

# TRENDSETTERS

SCHOOL OF COSMETOLOGY

## 2017 STUDENT CATALOG

TREND SETTERS SCHOOL OF COSMETOLOGY. INC.

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## STUDENT CODE OF CONDUCT

As students of Trend Setters School of Cosmetology, Inc. we pledge to:

Maintain a professional appearance at all times to represent ourselves, our school, and our industry in a positive manner.

Mentor our peers by setting examples of good work ethic.

Take pride in the appearance of our school and work areas.

Uphold hygiene, sanitation and sterilization standards to provide a safe environment for clients, students, and staff.

Always seek the best interest of the client.

Communicate without the use of harsh, condescending, or foul language.

Maintain a level of confidentiality regarding conversations among students, clients, and staff.

Remain persistent in achieving the highest level of education and skill for our chosen profession.

Go above and beyond what is required.

Respect the equipment and products of both the school and our fellow students.

Refrain from and report forms of harassment, intimidation, or bullying, whether it be written or electronically transferred abuse, verbal abuse, or physical acts.

Be reliable and arrive for school and appointments in time to prepare for class, clinical work, or clients.

Engage in practices that keep our minds and bodies healthy and strong.

Appreciate the differences of others.

Strive to enhance the lives of everyone we meet.

Conduct ourselves with integrity, honesty, and with an altruistic spirit, helping others to achieve their goals as well as our own.

*"Inspiration exists, but it has to find you working." – Pablo Picasso*

## **GENERAL INFORMATION**

### **Mission Statement**

The objective of Trend Setters School of Cosmetology, Inc. is to produce highly trained and well educated graduates to successfully pass licensure examinations and find gainful employment in salons, spas, and barber shops. We are committed to excellence in barbering and cosmetology arts and sciences education. Educational systems and programs are updated constantly to keep the student's interests first, and our educational quality high.

### **Objectives**

- TO EQUIP students with the theory and practical knowledge in preparation for patron care or for entry into occupations of educator, demonstrator or the numerous fields in the beauty and barber industry.
- TO INSTILL in the students a deep sense of responsibility for the patron, fellow workers, supervisors, and the beauty and barber professions.
- TO REACH values and objectives consistent with the highest levels of professional ethics, salesmanship, skills and creativity.
- TO NURTURE in the student the desire to convey personal regard for ethics and ideals to all with whom they come into contact.
- TO DEVELOP leadership and salesmanship abilities in the students as necessary to success and the integrity of the beauty and barber professions.
- TO INCREASE in each student a regard for his or her own health, physical fitness and poise.
- TO STRENGTHEN in the student a deep awareness of the newest methods of beauty care.
- TO PROVIDE students with barber and high fashion beauty training through carefully supervised practical experience.

### **Address, Community and Housing**

The school is located at 835 South Kingshighway, Cape Girardeau, Missouri, 63703. Cape Girardeau is a beautiful, historic community of approximately 35,000 residents, and includes the campus of Southeast Missouri State University. Concerts, sports cycling, hiking, shopping and cultural events are available. Contact the Admissions Office for assistance in locating housing.

### **Facilities and Equipment**

Trend Setters School of Cosmetology, Inc. is a newly-renovated, 7,000-plus square foot educational facility featuring a spacious and modern clinic area, cosmetology, barber, nail tech, and skin care equipment, a student lounge, and large and technologically-enhanced classrooms, all located in a freestanding building near US Interstate 55.

### **Non-Discrimination Policy**

Trend Setters School of Cosmetology, Inc. in its instruction and admissions policies, does not discriminate on the basis of race, age, sex, gender, sexual preference, creed, religion, color, citizenship, national origin, or ethnic origin. All programs are taught in the English language only.

## **ENROLLMENT AND ADMISSIONS**

Students may direct any questions regarding the enrollment process to the school's Admissions Coordinator. Direct line: 573-335-0007.

### **Enrollment Requirements**

- Schedule an appointment to learn more about our program and meet the staff and students.
- Complete our Enrollment Application.

- Complete the Missouri Board of Cosmetology and Barber Examiners' Enrollment Application.
- **Submit 2 passport photos (2x2) and a \$25.00 money order payable to Missouri Board of Cosmetology and Barber Examiners.**
- Complete and Enrollment Contract and pay the registration fee of \$50.00
- Students enrolling in the Teacher Training program must present a current State of Missouri Cosmetology license.
- **Students enrolling in the Crossover program must present a current Cosmetology license.**
- **Barber and Crossover students must submit a completed medical examination form.**

### **Admissions Requirements**

- The school does not admit ability-to-benefit students. All students must be a high school graduate or its equivalent and submit evidence in the form one of following:
  - A high school diploma;
  - A G.E.D. Certificate;
  - A copy of your high school transcripts with graduation date.
- Students must also submit proof of age with one of the following documents:
  - A copy of your driver's license;
  - A copy of your birth certificate.

### **Transfer Student Policy**

A transfer student may be accepted after careful evaluation of the student's academic records. Prior credit will be evaluated and awarded proportionately per Missouri Board of Cosmetology and Barber Examiners regulations. Cosmetology and Barber transfer students must begin in Phase One and complete our basic program and we only accept 40% of transfer hours. We do not recruit students already attending or admitted to other schools offering similar programs. We accept up to 300 clock hours for work experience only into our Teacher Training program in accordance with State regulations.

### **Readmissions Policy**

Students may apply for readmission after 30 days. The student will once again have to meet admissions requirements and sign a new enrollment contract. Previously completed hours will be deducted from the total hours of the program, the student will be required to pay off all previous balances owed the school, and will be charged the current hourly rate of tuition for the hours needed to complete the program. The student may reuse the kit/books originally given. If a student does not have their kit / books, they will be charged for an additional kit/books. Students are not allowed to terminate and re-enroll to avoid paying overtime charges.

### **Orientation**

All programs have a complete orientation the first day of class.

### **Class Size**

The school limits class sizes. Early enrollment is encouraged.

### **Class Starting Dates, Hours and Holidays**

2017 classes start roughly every eight weeks. The school is open Monday for students. The clinic is open to the public Tuesday through Saturday. Trend Setters School of Cosmetology, Inc. is closed for the following holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day and the first week of July (summer break, including Independence Day). *Please see Attachment #1 for exact start dates and holidays.*

### **School Closings**

If the school should cancel due to snowy, hazardous weather conditions or any other unforeseen reason, you will be notified via text message from the school, and by posts on the Trend Setters School Facebook page.

## TUITION AND FEES

A cash payment plan is offered consisting of an initial payment and a zero percent interest on the remainder. Payments may be made by cash, check, credit card, money order, or through non-federal agency programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. Students enrolling after December 2015 are eligible to pay tuition on a monthly or up-front basis, with payment plans chosen at time of enrollment. **Students in all programs must pay a Missouri Board of Cosmetology and Barber Examiners license fee of \$25.00.**

### Cosmetology Program:

- Required tuition: \$8,500
- Kit and equipment: \$559
- Books: \$65
- Registration fee: \$50.00

### Teacher Training Program:

- Required tuition: \$3,396
- Book Fee: \$140.00
- Registration fee: \$50.00

### Barber Program:

- Required tuition: \$5,660
- Kit and equipment: \$375
- Books: \$185
- Registration fee: \$50.00

### Crossover Program:

- Required tuition: \$725
- Kit and equipment: \$75
- Books: \$185
- Registration fee: \$50.00

## **Payment Plans, Late Fees, and Past Due Payments**

For students on balloon, monthly, or up-front payment plans, the first payment is due on the first day of class. Students who have not paid their first payment by this time will be charged applicable late fees.

For students on a balloon payment plan, payments subsequent to the first payment are due by the first calendar day of each month. An additional late fee of **\$30.00** will be charged to the student on any past due payment. Students will be allowed two consecutive, or four nonconsecutive, missed payments before being placed on suspension. The balloon payment plan allows for a \$300 monthly payment with one final payment due upon completion and ensures that the student's balance is paid in full at graduation.

