

Facilities and Equipment

The facilities of Chillicothe Beauty Academy & Barbering are equipped to please both student and clients. Our facilities are heated and air-conditioned to provide a pleasant atmosphere year-round. The building contains 4,586 square feet of floor space. There are two levels in our facility in which the lower level contains a locker room, two restrooms, dispensary, reception area, waiting area and clinic floor admission office, instructor area, laundry and break area. The upper level contains a classroom and library with supply storage. Our facility is a Smoke free facility and located in the downtown business district - of Chillicothe, MO.

Our Mission Statement

To provide a quality education in the Cosmetology field so the graduating students will be prepared to take the state licensure examination and become successfully employed in the cosmetology industry.

Non-Discrimination Policy

Chillicothe Beauty Academy & Barbering does not discriminate based on sex, race, age, color, ethnic origin or religion of any hiring or enrollment positions.

Admissions Requirements

Chillicothe Beauty Academy & Barbering follows the admission guidelines as set forth by the Missouri Board of Cosmetology & Barber Examiners. The guidelines are as follows:

All applicants must be a high school graduate with a diploma or transcript, or a holder of a high school equivalency diploma (GED). All applicants must be 17 years of age or older prior to the date of their Board of Cosmetology & Barber Examination for licensure.

To apply for admissions the following procedures must be followed:

- Fill out the application for admissions included with this catalog and mail or drop by in person to Chillicothe Beauty Academy & Barbering, 505 Elm, Chillicothe, MO 64601, along with a \$50.00 non-refundable application fee.
- After notification of your acceptance you must schedule an interview and bring to the school a copy of your birth certificate or a valid driver's license each 2"x2" color pictures (for your student license), high school diploma or transcript or GED certificate and any other college transcripts which you have attended. At this same time, you must bring a check or money order made out to the State Board of Cosmetology & Barber Examiners for your student license.

- If you were not born in the United States a copy of Certification of Naturalization or Declaration of intent is needed as well as the above.
- All students must sign an enrollment contract prior to the start of classes which can be done at the interview or any time prior to the scheduled start date.
- Applicants applying for Instructor training must already possess a valid Class CA Hairdressing & Manicuring license.
 - The rules, policies and fees described herein may be changed at any time by Chillicothe Beauty Academy & Barbering administration, without notice.

Teaching Systems

Chillicothe Beauty Academy & Barbering utilizes the Pivot Point system for CA-Cosmetology training, Pivot Point system for MO-Nail Technology, Milady system for the Instructor training, and the Pivot Point system for Barbering training. All courses are taught in English.

Library

Our library has many books including magazines, motivational books, hairstyle books, DVD, VHS which are available for students to use during school hours but may be checked out with instructor approval.

Tuition, Textbooks, & Supplies Cost

The costs charged by the school for the different courses offered are as listed below.

Class CA Hairdressing & Manicuring Program

Tuition	\$14,000.00
Student Kit & Book	\$1,405.00
State Testing Fee	\$146.00
Enrollment Fee (Non-Refundable)	\$65.00
Student License Fee	\$5.00
Uniforms.....	\$300.00
Total Cost	\$15,921.00

The following items are not to be included in the enrollment contract and must be provided by the student at the student's expense and therefore are not refundable by the school.

1. Uniform
2. State Board of Cosmetology & Barbers Examination Fee (\$146.00)
3. Transportation cost
4. Cost of equipment lost or damaged by student
5. State Board of Cosmetology & Barbers Examiners student license (\$5.00)
6. Room and board
7. All other Expenses

8. \$50.00 non-refundable application fee

**Chillicothe Beauty Academy & Barbering
Class CA Hairdressing & Manicuring Course
Curriculum Prescribed for Cosmetology Schools Pursuant to
20 DSR 2085-12.050**

Curriculum

Teaching program to be used: Pivot Point

1. Shampoo of all kinds	40 hours
2. Haircoloring, rinse & bleaches	130 hours
3. Haircutting & shaping	130 hours
4. Permanent waving & relaxing	125 hours
5. Hair setting pin curls, finger waves, thermal curling	225 hours
6. Comb outs and hair styling techniques	105 hours
7. Scalp treatments & scalp diseases	30 hours
8. Facial, eyebrows, & arches	40 hours
9. Manicuring hand and arm massage & treatment of nails	10 hours
10. Cosmetic chemistry	25 hours
11. Salesmanship & establishment management	10 hours
12. Sanitation & sterilization	30 hours
13. Anatomy	20 hours
14. State Law	10 hours
15. Misc., lectures, and test review	470 hours
TOTAL	1500 hours

Chillicothe Beauty Academy & Barbering
Tuition, Textbooks, & Supplies Cost
Barber Program

Tuition.....	\$ 11,000.00
Student Kit	\$ 1,182.66
Books	\$ 216.00
State Testing Fee.....	\$ 146.00
Enrollment Fee(non-refundable).....	\$ 65.00
Student License Fee.....	\$ 5.00
Uniforms.....	\$ 300.00
 Total Cost	 \$12,914.66

The following items are not to be included in the enrollment contract and must be provided by the student at the student's expense and therefore are not refundable by the school:

1. Uniform
2. State Board of Cosmetology & Barbers examination fee (146.00)
3. Transportation cost
4. Cost of equipment lost or damaged by student
5. State Board of Cosmetology & Barbers examiners student license (5.00)
6. Room and board
7. All other expenses
8. Non-refundable application fee (50.00)

Barbering Curriculum
Teaching program to be used: Pivot Point

History	5
Professional Image	5
Bacteriology	5
Sterilization, Sanitation, and Safe Work Practices	20
Implements, Tools and Equipment	15
Properties and Disorders of the Skin, Scalp, and Hair	15
Treatment of Hair and Scalp	20
Facial Massage and Treatments	5
Shaving	35
Haircutting	425

Hairstyling	325
Mustache and Beard Design	5
Permanent Waving	30
Chemical Hair Relaxing & Soft Curl Permanents	30
Hair Coloring	30
Hairpieces	5
Chemistry	5
Anatomy and Physiology	5
Salesmanship and Establishment Management	5
State Law	10

Chillicothe Beauty Academy & Barbering
Tuition, Textbooks, & Supplies Cost
Class MO Manicurist Program

Tuition.....	\$ 6,000.00
Student Kit and Textbooks	\$ 1,120.00
State Testing Fee	\$146.00
Enrollment Fee (Non-Refundable)	\$ 65.00
Student License Fee	\$ 5.00
Uniforms.....	\$300.00
Total Cost.....	\$7,636.00

The following items are not to be included in the enrollment contract and must be provided by the student at the student's expense and therefore are not refundable by the school:

1. Uniform
2. State Board of Cosmetology & Barbers examination fee (146.00)
3. Transportation cost
4. Cost of equipment lost or damaged by student
5. State Board of Cosmetology & Barbers examiners student license (5.00)
6. Room and board
7. All other expenses
8. Non-refundable application fee (65.00)

Class MO Manicurist Curriculum

Teaching program to be used: Pivot Point

Manicuring, hand & arm massage, treatment of nails	260 hours
Salesmanship and shop management	20 hours
Sanitation and sterilization	20 hours
Anatomy	10 hours
State Law	10 hours
Study of the use & application of chemicals	80 hours

Total

400 hours

**Chillicothe Beauty Academy & Barbering
Tuition, Textbooks, & Supplies Cost
Instructor Training Program**

Tuition.....	\$ 4,600.00
Student Textbooks & Materials	\$ 350.00
State Testing fee.....	\$150.00
Enrollment Fee (Non-Refundable)	\$50.00
Student License Fee	\$5.00
Total cost.....	\$5,055.00

The following items are not to be included in the enrollment contract and must be provided by the student at the student's expense and therefore are not refundable by the school.

