

The Cosmetology Education Elite
BLACKWOOD

BEAUTY SCHOOL

2105 Hwy. 67 S.

Pocahontas, AR 72455

(870) 892-3879

"A Career Without Limits"

Staff

Administrative Officials

Business Manager	Terry Long
Director/Coordinator	Michelle Long

Full-Time Faculty

Licensed Instructor	Michelle Long
Licensed Instructor	Janice Jansen

PHILOSOPHY

The basic philosophy of education and training upon which our school operates is that each student has a talent, large or small, when he or she comes to us for training in the field of Cosmetology. We assume the responsibility of discovering and developing that talent in order that the student when fully trained might become a happy, well-adjusted person in his or her chosen profession.

In our clinical work, we encourage each student to develop some creativity with his or her patrons in order to make them happy with their appearance. Our clinical work is considered a very important learning feature in the school, providing learning experience under licensed instructors.

We strive to keep our school and clinic in a professional atmosphere so that our graduates will have pride in the profession that they have chosen.

FACILITIES

The school building consists of clinic area, classroom, office supply room and dispensary, utility, and two restrooms and lounge.

The clinic area is furnished with equipment necessary for the practical training of Cosmetology. All clinic practice is under the supervision of instructors.

Classrooms are equipped for both theory and practical classes. Desk-type chairs, work tables, styling chair, teacher's desk and chair, blackboards, mannequins, dryers and chairs, shampoo bowls, and chairs, facial area, manicure area, visual aids; such as charts, films and library books relevant to the study of Cosmetology and a video recorder.

Private office for the purpose of interviewing, counseling and business administration.

Lounge for break time and lunch period.

EQUIPMENT

Student armchairs, demonstration platform, chalk board, bulletin board and mannequin bars are provided in the classroom. Each student is provided the use of kit, book and mannequin. Blackwood Beauty School furnishes dresserettes, shampoo bowls, sterilizes, manicuring tables and stools, curling irons, dryers, portable dryers and other equipment for the benefit of each student. The school furnishes all required supplies such as towels, shampoo, and other practical materials.

Educational classroom equipment consists of video tapes, VCR and TV,

anatomy charts, styling posters and procedure charts.

The school maintains a comprehensive library of books and periodicals available to students and staff on a check-out basis.

Chairs, tables, microwave oven, toaster, vending machines and refrigerator are provided in the student lounge.

SCHOOL CALENDAR

The school offers classes during the entire year and any eligible person may register on any school day by appointment. Class start dates are every Tuesday.

School holidays are observed on New Year's Day, Fourth of July, Thanksgiving Day and Christmas Day.

CLASS SCHEDULE

Each student is expected to attend the scheduled school hours on Tuesday through Saturday from 8:00 am. until 4:30 p.m. Part-time schedules can be arranged.

A class schedule is posted in the classroom. In the event that a schedule is changed, students will be notified.

ADMISSION REQUIREMENTS

Cosmetology Course

The Blackwood Beauty School admits as regular students:

1. High school graduates
2. Holders of high school General Equivalency Diplomas

(GED)

3. Persons who are above the age (sixteen years) of compulsory school attendance in Arkansas and who have the ability to benefit the training offered.

Ability to benefit is determined on the basis of an evaluation which includes successful completion of an approval recognized industry ability to benefit examination. All prospective students without a high school diploma or GED must successfully complete the Ability to Benefit evaluation.

In accordance with Arkansas Act 465 of 1987, in all cases, no applicant will be allowed enroll who has not finished ten years of secondary training or its equivalent.

All applicants must submit:

1. High School Diploma or General Equivalency Diploma (GED) or other proof of education.
2. Arkansas State Board of Cosmetology application.
3. Birth certificate or affidavit if under age 18.
4. Photo identification.
5. Social Security Card.
6. \$75.00 cash or check for registration fee.
7. \$10.00 money order for State Board Permit (Payable to the Arkansas State Board of Cosmetology)

Cosmetology Instructor Course

Blackwood Beauty School admits as students only persons having:

1. A high school diploma or a General Equivalency Diploma (GED).
2. A current Arkansas Cosmetology License.
3. Be at least 21 years of age.