For students on a monthly payment plan, payments subsequent to the first payment are due by the first calendar day of each month. An additional late fee of **\$30.00** will be charged to the student on any past due payment. Students will be allowed two missed payments, consecutive or nonconsecutive, before being placed on suspension. The monthly payment plan allows for equal payments and ensures that the student's balance is paid in full at graduation.

Suspended students will not be allowed to return to school until any outstanding tuition balance is paid in full. Suspended students will be subject to the school's absence policy until ten school days have been missed;

after ten absences, students will be terminated from the program. As an alternative to suspension, students may take a Leave of Absence for financial hardship, subject to the school's Leave of Absence policy. As per school policy, students On Leave in excess of 180 total days per calendar year will be terminated from the program.

### **Extra Instructional Charges**

Trend Setters School of Cosmetology, Inc. will charge additional tuition for hours remaining after the contract graduation date at the rate of \$5.66 per hour, or any part thereof, payable prior to completion of the program. The contract end date is calculated based on a 100% attendance rate, plus all holidays and school closures, as well as 10 additional school days to allow for absences. There are no additional days for the Crossover program.

### **Financial Aid, Scholarships, and Tuition Discounts**

Some financial aid options are available, such as veteran's benefits. Please contact the admissions office for details.

Scholarships are periodically available to all students beginning in a given class admissions period. All scholarships are applied at the end of the training period. **Students failing to meet the school's Satisfactory Academic Progress Policy of 80% attendance and 80% GPA by completion of the program will be charged for the full amount of the scholarship.** Students exceeding the maximum time frame allowed for graduation will also be charged the full amount of the scholarship. All charges are due in full before completion of the program.

Tuition discounts are one-time reductions in tuition available to all students beginning in a given class admissions period. Discounts are awarded at the beginning of the program. They are not subject to repayment based on the school's Satisfactory Academic Progress Policy, or by exceeding the maximum time frame allowed for graduation.

### **Books and Kits**

Books and kits are provided by the school and issued to the student during training. In compliance with the Missouri Board of Cosmetology and Barber Examiners, no part of the kit items shall be removed from the school premises until the student has left the program (through completion, termination, or withdrawal) and paid for the cost of the kit in full.

### **Personal Property Policy**

Students who leave the program for any reason (including withdrawal, termination, or graduation) are obligated to remove their personal property from the school in a timely manner. Any property left on site by a student who is no longer enrolled will be Subject to disposal by the school no less than 30 days after the student's last date of attendance.

### **Products and Supplies**

The school provides the majority of products and supplies. The supplied kits include the student's tools and necessary implements. The school provides all back bar products.

Students provide their own basic school supplies:

- Pens and pencils
- Notebooks
- 3-ring binder
- 3-ring dividers with tabs
- Sheet protectors
- Highlighters
- Folders for handouts
- Index cards (3x5)



- Clipboard with attached pen
- Petroleum jelly
- Spray disinfectant
- Hand sanitizer
- Smock (Cosmetology students only)
- Lingerie bag
- Lock, for assigned locker

### Dress Code

Create the perfect first impression. If you are not professionally dressed, you could be sent home.

- **Uniform** – Solid black tops and bottoms for all Phase 1 students. Students are allowed to modify uniforms with additional colors according to their student level. No prints or appliques.
- **Bottoms** – Black bottoms only. Jeans are approved only on certain days. No yoga pants. No holes or frays. Capris can be worn between the dates of April 1<sup>st</sup>- October 1<sup>st</sup>, but the hem must fall below the knee. Skirts and dresses must be knee length. If leggings are worn your top must cover your bottom. Tops must meet bottoms. No backs or buttocks showing at any time.
- **Tops** – Must have a sleeve. No showing of breasts or backs. Bra straps must also be covered at all times. Must be solid black and if wearing a tank underneath it must also be black. Jean jackets are allowed, but must feature no writing or applique.
- **Shoes** – The majority of a student's shoe must be black. Sandals may be worn between April 1<sup>st</sup>– October 1<sup>st</sup>. They must have a strap on the back, and the majority of the sandal must be black. No flip flops permitted.
- **Accessories** – Be creative and accessorize with colorful belts, scarves, jewelry. No hats permitted.
- The showing of breasts, buttocks, backs, stomachs, underwear, or bras is prohibited.
- **Hair** – Must be clean and styled.
- **Make-up** – Must be applied appropriately for the individual. But it is required.
- **Nails** – Must be neat and clean. No chipped polish.

Additional colors may be worn depending on a student's designated level.

- **Level 1:** Students are required to wear all black only.
- **Level 2:** Students may incorporate grey colors.
- **Level 3:** Students may incorporate white colors.
- **Level 4:** Students may incorporate red colors.

### Personal Services

A student maintaining a 95% average in their classroom and practical grades, while also maintaining an attendance average of 95% will receive 50% off services, along with their immediate family, for the following month.

### Time Clock Policy

Students must use the scanner to clock in at the beginning of their shift, lunch breaks, and at the end of their shift. The time clock is how the student receives and records hours – it's an electronic signature. All students are responsible for their own hours. Students risk being dropped for falsifying time clock hours. Occasionally, a student may forget to clock in or out. If this happens, the student must notify a school employee immediately when arriving to school for their next scheduled class or floor time. Time will not be corrected for habitual offenders. Get full credit for all your training and graduate on schedule. Use the time clock scanner to help achieve this goal. Accurate records document attendance and can affect financial aid and additional tuition charges. Student hours are provided to the students monthly. Students should go to their team leader with questions regarding their time.

### Photo Release

Student photos may be used in marketing. If you do not wish for your image to be featured in school promotional materials, please contact the Admissions Office.

### Responsibility for Catalog Information

Each student is responsible for knowing the information in this catalog. The school reserves the right to update policies and / or revise the curriculum.

## ATTENDANCE AND TARDINESS POLICIES

Call the front desk at 573-335-9977 to report an absence. Absences must be reported by 8:30 AM; if a student does not call to report an absence by this time, they will be considered “no-call/no-show” and receive a write-up. If a student receives 3 write-ups, they will be suspended from school for one day (on the day following the third absence). **If absent on the day of an exam, the student must take the exam on the following day of attendance at the school; if the exam is not taken on the first day back, the exam grade will be entered as a “zero.”** An excused absence can be granted by an administrator if a request is submitted in writing at least three days in advance. Scheduled exams can be rescheduled for an excused absence. Reasons for an excused absence may include but not limited to: Funerals, participation in a wedding party, or doctor’s appointment. Every absence (excused or unexcused) will affect a student’s attendance percentage. **Students are required to maintain an 80% attendance rate in order to meet the school’s Satisfactory Academic Progress Policy.** Additionally, excessive absences may cause a student to exceed his or her expected graduation date, leading to extra instructional charges. Students who are absent from the school for a period of time in excess of **ten consecutive school days** without beginning a Leave of Absence **will be terminated** from the program.

Students should always plan to arrive at the school 15 minutes prior to the start of their shift. **Students who are expecting to be late to class or the clinic must contact the school by the beginning of their scheduled shift to let the staff know of their situation.** Any student who fails to contact the school by this time will be marked “no-call/no-show” and may be sent home for the day.

Students should not leave the school during the day except for lunch breaks. Students must clock out before leaving campus for lunch breaks or any other reason.

