



HEADLINES
ACADEMY

COSMETOLOGY • ESTHETICS • NAIL TECHNOLOGY • MASSAGE THERAPY

STUDENT HANDBOOK

ARE YOU READY TO MAKE HEADLINES?

Updated 12-5-2016

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MAILING ADDRESS

PHONE NUMBER & WEBSITE

333 Omaha Street, Suites 6 & 7
Rapid City, SD 57701
605-348-4247

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VICE PRESIDENT, ADMISSIONS DIRECTOR COSMETOLOGY, MASSAGE, NAILS & ESTHETICS

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MESSAGE INSTRUCTORS

Kelli Selbach, Leah Ludwig & Jill Brotherton

Please visit www.headlinesacademy.com
For a current list of all staff and instructors.

HEADLINES ACADEMY s owned by:
HEADLINES ACADEMY, INC.

Peggy Sproat
President, Treasurer, CEO, Fiscal Officer
Licensed Cosmetologist & Instructor

Sandy Birmeier
Vice-President, Secretary, Director of Admissions
Licensed Cosmetologist & Instructor

STAFF, ADMINISTRATION & FACULTY

All of our Instructors and office personnel have a vast range of experience in the field as Cosmetologists, Estheticians, Nail Technicians, and Massage Therapists. Learn from what the best have to offer! Continuing education, experience and Instructor training for our staff is a key ingredient to our success. Our main goal is to make sure you are successful in your field when you graduate.

Who you learn from really does make a difference!
Are you ready to make Headlines?

CONTACT INFORMATION

All programs are located in the 2½ Suites in Tuscan Square in downtown Rapid City between 3rd & 5th streets on Omaha Street

LICENSING, ACCREDITING AGENCIES,
MEMBERSHIPS &
CERTIFICATION BOARDS

Nationally accredited by the National Accrediting Commission of Career Arts and Science, Inc.

NACCAS is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of career arts and sciences.



Website: www.naccas.org
3015 Colvin St
Alexandria, VA 22314
Phone: 703-600-7600

Cosmetology, Nail & Esthetic programs Licensed by:

South Dakota Cosmetology Commission

500 E Capitol
Pierre, SD 57501
Phone: 605-775-6193
Website: www.state.sd.us/bdcomm/cosmet
E-mail: cosmetology@state.sd.us

The National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) is a nationally accredited credentialing body, formed to set high standards for those who practice therapeutic massage and body work. It does this through a nationally recognized certification program that evaluates and attests to the core skills, abilities, knowledge and attributes expected of entry-level practitioners of therapeutic massage and bodywork.



National Certification Board for Therapeutic Massage & Bodywork

1901 S. Meyers Road, Suite 240
Oakbrook Terrace, IL 21275-8845
Phone: 703-610-9015 Fax: 703-610-9005
Automated Line: 800-296-0664

South Dakota Board of Massage Therapy

PO Box 340
105 South Euclid Avenue, Suite C
Pierre, SD 57501
Phone: 605-224-1721 Fax: 888-425-3032
E-mail: SDBMT@midwestsolutionsd.com
<http://doh.sd.gov/boards/Massage/>

The mission of the South Dakota Board of Massage Therapy is to protect the health & safety of the public by licensure of qualified persons and enforcement of the statutes, rules and regulations governing the practice of Massage Therapy, including processing and investigating properly filed complaint and holding hearings as warranted. Upon completion of the program you will be eligible for application to National Certification Board of Therapeutic Massage & Bodyworks for national testing & certifications.



American Massage Therapy Association (AMTA)

500 Davis Street, Suite 900
Evanston, IL 60201
Phone: 877-905-2700 Fax: 847-864-1178
E-mail: info@amtamassage.org
www.amtamassage.com



Associated Bodywork & Massage Professionals (ABMP)

271 Sugarbush Drive
Evergreen, CO 80439-9766
Phone: 800-485-2267
Fax: 800-667-8260
E-mail: expectmore@abmp.com
www.abmp.com

Associated Bodywork & Massage Professionals recognizes courses at Headlines Academy of Massage. Our courses meets or exceeds the requirements set forth by ABMP for their professional or certified level of memberships. ABMP is a membership organization serving the massage, bodywork, somatic, and esthetic professions. ABMP competes effectively for members by providing the best value and most responsive, knowledgeable service.

OUR MISSION STATEMENT

AS EDUCATORS, WE WILL TAKE EVERY OPPORTUNITY TO CONTINUE TO EDUCATE OURSELVES TO THE CURRENT, SCIENTIFIC AND TECHNICAL DEVELOPMENTS OF OUR PROFESSIONS; EXEMPLIFYING THE IMPORTANCE OF KNOWLEDGE.

WE WILL LISTEN TO OUR STUDENTS AND ENDEAVOR TO TREAT EACH QUESTION AND SITUATION FAIRLY, THEREBY, CREATING A MUTUAL RELATIONSHIP OF RESPECT, TRUST AND TEAMWORK.

WE WILL INSPIRE PERSONAL AND PROFESSIONAL DEVELOPMENT OF ETHICS THROUGH OUR OWN PURSUIT OF HIGHER STANDARDS OF CONDUCT.

WE WILL SUPPORT AND STIMULATE STUDENTS' NEED TO CREATE AND EXPERIMENT, BY NURTURING THEIR EFFORTS WHILE INSTILLING A SOLID BASE OF SAFE, HEALTHY SKILLS AND PRACTICES.

WE WILL PROVIDE AN OPPORTUNITY TO ACHIEVE A QUALITY COSMETOLOGY, MASSAGE, NAIL TECH AND ESTHETIC EDUCATION FOR A GROUP OF LEARNERS WHO HAVE THE ABILITY TO BENEFIT FROM THESE PROGRAMS.

THROUGH THE RESULTS OF HIGHER STANDARDS, OUR GRADUATES WILL BE ABLE TO MEET AND SURPASS THE EXPECTATIONS OF FUTURE CLIENTS AND EMPLOYERS.

IT IS WITH THIS IN MIND WE BEGIN EACH DAY AT THE ACADEMY



THE CORNERSTONE SERIES

The Cornerstone Series enables students to embrace change, retail successfully and build a successful business and wow their customers all the time, every time. With this foundation, the career that students build will be built to last.

This innovative training program allows course attendees to learn "success secrets" that when applied, can make the difference between earning a mediocre income and a 5 star income.

Thousands of students nationwide have taken this course and as a result, are now delivering exemplary customer service, while building their businesses and making money fast.

Students who graduate from a Nuts and Bolts Member School can expect to start their careers with all the tools they need for success.

They will learn from these Cornerstones:

Embracing Change: Embracing Change is all about you, the student: your future, your plans, your life, your career. Students will learn how positive change can help you overcome fear, develop good business habits and use change to fuel your personal and business growth. Students will develop the traits of a leader to create their own future!

The Complete Retail Experience: The Complete Retail Experience is all about the industry. Students will learn to master the complete retail experience, including all the secrets that the best salon & spa professionals already know. Pushy selling tactics are a thing of the past. Students will learn to prescribe, not sell, and will unlock the secret to make the complete retail experience work for them.

Build Your Business: Build Your Business is all about how to succeed in the industry. Students are business people, and they need to learn how to manage the bottom line, increase productivity and plan their careers. Building a successful business in the salon and spa industry is all about knowing how to keep score, and Build Your Business shows how the pros really do it.

Customer Wow: Customer WOW is all about working in the industry. Students will learn practical skills and real world lessons to create deep client trust and loyalty. Practicing Customer WOW teaches students how to put their best foot forward at work every day, for every client, every time.

The Salon and Spa Professional: The Salon and Spa Professional gets students prepared for the transition to their working world, so students can get busy earning money and building a successful career. Students will learn critical money management skills and the inside scoop on how to land the job they want...and succeed once they are there. We show students the building blocks of the perfect Portfolio and Resume so they can land that dream job today!

ARE YOU READY TO MAKE HEADLINES?

We do not require an aptitude test prior to acceptance. We accept students mainly on the basis of recommendations, maturity, stability, and dependability. This is all discussed during the personal interview process. The interview is our opportunity to get to know you, to explain our curriculum, expectations and to make sure you understand our policies and rules. As with everything in our lives, our policies and rules are continually being updated, changed, and adjusted. As we learn in NAB "Embracing Change" things sometimes have to change to make it better.

Our Academy is a private institution and reserves the right to reject any applications for any reason.

SCHOOL FACILITIES & EQUIPMENT

Headlines Academy was established in 1981 and first accredited in 1985. We are locally owned and operated by licensed, experienced Cosmetologists. With much planning and excitement the school moved to the newly remodeled Tuscan Square on the corner of 3rd and Omaha Street. The move has been a great benefit to students, staff and our community. Our beautiful facility is 13,600 square feet and on one level. We also have secured private parking for the convenience of our students and staff.

We can accommodate over 100 massage, cosmetology, esthetics, and nail students comfortably. However, we limit our class sizes to provide a more personal education experience. We take pride in our curriculum, going above and beyond by adding advanced education classes in hair, skin, nails and massage.

ADMISSIONS REQUIREMENTS

1. Must be at least 17 years of age for the cosmetology program and at least 18 for massage, esthetics and nails.
2. Copy of high school diploma or GED with legible dates. (Transcripts are not necessary, but helpful for interview process)
3. Copy of birth certificate or current driver's license.
4. Admissions Application & 2 personal recommendations. (We supply the forms)
5. Complete FAFSA if interested in applying for Financial Aid www.fafsa.ed.gov
6. Submit Registration/Application Fee (varies by program)
7. Set up appointment for interview.
8. Registration Fee is paid in full.
 - Cosmetology - \$50
 - Esthetics - \$100
 - Massage - \$100
 - Nails - \$200

START DATES, COST & CLASS SCHEDULES
2100 CLOCK HOURS - 13 MONTHS

Class Start Dates

December 5, 2016
 March 6, 2017
 June 12, 2017
 September 11, 2017

Class Schedule

Core Class Training (Classroom)
 1st 12 weeks, 0 - 480 hours
 Monday - Friday
 8:00 am to 4:30 pm

Student Salon Training

5 days per week
 481 - 2100 hours

Monday, Wednesday, Thursday & Friday

8:00 am to 4:30 pm

Tuesdays

11:30 am to 8:00 pm

Optional Days

Thursday Evenings & Saturdays

COST

Tuition	\$14,385.00
Registration Fee	\$ 50.00
Equipment & Books	\$ 1,600.00
Rental Fees	\$ 100.00
TOTAL COST	\$ 16,135.00*

*Should a student miss more than **220 regularly scheduled hours** (27.5 days) of instruction, or attend more than **60 weeks**, the student will be assessed **\$7.00 per hour** for all additional hours required to complete the course requirements and to be eligible to graduate.

When the student pays monthly, a payment schedule will be included on the award letter. Students may pay all or part of the charges in advance without penalty. Payment methods accepted are: Cash, credit card, money order, cashiers check, private loans, scholarships, grants, VA funding, MyCAA, or Title IV financial aid to those that qualify.

Private student parking is included in all programs.

DESCRIPTION & CURRICULUM

Cosmetology is all about expressing yourself through your creativity and ability to apply your knowledge and techniques to give your client a superb head to toe look.

There is a science supporting each aspect of the program. Our professional teaching staff will take you step by step through those sciences and share with you their experience and successes.

Our program insists you have numerous opportunities to practice hands on experiences in each subject. We accept just 16 to 20 students per class, insuring you an excellent student to teacher ratio.

As your natural talents and creativity begin to harmoniously connect to the in-depth sciences, a more confident "you" will emerge. People may even mention it to you because when you do what you like to do "IT SHOWS!"

Throughout the twenty one hundred hour course, you will learn theory of cosmetology, followed by hands on practical applications. You will refine your skills under the direction of professional instructors. Three specific leaning styles are incorporated in on or more combinations.

1. Theory of each concept, presented through lecture, texts, videos, and DVD's.
2. Practical experiences in each concept through demonstrations and hands on applications are vital to this profession.
3. Headlines Academy also operates a student salon to perform services to the general public. After 12 weeks of training, students will participate in student salon services each week.
4. Career Design & Development Seminars is where you will learn about tried and tested skills and principles of the successful professional, so you can strategically design your own success in the world of business and beauty. You will find one or more combinations of these three learning styles in every phase of our program.
5. Most Wednesdays throughout the program are reserved for advanced or specialty classes. These classes are designed to enhance your basic education and give you that extra edge when it comes time or your state board exams and working in the salon.
6. Nuts and Bolts classes have become an essential part in your success during and after you graduate. These classes help our whole student body contribute to the Nuts and Bolts culture we have created.

