

Clarksburg
Beauty Academy

School of
Massage
Therapy



Student Handbook – Catalogue

Clarksburg Beauty Academy & School of Massage Therapy
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The Clarksburg Beauty Academy was founded in 1966 by Dominick and Mary Frances Policano, the original facility was located on Pike Street in Clarksburg, WV. Larry and Angela Policano purchased the business in 1972 and it was moved to its current location on 120 South 3rd Street.

During the past several years a lot of important changes occurred. Soon after purchasing the business a Manicuring Program was implemented. A Massage Therapy Program was added in 2000 became our newest addition. The Academy received national accreditation by NACCAS in 1972 and offers financial aid to those who qualify.

OUR MISSION

Our mission is to become a solid partner committed to the teaching and advancement of each individual student. We commit to each student's future by placing an emphasis on technical and people skills while preparing students for employment in real life salon situations and to pass State and National Exams. Clarksburg Beauty Academy prepares graduates for careers in cosmetology arts and sciences, manicuring and the massage fields.

OUR THOUGHTS ON EDUCATION

“Live as if you were to die tomorrow. Learn as if you were to live forever.”
— [Mahatma Gandhi](#)

NONDISCRIMINATION POLICY

The School does not discriminate on the basis of age, race, color, creed, sex, sexual orientation, religion, financial status, disability, or ethnic origin in its admission, instruction, graduation policies, or in employment of students in any program or activity offered by the School.

LOCATION AND FACILITIES

Clarksburg Beauty Academy is located at 120 South Third Street in the Policano Professional Building. We feature 12,000 square feet of facilities, dedicated to the training of Cosmetologists and Manicuring and 5,550 square feet for Massage Therapists.

The Cosmetology clinic is located on the main floor and consists of workstations where the students work on clients under the direct supervision of an instructor. Also on the main floor are Theory and Practical classrooms where students receive classroom instruction in Cosmetology and Manicuring.

The lower level consists of Theory and Practical classrooms for the freshman cosmetology students' instruction. These classrooms are also available for any advanced training given by guest artists and speakers.

The Massage Therapy division is located on the third floor and contains both theory and practical classrooms dedicated only to massage therapy.

The Clarksburg Beauty Academy & School of Massage Therapy's Business and Financial Aid offices are located on the mezzanine level. Our office provides guidance to students, maintains the standards of operation and an accountable system of student financial aid.

All of our classrooms are open to guest artists and speakers who are specialists in their fields. Companies such as Paul Mitchell, OPI, Clairol, and Wella are represented. These speakers conduct special classes in permanent waving, hair coloring, make-up, nails and specialized massage.

NAME AND ADDRESS OF SCHOOL

Clarksburg Beauty Academy & School of Massage Therapy
120 South 3rd Street
Clarksburg, WV 26301
(304)624-6473

NAME AND ADDRESS OF ACCREDITING INSTITUTION

National Accrediting Commission of Career Arts & Sciences (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
Phone: (703) 600-7600

ADDRESS OF STATE LICENSING AGENCY - SCHOOL LICENSES

The West Virginia Board of Barbers and Cosmetologists and the West Virginia Higher Education Policy Commission licenses the Clarksburg Beauty Academy & School of Massage Therapy.

State of West Virginia Board of Barbers and Cosmetologists
1201 Dunbar Avenue
Dunbar, WV 25064
Phone: (304)558-2924

West Virginia Council for Community and Technical College Education
1018 Kanawha Boulevard, East, Suite 700
Charleston, WV 25301
Phone: (304)558-0265

State of West Virginia Massage Therapy Licensure Board
179 Summers Street, Suite 711
Charleston, W V 25301
Phone: (304)487-1400 and Toll Free in WV: (800)871-7265

ADDRESS OF FINANCIAL AID PROGRAM

U S Department of Education
Federal Student Aid Information Center
PO Box 84
Washington, DC 20044-0084
Phone: (800) 4 FED AID (800-433-3243)
TDD: (800) 730-8913
E-mail: studentaid@ed.gov

ADMINISTRATIVE/STAFF LISTING

Larry J. Policano	President, Owner, Instructor
Angela R. Policano	Co-Owner, Financial Aid Director, Instructor
Allen Mathess	School Manager, Admissions Director
Angela Salmon	Office Manager
Matthew Policano	Massage Therapy Director

FACULTY LISTING

Marla Parrish	Cosmetology Instructor
Debbie Cottrill	Cosmetology Instructor
Allen Mathess	Cosmetology Instructor
Carl Pinnell	Massage Therapy Instructor
Suzy Oliver	Massage Therapy Instructor

GENERAL INFORMATION

If you need housing or daycare services, please ask the Admission's Office for a listing of community resources.

If you need to obtain a copy of your high school diploma, please contact your high school and request a duplicate copy or a certified transcript showing the date of graduation. To obtain a copy of your GED, please write or call WV Department of Education Building 6, Room B-230 Capitol Complex Charleston, WV, 25305, (304) 558-6315. To get information about GED testing sites and classes, please contact the United Technical Center at 304-326-7580

To obtain a copy of your birth certificate, please contact the courthouse in the county in which you were born. Vital Check may also provide you with a copy for a fee. Call 1-800-255-2414 or www.vitalchek.com.

To become a registered voter, please ask our Admissions Office for information.

To register for Selective Service, forms may be picked up at the post office, any government agency, or online at www.wvsos.com.

STUDENT COUNSELING ASSISTANCE

In addition to placement counseling, the administrative staff is available during normal School hours to provide additional career, academic or personal counseling as needed. Students in need of assistance should notify the office staff. Depending upon the nature of the student's needs, the School's staff may provide the assistance or the student may be referred to an outside agency. The term "counseling" does not imply that the institution employs licensed counselors; this provision of assistance is for guidance in for resolving personal, academic, and career difficulties, by staff employees.

STUDENT ORIENTATION

At the beginning of each new term, prior to enrollment, an orientation program will be provided. The purpose of this orientation is to ensure that all new students are familiarized with the institution's catalog and handbook policies and procedures, facility layout, emergency exits and other important information. Orientation will be scheduled prior to the start of all new classes. Students will be informed of this date during their enrollment process.

SCHOOL CALENDAR

Cosmetology Classes begin monthly.

Manicuring Classes Begin in January and June.

Massage Therapy Classes begin in February, May, August, and November.

The following dates will be designated as School holidays if the holiday falls upon a regularly scheduled school day:

New Years Day

Independence Day

Thanksgiving Day

Christmas Day

Other days may be designated as holidays or scheduled days off. Students and staff will be informed of these days in advance, allowing time to make any necessary arrangements such as day care, transportation et cetera.

Classes are in session Tuesday through Friday from 8:30 a.m. to 4:00 p.m. and Saturday from 8:30 to 3:00 for all programs. Students are given the opportunity to makeup hours due to absences from 4:00 to 5:00 Tuesday thru Friday.

Attendances on these days and during these hours are mandatory and required to maintain full-time status for Financial Aid purposes.

When severe weather conditions exist, students should call the school and listen to the message concerning class cancellations and delays or listen to local television and radio stations. For students on Facebook a notice will be posted on our school page.



ADMISSIONS REQUIREMENTS

All programs and courses taught by the institution will be in English. All textbooks, learning material, contracts, catalogs, etc. will be in English. Only applicants who can communicate effectively English will be enrolled in the institution. Any documents submitted in a language other than English must be translated by an outside agency that is qualified to translate documents into English.

