1816
Fax: (860) 36-0567
www.ctohe.org

All complaints against our apprenticeship program must be submitted in writing to the director of the school. If you believe the school has inadequately resolved your complaint, you may file a complaint with the:

Connecticut Department of Labor
00 Folly Brook Blvd
Wethersfield, CT 06109