This school offers courses of study of appropriate length in cosmetology arts and sciences and the related fields. The curriculums are based on the schools stated mission. The cosmetology curriculum includes instruction in the fundamental principles of the care, health, condition and appearance of the hair, skin, nails and includes instruction in cognate area, which serve to supplement the practical, scientific, and business skills of the cosmetology profession.

Courses included both theoretical knowledge and skill development. Courses provide instruction in theory and are designed to develop practical skills required for licensure and employment, or (in absence of licensure requirements) as required by industry standards of employment. Theory and practical are integrated throughout the courses. The course incorporates three specific and systematic learning styles.

OUTLINE OF SUBJECTS
MILADY'S STANDARD COSMETOLOGY
TEXTBOOK
& FUNDAMENTALS CD ROM

This textbook was the creation of Nicholas F. Cimaglia, founder of Milady Publishing Company, which he established in 1927. In 1938, Nick Cimaglia published the first edition of Milady's Standard Textbook of Cosmetology, and it has been the textbook of choice for cosmetology education ever since. The textbook has of course gone through many updates and revisions over time.

Throughout it's lifetime, it has consistently been the most used cosmetology textbook in the world. Milady is committed to making the best cosmetology education available. The included CD Rom is a great addition to help the visual learner who must see and hear to retain the information. Students will also receive an e-book to use electronically to support your textbook.



Part 1 - Orientation

The History and Career Opportunities
Life Skills
Your Professional Image
Communicating For Success

Part 2 - General Sciences

5. Infection Control
Principles and Practice
General Anatomy and Physiology
Skin Structure, Growth and Nutrition
Skin Disorders and Diseases
Nail Structure and Growth
Nail Disorders and Diseases
Properties of the Hair and Scalp
Basics of Chemistry
Basics of Electricity

Part 3 - Hair Care

Principles of Hair Design
Scalp Care, Shampooing, and Conditioning
Haircutting
Hairstyling
Braiding and Braid Extensions
Wigs and Hair Additions
Chemical Texture Services
Hair Coloring

Part 4 - Skin Care

Hair Removal
Facials
Facial Makeup

Part 5 - Nail Care

Manicuring
Pedicuring
Nail Tips and Wraps
Monomer Liquid and Polymer Powder Nail Enhancements
UV Gels

Part 6 - The Business of Cosmetology

Seeking Employment
On The Job
The Salon Business

ADVANCED SKINCARE

INCLUDED IN COSMETOLOGY PROGRAM

We pride ourselves on our development of our advances esthetics/skincare curriculum that is included in our program. From research of our own, as well as education from Bio Elements, our students are able to offer the public highly specialized skincare services during school and in the salon. We have the highest quality facial machines available at all time for our students to use during client services. Each of the following classes are offered to all student:

Acne Facials & Acne Maintenance
Anti-Aging Facials
European Facials
Spa Facials
Advanced Training on Facial Machines
Advances Skin Analysis with wood & magnifying lamps
Aromatherapy & Herbs
Body Wraps

We also offer training in eyelash extensions, complete body waxing, advanced makeup techniques and theatrical makeup.

ADVANCED NAIL CLASSES

INCLUDED IN COSMETOLOGY PROGRAM

We believe a well-rounded Cosmetologist will be the most successful and most desired by salon owners. When our students are hired in a salon the employers know that they have hired a student that has hands on experience with clients. The skill of applying artificial nails is no exception. We teach artificial nails to all of our students before they go to the student salon. We strive for our students to have the most experience possible.

Included in our program is certification in the electric file and three different brands of artificial nail techniques.

Our students have competed in Distributor Hair Show's Nail competitions and have taken 1st, place 3 of the 4 years held. One year they even swept the entire competition

COSMO GRADING PROCEDURE

Final GPA weight is as follows:

Theory grades	40%
Lab/Practical grades	40%
Major grades & Finals	20%

Major grades consist of the following; Portfolio, European Skincare class, Core projects, percentage of project sheet completed with practical experiences required in each area, Final Core practical testouts, Final mock boards, Final written tests & final written SD laws and rules exam.

Our theoretical grading consists of daily grades, weekly test grades and participation grades which are averaged for a theory class completion grade.

In order to advance from core to clinic floor activities the student must pass final practical exams, models, final laws & rules project, salon overview project and final core written exam with a minimum of 75%.

PRACTICAL GRADING

Practical grading for each month will consist of the following:
OJT - On The Job Training: Grooming, dress code, timeliness, conduct, professionalism, duties and stations.

Retail to Service - this number is based on the amount of retail that is sold in comparison to the number of service sales the student completes verses the number of hours put in per month.
Customer Service Checklist - 3 random service tickets for each month for each student are averaged for the monthly grade.

- Each student will be graded in 18 areas of their service including: Guest signature & date, description of service, hair & scalp analysis, instructor & time checks, guest comments, home care recommendations, services performed, totals, discounts & front desk check.

Locker & Station Grades

Retail Purchases – number of clients who purchase retail
Monthly Services Grades – 2 random services tested each month
Ace Participation Grades – for attending Advanced Classes
Clinic Floor Sheets – grade sheets to track productivity
Paycheck Trackers – grade sheets to track sales & tips
All mock boards will count as a practical grade

- 10% for attendance
- 10% for complete and organized bag
- 10% for starting each section on time
- 10% for set-up
- 10% for professionalism, cooperation & attentiveness
- 50% for the areas tested on

ESTHETICS PROGRAM INFORMATION

START DATES, COST & CLASS SCHEDULES **600 CLOCK HOURS - 6 MONTHS**

Class Start Dates

April 24, 2017
October 30, 2017

Class Schedule

Core Class Training (Classroom)
Monday - Wednesday
8:00 am to 4:30 pm

Student Salon Training*

Monday & Wednesday
8:00 am to 4:30 pm
Tuesdays
11:30 am to 8:00 pm

*Or can vary per student to meet your needs

COST

Tuition	\$ 6,900.00
Registration Fee	\$ 100.00
Equipment & Books	\$ 1,500.00
Rental Fees	\$ 100.00
TOTAL COST	\$ 8,600.00*

*The student is allowed **29 WEEKS** to complete this course before additional tuition charges are assessed. Should the student miss more than **60 regularly scheduled hours** of instruction, or attend more than **29 weeks**, the student will be assessed **\$8.00 per hour** for all additional hours required to complete the course requirements and to be eligible to graduate.

When the student pays monthly, a payment schedule will be included on the award letter. Students may pay all or part of the charges in advance without penalty. Payment methods accepted are: Cash, credit card, money order, cashiers check, private loans, scholarships, grants, VA funding, MyCAA, or Title IV financial aid to those that qualify.

Private student parking is included in all programs.

PRICES SUBJECT TO CHANGE WITHOUT NOTICE

Students additional cost for supplies and elective classes may amount to an estimated \$50 - \$200.

ESTHETICS COURSE

DESCRIPTION & CURRICULUM

Esthetics is a journey into a career ripe with opportunity for success and personal satisfaction. The need for professional estheticians has grown and promises to continue to grow and expand in the next decades providing ample room for personal success in a variety of career paths. When your school experience begins, consider how you will approach your goals and focus on becoming a licensed esthetician.

There is a science supporting each aspect of the program. Our professional teaching staff will take you step by step through those sciences and share with you their experiences and successes. Our program insists you have numerous opportunities to practice hands on experiences in each subject.

We accept just 6 to 10 students per class, insuring an excellent student to teacher ratio. As your natural talents and creativity being to harmoniously connect to the in-depth sciences, a more confident, knowledgeable skincare specialist will emerge.

Throughout the six hundred hour course, you will learn theoretically, followed by hands on applications. You will refine your skills under the

direction of professional instructors. Three specific learning styles are incorporated in one or more combinations.

1. Theory of each concept is presented through lecture, texts, videos, and DVD's.
2. Practical experiences in each concept through demonstrations and hands on applications are vital to this profession.
3. Headlines Academy also operates a student salon to perform services for the general public. After 4 weeks of training, students will participate in student salon services each week.
4. Throughout the program are many days that are reserved for advanced or specialty classes. These classes are designed to enhance your basic education and give you that extra edge when it comes time for state board exams and working in the salon.
5. This school offers courses of study of appropriate length in Esthetics arts and sciences and the related fields. The curriculums are based on the schools stated mission. The esthetician curriculum includes instruction in the fundamental principles of the care of the health, condition and appearance of the skin and includes instruction in cognate areas, which serve to supplement the practical, scientific, and business skills of the esthetics profession. Courses include both theoretical knowledge and skill development. Courses provide instruction in theory and are designed to develop practical skills required for licensure and employment, or (in the absence of licensure requirements) as required by industry standards of employment. Theory and practical are integrated throughout the courses. The course incorporates three specific and systematic learning styles.

OUTLINE OF SUBJECTS

MILADY'S STANDARD FUNDAMENTALS FOR ESTHETICIANS TEXTBOOK & WORKBOOK

Part 1 - Getting Started

Skin Care History and Opportunities
Your Professional Image

Part 2 - General Sciences

Sanitation and Disinfection
Anatomy and Physiology
Chemistry for Estheticians
Cosmetic Chemistry
Basics of Electricity

Part 3 - The Skin Sciences

Physiology and Histology of the Skin
Skin Disorders and Diseases
Skin Analysis
Product Selection and Ingredients
The Treatment Room

Part 4 - The Principles of Esthetic Procedures

Massage
Basic Facials and Treatments
Machines
Hair Removal
Advanced Esthetics Topics: An Industry Overview
The World of Makeup

Part 5 - The Business of Skin Care

The Salon/Spa Business
Selling Products and Services

BOOKS ALSO INCLUDED

MILADY'S AROMATHERAPY
THERAPEUTIC USE OF ESSENTIAL OILS
MILADY'S MICRODERMABRASION
MILADY'S PEELS AND PEELING AGENTS
NUTS & BOLTS SERIES



TEXTBOOKS

Milady Fundamentals for Estheticians, Milady Workbook and Exam book, Milady Aromatherapy Therapeutic use of essential oils, Milady's Microdermabrasion, Milady's Peels and Peeling Agents, Milady's Skincare Cosmetic Ingredients Dictionary.

RESOURCE MATERIALS

The student library (videos and books) found in the Core Classroom, clinic floor procedure book, written procedure book in Core Classroom, hairstyling books, instructor library in the Director of Education office, and SD Laws and Rules books.



PRACTICAL GRADING

Practical grading for each month will consist of the following:
OJT - On The Job Training: Grooming, dress code, timeliness, conduct, professionalism, duties and stations.

Retail to Service - this number is based on the amount of retail that is sold in comparison to the number of service sales the student completes versus the number of hours put in per month.
Customer Service Checklist - 3 random service tickets for each month for each student are averaged for the monthly grade.

- Each student will be graded in 18 areas of their service including: Guest signature & date, description of service, skin analysis, instructor & time checks, guest comments, home care recommendations, services performed, totals, discounts & front desk check.

Locker & Station Grades

Retail Purchases – number of clients who purchase retail

Monthly Services Grades – 2 random services tested each month

Ace Participation Grades – for attending Advanced Classes

Clinic Floor Sheets – grade sheets to track productivity

Paycheck Trackers – grade sheets to track sales & tips

All mock boards will count as a practical grade

- 10% for attendance
- 10% for complete and organized bag
- 10% for starting each section on time
- 10% for set-up
- 10% for professionalism, cooperation & attentiveness
- 50% for the areas tested on

ESTHETICS GRADING PROCEDURE

Final GPA weight is as follows:

Theory grades	40%
Lab/Practical grades	40%
Major grades & Finals	20%

Major grades consist of the following: senior project, European Skincare class, freshman project, percentage of project sheet completed with practical experiences required in each area, average of final mock boards practical, final mock boards written and final SD laws and rules exam.

In order to advance to the clinic floor activities, the student must pass final practical/models and final core written test with a minimum of 75%. Testing is done during the final week of each core class. Grades consist of: daily grades, weekly test grades, and participation grade which are averaged to get a theory class completion grade.

Our theoretical grading consists of daily grades, weekly test grades and participation grades which are averaged for a theory class completion grade.

In order to advance from core to clinic floor activities the student must pass final practical exams, models, final laws & rules project, salon overview project and final core written exam with a minimum of 75%.



NAIL TECHNOLOGY PROGRAM INFORMATION

START DATES, COST & CLASS SCHEDULES 400 CLOCK HOURS - 13 WEEKS

Class Start Dates

December 5, 2016

March 6, 2017

June 12, 2017

September 11, 2017

Class Schedule

Core Class Training (Classroom)

First 3 weeks, 0 - 105 hours

Monday - Friday

8:00 am to 4:30 pm

Student Salon Training

Week 4 to completion

Flexible Hours available after Core Training

Monday, Wednesday, Thursday & Friday

8:00 am to 4:30 pm

Tuesdays

11:30 am to 8:00 pm

COST

Tuition		\$ 3,200.00
Registration Fee	\$	200.00
Equipment & Books	\$	870.00
Rental Fees	\$	30.00
TOTAL COST	\$	4,300.00*

NO FINANCIAL AID AVAILABLE FOR THIS COURSE

Partial acceptance into the program is based on 1st available to pay for the program.