Applicants must have successfully completed high school or its equivalent as evidenced by any of the items on the following list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion or;

Have evidence of completion of home schooling that state law treats as a home or private school. All home school diplomas have to be verified through AEQUO International, this is done at the students cost.

Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.

ADMISSIONS PROCEDURE FOR ABILITY-TO- BENEFIT STUDENTS

1. Definition of an Ability-To-Benefit Student - A student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution.

2. Admissions of Ability-To-Benefit Students - In order to be admitted, prior to admission, must complete a nationally recognized, standardized, or industry developed test that measures the applicant's aptitude to successfully complete the program or course to which he or she has applied.

Clarksburg Beauty Academy does not administer the test; therefore it is the student's responsibility to provide the school with a copy of the passing scores, student scores, name of the test administrator, and any counseling records. Acceptance of the test scores is subject to approval from the West Virginia State Board of Cosmetology. These documents will be retained in the students file.

Applicants must meet all required procedures listed under the Academy's Admissions Procedures.

Applicants must complete and sign the Enrollment Agreement (contract). Each applicant must submit an application fee of \$100.00 and complete any other forms that the Academy may deem necessary. Applicants may apply for admission by making an appointment with the schools admission office at 304.624.6475.

TRANSFER STUDENTS

If you previously attended another school of Cosmetology, Manicuring or Massage, you must provide an academic transcript to receive credit for hours attended. All transcripts are subject to WV State Board approval. It is at the schools discretion as to how many hours will transfer. Transcripts should be mailed directly to CBA, and must contain the following;

1. Breakdown of each subject completed.
2. Grades earned in each subject. (must be a "C" or better.)
3. Hours completed in each subject, both practical and Theory
4. School seal or certifying signature.

Transfer applicants must meet all required procedures listed under the Academy's Admissions Procedures.

ADMISSIONS PROCEDURE

Prior to enrolling students are required to submit the following;

- A. A certified copy of your birth certificate. You must be at least eighteen (18) years of age when you begin classes.
- B. A copy of your high school diploma or GED. If your diploma has a different name other than your birth certificate, you will need proof of name change.
- C. Cosmetology and Manicuring students need a tuberculin skin test performed within past 6 months or signed statement attesting that you show no indication of needing a TB test.

- D. Four (4) passport style pictures showing your full face, one of which will be sent to The State Board of Barbers & Cosmetologists. *Massage Therapy students are required to submit one (1) for identification purposes.*
- E. Cosmetology and Manicuring students must complete the WV Student Registration Application available on line at www.wvbbc.org and a school application for enrollment.
- G. Cosmetology and Manicuring students' must submit a \$25.00 money order, cashier check or personal check made out to the WV State Board of Barbers and Cosmetologists (W V B B C). This covers the fee for your student permit.
- H. A copy of your signed Social Security Card.
- I. A copy of your current driver's license or state ID.
- J. A copy of your IRS Transcript or other proof of income.

The Clarksburg Beauty Academy reserves the right to cancel class or limit enrollment prior to the start date due to minimum or maximum class enrollment, or for any other reason.

PROGRAM RE- ENROLLMENT PROCEDURES

Students who have previously attended the Clarksburg Beauty Academy must reapply for admission. Any student having been terminated or dismissed by the Academy, or having voluntarily withdrawn, may apply for re-enrollment. The student will be subject to the same enrollment criteria of the School as if that student was applying for admission as a first-time applicant into the program and they would be returning at the same academic and attendance status in which they left. If a student has been terminated or dismissed by the Clarksburg Beauty Academy & School of Massage Therapy for offenses as outlined in this Handbook, re-enrollment of the student is also dependent upon the School's discretion about the student's rehabilitation of the grounds for termination or dismissal as the same would affect the re-enrolling student applicant to successfully complete the program of study for which the individual is reapplying for re-enrollment.

Staff and Instructors will meet with the School Director to discuss and re-evaluate the circumstances of the dismissal or termination. During this meeting all aspects of the student file will be taken into consideration and a decision will be made as to whether or not the student can re-enroll.

If the applicant was enrolled in another college during his or her absence, an academic and financial aid transcript must be forwarded to the School. Such applicants will enroll under the current tuition fees and will be required to submit an application fee, together with his or her application.

PROGRAMS OF STUDY

Cosmetology, Manicuring, and Massage Therapy

COSMETOLOGY PROGRAM

53 weeks in length

The 1800-hour Cosmetology Program offers students the opportunity to become a licensed Cosmetologist. This program provides general skills in hairdressing and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry.

The Program includes: Haircutting, Hairstyling, Hair Color, Permanent Waving, Manicuring, Facials, Anatomy and Physiology and other pertinent subjects. A clinic for practical, supervised work with the public is an important part of the program.

Completion of the subjects listed below will prepare the student to graduate and take the State Board Examination to become a licensed Cosmetologist. Graduates will be eligible for entry-level positions in the beauty industry, such as: a hairstylist, salon manager/owner, manicurist, and other great jobs.

Minimum Curriculum for a Cosmetologist for 1800 Clock Hour Course

General Professional Information	Theory Work 100 Clock Hours	Practical Work 0 Clock Hours
<ul style="list-style-type: none"> Professional Development Human Relations State Law First Aid 	<ul style="list-style-type: none"> Effective Communication Business Management/Ownership Sanitation in the Licensed Facility General Infection Control 	

The Science of Cosmetology	Theory Work 200 Clock Hours	Practical Work 50 Clock Hours
<ul style="list-style-type: none"> General Anatomy and Physiology Basics of Chemistry Properties of the Hair and Scalp Infection Control Specifically for Cosmetology 	<ul style="list-style-type: none"> Skin Diseases and Disorders Basics of Electricity 	

Professional Cosmetology	Theory Work 50 Clock Hours	Practical Work 400 Clock Hours
<ul style="list-style-type: none"> Principles of Hair Design Scalp Care, Shampooing and Conditioning Braiding and Extensions 	<ul style="list-style-type: none"> Haircutting Hairstyling Wigs and Hair Additions 	
Chemicals	Theory Work 100 Clock Hours	Practical Work 100 Clock Hours
<ul style="list-style-type: none"> Chemical Texture Services Hair Coloring 		

The Science of Aesthetics	Theory Work 117 Clock Hours	Practical Work 50 Clock Hours
<ul style="list-style-type: none"> • Basics of Chemistry • Basics of Nutrition • Infection Control for Aesthetics 		Basics of Electricity General Anatomy and Physiology

Skin Sciences	Theory Work 40 Clock Hours	Practical Work 90 Clock Hours
<ul style="list-style-type: none"> • Physiology and Histology of the Skin • Disorders and Diseases of the Skin • Skin Care Products: Chemistry, Ingredients and Selection 		Skin Analysis

General Aesthetics	Theory Work 36 Clock Hours	Practical Work 167 Clock Hours
<ul style="list-style-type: none"> • The Treatment Room • Basic Facial • Hair Removal • Advance Topics and Treatments • Makeup 		

The Science of Manicuring	Theory Work 64 Clock Hours	Practical Work 10 Clock Hours
<ul style="list-style-type: none"> • Electricity • Nail Product Chemistry • Basics of Chemistry • Nail Diseases and Disorders • Nail Structure and Growth • Skin Structure and Growth • General Anatomy and Physiology • Infection Control Specifically for Manicuring 		

Basic Manicure/Pedicure Procedures	Theory Work 12 Clock Hours	Practical Work 80 Clock Hours
<ul style="list-style-type: none"> • Pre and Post Service Procedures • Handling and Exposure Incidents • Performing Basic Manicures and Pedicures • Hand, Arm, Foot and Leg Massages • Disinfecting Tools and Implements • Wraps, Tips, Paraffin Wax Treatments • Polishing, UV Gel, and Design 		

The Art of Manicuring	Theory Work 21 Clock Hours	Practical Work 113 Clock Hours
<ul style="list-style-type: none"> • Advanced Manicuring and Pedicuring • Electric Filing • Nail Tips and Wraps • Monomer Liquid and Polymer Powder Nail Enhancements • UV Gels • Creative Design 		

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: 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 after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the followingscale:

90% -100%	A	Excellent
80% - 89%	B	Very Good
70%- 79%	C	Satisfactory
60%-69%	D	Unsatisfactory
Incomplete	I	No grade given

GRADUATION REQUIREMENTS FOR COSMETOLOGY PROGRAM

A student must attend a minimum of 80% of all scheduled classes, compile 1800 clock hours of instruction, and maintain at least a 70% grade point average. All indebtedness must be paid in full prior to the release of transcripts for licensure.