Applicants must submit:

1. Arkansas State Board of Cosmetology application form.
2. Proof of education.
3. Photo identification.
4. Social Security card.
5. \$75.00 cash or check for registration fee.
6. \$10.00 money order for State Board Permit (Payable to the Arkansas State Board of Cosmetology)

STATE OF NON-DISCRIMINATION

Blackwood Beauty School in their admission, instruction, and graduation policies, practice no discrimination on the basis of race, color, sex, age, religion or national origin.

EDUCATIONAL OBJECTIVES.

In order to provide guidance and direction to the programs in the Blackwood Beauty School System the following educational objectives apply to all courses offered:

1. To develop the professional ethics, hygiene and good grooming, visual poise, and personality of each student enrolled in the Blackwood Beauty School System.
2. To prepare each student for successful completion of the State Board Cosmetology licensing examination with the goal of successful entry and continual employment in the cosmetology profession.

Additional specific course objectives are as follows:

Cosmetology Course

1. To develop in each student theoretical and hands-on knowledge and skills in manicuring, shampooing, and hair shaping, necessary for successful entry and continual employment in the cosmetology profession.
2. To develop in each student the technical skills and knowledge necessary for the diagnosis and application of chemical processes related to hair coloring, styling and shaping of the hair, required to meet the very high standard of the cosmetology profession.

Successful completion of the Cosmetology course will prepare the student for work as:

Hair Stylist
Manicurist
Permanent Wave Specialist
Salon Owner or Manager
Color Specialist
Theatrical Hair Stylist
Esthetician
Beauty Supply Sales Person
State Board Inspector
Hair Stylist Assistant

Successful completion of the Cosmetology course will qualify and prepare the student for the further study in the Cosmetology Teacher Training course and advanced hair styling courses and seminars. Cosmetology Instructor Training Course

1. To develop in each student instructor the skills and techniques related to the teaching of Cosmetology.
2. To provide supervised practical experience of each student teacher in the teaching of Cosmetology.

Successful completion of the Cosmetology Teacher Training Course will prepare you for work as:

Cosmetology Instructor
State Board Member or Inspector
Cosmetology School Owner
Manufactures Representative
Cosmetology School Director/Manager
Beauty Products Supervisor
Styles Director
Platform Artist
Esthetics Teacher

Completion of the Cosmetology Teacher Training Course qualifies and prepares the student for state and national teacher training seminars for continuing education units.

**APPROVED COURSE OF STUDY FOR
COSMETOLOGY TRAINING
1500-HOUR COURSE***

Units of Instruction	Hours Required
Hygiene and Sanitation	80
Related Science	120
Hairdressing	1000
Manicuring	100
Cosmetic Therapy	100
Salesmanship and Shop Management	50
Shop Department	<u>50</u>
Total Clock Hours	1500

***Note: The 1500 hour Cosmetology Course is designed to be completed in ten (10) months. Each of the units of instruction listed above will be covered in theory and practical instruction.**

**APPROVED COURSE OF STUDY FOR COSMETOLOGY
INSTRUCTOR TRAINING
600-HOUR COURSE***

Units of Instruction	Hours Required
Required Preparatory Training	50
Class Attendance	100
Conducting Theory Classes	50
Conducting Practical Classes	300
Methods of Keeping Student Records	10
Brush-up and Review of Course	<u>90</u>
Total Clock Hours	600

***Note: The 600-hour cosmetology Instructor Training Course is designed to be completed in four (4) months. Each of the units of instruction listed above will be covered in theory and practical instruction.**

DRESS CODE

All students attending Blackwood Beauty School should maintain standards of personal hygiene, appearance, and dress that indicate the appropriate standards of professionalism. This is particularly important to Blackwood Beauty School, as our school is comprised to a large extent of fashion conscious customers. Blackwood Beauty School subscribes to the philosophy that extreme fads and style of attire, such as faded or torn jeans and t-shirts, are not appropriate professional attire. All students enrolled in Blackwood Beauty School are required to wear a washable black laboratory jacket and enclosed professional clean shoes. All students must report to class in the proper attire, which must be clean and professional.