1. Uniform
2. State Board of Cosmetology & Barbers examination fee (\$1.00)
3. Transportation cost
4. Cost of equipment lost or damaged by student
5. State Board of Cosmetology & Barbers Examiners Student License (\$5.00)
6. Room and board
7. All other expenses
8. Non-refundable application fee (\$65.00)

**Instructor Training
Curriculum Prescribed for Instructors Training (IT)
pursuant to Statutes of Cosmetology 329.080**

Teaching program to be used: Milady's Master Educator

Basic principles of student teaching	200 hours
Psychology as applied to Cosmetology	50 hours
Business management and experience	50 hours
Practice teaching (theory & practical)	300 hours
Total	600 hours

**Chillicothe Beauty Academy & Barbering
Cross-Over**

Tuition.....	\$800.00
Tuition includes: 2 manikin heads, 1 Razor kit, Shaving and Barber Design book.	
Total Cost.....	\$800.00

Cross-Over Hours

Shaving.....45 hours

Refund Policy

The refund policy applies to tuition and fees charged in the enrollment contract for courses and for all terminations for any reason by either party including student decision. Other misc. charges the student may have incurred at the institution (EG: extra kit materials, books, product, unreturned school property, etc.) will be calculated separately at the time of termination / withdrawal. All fees are identified in the catalog & enrollment contract.

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. An application not accepted by the school shall be refunded all monies paid to the school less the \$50.00 non-refundable Application fee. If the student (or in the case of student under legal age his/her parent or legal guardian) cancels the enrollment in writing within 3 business days of signing the enrollment agreement, all monies collected by the school will be refunded, except the \$50.00 non-refundable application fee, even if classes have begun. A student must provide a written notice of the student's intent to withdraw or direct oral communication from the student to a current staff member. The "official termination date" will be determined by the postmark on the written notification, the date oral notification is received by the school staff member directly, from the student; the date written notification is delivered to the school in person; the date of expulsion by the school, after 14 consecutive calendar days of absence from the last date of attendance or the expiration of an approved Leave of Absence.

If a student cancels the enrollment more than 3 business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the \$50.00 non-refundable application fee will be made.

Once specific requirements are met, there will not be any refunds given. Those requirements are as follows: Complete the assigned Freshman Course Sheet/160 Clock Hours

Patrons of the School

Patrons of the school play a vital part in your education. Without our customers the student(s) would not be able to train in real life situations. Since our patrons pay for the services, they receive the cost of tuition to the student is much lower than it would be without them.

Students are allowed to keep any gratuities which the patron leaves for them, however it is the student's responsibility to track and report any income received as required by local, state, or federal law.

Termination

Within 2 weeks after a termination occurs or is determined, the school shall prepare a termination statement.

Any monies due to the applicant or student shall be refunded within (45) days of formal cancellation date or determination date as defined above.

In the case of a disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

If the school is permanently closed and no longer offering instruction after student has enrolled, the student shall be entitled to a pro-rata refund of tuition within 45 days of the official closure date. A list of the students who were enrolled at the time of the school closure, including the amount of each pro-rated refund shall be submitted to all our accrediting agencies at the time refunds are issued.

If a course is canceled subsequent to a student's enrollment, the school at its option may: (1) Provide a full refund of all monies paid within (45) days or (2) Provide completion of the course later. Refund calculations shall be based upon a student's last date of physical attendance in the school. All students who withdraw / are terminated prior to course completion will be charged a termination fee of \$150.00. If a student is absent for (10) consecutive days, the School will conduct a formal termination at that time.

If a student fails to return to school after a leave of absence, the school will conduct a formal termination and refund to the appropriate person or agency within (45) days of the earlier of the scheduled leave of absence return date or the date student notifies the school she/he will not be returning from the leave.

If a Title IV financial aid recipient withdraw prior to course completion, a calculation for the return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, or private institutional student financial assistance programs; and last to the student.

After all applicable returns to Title IV aid have been made this refund policy will apply to determine the amount earned by the school and the owed by the student. If the student has received personal payments of Title IV aid, the student may be required to refund the aid to the applicable program. Collection procedures shall reflect good taste and sound ethical business practices.

No accrediting agencies named shall be used in any collection effort. All collection correspondence regarding cancellation and statement from the school or any third party

representing the school shall clearly acknowledge the existence of the school's withdrawal and settlement policy. If any promissory note or contract for tuition is sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the school. Over contract fees policy

All students can miss a certain amount of scheduled class hours without penalty depending on the course which the student is attending, per the table below. Once the student goes past the contract end date, over contract fees will be assessed to the student per scheduled hour of additional instruction needed to complete the course. The over contract fees must be paid weekly in advance of attending and receiving credit class achieves the required hours for the course of attendance. If the fee is not paid in advance or other arrangements made, the student will not be allowed to attend class. All fees must be paid, or other arrangements made, prior to the student being eligible for the State board of Cosmetology & Barber Examination. The current over contract hourly rate are as listed in the table below:

<u>Course</u>	<u>Time allowed to complete course</u>
Class CA Hairdressing & Manicuring	1500 hours
Barbering	1000 hours
Class MO Manicurist	400 hours
Instructor Training	600 hours
Cross-Over	45 hours

Over contract hourly rate (per scheduled hour) \$8.00 per hour

Code of Conduct

Purpose of Code of Conduct

- To support the creation of a safe learning environment for all members of the school community.
- To provide clear and explicit expectations for social behaviors within all school settings.
- To specify guidelines for teaching and encouraging social skills necessary for meeting professional behavioral expectations.
- To describe explicit methods of corrective instruction and consequences for responding to behavior expenses.

Behavior Expectations and Policies-Responsibilities of Everyone

- Maintain the school climate while on campus by being: Responsible, Respectful, and Cooperative
- Maintain professional good standing, reputation of school and profession by refraining from derogatory comments of the school, staff, and students. This is to include but is not limited to social media.
- Motivate students to follow the zero tolerance expectations through positive reinforcements.

Code of Conduct (continued)

Responsibilities of Administrators

- Implement the student code of conduct and all disciplinary procedures in a fair and consistent manner.
- Report all violations of the code of conduct to appropriate State and Professional Licensing Conduct.
- Review and act upon requests from school personnel and students concerning violations.
- Use professional judgement to prevent minor incidents from becoming major problems.

Responsibilities of Teachers

- Maintain a learning environment that provides for academic success.
- Teach and positively reinforce rules and regulations concerning student conduct.
- Hold students accountable for disorderly conduct in school/on school grounds.
- Report ALL violations and potential threats to Administration.
- Use professional judgement to prevent minor incidents from becoming major problems.

Responsibilities of Students

- Comply with school rules and climate expectations, including the Student Code of Conduct and the School Student Handbook.
- Respect authority of all school personnel and the rights of other students.
- Comply with school attendance, dress code, zero tolerance, and behavior policies.
- Behave in a manner that focuses on academic success.
- Be responsible and accountable for following all rules.

Career Opportunities in Cosmetology Field

Your education at Chillicothe Beauty Academy & Barbering is the foundation to your career in the Cosmetology Industry. This training can prepare you for many exciting employment opportunities such as:

Class CA Hairdressing & Manicuring

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Class MO Manicurist • Salon Owner • In Salon Educator • Color Specialist | Hair Stylist
Manufacturer's Representative
Platform Artist |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

Barber Training

- | | |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Class MO Manicurist • Salon Owner • In Salon Educator | Hair Stylist
Manufacturer's Representative
Platform Artist |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

Class MO Manicuring

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <ul style="list-style-type: none"> • Class MO Manicurist • Professional Product Salesperson • Manufacturer's Representative | Salon Owner |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|

Instructor Training

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Manufacturer's Representative • In Salon Educator • Color Specialist • Platform Artist • School Owner • Class CA Hairdressing & Manicuring • Day Spa Owner | Cosmetology Instructor Training
Cosmetic Sales Specialist
Professional Product Salesperson
Class MO Manicurist
Class CA Hairdresser
Salon Owner
Hair stylist |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Crossover Training

- | | |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Class MO Manicurist • Salon Owner • In Salon Educator | Hair Stylist
Manufacturer's Representative
Platform Artist |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

- **Color Specialist**
Class CA Hairdresser & Manicuring Student Kit

1 Pivot Point Class CA Hairdressing & Manicuring Textbook

Pivot Point Workbooks

- Plastic organizer tote with locking lid
- 1 Marcel 1" curling iron
- 1 Hard side Travel Case
- 1 Wahl clipper and trimmer set
- 2 Tint bowls
- 1 8oz Bottle Esence tint bottle
- 1 premium tweezer slant
- 1 brush Ion round 2.5 inch soft
- 1 brush Ion round 1.75 inch
- 2 dual purpose lift comb 7 inch
- 6 7 inch styling combs
- 1 brush Ion round 2" soft
- 4 dozen long white perm rods
- 1 bag of 100 nylon roller picks
- 4 dozen orchid perm rods
- 1 box of 12 steel duckbill clips
- 1 pack of 12, 4.5" crock hair clips Blk/Wht
- 1 angle edge bleach & tint brush
- 2 Mannequin heads
- 1 TS smoothing iron
- 1 TS ionic handheld hair dryer
- 5-piece bottle set travel size
- 1 6oz applicator bottle
- 1 16oz spray bottle
- 1 reversable nylon kids cape
- 3 pintail combs
- 3 rattail combs 8.5"
- 1 brush thermal vent
- 1 brush ion round 1.25 "/
- 1 tint brush
- 1 4oz clear measuring beaker

* Contents may vary slightly from this original listing

*The complete student kit is to remain at the school through the entire time the student is in training and shall not be removed from the school at any time until after the student has graduated in accordance with State Law.