Upon graduation, the student shall receive a certificate and the School shall present to the State Board all of the necessary records for the student to take the State Board Examination for licensure. Upon successful completion of said examination, the State of West Virginia will issue a license in that particular field for which the student training so qualifies.

COSTS OF TUITION FOR COSMETOLOGY

Tuition	\$15,030.00
Equipment and Books	\$800.00
Application	\$100.00
Uniforms	\$100.00
Shipping and Taxes	\$60.00
TOTAL	\$16,090.00

Students who do not qualify for financial aid may take advantage of our monthly payment plan. If the student so desires, he or she may make a down payment of \$2,312.50, which includes the \$100.00 application, \$100.00 uniform fee, \$800.00 for the equipment & books, the first month's tuition of \$1250.00 as well as \$60.00 for shipping and taxes on equipment. The balance of the tuition is paid in eleven (11) monthly payments of \$1,252.20.

Payments may be made by cash, check, money order, credit card, and Title IV financial aid.

MANICURING PROGRAM

12 weeks in length

The 400-hour Manicuring program takes place on the clinic floor. This program is designed to teach the student to enhance the hands and nails through basic techniques in caring for the hands and nails. The student will gain knowledge in the areas of building a nail business, what the best products are for their clientele.

The program can be completed in 12 weeks. Some of the subjects covered in the program are Manicuring, Pedicuring, Sculptured Nails, Nail Wraps, and others. The subject content is applied both in theory, practical, and clinic evaluation. Graduates of this program will be eligible for entry-level positions in the field of Manicuring.

Minimum Curriculum for a Manicurist for 400 Clock Hour Course

General Professional Information	Theory Work 100 Clock Hours	Practical Work 0 Clock Hours
<ul style="list-style-type: none"> • Professional Development • Human Relations • General Infection Control • Effective Communication • Business Management/Ownership • State Law • Sanitation in the Licensed Facility • First Aid • Sanitation Processes and Guidelines 		

The Science of Manicuring	Theory Work 64 Clock Hours	Practical Work 10 Clock Hours
<ul style="list-style-type: none"> • Chemistry • Skin Structure and Growth • Nail Structure and Growth • Nail Diseases and Disorders • Basics of Chemistry • General Anatomy and Physiology • Nail Product Chemistry • Electricity • Infection Control Specifically for Manicuring 		

Basic Procedures	Theory Work 12 Clock Hours	Practical Work 80 Hours
<ul style="list-style-type: none"> • Pre and Post Service Procedures • Handling Exposure Incidents • Hand, Arm, Foot and Leg Massages • Disinfecting Tools and Implements • Wraps, Tips, Paraffin Wax Treatments • Polishing, UV Gel, and Design • Performing Basic Manicures and Pedicures 		

The Art of Manicuring	Theory Work 21 Clock Hours	Practical Work 113 Clock Hours
<ul style="list-style-type: none"> • Advanced Manicuring and Pedicuring • Electric Filing • Nail Tips and Wraps • Monomer Liquid and Polymer Nail Enhancements • UV Gels • Creative Design 		

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: 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 after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90% -100%	A	Excellent
80% - 89%	B	Very Good
70%- 79%	C	Satisfactory
60%-69%	D	Unsatisfactory
Incomplete	I	No grade given

GRADUATION REQUIREMENTS FOR MANICURING PROGRAM

A student must attend a minimum of 80% of all scheduled classes, compile 400 clock hours of instruction, and maintain at least a 70% grade point average. All indebtedness must be paid in full prior to the release of transcripts for licensure.

Upon graduation, the student shall receive a certificate and the School shall present to the State Board all of the necessary records for the student to take the State Board Examination for licensure. Upon successful completion of said examination, the State of West Virginia will issue a license in that particular field for which the student training so qualifies.

COSTS OF TUITION FOR MANICURING

Tuition	\$2,500.00
Equipment and Books	\$600.00
Application	\$100.00
Uniforms	\$100.00
Shipping and Taxes	\$50.00
TOTAL	\$3,350.00

Students who do not qualify for financial aid may take advantage of our monthly payment plan. If the student so desires, he or she may make a down payment of 1,150.00 which includes the \$100.00 application, \$100.00 uniform fee, \$600.00 for the equipment & books, the first month's tuition of \$500.00 as well as \$50.00 for shipping and taxes on equipment. The balance of the tuition is paid in two (2) monthly payments of \$1,100.00.

Payments may be made by cash, check, money order, credit card, and Title IV financial aid.

MASSAGE THERAPY PROGRAM

24 weeks in length

The 600-hour Massage Therapy Program offers students the opportunity to become a licensed and Nationally Certified Massage Therapist. This program provides theoretical and practical skills in different modalities of massage. Emphasis is placed upon practical massage techniques vital to mind, body and spiritual health and wellness.

The Program includes: Anatomy and Physiology, Therapeutic Massage (Swedish, Deep Tissue and integrating Modalities), Theory, Business and Ethics, and other pertinent subjects. A large clinic for practical and supervised work with the public is an important part of the program after completing supervised hours.

This program can be completed in 24 weeks for daytime enrollment. Completion of the subjects listed below will prepare the student to graduate and be certified by the National Certification Board for Therapeutic Massage and Bodywork.

Upon graduation from the program, graduates from the Massage Therapy program are required to take the National Certification Exam to be licensed by the State of West Virginia upon application approval and payment of any fees. Graduates will be eligible for entry-level positions in the Massage Therapy industry, such as: day spas, chiropractic clinics, hospitals, hair salons, and private practice.

*As requirements change periodically, please contact the West Virginia Massage Therapy Licensure Board. The current Examination Fee for the NCE is \$225.00. The current Examination Fee for the FSMTB is \$195.00.

Minimum Curriculum for a Massage Therapist for 600 Clock Hour Course

COURSE TITLE	REQUIRED HOURS	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS
Anatomy	50	50	-	50
Physiology	50	50	-	50
Kinesiology	50	30	20	50
Pathology	40	40	-	40
Sanitation & Safety	10	5	5	10
Professional Ethics	25	15	10	25
Business Administration	15	15	-	15
Equipment & Products	10	10	-	10
Client Consultation & Communication Skills	20	10	10	20
Effects & Benefits of Massage Therapy	10	10	-	10
Specialized Massage Techniques	305	65	240	305
Hydro Therapy	15	5	10	15
TOTAL CERTIFIED HOURS	600	300	300	600

Although the State of West Virginia curriculum for massage therapy requires only 500 hours, our curriculum requires students to complete 600 hours. The additional hours are used to better prepare the students for both national certification exams and to prepare them for placement in the demanding industry of massage therapy. The additional hours allow the students to receive more classroom instruction along with valuable hands on training.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: 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 after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation.