Note: Black smock to be worn at all times along with professional black slacks and professional dress shirts. Clothing must be neatly pressed. Shirts must touch the top of pants with arms extended out to the sides. Skirts below the knee are allowed with enclosed dress shoe. No excessive make-up or jewelry. No hats or caps allowed. No clothing with wording. No t-shirts or sweatshirts. Sunglasses are not permitted in class unless specified by doctor's note. Each student must present an appearance appropriate for his/her gender.

SATISFACTORY PROGRESS POLICY

Each student is required to maintain satisfactory progress during enrollment.

Satisfactory Progress defined as:

1. Attendance: Minimum of 24 hours per week or sixty percent (60%) of scheduled forty (40) hours, for full-time student
2. Academic: An average of seventy percent (70%) on written work and 75% practical performance.

In order to be considered to be making satisfactory progress towards a Diploma, a student must maintain the specified grade averages as well as proceed through the course at a pace leading to completion in the specified time frame. For purposes of determining satisfactory progress, each course is broken down into the following segments:

Cosmetology	500 Clock Hours
Cosmetology Teacher Trainee	299 Clock Hours

Students receive a numeric grade in both their theory and clinic/practical work. Grades will be earned in periods called segments. An overall academic average of seventy percent (70%) is required for graduation. The following represents the equivalences of the grades assigned:

S+ Satisfactory Plus	94 - 100
S Satisfactory	86 - 93
S- Satisfactory Minus	78 - 85
N Needs Improvement	70 - 77
Minimum Acceptable Level	
U Unsatisfactory	0 - 69
Fail	

Students are permitted to take any failed exam over once with the second grade substituting for the first, even if it is lower. Practical performance grades are accumulated according to the practical requirements completed satisfactorily.

Students who do not achieve a 70% cumulative academic average and 60% cumulative attendance average at the end of each segment will be placed on probation for a period of six (6) weeks. During that period you may receive any financial aid due you, but if your cumulative average at the end of the probationary period is less than satisfactory you will normally be terminated from Blackwood Beauty School. However, students may appeal for one extra probationary period if they can demonstrate that the causes of the previous poor performance have been eliminated and that their performance during the probationary period showed improvement. Students meeting minimum requirements of evaluation are considered to be making satisfactory progress until the next scheduled evaluation. Students who do not meet such requirements shall be terminated.

Probationary Period Regarding Instructor's Trainees

Financial Aid will not be disbursed until the end of the probationary period to determine if the student is making satisfactory progress. If they are, the student will resume financial aid status. If they are not, no payments will be made until satisfactory progress requirements have been made.

Appeals To Probationary Status

A student may appeal the determination of satisfactory progress and the termination of the financial assistance in writing, to the Executive Director based upon extenuating circumstances. In such cases, the Executive Director may determine that the student is making satisfactory progress towards his/her diploma despite the failure to conform within the time frame or minimum grade average. An appeal decision will be made and

the student notified by letter. Financial eligibility is also reinstated to students who win appeals regarding satisfactory progress status.

Leave of Absence

Periods, during which students have formally requested and received a leave of absence or have officially withdrawn from the institution, will not be considered in calculating satisfactory progress. Students returning from a leave of absence will have the same satisfactory progress status as the student had when the leave of absence was granted.

Re-admission and Re-instatement of Financial Aid

Students may apply to be re-admitted to the institution after being dismissed after waiting a period of 30 days. Such students will be enrolled on a probationary status. With respect to financial aid, a student must complete a period of 30 days with at least a 70% academic average and 60% attendance for that period before financial aid awards will be made. This procedure applies only to dismissals caused by lack of satisfactory progress and will never be granted more than once. It does not apply to voluntary withdrawals. Students returning from a leave of absence will have the same satisfactory progress status as the student had when the leave of absence was granted.