*The student is allowed **12 WEEKS** to complete this course before additional tuition charges are assessed. Should the student miss more than **40 regularly scheduled hours** of instruction, or attend more than **12 weeks**, the student will be assessed **\$5.00 per hour** for all additional hours required to complete the course requirements and to be eligible to graduate.

When the student pays monthly, a payment schedule will be included on the award letter. Students may pay all or part of the charges in advance without penalty. Payment methods accepted are: Cash, credit card, money order, cashiers check, private loans, scholarships, grants, VA funding, MyCAA, or Title IV financial aid to those that qualify.

DESCRIPTION & CURRICULUM

Each year professional nail technicians perform more than \$6 billion worth of manicuring, pedicuring and artificial nail services for millions of fashion conscious clients. The business of nails has grown enormously over the past several years and will continue to grow. You are fortunate because you will learn from gifted instructors who will share their skills and experiences with you.

You will meet other industry professionals at seminars, workshops, and conventions where you'll learn the latest techniques, specific product knowledge and management procedures. You will build a network of professionals to turn to for career advice, opportunities and direction.

Whatever direction you choose, we wish you a successful and enjoyable journey.

NAIL TECH COURSE OUTLINE

Throughout the four hundred hour course, you will learn the theory of nail technology, followed by hands on applications. You will refine your skills under the direction of professional instructors. Three specific learning styles are incorporated in one or more combinations.

This school offers courses of study of appropriate length in Nail Technology and Scientific arts in the related fields. The curriculums are based on the school's mission statement. The Nail Technology curriculum includes instruction in the fundamental principles of the health, condition and appearance of the nails and includes instruction in cognate areas, which serve to supplement the practical, scientific, and business skills of the nail profession. Courses include both theoretical knowledge and skill development. Courses provide instruction in theory and are designed to develop practical skills required for licensure and employment, or (in the absence of licensure requirements) as required by industry standards of employment. Theory and practical are integrated throughout the course. The course incorporates three specific and systematic learning styles.

Theory of each concept is presented through lecture, texts, videos and DVD's.

Practical experiences in each concept through demonstrations and hands on applications vital to this profession.

Headlines Academy operates a Student Salon to perform services for the general public. After 4 weeks of training, students will participate in student salon services each week.

Advanced and specialty classes are held on specific days throughout the program. These classes are designed to enhance your basic education and give you that extra edge when it comes time for state board exams and working in the salon.

OUTLINE OF SUBJECTS

MILADY'S NAIL TECHNOLOGY

Part 1 - Orientation

- Orientation
- History and Opportunities
- Life Skills
- Your Professional Image
- Communicating for Success

Part 2 - General Sciences

- Infection Control/Principals & Practices
- General Anatomy and Physiology
- Skin Structure and Growth
- Nail Structure and Growth
- Nail Diseases and Disorders
- Basics of Chemistry
- Nail Product Chemistry Simplified

Part 3 - Nail Care

- Manicuring
- Pedicuring
- Electric Filing
- Nail Tips and Wraps
- Monomer Liquid and Polymer Powder Nail Enhancements
- UV Gels
- The Creative Touch

Part 4 - Business Skills

- Seeking Employment
- On The Job
- The Salon Business



TEXTBOOKS

MILADY'S NAIL
TECHNOLOGY

MILADY NAIL TECHNOLOGY
WORKBOOK & EXAM BOOK

RESOURCE MATERIALS

The student library (videos and books) found in the Core classroom. Clinic floor procedure book written procedures book are found in the instructor library located in the Director of Education's office. South Dakota Laws and Rules books and front desk procedures are found at the front desk.

NAIL GRADING PROCEDURE

Final GPA weight is as follows:

Theory grades	40%
Lab/Practical grades	40%
Major grades & Finals	20%

Major grades consist of the following: final mock boards practical exam, final mock boards written exam, SD laws and rules final exam and a creative nail art project.

Each student receives a project sheet to assure the required actual experiences are completed in the areas required. Whereas each project sheet experience does not earn a grade, each project sheet experience is checked and corrected by an instructor. All required experiences must be completed to be eligible to graduate. Practicum is evaluated and graded monthly with random practical grade sheets. A minimum of 2 experiences are graded each week.

Students are tested theoretically for each chapter and graded. Students have the opportunity to retake failed or missed tests up to 3 times within 3 days of the original issue date. At the end of the 3rd day the highest score recorded will be calculated into a checkpoint average. Each assignment must pass with at minimum of 75% to be eligible for graduation.

Testing is done during the final week of pre-clinic. Students are given practical testing on all areas taught in pre-clinic. They are also given two final written exams and a final written SD laws and rules exam.

Our theoretical grading consists of daily grades, weekly test grades and participation grades which are averaged for a theory class completion grade. On The Job Training (OJT) are averaged for a monthly grade, this includes: conduct, grooming, sales ability, attendance and overall cooperation and professionalism.

MASSAGE THERAPY PROGRAM INFORMATION

CAREER OPPORTUNITIES

The touch therapies profession is growing steadily in the United States. This is a result of both wider public recognition and career change trends.

Associated Bodywork and Massage Professionals estimates that approximately 165,000 individuals practice massage, bodywork and somatic therapies as a full or part time vocation in the United States. A significant change in the demographics of US practitioners has emerged the past few years, due primarily to the financial viability of a career in massage. In the past, individuals who chose massage, bodywork, or somatic therapies as a career were often considered to be choosing an alternative lifestyle. These days the profession is experiencing a more professional image.

While a number of full-time practitioners earn \$40,000 to \$60,000 per year, many individuals in the profession choose to pursue massage as a part-time vocation. As a result, average hours per week devoted to massage is fewer than 40 and median income from the practice of massage therapy is under \$20,000. More than 800 massage therapy schools graduate more than 45,000 trained students each year. Only an estimated 25% of American adults have experienced a professional massage, but that number grows each year. Examples of some Massage Therapist career opportunities are: Massage Clinic/Office, Physical Therapy Center, Chiropractic Office, Physicians Office, Sports Clinic, Tanning Salon, Hair Salon and Spa, Massage Instructor.

START DATES, COST & CLASS SCHEDULES **750 CLOCK HOURS**

Class Start Dates

February 27, 2017

July 10, 2017

October 16, 2017

Class Schedule

Monday - Thursday
8:00 am to 4:30 pm

Student Clinic Schedule

At 16 weeks students begin
performing massages 24 hours per week
on Tuesdays and Thursdays
Times depends on class size

Massages are available for \$35.00
Come see for yourself the benefits
you will be delivering to your own clientele.

COST

Tuition	\$ 8,625.00
Registration Fee	\$ 100.00
Equipment & Books	\$ 2,000.00
<u>Rental Fees</u>	<u>\$ 50.00</u>
TOTAL COST	\$10,775.00*

*The student is allowed **30 WEEKS** to complete this course before additional tuition charges are assessed. Should the student miss more than **32 regularly scheduled hours** of instruction, or attend more than **30 weeks**, the student will be assessed **\$12.00 per hour** for all additional hours required to complete the course requirements and to be eligible to graduate.

When the student pays monthly, a payment schedule will be included on the award letter. Students may pay all or part of the charges in advance without penalty. Payment methods accepted are: Cash, credit card, money order, cashiers check, private loans, scholarships, grants, VA funding, MyCAA, or Title IV financial aid to those that qualify.

FINANCIAL AID IS AVAILABLE TO THOSE WHO QUALIFY

DESCRIPTION & CURRICULUM

The power of touch can help your clients reach a healthy balance between relaxation and revitalization.

Professionals will teach you a variety of massage techniques and treatments. Through the in-depth study of human sciences, you will learn how your clients respond to them. Throughout the program, you may also find yourself becoming more healthy and centered. When you express yourself through a profession you truly enjoy, it shows!

Throughout the seven hundred and fifty hour course, you will learn the theory of massage, followed by hands on applications. You will refine your skills under the direction of professional instructors. Three specific learning styles are incorporated in one or more combinations.

1. Theory of each concept is presented through lecture, texts, PowerPoint, videos and DVD's.
2. Practical experiences in each concept through demonstration and hands on applications are vital to this profession.
3. Headlines Academy also operates a clinic to perform services for the general public.

MESSAGE TEXTBOOKS USED

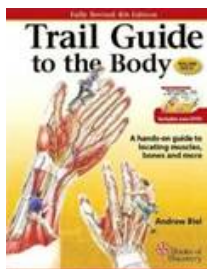
The massage department uses a variety of textbooks throughout the curriculum such as the texts listed below. A current list will be provided to students on the first day of classes.

MESSAGE THERAPY PRINCIPLES & PRACTICES

This textbook will provide you with a strong foundation for a career as a professional massage therapist. This book presents information regarding the structure and function of the body relevant to massage, the basic techniques used in therapeutic massage, considerations for the operation of successful massage business, and a review of a variety of specialized massage techniques.

TRAIL GUIDE TO THE BODY

This book is the best choice for learning palpatory and anatomy skills. This book delivers information about the muscular and skeletal systems in a beautifully illustrated, user friendly way. The segment makes learning the necessary skills for hands on professionals interesting, memorable and easy.



MESSAGE COURSE OUTLINE

HUMAN ANATOMY, PHYSIOLOGY & KINESIOLOGY
244 HOURS

Systems Anatomy & Physiology (150)

- Systems of the Body: Detailed structure and function of all the systems of the human body as they pertain to therapeutic massage. Coursework includes lecture, presentations, and written exams.
- Osteology: Gross anatomy of the bones. Identification of bones of the human skeleton and their related landmarks. Coursework includes; lecture, lab, and written exams with emphasis on palpation.
- Myology: Identification of significant muscles, origins, insertions, functions, shapes and actions. Coursework includes; lecture, lab, hands-on work in building muscles with clay and written exams.
- Case Studies: Focus on common musculoskeletal injuries / pathologies and treatment protocol or referral.

Kinesthetics/Biomechanics: (90)

An in-depth study of interrelationships between joint, joint structure and muscles as movement and activity occur. Both efficient and aberrant movement will be considered. Coursework includes; lecture, hands-on application and written and practical exams.

CLINICAL PATHOLOGY AND RECOGNITION OF VARIOUS CONDITIONS 40 HOURS

An outline of normal and abnormal physiology of the systems and a specific look at the affects of massage on commonly encountered conditions. Coursework includes; lecture, presentations, case studies and written exams.

ADJUNCT TECHNIQUES & METHODS THAT THEORETICALLY COMPLETE A MESSAGE PROGRAM 125 HOURS

- Bodywork Theory, History, Contraindications, Benefits, Precautions, Body Mechanics and Other Adjunct Techniques:
- Preparation for National Certification Boards. Coursework include; lecture, group study, and mock exams.
- Practical Instruction:

CPR/FIRST AID 10 HOURS

MESSAGE / BODYWORK ASSESSMENT AND APPLICATION 260 HOURS

- Swedish Massage Technique Introduction: Proper posture and draping as well as Swedish stroke techniques. Coursework includes; hands-on practice, practical demonstration and written exams
- Neuromuscular Therapy: Treatment based on principles of ischemia, trigger points, nerve entrapment/compression, and postural distortion. Coursework includes; lecture and hands-on application.
- Sports Massage: Specific use of massage techniques to aid athletes in achieving and maintaining optimum performance. Coursework includes; lecture and hands-on application.
- Assisted Stretching: Students perform and assist in stretching exercises to improve client flexibility. Emphasis on proper movement and isolation on muscle being stretched. Coursework includes; lecture and hands-on application.



- **Massage Clinic:** Students will perform massage treatment utilizing all techniques learned under direct supervision of the instructor.
- **Self Care:** Use various methods of stretching, meditation and general wellness to promote a lasting career.
- **Other Integrative Modalities** will be introduced.

BUSINESS PRACTICES AND PROFESSIONALISM 60 HOURS

- **Business Practices:** Introduction to business practices as they relate to the massage profession. Students will develop marketing tools and skills, PR skills and a complete business plan and resume. Coursework includes; lecture, business plan/resume presentation, and written exams.
- **Ethical Relations:** Communication principles and skills necessary to enable healthy professional client/therapist relationships. Coursework includes; discussion, role playing and written exams.

