

# MR. LEON'S SCHOOL OF HAIR DESIGN

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**“WE TRAIN  
WINNERS”**

Accredited by NACCAS

**Financial Aid Available To those who qualify**

## **PHILOSOPHY/MISSION STATEMENT**

Mr. Leon's School of Hair Design believes:

1. Enrollees should possess the potential to successfully complete the course of training.
2. Students should make a commitment to complete the course as required in order to be examined for a license.
3. Learning is accomplished by practical application of theory principles under realistic conditions.
4. Learning is a never-ending process, and students should take advantage of each opportunity to acquire additional experience and knowledge in the cosmetology field.
5. Educational experiences are provided for and presented by instructors who are qualified by both educational and professional experiences.
6. Educational needs of the students are of prime importance during the training periods in the facilities.
7. Preparing the graduate for careers in the Cosmetology Arts and related fields.

***“You become what you think about all day long”***

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## Introduction – Careers in Cosmetology

Cosmetologists shampoo, cut and style hair. They straighten or permanent wave hair to change or keep a style. Cosmetologists lighten or darken the color of the hair using a variety of methods. Cosmetologists give manicures, pedicures, facials and scalp treatments. Cosmetologists apply and remove artificial nails. They provide make-up analysis and application. They clean, style and work with wigs, hairpieces and extensions. Cosmetologists advise and educate their clients on how to care for their hair and skin so it will look its best.

### Employment

There are many opportunities for the licensed cosmetologist. Most will work in a salon, some private, some chain salons. Many cosmetologists own their own salons, while some work in barber shops, nursing homes or hospitals.

Many cosmetologists work full-time but there are opportunities for part-time employment to those who want to combine a job with family, school or other responsibilities. (See page 36)

### Advancement

Advancement is usually in the form of higher earnings as cosmetologists gain experience and build a steady clientele, but many manage large salons or open their own after several years of experience. Some teach in cosmetology schools or use their knowledge and skill to demonstrate cosmetics in department stores. Others become sales representatives for product companies or cosmetic firms. They may also open their own businesses as beauty or fashion consultants. Some cosmetologists go on to be examiners for state cosmetology boards.

### Job Outlook

Job openings in the cosmetology industry continue to be available. Most openings result from the need to replace cosmetologists who leave salons or move in a different direction in the cosmetology field. (See page 36)

### Earnings

Cosmetologists and Nail Technologists receive income from commissions, wages or both and from tips. Those who are not salon owners receive a percentage of the money



## Founding of Mr. Leon's School of Hair Design

Mr. Leon's School of Hair Design was founded in 1969 under the guidance of Leon Cover. The school meets a strong need which exists today for a more highly and thoroughly trained beginning cosmetologist who can survive the strong tide of unemployment in today's business world. It was with these purposes in mind that the school was founded.

## Certification

Upon completion of training, the student will receive a diploma from Mr. Leon's School of Hair Design.

1. Cosmetology
2. Nail technology
3. Teacher Training

At the completion of each training, the student is expected and required to complete three student records. One is for the student, another is kept by the school with the student's records, and a third is sent to Boise to the Bureau of Occupational Licenses along with the appropriate fees for examination and license to practice cosmetology in the state of Idaho.

After successfully passing the required examination, the State will issue the student a license to practice Cosmetology, Nail Technology or Instructor.

## Accreditation

Mr. Leon's School of Hair Design is accredited by the National Accrediting Commission of Cosmetology Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA, 22203-1816. The cosmetology Accrediting Commission is recognized by the United States Department of Education as the national accrediting agency for cosmetology schools. Mr. Leon's School of Hair Design is licensed by the Bureau of Occupational Licensing, Owyhee Plaza, 1109 Main Street, Suite 220, Boise, ID, 83705

Idaho Board Of Licensing (208) 334-3233

NACCAS (703) 600-7600

## Veterans Approval

In compliance with the Veterans Administration regulations, this course been approved for a 2,000 hour Cosmetology Program, a 1,000 hour Teacher Training program and a 400 hour Nail Technology program.

## Weekly Class Schedule

**Monday:** Closed

**Tuesday-Friday:**

8:30-9:30 am:	Theory class
9:30-4:30 pm:	Study and work by all students
12 -1 pm:	Lunch break (30 minutes, staggered)
4:30-5pm	Duty work and study by all students

Students are allowed two 15 minute breaks during the day.

**Saturday:**

8:30-5 pm	Study and work by all students with ½ lunch break
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Students are allowed two 15 minute breaks during the day.

School is open to students for instruction whenever an instructor is present.

(Audio-visual aids are made available throughout the week)

## Admission Dates

Students may register any day school is in session prior to the following 2009 school year enrollment dates:

1. April 21, 2009
2. May 26,2009
3. June 23,2009
4. July 21,2009
5. August 25,2009
6. September 22,2009
7. October 20,2009
8. November 24,2009
9. December 22,2009

*\*Note: Dates of classes may vary*

## Admissions Policies

(Procedures and Standards)

For Cosmetology, Nail Technology, Teacher Training

The school admits as regular students:

1. High School Graduates
2. Holders of High School Equivalency certificates (GED's)
3. Drivers License, State ID
4. Marriage License (if applicable)
5. Idaho Cosmetology License ( For all Student Instructors)

### Re-Enrollment Policy

Any student that withdraws from school will be re-enrolled providing that he/she has left in good standing. Good standing meaning: good attendance, no less than 70% grade average, all money to the school has been paid in full and the student has had a good attitude towards students and staff. If the absence has been three months or less, there is an enrollment fee of \$100.00 and the cost of tuition based on the current rate for completion of hours. A new contract must be signed.

### Transfer Students Previous Cosmetology Training

Previous cosmetology training will be evaluated and credited according to evaluation by the Manager. Hours and operations from another school and state must also be accepted by the Idaho Cosmetology Board. The school maintains a written record of previous education and training of the veteran, which clearly indicates appropriate credit has been given by the school for previous education and training, with the training period shortened proportionately, and the person notified.

**\*We do not recruit students already attending other schools offering a similar program of study.**

### Statement of Nondiscrimination

We hereby agree that we will comply with **Title VI of the Civil Rights Act of 1984 (PL-88-352)** and all requirements imposed by or pursuant to the regulations of the **Department of Health, Education and Welfare (45 CFR, Part 80)** issued pursuant to the title, the act, and the regulation: no person in the United States shall, on the grounds of race, age, creed, sex, ethnic origin, color, religion, or national origin, be excluded from participating in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity.

## Advising

A private office is available for the benefit of the students for student counseling, placement and other personal services. Students are free at any time to discuss personal problems that might affect their schooling or their future employment.

