

C O S M E T O L O G Y A N D  
B A R B E T R O C O L L E G E



STUDENT

HANDBOOK

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Bella Cosmetology and Barber College  
5015A Wesley St. Greenville Texas 75402

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# Calendar

Bella College is Greenville is open Monday through Friday 9:00-4:00 and honor the following holidays: Memorial Day, Labor Day July 4<sup>th</sup> week, Thanksgiving Day, Black Friday, two weeks at Christmas

## ITEMS YOU MUST HAVE BEFORE OR BY THE FIRST DAY OF CLASS

1. **RE-ENTRY STUDENT-- -ALL MONEY OWED TO BELLA COLLEGE MUST BE PAID UP FRONT UNLESS OTHER ARRANGEMENTS ARE MADE and a \$100.00 RE-ENTRY FEE**
2. HIGH SCHOOL DIPLOMA-GED-
3. DRIVERS LICENSE OR STATE ID.
4. SOCIAL SECURITY CARD--IF CARD HAS BEEN LOST YOU MUST FURNISH PROOF YOU HAVE APPLIED FOR A NEW ONE (Valid Social Security Card is required for Financial Aid purposes only)
5. \$25.00 STATE PERMIT FEE

### COSMETOLOGY OPERATOR:

ON THE FIRST DAY OF CLASS, YOU WILL RECEIVE A COMPUTER, CIMA ONLINE PROGRAM WHICH INCLUDES SOCIAL MEDIA MARKETING. PRACTICAL GUIDE, LEVEL ONE SCHEDULE, THEORY SCHEDULE, UNIFORM, MANNEQUIN. AND ISSUED EQUIPMENT TO USE WHILE IN SCHOOL.

### ESTHETICIAN:

WILL RECEIVE A COMPUTER, CIMA ONLINE PROGRAM WHICH INCLUDES SOCIAL MEDIA MARKETING. PRACTICAL GUIDE, LEVEL ONE SCHEDULE, THEORY SCHEDULE, UNIFORM, MANNEQUIN. AND ISSUED EQUIPMENT TO USE WHILE IN SCHOOL.

### CLASS A BARBER:

ON THE FIRST DAY OF CLASS YOU WILL RECEIVE A COMPUTER, CIMA ONLINE PROGRAM WHICH INCLUDES SOCIAL MEDIA MARKETING. PRACTICAL GUIDE, LEVEL ONE SCHEDULE, THEORY SCHEDULE, UNIFORM, MANNEQUIN. AND ISSUED EQUIPMENT TO USE WHILE IN SCHOOL.

**DRUG AND ALCOHOL ABUSE**

**PREVENTION POLICY STANDARDS AND CONDUCT:**

THE DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM APPLIES TO ALL STUDENTS AND ALL EMPLOYEES. THE UNLAWFUL POSSESSION, USE OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ARE STRICTLY PROHIBITED AT THIS INSTITUTION. STUDENTS OR EMPLOYEES NOT COMPLYING WITH THIS STANDARD WILL BE SUBJECT TO INSTITUTIONAL SANCTIONS. THE PROHIBITIONS FOR USE, POSSESSION AND DISTRIBUTION OF ILLEGAL DRUGS OR ALCOHOL APPLY TO ALL PERSONS ON SCHOOL PROPERTY OR AS PART OF ANY SCHOOL ACTIVITY.

INSTITUTIONAL SANCTIONS: IMMEDIATE TERMINATION FROM EMPLOYMENT, OR IN CASE OF A STUDENT, FROM SCHOOL, WILL BE IMPOSED FOR USE, DISTRIBUTION OR POSSESSION OF ILLICIT DRUGS AND ALCOHOL. THE INSTITUTION WILL NOTIFY THE STUDENT OR EMPLOYEE IN WRITING IF THE INSTITUTION BECOMES AWARE OF ANY VIOLATION OF THIS POLICY. THE STUDENT OR EMPLOYEE MAY REQUEST A FORMAL HEARING AFTER RECEIVING SAID NOTICE. THREE MEMBERS FROM FACILITY AND STAFF WILL COMPRISE THE HEARING BOARD. IF THE EMPLOYEE OR STUDENT FAIL TO REQUEST A HEARING WITHIN THREE BUSINESS DAYS, THEN IMMEDIATE TERMINATION WILL TAKE PLACE. IF A STUDENT OR EMPLOYEE REQUEST A HEARING, THE BOARD WILL NOTIFY THE STUDENT OR EMPLOYEE OF THE DATE THE HEARING WILL TAKE PLACE. THE STUDENT OR EMPLOYEE HAS THE RIGHT TO BE REPRESENTED BY LEGAL COUNSEL FOR THIS PURPOSE. THE HEARING BOARD WILL TAKE TESTIMONY FROM ALL INDIVIDUALS INVOLVED IN THE CASE. THE INSTITUTIONS ADMINISTRATION WILL THEN BE NOTIFIED OF THE BOARDS DECISION. IN ALL CASES THE HEARING BOARDS DECISION WILL BE FINAL. THE INSTITUTIONS ADMINISTRATION WILL THEN NOTIFY THE STUDENT OR EMPLOYEE OF THE BOARDS DECISION. IF THE STUDENT OR EMPLOYEE IS FOUND TO HAVE VIOLATED THE INSTITUTIONS DRUG AND ALCOHOL PREVENTION POLICY, THEN IMMEDIATE TERMINATION FROM SCHOOL OR EMPLOYMENT WILL TAKE PLACE.