*The school reserves the right to change the contents of the student kit from time to time as different items become available. A full kit is available to view at the school if requested. This equipment becomes the personal property of the student who is solely responsible for its contents. Students are expected to maintain the kit by replacing broken or missing parts. The school **IS NOT** responsible for lost or stolen items. The school may, however, retain possession of the kit in the event a graduating or terminating student has not fulfilled all contractual payments or obligations to the school until such time all obligations are fully satisfied.

Barbering Student Kit

3 manikins	Large Hair Pick
Manikin Clamp	Kit Box (Silver Hard side)
Straight Razor	Nick Relief
Barber Kit(manikin shears)	Collar Clamps
Viper Shears& thinning shears	Mirror
Pro-foil Lith, Titan. Foil shaver	Cape Adult Blue and White
Hot Tools Blow Dryer	Chemical Cape
Ceramic Detach. Blade clipper	Childs Reversible Cape
Improved Master Clipper	Two smocks
Cool Care Plus	Lotion
Clipper Oil	Tonic
White Clipper Comb	Hand Sanatizer
Pintail Comb	Pivot Point Books and Study Guide
Styling comb	Spray Bottle
Denman Wig Brush	1 dzn white wave rods
Boar Bristle Brush	Powder Clubman Talc
Round Brush	3 in 1 styler Comb
Large comb	Detangler Comb
Styling Comb	Barber Comb
2 Rattail Combs	Angle Style Comb

*** Contents may vary slightly from this original listing**

***The complete student kit is to remain at the school through the entire time the student is in training and shall not be removed from the school at any time until after the student has graduated in accordance with State Law.**

***The school reserves the right to change the contents of the student kit from time to time as different items become available. A full kit is available to view at the school if requested. This equipment becomes the personal property of the student who is solely responsible for its contents. Students are expected to maintain the kit by replacing broken or missing parts. The school IS NOT responsible for lost or stolen items. The school may, however, retain possession of the kit in the event a graduating or terminating student has not fulfilled all contractual payments or obligations to the school until such time all obligations are fully satisfied.**

Class MO Manicurist Student Kit

1 Pivot Point MO Manicurist textbook and 1 Manicurist Technology workbook

4oz Anti-septic	20 g Gel Me Now
100 Sleek Natural Tips	Silk Wraps
100 Express Natural Tips	7.2oz Nail Glue Dryer
5g Zip Bond	.5oz Base Coat
.5oz Pre-Prime	.5oz Top Coat
.5oz Primex Bonder	.5oz Red Polish
4oz Advanced Monomer	.5oz French White Polish
40g Pink Powder	.5oz French Pink Polish
40g White Powder	.5oz Cuticle softener
40g Natural Powder	½ Jaw Cuticle Nipper
40g Crystal Powder	Cuticle Pusher
Conclusive Brush	Dust Eater
Nail forms	Toe Separator
3 Dappen Dishes	Pedicure File
4oz each of 8 Colored Acrylic Powders	5 Orangewood Sticks
4oz each of 8 Colored Gels	Finger Bowl
.5oz Acrylic Sealer	1oz anti-Bacterial Hand Lotion
.5oz Cuticle Oil	1oz Hand Sanitizer
Miracle Shiner	1oz Hand Scrub
Finisher	1oz Hand Mask
Files, 100-150-240 Grits	Black Towel
Tip Cutter	Black Apron
Fingernail Clipper	Black Canvas Tote
.5oz Base Gel	Mini LED Lamp
.5oz Top Gel	Nail Brush
#4 Gel Brush	4 Nail Brushes (#4 flat-#5 flat
50 Count Clear Form	#5 round-#6 round)
Practice Hand/Suction Base	Silk Scissor
Manicurist Sterilizer	.25oz Quick Filler Powder
Clear Plastic Goggles	2g X-Press Thin Glue Tube

***Contents may vary slightly from this original listing. The complete student kit is to remain at the school through the entire time the student is in training and shall not be removed from the school at any time until after the student has graduated in accordance with State Law. The school reserves the right to change the contents of the student kit from time to time as different items become available. A full kit is available to view at the school if requested. This equipment becomes the personal property of the student who is solely responsible for its contents. Students are expected to maintain the kit by replacing broken or missing parts. The school IS NOT responsible for lost or stolen items. The school may, however, retain possession of the kit in the event a graduating or**

terminating student has not fulfilled all contractual payments or obligations to the school until such time all obligations are fully satisfied.

Crossover Student Kit

Pivot Point Book: Shaving and Barber Design

2 manikin heads

Razer Styling Kit

***Contents may vary slightly from this original listing. The complete student kit is to remain at the school through the entire time the student is in training and shall not be removed from the school at any time until after the student has graduated in accordance with State Law. The school reserves the right to change the contents of the student kit from time to time as different items become available. A full kit is available to view at the school if requested. This equipment becomes the personal property of the student who is solely responsible for its contents. Students are expected to maintain the kit by replacing broken or missing parts. The school IS NOT responsible for lost or stolen items. The school may, however, retain possession of the kit in the event a graduating or terminating student has not fulfilled all contractual payments or obligations to the school until such time all obligations are fully satisfied.**

Honesty & Integrity

Chillicothe Beauty Academy & Barbering represents honesty and integrity to the Cosmetology Industry, therefore the philosophies that we base our academic, business and service ethics are also expected of our students and staff.

Policy Revisions

Chillicothe Beauty Academy & Barbering reserves the right to revise these policies at any time. Any revisions will require compliance of all students enrolled at the time those revisions are adopted.

Complaint Policy

A student, teacher or interested party may file a complaint against the school. The complaint must be filed in writing, must outline the allegation or nature of complaint and be delivered to the Director/Owner/Instructor Mrs. McLinda Kimmis Chillicothe Beauty Academy & Barbering Chillicothe, MO 64601.

Within 10 days of receipt of the written complaint a school representative will carefully review the complaint and arrange a meeting with the complainant. The school's representative will document the meeting between her or herself and the complainant and will provide the complainant with a copy of this documentation at the time of the meeting. If the issue is not resolved through this meeting the complaint will be turned over to the school's complaint committee. The complaint committee will meet within 21 days of the

receipt of the complaint and review the allegations. If more information is needed a letter will be sent to the complainant. If no further information is needed the committee will act on the allegations and send a letter to the complainant, within 15 days, starting the steps taken to correct the problem, or information to show the allegations were not warranted or based on fact. If the complainant wishes to pursue the matter further the complainant can contact and obtain a complaint form from the Accrediting Agency.

Note: The Complainant is required to try to resolve the issue through the schools' complaint procedure prior to filing a complaint with the school's accrediting agency.

Repetition & Re-entrance

Re-entrance to the program following termination or withdraw may be pursued. A 30-day minimum waiting period will be required prior to application for readmission and will be permitted only if the student was making satisfactory progress at the time of termination or withdrawal can provide a reasonable cause for unsatisfactory progress and reapplies within 2 years of withdraw / termination date.

In the event the student was not making satisfactory progress in the prior enrollment but provides a reasonable cause as to the reason it must be determined and that the student can achieve satisfactory progress within 2 months of the re-enrollment date or the student will not be allowed to re-enter. Any student re-entering will be charged hourly tuition at the current rate of tuition at the time of re-entry.

Any student re-entering will be given full credit for prior hours received provided the student maintained satisfactory grade averages. Student's status at re-entry will be the same as when the student left. A re-entering student who re-enters classes in mid-month, that was in warning or on probation of either academic or attendance in their prior attendance will not be subject to warning / probation until a full reporting month cycle has passed.