## School Calendar

Mr. Leon's School of Hair Design is operated on a continuous basis throughout the year and is open five days a week from 8:30 am to 5:00 pm. The school is closed on Sundays and Mondays and the following legal holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

If Christmas and New Year's Day fall on a Friday, the school will be closed the following day also. If an emergency arises or if it is deemed necessary for special reasons, these closures will be designated as closed days. The school will make every effort to contact every student of unexpected school closures due to extenuating circumstances by telephoning and posting a notice on the school doors. The school will also be closed once a year for Instructor Continuing Education classes.

## Grading and Evaluation Standards for Progress- for all courses

Records of progress and achievement are kept and filed in the permanent record file of each student. Grades are given in both theory and practical class hours. Grades are recorded at the end of each subject and will reflect an average of all test scores as a final grade. Theory and Practical are graded on a point system.

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

## Evaluation and Progress Reports

Progress records in the form of reports cards are maintained by the school for each student. Students are furnished with monthly record forms on which they will record the number of operations/activities, as well as the number of classroom and practical hours they have acquired for each day, week and month. This information is transferred to a master form which contains a grand total information summary as to grade, operations, hours, and comments for each student. Students have a copy for their records on the monthly sheets, as does the school. Nail Techs and Student Teachers have 2 evaluations at their mid-point and end of training. Cosmetology students have 4 evaluations at 501, 1001, 1501 and 2000 hours.

Students not making passing grades or sufficient progress are placed on a 30-day probationary period. During this time, the student is expected to make every effort to bring his/her work up to a passing level. If the student fails to improve, he/she are advised to terminate the training. He/she may apply for reentry after he/she have overcome the problem. Every effort is made early in the course to determine the students attitude for the profession.

A final examination is given to the student at school prior to the examination given by the State Board of Cosmetology. If the grade is above 70%, the student is advised to take the examination before the State Board.

## Attendance Policies & Regulations

Records, attendance sheets and appointment books are strictly maintained, which shows the attendance of each student. These records indicate the students' presence, absence or tardiness for each scheduled class period. These records are maintained in such a manner that a student's attendance record is readily determinable by anyone authorized to inspect these records. The student also has one copy of his/her signed monthly sheet which shows total hours accumulated, operations or activities completed and all grades. A copy of this completed record is sent to the Bureau of Occupational Licenses and is maintained on file there. (Note: These forms are legal documents and they are the responsibility of the student.)

1. Students are required to sign in and out of school using time sheets. Students are required to sign in and out for lunch and any other time they leave the program area.
2. Students are required by Mr. Leon's School of Hair Design to attend school at least five (5) days per week, six (6) hours per day. This is a minimum.
3. Enrollment in Mr. Leon's School of Hair Design Cosmetology program is 2000 hours, Nail Technology program is 400 hours and Teacher training program is 1000 hours.
4. Students are not allowed to leave the program area without permission from their instructor and head instructor.
5. Smoking, eating, drinking, and gum chewing will be allowed only during break time and in designated areas.
6. Students who are late for theory and practical classes will not be allowed in the classroom and as a result, will not receive credit for that specific theory or practical class.
7. The attendance policy permits five (5) unexcused absences. Any unexcused absences beyond that will result in probation and possible suspension from school. If a student is sick, he/she must call in by 8:30 am and speak with an instructor. Failure to do so will result in a consultation with the head instructor. Calls received after 8:40 will be considered unexcused.
8. The classroom theory is mandatory and must be made up by the student on his/her own time. Students must make up classroom work missed.
9. Students are given credit for all the time they are in school. Time is rounded to the nearest 1/4 hour. Hours are never docked or taken away from the student.
- 10. Mandatory attendance is required on Saturdays, on the day before a holiday and on the day before and the day of an exam.**
11. A student arriving past 8:30 am will be directed to the back room to work on textbook or practical work, with an instructor present. They will not receive theory hour, only practical. (At the discretion of the instructor, the student may be allowed in class.)

Failure to attend class will be considered either excused or unexcused and will be noted as such on record sheets. Over three (3) absences a month will constitute a grade cut at the discretion of the instructors and head instructor.

1. Excused Absences consist of personal illness; illness or death in the student's immediate family; active military duty or jury duty
2. Prearranged Excused Absences. Students will notify the head instructor or instructors two (2) weeks prior to the date. It is up to the discretion of the instructors and/or head instructor if the absence will be excused or unexcused.
3. Written excuses must be documented by a doctor, a commanding officer, or a representative of the court. It is the responsibility of the student to provide written excuses in order that any absences be considered excused. (Written excuses will be placed in the student's personal file and maintained as part of his/her records.) All other absences are considered unexcused and will be recorded as such.
4. Proper consideration shall be given each student in the case of extended illness or prearranged leaves of absences. A written record will be maintained in personal files.
5. Students are cautioned against excessive and indiscriminate use of sick leave.
6. All programs are integrated with classroom study and clinical experience, coordinated for strength and continuity of learning. Absences will be taken into account when determining final grades.
7. Failure to receive at least 70% average in practical and theory will preclude enrollment in subsequent courses. There are exceptions to this and may be worked out with the instructor.
8. A student who, in the opinion of the school, violates any of the policies may be automatically terminated.
9. A student is able to make up missed work. It is their responsibility to meet with the instructor and get the work that was missed.

## Rules and Regulations

Students are in a practical teaching situation while he/she obtains "hands-on" experience which is under close supervision of the instructors. It is expected that the students will adhere to the policies herein stated so that the learning experience will function smoothly and efficiently for all concerned (student, patrons, and instructors). Failure to comply could result in a meeting with the program head instructor and /or instructors, a grade cut, and/or a meeting with the State Investigator, and/or review by the Policy Board. Exceptions include stealing and being in possession of illegal drugs on campus. These are grounds for automatic termination, whether the student is charged or not.

1. Penalties for infractions of school policy are administered in the form of warnings first, then possible suspension from school.
2. Smoking, eating, drinking and gum chewing are not allowed on the clinic floor. This will be permitted only during break times and average only in designated areas.