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

90% -100%	A	Excellent
80% - 89%	B	Very Good
70%- 79%	C	Satisfactory
60%-69%	D	Unsatisfactory
Incomplete	I	No grade given

GRADUATION REQUIREMENTS FOR MASSAGE THERAPY PROGRAM

A student must attend a minimum of 80% of all scheduled classes, compile 600 clock hours of supervised instruction, and maintain at least a 70% grade point average. All indebtedness must be paid in full prior to the release of transcripts for licensure.

Upon graduation, the student shall receive a certificate, as well as an Application for Licensure in the State of West Virginia and upon successful completion of the National Certification Examination. Upon approval by the Massage Therapy Licensure Board, the graduate will be a licensed Massage Therapist in the State of West Virginia.

COSTS OF TUITION FOR MASSAGE THERAPY

Tuition	\$7,000.00
Equipment and Books	\$400.00
Application	\$100.00
Uniforms	\$100.00
Shipping and Taxes	\$50.00
TOTAL	\$7,650.00

Students who do not qualify for financial aid may take advantage of our monthly payment plan. If the student so desires, he or she may make a down payment of 2,050.00 which includes the \$100.00 application, \$100.00 uniform fee, \$400.00 for the equipment & books, the first month's tuition of \$1,400.00 as well as \$50.00 for shipping and taxes on equipment. The balance of the tuition is paid in four (4) monthly payments of \$1,400.00.

Payments may be made by cash, check, money order, credit card, and Title IV financial aid.

GRADING SYSTEM

Students are required to maintain a satisfactory rate of progress during their course of study. Students must retain a grade average of no less than 70% (C average), in both theory and practical to be considered making satisfactory progress. This is in accordance with the schools Satisfactory Academic Progress Policy located in the Student Financial Aid Handbook.

The following grade scale applies to theory and practical grading;

90% -100%	A	Excellent
80% - 89%	B	Very Good
70%- 79%	C	Satisfactory
60%-69%	D	Unsatisfactory
Incomplete	I	No grade given

GRADE APPEAL POLICY

Any individual student may appeal any grade given in an individual subject. If the student is under age 18, the parents or guardian may accompany the student at the instructor's discretion.

The procedure for appeal of any grade is as follows:

1. A student may appeal a grade within ten (10) days of receipt of an individual subject grade. If an appeal is not submitted within ten (10) days, the decision is not reversible.
2. The first appeal shall be upon verbal notice to the instructor by the student. The instructor shall review the grade with the student, documenting the review with the student, setting forth aspects considered in the resulting grade given to the student for the individual subject.
 - a. If the grade dispute is not settled between the student and instructor, then the student may appeal the instructors' decision as follows:
 - i. Student must, within ten (10) days of review with the instructor, submit a written request to the Director to review the grade. The student must give the date of review of the grade with the instructor, the instructor's name, and the program in which the grade was received.
 - ii. This procedure must be documented by the School Manager and returned to the instructor as an advisement of the outcome of the review by the School Manager. The School Manager reviews the comments made by the instructor in the conference with the student. This review is only a paper review and must include all of the factors considered by the instructor in assigning the individual student grade, as well as consideration given to the explanation provided to the student in the first appeal review.
3. After the hearing, the decision of the Director will be conveyed to the student within three (3) days. This decision is final. All decisions made will be put in writing and placed in the student's academic file.
4. Make-up work: When assigned work is not submitted on time, a grade of "I" (Incomplete) will be given. This will only apply if extenuating circumstances prevented the student from timely completion of the assignment. If assigned work is then submitted within one (1) week of the due date, a grade on the work will be issued. Incomplete work not submitted within one (1) week will result in a failing grade on that assignment.

REFUND POLICY-NOTICE OF CANCELLATION

See Return to Title IV Financial Aid Policy in the Financial Aid Handbook Pg. 6

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student or formal termination by the school, which shall occur no more than 45 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1) An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid except a non-refundable application of \$100.00
- 2) A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within (3) three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- 3) A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the application in the amount of \$100.00
- 4) A student notifies the institution of his/her withdrawal in writing.
- 5) A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- 6) A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- 7) In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% TO 04.9%	20%
5% TO 9.9%	30%
10% TO 14.9%	40%
15% TO 24.9%	45%
25% TO 49.9%	70%
50% AND OVER	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded with 45 days of a determination that a student has withdrawn, whether official or unofficially. In the case of disabling illness or injury, death in the student’s immediate family or other documented mitigating circumstances, a reason able and fair settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student’s enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after the student’s have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide full refund of all monies paid.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

COLLECTION POLICY

Clarksburg Beauty Academy does not use any collection agency or any third party agency for its collection. Any student needing to make restitution to the institution can make arrangements with the school’s financial office. Every effort will be made to accommodate the student with a reasonable payment plan, no interest will accrue. Students have to make satisfactory arrangements for financial obligations before the student may apply for examination for licensure, all indebtedness must be paid in full prior to the release of transcripts for licensure. If a student desires for the institution to release information to another institution, all tuition, fees, and any related costs or indebtedness that the student owes to Clarksburg Beauty Academy must be paid in full.

JOB PLACEMENT ASSISTANCE

The Clarksburg Beauty Academy provides job search assistance for its graduates. This service is handled on a local basis to place each graduate in a position proportionate with his or her skill development. The graduate is still responsible for seeking job openings, sending resumes, preparing for job interviews and, in general, does all those things customarily done to obtain employment. Graduates can generally expect a placement. However, the level of employment obtained and the likelihood of obtaining employment are heavily dependent upon the student's job search efforts and the record the student makes for him or herself while in school. The School will also place information regarding job openings on its Facebook page. The school's placement assistance should not be interpreted to be a guarantee of employment for the student upon graduation.

POLICY ON STUDENT ACCESS TO FILES

Students and parents and/or guardian of dependent minors have the right to request access to the individual student's files, review the student's educational record, ask for a review of the student's educational record, or ask for an amendment to the records. The student and parents and/or guardian of the student must make this request in writing, at least, seven (7) days prior to the date requested to review the file. Records will be made available on an appointment basis only and under the supervision of the Administrator of the School.

POLICY ON RELEASE OF INFORMATION

Personally - identifiable information about a student will not be released to a third party without written consent of the student with the following exceptions:

1. To other college officials with legitimate educational grounds for needing the information.
2. To officials of another college where the student has begun enrollment procedures.
3. To authorized representatives of the Comptroller General of the United States, the Secretary of Education or state or local educational authorities.
4. When the information is required to determine eligibility for financial aid, or to enforce the terms and conditions of such aid.
5. To organizations conducting studies for educational agencies or institutions to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally – identifiable information will be released except to representatives of the organization. The information provided to the organization will be destroyed when no longer needed for the student.
6. To an accrediting agency carrying out accrediting functions for the School.
7. To comply with a judicial order to subpoena.
8. To meet an emergency involving the health and safety of the student.

Any such disclosure of information to a third party will be recorded in the student's file, including a listing of the parties receiving the information and the third party's legitimate interests for inspection of the student file.

Personally-identifiable information, which is designated as directory information, includes student's name, address, telephone listing, date and place of birth, major field of study, participation in officially-recognized activities, degrees and awards received and the most recent previous educational agency or instruction attended.

Any student, parent and/or guardian of a dependent minor have the right to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with the Family Educational Rights and Privacy Act.