Prior Credit Evaluation

Students with transfer credits from another cosmetology school will receive a transcript evaluation. The maximum transfer hours our facility will accept from another school is 50% of the required clock hours for course completion. In order for our school to accept these hours the student must have maintained satisfactory progress and earned the hours within 2 years of the date of application of admissions into our school and the school the student transfers from must be accredited by a USDE recognized accrediting agency. Appropriate credit will be awarded, and course shortened proportionately in accordance with the State Board of Cosmetology & Barbering Examiners regulations which the hours were earned to properly fill out and endorse an hour transfers from issued by the State Board of Cosmetology Examiners. This form must also be approved by the State Board of Cosmetology & Barber Examiners prior to our school crediting transfer hours to the student's transcript.

Chillicothe Beauty Academy & Barbering does not recruit students already attending or admitted to another school offering training in Class CA Hairdressing & Barbering Examiners, Instructor Training or Class MO Manicuring.

Make up Time, Test, Quizzes & Homework

Chillicothe Beauty Academy & Barbering course are “clock hours” meaning a student receives credit for actual hours attendance. When a student is absent it is the responsibility of the student to schedule with the instructor a time to make up any homework, quizzes or test which the student missed during the absence. Any work not made up by the student will be recorded as a zero.

Graduation Requirements

- 1. To fulfill minimum 75% grade requirements**
- 2. To fulfill minimum 75% attendance requirements complete required hours of training**
- 3. All tuition and contractual fees must be paid in full or other arrangements made by the time the required clock hours are earned to receive your diploma and make application for the State Board of Cosmetology & Barbers Examiners.**

****Clock hours are earned to receive your diploma and make application for the State Board of Cosmetology & Barber Examiners.**

<u>Clock Hours Require</u>	
Class CA Hairdressing & Manicuring	1500 hours
Barber	1000 hours
Class MO Manicurist	400 hours
Instructor Training	600 hours
Cross-Over	45 hours

Diploma

Upon completion of the course chosen all students will be considered to have graduated and will receive a diploma provided that the student has:

Completed the specified clock hours for the chosen course and Received a minimum average of 75% in both theory and practical portions of the course, as well as received a minimum average of 75% in attendance. Completed and turned in all “level sheets” and paid all contractual fees in full.

Licensing Requirements of Graduates

Graduates of Chillicothe Beauty Academy & Barbering must pass the Missouri State Board Licensure Examination relative to the course of study attended prior to becoming licensed to practice in the State of Missouri. The test consists of both written and practical examination of which the student must score a minimum of 75% on both to become licensed.

The test is held at various locations throughout the state on various dates. The school will assist the student in scheduling his or her examinations at the end of the training.

*Students who must retake the state exam are responsible for those testing fees after the initial testing.

Job Placement Assistance

Chillicothe Beauty Academy & Barbering does not, by law, guarantee job placement. The staff and faculty, however, will make every effort to assist graduates in securing employment in the field. This assistance is provided in the form of a unit of instruction relating to Job Searching.

Housing

Chillicothe Beauty Academy & Barbering does not offer housing at this time.

State Regulatory Agency

Chillicothe Beauty Academy & Barbering operates under licensure by the Missouri State Board of Cosmetology and Barber Examiners. Throughout the training you will learn of the regulations oversights this agency has chosen, field of study and will take a State Law Test prior to graduation. The address and phone number are as listed below:

**Board of Cosmetology and Barber Examiner
3605 Missouri Boulevard- P.O. box 1062
Jefferson City, Missouri 65102
Phone: 573-751-1052**

Fax: 573-751-8167

<http://pr.mo.gov/cosbar.asp>

Right of Student to Access Files

Any student or parent/legal guardian of dependent minor may exercise their right to review his/her educational records in the presence of an authorized staff member, to obtain copies of the records (at the cost of reproduction), to write a response to material in the record, to challenge the content of the record on the grounds of inappropriateness, inaccuracy or invasion of privacy, and to have the record explained.

The student must file a request for any information they wish to review in writing to the administrative personnel of Chillicothe Beauty Academy & Barbering. The requested information will be made available to the student within 10 business days in most cases.

Release of Student Records

Chillicothe Beauty Academy & Barbering collects and maintains records on each student. The records contain information about the student and their education. These records are kept at the school for a minimum of five years.

Any other access to student records shall be only upon written consent of the student, parents/guardians of dependent minors, upon court order or legally issued subpoena.

1. School officials and or Instructor with a legitimate educational interest.
2. Representatives of federal, state and local government when auditing and evaluating educational programs or when required by law.
3. In connection with a student financial aid application.
4. Accrediting organizations for accreditation purposes.
5. Parents or legal guardians of dependent children.
6. Officials of other schools in which the student wants to attend.
7. In connection with an emergency situation.

With the exception of the above, no student information will be released unless requested in writing, by the student or parent/guardians of dependent minors. If the student or parents/guardians of dependent minor wish to have information released to any third-party Chillicothe Beauty Academy & Barbering will provide a signed document that must be filled out and signed prior to each release of such information. The school will not publish any direct information about students and takes privacy very seriously.

**Physical Demands and Employment Expectations of
Class CA State Board of Cosmetology & Barber Examiners
Class MO Manicuring and Instructor**

Training Courses

You have chosen one of the above fields as your profession. There are clock hour courses which require your attendance on a regular basis. This prepares you for a good attendance habit in future salon or related employment, which future employers expect. These fields do require long periods of standing, sitting, and hand and arm movement. You will learn proper posture and standing techniques through a unit of study in your textbook. Proper holding of implements will help prevent wrist fatigue or injury. Your future employers will expect you to be punctual, courteous to clients and staff, and always present yourself as a professional in the industry. Most employers will expect you to continue your education by attending trade shows and advance training classes yearly. To be successful you will most likely be required to work some evening hours and weekends, as these are the busiest service times and will be when you will make the most money.

**Safety Requirements of Class CA State Board of Cosmetology & Barber
Examiners, Class MO Manicurist and Instructor Training Courses**

All the fields are licensed under the Missouri State Department of Public Health. Personal and public hygiene is very important while you are a student, as well as entering any of the above fields. You will study sterilization and the requirements of the law. In your training, you will come in contact with chemicals we apply to the hair, skin, and nails. Education in product knowledge can help to protect you and the client.

Absence Notification

If a student is going to be absent, the student, parent or spouse must call before the scheduled start time. Failure to notify the school of absence (i.e.) NO CALL-NO SHOW shows a lack of professional ethics and will result in a “Failure of notification of Absence” notice. If the student does not have access to a phone other arrangements must be made. Accumulation of 5 or more written notices for this offense may result in termination from the program at the discretion of school officials.

Pre-approved Time Off

Occasionally a student may need a day off for something that is planned in advance (ie wedding, vacation, or a personal matter). The student must submit the request in writing to

the instructor or director at least one week in advance. The student is responsible to schedule make up time for any absence. Exceptions will be made for emergency.

Leave of Absence

A student requiring a leave of absence may do so up to two times during the course. Either leave shall be for a period of no less than 7 calendar days and no more than 60 calendar days. The leave shall be requested by the student in advance (exceptions will be made for unforeseen circumstances) and in writing must be for an unusual circumstance, signed by the student and approved and signed by a school official. During the absence, the student will not accrue absence hours, therefore the satisfactory progress will not be affected. A student who returns from a leave of absence or other official interruptions of training must return to school in the same satisfactory progress status they had prior to their departure. This applies to the Class CA-Hairdressing and Manicuring Class MO-Manicurist, Instructor training (IT) course. Exceptions will be allowing additional leave and shorter or longer lengths of leave for Armed Forces students participating in official training or duties. A leave of absence will be approved unless there is a reasonable expectation that the student will not return.

Notice: School Cancellation Due to Inclement Weather School cancellation due to snow, natural disaster, or inclement weather will be aired on local radio stations as well as social media platforms operated by Chillicothe Beauty Academy & Barbering.

Chillicothe Beauty Academy & Barbering School Rules & Regulations

All rules and regulations of the State Board of Cosmetology & Barbering Examiners must be strictly adhered to.

Failure to comply with any or all school rules may result in dismissal.

Any act of insurrection or dissemination may result in immediate dismissal.

Foul language is not permitted and may lead to having to leave the school premises.

Students are not permitted to leave the school without permission and without clocking out.

Any fraudulent misuse of the time clock or timecards will result in dismissal, and the occurrences will be reported to the State Board of Cosmetology & Barbers Examiners.