Re-entering students will be charged at the current tuition rates for newly entering students. Amounts paid during their first period of enrollment will be credited to their account if the student is re-admitted within six (6) months of his/her withdrawal. Tuition charges for students out longer than six (6) months will be based on the number of hours the student contracts for upon returning. Cost if figured on a pro-rata basis.

Maximum Time Frame

In addition to items stated above, students are considered to making satisfactory progress so long as the course objectives for graduation are completed within an additional 50% of the typical (normal) course length. Variation in attendance, excused absences, etc. may require some students more time in weeks or months to complete necessary clock-hours. The normal and maximum time frames are:

UNITS OF INSTRUCTION	HOURS REQUIRED	SCHEDULED MONTH FOR COMPLETION	MAXIMUM MONTHS ALLOWED
Cosmetology	1500	10	15
Cosmetology Instructor Training	600	4	6

Incomplete, Withdrawals, Repetitions, and Remedial Work

Course incompletes, repetitions, and withdrawals do not apply to this school and have no effect upon the satisfactory progress standards.

Suspension and Termination

The following offenses may be causes for disciplinary action resulting in suspension and/or termination.

1. Infraction of school rules and regulations.
2. Theft or deliberate abuse and/or destruction of classroom or training equipment. In addition, the student can be required to pay for the damages.
3. Insubordination to persons in authority.
4. Fighting or instigating arguments with fellow students, co-workers or clients.
5. Possession any weapon while on school premises, or any action that causes or could cause bodily harm to any client, student or employee.
6. Use, possession, distribution or sale of alcohol or illegal drugs while on school property.
7. Discourtesy to staff, clients, visitors or other employees.
8. Refusal or inability to follow instructions given by the instructor.
9. Any refusal actions that reflect the lack of respect for oneself or the profession. Such actions would include but are not limited to cheating, falsifying records, gambling on premises, giving out confidential information, persistent untidy appearance, foul or loud language, etc.
10. Not maintaining satisfactory progress while on academic probation.

GRADUATION REQUIREMENTS

In order to graduate, the student must:

1. Complete 1500 hours Cosmetology training for Cosmetology I-
cense; or 600 hours Cosmetology Instructor Training for Instructor
License.
2. Pass a final written with 70% and practical examination with 75%.
3. Make satisfactory progress in all units of instruction.
4. Satisfy all financial obligations to the school.
5. Completion of all clinical/practical requirements.

When all of the above requirements are met, the student will receive a diploma of graduation from Blackwood Beauty School.

Upon graduation the student will be eligible for the State Board Licensing Examination. The student must submit:

Money order for the State Board Examinations and License fees as follows:

Cosmetology Examination	
Practical and Theory (1500)	\$30.00
Cosmetology Teacher Examination	
Practical and Theory (600)	\$30.00

FINANCIAL AID PROGRAM

Students desiring information regarding the various aid programs and payment plans available should contact the Director of Admissions at the school.

EMPLOYMENT ASSISTANCE

Blackwood Beauty School does not guarantee student employment upon graduation; however, the school offers assistance in student placement and counseling services. The school maintains placement service with the leading salons in local and surrounding areas. Students may avail themselves of the school's assistance for placement service at any time, even after graduation.

COUNSELING

Staff members are available to advise and counsel students on academic, financial and personal matters. The school will counsel with the parents of below legal age students if the student does not continue to meet the high standards of the school.

Each school provides education for substance abuse prevention using community resource speakers, video presentations, posters, classroom presentations. etc.