### Leave of Absence Policy

A student who has prior knowledge that they will be absent from school for several days at a time may qualify for a Leave of Absence (LOA). Days taken on LOA are separate from standard absences and will extend a student’s contracted graduation date. A student may be granted a LOA for any of the following reasons and where there is a reasonable expectation that the student will return from the LOA:

1. Financial Hardship
2. Medical / Health Issues
3. Personal / Family Emergencies
4. Vacation (only after completing 900 clock hours; for Cosmetology students only)

The *minimum* amount of time for a LOA is five calendar days, and the *maximum* is 180 calendar days within a calendar year (12 months). The school permits more than one LOA per student, provided the total number of days of all LOAs does not exceed 180 calendar days within a 12 month period. **If the student does not return from LOA on the day they are scheduled to return, the student will be withdrawn from the school.** The school is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student’s last date of attendance. On the day the student returns from a LOA, they are required to complete an enrollment agreement addendum. The student’s contracted graduation date will be extended for the same number of days as the LOA, without any additional institutional charges or penalty incurred.

Any LOA must be requested and approved in writing prior to beginning the LOA. In addition, the student is required to list the reason for the LOA and provide their signature on the LOA form. An Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to school via mail or in person within reasonable resolution of the emergency. A student who is granted a LOA that meets the above mentioned criteria is not considered to have withdrawn from the school and a refund calculation is not required. Students return to school in the same Satisfactory Academic Progress status as prior to the LOA.

## **ACADEMIC INFORMATION / REQUIREMENTS**

### **Graduating Requirements**

Both theory and practical work are important. Students are evaluated on a level system to prepare them for a career in professional salons. All work must be completed to graduate.

The following are required for graduation from all programs.

- Completion of state required hours
- Completion of all assignments and tests
- Payment of all tuition, fees and over contract fees

After all requirements are met, the student must schedule an appointment with school administration to complete the graduation and exit counseling process.

### **Graduation**

Graduates earn and are awarded a diploma. A graduation ceremony is held for students twice yearly, in June and December. Family and friends are welcomed and encouraged to attend. If a student has not completed all clock hours required to graduate, their ability to participate in the graduation ceremony for their entering class will be determined by administrative review. Any student with more than 150 clock hours left to graduate will not be allowed to participate in the graduation ceremony, but may participate in a future ceremony once their clock hour requirements are met.

### **Grades**

Grades are given for classroom work, projects and styling area performance. Work habits, appearance, conduct, initiative, cooperation, and attendance are also considered. The school uses the following 100 point grading scale:

- A 92-100
- B 87-91
- C 80-86
- F Below 80 is failing

### **Student Grade Report Policy**

Each student is provided with at least four written report cards during the program. The report evaluates the students' performance in theory, practical work and attendance.

### **Additional Educational Opportunities**

Additional educational events are offered periodically to the students.

### **Academic Advising & Professional Assistance Referral Policy**

Students are advised regarding progress and achievement during Satisfactory Academic Progress evaluations and on an as needed basis. Information and advice regarding licensing regulations, reciprocity, employment, continuing education opportunities, and financial assistance is available to students as it is needed.

Trend Setters School of Cosmetology, Inc. provides academic advice to all students. The faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success. Students may be referred to professional counseling in the community. Contact information for professional assistance is available on the school bulletin board and in the school administrator's office.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, and 1200 clocked (actual) hours
Teacher Training	300 clocked (actual) hours
Barber	500 clocked (actual) hours
Crossover	22.5 clocked (actual) hours

Transfer students will be evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. SAP evaluations are based on actual contracted hours at the institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course or academic year, whichever occurs sooner.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
Cosmetology (Full time, 30 hrs/wk.) – 1500 Hours -	62.5	1875
Teacher Training (Full time, 30 hrs/wk.) – 600 Hours -	25	750
Barber (Full time, 30 hrs/wk.) – 1000 Hours -	41.67	1250
Crossover (Full time, 45 hrs/wk.) – 45 Hours -	1.25	56.25

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours. Any student exceeding their maximum time frame date 1.) will continue to be charged the \$5.66 per-hour rate for hours remaining after the contract graduation date, and 2.) will additionally be charged the full amount for any scholarship awarded at enrollment. All charges are due in full before completion of the program.

#### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- A 92-100
- B 87-91
- C 80-86
- F Below 80 is failing

#### DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have any scholarship funds revoked, unless the student is on warning.

#### WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, the student will have any scholarship funding awarded at enrollment withdrawn, with the full balance of tuition applied to the remainder of their account.

#### RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and scholarship funds awarded, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period at the next scheduled evaluation.

#### INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

#### 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.

#### 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 determining when the allowable maximum time frame has been exhausted.

## **GRIEVANCE POLICY**

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relates to a complaint about a course, program of study, or grade. Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment to see the school administrator. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student files.

The grievance policy is as follows:

1. Complaints against students or employees must be made within one week of the issue.
2. If the complaint cannot be resolved formally the student shall write up the details and submit to the school director who will research the issue and respond with a resolution. Once received, solutions will be evaluated and returned within 10 business days with a resolution
3. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may contact the institution licensing and/or accrediting agency whose contact information can be found elsewhere in this catalog. Students may contact the Missouri State Board of Cosmetology and Barber Examiners at any time during grievance procedures to submit a formal complaint to the board office:

Missouri Board of Cosmetology and Barber Examiners  
PO Box 1062 Jefferson City, MO 65102  
573-751-1052

## **WITHDRAWAL**

Any student who wishes to withdraw from the school must provide a written statement to school administration explaining the reason for withdrawal. Hours accrued will be accounted for and mailed to Missouri Board of Cosmetology and Barber Examiners and any other accrediting or loan offices. Any refunds will be made within 45 days. A payment agreement will be arranged for all outstanding balances. If a student is absent for 10 consecutive school days and has not called or communicated with the school, this is considered a withdrawal and the student will be terminated. See this catalogue's *Refund Policy* section for information regarding withdrawal fees.

## **REFUND POLICY**

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

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee of \$50.00.

4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 calendar days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

**PERCENT OF SCHEDULED TIME  
ENROLLED TO TOTAL COURSE/PROGRAM**

**TOTAL TUITION SCHOOL  
SHALL RECEIVE/RETAIN**

0.01% to 04.9%

20%

5% to 09.9%

30%

10% to 14.9%

40%

15% to 24.9%

45%

25% to 49.9%

70%

50% and over

100%

- All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. . If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, kit & equipment, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and on the enrollment agreement.

## **PROGRAMS OF STUDY**

**Cosmetology Course Outline (SOC 39-5012.00) Description** – Cosmetology training at Trend Setters School of Cosmetology, Inc. includes theory and practical instruction that prepares the student to perform hair, skin and nail services on the public. The school offers a 1500 hour training program in cosmetology that meets Missouri state standards including 470 hours of cosmetology theory.

**Goals** – The school provides education in all phases of the cosmetology profession. The graduate will be a knowledgeable, skilled professional cosmetologist. The graduate will have the background and skills to pass the

state board exams, and to work as a cosmetologist.

**Hours and Practical Exercises:**

Shampooing of all kinds	40 hours
Hair coloring, bleaches, and rinses	130 hours
Hair cutting and shaping	130 hours
Permanent waving and relaxing	125 hours
Hairsetting, pin curls, fingerwaves, thermal curling	225 hours
Combouts and hair styling techniques	105 hours
Scalp treatments and scalp diseases	30 hours
Facials, eyebrows, and arches	40 hours
Manicuring, hand and arm massage and treatment of nails	110 hours
Cosmetic chemistry	25 hours
Salesmanship and shop management	10 hours
Sanitation and sterilization	30 hours
Anatomy	20 hours
State Law	10 hours
Advanced classes, practical practices	470 hours
Total Hours	1500 hours

Students will receive instruction in business practices, and in Missouri laws regulating those practices and labor relations.

**Methods** – Instruction in cosmetology at the school uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, test, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio / visual aids include videotapes, audiotapes, DVDs, and PowerPoint presentations. Every effort is made to stimulate growth in knowledge and skills for the individual.