Students will only receive credit for hours clocked on his or her own timecard by that student. It is the student's responsibility to make sure that he or she is clocked in or out.

If over 6 ½ hours of attendance have been acquired in a day, a 30-minute lunch period must be taken. Student who are clocked in but are not on the physically on the premises will not receive credit for such minutes or hours.

All hours gained toward the completion of course will be in the classroom or the clinic training, or in completion of assigned projects.

Students who are pregnant must have a doctor's release to enter or remain in training. Student must speak to an instructor personally about being tardy to school, and have documentation showing proof, then instructor or owner will decide if student will be allowed to clock in.

If a student clocks out longer than 45 minutes without documentation, they will not be allowed to clock back in for the remainder of the day.

Students are expected to be congenial and respectful of other students, staff, and clients.

Personal differences are to be settled outside of the school setting and school property.

Students who are not in compliance with the school Dress Code and Personal Appearance Policy **WILL NOT** be allowed to clock in for training.

The practical services performed on the public pay a large percentage of training costs.

Intentional or prolonged failure to make a diligent effort to please clients or intentional or prolonged failure to follow the instructor's requirements, supervision or guidance will result in dismissal.

Students may not refuse clinic service assignments.

Tools or books lost or damaged must be replaced at the student's expense.

All workstations must be kept neatly arranged during and after service to a patron.

Instruction is by instructors as well as guest speakers.

Students will be required to acknowledge by date and signature all offered services.

Smoking is permitted behind the school. This includes electronic cigarettes; student must clock out for no longer than 15 minutes.

Students cannot be called to the telephone except for emergencies.

No cell phones, or any other devices are allowed. Cell phones must be kept in your locker and only used on break or lunch break.

The front desk is for business only. Student(s) should cooperate by staying away from the front desk unless on business.

Visitors should limit their stay only to drop off lunch or an item needed and are not allowed beyond the reception area.

All personal property must be put away at all times, either in a student's locker or kept in their vehicle. This includes purses, bags, anything of value. The Chillicothe Beauty Academy & Barbering **will not** be responsible for lost or stolen items.

Student services must be approved by an instructor, some services will be free other services requiring a chemical may have a small fee.

Personal Appearance and Dress Code

Chillicothe Beauty Academy & Barbering students demonstrate their professional knowledge through their own personal appearance. Chillicothe Beauty Academy & Barbering maintains standards in dress, make-up, nail care, image and personal hygiene. All students shall come to school in compliance with the appearance requirements as listed below. Should a student come to school without any or all the appearance requirements the student will not be allowed to clock in and directed to leave the school and be allowed to return only when in compliance.

We are proud to be in the business of helping people improve their appearance, it is therefore very important that we demonstrate our professional knowledge through our own appearance.

Female Dress Code: The following policies pertain to the female's dress code.

Basic Uniform: ANY BLACK AND WHITE COMBINATION, ***no flannel or graphic Tee Shirts, PJ's or sweats will be allowed.

Shoes: No open toe shoes. Tennis shoes must be clean and in good condition, professional shoes.

Accessories: Accessories such as scarves, belts, and jewelry are encouraged. All must be in good taste; necklace must be short enough not to be in a client's space. Student shall stay properly dressed in uniform until dismissed unless previous arrangements with the instructor or owner was made.

Make-up: Professional use of make-up mascara, eye shadow, foundation, blush and lip color. **Nails:** Nails must be kept manicured, neat and clean

Hair: should be kept styled and clean. (no bed head)

Image: Professional image through attire, grooming, actions and mannerisms.

Male Dress Code: Black and white Uniform. The following policies pertain to the male student's dress code.

Uniform: Slacks (Black or White) clean and pressed. No sweatpants, or PJ's.

Shirt: Clean and pressed no flannel, PJ's, tee shirts, without print.

Shoes: No open toe shoes. Tennis shoes must be clean and in good shape, shoes must be kept clean.

Accessories: Accessories that are appropriate with the male image. Must be in good taste.

Hands: Hands must be kept clean and manicured.

Hair: Hair must be clean, well-trimmed and styled to keep up with current trends.

Facial Grooming: Male student must be clean shaven or with professional trimmed mustache, beard or sideburns.

Image: The student must be able to present the acceptable professional image through attire, grooming, actions, and mannerisms.

No Baseball cap or hats are to be worn at the school.

Mondays are considered "dress down" days, as we are not open to the public on Mondays. Students are allowed to deviate from the black and white dress code on Mondays only.

Student Incentive

Students will have the ability to add color to their dress code as they progress at Chillicothe Beauty Academy & Barbering. This incentive policy is intended to get the students familiar with retail products as well as getting the students comfortable selling the products to patrons. See table below

Sophomore	Junior	Senior
Student sells 5 retail products	Student sells 5 retail products	Student sells 5 retail products
Student can wear black, white, and grey	Student can wear black, white, grey, and blue	Student can wear black, white, grey, blue, and red

Students can only add the above colors to their dress code by means of a shirt or accessory. **Black pants must be worn at all times excluding Mondays.** (This is left up to instructor discretion, at any time this policy can change, and is reliant upon student donations to extra-curricular activities in the amount of \$1.00 per Monday.)

Personal Hygiene for all students

Breath needs to be fresh through daily brushing and good oral hygiene. The use of breath mints is encouraged.

Body hygiene: Daily bathes or showers are required. The use deodorants or antiperspirants is required.

Vaccination Policy

The Chillicothe Beauty Academy & Barbering does not have a Vaccination Policy. We must disclose this information to all students.

Attendance

Chillicothe Beauty Academy & Barbering requires all student keep their scheduled hours. Adherence to this policy will insure completion of the program by the designated graduation date.

The benefits that you will receive from achieving a good attendance record as seen in the following ways.

- 1. Your job opportunities will be enhanced.**
- 2. You will graduate without incurring over contract penalties.**
- 3. Time Clock-The student shall not leave the school building while clocked in. The student cannot have another student clock them in.**

If an error occurs while using the time clock it must be brought to an instructors or authorized school official's attention immediately.

Unexcused Student Absences Policy

If a student accumulates four (5) unexcused absences within their standard school term, they will be terminated on the day of the 5th unexcused absence. No exceptions.

- **Unexcused absences include but are not limited to:**
 - **Arriving late (clocking in after 8:00 am)**
 - **Leaving early (clocking out before 5:00 pm or regular departure time)**
 - **Sick day without a doctor's note (doctor's notes must be on physician's letterhead or prescription pad.)**
 - **Absence without proper documentation (such as jury duty, subpoena, etc.)**
 - **Absence without prior approval**
- **Excused/Unexcused absences will be at the discretion of the instructor/administrator on duty.**

If you have any questions or concerns, please feel free to ask. Your education and success are our top priority.

Clinical Training

Chillicothe Beauty Academy & Barbering has developed the clinic floor of training to develop the student's technical skills, communication skills and salesmanship as they learn to deal with real life situations.

The following policies apply when on the clinic floor:

- 1. Services must be evaluated and checked by the instructor.**
- 2. Clinic service goals must be kept and achieved to insure skill development.**
- 3. Student must clean up hair after each haircut prior to next service.**
- 4. Student must charge all customers for services performed.**
- 5. We are a smoke free facility.**
- 6. Rudeness and/or profanity to clients, staff or fellow students will not be tolerated.**
- 7. Student must maintain accurate and current clinic grade sheet.**
- 8. Student may be permitted to have their hair styled or other services provided in the clinic but must obtain a signed permission slip from the instructor and pay for the service as designated on the slip.**
- 9. Instructors are not allowed to do student's hair unless it is being done for instruction purposes.**
- 10. Chewing gum is permitted as long as it is done in a non-distracting manner, but not permitted during a client service.**
- 11. Students may not use the business phone. Only Emergency calls from parents, spouse or children may be received. Messages will be taken on all other incoming calls. Because of the heavy load of business calls our phone maintains it is necessary that our desk limit messages. Please ask family and friends to call only when it is extremely important to get word to you. If a student receives calls on a frequent basis there will be disciplinary actions taken.**
- 12. Front Desk- No loitering is allowed in the front office.**
- 13. Students are not allowed to alter appointments without instructor permission.**
- 14. Unauthorized area: Due to the Student Privacy Act, only school staff is allowed access to the office areas.**
- 15. School is not responsible for lost, stolen, broke or personal product equipment and supplies.**
- 16. Lunch break, student must clock out for 30 minutes lunch break. Full time students will receive two 15-minute breaks.**

Termination / Dismissal

Chillicothe Beauty Academy & Barbering represents honesty and integrity to the Cosmetology Industry, therefore the philosophies that we base our business and service ethics are also expected of our students and staff.