TRANSFERR OF CREDIT – TRANSCRIPT FEE

If a student desires for the institution to release information to another institution, all tuition, fees, and any related costs or indebtedness that the student owes to Clarksburg Beauty Academy must be paid in full. In addition, any transcripts provided will be assessed a fee of \$50.00.

No fee will be charged for the purpose of licensure or employment of the student.

SCHOLARSHIP AND FEE WAIVER POLICY

Clarksburg Beauty Academy will accept scholarships from churches, local businesses, private individuals or any groups wishing to contribute to the cost of a student's tuition.

The institution may also grant a fee waiver in the form of a scholarship to individuals who have an economic hardship or extenuating circumstances and are unable to pay for the cost of their education. The fee waiver would apply to all students requesting the waiver who can demonstrate economic hardship. The student would need to exhaust all available means of financial aid and assistance. Any student wishing to obtain a fee waiver may do so by requesting it in writing (no form required) at anytime during the enrollment process.

This scholarship is awarded at the discretion of the school's owners upon demonstration of economic hardship by the student. Requesting the fee waiver does not guarantee the student will receive the waiver if the student is unable to prove an economic hardship, or extenuating circumstances warranting such a waiver.

ATTENDANCE RULES AND REGULATIONS

1. **Tardiness:** Students are expected to be in class according to their contract. All students are to arrive at the Institution no later than 8:30 a.m. Poor road conditions and bad weather will be taken into consideration for tardiness. If you are going to be late for any scheduled class, the student should notify Clarksburg Beauty Academy & School of Massage Therapy at 304-624-6473. Notifying a fellow student is unacceptable.

Excessive tardiness may result in the student being written up on a Student Counseling Evaluation, which may lead to disciplinary action.

To be allowed to enter the school late you MUST:

1. Call In to the office at 304-624-6473 extension 113
2. Be on the premises no later than 9:00 am, unless other arrangements have been made

Excused tardiness for Doctor's visits, car wrecks or road construction, Jury Duty, etc will be dealt with on an individual basis- provided that you CALL into the office to make staff aware of your special circumstances. Failure to call in or if a student is more than ten (10) minutes late, they can be sent home immediately. As a courtesy to fellow students, staff, and customers please be on time for all classes.

All programs receive one half-hour lunch break, unless otherwise instructed. All students are required to clock out for lunch and on their return from lunch, clock in. Tardiness from lunch is considered unexcused and the student will not be permitted to return to school that day unless an acceptable excuse can be presented.

2. **Excused/Unexcused Absences:** Students are expected to attend each scheduled class. The minimum acceptable level of attendance is, at least, eighty percent (80%) of their contracted time. The Academy and the State Board monitor monthly attendance. A student whose absences exceed twenty percent (20%) is subject to dismissal from the Clarksburg Beauty Academy & School of Massage Therapy. For the purposes of determining the level of attendance, only the days contracted are counted. Unexcused time includes, but is not limited to, extended lunch, tardiness and absences without documentation.

Valid reasons for absences include:

- A court appearance
- Medical excuse for the student, or dependant
- A death in the immediate family.
- Any other excuse that has been pre-authorized or approved with the office.

When a student is aware in advance that an absence is necessary, he or she must inform office staff. If a student has not made prior arrangements, then the student must call in the morning of the absence and speak directly to an office staff member by 8:30 a.m. or leave a message at (304)624-6473, Ext. 113.

Please note: Failure to contact the school may result in non-acceptance of documentation for an otherwise excused absence. Documentation of excused absences will be filed in the student's permanent record. Such documentation is required within seven (7) days from the student's date of return to class. Unexcused absences may result in disciplinary action and may lead to expulsion.

3. Students on a pre-approved/approved Leave of Absence do not have to call in daily in order to be considered excused, as long as they come back within the allotted time frame.

MAKE-UP WORK

It is the student responsibility to make arrangements with their instructor to make up any missed assignments or test during an absence. This makeup time is at the discretion of the instructor and depends on the instructor's availability.

SATURDAY AND HOLIDAY ATTENDANCE POLICY

Due to the nature of our industry, client availability greatly increases on Saturdays and around holidays. Hands-on experience is an essential part of your training, therefore Saturday attendance- as well as any day before a holiday, is mandatory. Your success is dependent on your being able to report to work/school as scheduled and being prepared to face the day ahead of you. Now is the time to develop all of the habits and knowledge necessary to make you successful in the future.

Any student absent on Saturday or the day before a holiday break will be charged ten dollars (\$10.00) an hour as a makeup fee for any hours missed. In order to be excused from attendance for a personal day, the student must submit the request in writing to the Director/Manager no later than 24 hours prior to the absence. Unless the absence is due to illness, death of an immediate family member, or any other circumstance that may be deemed valid by the Director/Manager. All students are required to provide a professional note explaining any absence. **Any absence not sustained by professional note will be deemed as unexcused.**

All notes need to be turned in on the day of the student's return to school, any excused absences will not be subject the ten dollar (\$10.00) per hour make-up fee. Any student on an approved leave of absence will NOT be charged the hourly make up fee.

LEAVE OF ABSENCE

Any Student requesting a leave of absence from Clarksburg Beauty Academy must meet with the School Director to complete the necessary paper work. This request must be in writing using a LOA form in advance, specify the reasons for the leave and include the student's signature. The leave of absence request must also state the date the student will begin his/her leave, and the date the student will resume his/her training at Clarksburg Beauty Academy. All leaves of absence are subject to approval by the Directory. The institution will grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances; the student must document the reason for the LOA at a later date. The beginning date of the approved LOA would be determined to be the first date the student was unable to attend classes. And there must be a reasonable expectation that the student will be able to return from the LOA.

A student may be granted multiple leaves of absence with the total number of days not to exceed 180 days in and (12) twelve month period. The twelve month period begins the first day of the student's absence period. The institution will not assess any additional charges as a result of the LOA. For those students receiving Title IV funds, the school, may still consider the student to be currently enrolled, and on leave, for enrollment purposes. However no Title IV funds will be dispersed to a student on a leave of absence and students receiving a Federal Stafford Loan need to be aware that any leave time will be applied towards their loan grace period. Students may see the Financial Aid Office for details. Upon returning to school the

student will be placed on the same academic and satisfactory progress status as when they began the leave. A leave of absence extends the student's contract period and maximum time frame by the number of days in the leave of absence. Any student absent from school of (14) fourteen consecutive days and not granted a leave of absence, will be dropped from the school enrollment. After 14 days any personal possessions or equipment left behind by the student will be disposed of, as the school deems necessary.

A student granted a LOA and meets these criteria are not considered to have withdrawn, and no refund calculation is required at that time. This institution is required to take attendance, therefore the withdrawal date for the purpose of calculating a refund is always the student's last date of attendance. The institution will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement will be noted on the LOA form; this form is signed and dated by student and the institution.

ACCEPTABLE CONDUCT STANDARDS

The rules and regulations listed below form the basis for standards of conduct in the world of professional personal services. Students of the Clarksburg Beauty Academy are expected to abide by these rules at all times and to conduct themselves in a professional and ethical manner. When a student has violated any standard contained in this section, the student will receive a written acknowledgment of the violation. (Student Counseling Evaluation).