**Grading** – Students are evaluated regularly on daily assignments, tests, salon area experience, and a variety of projects specific to different units of instruction. Numerical grades are considered according to the following scale:

- A 92-100
- B 87-91
- C 80-86
- F Below 80 is failing

**Educators** – Licensed cosmetologists/licensed instructors teach this course. Guest instructors with expertise in a specific area may be involved in the program.

**Books** – Salon Fundamentals Cosmetology textbook, study guide and exam prep book, *Over the Top* book, Jump Journal.

**Kit** – Rolling luggage bag, blow dryer, eye brow kit, manicure kit, marcel iron, perm rods, color bowls, color brushes, combs, clips shears, razor, clipper set, rolling cart, brush set, set of 3 mannequin heads.

**Accessories** – Name badge must be worn at all times.



**References** – A comprehensive library is provided in the school. Students have regular access and may check out materials for daytime and overnight use.

**Levels of Achievement** – The student will be taught a career building system to develop salon readiness skills in client development, client retention, and chemical sales performance, add on services and retail performances.

**Teacher Training Course Outline (SOC 25-1194.00) Description** – Teacher training at Trend Setters School of Cosmetology, Inc. includes theory and practical instruction that prepares the teacher trainee to perform instruction to students. The school offers a 600 hour training program in Teacher Training that meets Missouri state standards. The state may grant a reduction in the required hours based on previous documented work experience in the field of Cosmetology. Please contact the State Board or the school admissions office for more information

**Goals** – The school provides education in all phases of the Teacher Training profession. The graduate will be a knowledgeable, skilled professional instructor. The graduate will have the background and skills to pass the state board exams, and to work as an instructor.

**Hours and Practical Exercises:**

Basic principles of student teaching to include teaching principles, lesson planning, curriculum planning and class outlines, teaching methods, teaching aids, testing and evaluation	200 hours
Psychology as applied to cosmetology, personality and teaching, teacher evaluation, counseling, theories of learning, and speech	50 hours
business experience or management including classroom management, record keeping, buying and inventorying supplies, and state law	50 hours
Teaching in both theory and practical application	300 hours
Total Hours	600 hours

Students will receive instruction in Missouri laws regulating those practices and labor relations.

**Methods** – Instruction in Teacher Training at the school uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, test, quizzes, written assignments, and observation are some of the teaching techniques used. Audio / visual aids include videotapes, audiotapes, DVDs, and PowerPoint presentations. Every effort is made to stimulate growth in knowledge and skills for the individual.

**Grading** – Students are evaluated regularly on daily assignments, tests, salon area experience, and a variety of projects specific to different units of instruction. Numerical grades are considered according to the following scale:

- A 92-100
- B 87-91
- C 80-86
- F Below 80 is failing

**Educators** – Licensed cosmetologists/licensed instructors teach this course. Guest instructors with expertise may be involved in the program.

**Books** – Milady Master Educator Textbook

**Accessories** – Name badge must be worn at all times

**References** – A comprehensive library is provided in the school. Students have regular access and may check out materials for daytime and overnight usage.

**Barber Course Outline (SOC 39-5011.00) Description** - Barber training at Trend Setters School of Cosmetology, Inc. includes theory and practical instruction that prepares the student to perform barbering services on the public. The school offers a 1000 hour training program in barbering that meets Missouri state standards.

**Goals** – The school provides education in all phases of the barbering profession. The graduate will be a knowledgeable, skilled professional barber. The graduate will have the background and skills to pass the state board exams, and to work as a barber.

**Hours and Practical Exercises:**

History	5 hours
Professional Image	5 hours
Bacteriology	5 hours
Sterilization, Sanitation, and Safe Work Practices	20 hours
Implements, Tools, and Equipment	15 hours
Properties and Disorders of the Skin, Scalp, and Hair	15 hours
Treatment of the Hair and Scalp	20 hours
Facial Massage and Treatments	5 hours
Shaving	35 hours
Haircutting	425 hours
Hairstyling	325 hours
Mustache and Beard Design	5 hours
Permanent Waving	30 hours
Chemical Relaxing and Soft Curl Permanents	30 hours
Hair Coloring	30 hours
Hair Pieces	5 hours
Chemistry	5 hours
Anatomy and Physiology	5 hours
Salesmanship and Shop Management	5 hours
State Law	10 hours
Total Hours	1000 hours

Students will receive instruction in business practices, and in Missouri laws regulating those practices and labor relations.

**Methods** – Instruction in barbering at the school uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, test, quizzes, written assignments, practical

skills, observation, and instructional games are some of the teaching techniques used. Audio / visual aids include videotapes, audiotapes, DVDs, and PowerPoint presentations. Every effort is made to stimulate growth in knowledge and skills for the individual.

**Grading** – Students are evaluated regularly on daily assignments, tests, salon area experience, and a variety of projects specific to different units of instruction. Numerical grades are considered according to the following scale:

- A 92-100
- B 87-91
- C 80-86
- F Below 80 is failing

**Educators** – Licensed barbers/licensed instructors teach this course. Guest instructors with expertise in a specific area may be involved in the program.

**Books** – Milady Standard Professional Barbering textbook, study guide and exam prep book.

**Kit** – rolling cart, blow dryer, marcel iron, perm rods, color bowls, color brushes, combs , clips, hair pick, straight razor wit interchangeable blades, shears, adjustable clipper set, wig brush, 2 washable smocks, and a set of 2 mannequin heads.

**Accessories** – Name badge must be worn at all times.

**References** – A comprehensive library is provided in the school. Students have regular access and may check out materials for daytime and overnight use.

**Levels of Achievement** – The student will be taught a career building system to develop barber shop readiness skills in client development, client retention, and sales performance, add on services and retail performances.

**Crossover Course Outline (SOC 39-5011.00) Description** - Barber crossover training at Trend Setters School of Cosmetology, Inc. includes theory and practical instruction that prepares the cosmetologist to perform barbering services on the public. The school offers a 45 hour training program in barbering that meets Missouri state standards.

**Goals** – The school provides education in the phases of the barbering profession for the cosmetologist wishing to become dually licensed. The graduate will be a knowledgeable, skilled professional barber. The graduate will have the background and skills to pass the state board exams, and to work as a barber.

**Hours and Practical Exercises:**

History	5 hour
Shaving	40 hours
Total Hours	45 hours

Students will receive instruction in business practices, and in Missouri laws regulating those practices and labor relations.

**Methods** – Instruction in barbering at the school uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, test, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio / visual aids include videotapes, audiotapes, DVDs, and PowerPoint presentations. Every effort is made to stimulate growth in knowledge and skills for the individual.

**Grading** – Students are evaluated regularly on daily assignments, tests, salon area experience, and a variety of projects specific to different units of instruction. Numerical grades are considered according to the following scale:

- A 92-100
- B 87-91
- C 80-86
- F Below 80 is failing

**Educators** – Licensed barbers/licensed instructors teach this course. Guest instructors with expertise in a specific area may be involved in the program.

**Books** – Milady Standard Professional Barbering textbook, study guide and exam prep book.

**Kit** – Razor, blades, septic powder, shaver.

**Accessories** – Name badge must be worn at all times.

**References** – A comprehensive library is provided in the school. Students have regular access and may check out materials for daytime and overnight use.

**Levels of Achievement** – The student will be taught a career building system to develop barber shop readiness skills in client development, client retention, and sales performance, add on services and retail performances

### **PRE-ENROLLMENT INFORMATION**

#### **Outcome Rates**

Trend Setters School of Cosmetology, Inc. is a Candidate for Accreditation with the National Accrediting Commission of Career Arts and Sciences. As such, the school annually reports its graduation, licensure, and placement rates for each offered program to NACCAS. The outcome rates for the 2015 NACCAS Annual Report are as follows:

- Graduation: 53.85% (enrolled students who finished the program)
- Licensure: 100.00% (graduates who sat for and passed state licensure exams)
- Placement: 71.43% (graduates who went on to find employment in the greater beauty industry)

#### **Compensation Expected**

The U.S. Department of Labor provides current job information at Bureau of Labor Statistics. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for barbering and cosmetology related positions are as follows:

In the state of Missouri, Barber, Cosmetology, Teacher Training, and Crossover graduates, can earn minimum wage or greater paid from hourly or from salary and gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay graduates resulting in much

higher pay after an introductory period of several months. Retail commission is also common. Some shops/salons/spas now offer benefits resulting in higher earnings.

