



# SADDLEBACK

beauty academy

## SCHOOL CATALOG

Jan 1, 2024 – Dec 31, 2024

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## WELCOME TO SADDLEBACK BEAUTY ACADEMY

We are pleased to welcome you to Saddleback Beauty Academy (SBA)! It is our pleasure to be your partner to success in an industry that is rapidly booming. We thank you for choosing us as your provider for education and professional training.

Here at Saddleback Beauty Academy, we ensure the highest level of quality and expertise in the industry of beauty. Our main goal is to be the stepping stone for you to become a professional leader in the beauty industry. It is important that our staff is of high echelon to provide the best quality training and guidance for you. You will have the benefit of utilizing top quality products and state-of-the-art equipment to become the top within this dynamic industry. Top-tier training and education is indispensable in the dynamic industry of beauty. You will become an expert on all topics related to beauty. However, your success will blossom from your work and dedication here at Saddleback Beauty Academy and beyond. Our program is tailored to help you develop the mindset and skills of to become a successful professional.

We expect you to follow the same route as your dreams of becoming a professional by employing strong work ethics, respecting others, and staying accountable while focused on your path. We want to provide you, the student, with all the necessary resources for success. From our relationship with industry professionals and high-quality educators, our program is designed to specifically help you exceed at what you want most.

Saddleback Beauty Academy's mission is to empower, inspire, and educate future beauty connoisseurs to make an impact on others and the world through the power of beauty and health.

The staff and faculty at Saddleback Beauty Academy are excited to welcome you to our school and the wonderful world of beauty.

Sincerely,

Kayla Takano, President/Owner

Saddleback Beauty Academy is wholly owned and operated by Saddleback Beauty Academy Inc., which is wholly owned by Kayla Takano.

## MISSION STATEMENT

Saddleback Beauty Academy's mission is to empower, inspire, and educate future beauty professionals to make an impact on others and the world through the power of beauty and health by preparing the graduates for licensure and successful employment.

## EDUCATIONAL OBJECTIVES

At Saddleback Beauty Academy, our objective for our students is to provide all students with the highest level of education and training. Our duty is to provide the proper training and education in the necessary skills and knowledge in order to pass the state licensing exam and become an industry professional. Students will be specially trained in concentrations of their choosing that will provide them the opportunity to become a professional in the industry such as: hair stylist, hair colorist, esthetician, manicurist, and more.

Students will acquire both theory and practical aspects of the beauty industry during their program. Students will also be provided with opportunities of growth by working face-to-face with customers and building clientele. Aside from basic industry skills, students will also be educated on necessary "soft skills" that will ensure success throughout their careers. To become successful, students will also employ various skills outside of the basic techniques in order to develop such as sales, customer service, and empathy.

By the time students graduate from Saddleback Beauty Academy, they will be knowledgeable experts on beauty and will have to proper training to be fully employable and successful.

## FACILITY

The design and layout of Saddleback Beauty Academy is meant to create an optimized learning environment for students. The facility consists of 2 partitions:

The first unit (23565 Moulton Pkwy. Suite B, Laguna Hills, CA 92653) is a main unit of approximately 4,700 sq. ft. that includes administrative offices, reception area, salon service areas with work stations, classroom for theory and practical assignments, 2 skin care treatment rooms, library for self-study, computer area for practice tests, laundry and cleaning area, supply room, lunch room, and 3 restrooms. There are exit corridors on both east and west sides of the facility.

The second unit (23555 Moulton Pkwy., Laguna Hills, CA 92653) is a smaller unit that is approximately 1,800 sq. ft. within close proximity of the first unit that includes a classroom for theory, designated practical area, open area for product display, storage areas, and 2 restrooms. The exit corridor is located on the south side of the facility.

## ENGLISH/ENGLISH as a SECOND LANGUAGE

Our instruction is provided in English only. Students may be required to pass the school admission test in English (Student Aptitude Test by Del Mar Publishing). We do not offer any English language services such as English as a Second Language (ESL), visa services or vouch for student status. Students from Saddleback College must meet Saddleback College's requirements for English proficiency. Students from Saddleback College may have resources for students that may need them regarding English language services.

## APPROVAL DISCLOSURE STATEMENT

Saddleback Beauty Academy located at 23565 Moulton Parkway Suite B, Laguna Hills, CA 92653 is a private institution approved to operate by the Bureau for Private Postsecondary Education. This means that the institution and its operation must comply with the state standards as set forth in the CEC and 5, CCR.

The institution is licensed to teach the following courses/programs:

**Manicuring** (400 Hours): The course of study for students enrolled in Manicuring course shall consist of the four hundred (400) clock hours of the state mandated technical instructional and practical operations covering all practices constituting the art of Manicuring. **Educational Goals:** The course of study is designed to prepare students for the state licensing examination and for profitable employment as a Manicurists and Pedicurists (CIP #12.0499, SOC Code 39-5092).

**Cosmetician** (600 Hours): The course of study for students enrolled in Cosmetician course shall consist of six hundred (600) clock hours of the state mandated technical instructional and practical operations covering all practices constituting the art of Skin Care. **Educational Goals:** The Cosmetician course of study is designed to prepare students for the state

licensing examination and for profitable employment as a Skin Care Specialists and Esthetician (CIP #12.0406, SOC Code 39-5094).

**Cosmetician course is taught at the satellite campus at 23555 Moulton Parkway, Laguna Hills, CA 92653, located next to the main campus.**

**Cosmetology** (1,000 Hours): The course of study for students enrolled in a Cosmetology course shall consist of sixteen hundred (1,000) clock hours of the state mandated technical instructional and practical operations covering all practices constituting the art of cosmetology. **Educational Goals:** The cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist, Hairdressers and Hairstylists (CIP #12.0403, SOC code-39.5012).

**Barber** (1,000 Hours): The course of study for students enrolled in a Barbering course shall consist of fifteen hundred (1,000) clock hours of the state mandated technical instructional and practical operations covering all practices constituting the art of barber. **Educational Goals:** The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber (CIP # 12.0402, SOC code-39.5012).

**Teacher Training** (600 Hours): The course of study for students enrolled in a Teacher Training course shall consist of six hundred (600) clock hours of instruction in cosmetology arts and sciences teaching principles; student learning styles; professional curricula development; instructional planning; instructional methods and aids; student counseling and career assistance; test development; and classroom/clinic management. **Educational Goals:** The Teacher Training course of study is designed to prepare cosmetologists to teach their specializations in licensed and accredited schools of cosmetology, and to prepare for licensure as instructors (CIP Code 12.0413, SOC Code 25-1194).

**Massage Therapy** (600 Hours)\*: The course of study for students enrolled in a Massage Therapy course shall consist of six hundred (600) clock hours of instruction in Western (Swedish) massage, sports massage, myotherapy/trigger point massage, myofascial release, deep tissue massage, cranio-sacral therapy, reflexology, massage safety and emergency management, client counseling, practice management, applicable regulations, and professional standards and ethics. **Educational Goals:** The Massage Therapy course of study is designed to prepare students to provide relief and improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles, and connective tissues as massage therapists (CIP Code 51.3501, SOC Code 31-9011).

**We are accredited by National Accrediting Commission of Career Arts & Sciences (NACCAS), an accrediting agency recognized by the U.S. Department of Education.**

**3015 Colvin Street, Alexandria, VA 22314 (Phone) 703-600-7600, (Fax) 703-379-2200, Web site: [www.naccas.org](http://www.naccas.org)**

\* We do not participate in federal and state financial aid programs.

\* We are not approved by the California Massage Therapy Council (CAMTC). Our students will not be eligible to sit for the applicable licensure exam in California or for the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). Our program may not be recognized for some employment positions including but not limited to in California.

The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provide to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, California 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, website: [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589, (916) 574-8900 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. All instruction will take place at 23565 Moulton Parkway Suite B & 23555 Moulton Pkwy, Laguna Hills, CA 92653.

## ADMINISTRATION & FACULTY

Saddleback Beauty Academy is currently directed by Kayla Takano at its facility at 23565 Moulton Pkwy. Suite B, Laguna Hills, CA 92653. 23555 Moulton Pkwy Laguna Hills, CA 92653

### Administration:

Kayla Takano	President/Director
Cindy Cho	Administrative Director
Danny Garcia	Operation Manager, Systems IT
Alexis Barrera	Registrar, Student Services
Michael Adkin	Admissions, Student Services

### Faculty:

Michael LeBerthon	Cosmetology Instructor
Raquel Angel	Cosmetology/Barber Instructor
Jason West	Cosmetology Instructor
Recia Hinojos	Cosmetology Instructor
Missy Mulford	Cosmetology Instructor
Kelly Zeek	Cosmetology Instructor
Keri Mills	Cosmetology Instructor
Kiara King	Barber Instructor
Suzanne Tomlinson	Cosmetician Instructor
Pegui Khoudalagis	Cosmetician Instructor
Joanne Cavallo	Cosmetician Instructor
Nancy Holberg	Cosmetician Instructor
Daniel Lozano	Massage Therapy Instructor

### Substitutes:

Sheba Deva	Substitute Instructor
Kayla Takano	Substitute Instructor

## SCHOOL CALENDAR & STARTING DATES

Saddleback Beauty Academy operates continuously throughout the year except for the following holidays:

- New Year's Eve and New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Weekend (Thursday & Friday)
- Winter Holiday (Christmas Eve & Christmas Day)

Since the courses are on an open-entry basis, all prospective students should attend an orientation before the first day of class. The staff member conducting the orientation will provide general information about the course programs along with educational objectives of the course/program. Orientation will take place on an announced date set by the school. The class start date for each program is the first Tuesday of each month except for holidays and holiday eves. For Saddleback College students, start dates will be in accordance with Saddleback College's schedule and will be announced.