REFUND POLICY

- An applicant not accepted by the school shall be entitled to a refund of all monies paid.
- If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and emends his/her money back in writing, within three business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded, The cancellation date shall be determined by the postmark on the written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
- If a student cancels his/her contract after three business days after signing but prior to entering classes, he/she shall be entitled to a refund all monies paid to the school less a registration or enrollment fee of \$75.
- For students who enroll in and begin classes, the following pro-rata refund policy will be used. Pro-rata refund, as used in this school contract, means a refund by the school of not less than that portion of the tuition, fees, and other charges assessed the student by the school equal to the portion of the period of enrollment for which the student has been charged that remains on the last period, less any unpaid charges owed by the student for the period of enrollment for which the student has been charged, less-
- An administrative fee not to exceed the lesser of 10 percent of tuition fees and other charges assessed the student, or \$200.00. For the purpose of clarification, “the portion of the period of enrollment for which the student has been charged that remains,” is determined by dividing the total clock hours comprising the period of enrollment for which the student has been charged into the number of clock hours remaining to be completed by the student in that period as of the last recorded day of attendance by the student. Students who are absent without notifying the school or failing to return on their documented date of return for a two-week period, will be terminated.

The provision of this policy does not apply to any student whose withdrawal date is after the earlier of

1. The halfway point (in time) for the student’s program of study; or
2. Six months after the commencement of the student’s program.

The length of a student’s program or program of study is defined as that period of time beginning on the student’s first day of class, shown on the contract as “School Term Begin” and ending on the student’s expected completion date, shown on the contract as “Term to End”. The maximum ending date is not used in calculating the length of a

student's program. Any student whose last day of physical attendance exceeds

1. The halfway point (in time) for the student's program of study; or
 2. Six (6) months after the commencement of the student's program, will be liable for 100% of the tuition charges as shown on the contract.
- In the event that Blackwood Beauty School is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.
 - In the event a course is cancelled subsequent to a student's enrollment, Blackwood Beauty School shall, at its option:
 1. Provide a full refund of all monies paid; or
 2. Provide completion of the course.

FREEDOM OF INFORMATION POLICY REGARDING STUDENT RECORDS

Blackwood Beauty School guarantees its students (either actively enrolled or previously in attendance) and their parents and/or guardians the right of access to their files. Files are maintained in the school. A responsible representative of Blackwood Beauty School will, upon request, review a student's file with him or her, assist in the interpretation of the student's records and answer all questions.

Authorized Releases

Blackwood Beauty School protects the invasion of privacy rights of its students and staff by releasing only information that is legally required. Information of a personal nature is released only on the written instructions of the student or the parent/guardian if the student is a minor. Blackwood Beauty School must, however, make its student files available to certified, accrediting, regulatory, and other governing agencies who have the legal right to examine such files for their compliance visits. Agencies requiring information from school records must make a written request that will become a part of the student's permanent file. Only copies of original documents will be removed from the school. No portion of a file may be removed or reproduced without permission of an officer of Blackwood Beauty School, as all material and records contained therein are the property of Blackwood Beauty School.

HANDICAPPED FACILITIES

The individual school manager must be contacted to ascertain the exact handicapped facilities available at the particular school.

CREDIT FOR PREVIOUS EDUCATION

The School Manager will assist students who have attended a school of cosmetology prior to registering at Blackwood Beauty School so that proper credit may be granted for those hours earned at an earlier time or at another school.

The Arkansas State Board of Cosmetology will recognize hours earned within the last three years in Arkansas. Blackwood Beauty School will honor such hours when the student presents the proper transfer papers and transcript from the former beauty school.

Students who have earned hours in a state other than Arkansas will be granted credit as advised by the Arkansas State Board of Cosmetology. Notwithstanding the provisions of the above, Blackwood Beauty School reserves the right to administer a proficiency examination to determine the student's entrance level of training. Hours will be adjusted to coincide with the school's evaluation of the applicant's proficiency examination. The school's determination will be final.

TUITION AND FEE INFORMATION

Course Title	Tuition	Books	Kit
Cosmetology	\$3000.00	\$125.00	\$500.00
Cosmetology Instructor's Training	\$1500.00	\$125.00	N/A

Method of Payment

Upon enrollment, the tuition is due and payable in full; however, the student, at the school's option, may pay a down payment and monthly installments as follows:

Course Title	Hours Required	Length (Months)	Reg. Fee	Down Pmt	Monthly Tuition	Total Tuition (Including Books and Kit)
Cosmetology	1,500	10	\$75.00	\$800.00	\$305.50	\$3,625.00
Cosmetology Instructor	600	4	\$75.00	\$425.00	\$275.00	\$1,625.00

All financial obligations to the school must be satisfied before the last 100 hours of training; if not, a leave of absence will be given until such payment is made.