BUREAU OF LABOR STATISTICS - <http://www.bls.gov>

### **Physical Demands**

There are physical demands placed on the body in any career. Care must be taken to protect your back, legs, and feet. One way to do this is strength training to enhance your back, abdomen and leg muscles. Regular weight lifting exercises will benefit individuals in this profession. Regular exercise will help promote all over body conditioning, and improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.

Because the job requires that you stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

### **Safety Requirements**

Safety suggestions for this profession include wearing shoes that would not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. Damp hair lying on the floor can also be pose a chance of slipping. All hair needs to be swept up following each haircut to minimize accidents. It is the responsibility of each stylist to promote a safe work environment.

Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals. Any product that would accidentally get into the eyes should be flushed thoroughly with water. Seek medical attention if irritation exists.

### **Safety Procedures**

If there is an injury, notify an educator or staff member immediately. A first aid kit is located in the dispensary and the front desk.

### **Evacuation/Fire and Emergency Exit Procedure**

If you smell smoke or see fire, report it immediately to an educator or staff member. The school will announce a warning with further instructions. See Attachment #3.

### **Student Policies**

These policies are important to your success at the school and are a condition of your enrollment. Our attitude must be positive to attract guests and friends. Demonstrate maturity and tolerance and the handling of difficult people and situations. Be pleasant and smile.

### **Learning**

Subjects being taught are reviewed and built upon constantly. If a student does not understand a subject, he or she is encouraged to seek help from an educator for assistance. An educator's goal is to aid students in learning; a student's goal is to learn as much as he or she can. Students are strongly encouraged to apply skills and techniques learned in the classroom whenever possible. Students will be under supervision at all times, and should always obtain an educator's consultation before proceeding with guest services.

### **Appearance**

Students are required to follow the Dress Code.

### **Conduct**

Choose your words carefully. Swearing and other improper language are not tolerated. A professional does not complain or gossip. Do not gather at the reception desk, in the styling area, or around any station where another student is with a guest.

### **Phones and Cell Phones**

Students may not use the school phones for personal calls. Cell phone use is only allowed on the clinic floor for the purpose of documenting student work.

### **Lunch Breaks**

For students working morning shifts, lunches will be scheduled in 30 minute intervals and staggered from 11:30 AM to 1:00 PM, so that the clinic floor is always covered. Students working afternoon shifts are a break, but will not be designated a specific lunch hour. Adjustments may be made to this schedule to accommodate clients, as long as all adjustments are approved by an educator and the front desk is notified in ample time to manage the floor. Phase I students will return to the classroom after their designated lunch break.

### **Termination**

Trend Setters School of Cosmetology, Inc. may terminate a student's enrollment for noncompliance with School Policies, the enrollment contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; carrying a concealed weapon; and theft or any illegal act.

Trend Setters School of Cosmetology, Inc. reserves the right to suspend or terminate any student from the school. Example for suspension or termination are but not limited to; insubordination, excessive tardiness, non-payment of tuition, gossiping, bullying, causing discord or disrupting classes, refusing clientele, use of foul language, unsatisfactory progress, etc. The following may result in immediate termination: unlawful use, distribution or sale of alcohol or drugs, student being under the influence of alcohol, illegal or non-prescribed drugs, cheating, and physical acts of violence, stealing, or any reason the school deems improper. Any unlawful act will be reported to the proper authorities. If a student wishes to contest termination, they may submit a written statement to the administrator explaining why they feel their dismissal was unfair. After the administrator investigates the circumstances surrounding the students' termination and their reasoning for admittance to the program, the administrator will render their decision. The administrators' decision is final.

### **Care of Texts, Kits and Equipment**

Please have texts and kits at the school every day. Kits are for students to use while enrolled. Any item from the kit that is lost, stolen, or broken while in the care and custody of the student must be replaced promptly by and at the student's expense. Upon graduation and after tuition is paid in full, the kits will become property of the students. Until graduation, **kits are not to leave the school at any time**. Borrowing is not allowed. Lock all professional tools in the cart provided. No

Keep your work area (classroom and /or styling area) clean at all times. Clean all work spaces after using them. You will be responsible for sanitation duties daily. After a student services their last guest, they are expected to wipe down the station mirror, the station, the trolley cart, and the styling chair, then complete their assigned duty or duties off the clean-up duty list. Duty lists may change monthly, with students assigned various clean-up duties as the staff deems necessary. These duties must be checked by an educator before leaving each day.

**Library** – A library is provided for your use. You may use the library during the day see an educator to take them home overnight. They must be returned the next day.

**Hours** – Your schedule is part of an enrollment agreement and is subject to change. Please see attachment #1.

**Smokers** – The school allows smoking in the rear of the building.

**Lockers** – Each student will use a locker to store personal items. Students must provide a lock and keep your locker clean.

**Food and Beverages** – Please keep all eating and drinking in the lounge area and dispose of trash before leaving the area. Beverages and food are not allowed in the classrooms or at styling stations.

**Parking Area** – Park in the rear of the building. This leaves room for our guests to park near the entrances.

**Interruptions** – When a class is being held in any room of the school, it is important that class not be interrupted. Please stay in the classroom or styling area where you are assigned for the day. Do not roam and interrupt other students in training.

**Educator in Charge** – When you are working on practical skills either in the class room or styling area, please work with the educator who has responsibility for that area.

**Standards** – Students must be an example of good grooming and should be in the best of health. All State laws and rules are practiced and taught. Lack of basic honesty and integrity will result in termination.

#### **Career Planning Placement and Academic Advising**

The school assists students with job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared to seek employment during the latter part of training. Job opportunities are announced and posted. However, the institution does not guarantee or imply job placement directly or indirectly. There is no additional charge for job placement assistance.

The school also provides academic and career advice to all students including professionalism, resume development, interview preparation and job search skills. The faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success. Additionally, student advising takes place during Satisfactory Academic Progress evaluations.

#### **Reciprocity (Obtaining Licensure in Other States)**

Licensed cosmetologists and barbers from Missouri may apply for licenses in their fields of expertise in other states and must comply with each states laws and rules to become licensed there. The school maintains comprehensive resources for students intending to obtain licensure and work in Illinois; for more information, please contact the admissions office.

#### **Licensing Requirements and Job Opportunities**

To become licensed in cosmetology and barbering in Missouri, students must complete the required number of programs hours of approved training, graduate from an approved school, and pass the state board exam.

There are many opportunities open to licensed cosmetologists and barbers. The school prepares all graduates for the licensing exam and entry level positions in hair studios, spa salons, destination spas, and barber shops. Additional industry experience could lead to employment as a manufacturer, a salesperson, an educator, a distributor, a sales consultant, or as an employee in the administrative department of a cosmetology or barber school.

Additional licensure is required in Missouri to become an educator in a school of cosmetology arts and sciences. There are many opportunities open to licensed instructors including Cosmetology School instructor,

cosmetology school manager or owner, State Board Examiner, Guest Artist, and Vocational High School Instructor.

**Disclosure:** Please see the Missouri Board of Cosmetology and Barber Examiners, Missouri Revised Statutes, Chapter 328.150 and Chapter 329.140 for reasons why the Board may refuse to issue, renew, suspend and/or revoke a permit, certificate, or license and therefore prevent an individual from obtaining or maintaining gainful employment as a licensed professional.