OTHER REQUIREMENTS 15 HOURS

MESSAGE GRADING PROCEDURE

Clinic/Client massage evaluations are completed 3 times during the course of your clinic schooling (approximately 1 time every 4 weeks). Grading criteria will be explained to the class prior to clinic. Grades for clinic are averaged equally with all other practical grades. At a minimum, students are handed a written progress report and scheduled for academic counseling at the end of each Satisfactory Academic Progress (SAP) checkpoint. The final GPA is figured by averaging their SAP checkpoints for 100% of the grade.

Students are tested theoretically weekly and graded. Students must pass ALL theoretical tests in order to be considered for graduation. Students must pass each test with a minimum of 75%. If a student fails a test, there is an opportunity to retake the test the following week. The student will continue to take the test until it is passed with a minimum of 75%. After a passing test score has been calculated into the class completion GPA, all other retakes are recorded, but not considered in the cumulative GPA. Students must complete all work in the areas required with a minimum GPA of 75% to be eligible to graduate

MESSAGE LINENS

Massage students are required to supply and maintain linens for classroom and student salon activities. A list of linens required is included in your "first day" flier. All of your linen supply must be clean, folded, labeled and stored in our common linen closet before class time each day. Linens not in use and laundry bags are kept in the linen closet during class and clinic activities.

MESSAGE DRESS CODE & GROOMING POLICY

- Massage students must shower every day before coming to class.
- **Smokers WILL NOT smoke, or smell like smoke on clinic days or "body work" days as dictated by their instructor.**
- Students will be working closely with their classmates and clients during practical application assignments. It is respectful to have a clean body.
- Long hair must be up and secured during body work.
- Students are not allowed to wear perfume, cologne or aromatherapy oils.
- **School Attire:** All male and female students are required to

wear the following attire to orientation and during all school hours

- Black scrubs, cleaned and pressed
- Top must be short sleeved and loose fitting, allowing for full range of free movement
- Bottoms must be loose fitting, allowing for a full range of movement
- Shoes must be plain black, with no other color on the shoes.
 - ~ Must provide adequate foot support with full toe and heel coverage.

- Long sleeve apparel can we worn under the scrub top if student is cold, but only during classroom instruction, NOT clinic, and at the approval of the instructor.
- During practical palpitation training, students will be informed by the instructor on necessary attire.
- Tattoos that are offensive in nature will need to be covered during clinic.
- Hickies are unprofessional and must be covered.
- You must wear shoes during class and clinic. Shoes must meet dress code standards.
- Fingernails may not extend beyond the fingertip and must be cleaned and filed.
- Jewelry such as rings, necklaces, watches and bracelets may not be worn during school hours. Please leave any valuables in your locker or car.
- Nametags must be worn for all classroom and clinics. Replacement nametags are \$5.00 and must be paid for in advance.
- Student holster and lotion bottle must be worn during clinic.

STUDENTS NOT ADHERING TO DRESS CODE WILL BE SENT HOME UNTIL THEY ARE IN PROPER ATTIRE.

STUDENT CONDUCT

- Fragrances must be kept to a minimum due to possible allergic reaction from students, instructors or clinic clients. No perfume is allowed.
- Students must wash their hands thoroughly before and after working on someone.
- Students will not wear hats or baseball caps, sweaters with hoods or "hoodies" during class room time; however, sweatbands and bandannas are allowed during the practice of massage.
- Students will come to class with necessary supplies. In the classroom, textbooks, notebooks, and writing implements are required. In the practical room, linens and lotions are required. (See massage supplies requirements list)
- Students will not engage in non-consensual contact or physical horseplay.
- Students will not engage in verbal, physical, or sexual harassment.
- Students will not enter areas of the school restricted to school personnel.
- Students will use school equipment in a safe manner.
- The school phone number can be used as an emergency contact number while students are on the premises. **605-348-4247**
- Students will not come to school under the influence of drugs or alcohol.
- Students will be expected to participate in all classroom activities and in both the giving and receiving of massage therapy techniques during practical room training. Students not cooperating will be sent home without discussion.

- Students are required to be attentive, and participate during all classroom and clinical lectures and practices. Students found too tired and uncooperative will be sent home without discussion.
- Students will be expected to be kind, respectful and patient with their instructors and fellow classmates. Treat others how you would like to be treated.
- Students are expected to clean up after themselves both within the school setting as well as the student break room area.
- Food and drink
 - Only small amounts of healthy "snack" foods will be allowed (must fit into a plastic snack bag)
 - No other foods are allowed in the massage classroom, unless for "special occasions" and only with the approval of an instructor.
 - Only water is allowed in the massage classroom,.
- Lunch and breaks
 - Instructors will annotate times given for lunch and breaks on the white boards/calendars
 - Classroom doors will be locked at the end of lunch (usually 12:30 pm) and at the end of each break given
 - All student lunches must be eaten outside the classroom and clinic suites
 - Classroom and clinic suite doors will be locked from noon to 12:20 pm on lecture days
 - No students are allowed in these rooms during these times.
 - All students are required to leave the classrooms during granted break times for at least 5 minutes.
 - Students not back and ready for class by the annotated "end" time, (lunch or break) will be considered tardy as an "unexcused absence". A student incident report will be completed by the instructor, and the student will be informed as to when they may return to class.

STUDENTS NOT PREPARED TO PARTICIPATE IN THE CLASSROOM ACTIVITIES WILL BE SENT HOME

CELL PHONE/LAPTOP

ELECTRONIC DEVICES POLICY

Cell phones, laptops, and electronic devices are NOT ALLOWED in classrooms or clinic under any circumstances!

- Devices may be used on break or lunch and ONLY outside or in the student break room.
- Devices must be stored in your locker or car.
- If you violate this policy, an incident report will be completed by an instructor, and you will be sent home without any discussion following the suspension guidelines as indicated below.
 - 1st Offense = 2 day suspension day of the violation and the next school day
 - 2nd Offense = 4 day suspension day of violation and the next 3 school days
 - 3rd Offense = 2 days added for each violation (6 days, 8 days, 10 days....)
- Suspension will be classified as an "unexcused absence"
- Any offenders must make arrangements to meet with the Massage Committee before returning to class.
- Student will be required to sign documentation of suspension for each violation of policy.
- Documentation of this violation will be filed in the student's permanent record.

MASSAGE ATTENDANCE POLICY

- Missed classes during massage therapy courses can adversely affect your foundation of education at our

Academy.

- The Academy is a clock hour program. To receive credit, students must physically attend classes. 750 hours of attendance is required in the area outlined by the Academy. Only 8 hours of instruction can be recorded in a given day. Your hours are rounded to the nearest 15 minutes.
- You must be seated and ready for class at the appropriate times. This means all supplies available as needed, properly groomed and dressed according to policy and ready to participate & learn.
- Come to school ready for the day. Doors are open to the Academy at 7:45 am, unless other arrangements are made with an instructor. Students who are not seated and ready as indicated above, will be counted as tardy, as will result in dismissal from class as an absence. Student will not be allowed to return to class until the next break. Tardies will be documented on an incident report.
- If a student leaves class or the Academy premises (other than for scheduled lunch breaks or break), it will be recorded as an absence and documented on an incident report.
- When leaving for lunch, back from lunch or at the end of the day, students must clock in and out on the time clock. This is the proof of hours for the day. All students need to clock in/out for the day and at lunch. If a student forgets to clock in/out. Inform your instructor with a written note. The student will be docked 15 minutes for that day. Remember, we record hours of attendance and students will want to guard each hour of attendance by clocking in and out accurately with a fingerprint on the time clock.
- Instructors will inform the student of the start/stop times given for lunch and or breaks by writing the time on the white board in the classroom and the calendar in the massage suite.
- Classroom doors will be locked at the end of lunch and break times. Any students failing to return on time will be locked out of class until the next break and will be counted as absent. Actions taken will be documented on an incident report.
- Absences affect your grade. Students who have absences or tardies will receive a zero for any work due. However, they must still take and pass with a 75% or better to meet graduation requirements.
- If you will be tardy or absent for an emergency reason, please notify the school as soon as possible. When calling in, you must speak to a staff member or leave a message on the attendance line
 - **605-348-4247 Ext. 9**
- You must call in before 8:00 am if you will be late or absent unless you have an extreme emergency reason. After calling 911, call us next. If you do not call in, you will be considered a No Call.
- If we have not heard anything from you for 3 days, we will proceed with the DROP process, and your return of funds calculation will be processed. **This can be very costly to you.**
- In the event that you reach 32 missed hours within your first 13 weeks of school, you will be subject to a review, at which time it will be determined if your situation warrants any of the following:
 - Termination
 - Medical leave of Absence
 - Probationary period
 - Join the next class if there is room
 - Be dropped from the program

ADDITIONAL INFORMATION

Various reasons you may be dismissed from class:

- Cell phone/Electronics policy violation
- Not participating in class
- Sleeping (laying down your head, closing your eyes, nodding off, etc.)
- Refusing to follow directions

include excessive cologne, perfume or oils, inadequate supplies available, dress and appearance violation, etc.)

- Leaving class early (not preplanned)
- Inappropriate language or gestures
- Using physical aggression
- Tardy to class
- Disrupting class
- At the discretion of the Instructor

- Tardy from lunch or break

Destroying property

PROCEDURE FOR ALL PROGRAMS

TRANSFER IN / RE-ENTRY POLICY

Students seeking to re-enter or transfer to the Academy from another college are counseled and evaluated in the same manner followed during admissions of all students. The registration fee for a student who is transferring hours or re-entering is \$150.00. In addition, transfer student's prior training will be evaluated to determine if all hours from the previous training program are acceptable. Comparable hours of training may be accepted depending on type of school and program. However, no hours are accepted for the massage program from any other schools or schooling.

SCHEDULED HOLIDAYS OFF

Headlines Academy is closed for the following holidays each year.

- January 1
- 1 Day for Easter
- Memorial Day
- July 4th (or the day before/after if on a weekend)
- Labor Day
- Thanksgiving Day plus the Friday & Saturday after
- 3 days at Christmas
- Teacher Training days (as scheduled)

STATISTICS FROM OUR MOST RECENT

NACCAS REPORT

Annual Report - Statistics from 2015

Completion Rate 70.67%

Placement Rate = 90.57%

Licensure Rate = 98.08%

STATISTICS FROM OUR MOST RECENT SAFETY & SECURITY SURVEY

(CRIME REPORT) – 2015

Murder	0	Sex offenses	0
Robbery	0	Aggravated assault	0
Burglary	0	Motor vehicle theft	0
Manslaughter	0	Arson	0
Arrests or persons referred for campus disciplinary action	0		0
For liquor, drug or weapons violations	0		0

* Please refer to our website for further
Gainful Employment & Consumer Information

- Unprepared for class (smell of smoke or body odor, to

CLOCK HOURS

All courses at the Academy are measured in clock hours. To earn credited clock hours for course requirements, students must physically attend and perform assignments in the areas stipulated with the minimum course requirements

- 2100 for Cosmetology
- 600 for Esthetics
- 750 for Massage
- 400 for Nails

As required in area outlined by the Academy and the South Dakota Cosmetology Commission. The SD Massage Board requires 500 hours, however our Academy requires 750. Your time is rounded to the nearest quarter hour after the scheduled class time starts or before class time ends. To earn one hour of credit, students are required to physically attend one hour of class.

HOURS SHEETS

Monthly Hour Sheets must be added up and turned in to the Attendance Director no later than the end of the day on the 5th of the month (or the following Monday if the 5th falls on a weekend). If there are any discrepancies from student print outs, the student must put it in writing and attach it to the sheet. After review of the written note, the Student Services Director will meet with the student to come to an agreement. Students will also be advised of any changes that must be made if something is incorrect.

It is important that hour sheets be turned in by the 5th to be included in the Student Ranking and to have credit for hours for the month.

All copies of hours sheets must be submitted to the South Dakota Cosmetology Commission in Pierre before the 10th of each month. If students are late turning in hours, they may not receive hours in the proper categories for the month. If late, students will not be allowed to participate in school activities until hour sheets are turned in.



SATISFACTORY ACADEMIC PROGRESS

POLICY (SAP)

1. **The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the Academy. Our SAP is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by NACCAS and the federal regulations established by the US Dept of Education. All instruction is taught English.**

2. SAP in attendance (quantitative) and academic (qualitative) work is a requirement for all regularly enrolled students of the Academy. A student meeting the minimum requirements in attendance, written exam, practical evaluations, and advancement criteria is considered to be making satisfactory progress of 75%. Students who receive funding through any federal title IV financial aid program must maintain SAP status in order to continue eligibility for such funds. Students without Federal Funding must make SAP also to stay in school.

3. Newly enrolled or transfer students are considered meeting SAP on the first date of attendance and that status is continuous to the first SAP checkpoint, each checkpoint is cumulative and measured from the date the student began training at the Academy through the date of each evaluation.