3. Students may not leave the school without permission from the instructors.
4. Personal phone calls are not allowed. For emergency incoming calls, the instructor will contact you. Paging of students will not be done unless it is an emergency. Students are asked to inform friends and family of these regulations.
5. Cell phones and texting are not allowed during school hours. These are to be kept in the students' lockers-turned off or in their vehicles. The student may use their phone during their lunch break only. Violations will be addressed immediately, and disciplinary action will be taken
6. Students are not permitted to read novels, magazines, books, etc. during school hours, except approved textbooks, materials, and beauty trade magazines.
7. Each student is responsible for all equipment issued, including: kit, books, blow dryer, curling irons, etc. All equipment must be marked for identification. Personal belongings should be kept in the student's locker and locked. The school is not responsible for lost or stolen equipment.
8. Students are not to change appointments at any time. This will be done by an instructor only.
9. Appointments are to be made through the receptionist only.
10. Students must never refuse service to a patron or make a patron wait unnecessarily. Students refusing service to a patron will be subject to a grade loss and possible expulsion from school.
11. Any problems with a patron or a service must be directed to an instructor.
12. Vulgar language, obscenities and swearing will not be tolerated on the clinic floor or in the building. Violation may result in termination from school.
13. Notify the receptionist and instructor of any changes in the patron's service.
14. Students will not schedule appointments with friends or family without first discussing it with an instructor. No appointments will be booked during a lunch break unless approved by an instructor.
15. Friends or family are not allowed in the lab or classroom at any time.
16. Students who refuse to participate in theory or practical classroom activity and disrupt the class will be sent home and disciplinary action will be taken.
17. When tasks are assigned by the instructor, it is expected that each student will perform the assignment in the time allowed. Students are graded on these tasks and assignments and if the assignment is not completed, a grade will not be issued.
18. Students not paying attention in theory class or demonstrations will be asked to leave and will be subject to disciplinary action.
19. Make up work for exams, assignments or practical work must be completed within 48 hours. It is the responsibility of the student to make up the work within this period. Failure to do so will result in grade loss for that subject, at the discretion of the instructor.
20. Cleanliness is the first step to beauty. Students will be graded on cleanliness of their own personal appearance and work stations and lab areas. Stations, mirrors, chairs and desks must be cleaned before leaving at the end of the day. Failure to do so could result in a grade loss or other disciplinary action.

21. **Students performing a chemical service on a patron must stay with that patron at all times. Record charts must be kept on all patrons having chemical services and put away when completed.**
22. ALL services are to be checked by an instructor
23. Students receiving personal services must pay for the products used prior to use. There is no charging and services must be approved by an instructor.
24. Any personal problem or conflicts must be discussed in private off the clinic floor and out of the classroom.
25. Theory class begins promptly at 8:40. Students should be ready for class. Students not prepared or late students will not be allowed in.
26. There are a number of tasks that have to be performed daily in the normal routine school clinic and work study. These tasks have to be performed by everyone without exception. Tasks are posted on the bulletin board.
27. The instructor's office is for instructors only. It is off limits to students.
28. Any student failing to comply with the rules and regulations of this handbook will be subject to review with the head instructor and/or instructors.
29. **Conduct:** A student will be dismissed for any action or conduct which, in the opinion of the management, disrupts the school program or reflects in any unfavorable way upon the school. /students dismissed for unsatisfactory progress or conduct will not be reinstated unless management is assured the cause for dismissal has been corrected.\* \*Being in possession of an illegal substance is grounds for immediate termination.
30. **Student Records:** Examinations are given to all students, and marks are given to all students. Students are permitted to review their records at any time. They may ask the school supervisor who is in charge of this. A monthly R-40 is given to each student.
31. **Title of Tools.** Title and possession of tools issued to students remain the property of the school when the enrollment fees and equipment costs are paid in full upon entrance. The school strictly reserves the right to prohibit the removal of tools from the school without permission from the school supervisor. These tools become "second hand" by the student's use, so they cannot be redeemed if the student withdraws from the course. Any delinquent tuition payments may result in a partial lien on equipment already issued until the remainder of the course tuition owed is paid.

## Description and Objectives of the Cosmetology Course

The cosmetology course consists of 2,000 hours of instruction. Students acquire a thorough knowledge of hairstyling, haircutting, shampooing, shaping, roller control, thermal waving, blow drying, iron curling, wigs, chemical reformation (permanent waving, chemical relaxing), concepts in hair coloring hair chemistry, sculptured nails, manicuring, skin care (make up, facials and histology of the skin), scalp treatments, sterilization and sanitation procedures, product knowledge, professional relationships, salon retailing, business law and public relations. Students are given experience in appointment booking, dispensary and actual practical experience on patrons who come regularly to the school clinic for their beauty service. Students also learn about compensation and payroll deductions, license and certification, and the fundamentals of business reports.

Advice is given to students regarding their own personal grooming progress and personality development. To help achieve greater poise, self-assurance and confidence, students are instructed by members of this staff and professional guest speakers who are brought in periodically throughout the course of their training. The overall objective is the training of students in the basic principles and practices of professional cosmetology. The Primary purpose is to prepare students to enter into, progress in and make a contribution to the profession of cosmetology. **In compliance with the Idaho Cosmetology Law, Title 54, Chapter 8, Title 67, Chapter 26, Idaho Code, an Idaho Cosmetology License is required to practice cosmetology in this state.** This course meets the requirements of the Idaho Board of Cosmetology and consists of 2,000 hours of theory, manikin training and practical instruction.

By using manikin training, students learn procedures more thoroughly and more easily. All students must complete prescribed basic courses prior to being allowed to work on patrons. State Law requires a minimum of 200 hours before performing regular services and 300 hours before performing chemical services on patrons. About 400 hours are required before becoming a junior student. By learning the varied techniques on manikins, speed is acquired in hair styling, haircutting, permanent waving, color, and bleach application. This gives the students the confidence needed to start the practical training on live models when they are given patrons by appointment. An additional 600

hours are required before a student becomes a senior student. Once a senior student, students are normally well on their way to performing with confidence.

The Idaho State Board of Cosmetology provides specific requirements for graduation. A total of 2,000 hours are required for graduation. A minimum of 200 hours of this time must be spent in theory classroom and a minimum of 1,800 hours are considered to be necessary for practical demonstration and clinical lab experience.

In addition to required classroom instruction, each student must complete a minimum number of practical operations and training.

Upon completing and passing the State Exam, the student can be employed as a licensed cosmetologist.

### Curriculum for Primary Cosmetology Course

1. Cutting, trimming, arranging, dressing, curling, and waving by any method, cleansing, bleaching, coloring, or similar work upon the hair.
2. Applying cosmetic preparations, antiseptics, tonics, lotions, creams, and massaging, cleansing, stimulating, manipulating, exercising, beautifying or similar applications of work upon the scalp, face, neck, arms, hands, bust or upper part of the body. This includes removal of superfluous hair through mechanical, chemical and electrical means.
3. Manicuring the nails and the application and removal of artificial nails.
4. Scientific reenactments of beauty culture; bacteriology; histology of the structure of the hair, skin, nails, muscles and nerves; structure of the head, face and neck; elementary chemistry relating to sterilization and antiseptics; diseases of the hair, skin and nails.
5. Sterilization
  - a. Cleanliness (general & personal)
  - b. Elementary chemistry in compounding cosmetic supplies
6. Business Administration
  - a. Selling relationship
    - i. Public
    - ii. Professionally
  - b. Display and advertising
7. General knowledge of human and synthetic hair care