1. General Student Conduct Policy

- a. No eating or drinking is permitted outside designated areas. Students are expected to remove personal items and debris from School premises, including classrooms, clinic and lounge areas.
- b. Profanity, lewd actions, or fighting on the School premises will not be tolerated. Any student acting in such a manner will be suspended or possibly expelled from school.
- c. Any threats of physical harm or destruction of property against fellow students, staff or clients will lead to immediate expulsion, and such acts may/will be reported to the local police department.
- d. Smoking is prohibited on the School premises, except where permitted by the Harrison County Health Department.
- e. Only emergency telephone messages are given to students. Students should not be contacted during school hours for personal matters.
- f. Cell phones are to be turned off and out of site. Do not use your phone in front of the clients or during class time. A student will not utilize and/or display an electronic/communication device during the school day without express approval from the school administration. A student may possess a cell phone or other electronic, provided that during school hours the device remains off. Any cell phone or electronic device that is in silent/vibrate or sleep mode, are not permitted in any way to disrupt the education setting of the school or client services. Cell phones may be used during breaks and **MUST** not be used on the clinic floor.

- g. Students are expected to follow programs of study as designed by the instructors. During school hours, it is the student's responsibility to be involved in the study of Cosmetology, Manicuring, or Massage Therapy by working on customers or manikins or assignment sheets.
- h. Students should use the School facilities quietly while classes are in session.
- i. Students shall comply with the Schools Compliance Statement as it pertains to prohibition of sexual harassment and any discriminatory acts directed against other students, staff, faculty and/or clients.
- j. Students shall comply with the Schools Compliance Statement as it pertains to substance abuse. All students will be required to sign an agreement and consent to drug and alcohol testing.
- k. No purses are allowed or back packs allowed in the classroom or clinic. All personal items are to be placed in your locker at the start of the day.
- l. The Schools Handbook - Catalogs are available for review in the school's office. A Paper copy will be issued during orientation or prior to each student. At orientation students will be required to sign an acknowledgement that they received a copy of the handbook - catalog.
- m. Students are not permitted to have children, spouses, friends, family, etc. in the intuition during hours of operation. Unless approval has been granted by an instructor, such persons would need to signed in as a client and would be required to leave once the service is complete.

2. Personal Appearance Policy

- a. Students are expected to pay attention to personal appearance at all times. Daily bath or shower, use of deodorant and mouthwash are essential, as are regular hours of rest, exercise and recreation. Students should be careful that strong foods, beverages or cigarettes do not cause disagreeable breath odors that might offend clients. Students are to come to school with hair and makeup done and ready to start the day. **No doing hair and makeup at your station in the morning after 8:45.**
- b. All clothing worn on school premises must be in good taste. Students must purchase all uniforms from the school, outside purchase of uniforms are not allowed. All students are to stay in uniform until 5:00. If they need to change early to accommodate a work schedule, they must first have this approved by the School Director.
- c. Uniform for Student Cosmetologist, Manicuring and Massage Therapist:
 - *All Black Scrubs.
 - *Aprons may be worn when giving a chemical service. (Optional)
 - *Winter: long-sleeve white, black crew neck shirt under black scrub top as an option. Hoodies and prints will not be allowed.
 - *Long sleeve shirts are available to purchase through the office.
 - *As part of the uniform additional T-shirts may be purchased from the school.

Any additional apparel will be subject to instructor/ staff approval.

d. Additionally, students are not permitted to engage in or have body piercing performed in any area of the body that will or may be visible to others. Students coming into the School who have already had body piercing performed cannot wear ornamental jewelry, a clear spacer will be required. A small stud may be worn in the nose or upper lip. Students who have had ear lobes pierced and whose earrings are reasonable so as not to be a potential distraction, will be permitted. **Any piercing will be at the discretion of the school and you may be asked to remove it.**

e. Personal salon services will be allowed only if an instructor has given permission or the Clinic Floor Co-coordinator approves the time and student charges. If service is not a demonstration, then the cost will be at the discretion of Clarksburg Beauty Academy.

3. Professional Client Conduct Policy

- a) Gossip and discussion of personal topics are not in good taste in a business setting either with clients or with colleagues in the presence of clients. The client's wishes must always be respected. **If clients are addressed rudely students will be given a written warning for bad conduct and possible suspension.**
- b) The client should be addressed by courtesy title, (i.e., Mr., Mrs., Ms., or Miss) and last name, unless the client has advised you otherwise. They should receive the Cosmetologists, Manicuring and Massage Therapist's full attention. In greeting the client at the front desk, each student is required to express a proper greeting.
- c) Personal problems are not to be discussed during school business hours. The administrative staff of the School will be glad to assist a student who needs to talk about personal problems. Appointments can be easily arranged for a student for this purpose. Appointments are arranged through the school director.
- d) Representatives of various state agencies are honored guests of the School and are entitled to the utmost courtesy.
- e) Visits by parents and/or guardians, spouses, significant others, children or any visit of a personal nature is excluded.
- f) An instructor must assign all clients and check all work before allowing the client to leave.
- g) Students shall provide all services to any client desiring to engage in or have any service performed. Refusal to perform any service will result in immediate suspension (up to 3 days) and possible withdrawal from the School. **NO REFUSING CLIENTS.**

5. Workstation Sanitation Policy

Cosmetology and Manicuring

(Massage Therapy Students see your instructor for sanitation rules & regulations)

- a) The State Board requires that each student clean his or her personal workstation including chair, mirror, drawers and equipment, thirty –minutes, (30) prior to leaving at the end of each day. The Academy also expects that the student will keep the workstation clean and neat during training hours. No personal belongings should be at the station at anytime. The station will be left empty at the end of each day. Students will gather their supplies and return them to their lockers. No food is to be left in the lockers at any time. Each student is responsible for keeping his/her locker neat and clean. All kits and materials are the property of the Clarksburg Beauty Academy & School of Massage Therapy until you have fulfilled your financial obligation. **Nothing is to leave the building with the exception of your textbook for homework assignments.**
- b) Prior to each and every use, including but not limited to, equipment and instruments must be disinfected prior to being used on clients and manikins.
- c) Students will regularly be assigned to clean-up duty, which serves as part of their decontamination and sanitation grade. These assigned tasks must be completed promptly and efficiently and can be found on clean-up list at the front desk.
- d) Students are not permitted to leave the building at this time. All students must return to their station on the clinic floor until dismissed by the floor instructor.
- e) Stations are assigned by staff members and are not to be switched without permission.
- f) All stations are subject to random “station checks” to ensure that all work spaces, implements and instruments are kept in clean and working condition.
- g) Any station or workspace in need of repairs should be reported immediately to a staff member so that the issue can be taken care of.

TIME CLOCK PROCEDURE & MORNING ASSEMBLY

- a) Students will be fingerprinted on their first day at the Clarksburg Beauty Academy & School of Massage Therapy. The Student will then use this fingerprint as identification to clock in and out with our biometric time clock. This biometric clock ensures that students cannot clock in or out for each other, and that all student hours reported have been completed by the student.
- b) Students should arrive at the school allowing enough time to put away belongings, jackets, purses, et cetera before morning assembly.
- c) Students must clock in on or before 8:30am daily, clock hours begin accumulating at 8:30.
- d) If you arrive after 8:30, you are considered tardy and must sign/check in with the office.
- e) You may not clock in after 9:00 am without first notifying the office.