ADDITIONAL CHARGES

If the student must attend longer than the prescribed time allotted for the course of study (ten months for the Cosmetology course, four months for the Cosmetology Instructor's course) in order to complete the additional instruction will be provided at a rate of \$3.00 per hour for all courses of study. If a student is transferring, he or she must pay a \$10.00 transcript fee.

ATTENDANCE POLICY

Developing and maintaining a good attendance record is an important part of each student's professional development. All students are expected to attend all classes, be on time, and remain in the classes for the scheduled duration. Attendance records are maintained on each student. Class cuts, tardiness, and partial days absence will be recorded. A student is allowed 30 class times to miss during the 10-month course. Two tardies count as one absence. Anyone coming in after 8:00 a.m. will be considered as tardy. Anyone coming in after 8:15 a.m. will not be permitted to class or to clock in until 9:30 a.m. Any student who misses more than 30 class times will make up those class time at the end of their 1500 hour course. Students who fall below attending 60% of classes during the first segment will be counseled and placed on probation for a period of 6 weeks. The student will be notified in writing concerning the probationary status. If attendance does not improve during the probationary period the student will be terminated.

Requests for a waiver of this termination, in the case of exceptional circumstances, must be made in writing to the Director or Supervising Instruction not less than two weeks after notification of termination.

Students are allowed 10 months to complete the 1500-hour Cosmetology course: four months to complete the 600-hour Instructor training course. In the event that additional time is required by the student to complete a course, it will be provided at the monthly course rate current at time of the enrollment and specified in the contract.

A maximum of 15 months will be allowed completing the Cosmetology course, six months for the Instructor Training course. If any full-time student cannot complete within this time frame, his/her training may be terminated.

LEAVE OF ABSENCE

The leave of absence should not exceed sixty (60) days unless there are extenuating circumstances that arise from a medical condition. Therefore, a written letter should be provided from a physician if the leave of absence is longer than sixty (60) days.

Only one (1) leave of absence may be granted during the course. Leaves of absence must be approved by the school owner or supervising instructor.

GROOMING

Clients will have little faith in a Cosmetologist who is not personally well groomed and careful about his/her own appearance. Good grooming includes daily bath, clean teeth and fresh breath, daily use of deodorant, and fresh underclothing.

SMOKING

Smoking is permitted only during the break and lunch time in the designated area outside the building.

LEAVING CLASSROOM

Students are not permitted to loiter or congregate in the rest rooms, reception rooms, lobbies, building entrance, etc., nor are they permitted in the Teacher's office or supply room. Students must not leave the school premises during class hours without permission.

Students may not leave the classroom during the first hours of any morning class. This hour is designated for lecture and/or demonstrations and students are not permitted to leave the classroom or clinic area.

If it becomes necessary for a student to go to the rest room during this time, they are permitted to leave, but must return immediately. They are not to rest, smoke, etc., during this time.

WORKSTATION

To help each student develop professional work habits, which is part of student training, you are responsible for:

The cleanliness of your own workstation, mirror and floor at all times: Hair should be picked up from the floor IMMEDIATELY after each haircut.

Cleaning the shampoo bowl, equipment or implement you use, IMMEDIATELY after using it. Teachers may examine your kit on designated days and more often if conditions require.

FOOD IN SCHOOL.

No food or drink is permitted in classroom or clinic during class session. Food may be eaten in the lounge area only and only during break times. The individuals who use the area are responsible for its cleanliness.

FURNITURE AND EQUIPMENT

Students are provided with a locker, and equipment should be stored in these lockers. Students are not permitted to leave equipment any place other than assigned kits and/or lockers. The school is not responsible for students' equipment or personal property. Before being admitted to any class, students must have a full set of equipment, including pencils, notebooks and textbook.