## **ADMISSIONS REQUIREMENTS (ALL PROGRAMS)**

Students are admitted as regular students under the following criteria: All students must have a high school diploma, General Education Development (GED) or its equivalent. Verification of foreign high school diplomas must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

We do not accept students based on challenge examinations, achievement tests or ability-to-benefit (ATB) tests. Students enrolled under the training agreement with Saddleback College (South Orange County Community College District) must meet the requirements set by Saddleback College Admissions.

### **CREDIT EVALUATION**

The school will accept credit hours of previous training from another school with a proof of training (POT) and proper transcripts as required by the California State Board of Barbering and Cosmetology. Transferring students will be required to buy a new kit unless they have more than 75% completed hours. If a student is over 60% completed hours there may be a required fee of \$700.00, depending on the case. This will cover kit/supplies (state board mini-kit) to practice for the state board exam. We do not award credit based on prior experiential learning. Acceptance of transfer hours is decided on a case-by-case analysis and the admissions department of the school may decide to accept a maximum of 75% of the student's previous clock hours.

The school has not entered into an articulation or transfer agreement with any other college or university.

Students enrolling in the Teacher Training Program must have a valid California license of the program they are enrolling in and a high school diploma or its recognized equivalent.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Saddleback Beauty Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Saddleback Beauty Academy to determine if your diploma will transfer.

### **RE-ENTRY**

Students who have withdrawn from Saddleback Beauty Academy may re-enter into the program without the loss of credit hours. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the academy before the student is accepted for re-enrollment. If accepted by the academy the student will re-enter in the same progress status as she/he left.

### **STATEMENT OF NON-DISCRIMINATION**

Saddleback Beauty Academy does not discriminate on the basis of race, color, religion, sex, age or ethnic origin in its admissions, day-to-day operations, or graduation policies.

### **DISCLOSURE & MAINTENANCE OF STUDENT RECORDS**

The academy maintains a file for each student who enrolls in the academy for a period of 6 years from the student's date of completion or withdrawal except for the transcripts, which will be retained indefinitely. These student files are kept in locked fireproof cabinets in a file room inside the school administrative office. Only authorized personnel have access to the files. Student data are also entered into RGM school management system on a daily basis to back up students' information in electronic format.

Student's file consists of admission records, academic records, and financial records as one file. Each student's file shall contain all of the following pertinent student records: (1) Written records and transcripts of any formal education or training, testing that are relevant to the student's qualification for admission to the academy or the academy's award of credit or acceptance of transfer credits such as: (A) Verification of high school completion or equivalency (GED, Home School); (B) Records documenting units of credits earned at other institutions that have been accepted and applied by the academy as transfer credits; (2) Personal information regarding a student's age, gender and ethnicity if that information has been voluntarily supplied by the student; (3) Copies of all documents signed by the student, including contracts and



instruments of indebtedness; (4) Records of the dates of enrollment and, if applicable, withdrawal from the academy, leaves of absence and graduation; (5) A transcript showing all of the following: (A) The courses that were completed, or were attempted but not completed and dates of completion or withdrawal; (B) Credit for courses earned at other institutions; (C) The name, address, website address and telephone number of the institution. (6) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received; (7) A copy of documents relating to student financial aid that are required to be maintained by law or by guarantee agency; (8) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity the refund was sent; (9) Copies of any official advisory notices or warnings regarding the student's progress; (10) Complaints received from the student.

All students and parents or guardians of dependent minors have the right to inspect information contained in their records. The academy observes the "Right to Privacy Act" and will not release any information of any student without the student's written consent. Government agencies and accrediting agencies, including BPPE, BBC and NACCAS may inspect, review and copy the student's records without the student consent.

The academy maintains, for each student who has been granted a certificate by the academy, permanent records of all of the following: (1) The certificate granted and the date on which that certificate was granted. (2) The courses and units on which the certificate was based. (3) The grades earned by the student in each of those courses.

## **ORIENTATION**

Orientation takes place at 23565 Moulton Parkway Suite B, Laguna Hills, CA 92653 on the Thursday prior to the first day of class for students not in agreement with Saddleback College. Because the courses offered are on an open-entry basis, all prospective students must attend an orientation before the first day of the class or speak with the administration. The staff member conducting the orientation will provide general information about the course /program the student is interested in along with the educational objectives of the course/program. For specific information please contact any of our school instructors. For Saddleback College agreement students, a separate orientation will be held on a specifically announced date.

## **NEW STUDENTS**

New students should arrive 15-30 minutes early on the first day of attendance to receive necessary items for the program and learn how to clock in an out. The students will also be introduced to the staff and students and will be familiarized with the school facility.

## **DRESS CODE**

1. Students must be in proper uniform within the school facilities at all times while clocked in. (For seniors, either the school uniform or program specified color shirt without branding or design is allowed)
2. The current school uniform are Scrubs or "Saddleback Beauty Academy" Signature T-Shirt (black/Gray).
3. Students must wear proper closed-toed shoes that are not able to be easily removed such as slidesandals.
4. Additional clothing items such as sweaters, sweatshirts, and jackets must be uniform color (black/white).
5. Students may not wear any articles of clothing with branding, suggestive/provocative, or gory content and images.
6. Students may not wear any revealing clothing that would reveal cleavage, midriff, or other body areas that are not within the means of acceptable business casual attire.

Students who do not adhere to the dress code will be required to clock out and will be sent home to change. If applicable, the student may need to purchase an additional uniform from the school to avoid being sent home.

## **APPLIED EFFORT**

Students must maintain at least a "C" average or 75% in order to graduate. Students must apply themselves with classes, study, and practice while clocked in and have activity recorded on timecards.

Under no circumstances may one student clock in or out for another. This will result in suspension and/or withdrawal. Any student clocked in over 6 hours must clock out for .5-hour lunch.

## FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

All information in the student files would be available to any governing state agency, accrediting agency and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.

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 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 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.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice).

Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office,

U.S. Department of Education, at

400 Maryland Avenue,

SW Washington, D.C. 20202-8520

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Progress (SAP) Policy is established and applied to every student enrolled in a NACCAS-approved program. The SAP policy is provided to applicants prior to enrollment. The SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). It is in compliance with all regulations applicable to our school. All students will be evaluated in accordance with the curriculum for each course by a duly qualified instructor.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

**ATTENDANCE PROGRESS EVALUATION:** Students must maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ).

Regardless of the average level of attendance, students who have two consecutive weeks of absences (14 calendar days), will be dismissed. This standard shall apply to all students except those on an approved Leave of absence (see below). Students who expect to be absent 14 or more days are encouraged to request a leave of absence. In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined elsewhere in this catalog.

**ACADEMIC PROGRESS EVALUATIONS:** The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. In order to maintain SAP, the student must maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work until their next scheduled evaluation. Students not meeting these minimum requirements will be placed on academic warning. Students on academic warning are still considered to be making satisfactory academic progress. All students will be provided a copy of their completed SAP evaluation form at the conclusion of each SAP evaluation. The grading system is as follows:

90% - 100%	A Excellent	below 70%	F Fail
80% - 89%	B Good		
70% - 79%	C Passing		

**MAXIMUM TIME FRAME:** Students must complete the course within the maximum time, which does not exceed 150% of the course as defined in the enrollment agreement. For example, a student who enrolls in a 600 clock hour/ 20 week long Cosmetician program must complete within 900 scheduled clock hours/30 weeks. A student who exceeds the 150% maximum time frame will be terminated from the academy. For the purpose of determining the maximum time frame, transfer hours from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours. A student who exceeds the 150% maximum time frame will be terminated from the academy. The student may be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the reenrollment provisions of the academy's admissions policy.

**EVALUATION PERIODS:** Students are evaluated for Satisfactory Academic Progress at the following points of scheduled hours and weeks of completion:

**Cosmetology** (1000 hours, full time-25 weeks,  $\frac{3}{4}$  time-33.33 weeks,  $\frac{1}{2}$  time-50 weeks): 250 hours (full time-6.25 weeks,  $\frac{3}{4}$  time- 8.33 weeks,  $\frac{1}{2}$  time-12.5 weeks), 500 hours (full time-12.5 weeks,  $\frac{3}{4}$  time-16.66 weeks,  $\frac{1}{2}$  time-25 weeks), 750 hours (full time-18.75 weeks,  $\frac{3}{4}$  time-25 weeks,  $\frac{1}{2}$  time-37.5 weeks), 1,000 hours (full time-25 weeks,  $\frac{3}{4}$  time-33.33 weeks,  $\frac{1}{2}$  time-50 weeks)

**Barber:** (1000 hours, full time-25 weeks,  $\frac{3}{4}$  time-33.33 weeks,  $\frac{1}{2}$  time-50 weeks): 250 hours (full time-6.25 weeks,  $\frac{3}{4}$  time- 8.33 weeks,  $\frac{1}{2}$  time-12.5 weeks), 500 hours (full time-12.5 weeks,  $\frac{3}{4}$  time-16.66 weeks,  $\frac{1}{2}$  time-25 weeks), 750 hours (full time-18.75 weeks,  $\frac{3}{4}$  time-25 weeks,  $\frac{1}{2}$  time-37.5 weeks), 1,000 hours (full time-25 weeks,  $\frac{3}{4}$  time-33.33 weeks,  $\frac{1}{2}$  time-50 weeks)

**Cosmetician, Teacher Training, Massage Therapy** (600 hours, full time-15 weeks,  $\frac{3}{4}$  time-20 weeks,  $\frac{1}{2}$  time-30 weeks): 300 hours (full time-7.5 weeks,  $\frac{3}{4}$  time-10 weeks,  $\frac{1}{2}$  time-15 weeks), 600 hours (full time-15 weeks,  $\frac{3}{4}$  time-20 weeks,  $\frac{1}{2}$  time-30 weeks)

**Manicuring** (400 hours, full time-10 weeks,  $\frac{3}{4}$  time-13.33 weeks,  $\frac{1}{2}$  time-20 weeks): 200 hours (full time-5 weeks,  $\frac{3}{4}$  time-6.67 weeks,  $\frac{1}{2}$  time-10 weeks), 400 hours (full time-10 weeks,  $\frac{3}{4}$  time-13.33 weeks,  $\frac{1}{2}$  time-20 weeks)

All SAP evaluations must be completed within seven (7) school business days following the established evaluation points. Students who meet minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

**ACADEMIC WARNING:** Students who fall below the above standards at the Satisfactory Academic Progress evaluation point will be placed on Academic Progress Warning until the next scheduled SAP evaluation point. A student is considered to be making satisfactory progress while on Warning. Students on warning status can reestablish SAP if they meet the college's SAP requirement at the next evaluation point. If the student does not improve either grades and/or attendance by the end of the evaluation point, he or she will be terminated by the academy unless the student appeal of the negative progress determination.