- f) Any students arriving late will meet with their instructor to receive announcements and assignments.
- g) Students on the clinic floor must let the front desk, and the floor instructor know that they are here and ready for clients.
- h) During morning assembly, announcements will be made, dress code will be checked, practical assignments will be handed out.
- i) After roll call, Cosmetology students must clean and set up their stations. All students must then check the appointment book to verify their schedule/appointments for the day.
- j) It is the Student's responsibility to clock in and out for breaks, lunches, beginning and ending their day at the School. Coming back late from breaks or lunches is unacceptable and you may be sent home for the day. Students receive 2 (two) fifteen minute breaks, and one 30 minute lunch break. Failure to clock in or out will result in loss of hours, if you forget- you will lose those hours.
- k) You must be present for both morning and evening clock outs, failure to clock in or out at the beginning or end of the day may result in losing a portion of your hours for that day.
- l) Clients always come first, therefore lunches and breaks may need to be taken before your client is scheduled to arrive or once the service has ended.
- m) Students are not permitted to leave the premises while they are clocked in. Any violation could be deemed as falsification of school records and can lead to expulsion of the student.

STUDENT DISCIPLINE POLICY - TERMINATION

Any violation of School's Discipline Policy, Rules or Regulations will result in a Student Counseling Evaluation. This evaluation is conducted to guide the student to an acceptable level of performance. Students may be given a verbal warning; a first written and second written warning. If a student is written up for a third (3rd) offense for disregarding the following: Any professional conduct requirement, any ethical conduct requirement, any failure to abide by any of the reasons set forth herein-below. Then that student may be immediately terminated, involuntarily, from the School program. This does not relieve student from financial obligation for outstanding fees, tuition, et cetera.

Being dismissed or terminated does not relieve the Student's financial obligations for outstanding fees, tuition, et cetera.

The dismissal or termination of a student may occur at the discretion of the Clarksburg Beauty Academy on any and/or all of the following grounds:

- a) Insubordination to any and/or all of the Academy's administrative staff, instructors and/or employees.

- 2.) Insubordination is defined as a student's defiant refusal to accept the rules and regulations of the Academy; a student's failure to comply with the rules and regulations of the Academy; and expressed disrespect of the Academy's faculty, instructors, staff and/or administrators.
- b) Failure and/or refusal to comply with any and all rules and regulations of the Academy.
 - c) Failure and/or refusal to cooperate with any and/or all instructors, and/or administrators of the School that impairs or impedes the student's ability to reasonably complete the program.
 - d) Refusal and/or failure to comply with State Board Regulations.
 - e) If a student incurs fourteen (14) consecutive days absence and/or his or her attendance is below 80% of his or her scheduled classes.
 - f) In certain cases of serious misconduct by an individual student, that student may, upon the discretion of the School administrators, be immediately expelled from the School program. This does not relieve student from financial obligation for outstanding fees, tuition, et cetera.
 - g) All students are expected to comply with the provisions of the Acceptable Conduct Policy contained in this Handbook. Failure and/or refusal to comply with these provisions will result in disciplinary action and/or immediate expulsion. Tuition refunds of any dismissal/termination, whether voluntary or involuntary, are outlined in the School Handbook. Dismissal and/or termination do not relieve a student of his or her obligations under the Enrollment Agreement.

STUDENT COMPLAINT PROCEDURE POLICY

Effective August 1994, each accredited institution is required to have an internal complaint or grievance procedure to resolve student complaints at the School. Any student with a complaint must comply with the filing of the complaint or grievance with the School before submitting a complaint to the National Accrediting Commission of Career Arts and Sciences or the West Virginia Higher Education Policy Commission.

Any public complaint slanderous in nature against Clarksburg Beauty Academy & School of Massage Therapy on a social networking site is constituted as slander and will be treated as such.

The following procedure must be complied with in filing a complaint or grievance:

1. Any student, instructor or interested party may file a complaint against the School. The complaint or grievance must be in writing to the Director. The complaint or grievance statement must outline the complaint allegation including all details pertinent to the complaint or grievance.
 - a. The School representative must document the meeting between the School representative and the student complainant in writing.
 - b. The complainant is provided with a copy of this written record of the meeting between the school representative and the complainant.

2. A designated School representative shall meet with the complainant within ten (10) days' receipt of the written complaint. If the matter cannot be resolved through discussion with the complainant, then the written complaint will be referred to a Committee comprised of School Administrators and Instructors to resolve the matter.
 - a. The Complaint Committee shall be comprised of a minimum of three (3) individuals of the following categories: School Owner, Director, Instructor, Financial Aid Administrator or Administrative Assistants.
3. Once the Complaint Committee has received the written complaint, the Committee shall meet within twenty-one (21) calendar days to review the complaint allegations.
4. If the Complaint Committee needs additional information, the additional information must be requested of the complainant in writing requesting the specific information.
5. If the Complaint Committee does not need additional information at the expiration of the twenty-one (21) calendar days, the Committee should take measures to remedy the complaint made by the student or respond in writing with supporting documents and/or other information to demonstrate that the complaint allegations are not warranted or are not based on facts.
6. At any point the complainant may proceed to have their complaint or grievance reviewed by the accrediting agency. The name of accrediting agency is:

National Accrediting Commission of Career Arts & Sciences
3015 Colvin Street
Alexandria, VA 22314
7. The School maintains any and all written records of complaints filed for a period of two (2) complete accreditation cycles.

POLICY ON PROHIBITION OF SEXUAL HARASSMENT

It is the policy of Clarksburg Beauty Academy that all employees and students are responsible for assuring that the School and workplace is free from sexual harassment. Because of the School's strong disapproval of offensive or inappropriate sexual behavior in the School, all employees and students must avoid any action or conduct which could be viewed as sexual harassment, including:

- a. Unwelcome sexual advances;
- b. Requests for sexual acts or favors;
- c. Other verbal or physical conduct of a sexual nature.

Any employee or student who believes he or she has been subjected to sexual harassment in the School should bring the problem to the immediate attention of responsible officials of the School. Employees and students may complain to their first-line supervisor or their second-line supervisor. If the complaint involves one or more of these persons or if the employee or student does not feel comfortable raising this issue with either of these individuals, the employee or student may bring the complaint directly to the school Manager or other highly placed management official.

All complaints will be handled promptly, and the privacy of each employee and student will be carefully protected.

If sexual harassment is found to exist, appropriate action will be taken. Those employees and/or students who are found to have engaged in sexual harassment will be subject to discipline up to and including discharge.

POLICY ON DISABILITIES

The School complies with all provisions of the Americans with Disabilities Act, the West Virginia Human Rights Act, and Section 504 of the Rehabilitation Act of 1973. No qualified person, by reason of disability, will be excluded from enrolling in a program of instruction in the School. However, any person with a disability seeking admission should be aware that the courses/programs require a high degree of dexterity.

CRIME STATISTICS & CAMPUS SECURITY INFORMATION

The School adheres to a minimum-security policy. The School provides a locker for each student to secure their own possessions, and the School is not responsible for any property or personal items of the student. The general public is not permitted on the clinic floor or in classrooms unless service is being provided to insure the safety of individual students. Clarksburg Beauty Academy has no off campus housing. All criminal offenses are reported directly to the Instructor in charge of your area of study.

Clarksburg Beauty Academy has no campus law enforcement or security personnel.

Clarksburg Beauty Academy is within city limits and any disturbance is reported directly to the Clarksburg City Police Department. Students are given Campus Security Information on class orientation day and Cosmetology students are given updates at least one time during their enrollment that last thirteen months.

Should you witness a crime in progress, this institution requests that you follow the procedure listed below:

During the hours of 8:30 a.m. until 5:00 p.m. Tuesday through Friday and 8:30 a.m. until 3:00 p.m. on Saturday, immediately contact the school owner, manager, one of the instructors or one of the office personnel. These designated individuals will notify the local law enforcement agency /emergency medical system, depending on the seriousness of the incident. In addition, emergency numbers are posted on the bulletin boards.