## **REGULATORY INFORMATION**

**Owner** – Trend Setters School of Cosmetology, Inc., 835 S. Kingshighway, Cape Girardeau, MO 63703 is a corporation owned by the Kenneth E. Storey Revocable trust and Nicholas Ryan.

**Organization Chart** – Please refer to attachment #2.

**Licensure** – Trend Setters School of Cosmetology, Inc. is licensed by the Missouri Board of Cosmetology and Barber Examiners, PO Box 1062 Jefferson City, MO 65102. Phone: 573-751-1052.

**Accreditation** – Trend Setters School of Cosmetology, Inc. is in Candidate Status of Accreditation with the National Accrediting Commission of Career Arts & Sciences (NACCAS) 3015 Colvin Street, Alexandria, VA 22314. Phone (703) 600-7600.

### **Family Education Rights and Privacy Act (FERPA)**

The family education rights and privacy act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the US Department of Education. FERPA gives students certain rights with respect to their education records. If the student is not 18 or older or a dependent minor, the parent or guardian has the right to access.

Students and parents/guardians of dependent minors have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reason such as great distance, it is impossible to personally review the records. Schools may charge a fee for copies.

Students and parents/guardians of dependent minors have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student and parents/guardians of dependent minors then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student and parents/guardians of dependent minors has the right to place a statement with the record setting forth their view about the contested information.

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

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

Schools may disclose, without consent, "directory" information such as students name, address, telephone



#, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin student hand book, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance you may call 1-800-USA-LEARN (1-800-872-5327). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington D.C, 20202-8520.

### **Rights and Privacy**

It is the policy of the school to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student right of access to the student's personal file and the students' rights to the privacy of that file. Parents/guardians of a dependent minor student, accrediting agencies, and government officials may gain access to a student's files without the expressed permission. It is the policy of Trend Setters School of Cosmetology, Inc. to comply fully with the FERPA. We comply with the act and addition we have the following policies:

1. Only an administrator or financial aid personnel may release student information when complying with FERPA.
2. No records are released without a signed and dated release of information form completed by the eligible student or parent.
3. Most of our students are eligible students because they are 18 years of age or older. When a student is not 18 or older, written permission must come from the parent.
4. No records are released to other schools unless all tuition and other charges due have been paid in full.
5. We do not publish a directory.
6. Students receive copies of their grades and attendance records on a regular basis and may distribute them as they see fit. We recommend that the student provide such information to their parents rather than requiring the parent to go through the financial aid office.
7. Each request for a release of information is good for a single time only. No such request can be a "blanket" or continuing and all-inclusive request.
8. We will conform with any future updates to FERPA.

To gain access to your education records, obtain the appropriate form from the administrative office. Complete form and return it to the administrator; they will provide access within 45 days.

### **Vaccinations**

Proof of vaccination is not required to attend Trend Setters School of Cosmetology, Inc.

### **Voter Registration Information**

Before you can vote, you must register. In Missouri, you may register 20 days before Election Day or upon Election Day at your polling place. Your registration remains current until you move, change your name, or do not vote for four consecutive years, you may update your registration information by completing another voter registration application. Qualifications to register and vote include that you:

- Will be at least 18 yrs. old on Election Day
- Are a citizen of the United States
- Will have resided in Missouri for 20 days immediately preceding Election Day
- Have any felony conviction record discharged, expired or completed
- Are not under court ordered guardianship where a court has revoked your voting rights
- Have not been ruled legally incompetent by a court of law

Voter registration forms are available online at: <http://www.sos.mo.gov/elections/>

### **Copyright and Infringement Policy**

Copyright laws are strictly enforced. Please refer to Attachment #4.

### **Drug-Free School Policy**

This document has been designed to inform Trend Setters School of Cosmetology, Inc. students, prospective students, educators, and staff members of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and the school's policies. Educators, students, and staff are prohibited from unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on campus or when participating in any school activity. Students or employees who violate this policy are subject to disciplinary action up to and including expulsion or termination from employment. Students may obtain information pertaining to the risks associated with alcohol and narcotics or other dangerous or illegal drugs by going to: <http://www.allaboutcounseling.com/drugeffects.htm>. The Admissions Office will also assist in referring students to recovery and / or treatment programs.

Specific school policies prohibit:

- Use, possession, sale, distribution and or production of alcoholic beverages, acting as an accessory, liaison, or facilitator for any of the above except at a time, location and circumstance expressly permitted by Trend Setters School of Cosmetology, Inc. and government regulations.
- Public intoxication anywhere on Trend Setters School of Cosmetology, Inc. premises or at functions sponsored by or participated in by Trend Setters School of Cosmetology, Inc.

Note: Responsibility is not diminished for acts in violation of Trend Setters School of Cosmetology, Inc. rules and regulations or other laws that are committed under the inference of alcohol or any illegal drugs or controlled substances. Important facts to be aware of include:

- It's a crime to hold someone else's drugs.
- It's a crime to sell fake drugs.
- You can be arrested if you are in a house or an institution where people are using drugs, even though you are not.
- You can be charged with possession of drugs even if it's not found personally on you.
- You are considered to possess, under legal terms of "constructive possession" drugs found in your locker, purse, car or house.

Students who believe that they have a substance abuse problem and are seeking treatment may contact the Admissions Office for counseling assistance. There are also drug or alcohol counseling, treatment and rehabilitation facilities available in the local area where individuals can seek advice and treatment. For more information go to:

[http://www.allaboutcounseling.com/ciris\\_hotlines.htm](http://www.allaboutcounseling.com/ciris_hotlines.htm)

<http://www.allaboutcounseling.com/drugeffect.htm>

Trend Setters School of Cosmetology, Inc. requires any person observing an educator, student or staff member directly engaging in prohibited drug or alcohol use on campus immediately notify the Administrator or school official. Students who violate the Trend Setters School of Cosmetology, Inc. standards of conduct subject themselves to disciplinary action. Disciplinary action for a violation of the student conduct policy regarding alcohol or illicit drugs can range from oral and written warnings up to and including suspension, expulsion or termination depending on the circumstances.

It is the intent of the school's administration to review the effectiveness of the campus Drug Prevention program on a biennial basis to ensure the effectiveness of the program and to modify where necessary. Sanctions are consistently enforced and a record of reviews will be kept. These reviews will be maintained and available to appropriate agencies as required.

### **Drug Trafficking Penalties**

Federal penalties and sanctions for illegal possession of a controlled substance:

#### *U.S.C. 844 (a)*

1<sup>st</sup> conviction: up to 1 year imprisonment and fined at least \$1000.00 but not more than \$100,000.00, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2500.00 but not more than \$250,000.00, or both. After 2 or more drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5000.00 and not to exceed \$250,000.00, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison not to exceed 20 years and fined up to \$250,000.00, or both. If:

- 1<sup>st</sup> conviction of crack possessed exceeds 5 grams
- 2<sup>nd</sup> crack conviction and the amount of crack possessed exceeds 3 grams
- 3<sup>rd</sup> or subsequent crack conviction and the amount of crack possessed exceeds 1 gram

#### *U.S.C. 853 (a) (2) and 881 (a) (7)*

- Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions.)

#### *U.S.C. 881(a)(4)*

- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

#### *U.S.C. 844a*

- Civil fine of up to \$10,000 (pending on adoption of final regulations)

#### *U.S.C. 853a*

- Denial of federal benefits, such as student loans, grants, contracts, professional and commercial licenses, up to 1 year for first offense, up to 5 yrs. for second and subsequent offences. U.S. C. 922(g)
- Ineligible to receive or purchase firearm
- Miscellaneous- Revocation of certain federal licenses, public housing tenancy, etc. are vested within the authorities of individual federal agencies.

Note: These are only federal penalties and sanctions. Additional state penalties and sanctions may apply.