**ACADEMIC PROBATION:** Students who fail to meet minimum requirements for attendance or academic performance during the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student prevails upon appeal of a negative progress determination prior to being placed on probation; and the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or the academy develops an academic plan for the student, if followed, will ensure that the student is able to meet the academy's SAP requirement by a specific point within the maximum timeframe established for the individual student.

Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the next evaluation point. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

**APPEAL PROCEDURE:** If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or other allowable special or mitigating circumstances. The student must submit a written appeal to the school on the designated form with supporting documentation regarding why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of Satisfactory Academic Progress at the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed.

**LEAVE OF ABSENCE:** Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12-month period. Students are required to follow the Academy's policy in requesting an LOA. All requests for LOA must be submitted in advance in writing, include the reason for the student's request and include the student's signature. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the officer's approval of the LOA.

An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the students at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution. Do not request a Leave of Absence unless you absolutely need one. To be granted an approved LOA there must be a reasonable expectation that the student will return from the LOA. A student on an LOA in accordance with the Academy's policy is not considered to have withdrawn and therefore no refund calculation is required. A student on an LOA will not be assessed any additional charges as a result of a requested LOA. Students returning from an approved LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from an LOA will have his/her maximum time frame to complete the course and the period covered by the enrollment agreement extended by the same number of calendar days taken in the leave of absence. An addendum to the enrollment agreement will be prepared to reflect the changes, which must be initialed, signed and dated by both the student and a school officer.

A student who fails to return from an LOA will be considered withdrawn. The withdrawal date for the purpose of calculating a refund is always student's last day of attendance prior to the start of the leave and the official determination date will be the expected return date of the LOA. The refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days of the official determination date.

**RE-ENTRY:** Students who withdraw prior to completion of the course and wish to re-enroll will re-enter in the same progress status as when they left.

**COURSE INCOMPLETES, REPETITIONS AND NONCREDIT REMEDIAL COURSES:** Course incompletes, repetitions and non-credit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

**TRANSFER HOURS:** Transfer hours from another institution that are accepted toward the student's education program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

## **TOOLS & EQUIPMENT**

Students will ensure that all property of the school remains on the premises at all times. Students may not remove school property from the premises. Books and working supplies must be paid for before commencing the course and the student is required to have these every day to be ready to work on all assigned work.

Students must treat the school's facilities, equipment, supplies, and property with care and respect. Students that intentionally damage property may be subject to fines as well as being withdrawn from the school.

All students are required to buy scan test sheets prior to taking any tests. Scan test sheets are available for purchase from Saddleback Beauty Academy's administration for \$0.50 per sheet.

## **GRADUATION/DIPLOMA REQUIREMENTS**

When a student has completed the required theory hours and practical operations in the course of study with a GPA of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation.

## **ATTENDANCE POLICY**

Students are expected to attend class every day that they are contracted to do so. As a professional in the industry, students should hold themselves accountable for having positive attendance. Students may not leave school at any time while they are clocked in, nor can they have others clock in for them. Students are either contracted to be part-time (20 hours per week) or full-time (40 hours per week). Students are expected to fulfill their required contracted hours without superfluously exceeding contracted hours or failing to meet contracted hours.

Students must maintain a cumulative average attendance level of at least 2/3 (67%). 27 hours per week (approx. 107 hours per month) out of a typical 40 hours per week/160 hours per month for a full-time student. Students must maintain an average attendance level of at least 2/3 (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 20 hours per week would have to maintain an average weekly attendance of at least 13.4 hours per week ( $.67 \times 20 = 13.4$ ). Students' attendance will be evaluated during SAP evaluations. SAP evaluations have been detailed on Page 11 and 12.

Students that are absent for more than 14 days without a formal leave of absence are considered to be withdrawn.

Students are required to provide valid reason for their excused absences such as: medical problems, family emergency, etc. Students are not allowed to be absent from class for reasons such as vacations or recreation and must provide a valid reason to have an excused absence.

## **TARDY POLICY**

Students should always arrive earlier than the start of class, approx. 15 minutes before their start time, for self-study and preparations for the day.

Lunch (when applicable) – For those that apply, students are required to take a 30-minute lunch break. For every 5-minute interval that a student clocks in late from lunch, 1 hour will be lost.

Signs will be provided for the students throughout the school facility to remind them to clock in during all parts of the day. Students are responsible for clocking in and clocking out in a punctual fashion. Under no circumstances may an instructor, another student, or another person other than the student clock in for said student.

## **MAKE UP HOURS**

In order to make up hours, students must be in good standing with their academics and/or attendance. Students with 80% attendance and above may qualify to make up hours based on the discretion and decision of the Saddleback Beauty Academy administration. Make up hours are on a case-by-case base analysis and students who are not in good standing may not qualify. Saddleback Beauty Academy administration must provide clearance for a student to make up hours or accrue extra hours.

Students that are under 80% attendance that still may qualify and may be exempt are students who have provided valid reason to their absences.

Students are only allowed a maximum of 10 hours per day, which is an extra 2 hours. During this case, students must have been working on a client or doing some form of study. All overtimes must be approved by the Saddleback Beauty Academy administration.

### MAKE UP WORK

In the case of necessary absences on days of examinations the student must make up the test within 3 days to keep up with the required grade of 75% to receive their completion transcript. Students must make up failed or missed test and/or incomplete assignments.

## TUITION AND FEE SCHEDULE

Institutional Charges by Payment Period and Estimated Payments

Program	Reg. Fee*	STRF Fee*	Books/Supplies/Uniform	Tuition	Schedule of Total Charges for a Period of Attendance				Estimated Schedule of Total Charges for the entire Educational Program
					1 <sup>st</sup> PP*	2 <sup>nd</sup> PP	3 <sup>rd</sup> PP	4 <sup>th</sup> PP	
Cosmetology	\$150	\$23.75	\$1,850	\$9500	\$4,398.75	\$2,375.00	\$2,375.00	\$2,375.00	\$11,523.75
Cosmetician	\$150	\$15.00	\$1,850	\$5,700	\$4,865.00	\$2,850.00			\$7,715.00
Manicuring	\$150	\$10.00	\$1,000	\$3,800	\$4,960.00				\$4,960.00
Massage Therapy	\$150	\$15.00	\$1,000	\$5,700	\$4,015.00	\$2,850.00			\$6,865.00
Barber	\$150	\$23.75	\$1,850	\$9,500	\$4,398.75	\$2,375.00	\$2,375.00	\$2,375.00	\$11,523.75
Teacher Training	\$150	\$15.00	\$500	\$5,700	\$4,865.00	\$2,850.00			\$7,715.00

\***Registration Fee & STRF Fee:** Non-Refundable, \***PP** is for Payment Period.

Students must purchase kit from a source designated by school (please see school rules and regulations concerning proper uniforms). The prices listed above are for students that are not part of the Saddleback College agreement.

**COLLECTION OF TUITION:** Students are expected to contribute from their own family resources toward the student's cost of attendance. At the student's option, the academy may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement for Manicuring course. For students enrolled in Cosmetology, Cosmetician, Teacher Training and massage Therapy courses, the academy charges tuition proportionately according to the payment periods, which shall not exceed more than one term or four months of advance payment of tuition at a time. All school charges must be paid in full before graduation. The academy accepts cash, check, debit/credit card and money order.

**THE ACADEMY RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT STUDENTS WHO ARE ALREADY ATTENDING.**

**RIGHT TO WITHHOLD PROOF OF TRAINING FOR NON-PAYMENT OF TUITION:** An institution may withhold a student's Proof of Training (POT) if the student is in default on a student tuition contract.

The Academy does **not** use collection correspondence such as banks, collection agencies, lawyers or any other third parties representing the college.

The Academy does **not** sell or discount promissory notes or contracts to third parties.

### EXTRA INSTRUCTIONAL CHARGES

There will be a fee of \$9.50 for any additional instructional hours needed to complete the program when a student graduates after the on-time graduation date. The student will only be charged for extra instruction for hours of instruction occurring after the completion of all hours paid for under the original contract.

## WITHDRAWAL and REFUND POLICY

Saddleback Beauty Academy's withdrawal and refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. The academy's withdrawal and refund policy complies with all federal and state regulatory agencies such as UDSE, BPPE etc.

**STUDENT'S RIGHT TO CANCEL:** The student or legal guardian has the right to cancel the enrollment agreement and obtain a refund of charges paid except a \$150.00 non-refundable registration fee through attendance at the **first class session (first day of classes)**, or the **seventh day after enrollment (seven days from date when enrollment agreement was signed)**, whichever is **later**.

**CANCELLATION:** shall occur when the student or the legal guardian gives signed written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two notices of cancellation forms for your use if you decide to cancel, however, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

**DETERMINATION OF WITHDRAWAL FROM SCHOOL:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn/or been terminated from school on the earliest of:

The date you notify the Registrar office of your intent to withdraw. Only the Registrar office would be authorized to accept a notification of your intent to withdraw.

The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the school catalog.

The date you fail to attend classes for a two-week period (14 days) and fail to inform the school that you are not withdrawing. (Unofficial withdrawal) The academy monitors attendance at least once in every fourteen (14) days.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA. If a student on an approved LOA notifies the college that he or she will not be returning, the date of withdrawal determination is the earlier of the scheduled date of return from LOA or the date the student notifies the academy that the student will not return.