As much as possible, the school will respect the privacy of all students. However, the school reserves the right for authorized personnel and/or law enforcement agents to enter the premises for emergencies, enforcement of our drug and alcohol abuse policy or for other reasonable causes.

The purpose and authority of the school security personnel is limited to securing the premises and protecting the facility. Incidents that cannot be handled by designated school personnel will be referred and investigated by the local police department.

To ensure prompt reporting of a crime, authorized school personnel will take a written statement from involved parties and witnesses to all reported emergency or criminal incidents. The written statements are included as a part of the written report, and local/state law enforcement authorities, for the purpose of criminal apprehension and/or crime prevention, may use such statements. Information concerning the steps students and staff may follow for their personal security can be found within this handbook provided during orientation on the first day of school, and in the folders furnished to new employees.

The school is in compliance with the *Drug Free Schools and Communities Amendment of 1989* (Public Law 101-226). All students and school personnel refer to the memorandum “Drug Free Schools and Campus Standards” or the school’s Drug & Alcohol Abuse Awareness Policy” for information regarding campus policies and individual responsibilities required under the Act.

CAMPUS DEFINITION

The Clarksburg Beauty Academy, located at 120 South Third Street in Clarksburg, is housed in the *Policano Professional Building*.

The school occupies the basement, ground floor, mezzanine and third floor of the three-story building. The front of the building faces South Third Street and is adjacent to the Clarksburg City Hall, which houses the police department.

CRIME STATISTICS

In compliance with Public Law 102-226, the following information on campus crimes is reported for your review. The following criminal offenses were reported to school authorities or local police agencies as having occurred on campus:

	On Campus			On Public Property		
	2014	2015	2016	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0
Sex Offenses – Non- Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Simple Assault	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0

CRIME STATISTICS – HATE CRIMES

The following racially/ lifestyle motivated criminal offenses were reported.

	On Campus		
	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Non- Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of property	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). Most notably, VAWA requires institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include them in their annual reports.

In addition to the above crimes, the following arrests were made for these specific violations.

	On Campus		
	2014	2015	2016
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking Violence	0	0	0
Sexual Assault	0	0	0

This information is provided to students, employees, and prospective students and employees annually by October 1st.

This institution's penalty for sexual offenses is immediate termination. For information regarding registered sex offenders in your community please contact <https://apps.wv.gov/StatePolice/SexOffender/Disclaimer?continueToUrl=http%3A%2F%2Fapps.wv.gov%2FStatePolice%2FSexOffender>, the official WV State Police web site.

STEPS TO FOLLOW FOR PERSONAL SECURITY & PROTECTION

1. Always park your car in a well-lit area, and look around before getting out of the car.
2. If you arrive before the school is open, stay in your locked car, or with a group of people.
3. Keep valuable items (jewelry, equipment, etc.) out of sight.
4. Hold you purse tightly and against your body when walking down the street.
5. Always be aware of your surroundings.
6. Walk with assurance, and with your car keys in you hand (to use as a weapon, if necessary).
7. Be sure that all doors are locked and lights on inside as you leave the building
8. Lock your car door as soon as you get into the car.
9. **Never** talk to strangers... learn to scream loudly for help
10. Do not bring valuables or large amounts of cash to school, and always lock your locker.
11. Be aware of the fire exits, and know where emergency numbers are located.
12. Know where the telephones are located.
13. Always notify the school staff of emergency situations and let them contact the proper authorities.

FOR STUDENTS LIVING IN AN APARTMENT, AWAY FROM PARENTS:

1. Upon entering the apartment, **always** lock the door.
2. Protect your keys
3. Use a peephole before answering the door.
4. **Never** admit a stranger into your apartment or house.
5. Consider a burglar alarm.
6. When leaving, make sure doors are locked; leave TV or radio on, so it will appear that someone is at home.
7. Know your emergency numbers.
8. Get to know your neighbors.

EMERGENCY ACTION PLAN

During orientation students are instructed on the schools emergency action plan, the operation and location of all fire extinguishers, emergency exits and the schools alarm system.

Once an emergency has been established, all staff and students will be informed to evacuate the building using the nearest emergency exit. After exiting the building all staff and students will gather at the furthest end of the city parking lot located directly behind the building, at this time instructors will do a roll call to ensure that all students are out of the building. Students may not leave this area or return inside until instructed to do so.

During an evacuation emergency Student's can not use the elevator, they must use the stairwell and follow the evacuation route posted in each classroom, all exits are clearly marked with exit signs.

Please take a few minutes to familiarize yourself with evacuation routes, extinguishers, and exit signs.

Family Educational Rights and Privacy Act of 1974 (FERPA)

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

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

☐ Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

☐ Parents or eligible students have the right to request that a school correct record, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

MONTGOMERY GI BILL ACTIVE DUTY FOR ACTIVE SUPPORT

If you're eligible, the Montgomery GI Bill/ Active Duty, called "MGIB," provides up to 36 months of education benefits for:

- College, Business
- Technical or Vocational Courses
- Correspondence Courses
- Apprenticeship/Job Training
- Flight Training

Under this Bill, you may receive benefits for a wide variety of training, including an undergraduate or graduate degree at a college or university, or a cooperative training program. You may also take an accredited independent study program leading to a degree.

Am I Eligible?

You may be eligible if you received an Honorable Discharge, and have a High School Diploma or GED or in some cases 12 hours of college credit, and you fall into one of these categories:

Veteran Category I

- You entered active duty for the first time after June 30, 1985
- You had military pay reduced by \$100 a month for first 12 months
- You continuously served for 3 years, OR 2 years if that is what you first enlisted for, OR 2 years if you entered Selected Reserve within a year of leaving active duty and served 4 years ("2 by 4" Program)

Veteran Category II

- You entered active duty before January 1, 1977
- You served at least 1 day between 10/19/84 and 6/30/85, and stayed on active duty through 6/30/88, (or 6/30/87 if you entered Selected Reserve within 1 year of leaving active duty and served 4 years)
- On 12/31/89, you had entitlement left from Vietnam Era GI Bill

Veteran Category III

- You find that you are not eligible for MGIB under Category I or II
- You were on active duty on 9/30/90 AND separated involuntarily after 2/2/91,
- OR involuntarily separated on or after 11/30/93,
- OR voluntarily separated under either the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) program
- Before separation, you had military pay reduced by \$1200

Veteran Category IV

- You were on active duty on 10/9/96 AND you had money remaining in a VEAP account on that date AND you elected MGIB by 10/9/97
- OR entered full-time National Guard duty under title 32, USC, between 7/1/85, and 11/28/89 AND you elected MGIB during the period 10/9/96, through 7/8/97
- You had military pay reduced by \$100 a month for 12 months or made a \$1200 lump-sum contribution

RESERVATION OF RIGHTS TO CHANGE RULES AND REGULATIONS TO SAME BEING PROVIDED TO STUDENTS

The School reserves the right to change rules and regulations set forth in this Handbook, and as otherwise may be issued as Appendix, Addendum, or other separate document to the Handbook upon the School's discretion. Any changes, additions, or revisions to the rules and regulations shall be provided to the students in writing. Any changes, additions or revisions that replace provisions contained in this Handbook shall be in full force and effect and the old revisions being replaced, revised or amended shall be void.

CERTIFICATION STATEMENT REGARDING INFORMATION AND POLICIES

The information and policies contained in this Handbook are true in content and policy. The Clarksburg Beauty Academy enforces the policies pertaining to progress, standards, and regulations.

Signature/Title: *Allen Mathess*/ Director Date: January 01, 2017

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