TELEPHONE

Students may use the telephone for **EMERGENCIES ONLY.**

DUTIES

Routine housekeeping duties are assigned daily. You must complete your assignment before leaving for the day.

SOLICITING

Soliciting of any kind, by students, is not permitted on the premises or in the vicinity of the school.

STUDENT CONDUCT

Lewd, indecent or obscene conduct or expression including foul or loud language is not permitted.

Students are not permitted to bring radios, cassette players, cell phones, etc. into the school.

Cooperation with instructors and student instructors is mandatory, and students should obey any reasonable requests made by such instructors in normal school activities.

Conflicts with other students, staff members, patrons or visitors of the school will not be permitted on school property. Any student having a suggestion or complaint should register it in the office of the management rather than with a fellow student or a patron.

PARKING

Students may park in designated area only. Violators of this policy may have their cars towed away at their expense.

Students in violation of any of the school policies, rules or regulations and/or whose personal conduct is deemed unsatisfactory will not be permitted to attend class and may be suspended or dismissed.

Students who wish to appeal the determination that they have been suspended or dismissed must submit a letter to the Executive Director. The letter should describe any circumstances the student feels deserves further consideration. An appeal will be made and the student notified accordingly.

BLACKWOOD BEAUTY SCHOOL CODE OF ETHICS

1. This school has as its principal objective the training of qualified cosmeticians to render the best possible service to patrons.
2. This school strives continuously to improve its operation in order to keep abreast with the ever-changing development and new techniques in cosmetology.
3. This school observes all rules and regulations issued by the State Board of Cosmetology and Health Department.
4. This school encourages its instructors to keep abreast of the latest teaching methods in cosmetology in the way of reading educational books and attending teachers' refresher or advanced courses, workshops, and trade schools.
5. This school takes part in educational conferences and regional meetings in order to advance the cosmetology profession.
6. This school makes use of acceptable teaching techniques and training aids (such as textbooks, workbooks, films, and other audiovisual aids) in order to provide the best possible training for its students.
7. This school maintains honest and fair relationships with its staff, students, patrons, state board and other schools.
8. This school purchases only high-grade standard equipment, cosmetics, and supplies to be used for the instruction of its students.
9. This school advertises truthfully, and makes honest representations to its students.
10. This school refrains from any criticism that reflects unfavorably on other schools and the cosmetology profession.

Blackwood Beauty School Rules and Regulations

1. Be at school by 8 a.m.
2. After 8 a.m. you are tardy
3. After 8:15 don't clock in until 9:30
4. If you don't call in by 9:30 your absence is unexcused
5. No phone calls before 9:30 am except for in an emergency
6. No visitors except at lunch time unless it's a client receiving a service.
7. You must have your makeup on and your hair styled before you clock
8. No excessive jewelry or makeup (makeup must be daytime application only, no facial jewelry will be allowed)

9. Dress code

Black smock or apron

Smocks or aprons must be worn at all times while in clinic area

Black slacks

Dress in a professional manner, no holes in pants, no caps, no shorts

Shirts must touch the top of pants when arms are extended out at sides, no obscene designs or wording

No tee shirts or sweatshirts or sweat pants

No open toed or open heeled shoes

Must be neat and clean and present a professional appearance at all times

You must present an appearance appropriate to your gender

Students wearing soiled clothing will not be allowed to clock in

10. Write-ups for the same offense

1st time you will get written up and a verbal warning

2nd time you will get written up and sent home for the day

3rd time you will get written up and suspended for three days

11. You cannot make up any test or homework on unexcused absence or suspension

12. Language and conversation must be professional at all times, on floor and on break

13. Personal phone call (incoming and outgoing) must be limited to three (3) minutes and for emergencies only

14. You must have your own tools and supplies, no borrowing unless you ask and you return it clean and sanitized

15. Failure to clock in or out when leaving or returning to the school will result in loss of hours that were not accounted for on the time clock