**REFUND POLICY:** After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student.

A registration fee of \$ 150.00 and STRF fee and student's kit are non-refundable.

If you cancel the agreement within cancellation period, the school will refund any money that you paid, less any deduction for registration fee and unreturned books/supplies/uniform. If you withdraw from school after the cancellation period, the refund policy described above will apply. The academy will perform refund calculation within 6 weeks of official withdrawal. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal determination date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

**Hypothetical refund example in accordance with California Education Code §94920:** Assume that a student, upon enrollment in a 400-hour course, pays \$3,800.00 for tuition, \$150.00 for registration, and \$1,850.00 for books/supplies as specified in the enrollment agreement and withdraws after completing 200 scheduled hours without returning the book/supplies he/she obtained. The prorated refund to the student would be \$1,900.00 based on the calculation stated below.

Hourly Cost of Tuition	Hours Tuition Paid	Hours Paid for but not received	Calculation of earned tuition	Refund calculation of tuition	Final refund calculation
<u>\$3,800.00</u>	<u>\$3,800</u>	400	200	200	\$3,800.00 + \$100.00 + \$1,950.00
400 hours	\$9.50	(200)	X \$9.50	X \$9.50	(\$1,900.00 + \$100.00 + \$1,950.00)
\$ 9.50	400	200	\$ 1,900.00	\$ 1,900.00	Total Refund amount: <u>\$ 1,900.00</u>

**If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.**

**Rejected Enrollment:** All funds paid except a non-refundable registration fee will be returned if the student is rejected for enrollment.

**Course Cancellation:** If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a pro-rata refund of all money paid; or 2. Provide for the prompt completion of the course at schools in the neighborhood with no additional charge. 3. BBC will notify students individually of the availability of these arrangements or teach-out plans and advertise them as such. 4. Submit the list of all students who were enrolled at the time of closure including the amount of each pro-rata refund to all relevant agencies and dispose school records in accordance with state laws.

**If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.**

If you default on a federal or state loan, both the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

## STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be repaid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.



6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Effective February 8, 2021, the Student Tuition Recovery Fund (STRF) assessment rate changed from zero (\$0) per one thousand dollars (\$1,000) of institutional charges to fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges. (5, CCR Section 76120)

## **GRIEVANCES/COMPLAINTS**

All complaints will be taken seriously. They are to be addressed first to your instructor in a calm and courteous manner. If the matter is not resolved, it should then be taken directly to the School Administrator. If the student feels that the complaint is of a serious nature, it should be put in writing and submitted to your instructor and the school administrator. Please detail the exact nature of the problem, citing specific concerns. The complaint will then be resolved as quickly and as fairly as possible.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Chief Executive Officer (CEO), Ms. Kayla Takano.

Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education  
1747 North Market, Suite 225  
Sacramento, CA 95834  
(916) 574-8900 or by fax (916) 263-1897

Board of Barbering and Cosmetology  
P.O. Box 94426  
Sacramento, CA 94244  
(800) 952-5210

## **LIBRARY DESCRIPTION/POLICY/PROCEDURE**

Our library contains many books and instructional videos. We have books and videos covering topics ranging from physiology & anatomy to hair styling and design, nail design, beard design, massage therapy techniques, treating diverse skin care, mindful teaching techniques and makeup etcetera. These items may be checked out by presenting your California driver's license or a state issued identification card to your instructor to hold until you return them. If there is a need to borrow any books for use away from the school, prior arrangements must be made with the school director. No videos are to be taken from the school premises.

## ADMISSIONS INFORMATION/HOURS

Applicants for admission may secure enrollment information on Tuesday-Saturday during the following hours:

Tuesday - Thursday	10:00 AM - 3:00 PM
Friday – Saturday	10:00 AM- 4:00 PM

Because the courses offered are on an open-entry basis, all prospective students may enroll on the first Tuesday of each week. Classes begin the first Tuesday of each month except holidays and holiday eves. For specific information please contact the school administrators.

## ADVISING POLICY

Students will be advised on an individual basis for matters pertaining to education and professional growth. The students are to be advised for academic progress as needed and or at the time of their periodic evaluations. The type of advice will vary according to each student's evaluation. The student's strengths and weaknesses are assessed. In cases of unsatisfactory progress, a formal advising session must be documented on the schools advising form. A plan for improvement will be made which is understood and agreed to by the students. A copy of the report is filed in the student's personal files and is available for review by the student and or guardian where applicable upon request.

## JOB PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student register and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. The academy assists students in placements as often as needed; however, **the academy does not guarantee employment to any student.**

## HOUSING

The academy does **not** have a dormitory facility under its control, **nor** does it offer any housing service for students. There are rooms available for rent near the academy in Laguna Hills area. The monthly rent starts around \$1,000 for one-bedroom apartments located within 10 mile radius of the academy.

## SEXUAL HARASSMENT/BULLYING

Saddleback Beauty Academy is a zero-tolerance zone for sexual harassment and bullying at all times. Any incident of harassment or bullying should be immediately reported to an instructor and/or to a school administrator.

Harassment and bullying are not tolerated at Saddleback Beauty Academy. Saddleback Beauty Academy strives to provide a positive and uplifting environment for all the students, staff, and patrons. Any acts deemed as harassment or bullying may be treated with disenrollment of a student.

## DRUG & ALCOHOL POLICY

Under no circumstances can a student consume drugs or alcohol and may not be under the influence of any said substance while on campus and/or clock in. Students are forbidden from smoking within 15 feet of all entryways of the school facilities.

A Drug & Alcohol Abuse Policy sheet will be provided for the students to review in the enrollment packet. Students must adhere to the policy.

## DRUG ABUSE PREVENTION PROGRAM

The Academy makes the following information available to its students, staff and instructors. Any individual associated with the Academy who is seeking information, counseling or assistance concerning Drug Abuse Prevention may call or visit the individual/agency provided to you in the school enrollment application.

## THREE STRIKE POLICY

The Three Strike Policy is a disciplinary system that Saddleback Beauty Academy will utilize to uphold standards for all its students. Students should have no problem adhering to the school rules and regulations. For such students, this Three Strike Policy should never apply.

The Three Strike Policy gives students three chances before disciplinary action is taken. The Three Strike Policy consists of three "write ups" which may also act as a verbal warning. Students will be informed of their standing within the Three Strike Policy and will be notified if and when further disciplinary action is required.

Reasons for receiving strike for the Three Strike Policy include, but not limited to (see below for strikes and dismissals):

1. Personal use of cellphone during school hours/clocked in without permission
2. Removal of time card or school supplies/equipment from school premises
3. Light disrespectful behavior towards faculty, peers, administration, and/or clients
4. Taking prolonged breaks/lunches
5. Any other instances that go against the student policies located in the 'School Rules & Regulations' section of the School Catalog (Pgs. 35-37)

### Three Strike Policy Strikes:

- I. 1<sup>st</sup> Strike: Written up for 1<sup>st</sup> strike and verbal warning (dismissal depending on case).
- II. 2<sup>nd</sup> Strike: Written up for 2<sup>nd</sup> strike and verbal warning (dismissal depending on case).
- III. 3<sup>rd</sup> Strike: Written up for 3<sup>rd</sup> strike, written notice/warning, and sent home regardless of case. Written notice/warning will inform of disciplinary action following the 3<sup>rd</sup> strike. For Saddleback College Students, Saddleback College will be notified.
- IV. Post-3<sup>rd</sup> Strike Disciplinary Action
  - a. Saddleback College Student will be required to visit a Saddleback College counselor and is suspended from school until they have met with a counselor and have received clearance to attend class again. When student returns, they will be placed on academic probation under which they can and will be dropped if student fails to adhere to school policy.
  - b. For private-pay students, student will be suspended for 1 full school week and will be placed on academic probation under which they can and will be dropped if student fails to adhere to school policy.

Along with receiving a strike, students may be sent home for any of the following reasons:

1. Tardiness without valid reasoning
2. Not adhering to school dress code policy (case-by-case, may be loaned a shirt if it is just the shirt)
3. Disrespectful, disruptive, volatile, or hostile behavior that may be considered a threat, sexual harassment, or bullying towards faculty, peers, administration, and/or clients.
4. Refusal to participate in assigned schoolwork (refusal to work on client without validity)
5. Leaving campus while clocked in or unable to be found (hours will be revoked and voided)

Keep in mind that dismissals will affect a student's positive attendance and if students fail to meet positive attendance, they will be placed on academic probation.

# CLASS SCHEDULE

The Academy makes the following information available to its students, staff and instructors. Any individual associated with the Academy who is seeking information, counseling or assistance concerning Drug Abuse Prevention may call or visit the individual/agency provided to you in the school enrollment application

Classes start first (1) Tuesday of the month

1. Full time Tuesday -Saturday 8:30 am to 5:00 pm
2.  $\frac{3}{4}$  Time Tuesday-Saturday 8:30 am to 3:00 pm
3. Part Time Tuesday, Wednesday, Thursday & Saturday  
 8:30 am to 12:30 pm  
 1:00 pm to 5 pm  
 6:00 pm to 10:00 pm  
 Saturday 8:30 am to 5:00 pm

**DAY CLASS SCHEDULES** (Full-Time and  $\frac{3}{4}$  Time Students) A.M.-15 Min. Break  
 P.M.-15 Min. Break -Lunch time may vary

### FRESHMAN

Tuesday – Friday

8:15 am - 8:30 am	Self Study.
8:30 am - 9:45 am	Theory of required subjects.
9:45 am - 10:00 am	Break
10:00 am - 12:00 pm	Class on Practical subjects & studentpractice.
12:00 pm - 12:30 pm	Lunch
12:30 pm - 3:00 pm	Student practice (second phase).
3:30 pm - 5:00 pm	Cleaning and preparation of equipment for following day.