## Basic Cosmetology Course

Course	Hour
Theory	200
Shampooing	100
Rinses	10
Haircutting & Shaping	300
Manicuring	100
Eyebrow arch & waxing	10
Hair Styling, Finger waving & Thermal Curling	500
Scalp Treatment	50
Facials	50
Permanent Waving	315
Bleaching & Frosting	100
Tinting (coloring)	150
Wig Care	20
Sanitation-Sterilization, Personal Hygiene, State of Idaho Sanitary Rules & Laws	30
Dispensary	20
Business Management	25
Reception Desk	20
<b>TOTAL HOURS REQUIRED BY STATE OF IDAHO</b>	<b>2000</b>

## Required Minimum Operations

Total Cosmetology Course Hours: 2000

Operation	Number
Permanent Waves (all methods)	45
Creative Hairstyles	100
Hair cutting–Scissors	50
-Razor	50
Hair bleaching	5
Scalp Treatments	5
Hair coloring	5
Frosts & Highlights	5
Manicures	25
Pedicures	5
Artificial Nails	5
Arching, waxing, facials	20

## Teaching Techniques

Mr. Leon's School of Hair Design employs the Pivot Fundamentals. This system is recognized for its superiority throughout the beauty profession. We are equipped with audiovisual equipment, videos and DVDs.

## Textbooks Required

Textbook:

Pivot Point Salon Fundamentals

Theory Book and Workbook

## Graduation Requirements

For Cosmetology/Teacher Training/Nail Technology

Upon completion of the course hours and requirement, the student is advised to continue training on a part-time basis (once a week) with their manikin to retain proficiency for State Board Examinations and employment readiness. Prior to this time, the school's final examination is given to the student. Passing grade is 70%. If the student fails to obtain 70% in the final examination, he/she is advised to complete more hours before taking the State Board Examination.

When students have satisfactorily completed the required hours of instruction and training, a Certificate of Completion will be sent to the State Board of Cosmetology. Licensed cosmetology schools may not withhold the issuance of a certificate of completion by a student having completed the required hours of instruction for any reason **other than the students failure to meet the training or professional qualifications standards set by the school** provided that in all such cases, the school has informed the student in writing outlining the specific reason(s) for withholding the issuance of the certificate and has likewise informed the student of the estimated additional type(s) of training required in order to satisfactorily meet the school's professional qualification standards. Hours will not be released however if the student owes the school money.

\*Upon passing the State Exam, the student will be eligible for employment in the course of training they took.

## Tuition and Equipment Costs

The cost of the cosmetology course is itemized as follows (effective September 1, 2008)

<b><u>Item:</u></b>	<b><u>Cost:</u></b>
Equipment & Textbooks.....	\$ 700.00
Equipment (\$480.00) Books (\$200.00)	
Uniforms.....	\$ 30.00
Lab Fee.....	\$ 65.00
Registration Fee.....	\$ 100.00
Tuition.....	\$14605.00
<b>Total.....</b>	<b>\$15500.00</b>
<b>State Board examination fee, work permit and license.....</b>	<b>\$ 100.00</b>

All Students through September 04, 2009 will receive a \$4000.00 School Grant.

## Additional Charges

Our tuition for additional training in cosmetology or teacher training in cosmetology is \$5.00 per hour. If a student is transferring, he/she must pay a \$40.00 transcript fee and a \$150.00 withdrawal fee. The grounds for termination of the student/ purchaser by the institution or any applicable termination or withdrawal fee shall be \$150.00.

## Cosmetology Teacher Training Objectives

Course: To prepare the teacher trainee to not only pass the Idaho Instructor's Examination, but also to do the following:

1. Develop the ability to
  - a. Teach the theory and practice of cosmetology using the four-step teaching plan
  - b. Use various teaching aids, such as textbooks, workbooks, audio-visual aids, test, etc. to the best advantage on the classroom.
2. Provide information about
  - a. Specific teaching techniques to be used by the cosmetology teacher in the classroom
  - b. The principles of psychology as applied to teaching
3. Develop an appreciation of
  - a. Achieving professional competency as a teacher
  - b. Those personal characteristics that contribute to success in teaching

\*Note- All grading will be done on a point system (See Grading & Evaluation, Page 8)

### Entrance Requirements:

1. State of Idaho CTR Cosmetology License or Registered Cosmetology License
2. High School Diploma or G.E.D. Certificate
3. Drivers License or State ID
4. Marriage license, if applicable

Course Hours: 1000 hours

The cost of the cosmetology teacher-training course is itemized as follows (effective January 1, 2007)

<b><u>Item:</u></b>	<b><u>Cost:</u></b>
Kits & Textbooks.....	\$ 300.00
Uniforms.....	\$ 25.00
Lab Fee.....	\$ 100.00
Registration Fee.....	\$ 125.00
Tuition.....	\$7,000.00
<b>Total</b> .....	<b>\$7,500.00</b>

### Format:

The training will begin under the guidance of the Director and the Director of Basic Training. For the first 300 hours, the student teacher will observe and assist in the teaching of theory and practical instruction. The student teacher will learn how to prepare and use lesson plans. The plans will be viewed by the Directors. The rest of the training will be out on the clinic floor under the supervision of the Floor Supervisor. The student teacher will learn how to check all services being done by students. The student teacher will do a lesson plan and test the student body or prepare for State Boards. Once the training is complete, the student teacher will be prepared to take the state examination for Instructor's license.

### Textbooks used:

The Milady Master Educator Student Course Book

The Academic Advising Program covers development of;

- Administrative Responsibilities
- Record Management
- Professional Ethics
- Effective communication & Human Relations
- Compensation & Payroll Deductions
- Fundamentals of Business Management
- Regular Requirements

\*The student will be awarded a Diploma in Teacher Training upon completing the course. Upon passing the State Board Exam, the student can be employed as an instructor in a cosmetology school.

### Additional Supply costs:

- Paper supplies
  - One large 3-ring binder
  - Filler paper
  - Pens & pencils

Uniforms: Washable lab coat

## Curriculum

<b>Subject</b>	<b>Hour</b>
Related Subjects	150
Classroom Training- Science or Teaching	50
Teacher Assistance- Observation	45
Performance or Demonstration	25
Clinic-Supervised Practice Teaching	700
Testing and Evaluation	30
<b>Total</b>	<b>1000</b>

\*Student must complete these requirements for Graduation.

### For Student Instructor

In order to graduate and be eligible for the Idaho Instructor's State Board Examination, students must attain an overall grade average of 70% or above, complete the hours and curriculum required in the 1000 hour course and be free of indebtedness to the school. At graduation, the student will receive a diploma from Mr. Leon's certifying that they have met all graduation requirements.