16. Chores must be done each day before leaving even if you leave early, must tell the instructor your chore is done each day, if you leave without doing or telling your Instructor one hour will be docked for that day and you must do the chore before clocking in the next day

17. You must maintain a 70% in theory and 75% in practical work; if grades fall below that you will be placed on academic probation

18. Weekly sheets must be done in order to graduate and must be turned in by the end of the day on Saturday

19. Arguing or back talking is NOT allowed

20. Students are not instructors, if you don't know something ask and instructor not a student

21. You are responsible for keeping your station area clean and neat at all times and there will be random inspections of station areas that is graded and applied your practical grade

22. You are allowed a 15-minute break in the morning; a 30-minute lunchtime and a 15-minute break in the afternoon. Anytime you leave the building or if you tan you must clock out
23. If you are going to be gone longer than 30 minutes tell an instructor and check the appointment book before you leave to make sure you don't have an appointment
24. Smoking is not allowed in the building, you can smoke outside the back door.
25. You are allowed to miss 30 class times, a tardy counts as 1/2 class time, and an absence counts as a whole class time
26. Anything missed over 30 class times will be made up at the end of 1500 hours
27. All assignments must be done on the day due
28. Students must attend classes regularly and pursue in the instructions and practical work diligently
29. Any student that arrives late for class must report to the instructor before joining class
30. Each student is held responsible for his or her own equipment and personal property
31. "Everything has a place and everything should be in its place"
32. Coats go in the hall; books go in your locker or bag
33. Write your name in all of your schoolbooks
34. Do not answer any questions in your state board book, leave all blank
35. Keep your theory and practical workbooks up to date, you will be asked to turn them in periodically
36. You are responsible for finding out your missed assignments when you miss class on an excused absence, you cannot make up assignments on an unexcused absence
37. Anytime you clock out it counts for at least 30 minutes
38. Check your time card on Friday to make sure all of your hours are there and everything is correct
39. Keep a journal of your hours and activities each day so, if necessary, we can compare our records to yours, we could make a mistake. If a journal is not kept up-to-date, we will go by our records and will not investigate the matter any further
40. Keep cell phones turned off while in the building, cell phones are not allowed to be used except at break or lunch
41. No drugs or alcohol in any form is permitted on school property
42. Students are not permitted to gossip or cause discord, give to your co-workers the same respect that you expect from them

43. Students must obey all rules of personal hygiene, sanitations and disinfection while in school
44. Students are subject to suspension or expulsion for not following the rules and regulations set forth
45. If you drop out of school you have 30 days to get your kit and books, after 30 days it becomes the property of the school
46. You are welcome to tan only if you are caught up on your work and you do not have an appointment but you do have to clock out while you tan, sign tan card, make a ticket, and pay \$2.00
47. Conduct yourself in a professional manner when addressing our customers. Leave your personal problems at home and away from our customers. Be cautious with your conversations, we do not want to offend anyone by our choice of language, and/or topics of conversation
48. Be ever mindful of our customers, keep the music low, and tuned to easy listening or country, a lot of our clients are senior citizens, show them respect
49. Arguing over appointments assigned will not be allowed, we follow the order of the book when possible
50. Your children will not be allowed to stay at the school with you. Your job while you are here is working to be the best you can be on the floor and in the classroom
51. Visits to the office are restricted to business only. At no time are you free to browse through anything in the office, if you need assistance ask the instructor
52. Students are not allowed to perform any service on themselves or any other student on Friday or Saturday, or if they have not turned in their weekly sheet the week before
53. No show tickets or arrangements for shoes will be ordered or made without the money being collected first
54. All tuition payments are due upon the first day of the month, accounts will be considered delinquent after the 5th day of the month, and a \$20 service fee will be attached
55. You can get \$50 for referring a student that stays three (3) months while you are in school. At the discretion of the owner of the school, these rules may be changed and subsequently posted on the bulletin board
56. All services received by a student must be paid for at the time of the service
57. Saturday's count a double time against contract for excused absences and triple for unexcused