Saturday

8:15 am - 8:30 am	Self Study.
8:30 am - 9:45 am	Demo or Supplement Class
9:45 am - 12:00 pm	Patron services - apply practicaloperations
12:00 pm - 12:30 pm	Lunch (or when practical)
12:30 pm - 3:00 pm	Patron services - apply practical operations.
3:30 pm - 5:00 pm	Cleaning and preparation of equipment for following day.

### SENIOR

Tuesday – Friday

8:15 pm - 8:30 am	Self Study.
8:30 pm - 9:45 am	Theory of required subjects.
9:45 pm - 10:00 am	Break
10:00 pm - 12:00 pm	Patron services - apply practicaloperations.
12:00 pm - 12:30 pm	Lunch
12:30 pm - 3:00 pm	Patron services - apply practical operations.

3:30 pm - 5:00 pm

Cleaning and preparation of equipment for following day.

Saturday

8:15 am - 8:30 am

Self Study.

8:45 am - 9:45 am

Demo or Supplement Class

9:45 am - 12:00 pm

Patron services - apply practical operations

12:00 pm - 12:30 pm

Lunch (or when practical)

12:30 pm - 3:00 pm

Patron services - apply practical operations.

3:30 pm - 5:00 pm

Cleaning and preparation of equipment for following day.

**EVENING CLASS SCHEDULES** (Part-Time)

FRESHMAN

Tuesday – Thursday

5:00 pm - 6:00 pm

Self Study

6:00 pm - 7:00 pm

Theory of required subjects.

7:00 pm - 9:30 pm

Practical assignments on subjects.

9:30 pm - 10:00 pm

Preparation of equipment & time card for following day.

Break

15 minutes break when practical.

SENIOR

Tuesday – Thursday

5:00 pm - 6:00 pm

Self Study

6:00 pm - 7:00 pm

Theory of required subjects.

7:00 pm - 9:30 pm

Practical assignments/client services.

9:30 pm - 10:00 pm

Preparation of equipment & time cards for following day.

Break

15 minutes break when practical.

Saturday

8:15 pm - 8:30 am

Self Study.

8:30 pm - 9:45 am

Demo or Supplement Class

9:45 pm - 10:00 am

Patron services - apply practical operations

12:00 pm - 12:30 pm

Lunch (or when practical)

12:30 pm - 3:00 pm

Patron services - apply practical operations.

3:30 pm - 5:00 pm

Preparation of equipment for following week

Morning Break 15 minutes - when practical

Lunch 30 minutes - when practical

Afternoon Break 15 minutes - when practical

A Full time (40 hours/week) student must attend minimum of 26.8 hours a week average, a ¾ time (30hours/week) student minimum of 20 hours a week average and a Part time (20 hours/week) student minimum of 13.4 hours a week to successfully complete her program.

# COSMETOLOGY COURSE OUTLINE & CURRICULA (1,000 HOURS)

## COSMETOLOGY CURRICULUM DESCRIPTION

Completing 1000 hours of applied effort and the following technical and operational requirements, a student will have learned the art and science of cosmetology and be qualified as a hairstylist, permanent wave, coloring, make-up, skin care or manicuring specialist.

Successful graduates will have the knowledge and skills needed to pass the required state board examination for licensure. You must be licensed to practice this profession.

## COURSE PURPOSE/GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology professional salon management.

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Cosmetology and principles of hair design and styling, hair goods, scientific skin care, hair change, and hair color.

Demonstrations by students that they have met all of the state behavioral objectives prescribed for the course preparatory to state licensor examinations.

## COURSE MATERIALS

### Required texts and/or materials:

"Standard Textbook of Cosmetology" - Milady Publishing Corporation, 3839 White Plains Road, Bronx, New York, 10467, updated edition.

Any additional ones of the following - from Cosmetology Colleges of Beauty.

"Beauty Manual - Sullivan" - The Sullivan Publishing Co., (all updated editions). "The Van Dean Manual" - Milady Publishing Corporation, or

"Keystone Manual" - Keystone Publications, or

"Prentice Hall Textbook of Cosmetology" or

"Professions - Cosmetologists" - (approximately \$25.00 each)

### Recommended readings and/or materials:

"Gould Medical Dictionary" - 2nd edition, M. Graw Hill Co.

"Gray's Anatomy"

"Dolan's Illustrated Medical Dictionary"

Basic Cosmetology kit at student's expense

## MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT	Hours of Technical Instruction	Minimum Number of Practical Operations
Cos. Act. Rules & Reg's, Law	35	
Knowledge - use & safety/Product	15	
Cosmetology Chemistry, Electricity	20	
Health & Safety/Hazardous Substances	35	
Products, Tools - use & Safety		
Disinfection/Sanitation	50	100

Bacteriology/Chemistry/Anatomy	15	
Wet Hairstyling pin curls comb out	30	50
Thermal Hairstyling, Press & Curl	15	40
Permanent Waving	40	40
Chemical Straightening	10	10
Hair Cutting	30	50
Hair Coloring	30	40
Bleaching	20	20
Scalp & Hair Treatments	5	10
Facial-manual	40	45
Facial-electrical	5	15
Chemical Skin Peel, Pack, Mask & Scrub	5	5
Eyebrow Arching & Hair Removal	25	25
Make up	10	15
Water & Oil Manicuring	10	15
Complete Pedicure	10	10
Artificial Nails	10	15
Liquid& Powder Brush-on	10	20 Artificial
Nail tip	5	20 Nails
Nail wraps& Repairs	5	20 Tips
Additional Training Salon	5	20
Business Ethics, Salon Management	5	
Including career & employment information including professionalism, professional ethics, effective communication and human relations, compensation packages and payroll deductions., licensing requirements, regulations, and fundamentals of business management		
Obtaining Employment	5	
Consumer Safety	5	
Preparation for Employment including: Professionalism, Application/Resume Development, Interview Preparation and Job search skills Laws, Regulation, Health and Safety	15	
Laboratory to Include Instruction: Basic operating rules tools and equipment, Station set-up and operation, Mannequin care and handling, Hair design,		

Patron relations and salesmanship, hair-shaping, cutting and styling, waving, combing, and brushing, shampooing, care of scalp and hair, Manicures and pedicures, scientific skin care, chemical hair changing, hair coloring, wigs and other hair-goods, removal of hair, special makeup applications, and procedures. Advanced - acrylic nails, wraps and tips.

Activities or Assignments:

List activities and hours for each (must include reading and writing activities (40 weeks of instruction)).

2.0 hours per week practical assignment: 60

2.0 hours per week writing assignments: 60

**Total Hours: 1000 Hours**

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids. All actual on-the-floor performance/practice will be done with instructor supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the required practical and written tests.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Written objective examinations.

Practical demonstrations and evaluation of student performance. Successful completion of mock board.

Completion of written exams and demonstrations with at least 70% (90% - 100%: A, 80% - 89%: B, 70% - 79%: C, below 70%: F)

Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

There is **no** requirement for final test/exam or internship or externship.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th Grade, 1600 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written and Practical examinations with a minimum score of 75 (out of 100).

***Effective January 1, 2022, the California Board of Barbering and Cosmetology requires 1,000 school hours for Cosmetologist license. Therefore, the additional 600 hours of the program are not required for licensure.***



# COSMETICIAN COURSE OUTLINE & CURRICULA (600 HOURS)

## COSMETICIAN CURRICULUM/DESCRIPTION

This 600-hour program shall consist of technical instruction and practical operations covering all practices of a cosmetician.

Successful graduates will have the knowledge and skills needed to pass the required State Board Examination for licensure. You must be licensed in order to practice this profession.

## COURSE GOALS

All phases of skin care - including manual and electrical facials; use of cosmetic preparations; daytime, evening, fantasy, and theatrical make up.

Knowledge of product chemistry for safety and patron protection.

Business practices and professional ethics in skin care

Successful graduates will have the knowledge and skills needed to pass the State Board Examination for licensure, and to secure employment as cosmetician.

## COURSE MATERIALS

Required texts and/or materials.

Cosmetician Kit at student expense.

Instructor handouts.

Recommended readings and/or materials.

Dermascope - magazine.

## MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT:	Hours of Technical Instruction	Minimum Number of Practical Operations
Cosmetology Act & Board Rules & Regulations	35	
Product knowledge, use & safety	15	
Chemistry, Anatomy, Bacteriology/Biology	15	
Health & Safety (HIV/AIDS & Hepatitis B) MSDS	35	
Tools & equipment use & safety	10	
Electricity	10	
Disinfection & Sanitation	50	100
Facials-Manual/Clean/Massage	50	40
Facials-Electrical	30	40
Chemical Skin Peel, Packs, Masks & Scrub	20	20
Eyebrow Arching, Hair Removal, Tweeze & Wax	20	35
Make-Up, including skin analysis & corrective make-up	15	35
Preparation for Employment including:	10	
Professionalism, Application/Resume		
Development, Interview		
Preparation and Job search skills		
Laws, Regulation, Health and Safety		

#### Additional Training:

Including training in: professional ethics, personal hygiene, good grooming, salesmanship, normal clean-up duties keeping records, modeling, desk and reception, payroll deductions, obtaining employment, preparation of employment application, consumer safety, effective communication, human relations, compensation packages, licensing requirements and regulations, business management.

#### Laboratory to Include Instruction:

Basic operating rules tools and equipment, Station set-up and operation, Mannequin care and handling, Performance, Patron relations and Salesmanship, Scientific manipulation, Manual Facial including cleansing packs, masks, Electrical facial the use of electrical modalities, dermal lights, Chemical facial includes chemical skin peels, Removal of hair, Eyebrow shaping and hair removal, waxing, tweezing, Special makeup applications and procedures, Advanced nail technology.

#### Activities or Assignments:

Activities and hours for each (must include reading and writing activities).

2.0 hr. per week reading assignments	30
2.0 hr. per week writing assignments	30

**Total Hours: 600 hours**

#### COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio, and visual instructional aids. All actual on-the-floor performance/practice will be done with instructor supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the required practical and written tests.

#### GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Written objective examinations.

Practical demonstrations and evaluation of student performance. Successful completion of mock board.