### General Information

Attendance policy is the same as that of cosmetology students. The student instructor will attend school each day. Tuesday through Saturday from 8:30 a.m. to 5 p.m. Lunch time will normally be from 12:00 to 12:30 p.m. daily. Absences must be excused and all rules and regulations of the school are to be followed by the student instructor. Even though the student instructor is not a member of staff she/he must remember that at all time she/he is to behave in a manner befitting a potential instructor. The student instructor's attitude, appearance and ability to relate thoughts and concepts will be constantly monitored. Instruction is available whenever a licensed instructor is in the building.

## Nail Technology Course of Instruction

Mr. Leon's School of Hair Design offers training in Nail Technology. The course is 400 hours as set by the Idaho State Cosmetology Law.

### State Requirements for License:

1. Be sixteen and one-half (16 ½) years of age.
2. Have a high school diploma or G.E.D.
3. Drivers License or State Issued ID
4. Completed and graduated from at least 400 hours of training in an Idaho board approved school. (Mr. Leon's is one.)
5. Pass the State Board Examination for Nail Technician given under the direction of the board.

### Course of Study:

During the 400 hours of training, the student will learn the art of manicuring, artificial nails and sanitation. The course of study will also include State Law, Salon Management, Professional Ethics, Artistic Nail Art, Structure of Nails, Nail Disease & Disorders, Cosmetic Chemistry, Structure and Function of Skin, and Skin Diseases and Disorders. The student will learn artificial nails, including Formed Nails, Finished Tips, Wraps & Mends, basic Manicures and Pedicures.

### Requirements:

Manicures	50 hours
Pedicures	50 hours
Free Form Acrylics	100 hours
Fiberglass Nails & Wraps	50 hours
Acrylic Tips & Overlays	50 hours
Theory, Nail Technology & State Law	100 hours
<b>Total</b>	<b>400 Hours</b>
Formed Nails	10 sets
Finished Tips	10 sets
Wraps & Mends	10 sets
Basic Manicure	50 sets
Pedicure	50 sets

<b><u>Item:</u></b>	<b><u>Cost:</u></b>
Textbooks.....	\$ 45.00
Equipment.....	\$ 250.00
Registration Fee.....	\$ 100.00
Tuition.....	\$3,605.00
<b>Total</b> .....	<b>\$4,000.00</b>

\*The student will be awarded a diploma in Nail Technology upon completion of the course.

\* Upon passing State Board, the student can be employed as a Nail Technologist.

## Mr. Leon's School of Hair Design's Cancellation and Settlement Policy

1. When cancelling refunds, Mr. Leon's will use the policy mandated by state and/or federal regulatory agencies, or special programs for each student, as applicable.
2. For a student to whom no state or federal or special program refund policy applies, Mr. Leon's Cancellation and Settlement Policy will apply.
3. If the student is on financial aid, the government Return to Title IV Policy will apply. Students receive their financial aid in payment periods. 1-501 hour, 510-1001 hours, 1001-1501 hours, and 1501-2000 hours. If the student completes 60% of the scheduled payment period in which they received financial aid, there will be no refund due. If the student does not complete the 60%, there will be a refund due. If the student does not pay the government what is owed them, the student will be in an overpayment situation and unable to receive financial aid until the refund is paid. All refunds done by the school need to be refunded within 45 days of the official withdrawal date.
4. Unless registration is cancelled within three (3) business days, the registration fee is non-refundable.
5. Any monies due the applicant or student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
  - a. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid with the exception of an application fee.
  - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three(3) business days of signing the enrollment agreement or contract. In this case, all monies collected by the school shall be refunded except an application fee. This policy applies regardless of whether or not the student has actually started training.
  - c. A student cancels his/her contract after three (3) business days after signing but prior to entering classes. In this case, he/she shall be entitled to a refund of all monies paid to the school less an application, registration or enrollment fee. Mr. Leon's registration fee is \$100.
  - d. A student notifies the institution of his/her withdrawal;
  - e. 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;
  - f. The student gets expelled by the school.
  - g. In type b, c, d, or e, official cancellation or withdraws, the cancellation dates will be determined by the postmark on the written notification, or

the date said information is delivered to the school administrator/owner in person.

- h. Any monies due a student whom officially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the school. To determine unofficial withdrawals, the school must monitor each student's completion of class participation in learning activities. Mr. Leon's in measured in clock hours so the school monitors by attendance daily and once a month.
6. When mitigating circumstances are in evidence, Mr. Leon's may, but is not obligated to exceed the Cancellation and Settlement policy and Minimum Refund Guidelines.
7. Mr. Leon's has the extra cost for books, equipment, and fees, which are not included in the tuition price stated in the catalog and contract and any non-refundable items are identified.
8. Mr. Leon's charges \$40.00 for a copy of the student's local school transcript.
9. Mr. Leon's has all fees indentified in the school catalog and contract.

### Program Course Cancellation Policies

If a program or course is cancelled subsequently to a student's enrollment, and before instruction in the program or course has begun, the school shall at it's option:

1. Provide a full refund of all monies paid or
2. Provide completion of the program or course.

### Notice of Policies

The enrollment agreement outlines the obligations of both the school and the student. No enrollment agreement is binding until it is signed and accepted by an appropriate official at Mr. Leon's.

### Collection Policy

If the student/purchaser defaults in his/her performance, or any of his/her obligations hereunder, including a default in the payment of any sums provided for in the contract, school/seller at its option, and with notice to the student/ purchaser may declare the whole amount unpaid immediately due and payable. The student agrees that the school is entitled to reasonable attorney fees, costs, and expenses incurred should this contract or any part of it be placed in the hands of an attorney for collection or other legal action.

If promissory noted or contracts for tuition are sold or discounted to the third parties, students or their financial sponsors must sign a statement authorizing such sales and the institution must comply with the cancellation and settlement policy of this institution.

For students who enroll and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Percentage Length Completed to Total Length of Programs or Course	Amount of Total Tuition Owed to the School
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% to Over	100%

### School Closure Policy

If Mr. Leon's closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, Mr. Leon's will make arrangements for students to:

1. Receive a pro-rate refund of tuition.
2. Dispose of school records in accordance to state law.
3. Will submit to NACCAS a list of all students who were enrolled at the time of closure and indicate on it the arrangements make for each student.
4. Teach out to be performed in the same geological area.
5. Grounds for termination of the student by the institution or any applicable termination of withdrawal fee shall be \$150.00.
6. Teach out shall not cost the students more than the original cost the school is entitled to under its contract for which the student has not paid.
7. Original school will provide notice to student of teach out if necessary and diligently advertise availability.

### Veterans

Our policy provides that the amount charged to the veteran or eligible person for tuition, fees, and other charges for a portion of the course shall not exceed the approximate pro-rate portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length.