THE POLICIES STATED BELOW WILL AUTOMATICALLY CONSTITUTE TERMINATION FOR CHILLICOTHE BEAUTY ACADEMY & TECH LLC

- 1. A student shall not steal from the school, another student, staff or client.**
- 2. A student shall not lie or cheat about matters.**
- 3. A student shall not exhibit disrespect through expression, action, or words that; belittle, display contempt or rebellion toward another person.**
- 4. A student shall not commit fraud or forgery of the school records, grades or timecard.**
- 5. A student shall not access any unauthorized areas without permission or in the company of school personnel.**
- 6. A student showing inability, through lack of academic achievement or professional competency to maintain the training goals may be forced to discontinue his/her training.**
- 7. A student shall not exhibit blatant or habitual abuse to the policies of this school.**
- 8. A student shall not exhibit any observable use, or effects of use or mind-altering chemicals (i.e. drugs, alcohol, etc.) involving school time or activities. This includes lunch breaks and extracurricular activities involving school sponsorships.**
- 9. A student shall not exhibit physical violence that would pose a threat to the wellbeing and safety of the other students, staff and clients.**
- 10. The accumulation of 5 or more "Failure of Absence Notification" may result in termination from the program.**
- 11. If a student fails to re-establish satisfactory academic progress by the next evaluation period after being put on probation the student will be terminated from his/her course of study.**
- 12. No student shall engage in the act of any bullying of another student attending our school whether on or outside of school property, before, during or after school Hours or online.**
- 13. No student shall engage in any form of copyright infringement including peer to peer file sharing.**

These items above are listed as examples and are not intended to be a complete list, for which immediate termination may result. We realize that each situation presents a unique set of circumstances and fairness dictates that the situation be reviewed in the surrounding circumstances. At all times the school reserves the right to exercise discretion in determining the appropriate action to be taken.

Satisfactory Academic Progress Policy

Chillicothe Beauty Academy & Barbering has a minimum grade and attendance standard which must be met and followed by all students to continue classes and graduate from their course of study. These standards apply to all students in attendance of all courses regardless of their sex, race, age, color, ethnic origin, religion or method of payment for tuition, books, equipment and other fees.

Evaluation Period: Students are evaluated for Satisfactory Academic Progress Monthly for all courses and are given a progress report indicating the student's progress in all areas. The monthly progress will be used to determine if the student has met the minimum requirements for satisfactory academic progress.

The frequency of evaluation ensures students have ample opportunity to meet both attendance and academic progress requirements of at least one evaluation by midpoint during study.

Attendance Progress Evaluation Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule 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% (rounded to the nearest whole percentage) 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.

Class CA Board of Cosmetology & Barber Examiners Hours: 1500 hours

Barber: 1000 hours

Class MO Manicuring: 400 hours

Instructor Trainee: 600 hours

Crossover: 45 hours

A student who has not completed the course within this timeframe will be terminated from the program unless an extension is granted in writing by an official at the school.

The maximum time allowed for a transfer student who needs less than full course requirements 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 a minimum number of practical experiences. Academic learning is evaluated throughout and at the end of each unit of study. Various practical level sets, depending on the attended hours, must be initiated by instructor as the student performs the required procedures. Various grades of practical skill tests will be conducted throughout the course study. Students must maintain a minimum of both written grade and practical average of 75% (when rounded to the nearest whole). Student must make up failed or missed tests and assignments. Numerical grades are considered to the following scale.

Written and Practical	
95% through 100%	Excellent
90% through 94%	Above Average
80% through 89%	Average
75% through 79%	Below Average
75% & below	Failure or Failing

“Family Rights and Privacy Act” Chillicothe Beauty Academy & Barbering Provides privacy and protection of students grades according to the “Family rights and Privacy Act”

Determination of Progress Status: Student meeting the minimum requirements for academic and attendance at the evaluation points are considered to be making satisfactory progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Determination at the time of the evaluation. Students deemed not making satisfactory progress may be put on probation.

Warning: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning (probation). The student will be advised in writing on the actions required to attain satisfactory attendance or academic progress by the next evaluation. If at the end of the warning (probation) period, the student has not met both attendance and academic requirements he/she may be deemed ineligible to continue with the course.

Cosmetology Cuts out Drugs



**We make America Beautiful
National Association of Accredited Cosmetology Schools**

Drug Prevention Program

To: The Staff and Students of Chillicothe Beauty Academy & Barbering

From: Owner of School MeLinda Kimmis

Re: Drug Free Schools and Campuses- Standards of Conduct

This is to inform you of the requirements of the Drug-free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Chillicothe Beauty Academy & Barbering requires of the staff and students.

Staff and students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. The prohibition applies while on the property of the school or participation in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from employment.

There are numerous legal sanctions under local, state and federal laws which can be used to punish violators. Penalties can range from suspension, revocation, and denial of a driver's license to 20-50 years imprisonment at hard labor without benefit of parole. Recent federal anti-drug laws affect a number of areas in everyone's lives. Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, welfare, health, disability and veterans' benefits. The Department of Housing and Urban Development which provides funds to states and communities for public housing, now has the authority to evict residents and members

of their household who are involved in drug-related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

The laws of the State of Missouri are adequate to protect the innocent, but stringent enough to ensure that persons involved with the illegal dealings of drugs or excess use of alcohol can be adequately punished. For example, a small amount of drugs found on a person may lead to an arrest which could require the person to make payment of all court costs as well as participate in mandatory community service. A person found with drugs with the intention to distribute could be imprisoned. A person found to be intoxicated while driving could be forced to pay court costs, lawyer's fees, participate in community service, receive the increase in the cost of automobile insurance or even lose the driver's license and end up in prison. In addition to local and state authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. These agencies are: The Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation, and the U.S. Coast Guard.

Here are a few legal facts of which we should be aware of. It is a crime to hold someone else's dope. It is a crime to sell fake dope. You can be arrested if you are in a house or a school where people are using drugs, even though you are not. You can be charged with possessing dope even if it is not on you. You are considered to possess, under legal terms of "constructive possession" dope that is in your locker, purse, car or house.

Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. The abuse of drugs can affect a person's physical and emotional health and social life. Alcohol is the most abused drug in the United States. Drugs can be highly addictive and injurious to the body as well one's self. People tend to lose their sense of responsibility and coordination, restlessness, irritability, anxiety, paranoia, depression, acting slow moving, inattentiveness, loss of appetite, sexual indifference, comas, convulsions, or even death can result from overuse or abuse of drugs. Not only does the person using the drug subject themselves to all sorts of health risks, drug use can and in many instances do, cause grief and discomfort to innocent people. A drug-dulled brain, for example, affects the wide range of skills needed for safe driving, such as thinking. Further, reflexes are slowed, making it hard for drivers to respond to sudden, unexpected events. Alcohol related highway deaths are the top killer of 15-24-year old drivers.

There are drug and alcohol counselling, as well as treatment and rehabilitation facilities available in our areas where you can seek advice and treatment. The yellow pages of the local telephone book is an excellent source. Looking under the heading "Drug Abuse & addiction Information and Treatment." The Missouri Department of Mental Health Division of Alcohol and Drug Abuse, in Jefferson City is the state Drug Abuse Prevention and Treatment Coordinator (314)-751-4942. North Central Missouri Mental Health Center, a not-for-profit agency provides a counseling center which recommends treatment. In Chillicothe the number to call is 816-646-6872 or refer to the NCMMHHC Pamphlet for facilities in your area. Fees are determined individually based on family income. No one is denied services due to inability to pay. For the Crisis Response Hotline available 24 hours, call 888-279-8188

There are national organizations one can contact for help:

- **The National Substance and Mental Health Services Administration, available 24 hours, 1800-662-4357**
- **The Cocaine Hotline is available 24 hours, 877-589-4784**
- **The National Drug Helpline is available 24 hours, 844-289-0879**

Dependency on drugs can only lead to a life of misery and misfortune. The illegal use or abuse of drugs has a very high impact on our society and the type of crimes committed. To support a drug habit, people must resort to many things which can only lead to a life of horror and in some instances, death. The dollar costs can range from \$200 to \$3,000 per week to support a habit. More importantly, the drug habit impacts a person's family and lifestyle and career prospects as well as one's physical well-being and self-respect.