4. **Evaluation periods are as followed;** All SAP evaluations are based on actual hours. Students are counseled and given a copy of their SAP checkpoint at the end of each evaluation period by the Director of Student services. The students also have access to their grades and attendance through Smartflex.onlinesmart.org and are signed up on the site the first day during orientation. Any student not meeting the attendance and academic requirement (75%) at any point in their program or evaluation checkpoint that may impact financial aid status, are counseled and notified of the status.

- Cosmetology: 526, 1051, 1576
- Massage: 376
- Esthetics: 301
- Nails: 201

5. **Monthly Attendance:** Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress, we will take the actual number of hours completed divided by the total number of hours available. This will give us a percentage that must be above 75%. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The time frame in which a student must complete the educational program that may not be more than **133% of the published length of the educational program measured in academic years**, non-standard terms, or clock hours. The maximum time frame is based on the school's attendance rate. A student that does not complete within the maximum time frame will be allowed to finish the program however will not receive a diploma and will not be acknowledged in a graduation ceremony.

Maximum Time Frame Chart Program

<u>Max Weeks</u>	<u>Max Hours</u>	
Cosmetology	2793	70
Massage	997	41
Esthetics	798	33
Nails	532	13

6. **Monthly grades** are averaged together and included in the evaluation. Students must maintain at least a 75% accumulative attendance average, and a grade point average (GPA) of at least 75% (C), to be considered meeting SAP and eligible to graduate. See grading policy for detailed explanation of how grades are calculated.

The grading scale is as follows:

Excellent	93%-100%	A
Very Good	85%-92%	B
Satisfactory	75%-84%	C
Unsatisfactory	74%-0	D

7. **Warning:** Students who fail to meet minimum requirements for attendance or academic progress at an evaluation period, will be advised and placed on warning until the next SAP evaluation period; with the opportunity to meet SAP requirements at that next scheduled evaluation point.

The student will then set up a meeting with the attendance committee and present their written plan. Students are considered meeting SAP during this SAP evaluation period. During the Warning Period, the student may continue to be eligible for Financial Aid funding.

8. Probation:

The student must re-establish SAP and Title IV aid, as applicable by meeting minimum attendance and academic requirement (75%) by the end of the second evaluation period, or the student will be placed on probation and may lose their financial aid eligibility and be terminated from the program. A student may not be placed on probation two consecutive evaluation periods in a row.

Procedures for re-establishing Satisfactory Progress & re-instatement of aid; If at the end of a warning period a student is not in compliance with the standards of the Satisfactory Progress Policy, **the student will be placed on probation until the next evaluation period and they could lose financial aid eligibility. All appeal documents are maintained in the students file in the financial aid office.**

9. Appeal Process:

You will have an opportunity to appeal this decision in writing. The student will submit a written appeal to the Academy on the designated form with supporting documentation of reasons why the determination should be reversed within 10 business days; this letter must contain information as to the extenuating circumstances leading the student to fail 2 SAP check points in a row. **An appeal may only be granted for reasons of: death of a relative, an injury or illness of the student or other allowable special circumstances (extreme situations that effected the SAP) and what has changed that will allow the student to achieve SAP before the next evaluation period.** If a student cannot submit documentation the appeal cannot be granted. The committee (to be formed and directed by the Director of Education) will review the appeal, and will be approved if it is mathematically possible for the student to meet minimum attendance or academic requirements. The student must be able to meet requirements set forth in the academic plan by the end of the maximum time frame. If approved the student will be placed back on warning status immediately. The student must meet minimum requirements by the next evaluation period or they will be terminated. All results and documents of a student appeal are kept in the students financial aid file in the FAA office.

10. Re-Establishment of Satisfactory Academic Progress

Student may re-establish Satisfactory Progress by following a prescribed plan, which may include extra assignments. However, the Academy cannot guarantee that all federal, state, or private funds that were scheduled to be awarded will still be available. A student may not appeal more than three times during the length of the program (one time for Nail Tech, Massage and Esthetics). **If denied appeal of probation, the student will be terminated and lose Title IV funds eligibility.** The Academy will review the appeal documents and will contact the student within 30 business days as to their decision. Students deemed not maintaining SAP may have their Title IV funding interrupted, unless the student prevailed upon appeal of the determination that has resulted in the status of probation. The status of

a student appeal cannot be reversed, but is required to being placed on probation.

11. Students meeting minimum SAP requirements at any checkpoint will continue that status until the next checkpoint. A student must meet SAP requirements at least one time before mid-point of any course. Additionally, satisfactory progress must be verified at all evaluation periods before any financial aid is disbursed.

12. Allowances/Appeals may be made for unusual/extreme circumstances, but the maximum time frame to complete, not including leaves, is 1.33 times the normal program length.

13. **Leave of Absence-** Students may miss up to 10% of scheduled hours without being assessed additional tuition fees. Students who have serious or emergency reasons may request in writing a leave of absence from 1-180 days without additional tuition assessment or loss of SAP status. If enrollment is interrupted for a LOA, the student will return to school in the same progress status as prior to the LOA. A LOA may extend the student contract period and maximum time frame by the same number of days in the LOA. Financial hardship leaves are not permitted; make sure you are financially stable before starting classes at the Academy. Maximum time frame for LOA is 180 days.

14. **Headlines Academy** does not have a policy for NONCREDIT, REMEDIAL COURSES, REPETITIONS Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

15. **Transfer Hours** With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of the accumulation of maximum hours needed for the state of SD and for the purpose of determining when the allowable maximum time frame has been exhausted. The SAP evaluation periods are determined by the hours the student is contracted for at the Academy.

16. A student who has temporary interruptions or withdrawals from school, then applies to return will return with the same SAP status as the last date of attendance. Incomplete, repetitions and remedial courses do not apply at the Academy.

PRE-QUALIFICATION FOR LOAN CHECKS

Students will be checked for pre-qualification at 30 days and at the midpoint of their respected next SAP checkpoint.

- 30 Day pre-qualification
 - At 30 calendar days students that have missed more than 15% of their scheduled attendance will have their first distribution broken up into two payments. The first one will be at the 30 calendar day mark and the second at:
 - 262.5 for Cosmetology - 150 for Esthetics
 - 187.5 for Massage - 100 for Nails
- If a student is going to receive money back from a credit on their account, it may also be divided up into two separate payments.
- If at any time a student's attendance is irregular, or less than consistent, financial aid checks may be divided up to budget living expense funds.

APPROVED LEAVE OF ABSENCE

& ALLOWED ABSENCES

Students may miss a percentage of scheduled hours without being assessed additional tuition fees. Students who have serious or emergency reasons may request, in writing, a leave of absence from 1 to 180 days without additional tuition assessment and or loss of SAP status as long as such reasons are approved by the Attendance Committee and documented appropriately. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence. Medical documentation, along with our provided LOA form must be provided for review. Financial hardship leaves are not permitted; make sure you are financially stable before starting classes with our Academy.

Course incomplete, withdrawal, repetition, and non-credit remedial courses: a student who has temporary interruptions or withdraws from school, then applies to return will return with the same SAP status as when withdrawn. Incomplete repetitions and remedial courses do not apply at the Academy.

Students are given hours during schooling that can be used at their discretion; vacation, sick time, time off - use these hours wisely in case you are not eligible for a leave of absence. Hours are as follows:

- Cosmetology – 220 hours
- Esthetics – 60 hours
- Nails – 40 hours
- Massage – 32 hours

WITHDRAWAL & SETTLEMENT / REFUND POLICY

- I. An applicant not accepted by the college, shall be entitled to a refund of all moneys paid.
- II. If a student, or in case of a minor student (his/her parent or guardian), cancels his/her enrollment contract and demands his/her money back in writing within three business days of the signing of the enrollment contract all monies collected by the school shall be refunded. The postmark on written notification will determine the cancellation date or the date said notification is delivered in person to the Academy's business office whether or not the student has or has not begun training.
- III. If student cancels, or in case of a student under legal age (his/her parent or guardian cancels his/her enrollment contract three days after the contract but prior to class start date he/she shall be entitled to a refund of all moneys paid to the college less registration fee of (\$50 Cosmetology) (\$100 Massage/Esthetics) (\$200 Nails). The Academy does not charge or require an application fee to submit an application for school, but a registration fee is required to start.
- IV. *For students who enroll and begin classes, the following refund policy will apply: (Enrollment time is defined as the time elapsed between the class start date and the date the student officially withdraws from classes.) A student is considered officially withdrawn when one of the following applies:*
 - a. Official withdrawal: The student notifies the college of the date the student intends to withdraw. Such notification must be in writing, to which the postmark determines the date and mailed to the Financial Aid Office, or delivered to the Admissions Director in person. In the case of the student being on an approved leave of absence and does not return from the leave, the documented date for return is the date of determination; or if the student notifies the institution they will not be returning.
 - b. Official withdrawal: If the student has been expelled, the date the college notified the student in writing by mail to which the postmark determines the date, or in person to the Admissions Director, is the official date of withdrawal.

Any student who fails to maintain Satisfactory Progress, outlined in Academy Student Handbook, will be terminated and lose financial aid eligibility. If the student has been expelled for breaking the Academy policies, it is still considered a drop/withdrawal and the student is subject to all cost involved with the withdrawal.

c. Unofficial withdrawal: The student has not attended classes for 30 days, is not on an approved leave of absence, and has not notified the college of withdrawal. The withdrawal date will be the first class day after the 30 days have expired.

Official cancellations or withdrawals as stated in (a), (b), or (c) above the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person. A Headlines Academy withdrawal form can be requested from the admissions office, and will be used as an official date once turned in to the Admissions Director.

- V. Moneys due to the applicant or student shall be refunded within 45 days of official withdrawal date.
- VI. No refund will be made on the balance of books, equipment, and fees. Refunds pertain to tuition only. Fees, books, equipment and other purchases made by the student are non-refundable.
- VII. Added costs incurred to collect a delinquent account, will be added to student's balance. If a student fails to meet his/her tuition obligation as outlined in the enrollment agreement, the student will pay the cost of collection, including reasonable attorney fees. The student's account will likely be turned over to a collection agency if monthly payments have not been paid for 30 days. Student allows the school to release any data they have provided the school to a collection service.
- VIII. In the event the college cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: #1 Be provided with a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school. #2 Provided with completion of the course and/or program. OR #3 Provide a full refund of all monies paid. If a course is canceled prior to instruction, student is fully refunded.
- IX. If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school will make arrangements for the student in the form of a pro-rata refund. The school does not participate in a Teach-Out Agreement should the school close or cease to offer a program.
- X. An administrative fee of \$150 is assessed to students who drop, withdrawal, or are expelled prior to graduation or completion of course. This is to cover the cost of processing paperwork and is considered in calculating monies due to the college. Monies due to the college are to be paid within 30 days of withdrawal.
- XI. If a student takes an approved leave of absence (allowed for medical, family emergency or other serious circumstances), cannot exceed 6 months. The student may take up to 2 leaves during the program. If a student fails to return from a leave of absence, the student will be terminated from school.
- XII. Examples of the application of the refund policy are available upon request from the financial aid or admissions office. If you are considering a withdrawal we recommend requesting an estimate so you are aware of your charges before withdrawing from the Academy.
- XIII. A withdrawal calculation of the amount of tuition based on actual hours fees, and equipment that is owed to the school will be completed based on the following schedule. We will

then do a calculation to determine how much of the Federal Funds were actually earned by the student based on how many hours were scheduled divided by how many hours were in the payment period. These funds may have originally been applied to the students account, however if the school has to return these funds, on the students behalf, they are no longer considered a payment on account and will be added back to the balance owed.