## Administrative Policies

### Student records

Examinations are given on all subjects and grades are given to students. Students are permitted to review their file or records upon request. Once a request has been made, a time, not to exceed 24 hours after the request, will be set aside for the student to review his/her records under proper supervision. Records of progress and achievement are kept and filed in the permanent record of each student. A release of records requires a written request form from the student.

### Cosmetology Attendance Nail Technology & Teacher Training

Daytime classes are held Tuesday through Saturday from 8:30 am to 5:00 pm with a thirty (30) minute break for lunch. Instruction is available to students anytime a licensed instructor is in the building.

### Conduct

Students will be dismissed for any action or conduct which, in the opinion of the administration, disrupts the school program or reflects in any way on the institute. Students dismissed because of unsatisfactory progress or conduct will not be reinstated unless the administration is assured that the cause for dismissal has been corrected.

### Uniforms

Students are required to wear the proper uniforms and shoes with proper attire underneath. Failure to do so could result in the student being sent home for the day.

### Duties

As part of the training, each student will be assigned a duty at the end of each school day and have it checked by an instructor before leaving school. Failure to do so could result in a consultation with the instructor in charge. The student's sanitation grade can also be lowered if he/she does not comply. Their work station and chair are to be thoroughly cleaned and sanitized each day. This is mandatory and will be checked by an instructor.

### Graduation Requirements

In order to graduate and be eligible for State Board examinations, students must:

1. Attain an overall grade average of 70%
2. Successfully complete
  - a. 2000 clock hours of practical and theoretical Cosmetology Training
  - b. 1000 clock hours of practical and theoretical Teacher Training
  - c. 400 clock hours of practical and theoretical Nail Technology

Candidates for graduation must be free of indebtedness to the school.

## Financial Assistance Introduction

### **\*Financial Aid available to those who qualify**

The school's financial aid policy is based on the philosophy that the primary responsibility for paying educational costs rests with students and parents. Financial aid funds are awarded to supplement a family or student contribution when family funds alone cannot cover educational expenses.

Financial aid awards are made on a first-come, first-served basis for each program start date. Although applications are accepted throughout the award year, Mr. Leon's School of Hair Design recommends that the students submit applications at least eight weeks before the start of their program to receive full consideration for available funds. Late applicants may apply for loan assistance throughout the year.

Whether a student is eligible for assistance, and how much, is determined by the need of the particular student. Each case is different. The school makes an evaluation of the individual, privately and impartially. The programs described have their guidelines set by the U.S. Department of Education. The student should read up on these programs, discuss it with their parents, determine if he/she meets eligibility requirements and then talk with the school representative about it.

The federal financial aid programs which the school makes available are the Stafford Loans and Pell Grants.

The philosophy of the school is to help every eligible student receive aid through a Pell Grant. When this grant does not cover all the expenses of the student, or the grant has not been received, the family is encouraged to cover the tuition through payments. However, many families are unable to finance secondary education without at least some assistance. In these cases, the school will apply its efforts within federal guidelines to obtain access for the student to a Guaranteed Student Loan.

### **Pell Grants**

The Pell Grant Program is funded through appropriations to the U.S. Department of Education from the U.S. Congress. New appropriations are made each year, and the amounts of student awards may change for year to year.

#### Pell Grant Program Guidelines:

Through the Pell Grant program, outright grants are made to eligible students. The grant must be used at an approved school, and it may not exceed, according to federal guidelines, 60% of the education budget at the school, less the calculated family contribution. The school will calculate the amount for you.

### How Awards Are Determined:

First, the student will file the application for Federal Student Aid. These applications are available at the school and may be released at no cost. It is important for the student to complete this form accurately and mail it as far in advance of the start date as possible. Anyone wishing to apply for a Pell Grant may phone or write the financial aid officer of Mr. Leon's School of Hair Design.

The student is responsible for conveying the Student Aid Report to the school, so the amount of the award may be determined. The U.S. Department of Education provides the school a payment schedule which states the amount of the Pell Grant Award based on the Student Aid Index and the school's cost of education budget.

### How The Money is Received:

Pell Grant Awards are paid to the student in not less than two disbursements. The student will receive the award in two payments, the beginning of school and after one half of the academic year or required hours in the program.

### The Student's Responsibility:

The chief responsibility of the student is to maintain full-time attendance, work diligently toward his/her educational goal and maintain satisfactory progress requirements.

The student is also expected to sign a statement on the Student Aid Report that any funds received through the *Pell Grant Program will be used for educational purposes only. (Expenses)*

## US Department of Education Direct Loan Program

### Loan Program Deadlines:

No repayment is due while the student remains in school on a full-time basis and is making satisfactory progress.

When the student leaves school, either through graduation or withdrawal, there is a six-month grace period before the student must begin repayment on the principal and interest. Starting on the first day after the grace period expires, repayment must be made to the lender at a minimum rate of \$50.00 per month, plus interest charges of 8% simple interest, calculated each month on the balance due.

### Eligibility:

To be eligible for a Stafford Loan for an academic year, the student's financial need must be evaluated. The student must be proven eligible or ineligible for a Pell Grant by providing the necessary financial information. The student may be required to verify the family situation. *Students who do not qualify for a Stafford un-subsidized loan, or need additional funding, should speak to the Financial Aid Officer about a parent loan (PLUS). These loans are at a higher interest rate and repayment must begin within sixty days of receiving the loan (unless other arrangements have been made with the lender).*

### How to Apply:

Please see website.

### The Students Responsibility:

Having received the loan, the chief responsibility of the student is to make the most of his/her education and be in good standing.

Should the students' situations change in any way, it is his/her responsibility to inform the lending institution of the changes. These changes include but are not limited to marriage, moving, withdrawing from school or graduating. Immediately notifying the lender of such changes will allow the student to know what to expect and thus protect him/her from future problems.

### Payment Periods for Loans:

1. 30 days
2. 501 Hours
3. 1001 Hours
4. 1501 Hours

When the student leaves school, he/she should make sure they understand the repayment arrangements. Payments need to be made on time. If possible, the student should try and make advance payments along with the required ones. By making larger payments the student will pay a smaller total interest. Budgeting will help the student meet payment dates and repay the loan as quick as possible.

Immediate repayment of the loan can establish a solid basis for a good future credit rating. Failure to repay the loan could result in a poor credit rating. If for any reason, the student is not able to make a payment, they need to contact the lender so options can be discussed worked out.

### How Does Repayment Work?

Repayment of the loan begins six (6) months after leaving school. Both principal and interest are repaid together.