Treatment is available and may be expensive. For example, a typical live-in program lasting four (4) weeks can cost from \$5,000 to \$15,000. Outpatient programs cost from \$1,000 to \$5,000. Who pays for these treatments? There may be programs which covers the costs. One way or another, the person and the taxpayer pay. It has been proven that an individual who is "hooked" cannot just stop but requires professional care to kick the habit.

There are classic danger signals that could indicate the first sign of drug use.

The primary ones that could call attention to one's use of drugs are: Abrupt changes in mood or attitude Continuing slump at work or school Continuing resistance to discipline at home or school Cannot get along with family or friends Unusual temper flare-ups Increased borrowing of money Heightened secrecy A complete new set of friends.

We recommend that any person observing any of the above changes in either staff or students immediately notify the owner. Caution must be observed not to wrongly accuse a person suspected of taking drugs an improved accusation could lead to embarrassment both to the individual and the school.

Once it has been determined by management that assistance to overcome a drug problem is necessary, the individual and his/her family should be counseled on the need for assistance. Records must be maintained of any counseling provided to the individual. There are clinics in the school's vicinity that can render assistance. Treatment must be an expense paid by the patient. The school can only offer advice in a limited manner. If the individual is in immediate danger of harming either him/herself or others, local law authorities should be immediately contacted.

Staff and students who violate these standards of conduct subject themselves to disciplinary action. Students are reminded that as a precondition to accepting a Pell Grant that they sign a certificate stating they would not engage in unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the period covered by a Pell Grant. A Pell Grant recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by the Pell Grant must report the conviction, in writing, within 10 calendar days of the conviction to the Director Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. Room 3073, FOB-6, Washington, D.C. 20202-4571. Failure to report the conviction could lead to LS&T or debarment.

Staff, upon being hired by Chillicothe Beauty Academy & Barbering, receive a briefing and acknowledge in writing that they understand the provisions of the Drug-Free workplace Act of 1988. Employees must notify the owner at the school in writing at a conviction of a criminal drug statute occurring in the workplace, within five days after receiving the conviction. Disciplinary action will take place within 30 days of notification, and can range from a letter of admonishment, suspension from school or work, and/or enrollment in a rehabilitation program to termination from either school or employment.

Letter of Understanding

It is the policy of the Chillicothe Beauty Academy & Barbering to maintain an alcohol free workplace for all employees and students.

Employees and students who are convicted of violating this policy will be terminated. Employees and students who are convicted of violating any criminal alcohol statute must

notify the Administration at the Chillicothe Beauty Academy & Barbering, within five (5) days of the conviction.

There are counseling referrals offered in the Chillicothe area for alcohol abuse and this particular counseling is held at:

**Alcoholics Anonymous
Calvary Baptist Church
206 Locust Chillicothe, Mo 64601
Tuesdays, Thursdays, and Saturday at 7 p.m.**

Drug Testing Policy

Chillicothe Beauty Academy & Barbering is a drug-free workplace. As such, we prohibit the use of non-prescribed drugs or alcohol during work hours. If the student/employee comes to work under the influence of drugs or alcohol or uses drugs or alcohol during work time, the student/employee will be discipline in accordance to policy up to and including termination. The “Effect of Drug Conviction on Eligibility” and “Drug Prevention Program” is posted on the bulletin board for your review.

Chillicothe Beauty Academy & Barbering policy is intended to comply with all state laws governing drug testing and is fully designed to safeguard student/employee privacy rights. If there is reasonable suspicion that the student/employee is working while under the influence of an illegal drug or alcohol. The student/employee will be tested for drugs and/or alcohol.

Chillicothe Beauty Academy & Barbering will pay the cost of any drug and alcohol testing that is requires or requests student/employees to submit to. Any additional tests that the student/employee requests will be paid by the student/employee. If the student/employee receives notice that the test results were confirmed positive, the employee will be given the opportunity to explain the positive result.

Chillicothe Beauty Academy & Barbering will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a need to know the results, will have access to them. The student/employee will be asked for their consent before test results are released to anyone. Be advised, however, that test results may be used in arbitration, administrative hearings and court cases arising as a result of the student/employee drug testing. Results will be sent to federal agencies as required by federal law.

Notice of Privacy Practices

Purpose: This form, Notice of Privacy Practices, presents the information that federal law requires us to give our students regarding our privacy practices. (Note: This form may need to be changed to reflect the school's practices particular privacy policies and/or stricter state laws.)

We must provide this notice to each student beginning no later than the date of our first class to the student including service delivered electronically, after April 14, 2003. We must

make a good faith attempt to obtain written acknowledgement of receipt of the notice from the student. We must also have the notice available at the office for students to request to take with them. Whenever the notice is revised, we must make the notice available upon request on or after the effective date of the revision in a manner consistent with the above instructions. Therefore, we must distribute the notice to each new student at the time of service and to any person requesting a notice. We must also post the revised notice in our office as discussed above.

Privacy Policy

In connection with your enrollment in classes at Chillicothe Beauty Academy & Barbering we may acquire information about you as described in this notice, which we will handle as stated in this notice.

1. We collect nonpublic personal information about you from the following sources.
 - a. Information we receive from you on applications or other forms
 - b. Information about your transactions with us, and
 - c. Information we receive from a consumer reporting agency
2. We do not disclose, nor do we reserve the right to disclose, any nonpublic information about our students or former students to anyone except as permitted by law. We may disclose nonpublic personal information about you, as a student, or former student to nonaffiliated third parties as permitted by law.
3. We restrict access to nonpublic personal information about you to those employees who need to know that information to provide you with services or products to you. We maintain physical electronic and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

Due Process

All students shall be treated fairly and honestly in resolving grievances and complaints, and in consideration of any suspension or expulsion. All students have the right to fair and reasonable treatment of their student grievances and discipline by school officials.

Student Conference Procedures

1. Inform student of the reason for conference.
2. Give student opportunity to respond to allegation(s).
3. Discuss student's behavior and ways to correct student behavior.
4. Inform student of corrective action and/or next steps.
5. Document behavior and intervention.
6. Immediate suspension if major violation.

FAQ

Questions & Answers How large is the Beauty Industry? Dollar-wise, its annual volume is well in excess of one billion dollars.

Of what is it compromised? Basically, it is built around professional beauty services rendered in more than 150,000 salons located in cities, towns, and villages, of every state in the Union. These are staffed by upwards of 500,000 operators, who are also referred to as Cosmetologist, Hairdressers, and Beauticians.

Salon services are performed with the aid and use of a wide range of equipment, accessories, and supplies made by hundreds of manufacturers who, for the most part, concentrate their activities in the beauty field. The products of these firms are distributed to the salons by upwards of 1,500 beauty supply dealers (also known as jobbers)

Who are the customers of the Beauty Industry? Millions of women and men of all ages starting at about 16 or younger and continuing through all brackets to extreme old age. People Never lose their desire to appear attractive at all times.

Is it an essential industry? Yes, in the same sense that for women and men, services not only provide improved and more youthful appearances, but simultaneously, are uplifting to both spirit and morale. Prolonged and/or renewed youthful appearances achieved at the beauty salon make it possible for busy men and women to obtain and hold positions in the business world. Medical authorities agree that such services can improve mental outlook and physical wellbeing.

Is the industry limited to women?

Until the last several years this has been predominantly a woman's business, with the ratio running about 90% women and 10% men. Recent trends, however, reflect a considerable upswing in the number of male operators, with many schools showing a present ratio of about 70% women and 30% men.

What is the growth potential?

Increasingly good, for two sound reasons:

1. Women and men are becoming and will continue to be increasingly beauty conscious. Aside from personal experiences, they constantly are being educated by newspaper, magazines and beauty blog editors and by radio and television commentators.
2. In addition to the widening percentage of women and men educated to available beauty salon services each year, we must add the factor of a constant and rapidly expanding population. Both of these factors have contributed to numerical expansion of beauty salons and operators in the past, and obviously will continue to do so.

What are the industry's employment possibilities?

In most areas of the country beauty operators are in demand. This is apparent from both the phone calls made by the salon owners to beauty school placement bureaus and from classified advertisements appearing in newspapers. Beauty operator demand has continued at an increased rate and the ever-enlarging popularity of beauty salon services insures a bright future.