- XIV. For students who enroll in and begin classes but withdraw prior to course completion, the following schedule of tuition earned applies. All refunds are based on actual clock hours attended. When situations of mitigating circumstances are in evidence, it will be taken into review wherein the refund to the student may exceed the tuition adjustment guidelines to follow. A written request is required, and will be reviewed by the president:

Percentage of time Of Actual hours to Total Length of Course	Percentage of Total Contracted Tuition Amount due to College
.01% TO 4.9%	20%
5% TO 9.9%	30%
10% TO 14.9%	40%
15% TO 24.9 %	45%
25% TO 39.9%	60%
40% TO 49.9%	70%
50% AND OVER	100%

- XV. Return of Title IV Funds: Pell Grants and Loans may have to be returned according to our Return of Title IV regulations.
 - A. Using scheduled hours, students must complete over 60% of the payment period in order to not have to return any funds. If this percentage is lower than 60%, Pell Grants, Subsidized Loans, and/or unsubsidized loans may have to be returned by either the school, or some instances, the student must return funds. An overpayment alert may be placed on the student's financial eligibility, preventing them from receiving any further financial aid at any Educational Institution.
 - B. Funds are returned in the following order: 1st Un-Sub Loans, 2nd Sub Loans, 3rd Plus Loans, 4th Pell Grants.
 - C. Unearned funds will be returned no later than 45 days after the date of determination that the student withdrew.
- XVI. Post Withdrawal Disbursements: If the student withdrawals prior to the issuance of the Federal funds, the school is required to perform a special calculation (R2T4) to determine whether any of the Pell Grant funds or Direct Loans had been earned. In some cases, some Pell or Loans are earned, but not received. In order for the school to request the earned portion of the funds, the school will request the student's permission. If the student approves the post withdrawal disbursement, the school will request and receive the funds that you earned. The funds would then be applied to the students account and any excess money, money not needed to cover the allowable tuition charges, will be sent to the student. If there is a currently owe a balance to the school, that balance would be reduced by the funds received from the post-withdrawal disbursement. If the student denies the disbursement, the funds will not be sent to the school. If already due a refund, it will still be sent, but only based on the funds paid prior to this notice. If still owe a balance to the school, then that balance will remain the same.
- XVII. Any student receiving Federal Student Loans must complete a Financial Aid exit interview www.nslsds.edu.gov or www.studentloans.gov.
- XVIII. Our withdrawal and settlement policy applies to all terminations for any reason, by either party, including student decision, course or program cancellations, or school closures.

FINANCIAL AID

1. Being an accredited college, we are able to accept and participate in state, federal and private financial aid programs, as well as Veteran's Assistance (VA) and Vocational Rehabilitation Benefits.
2. The FAFSA "Free Application For Financial Student Aid" is used to determine eligibility for students. Federal grants and loans are administered according to the US Department of Education requirements. Selection and eligibility for other grants, loans and scholarships are established and administered by each individual agency.
3. To apply for the FAFSA go to www.fafsa.ed.gov and use our school code number #016231 to have your financial aid information sent directly to our financial aid office. At that point, the Financial Aid Director will mail you an award letter or call to set up an appointment to review your eligibility. Assistance is available in filling out the FAFSA and applying for other forms of financial aid.
4. Go to www.studentloans.gov to complete your Direct Loan Entrance Counseling and your Direct MPN Master Promissory Note. These must be completed before any Direct Loans are disbursed
5. We work with each student to determine the financial aid sources available to him or her. You may also be eligible for an Academy Scholarship. We suggest you set up an appointment at least 15 days prior to class start date to ensure your aid is processed and ready. Although we recommend 15 days, we can have estimates ready the same day, and results within 3 days.
6. Throughout enrollment students are responsible to maintain satisfactory progress (SAP) for academic and attendance progress. Please read our policy (included in this handbook) carefully.
7. All loans must be repaid, even when the student does not complete the program, and in that case, some grants, loans and scholarships will have to be returned as well - without payment options.
8. Financial Aid is earned in conjunction with program hours completed. Read and understand the Cancellation & Settlement Policy before you begin classes. Student may have to return parts of the loans if not enough completed hours.
9. In school scholarships will only be paid out after all requirements are completed and account is paid in full. This includes Loan Exit Counseling. Any Academy Scholarships will be withdrawn if you take a leave of absence for any reason.
10. Need based federal aid are Pell Grants, student and parent loans through the federal Pell Grant and Direct Loan Program.
11. Non-need based aid: The school offers an incentive grant of \$200 for students that complete their paperwork and pay their registration fee 30 days before class starts. The school also offers a \$500 Multi-Program Grant for students who enroll in another of our programs. Example: a student that graduates from Massage and then enrolls in our Esthetics program. These grants are deducted from each student's account upon completion of the program.
12. Determination of eligibility: Eligibility is accomplished by packaging all aid the student is eligible for with the expected family contributions (EFC) and then applying the total to the schools total cost of attendance. Total cost minus EFC equals students eligibility. Student's eligibility may change after awarding, should it change the student may qualify for other financial aid. Distribution of aid: Aid is awarded to all students who qualify and complete all requirements of the application process. The Academy has no deadline.
13. Students have the right to apply for all financial aid available and to refuse or cancel any eligibility or disbursement of aid. It is the student's responsibility to fulfill all of the Academy's requirements prior to receiving any disbursements of financial aid, as well as to use any financial aid to cover tuition and related costs of attending the Academy's educational programs. Students who apply for loans must attend or complete entrance and exit counseling and understand that all loans must be repaid in accordance with the lenders payment schedule.



RULES & REGULATIONS FOR ALL PROGRAMS

HOUSING

The Academy does not own student housing, but can supply lists of possible housing upon request, as well as information on finding roommates.

COUNSELING SERVICES

We offer academic, career placement and individual counseling should you have a personal crisis during enrollment. Our staff is always ready and willing to help or will help find professionals within our community. We encourage students to sign up with an instructor at their posted counseling times.

JOB PLACEMENT

The Academy will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness/business classes, but the Academy **does not guarantee job placement** in a position of employment upon completion of this contract. For our current Placement Rates see our Web site

We maintain placement service, which is available to graduating students and past students. Area salon managers contact the school and leave information about job opportunities currently available. A placement service flyer is made and placed on a student "Jobs Bulletin Board". We also arrange for salon owners and managers to speak to the students when they are looking for new employees. In addition, we direct the employer to post openings on our Headlines Academy Facebook page. Job counseling is available with the Director upon request. (Job placement is not guaranteed).

ACADEMY SCHOLARSHIPS

Scholarships can be awarded to students to be applied toward any tuition owed on the student's account upon completion of all program requirements. Please ask for a scholarship application from our office.

NON-DISCRIMINATION POLICY

This college does not discriminate on the basis of age, sex, race, ethnic origin, color or religion. Headlines Academy is a private institution and reserves the right to reject applicants who seem unable to adapt to the profession they are applying for. We will not tolerate harassment of any kind. We strive to treat everyone with utmost respect.

STUDENT PRIVACY & ACCESS POLICY

Adult students and parents of minor students have the right to inspect and review information in the student's file. Notify the financial aid office in writing, listing the documents you want to inspect. The financial aid office will prepare the documents for you or set up a time for you to review the file within business days from the date the written request was received. Should more than five letter size documents be requested from student's files, a fee of \$1.00 per page will be assessed for the preparation of each additional page.

The Academy complies with the FERPA policy in handling information contained within the student files. In most cases, students or parents must sign a release for each request of information to another party. However, in some cases, your information may be sent without your release to certain official agencies. State Board of Cosmetology, Government agencies, our Accrediting agency and our CPA/auditor have access to student files at any time. A copy of the FERPA policy is provided at the student's admission interview.



GRADUATION REQUIREMENTS

COURSE COMPLETIONS & LICENSING

Students must maintain satisfactory academic and attendance progress according to our SAP policy to be eligible to graduate. The following must be complete in order for the student to receive a diploma and be eligible to graduate.

- All course requirements have been satisfied with a minimum of 75% GPA
- Hours complete within 133% of the published course length. Course length is defined as the amount of time required to complete the course without absences.
- Students must have attended at least 75% of all hours scheduled at each SAP checkpoint to be eligible to graduate. The 75% will be calculated on a cumulative basis.
- Complete all required practical and theory assignments, as well as all other assignments.
- Complete loan exit counseling if applicable.
- All monies owed to the Academy paid in full.

Upon completion of all graduation requirements, Cosmetology, Esthetics and Nail Technology students will then be eligible to take a state board exam for licensing with the South Dakota Cosmetology Commission.

Massage students will be eligible to take the national test through the MBLEx. Upon completion and passing the national test, massage students will be required to bring a copy of their pass/fail certificate to the Admissions Director in order to receive their diploma for completion of the massage program.

REQUIRED ASSIGNMENTS

Students will participate in actual public student salon practical assignments, cleanup duties at the end of each day and other required

clean up days under the direction of faculty as part of training. Students and Staff are responsible for any cleaning and/or janitorial work throughout the building if asked to do so. Refusal to take or complete student salon or classroom assignments will result in a zero for the assignment in application of grades. Students may also be sent home for the day.

SAFETY & SANITATION

Staff and students are required to observe all safety and sanitation rules described by the Academy in accordance with Local, State and Federal Laws and Rules. These include, but are not limited to, the South Dakota Cosmetology Commission and OSHA.

Cosmetology, Esthetics and Nail students are responsible for their working stations and equipment to be in compliance with the SDCC at all times. State Board inspectors will visit the school and evaluate each student's work area on an individual basis. Student workbooks, hour sheets and student licenses must be in the school at all times when in attendance.

DISCIPLINARY & TERMINATION ACTIONS

Students will agree and understand that should they violate any of the Academy rules or policies, or be found guilty of misconduct the Academy may take disciplinary action against the student and suspend or terminate the student from the program. The student should understand what constitutes misconduct and the appropriate sanctions are at the sole discretion of the Academy. Drop fees will apply should the student be terminated by the Academy for whatever reason, including but not limited to misconduct.

CONDUCT POLICY

Inappropriate conduct such as swearing, arguing and loud or unsuitable discussions with or around staff, other students or especially our clients will not be tolerated. Inappropriate grooming or apparel, theft, deceit, or any behavior that the Academy deems as misconduct will be considered during application of grades at minimum. Any student making a disruption will be asked to leave as to not disrupt the education of other students. Students may also be asked to write a statement regarding the matter. Any student refusing to do any service may be sent home and are subject to disciplinary action which may include suspension.

SMOKING & LITTER POLICY

Absolutely NO SMOKING in front of the building. No smoking within 50 feet of the back door. Headlines Academy has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff and visitors while respecting individual choice. We do our best to be consistent with these concerns. A smoking area with picnic tables and discard buckets is set up outside the back of the building across the parking lot.

Cooperation and consideration between smokers and nonsmokers are necessary to assure the successful implementation of this policy. All members of the Headlines Academy community are responsible for observing the provisions of this policy on smoking. Persons found in violation of the policy will be subject to a warning or a \$25 fine. The cigarette disposal container are provided as a convenience and needs to be cleaned and maintained by the smokers.

Litter including cigarette butts creates an unsightly campus and reduces its appeal to students, staff, faculty and visitors. Litter and cigarette butts on the ground will not be tolerated and a \$25 fine for littering may be imposed.

CHEATING

Any student or students caught cheating during a test will be asked to leave the classroom and punch out until 15 minutes prior to the student salon opening. The students will also receive a zero for the test and any

other classroom assignments that day. Students will be required to take and pass the test during makeup testing however the grade will not be taken into account when calculating GPA. (Please see grading policy for more details.)

Students are on occasion asked to work in groups and consult with one another for answers. Working together and helping each other out is encouraged HOWEVER, sharing an assignment and allowing a student to copy your homework is considered cheating and both or all students involved will receive a zero for that assignment.

ILLEGAL DRUGS OR ALCOHOL

Students and staff under the influence of illegal drugs and/or alcohol during school hours is a serious offense and is grounds for permanent dismissal. Use before school or during lunch is NOT ALLOWED; this includes any use in our parking lots. Be aware of any prescription drugs that may affect your judgment, please confer with your physician. If use of illegal drugs or alcohol is in question the student or staff will be confronted, and may be asked to take a drug test. Refusal to do so may result in termination or expulsion. A drug & alcohol policy is handed out at the time of interview.

STUDENT RECRUITMENT

As an accredited school it is the policy of the Academy that we do not recruit students already attending or admitted to attend another school offering a similar program of study.

CELL PHONE POLICY

Headlines Academy allows LIMITED USE of cell phones in the classroom and on the salon floor. The academy encourages students to use their cell phones in a way that enhances their education and helps build their business.

During all Academy hours student cell phones MUST BE ON SILENT (not vibrate), as to not distract others. Every student must sign the cell phone usage agreement before they are allowed to use their cell phone in the classroom or on the salon floor.

Cell phones may be used for the following:

- Booking and re-booking salon guest appointments
- Taking before and after photos of work
- Showing guests prior work & researching ideas during consultation
- Advertising availability on social media sites
- Checking appointment schedules
- Research for homework assignments
- Listening to music with ear buds during testing
- Other activities as instructed by staff

Cell phones may NOT be used for the following:

- Phone calls in the classroom or on the salon floor
- Personal text messaging
- Use of social media sites for personal purposes
- Games
- Any other activity not deemed educational by an Instructor

CLASSROOM

Cell phones are to be face down on the desk or table, or in student apron pocket. The Instructor leading the class for the day will dictate whether or not a cell phone needs to be put away during certain times of instruction, such as testing.

Cell phones are NOT allowed in the Core Classroom, unless an Instructor dictates so for a specific learning lesson.

SALON FLOOR

Students may keep their cell phones in their apron pocket or in their station drawer.

As part of this policy, ANY instructor or staff member has the right to ask a student to show their cell phone to check for activity. All instructors & staff have the right to implement the following loss of privileges for either refusal to show phone OR improper use.