Completion of written exams and demonstrations with at least 70% (90% - 100%: A, 80% - 89%: B, 70% - 79%: C, below 70%: F)

Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

#### GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetician with a GPA of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

There is **no** requirement for final test/exam or internship or externship.

#### LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th Grade, 600 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written and Practical examinations with a minimum score of 75 (out of 100).

# MANICURING COURSE OUTLINE & CURRICULA (400 HOURS)

## MANICURING CURRICULUM DESCRIPTION

400 hours broken down into the art and science of manicuring will teach the student to perform the skills, methods and techniques of beautifying the hands through manicuring, applying artificial nails, nail wrapping and massaging. He/ She will also improve the health and appearance of the feet with pedicure. Successful graduates will have the knowledge and skills needed to pass the required state board examination for licensure. You must be licensed to practice this profession.

## COURSE PURPOSE/GOALS

All phases of artificial nails - including nail tips, nail wraps and acrylics.

Knowledge of product chemistry for safety and patron protection

Business practices and professional ethics in nail care.

Successful graduates will have the knowledge and skills needed to pass the State Board Examination for licensure and to secure employment as a manicurist.

## COURSE MATERIALS

Milady' s Standard Nail Technology.

Manicuring Performance Criteria.

Manicuring kit at student expense.

Instructor handouts.

Recommended readings and/or materials:

"Mainly Manicuring"- monthly periodical

## MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT	Hours of Technical Instruction	Minimum Number of Practical Operations
Cosmetology Act & Board Rules & Regulations and Product knowledge and safety	35	
Cosmetology Chemistry	10	
Health & Safety, Hazardous Substances, HIV/AIDS and tools & equipment, use and safety	35	
Bacteriology, Biology, Anatomy, Physiology	15	
Disinfection/Sanitation Preparation	50	100
Water & Oil Manicures	15	40
Pedicures/Foot & Ankle Massage	10	20
Artificial Nails	20	
Liquid & Powder Brush - on	10	50 nails
Nail Tips	5	30 nails
Nail Wraps & Repairs	5	20 nails
Preparation for Employment including:	5	
Professionalism, Application/Resume Development, Interview Preparation and Job search skills		
Laws, Regulation, Health and Safety	10	

## Additional training

Including training in: professional ethics, personal hygiene, good grooming, salesmanship, normal clean-up duties, keeping records, modeling, desk and reception, payroll deductions, compensation packages, obtaining employment, preparation of employment application, consumer safety, licensing requirements, business management.

## Laboratory to Include Instruction:

Basic operating rules tools and equipment. station set-up and operation, Mannequin care and handling, Performance, Patron relations and salesmanship, Scientific hand and arm massage, Water and oil manicures including hand and arm massage complete pedicure including foot and ankle massage, Artificial nails, including liquid gel, and powder brush-on, nails tips, nails wraps and nail repairs, shaping and hair removal, waxing, tweezing, Special makeup applications, and procedures. Advanced nail technology.

## Activities or Assignments:

Activities and hours for each (must include reading and writing activities).

2.0 hours per week reading assignments: 20

2.0 hours per week writing assignments: 20

**Total Hours: 400 Hours**

## COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids. All actual on-the-floor performance/practice will be done with instructor supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the required practical and written tests.

## GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Written objective examinations.

Practical demonstrations and evaluation of student performance. Successful completion of mock board.

Completion of written exams and demonstrations with at least 70% (90% - 100%: A, 80% - 89%: B, 70% - 79%: C, below 70%: F)

Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

## GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

There is **no** requirement for final test/exam or internship or externship.

## LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th Grade, 400 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written and Practical examinations with a minimum score of 75 (out of 100).

# TEACHER TRAINING COURSE OUTLINE & CURRICULA (600 HOURS)

## TEACHER TRAINING CURRICULUM DESCRIPTION

600 clock hours will enable the trainee to achieve an education in application of the learning process; utilize instructional techniques appropriate to each student's needs and develop skills necessary to counsel and guide students. Upon receiving a teaching license, he/she will be qualified to teach students at all levels of hairstyling, permanent waving, coloring, make-up, skin care and manicuring.

## COURSE PURPOSE/GOAL

Upon successful completion of this course, the student will:

- a. Know the procedures of the various operations required by the State Board of Cosmetology.
- b. Be familiar with the terminology used in Cosmetology.
- c. Obtain experience by understanding the function of teaching by participating in a class room environment.
- d. Assess and present his/her teaching competencies and characteristics in terms of standardized tests and passing the State Board of Cosmetology Teachers examination.

Professional or Vocational:

1. Successful graduates will have the knowledge and skill needed to pass the State Board Examination for licenser.
2. Prepare the student for a successful teaching career in Cosmetology.
3. To give the student background in the knowledge and techniques of teaching.
4. To furnish the student with experience in practicing teaching skills.
5. To foster ideals of establishing and practicing professional ethics.

## GENERAL EDUCATION

1. Develop professional and ethical attitude.
2. Develop student-teacher problem solving techniques.
3. To impart knowledge and understanding of good citizenship.
4. To provide knowledge of the laws pertaining to beauty culture.
5. Develop sanitary and safe work habits and attitudes necessary in the practice of beauty culture.
6. To provide experiences of an occupational nature in the practice of beauty culture so that learning, evaluating and appreciation takes place.
7. To develop and encourage the establishment of methodical habits.
8. To provide experience which are valuable in creating harmonious relationships with others.

## COURSE MATERIALS

"Teaching your occupation to others" - Bott, P. 1987. Elmsford, N.Y. National Publishers.

Milady' s Standard textbook of cosmetology - Rossbach, C 1991. Tarrytown, NY, Milady Publishing Company

Cosmetology teachers Training Manual

Workbook for the Cosmetology Teachers Manual

Standard Exam Review for Cosmetology Teachers

Cosmetology Act

State Board Rules/Regulations

## MAJOR SEGMENTS OF COURSE CONTENT

As outlined in section 916.14 in the cosmetology rules and regulations; there is to be 150 hours of THEORY and 450 hours of PRACTICAL operations, i.e. instructing students. They are to be broken down as follows:

SUBJECT	Hours of Technical Instruction	Minimum Number of Practical Operations
Cosmetology Act and Rules/Regulations.	10	
Preparatory instruction. These are hours devoted to teaching techniques, lesson planning, methods of instruction, syllabus and evaluation of instructions.	40	
This will include instruction in:		
Review of the content of the course in cosmetology arts and sciences for which the student is training as an instructor.		
Principles of teaching/learning/teaching methodology		
<ul style="list-style-type: none"> <li>• lesson plan development</li> <li>• student motivation and learning</li> <li>• presentation techniques</li> </ul>		
Assessment of student learning		
<ul style="list-style-type: none"> <li>• evaluation of overall progress</li> <li>• development and use of testing/measurement instruments</li> </ul>		
Academic advising: providing feedback and orientation to students about progress in the course		
course development and review		
Administrative responsibilities		
<ul style="list-style-type: none"> <li>• records management</li> <li>• applicable organizational and regulatory requirements</li> </ul>		
Career and employment information		
<ul style="list-style-type: none"> <li>• professional ethics</li> <li>• effective communication and human relations</li> <li>• compensation packages and payroll deductions</li> <li>• licensing requirements and regulations</li> <li>• fundamentals of business management</li> </ul>		
Preparation for Employment including:	15	
Professionalism, Application/Resume Development, Interview		
Preparation and Job search skills		
Laws, Regulations, Health and Safety		
Practical Operations		

A. Preparatory instruction. These hours are used for student record keeping and school operations.	50
B. Hours conducting classroom technical instruction and demonstrations. (30 minutes class room lectures.)	100
C. Hours of supervising and training students. These hours are for laboratory work on live persons or mannequins.	300
D. Introduction of yourself to students, Presentation to students, Demonstration, and Testing of students	85
<b>Total Hours:</b>	<b>600 hours</b>

#### COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

One hour lecture, three hours of laboratory per week. The lecture section consists of demonstrations in teaching with the student participating in both lectures of related information and practical trade demonstrations. The laboratory period involves the student in the teaching of practical operations. The total course includes 600 hours which equals approximately one semester.

#### GENERAL POLICIES

The director of the school and teacher in charge of the Teacher Training program have the responsibility for establishing and maintaining high standards of performance, enforcing efficiency of operation and discipline, including the right to increase, decrease, or rotate class assignments and schedules; and to formulate curriculum, methods and modes of instruction: to promote, demote, discharge or discipline for cause.

#### GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

Observation and evaluation of the following:

- Lecture
- Demonstrations
- Written Lesson Plans
- Homework Assignments
- Workbook Assignments
- Test/Quizzes
- Cooperation and control while in the classroom
- Your relations of rapport
- Your dress and grooming code

List graded activities, identifying those incorporating critical thinking skills.

Completion of written exams and demonstrations with at least 70% (90% - 100%: A, 80% - 89%: B, 70% - 79%: C, below 70%: F)

#### GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Teacher Training with a GPA of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

There is **no** requirement for final test/exam or internship or externship.

#### LICENSING REQUIREMENTS

***Effective January 1, 2005 the California Board of Barbering and Cosmetology will no longer have the authority to issue new or renewal licenses for barber instructor or cosmetology instructors. Therefore, the Instructor Trainee course is no longer necessary to obtain an instructor's license.***

# MASSAGE THERAPY COURSE OUTLINE & CURRICULA (600 HOURS)

## MASSAGE THERAPY CURRICULUM DESCRIPTION

Completing 600 hours of applied effort and the following technical and operational requirements, a student will have learned the art and science of Massage Therapy and be qualified as a massage therapist. This career is designed for men or women who are interested in a professional level position.

## COURSE PURPOSE/GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of massage therapy and massage salon management.

Assimilation of knowledge in the principles of massage techniques (both American and Swedish).

Demonstrations by students that they have met all of the state behavioral objectives prescribed for the course preparatory to state licensor examinations.