What is the beauty operator's compensation?

Well, on a par with, or better than, many skilled or semiskilled professions and trades, the actual rate depends upon prevailing pay levels in given areas. Each individual's opportunity for advancement is limited only by his/her ability to properly apply acquired knowledge, and couple it with experience.

Application for Admission Instructions

- 1. Please read and fill in all appropriate information on the following forms.**
- 2. Please include or send separately a copy of your High School diploma, transcript, or GED certification**
- 3. Include the \$50.00 non-refundable application fee in the form of a check or money order made out to Chillicothe Beauty Academy & Barbering. If fee is to be paid in cash, it should be brought to the school in person.**

Other Items Needed Prior to Starting Class

- 1. 4- 2 inch by 2-inch photos for student license**
- 2. \$5.00 money order made out to: State Board of Cosmetology & Barber Examiners for student license.**
- 3. Tuition and all costs paid, or arrangements made.**
- 4. Signed enrollment contract and personal interview PRIOR to class start date.**
- 5. Copy of birth certificate or current driver's license.**

Application for Admission

Personal Information

Legal Name (Last) _____ (First) _____ (MI) _____

Previous/Maiden Name(s) _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Social Security Number _____ Birth Date _____

Current Age _____ Male _____ Female _____ Email address _____

Admission Information: Check the course you are applying for: Class CA- Cosmetology
Hairdressing & Manicuring _____ Class MO _____

Manicurist _____ Instructor Training _____ Barbering-----

Date you want to begin training: _____

Educational Background

High School Attended _____ Year Diploma was
received _____ GED _____ Year GED was received _____

College(s) Attended: _____

Trade or Vocational Schools Attended: _____

Special Qualifications, list offices held or special activities in school, church & community

List Hobbies and special interests _____

3 References Full Name and Phone Number

Signature of Applicant

Date

Please Print the following application and fill it out as well.

<https://chillicothebeautyacademy.com/wp-content/uploads/2018/05/Student-Enrollment-CBA-MO.pdf>

Privacy Policy

_____(initial) **I acknowledge that I received a copy and reviewed the privacy policy of the Chillicothe Beauty Academy & Barbering.**

Code of Conduct

_____(initial) **I have received and reviewed The Chillicothe Beauty Academy & Barbering Code of Conduct.**

Statement of Good Health

_____(initial) **I certify and confirm under penalty of perjury that I am in good physical and mental health.**

Drug and Alcohol Testing

_____(initial) **I agree and understand that Chillicothe Beauty Academy & Barbering can test me for drugs/alcohol at any time.**

Locker Policy

_____(initial) **I understand & give my permission for my locker to be searched at any time. Key and Lock Number Issued _____**

Photo Media Permission

_____(initial) **I give Chillicothe Beauty Academy & Barbering permission to publish my photo on any and all forms of media & print.**

Drug Free Schools and Campuses

I acknowledge I have received the Drug Free Schools and Campuses Standard of Conduct.

_____(initial)

Student Signature

Date

Chillicothe Beauty Academy & Barbering Staff

Date

Attendance

This applies to all students enrolled at the Chillicothe Beauty Academy & Barbering

Student Signature

Date

Chillicothe Beauty Academy & Barbering Staff

Date

Unexcused Student Absences Policy

_____(initial) I have received and reviewed The Chillicothe Beauty Academy & Barbering Unexcused Student Absences Policy.

Patrons of the School

_____(initial) I have received and reviewed The Chillicothe Beauty Academy & Barbering Patrons of the School Policy. I understand that I am allowed to keep any gratuities. However it is the student's responsibility to track and report any income received as required by local, state, or federal law.

Student Signature

Date

Chillicothe Beauty Academy & Barbering Staff

Date

Rules and Regulations

I have received a copy of the school's Rules and Regulations. I understand that if I miss more than two weeks (10 days), the school reserves the right to charge an additional fee to cover extra expenses and cost of individualized instruction due to absences as may be determined by the number of hours/days missed.

This applies to all students enrolled at the Chillicothe Beauty Academy & Barbering.

_____(initial) All of the above policies, rules, and regulations are in The Chillicothe Beauty Academy & Barbering School Catalog (which I have been given a copy of) as well as online at: www.chillicothebeautyacademy.com.

Student Signature

Date

School Official

Date

Release of Information Form

Student Name: _____

Program: _____

I, _____, permit the Chillicothe Beauty Academy & Barbering to release the following information (list specific items):

To the following person or organization: _____

On this date: _____

Signature

Date

NOTE: This form is to be used EACH time the school wants or has a need to release information from the student file to a third party.

Registration Contract and Enrollment Agreement for Instruction at Chillicothe Beauty Academy & Barbering

I, _____, hereby make application for the course identified below and in consideration of my enrollment at the Chillicothe Beauty Academy & Barbering furnishing and offering to furnish, instruction in Chillicothe Beauty Academy & Barbering, hereinafter referred to as school, please provide the following and agree to the following payments and conditions.

Address _____ City _____

State _____ Zip Code _____ Phone Number _____

Email address: _____

Social Security Number _____

Course Data _____

I am applying for the _____ course of study which is to begin on _____ and ends on _____. The Program will be taught for _____ hours over _____.

Schedule _____ Full Time _____ Part time

I am asking the school to accept my transfer hours of _____.

I understand that the school will charge me \$8.00 per hour that I have to finish my course.

Student _____ Date _____

School Official _____ Date _____

Cosmetology Questionnaire

Name: _____

Full Mailing Address:

 Phone number _____ Email Address _____

Answer the following questions by circling the correct answers where you are given a choice. If yes, circle yes, if no, circle no. When answered in your own words, use as few words as possible.

Have you attended a fashion show in the last year? yes _____ no _____

Do you consider yourself easy to talk to? yes _____ no _____

Are you particular about your grooming? yes _____ no _____

Do you believe that looking feminine and attractive at all times is worth the time and effort? _____

Are you usually the first in your group to try a new hairdo, or new style in fashion, just for fun? _____ On yourself? _____ On others? _____

Have you changed your hairstyle in the last four years? _____

Do you read fashion magazines and blogs? _____

Do you follow the style trends in the movies and on the television shows you watch? _____

Do you like meeting people? _____

Do you believe in a change of color for mousey-looking hair? _____

Are you usually open to new ideas? _____

Would you listen to other person's point of view, even though you disagree? _____

Are you willing to invest a few months of hard work and study in return for a professional career in Cosmetology? _____

If a friend(s) asks your advice on a beauty problem, would you give a serious, thoughtful answer? _____

Form 90-940-574

Department of Elementary and Secondary Education
Office of Adult Learning & Rehabilitation Services
 3024 Dupont Circle, Jefferson City, MO 65109

**ASSURANCE OF COMPLIANCE with the Department of Health
 and Human Services Regulations under Title VI of the Civil Rights
 Act of 1964, and
 Section 504, Vocational Rehabilitation Act of 1973 as Amended**

Chillicothe Beauty Academy & Barbering (hereinafter called "the Agency")
 Name of Agency

505 Elm St. Chillicothe, Mo 64601
 Address

HEREBY AGREES THAT it does and will continue to comply with Title VI of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to the Regulations of the U.S. Department of Health and Human Services (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act & the Regulations, no person in the United States shall, on the ground of race, color, national origin, sex, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Agency receives payments which constitute wholly or in part Federal funds or Federal assistance from the Department; and **HEREBY GIVES ASSURANCE THAT** the Agency will immediately take any measures necessary to effectuate this agreement. The Agency also agrees that it does and will comply with the requirements imposed by Section 504 of the Vocational Rehabilitation Act of 1973 as Amended, which forbids discrimination on the basis of disability, in any program or activity receiving federal money from the U.S. Department of Education.

THE AGENCY GIVES THIS ASSURANCE in consideration of and for the purpose of providing services to clients of Missouri Vocational Rehabilitation and obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance for which the Agency may be eligible. The Agency recognizes and agrees that such usage by Missouri Vocational Rehabilitation and such Federal financial assistance may be extended in reliance on the representation and agreements made in this assurance and that the United States and Missouri Vocational Rehabilitation shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Agency, its successors, transferees, and assignees; and the person whose signature appears below is authorized to sign this assurance on behalf of the Agency.

Minda King

Authorized Official

owner

Title

7-28-22

Date