## Scholarships

Mr. Leon's School of Hair makes scholarships available to high school graduates. Scholarships are awarded to students based on financial need and the sincere desire to become cosmetologists. The following procedure is used in determining scholarships:

1. Contact administration and set up an appointment.
2. Have a recommendation from the high school counselor.
3. Conduct an in-depth interview with the school administrator.
4. Write a paper on why Cosmetology, Nail Technology or Teacher Training was picked as a career. Include goals upon graduation.
5. Possess a high school diploma or G.E.D.
6. Meet satisfactory progress requirements of the school (see administrator for details).
7. Complete the 2000 hour Cosmetology program, 1000 Teacher Training program, or 400 Nail Technology program.

\*The student must complete the course of training for the scholarship to be applied.

### Students' Right to Appeal:

Students at Mr. Leon's School of Hair Design wishing to appeal a determination for ineligibility for student aid or to request a revision in the award package must send a written appeal to the Director of Financial Aid. Appeals should include a reason and explanation for the appeal. Any documentation supporting the appeal should be attached. Appeals are reviewed by the Financial Aid Office. Students are informed of appeal decisions in writing no later than five (5) working days following the committee action. The decision of the financial Aid Committee is final. **Withdraw or Termination:** School uses the Title IV Policy set by the U.S. Department of Education.

## Available Area of Space

### Lewiston School:

This school occupies over 5,000 square feet of space. This includes a walking area, instructor's office, clinic area, shampoo area, dispensary with plenty of storage space, restroom, utility room, facial room, classroom and office. Each student has his/her own locker and the school has its own laundry area.

### Moscow School:

This school occupies 1,800 square feet. There is a waiting area, instructor's cubicle and office, classroom, clinic and shampoo area, 2 restrooms, and a dispensary with storage and laundry facilities.

## Parking

There is ample parking within one block of each school.

## Student Services

### Housing for Students:

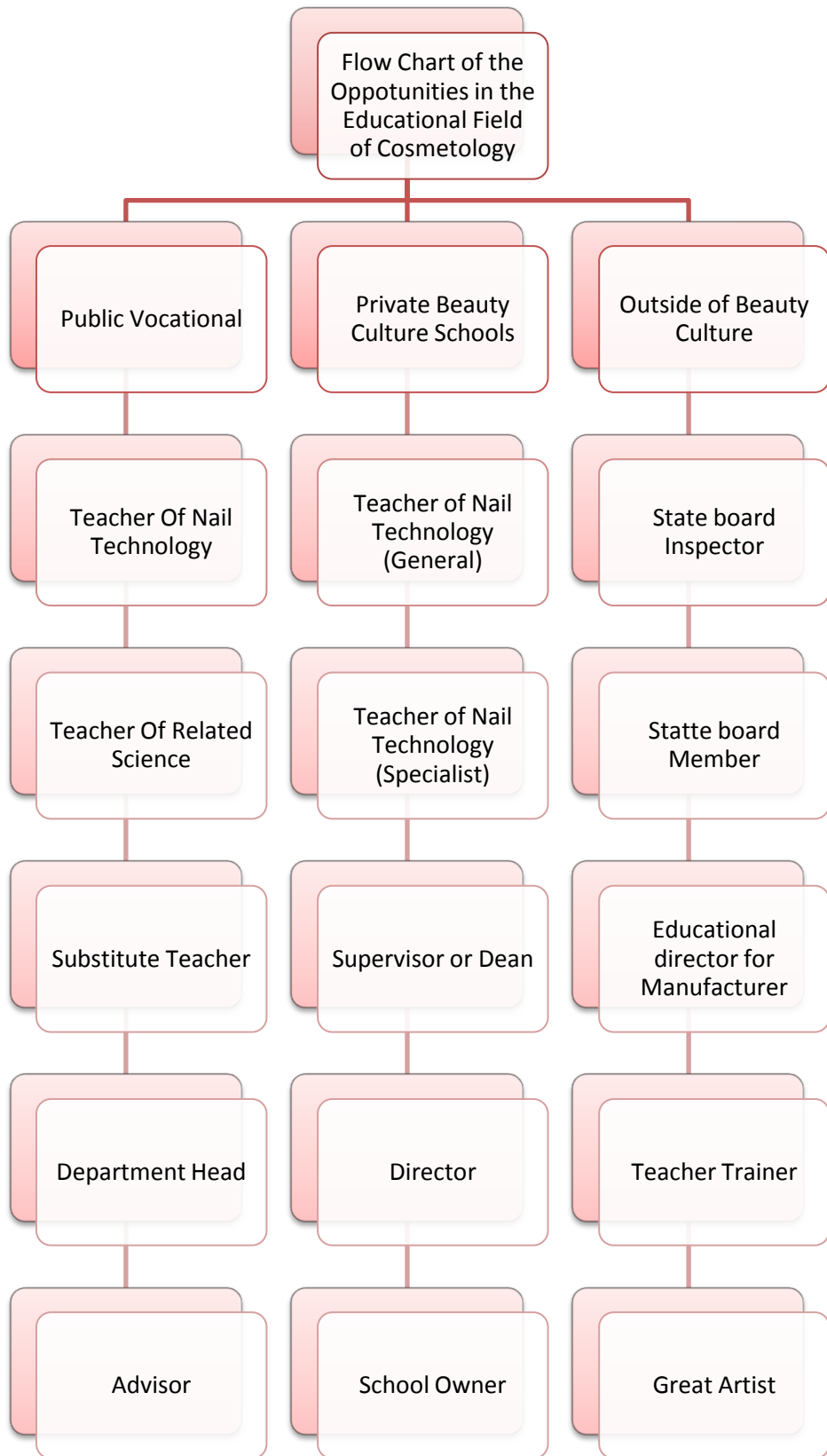
Mr. Leon's School of Hair Design does not have housing for students.

## School Placement Procedures

Mr. Leon's maintains an employment service for students. As long as they remain in the beauty industry, the school and staff will assist the student in obtaining suitable employment. However, Mr. Leon's does not guarantee employment. The school uses the following procedure:

1. Students are informed when salons, resorts, or other employers are looking for cosmetologists.
2. The graduate lets staff know of their desire to go to work.
  - a. In what capacity they want to work
  - b. In what environment they want to work in.
  - c. What wage they would like to start at.
3. The graduate needs to let staff know if they would like an interview set up with the manager or owner.
4. Once Mr. Leon's has completed their part, it is the responsibility of the student to follow through and report back on the outcome.
5. The school will then record if the student got the job or not.
  - a. If not, then procedure will be followed again, if the student wishes.

Successful completion of this program does not guarantee employment because of the many variables beyond the control of the school (i.e., economic conditions, attitude of the applicant, and restrictions placed by the applicant as to where they want to work). Mr. Leon's makes every effort possible to assist in finding current job opportunities. The ultimate responsibility of placement, however, lies with the student and the industry or business which controls the employment of the students' choosing.