## COURSE MATERIALS

Theory and Practical of Therapeutic Massage,  
Practical Handbook for Massage Therapy

## MAJOR SEGMENTS OF COURSE CONTENT

SUBJECT	Hours of Technical Instruction	Minimum Number of Practical Operations
Laws, Rules & Regulations	10	
Health and Safety/Hazardous Substances - products tools and	55	
Products tool and equipment, use and safety	15	
Disinfection and Sanitation	10	5
History, Anatomy and Physiology, Chemistry, Bacteriology,	20	
Biology	10	
Ethics, Nutrition, Principles & Techniques	15	
Muscles & Nerves	20	
Trigger points of Massage	10	
Other systems	10	
Traditional massage	10	20
Swedish massage	10	25
Current American Techniques	10	25
Shiatsu Routine and sixteen movements	20	75
Aroma Therapy	5	10
Patterns of Ki	15	
The Front, Back and Side Channels	20	35
Introduction of other systems of Massage and Bodyworks	10	25
Sports Massage, Study of pre-event and post event massage,	40	100
training massage, injury care, nerve innovations, range of motion,		
structural kinesiology, muscle testing and PNF stretching		
Introduction to Holistic Theory	20	10



Career and employment information - professional ethics, effective communication and human relations, compensation packages and payroll deductions, licensing requirements and regulations, fundamentals of business management.	15
Preparation for Employment including: Professionalism, Application/Resume Development, Interview Preparation and Job search skills Laws, Regulations, Health and Safety	15
Laboratory to Include Instruction: Basic operating rules, Tools & equipment, Station set-up and operation, Patron Relations, Under the supervision of instructors the student will be taken through the major segments to course content.	175
ACTIVITIES OR ASSIGNMENTS REQUIRED:	
Activities and hours for each (must include reading and writing activities.)	
2.0 hours per week reading assignments:	30
2.0 hours per week writing assignments.	30
Total Hours:	600 Hours

#### COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids. All actual on-the-floor performance/practice will be done with instructor supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the required practical and written tests.

#### GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Written objective examinations.

Practical demonstrations and evaluation of student performance. Successful completion of mock board.

Completion of written exams and demonstrations with at least 70% (90% - 100%: A, 80% - 89%: B, 70% - 79%: C, below 70%: F)

Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

#### GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Massage Therapy with a GPA of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation.

There is **no** requirement for final test/exam or internship or externship.

#### LICENSING REQUIREMENTS

A Massage Therapist certificate will be granted by California Associate Massage Therapy Counsel (CAMTC) only after the student has successfully completed and graduated from the course and passed the Federation of State Massage Therapy Boards (FSMTB) Massage & Bodywork Licensing Examination (MBLEEx) with an overall average of 70%.

\* We are not approved by the California Massage Therapy Council (CAMTC) and our students will not be eligible to sit for the applicable licensure exam in California. Our program may not be recognized for some employment positions including but not limited to in California. Our students will not be eligible to sit for the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

# BARBER COURSE OUTLINE & CURRICULA (1,000 HOURS)

## BARBERING CURRICULUM DESCRIPTION

Completing 1000 hours of applied effort including the following technical and operational requirements: Hairstyling, hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling, shaving, massaging the client's face. Successful graduates will have the knowledge and skills needed to pass the required state board examination for licensure and secure employment as a barber. You must be licensed to practice this profession.

## COURSE PURPOSE/GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of barbering and barber shop management

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Barbering and principles of hair design and styling, hair goods, and hair coloring

Demonstrations by students that they have met all of the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

## COURSE MATERIALS

Required texts and/or materials:

"Standard Textbook of Professional Barber-Styling" - Milady Publishing Corporation, 3839 White Plains Road, Bronx, New York, 10467, updated edition.

Recommended readings and/or materials:

"Gould Medical Dictionary" - 2nd edition, McGraw Hill Co.

"Gray's Anatomy"

"Dolan's Illustrated Medical Dictionary"

Basic Barbering kit at student's expense.

## MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

1. Health and safety, disinfection, sanitation, antiseptics, sterilization, hygiene and bacteriology, biology, chemistry, anatomy, laws, and regulations. Learn the safe use of products, tools, and equipment.
2. Haircutting with razors and scissors.
3. Shaving and massaging of the scalp, face, and neck.
4. Shampooing and hair styling, finger wave, pin curl.
5. Facials and scalp massages or treatments with creams, lotions, oils, or other cosmetic preparations either by hand or mechanical appliances, but, such appliances shall not be galvanic or faradic.
6. Shop management, ethics, salesmanship, implements and a brief study of the history of barbering.
7. Laws and regulations governing the practice of barbering.
8. Common skin and hair diseases of the scalp, face, and neck.
9. The structure and functions of the skin and hair of the scalp, face, and neck.
10. Cosmetic preparations used in the practice of barbering.
11. Circulation, muscles, nerves and cells of the scalp, face, and neck only as such subjects are related to massaging or other acts of barbering.

12. Fundamentals of hair coloring and bleaching.
13. Fundamentals of hair straightening (also known as hair relaxing).
14. Hairpieces (toupees), measuring, fitting and servicing.
15. Chemical waving of hair.
16. Hair styling, including use of the blow-dryer, and comb out.
17. Product knowledge - use and safety.
18. Additional Training, including Career & employment information, professional ethics, effective communication and human relations, compensation packages and payroll deductions, licensing requirements & regulations, fundamentals of business management18.Cosmetology Act. Rules & Regulations

#### MINIMUM THEORY HOURS INSTRUCTION/MINIMUM PRACTICAL OPERATIONS

The course of instruction in the practical phases of Barbering required for student enrolled in a 1,000-hour course.

The curriculum for Barbering consists of not less than 1000 hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.

The course shall cover not less than 1,100 hours of Technical instruction and practical training in Hair dressing 200 hours of technical instruction and practical training in Shaving and 200 hours of technical instruction in Health and Safety

SUBJECT	Hours of Technical Instruction	Minimum Number of Practical Operations
Cosmetology Acts: Laws, Rules & Regulations	35	
Hairstyling – hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling	100	
Hair cutting		170
Shaving. and Facial services	120	135
Preparing client for shaving/ facials/massage		
Anatomy and Physiology/Bacteriology	15	
Disinfectant and Sanitation	50	100
Scalp Manipulations		
Hair Waving and Curling (Permanents)	30	30
Hair Coloring and Tinting	80	80
Preparation for Employment / Business including:	20	5
Professionalism, Application/Resume		
Development, Interview		
Preparation and Job search skills		
Health and Safety	35	
Additional training		
Including training in: professional ethics, personal, hygiene, good grooming, salesmanship, normal clean-up duties, keeping records, modeling, desk and reception, payroll deductions, obtaining employment, preparation of employment application, consumer safety,		

## Cosmetology Act & Board Rules & Regulations

### Laboratory to Include Instruction:

Basic operating rules for tools and equipment, Station set-up and operation, Mannequin care and handling. The subjects listed in Section 6535 of the code, including razor cutting, hair processing, hair coloring and bleach, permanent waving and chemical straightening, Preparing the clients hair for shaving, and facial services, Massaging the client's face, Blow drying, Instruction shall include training in sales techniques which may be completed in practical training at the discretion of the instructor.

### ACTIVITIES OR ASSIGNMENTS REQUIRED:

List activities and hours for each (must include reading and writing activities).  
(50 weeks of instruction)

2.0 hours per week reading assignments:	80
2.0 hours per week writing assignments:	80

**Total Hours: 1000 hours**

### COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio, and visual instructional aids. All actual on-the-floor performance/practice will be done with instructor supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the required practical and written tests.

### GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Written objective examinations.

Practical demonstrations and evaluation of student performance. Successful completion of mock board.

Completion of written exams and demonstrations with at least 70% (90% - 100%: A, 80% - 89%: B, 70% - 79%: C, below 70%: F)

Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

### GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Barber with a GPA of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

There is **no** requirement for final test/exam or internship or externship.

### LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th Grade, 1500 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written and Practical examinations with a minimum score of 75 (out of 100).

***Effective January 1, 2022, the California Board of Barbering and Cosmetology requires 1,000 school hours for Barber license. Therefore, the additional 500 hours of the program are not required for licensure.***

# SADDLEBACK BEAUTY ACADEMY POLICY

Welcome to Saddleback Beauty Academy (SBA). We are pleased you have chosen our school and will strive to make the learning process enjoyable. To properly train you for the professional world of beauty, we have compiled a set of rules and regulations that will help you become the best in the industry. The following set of rules and regulations have been designed to help ensure your success and define the areas of obligation to which both the student and staff must adhere. These rules and regulations along with the school catalog can be found on the SBA website at [www.saddlebackbeautyacademy.com](http://www.saddlebackbeautyacademy.com)