### **Campus Crime and Security Report**

The educators and staff are committed to making Trend Setters School of Cosmetology, Inc. campus safe and secure. The report provides information regarding our campus to raise awareness about crime activity and the resources available to those we serve. The 2014/2015 campus security policy and crime statistics report is designed to provide crime statistics, security policies and steps you can take to maximize your personal safety.

Trend Setters School of Cosmetology, Inc. operates at 835 S. Kingshighway, Cape Girardeau, Missouri, 63703. The building is owned by Kenneth Storey Enterprises, who provides building security. No on-campus security personnel are employed by the school.

The Clery Act requires Trend Setters School of Cosmetology, Inc. to distribute the information contained in this report to all current and potential students and employees. Please take a moment to read the following information: The Cape Girardeau Police Department is vested with the authority and responsibility to enforce all applicable local, state and federal laws. Officers have the authority and duty to conduct criminal investigations, arrest violators and suppress campus crime. Cape Girardeau police officers are duly sworn peace

officers authorized to carry firearms, and have the authority as municipal police officers to use police powers of arrest. Their department has primary jurisdiction over Trend Setters School of Cosmetology, Inc. campus and provides law enforcement services 24-hours a day, 365 days a year.

### **Preparation of the Clery Report**

Trend Setters School of Cosmetology, Inc. prepares the text for the policies and the practices section with input and additional information from the local police and fire department. For statistical information, please see Attachment #4.

### **Reporting Intimidation, Threats, or Violent Acts**

Educators, staff, and students are obligated to report any incident of prohibited conduct to the school administrator. Every reported complaint, prohibited conduct or harassment will be investigated thoroughly, promptly and in a confidential manner. If prohibited conduct is confirmed, Trend Setters School of Cosmetology, Inc. will discipline the offender, whether educator, staff, or student. Disciplinary action for a violation of this policy can range from oral and written warning up to and including suspension or expulsion and or termination depending on the circumstances.

Trend Setters School of Cosmetology, Inc. prohibits retaliation, including but not limited to: making any threatening communicating by verbal, written and or electronics means, against any individual who reports and or provides any information concerning unlawful discrimination, harassment and or other violations of Trend Setters School of Cosmetology, Inc. policies, rules and standards of conduct. Any educator, staff or student found engaging in retaliation will be subject to disciplinary action up to and including suspension, termination and or criminal charges.

### **The Investigative Progress**

In the event of a reported violation of this policy:

- All involved parties will be interviewed by the appropriate official.
- Information obtained from interviews and investigations will be handled confidentially on a need to know basis. However, if information is learned that requires legal action, disclosure of this information may be required during the process.
- Trend Setters School of Cosmetology, Inc. or its designees will review the results of the investigation and determine the appropriate action.
- Trend Setters School of Cosmetology, Inc. investigators will make a reasonable effort to ensure that the complaint(s) and or person(s) providing information are not exposed to any threats of violence, intimidation or personal risk. If any such situations are determined to have occurred, Trend Setters School of Cosmetology, Inc. will respond appropriately.

Based on the investigation, the investigative team must determine whether the allegations were found, unfounded, or inconclusive. This determination shall be documented in writing and made part of the investigative report.

### **Disciplinary Action: Educators, Staff, and Students**

When a violation is found, the accused will be notified of the finding and the specific or corrective remedial actions to be taken. No details about the nature or extent of disciplinary or corrective actions will be disclosed to the complaints and or witness unless there is compelling reason (personal safety). Resulting disciplinary action can include the following: Verbal warning, temporary loss of specific privileges, permanent loss of specific privileges, suspension, expulsion and or termination.

In the event of an incident where Trend Setters School of Cosmetology, Inc. considers there to be a significant safety risk to any student, the school reserves the right to immediately suspend all involved parties until the investigation provides reasonable assurance that educators, staff, and students are not in any danger.

Trend Setters School of Cosmetology, Inc. will not refund to students for lost privileges or lost access to the campus and facilities or classes, test, performances, lessons, appointments, or other activities and events

resulting from a disciplinary action except as required by state or federal policies.

### **Non-Emergency Procedures & Reporting Code of Conduct Violations**

Students are expected to abide by ordinary rules of responsible, courteous behavior. Trend Setters School of Cosmetology, Inc. holds all educators, staff and students accountable for carrying out and monitoring compliance with commitment. If you become aware of any violation of an ethical or legal obligation, or any unfair or improper treatment to a fellow student, educator, or staff member, you should report this immediately to an educator or staff member not associated with the incident so that it may be investigated and the appropriate action taken. By making it the responsibility of all members of the school community, including students, to take an active role in policing compliance with these ethical standards and safety, we can continue to not only maintain our creative environment, but our reputation in the community.

### **Timely Warnings**

In the event that a situation arises on campus or off campus, that, in the judgment of the school officials constitutes an ongoing threat, a campus-wide timely warning will be issued. Systems for issuing warnings include intercoms, text messages, postings, direct distribution of flyers, updating the school website, and emailing students, educators, and staff. Trend Setters School of Cosmetology, Inc. will also share warnings from local police departments if the campus area may be impacted. Anyone with information warranting a timely warning should report the circumstances to an educator or staff member.

### **Emergency Notification System**

Trend Setters School of Cosmetology, Inc. utilizes text messages and / or an intercom system to send emergency notification to all students in the event of an emergency. The schools Administrator and staff members manage this notification process. In the event of an emergency the Administrator or appropriate staff member will:

- Consult with local law enforcement and fire departments, public health or emergency management teams to investigate the nature and impact of the emergency to the students
- Alert students and school employees regarding the required steps based on the nature of the emergency
- Activate the notification system to all students and staff
- Monitor for updates from law enforcement, fire departments, and public health or emergency management teams regarding the status of the emergency
- Update students periodically using the student notification system regarding the status of the emergency

Examples of emergencies requiring campus wide student notification are as follows:

- Immediate threats to student safety
- Outbreaks of highly contagious diseases
- Fire
- Weather Emergencies
- Earthquake

### **Important Emergency Numbers**

Police Department	573-334-0826
Fire Department	573-335-6621
Ambulance Services	573-335-6621
Southeast Missouri Hospital	573-334-4822
St. Francis Medical Center	573-331-3000

### **Evacuation Procedures**

Trend Setters School of Cosmetology, Inc. has assigned educators and staff for each section of the building.

Each educator and staff member is responsible for safely escorting students, and clients in the event of a fire. They are also trained in the proper evacuation methods and are responsible for a safe evacuation.

Students, clients, educators and staff members are to gather at a nearby location until the situation is assessed and it is safe to return to the building. If a student is with a client, they should also escort their client to safety.

The assigned educators and staff members undergo annual training in fire and emergency evacuation response procedures. The Director of Safety and Student Services coordinate's annual fire and earthquake drills to ensure the campus community is familiarized with the sound of the alarms and are aware of the proper evacuation procedure.

### **Harassment**

Trend Setters School of Cosmetology, Inc. is committed to a safe and civil educational environment free from harassment, intimidation or bullying for all students, employees and clients. Harassment, intimidation or bullying is defined by Trend Setters School of Cosmetology, Inc. as any form of communication that is expressed physically, verbally, or by means of a written statement, including but not limited to, comments made through the use of electronically transferred data or via social media with the intent to harm another person's property, well-being, or reputation. Also, acts being severe, persistent or pervasive enough to create an intimidating or threatening educational environment or disrupts the orderly operation of the school will be deemed such.

Nothing in this policy requires the affected student to possess a characteristic that is perceived to be the basis for harassment, intimidating, bullying or other distinguishing characteristic.

Intentional acts refer to the individual's choice to engage in the act rather than the impact of the action. This policy is not intended to prohibit expression of religious, philosophical or political views provide that the expression does not substantially disrupt the educational environment.

Trend Setters School of Cosmetology, Inc. is committed to providing an educational environment free of harassment, which includes but is not limited to slur, jokes, statements, email, texts, posts on social media, gestures, pictures or cartoons based on such factors as race, color, religion, national origin, ancestry, age, physical disability, medical condition, marital status, sexual orientation, family care leave status or veteran status as well as, harassment based on gender, pregnancy, childbirth, or related medical condition.