1st Offense – Student loses cell phone privileges for 1 week

2nd Offense – Student loses cell phone privileges for 1 month

3rd Offense – Student loses cell phone privileges for remainder of time at the Academy

IF A STUDENT ABUSES THE CELL PHONE POLICY, HEADLINES ACADEMY HAS THE RIGHT TO REVOKE PRIVILEGES ON AN INDIVIDUAL BASIS.

THEFT OR STEALING

Theft or stealing from other students, the Academy, or clients is taken very seriously and may be grounds for permanent dismissal. We have a NO TOLERANCE policy for this type of behavior. A withdrawal calculation will be completed and you will be required to pay all monies due within 30 days. This can be a very costly mistake.

All purchases for retail, services, kit items, gift certificates must be made through a staff member. Lockers are provided; please use them for any valuables you must bring with you for the day. Students are encouraged to use a book bag that will accommodate a paddle lock to store cash, jewelry or any other valuable possessions. It is suggested that students do not bring valuables to school. Should something come up missing, it is negligence on your own part for not locking it up and should not be brought up for accusations.

CAMPUS SAFETY POLICY

It is important to Headlines Academy that all students and members of our staff be safe at all times. If any conduct or situation arises that puts any of our students or staff in any type of threatening or possibly dangerous situation Headlines will contact the Rapid City Police Department, which is located 2 blocks from our campus. A complete Campus Security Policy is given during the interview process.

FIRE EVACUATION POLICY

There are 5 fire extinguishers on the school premises. There locations are as follows:

SALON FLOOR - west wall of rear of salon

SALON FLOOR - south wall of the shampoo area

SALON FLOOR - reception area near the west door

STUDENT BREAK ROOM - north wall next to the classroom door

MESSAGE/ESTHETICS HALL - east wall next to massage clinic

SHOULD THERE BE A FIRE IN THE SCHOOL

CLINIC - use the front door or rear door depending on your location and meet at the rear of the school in the smoking area.

RECEPTION - use the front door and meet in the smoking area at the rear of the school

STUDENT BREAK ROOM - use the front door or rear door depending on your location and meet at the rear of the school in the smoking area

Always go in the opposite direction of where the fire is, depending on your location. If necessary, use a different route than the one listed above.

- Students need to escort clients from the building
- Don't try to save any personal belongings
- Instructors will make sure no one remains in the school. They will also take the appointment and attendance book with them when exiting the building.
- EVERYONE will meet at the rear of the building in the smoking area.

PARKING POLICY

Headlines Academy rents a parking lot 1 block away from our location. It is located 1 block east, directly across from the Black Hills Federal Credit Union on Main Street. This parking lot is a private lot for the convenience of students under contract, so the main parking lot can be utilized by our guests. Students are not allowed to park in the main lot or behind the building.



Student cars in the Tuscan Square parking lot, behind the building, along the road or in front of any businesses will be towed. **WARNINGS MAY NOT BE ISSUED - YOUR CAR WILL BE TOWED** if it is located in any of the non parking areas. We need to respect the other businesses and customers that need to utilize the parking lot. Please do not ask, we cannot be flexible.

Upon enrollment, you will be issued a numbered permit to be displayed in your car. This will be given to you on your first day of class. You are able to move this tag from car to car. Additional tags are available at the cost of \$10. Cars located in the student parking lot without a parking permit will be towed.

COMPLAINT OR GRIEVANCE POLICY

Staff and faculty endeavor to take all possible action to resolve any grievances or complaints brought to the attention of the Director of Education or any other staff or faculty member. If you feel your concerns have not been handled appropriately, please write a letter to the Academy President and bring it or mail it to the Financial Aid office. The mailing address is: **333 Omaha Street, Suite 7
Rapid City, SD 57701**

We will set up an appointment, if appropriate, or answer the complaint within 5 business days of receiving it. Please be assured that most student issues are handled within the day of receipt, but some may take longer to evaluate and resolve in a way that is beneficial to the student, yet within the Academy's program requirements. If the student cannot resolve the complaint at the Academy, the following agencies may be contacted :

South Dakota Cosmetology Commission
500 E Capital
Pierre, SD 57501

Phone: 605-773-6193

Or NACCAS
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
Phone: 703-600-7600

Please keep in mind there are many school rules and policies that may change during your time in school, and they are not regulated by either of these agencies.

ATTENDANCE POLICY

COSMETOLOGY, NAILS & ESTHETICS

A Message from the Instructing Staff: We have so much to share with you - please don't waste a moment - this is your education & future.

Absences or tardies may become necessary during your enrollment at the Academy. If so, please trust that we will treat absences with understanding. It is our desire that you are able to successfully build a clientele during your enrollment. Building a clientele will be a measure of your success and dependability that will be useful for job references.

Each experience with a client furthers your knowledge. We are grateful to and value each client's participation in your education. Please help us further the respect we have established in our community. Offer that respect to the staff and your fellow classmates, as we and they are all counting on you.

ATTENDANCE COMMITTEE

The Academy has formed an Attendance committee that makes the decisions regarding attendance policies, student attendance and suspensions, length and dates of any suspensions and any other issues relating to attendance at Headlines Academy. The Attendance committee may be comprised of the Academy's owners, the Student Services Director and the Director of Education

GENERAL ATTENDANCE GUIDELINES

Students at the Academy are required to have at least an 85% attendance rate. Student attendance is calculated on a monthly basis. Any and all absences are considered to be an absence; there is no difference between an excused or unexcused absence. Students who do not maintain an 85% attendance may be put on probation or terminated from the Academy.

ATTENDANCE SCHOLARSHIPS

Students who meet or exceed a 90% attendance for the calendar month will receive a \$50 ATTENDANCE SCHOLARSHIP! This scholarship will be posted to your student account and will be paid toward any student loans after graduation. If student is a cash paying student, the money will be paid directly to them upon graduation from the Academy. Once your \$50 scholarship is earned & credited to your account, it cannot be lost unless you fail to graduate.

If a student is on Leave of Absence for any part of the month, they do not qualify for the \$50 attendance scholarship.

CORE/BASICS

Missed classes during your basics/core and other classroom schedules can adversely effect your foundation of education at our Academy. An abundance of knowledge is offered in your first 12 weeks in order for you to grasp our concepts and strategies that are used throughout the program. Any student missing more than 10% of their scheduled hours during basics/core training may be asked to repeat the class again.

During core/basics training, students' attendance will be reviewed every 2 weeks.

ADVANCED SKIN CARE CLASSES

Students are scheduled in the first available European Skincare class, as well as scheduling an instructor to personally teach you with a small group of students. If you miss ANY part of that class, you will be required to retake it the next time if is offered. If so, there will be a \$50 cost per service segment (i.e. spa facials) to attend the next class.

This class is a requirement for your graduation at the Academy.

MICRODERMABRASION CLASS QUALIFICATIONS

Students who meet the following requirements are able to attend the and become certified in Microdermabrasions. Qualifications are:

- Must have at least 880 hours
- Passed the 64 hours of European Skincare classes
- Have at least a 90% accumulative attendance

DAILY HOURS

The Academy is a clock hour program. To receive credit students must physically attend classes. The Academy and the South Dakota Cosmetology Commission requires 2100 hours of attendance. Only 8 hours of instruction can be recorded in a given day, except Thursday optional extended hours. (Please see Extended/Extra hours section.) All student hours are rounded to the nearest ¼ hour.

THEORY CLASS

Please be seated in theory class **ON TIME**, on scheduled days. The classroom door closes as soon as class begins and you will not be permitted in or out once the doors are closed.

Theory schedule is as follows:

Monday - 8:00 am to 8:50 am
Thursday – 8:00 am to 8:50 am
Friday - 8:00 am to 8:50 am

You must be prepared for class, this includes having your hair, makeup, attire, books, and supplies in order. If for any reason you are not on time or not prepared, you may not be permitted into class and will need to clock out until 8:45 am.

The Academy doors open no later than 7:45 am Monday, Wednesdays, Thursdays & Fridays and 11:15 am on Tuesdays.

STUDENT SALON

Students need to be on the student salon floor when it opens for the day. The schedule is as follows:

Mondays	9:00 am
Tuesdays	11:45 am
Wednesday	Based on ACE schedule
Thursdays	9:00 pm
Fridays	9:00 am

If for any reason you are tardy, or are pre-planned out, you must check in with the front desk as soon as you arrive so we are aware that you are here and available for your client appointments.

Client appointments begin at the above listed times, so students are to have their station and service area set up and ready to go **BEFORE** the appointment time. If a student does not have an appointment, they must be set up for mannequin work at their or any mannequin station.

LEAVING THE PREMISES

If you leave class or the Academy premise (other than for your scheduled lunch break or break) notify an instructor and the front desk of the time you are leaving.

CLOCKING IN & OUT

All students need to clock in and out for the day and in and out for lunch. If a student forgets to clock out for the day, the computer will go back to the last activity for their clock out time. **Forgetting to clock in and out may cause you to lose hours for the day.** Notify the Attendance office with a note **written by your Instructor** if you did not clock in and out for any reason.

If a student forgets to clock in/out for lunch, then the student will be



docked a minimum of 15 minutes. We try to give students two 10 minute breaks (one in the morning and one in the afternoon). If a student follows the rules for breaks, the student will not lose time for breaks. If the student takes more breaks that what is allowed, longer breaks than allowed, is in the break room while on the clock & not signed out for break, the student's break times **WILL BE DOCKED** from those days' total hours. Remember, we record your hours of attendance and you will want to guard each hour of attendance by clocking in and out accurately.

Students do not begin earning hours until their time of arrival has been recorded. Students must give themselves enough time to put away coats, bags, and purses and have hair and makeup done **BEFORE** clocking in. Once clocked in and receiving time students are to proceed to their assigned area for the day.

It is State Law that you only earn hours once you have checked in on the time clock. You need to clock in or out on the time clock at the beginning of each day, for lunch breaks and at the end of the day. This is your way to prove your hours for the day. Remember, we record your hours of attendance and you will want to guard each hour of attendance by clocking in and out accurately with your fingerprint on the time clock.

Please keep in mind that there is **NO** South Dakota Labor, SD Cosmetology Commission or school law that requires a business to give staff or student breaks or lunches, unless you require it for breast feeding, or pumping. We would never prevent you from doing this, however we are not required to let you stay clocked in to do so. Please schedule this with the front desk so we can find a place for you.

DRESS CODE

If a student is not prepared for the day; hair, makeup, attire, etc the student we be asked to punch out and correct the issue(s) and be punched back in no earlier than 15 minutes prior to student salon opening time.

If a student does not return properly prepared, it will be considered an absence. If you would like a second opinion on your dress code, please feel free to ask the Director of Education or Student Services Director. You may also use or be asked to use a smock to cover up for the day. It is always a great idea to bring a change of clothes, shoes and makeup to have on hand.

PRE-PLAN OUT SLIPS

If a students plans to be absent during any time at the Academy, a Pre-plan out slip is to be filled in, approved by an instructor and turned in to the Attendance office at least 48 hours in advance of the absence. Pre-plan slips allow the Academy to plan for clients on the student salon floor, as well as specialty and advanced classes.

PRE-PLAN IN SLIPS - EXTENDED & EXTRA HOURS

The Academy does offer extended student salon hours on Thursday evenings and Saturdays. These are optional days that students must pre-plan in to attend. The Academy requires a minimum of 8 students in order to assign an instructor and front desk staff member. Pre-plan slips for Thursdays and Saturdays are due on Fridays at least 2 full weeks prior. Keep in mind that these days are a privilege.

If a student is coming in on an extra day - Thursday evening or Saturday, the student is required to fill out a pre-plan in slip with the Attendance office. Pre-plan in and out slips are available in the administrative hallway.

If you pre-plan to come in an extra day and do not come in, regardless of the reason, this absence results in loss of privilege to pre-plan in for future extra days. Example: if a student pre-plans for a Saturday and fails to attend, that student will be unable to pre-plan for future Saturdays. A student may however, find a student or 2 students

to cover their pre-planned shift. In the event that a replacement is found, the student(s) covering the shift will need to fill in a pre-plan slip and turn in to the Attendance office specifying the students who's shift they are covering as soon as possible. If a replacement is found, the student will not lose the privilege of pre-planning in for future extra days. After the Academy has received 6 or more pre-plan slips for a given Thursday evening or Saturday, any additional students may also pre-plan in any time up to the day before **if** they have appointments to add to the schedule.

If a student is not pre-planned in for a non-regular day (Thursday evening or Saturday) they cannot receive hours for that day. HOWEVER, students may check with the front desk or Attendance office to see if any additional help is needed at that time, and with their approval special permission may be given for the student to punch in for the additional hours as needed.