## ATTENDANCE POLICY/TIME DOCUMENTATION

1. Students must attend all sessions of the class in which they are enrolled in for their respective program. (Ex. Students enrolled in 20 hours per week must attend 20 hours per week)
2. Students must be clocked in on time every session of class. Full-Time/AM programs start at 8:30 am and PM programs start at 6:00 pm.
  - a. Students will be considered tardy 1 minute after their clock-in time (ex. 8:31 am or 6:01 pm). Full-time students who are tardy will lose 30 minutes. Part-time students who are tardy will lose 15 minutes.
  - b. Students will not be allowed to clock in 7 minutes after their clock-in time (ex. 8:37 am or 6:07 pm). Students who attempt to clock in during this time will be sent home.
3. No tardiness or absenteeism is allowed without proper and valid reasoning.
  - a. Excused tardiness/absenteeism such as doctor's notes, funerals, etc. will still affect positive attendance, documentation is only used for evaluation for when administration decides to take disciplinary action or not.
  - b. Even if the student provides proper and valid reasoning and documentation for tardiness or absenteeism, the course structures require students to accrue a set number of hours in respect to specified scheduled hours. Missing specified scheduled hours (excused/unexcused) will result in actual hours accrued being less than scheduled hours. This pushes a student's graduation date a set number of academic hours back.
4. Positive attendance at SBA is 85% attendance rate for Saddleback College (SCC) students and 67% for private pay. Students must adhere to this attendance rate and failure to do so will result in a warning followed by further disciplinary action.
  - a. SBA/private pay Students who are under 67% attendance threshold may be placed on academic warning and probation. Students who fail to comply will be dropped from the program.
  - b. SCC students who are under 85% attendance threshold will receive a first warning. Failing to comply with the policy will result in being suspended for 4 weeks.
5. Students that will be attending SBA through the SCC training agreement will not be allowed to attend until they have fully enrolled and paid for all applicable units for their respective program, no exceptions. SBA reserves the right to halt any student attendance if the student is found not enrolled through SCC.
6. For Saddleback College students, hours are reported to the college and billed monthly. It is the responsibility of the student to see that their operations and hours are complete and accurate.
  - a. Students are recommended to keep track of their clock hours and assignments for their own record.
7. SBA uses an electronic cloud timeclock system. Under no circumstances may students have another student, person, faculty, or program clock in or out for them. A student who clocks in for more than 6 hours must clock out for a .5-hour lunch.
  - a. In the event of not being able to clock in or clock out; it is the student's responsibility to communicate with instructor(s) and administration immediately to avoid discrepancies.
  - b. Students forgetting to clock in and out repeatedly or failing to clock in and out when they should, will be subject to The Three Strike Policy.
8. Under no circumstances are student time documents to be removed from the school, including timecards or operations sheets. The timecards are used to accumulate the required hours and operations for the completion of the course. Time documents are exclusively for the instructors and administration at SBA, students are forbidden from writing on or making changes on these time documents.

9. No less than two (2) hours or more than eight (8) hours a day will be accepted and credited unless authorized. An extra half hour will be allowed only if working on client services. If a student attends non-scheduled hours without authorization, they will not receive those hours.
10. Students may not leave class/SBA premises without the permission of the instructor.
  - a. Students are forbidden from leaving the premises while clocked in. Instructors, students, and/or staff must be able to find the student on premises. If students are clocked in and are not found on campus either past lunch break or for an extended period, the student may end up facing disciplinary action.

#### CODE OF CONDUCT

1. Students must stay focused throughout the day at school. Students are not allowed to engage in any non-curricular activities (horseplay, goofing off, etc.). Even though the student is at lunch, it does not make it okay to behave unprofessionally as the student's behavior reflects their peers and SBA.
2. Students are required to be respectful, empathetic, and cooperative while at school. Diligent attention and engagement is required while clocked in and in class.
3. Students are not allowed to use abusive, inappropriate, vulgar language at any time including profanity and gossip. Students are required to be professionals. Students should also refrain from discussing personal matters while clocked in.
  - a. Students must conduct themselves in a courteous professional manner and shall not create discord among other students, clients, instructors, or administration. Any student causing discord or acting insubordinate with the school staff or other students will be subject to disciplinary action
4. SBA is a zero-tolerance zone for alcohol and substance abuse. Students may not consume alcohol or any other substances around the vicinity of SBA and are not allowed to be under the influence of alcohol or other substances around the vicinity of SBA. Violation of this rule will be met with disciplinary action as SBA adheres to Saddleback College's policy on substance abuse.
5. Students are strictly prohibited from bringing any form of weapons including firearms, knives, or any other dangerous objects, onto school premises.
6. Sexual harassment and bullying will not be tolerated and is grounds for discipline from the school.
7. There is zero-tolerance for academic dishonesty. Any form of cheating, bribery, or plagiarism is subject to disciplinary action.
  - a. Academic dishonesty includes clocking in or out, homework, exams, projects, and any other assignment related to program coursework.
8. Students must speak the language that the programs are taught in, English. English is the only language that can be spoken while in front of clients and other students or staff members.
9. Students may not take any unexcused break times without first consulting with their instructor and getting permission to do so. Student must be present and able to be located while clocked in.
10. Students are not permitted to use electronics or take personal phone calls while clocked in unless permitted to do so. Should a student's family need to contact the student, they may contact the school directly.
11. Visitors are not allowed inside the school or on the school property without the permission of the school administration or instructors. Persons picking up or dropping off students are to wait outside of the school.
12. Only service animals that are recognized and delegated the duty and title of service animals by the American Disability Act will be allowed within school premises. Emotional support animals (ESA) are generally not provided the same rights as full-service animals. For ESA, SCC students will be required to obtain approval from SCC in order to have their ESA accompanying them at school.
13. Eating, drinking, or chewing gum in working areas or classrooms, is not allowed. Water is allowed.
14. Smoking is prohibited anywhere on the school premises, including the parking lot.
15. Students should communicate any problems, concerns, or questions they have with the instructors and/or administration.
16. If students are written up, the students' behavior or actions will be reported to the administration. The administration will utilize the Three Strike Policy in order to maintain order at SBA.
17. Students are not allowed in the office areas or behind the front reception desk unless permitted to do so by an instructor or administration when there is not a school official from the administration present in the offices.

Students are not allowed to open, look inside, or browse instructor and administrative cabinets. Students caught doing so may be met with suspension or expulsion. Academic honesty and integrity is upheld at all times.

18. All homework must be turned in on time for credit.
19. All operations must be checked and signed for by an instructor upon completion to receive credit for them. Students are required to receive a certain amount of credit for each operation.
20. Re-tests (for students who failed on the test day, *not* absentees) are to be done within three days of the test at the convenience of the instructor.
21. Clean-up is required of all students. Students will receive credit for cleaning on their operations sheet.
22. When work is assigned, students are not allowed to refuse or re-assign the service. If student is unable to for a certain acceptable reason, the student must communicate with the instructor regarding the issue. The instructor will determine the validity and may re-assign the work. Refusal of service is a refusal to participate in school assignments and the student may be sent home or face consequences.
23. No student can work on themselves after theory while clocked in for procedure credit.
24. All personal services must be approved by an instructor only if the student has no work that needs to be done, including clients.
25. School products used by students during personal services must be paid for in advance.
26. Students who have missed tests will not be allowed to have personal service.
27. Students may only perform services on clients that have paid for those services.
28. If the student does not know how to work on a client, the student should never let the client know. The student will take the client to their station, set up, and prepare the client for service. After, the student should excuse themselves and look for an instructor for assistance.
29. If there is a disagreement with a client, students should not argue or become upset. Students should seek instructors or administration for mediation.
30. Freshman students must remain in the freshman class until the instructor evaluates the ability of the student to perform services on the public. Students must complete 25% of their program, pass all necessary tests, and adhere to all necessary academic Theory instructions as determined by the school's Satisfactory Academic Procedure Policy before they can work on clients.
31. Full-time senior students must perform at least six (6) complete operations per day. Part-time senior students must perform at least three (3) complete operations per day.
32. Tools, equipment, and working areas must be clean, sanitary, and labeled always. SBA holds all students accountable to be at the State Board standard of cleanliness and sanitation.
  - a. Floor must be swept immediately after hair cutting services and stations should be cleaned after any services.
33. Students are responsible for the return of school equipment and material furnished by the school for customer services. Students are not allowed to let another student "borrow" loaned items. Students are responsible for their return.
34. The student kit is NON-REFUNDABLE once the items have been received. The kit will be distributed on the first day of class and will continue to be distributed throughout the program's first few weeks. The availability is first come, first serve.
35. Soiled towels are not allowed to be left anywhere except for the laundry bins. Practice towels will be issued with kit and students are responsible for laundering and bringing towels to class. Towels are to be kept in clean covered container/bag.
36. It is the student's responsibility to replace items lost, stolen, or used up that originally came in their kit. Students must also supply their own paper, pencil, shaving creams, etc. needed to do necessary operations, grades, patron services assignments, etc. Students' tools and equipment must be at the school and available to work on clients.
37. The school is not responsible for any personal items, equipment, or any other property that the student may have on the premises. All property belonging to the student that is on school premises is there at the sole risk of the student whether left in lockers or anywhere else on or around school property.

38. Students will park on the outer parking lots of the shopping center, not the spaces of parking directly in front of the school or the student understands that they may be ticketed or towed. Saddleback Beauty Academy is not responsible for damages to, loss of, or thefts of or from vehicles parked around school premises.

## DRESS CODE

Looking presentable and professional is important in the industry of beauty. To become one of the best, students must create standards for themselves and ensure that their appearance reflects their attitude and determination for success. Students found to be in violation of the below listed requirements may be sent home or face disciplinary action at the discretion of the instructor(s) or administration.

1. Students must always be in proper uniform (detailed below) while in or around the SBA premises (even while clocked out, students represent themselves and the school when around the premises).
2. Cosmetician students are denoted by the color white.
  - a. Cosmetician students are provided with the uniform at the start of their program if they purchased one.
3. Cosmetology students are denoted by the color black.
  - a. Cosmetology students are provided with the uniform at the start of their program if they purchased one.
4. Proper uniform required long scrub pants that must be black scrub or SBA t-shirt. The scrub pants also must look clean and professional; sweatpants, yoga pants, leggings, or sportswear may not be permitted.
5. Any article of clothing must not be or contain contents deemed as unprofessional, inappropriate, or unclean such as revealing, provocative, or suggestive clothing; graphic/gory content; sexual content; branded content; stained/ripped clothing.
6. Neutral colored full-coverage shoes must be worn. Shoes must cover the toes and may not be easily removed for safety.
7. Identification/name badges must be worn while clocked in at school. If student loses or break name badge, they are required to purchase another one for \$10.
8. Students should appear well-groomed, presentable, and professional.

Students are to abide by these school policies throughout their program. Failure to do so will result in disciplinary action. Remember, these rules are to train the individual student to look, act, and be professional. The purpose of this training is to prepare the student to compete successfully in the beauty industry.

We are glad to provide you with the highest quality of education and training. We will continually support you throughout your career and we wish you the best!