## Student's Right to Privacy

With the passage of the Family Education Rights and Privacy Act of 1974, also known as the Buckeye Amendment, students over eighteen (18) years of age and the parents or guardians of younger students must be allowed to examine their school records. The students' record is also guarded from examination by others, who may view it only with written permission from the student. Students are notified of this Act. The law states that a student may request his/her records and the request must be honored within a period of time not more than forty-five (45) days. Upon review, the student may challenge any incorrect, misleading or inappropriate information in the file. If the school officials do not correct, remove or explain the objectionable material, the student is entitled to request a formal hearing.

Any information in a student education record may be released upon written permission of the student (parent or guardian if under 18). Academic records are released upon subpoena by a court or tribunal of competent jurisdiction. The following are additional rules regarding students' rights to privacy.

1. In most cases of emergency, information may be released to appropriate persons if knowledge of such information is necessary to protect the health or safety of a student or other persons.
2. Student information is permitted to agencies and organizations in connection with a student's application for, receipt of, or enforcements of financial aid.
3. Authorized representatives of the Controller General of the United States; the Secretary of Health, Education and Welfare; an administrative head of an education agency; state education officials, etc. have access to student information under certain conditions. NACCAS has access to all student files.

The above statements are not a complete discussion of the law, but rather, summary information. For accreditation processes initiated by the school or by NACCAS or in response to a director of the commissioner, see FEPR.

## Professional Ethics and Responsibilities

There are three things that a client will expect from a professional Cosmetologist/ Nail Technologist/ Instructor.

1. Competence- keeping knowledge and skills up to date
2. Responsibility- this comes down to this simple statement: Do unto others as you would have them do unto you.
3. Desire to Serve: Having the desire to serve the public with dedication and commitment, "You become what you think about all day long."

## General

### Family Educational Rights and Privacy Act (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 respects to their children's records. These rights transfer to the student when he/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. School may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records 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/ her view about the contested information.

Generally, school must have written permission from the parents 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 (34CFR § 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.

For additional information or technical assistance, call (202) 260-3887.  
Mr. Leon's does not have a school directory.

## Professional Careers in the Cosmetology Industry

### Career Options after School:

There are a wide variety of professional careers that can be pursued after earning a degree from cosmetology school. These include:

Cosmetologist, Hairstylist, Hair Color Specialist, Perm /specialist, Nail Care Artist, Manicurist, Salon Owner, School Instructor Salon Manager, Salon Coordinator, Salon Sales Consultant, Manufacturer Sales Representative, Make-up Artist, Director of Education, Distributor's Sales Representative, Fashion Show Stylist, Photo and Movie Stylist, Platform Artist & Educator, Beauty Magazine Writer or Editor, Cosmetology School Owner, Salon Franchisee, Salon Chain Management, Beauty Care Distributor, Beauty Care Marketing, Beauty Care PR Specialist, Salon Computer Expert, Research Chemist, Beauty Product Designer, Beauty Business Consultant, and Trade Show Director.

### Earning Potential:

According to both NACCAS and the United States Department of Labor, salon professional can average up to \$50,000.00 including tips. The 2003 NACCAS Job Demand Survey revealed that cosmetologists have dramatically increased their earning power with zero unemployment due to the severe shortage of licensed professionals. Some of the main factors that determine income include the size and location of the salon, hours worked, tipping habits of clients and competition of other salons and shops. A cosmetologist's ability to bring in and maintain regular clients is another factor in determining potential earnings. According to the United States Department of Labor, many cosmetologists, and other personal appearance workers, receive commission based on the price of the service or they earn a salary based on hours worked. Nearly every professional in the cosmetology industry receive tips and commissions for the products they sell. Some salons that pay bonuses to employees that bring in new business.

### Job Demand:

According to the United States Department of Labor, employment of hairdressers, hairstylists, cosmetologists, skin care specialists, and shampooers is projected to grow between 10-20 % through year 2010. Employment of manicurists and pedicurists is expected to increase 21-35 % over the same period.

### Nail Technology Future Compensation:

Nail Technicians in the Moscow/Pullman area can expect to earn around \$12.00 an hour. The salon usually provides the entire product while the nail tech is responsible for his/her own files and brushes. The nail tech may start out at an hourly wage until a client base is built. Once a clientele has been built, the pay scale will usually go to a commission of 50%, which averages around \$12.00 an hour.

## Vital Statistics

See NACCAS 2007 Job Demand Survey- page 40

## Sexual Assault Program

Mr. Leon's wants to make all students aware of the school's policy regarding sexual harassment and rape (forcible or nonforcible). The guidelines listed below are to educate our students and staff.

1. Mr. Leon's has a no tolerance policy on harassment and rape. Briefings will be conducted to make the students aware of this.
2. If a student feels they are the victim of harassment or rape, they need to report the incident to local law enforcement. If the student needs help, school officials will assist them in contacting the appropriate agencies.
3. There are many mental health agencies in the community to assist those who have been victims.
4. Sexual offenses will be handled in the following way:
  - a. The accuser and the accused shall be informed of the outcome of any school disciplinary proceeding brought forth.
  - b. The accuser and the accused are entitled to the same opportunities to have others present during a school disciplinary proceeding.
5. Any sexual offenses that occur off our school grounds are not the responsibility of the school. Mr. Leon's does not operate in a campus atmosphere.

## Crime and Accident Prevention

Mr. Leon's does not assume liability for any stolen property. All students and employees should always keep their personal belongings locked in their lockers. Employees and students are encouraged to keep their expensive jewelry, excess money or other valuables at home. Such items, if left at home, will reduce the chance of theft.

Mr. Leon's School of Hair Design reserves the right to prosecute any student or employee to the full extent of the law for any unlawful violation committed on the school premises. If any illegal substances are found on a student, the student will automatically be terminated whether convicted or not.

Illegal or dangerous weapons are not allowed on the school property. Such violation will result in the confiscation of the weapon, possible prosecution and termination from enrollment or employment.

To keep school safe at all times, please report to staff or management:

1. All electrical equipment or exposed wires. In no way should the student attempt to repair anything.
2. All hazardous conditions, broken equipment, water problems, chemical spills, etc. for immediate attention.
3. The school will not be responsible or accept any liability for accidents caused by inappropriate or negligent use of any equipment.

4. All equipment must be approved by the management. Any equipment that is used and not approved, the school holds no responsibility for.

### Physical Demands for those in the Cosmetology Industry

- Cosmetology is an “on your feet” vocation. Many times the stylist will be standing, doing clients 8 hours a day behind a chair.
- It is physically straining on the back, so it is important to wear the correct shoes.
- It is physically demanding on the arms, legs, and back muscles.
- Finger strength for the different cosmetology services that are performed are demanding. It can be hard on the wrists of Cosmetologists, Nail Technicians, and Instructors.





I have read, understood, and received a copy of this contract.

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Student's Signature

Date