Sexual harassment in particular includes all these prohibited actions as well as other unwelcome conduct such as stalking, request for sexual favors, conversation containing comments, and unwelcomed sexual advances.

- Trend Setters School of Cosmetology, Inc. will not tolerate harassment of students by educators, staff or other students.
- Trend Setters School of Cosmetology, Inc. will not tolerate harassment of educators by staff or other students.
- Trend Setters School of Cosmetology, Inc. will also exercise its best efforts to protect employees while on school property.

### **Reporting Guidelines**

If you are a witness or experience harassment, follow the procedure listed below. Trend Setters School of Cosmetology, Inc. takes any case of harassment very seriously and these guidelines are provided.

- Let the person know immediately that you are uncomfortable with the behaviors and you would like them to stop.
- If you feel the situation is too intimidating after you have asked them to stop or the behavior continues, go immediately to an educator or staff member to report it.

### **Trend Setters School of Cosmetology, Inc. Responsibility**

After the suspected harassment has been brought to the attention of the Administrator, educator or staff member, the situation will be dealt with through an investigation. You may not know the outcome, but cases of harassment may result in suspension or dismissal from the program. An environment conducive to learning is a

top priority at Trend Setters School of Cosmetology, Inc.

### **Procedures for Reporting Sexual Assault**

Rape and other sexual assaults are significant issues for all members of Trend Setters School of Cosmetology, Inc., Inc. It is important to report incidents of rape, sexual assault and violence as soon as possible. If a sexual assault occurs at Trend Setters School of Cosmetology, Inc. campus, report it immediately to local law enforcement.

In case of a sexual assault, report to Cape Girardeau Police Department; a police officer will take the initial crime report. A rape counselor, friend or family member may be present at the survivor's request. If the survivor has not received medical attention, the officer will take the survivor to the closest medical or rape treatment center. While the survivors of sexual assaults are strongly encouraged to contact local law enforcement agencies, there may be occasions where a student prefers to go to one of Trend Setters School of Cosmetology, Inc. educators or a staff member. The educator or staff member can provide resources that are available to assist the student in counseling and or working with local law enforcement, if the survivor chooses.

#### **Health and Safety Resources**

##### **Community Counseling**

**402 S. Silver Springs Road**

**Cape Girardeau, MO 63703**

##### **The SE Missouri Network against Sexual Violence**

**#69 Doctors Park, Suite C**

**Cape Girardeau, MO 63703**

##### **The Safe House for Women**

**800-341-1830**

##### **Regional Family Crisis Center**

**877-527-4747**

### **Sex Offender Notice**

The State of Missouri requires sex offenders to register with the police department in the jurisdiction in which they reside. A list of registered sex offenders can be located at <http://www.fbi.gov/scams-safety/registry>.

### **Weapons Prohibition on Campus**

Possession of any kind of firearm, bb or pellet gun, facsimile of a gun, switchblade knives, explosives, ammunition, dangerous chemicals, martial arts weapons, fireworks or any other weapons banned by law or considered dangerous is prohibited on the schools premises or at events sponsored by or participated by Trend Setters School of Cosmetology, Inc. If you are a witness to a crime involving a weapon, please call 9-1-1 immediately.

### **Reporting Hate Crimes and Incidents**

Crimes motivated by race, religion, ethnicity, disability, or sexual orientation are hate crimes, and a serious offense under Missouri law. Trend Setters School of Cosmetology, Inc. takes a strong stance against hate crimes. Conviction of a hate crime can result in prison time. A conviction cannot be based on speech alone, unless the speech is based on threats against a person or a group of people. If you are a victim of or a witness to a hate crime or incident, report it as soon as possible to the appropriate police agency. If the incident occurs on campus, report it to one of the staff members or the Administrator.

### **Crime Log and Statistics**

A report is made after an incident. A file of all activity is maintained for annual reporting requirements. Students are notified annually to review the campus crime and security report maintained on the schools website. Please See Attachment #5.

### **Non-Discrimination Policy**

Trend Setters School of Cosmetology, Inc. does not discriminate against any person on the basis of race, color, national origin, disability, or age in admission, treatment, or participation in its programs, services and activities, or other employment. For further information regarding this policy please contact:

Nick Ryan, School Administrator  
573-339-1002



## **Attachment # 1**

### **Start Dates, Scheduled Hours and Holidays for 2017**

#### **Cosmetology - Class Start Dates:**

**Monday, January 9<sup>th</sup>**

**Monday, March 6<sup>th</sup>**

**Monday, May 1<sup>st</sup>**

**Monday, July 10<sup>th</sup>**

**Monday, September 11<sup>th</sup>**

**Monday, November 6<sup>th</sup>**

**Teacher Training, Barber, and Crossover - Class start dates are subject to demand. Please see the admissions office for more information.**

#### **Hours**

Students should clock in by 8:45 AM. Classes during the day (Monday-Saturday) begin at 9:00 AM and dismiss at 4:00 PM. Weekday evening shifts begin at 2:00 PM and end at 8:00 PM.

#### **The school will be closed for on the following dates (Dates are subject to change)**

New Year's Day – January 1<sup>st</sup>

Memorial Day – May 30<sup>th</sup>

Summer Break – First full week of July (July 3<sup>rd</sup> through 9<sup>th</sup>)

Labor Day – September 5<sup>th</sup>

Thanksgiving Day – November 24<sup>th</sup>

Christmas Holiday – December 23<sup>rd</sup> through December 25<sup>th</sup>

New Year's Eve – December 31<sup>st</sup>

**Attachment #2**

**Organizational Chart, Cosmetology and Teacher Training**

Kenneth Storey Trust / Nicholas Ryan

School Owners

/

/

Kristy Hamlin  
Financial Aid Administrator

Jennifer Mescher  
Admissions Coordinator

Wanda Verhines  
Master Educator

/

Deani Hurst  
Educator

Heather Alexander  
Educator

**Organizational Chart, Barbering and Crossover**

Kenneth Storey Trust / Nicholas Ryan

School Owners

/

/

Kristy Hamlin  
Financial Aid Administrator

Jennifer Mescher  
Admissions Coordinator

/

/

/

Deani Hurst  
Educator

Heather Alexander  
Educator

### **Attachment #3**

#### **Copyright Infringement Policy**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights included the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

The Higher Education Opportunity Act of 2008 (HEOA) includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted material through peer-to-peer (P2P) file sharing. These provisions include requirements that:

- Institutions certify to the Secretary of Education that they have developed plans to “effectively combat” the unauthorized distribution of copyrighted material
- Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials
- Institutions publicize alternatives to illegal file sharing

#### **Plans to “Effectively Combat” the Unauthorized Distribution of Copyrighted Material**

Trend Setters School of Cosmetology, Inc. responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act. The appropriate authorities investigate and respond.

#### **Sanctions**

Trend Setters School of Cosmetology, Inc. will cooperate fully with any investigation by public authorities related to illegally downloaded copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as possible suspension or termination. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

#### **Maintenance of this Plan**

Trend Setters School of Cosmetology, Inc. will review this plan each year to insure it is current and maintains the appropriate and necessary information to effectively combat illegal file sharing, as well as update the methods employed as new technological deterrents become available.

**Attachment #4**

**CRIME REPORT LOG**

**Office Responsible for Annual Crime Report: Compliance Director**

**Area Information is Located: Compliance Director's Office**

**Date Document was Last Updated: 07 / 11 / 16**

**Criminal Offense – On Campus**

<b>Offense</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Murder	0	0	0
Sex Offense	0	0	0
Robbery / Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Drug-Related	0	0	0
Weapons	0	0	0
Arrests	0	0	0
Convictions	0	0	0