CALLING IN - ATTENDANCE LINE

Any student that will be absent or tardy for ANY reason is required to call **605-348-4247 Ext. 9** When calling you must clearly state your name & the time you will be arriving if late. Students are to call in **NO LATER THAN 8:00 am** on Monday, Wednesday, Thursday and Friday and **NO LATER THAN 11:30 am** on Tuesday.

On theory class days, students will not be allowed into the theory classroom once the doors have been closed and class has begun. If the classroom doors are closed, students are not allowed to clock in for the day until 15 minutes prior to the student salon floor opening time.

TARDY

If a student has called in before 8:00 am or 11:30 am to say they will be late and they have arrived before 9:00 am or 11:45 pm, it will be counted as a tardy. If student cannot be present by that time, a second call must be made to the attendance line stating the new time of arrival.

If a second call with the change has not been made, student will be considered absent for attendance purposes. However, the student is not excused for the day and must check in at the front desk, as well as with the Attendance office as soon as they arrive at the Academy.

If a student has earned a Good Seed slip and is no more than 15 minutes late, they may enter the theory classroom at the discretion of the theory class instructor or the Director of Education if, for some reason, the doors weren't closed promptly. If the doors are closed, students may NOT open the doors or interrupt class.

GRADES - TESTS & MAKEUP TESTS

Absences do affect your grades. Students who have absences or tardies can receive a zero for theory assignments, testing and practical work for any days missed. If a student has an absence on a test day the student will receive a 10% deduction on their test grade. The test must be made up during the posted makeup test dates and times. If the test is not retaken before the 5th of the following month, the student will receive a zero test grade.

MOCK BOARDS

Mock board testing is scheduled several times during your attendance at the Academy. Mock board days are announced several weeks in advance. These testing days are MANDATORY. You are required to take a minimum of 2 Mock boards tests & 1 Final Mock board test. Grades are a major grade and requirement for graduation from the Academy.

Students who miss their practical Mock Board Testing Day will receive a zero for their test grade. (See grading policy for further information) If student has to be re-tested due to missed mock boards or any other reason, there is a \$120 cost for an instructor.

NO CALL

If a student fails to call the Attendance line to inform the school of a tardy or absence before the cutoff times of 8:00 or 11:30 it is considered a **No Call**. A **No Call** is a very serious situation and will be treated as follows:

- **1 day suspension**
- **suspension day will be set by the attendance committee**
- **the suspension will be calculated in the students next attendance calculation & overtime will be accrued**
- **if we do not receive a call anytime throughout the day, the student's books will be cleared for 3 days**

APPEALS PROCESS

If for any reason, a student disagrees with an attendance issue or feel they have extenuating circumstances, they have the right to appeal the decision and present it to the Attendance committee for review.

The process for appeals is as follows:

- **Pick up and fill out an Appeals form**
- **Prepare a letter stating the additional information you would like to present within 5 business days of the dispute.**
- **Upon review, the committee will decide if there is enough additional information to set up a committee meeting.**
- **Within the next 5 business days the student will be informed of whether a second meeting will be held to present the information or whether the request has been denied due to lack of additional information.**

DRESS CODE & GROOMING POLICY

COSMETOLOGY, NAILS & ESTHETICS

You have chosen a people industry as your profession. First impressions include your appearance. Your hair, makeup, attire and personal hygiene are the key elements to your success in client building. Remember, you are here to impress your clients and others in this industry. Professional appearance is expected throughout your time at the Academy and including any time you are in the building, classroom time, ACE days and during basics/core. Let your creative side shine through and show pride in your profession! From this day forward you should never walk out of your house not looking polished. You are your own best walking advertisement both in and out of the salon. There is no longer a reason for statements such as: "I don't need makeup" or "I don't like to wear makeup" or "I don't use product in my hair" or "I use box color" or "I buy all my products from the department/discount store".

Female students must have styled hair, makeup applied, and manicured nails. Hair and makeup is a major requirement in all of our programs.

Students need to be prepared for the day and in dress code BEFORE they clock in for the day. If a student is not in dress code an instructor will ask them to clock out (or be clocked out) until the issue(s) have been resolved. On theory days, students not in dress code will be asked to leave theory class and may not be able to return to class that day. They will however need to resolve the dress code issues and clock back in no earlier than 15 minutes prior to the time the student salon floor opens. If the student does not resolve the issue, or does not return in the allowable time, he/she will receive an absence. It is a good idea to have a change of clothes and shoes in your locker just in case what you are wearing is questionable. Always feel free to ask your instructor or the Director of Education whether or not something is acceptable before you decide to wear it.

Dress code continues to change as trends and fashions change. We try to enforce policies fairly and consistently. However, please do not be offended when things get overlooked, or may seem judgmental - that is NEVER our intention. We are always open to change. Please feel free to present your ideas in a logical, mature and professional manner. The Instructor taking attendance will decide if the attire is appropriate and falls within dress code standards. Again, if a student fails to meet the dress code requirements, he/she will be asked to change, wear a smock, or to punch out until the issue(s) can be corrected. You may ask the administrative staff for a second opinion provided it does interrupt the flow of classroom activity for the day. Professional attire is the key to our success.

MALE STUDENTS

Male students must have styled hair, be clean shaven or neatly groomed facial hair, have manicured nails and be dressed professionally in black, white, or gray attire.



COLORS

Our dress code colors are black, white or grey. Any combination of these three colors is acceptable, including patterns. Pinstripe and patterned pants are okay as long as they are only, black white and grey. Students who have an attendance of 85% or above during the first 15 days of each month will receive a "color coupon" which allows them to wear color for the last 15/16 days of each month. The coupons are

distributed on the 15th of each month (or next business day if it falls on a weekend or holiday). The coupons must be stapled to student check in sheets (OJT's) so they are visible to the instructors checking dress code for the day.

LOGOS & PICTURES

No pictures, sayings, words or logos can be present on any of your clothing. Headlines Academy T-shirts and other salon professional tops may be worn on special designated days that are announced throughout the year.

FEMALE BOTTOM HALF

Dresses and skirts must be black, grey or white. Professional dress slacks must be clean, neat and pressed. Make sure they fit properly and there is no "crack" or undergarments showing when sitting or bending over.

Due to different body types we use the following methods of measuring skirts, shorts, dress shorts and dresses: 1) No shorter than 4" above the knee OR 2) no shorter than your middle finger when arms are down at your sides. This method of measurement is at the discretion of the floor instructor and/or administrative staff. What is acceptable for one student may not be acceptable for another.

LEGGINGS

Leggings are NOT pants! You may not wear hip length tops with any leggings. Leggings with see-through patterns or fish netting must be accompanied with skirts or shirts abiding by the female top half rules.

JEGGINGS

Jeggings can be worn, with stipulations. Jeggings are a form of thicker fabric, very stretchy and come in a variety of colors. These pants are firmer than leggings but softer than denim. You cannot see through jeggings. Jeggings MUST have visible pockets, a visible front zipper and back pockets in order to be worn during school hours. Colored jeggings can only be worn with your earned color coupon. Regular top rules apply when wearing jeggings.

JEANS

Jeans are only allowed on designated days. Jeans must be neat and clean. Fashionable jeans with "distressed" fabric may be worn as long as there are no holes larger than 1" measured in any direction. If frayed fabric is larger than 1" leggings or solid patches must be behind the distress so no visible skin is showing.

TOP HALF

Professional black, white or grey tops are required. Sleeveless shirts and classy tank tops are acceptable as long as bra straps are not showing. Spaghetti strap dresses and tops are not allowed. Shirts that go off the shoulder must have a tank top under them with at least a 1" strap to cover the bra strap. Armpits must be clean shaven or waxed.

Shirts must cover your midriff and back if you raise your arms. No low cut tops or cleavage can be showing at any time. Neither T-shirts nor sweatshirts are allowed. Jackets and hoodies are not allowed at anytime. Nothing with a hood is allowed. No hats of any kind are allowed - unless related to a theme day from the calendar.

SHOES

Shoes should be chosen for comfort, support and toe safety. Shoes must be clean and polished. You may be asked on an individual basis not to wear a certain pair of shoes if they do not meet Academy standards.

COSMETOLOGY, NAILS & ESTHETICS

CAREER OPPORTUNITIES

Heavy industrial type shoes should be avoided. No outdoor winter style boots may be worn on the salon floor. Keds/Vans/Converse style tennis shoes may be worn as long as they are clean and in good condition. Tennis or gym shoes are not allowed under any circumstances. Clean **solid black** tennis shoes are permitted as long as they are in good condition.

You must have pedicured/polished toes if wearing sandals or open toe shoes. Sandals must be dressy, no flip flops or foam bottoms. We strive to maintain a salon atmosphere so professional closed toe shoes are recommended.

APRONS & SMOCKS

Aprons are provided for you in your kit. They must be worn at all times during basics/core and while in the student salon. This includes dispense and the reception desk. Aprons and smocks must be clean and free of excess hair, color, etc. Remember, any exposed clothing must be within the dress code criteria. Smocks can be worn and buttoned up to cover clothing not in dress code.



Please be sure to follow the laundry instructions and care for your aprons appropriately. They are required and will need to be replaced at your expense if they are lost or destroyed.

TATTOOS

Tattoos are permitted if they are tasteful and not offensive. Please ask at your admissions interview if they need to be covered up.

HICKEYS

Hickeys are considered unprofessional and tasteless! They must be covered up by apparel. You will be asked to go home if you have a visible hickey and not return until it is gone or when you can cover it 100%.

TRANSGENDER

Headlines Academy is open and welcoming to any and all students. Professional dress in black, white & grey is required and we will work with each individual to address their specific needs.

NAME TAGS

Name tags **MUST** be worn at all times. This is a state law and regulated by the South Dakota Cosmetology Commission. We have guest demonstrators and state board inspectors that come in frequently and they need to be able to identify you. One name tag comes in your kit. Replacement name tags are \$5.00.

BODY PIERCING

You may only have 2 facial piercings. If a student has more than 2 facial piercings the remaining piercings must be clear studs. Lip and eyebrow piercings must be studs only. Nose rings/hoops are allowed as long as they are tasteful.

Tongue piercings are allowed as long as it is not showing or played with. Septum piercings are not allowed and must be hidden at all times.

Other jewelry should be respectful, tasteful and not offensive.



**IF DRESS CODE IS ABUSED,
YOU MAY BE SENT HOME
AND/OR ASKED TO PURCHASE
A SMOCK THAT YOU WILL BE
REQUIRED TO WEAR FOR THE
REMAINDER OF YOUR
EDUCATION AT
HEADLINES ACADEMY.**

The world of cosmetology is continuously changing. National Accrediting Commission of Career Arts & Sciences (NACCAS) Job Demand Survey with salons and salon chains indicates there is a great deal of diverse opportunities for future cosmetologists. Whether starting your career or looking for a change of life career alternative, cosmetology now offers numerous creative choices from hair design, massage, spa care and esthetics to nail care, education and sales.

Today the professional salon industry continues to offer terrific new employment opportunities to qualified job seekers as hair designers, estheticians, makeup artists and massage therapists.

More Cosmetology career opportunities include: Hair Color Specialist, Salon Educator, School Educator, Textbook Editor, Texture Specialist, Cutting Specialist, Salon Trainer and Distributor/Sales Consultant.

Examples of some Nail Tech career opportunities are: Full Service Salons, Nail Only Salons, Booth Rental and Salon Ownership

GRADING POLICY FOR

COSMETOLOGY, NAILS & ESTHETICS

Using a scale of 0 - 100%, the Academy will measure and assess theory assignments, practical assignments, grooming, conduct, attendance, and sales ability when determining grades earned.

The minimum required cumulative GPA is 75%.

GRADING SCALE

Excellent	A	93% - 100%
Very Good	B	85% - 92%
Satisfactory	C	84% - 75%
Unsatisfactory	D	74% - 0%

Students are graded throughout the month. Testing for all work may be reviewed with the student the day of or within a week of testing (if the student is in attendance and available for review). When students are not available for review of testing, it is the student's responsibility to set up a review time prior to classes with the appropriate instructor.

Grades are calculated according to the following formula:

40%	theory assignments
40%	Lab/Hands-on assignments
20%	Majors & Final Exams

Assignments must be turned in on time to be calculated. All assignments turned in late will receive an automatic 10% reduction. The grades for theory assignments will be an average of all the assignments, projects, homework and theoretical exams. Practical assignments are calculated the same way as theory assignments.

Students will receive a copy of the detailed Grading Policy on their first day of class.

ARE YOU READY TO MAKE HEADLINES?



HEADLINES ACADEMY

COSMETOLOGY • ESTHETICS • NAIL TECHNOLOGY • MASSAGE THERAPY

HEADLINES ACADEMY, INC.

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