## **Drug and Alcohol Abuse Prevention Program**

### **Procedures and Policy**

The policy of this institution is to provide annually information to its students and employees to prevent drug and alcohol abuse.

Distribution of drug and alcohol abuse prevention information may be given through discussion, counseling, direction to drug and alcohol abuse facilities, or the distribution of printed materials. Specifically, this institution via employee hiring interviews, employee reviews, student orientation, and

printed in our Employee Manual and School Catalog states:

1. We prohibit, at a minimum, the unlawful possession, use or distribution of drugs and alcohol by students and employees on the school's property, or as a part of a school's activities.
2. Below, please find a summary of applicable legal sanctions under local, state, and federal law for unlawful possession, use of distribution of illicit drugs and alcohol.
3. Below, please find a summary of how drug use affects health.

### **Standards of Conduct:**

The school is committed to a campus free of illegal drug use, misuse and abuse of prescription drugs, underage drinking and alcohol abuse. The school has no tolerance for illegal activity or any other harmful conduct influenced by drugs or alcohol. Unlawful possession as well as the distribution of illegal drugs or alcohol is prohibited on school property or as part of its activities. The school will cooperate fully with law enforcement agencies and will apply appropriate internal disciplinary processes should a student or an employee violate criminal statutes with regard to illegal drugs or possession or sale of alcohol.

The following shows the Federal penalties:

(Felony or misdemeanor)

a. DRUG CONVICTION FOR POSSESSION

Under Student Aid Laws: Cannot obtain any Government Student Aid, Loans, Or Grants for 1 Year after 1st Conviction for Possession; for 2 Years after 2ND Conviction and for an indefinite amount of time after 3RD Conviction.

DRUG CONVICTION FOR SALE

(Felony or misdemeanor)

Under Student Aid Laws: Cannot obtain any Government Student Aid, Loans, or Grants for 2 Years after 1ST Conviction and indefinite amount of time after 2ND Conviction.

DRUG POSSESSION

CANNABIS (< 2.5 grams) Up to \$1500 Fine &/or Up to 30 Days in Jail

CANNABIS (2.5 grams to 10 grams) Up to \$1500 Fine &/or Up to 6 Months in Jail

CANNABIS (10 grams to 30 grams) 1ST Offense Up to \$2500 Fine &/or Up to 1 Year in Jail

2ND Offense Felony Up to \$25,000 Fine &/or 1 to 3 Years Pen.

CANNABIS (30 grams to 500 grams) 1ST Offense Felony Up to \$25,000 Fine &/or 1 to 3 Years in Pen. 2ND Offense Felony Up to \$25,000 Fine &/or 2 to 5 Years in Pen.

CANNABIS (500 grams to 2000 grams) Felony Up to \$25,000 Fine &/or 2 to 5 Years in Pen.

CANNABIS (2000 grams to 5000 grams) Felony Up to \$25,000 Fine &/or 3 to 7 Years in Pen.

CANNABIS (over 5000 grams) Felony Up to \$25,000 Fine &/or 4 to 15 Years Pen.

PRESCRIPTION FORGERY

1ST Offense Felony Up to \$100,000 Fine &/or 1 to 3 Years in Pen. 2ND Offense Felony Up to \$200,000 Fine &/or 2 to 5 Years in Pen. POSSESSION DRUG PARAPHERNALIA

\$750 to \$2500 Fine &/or Up to 1 Year in Jail

POSSESSION OF HEROIN, COCAINE, MORPHINE, METHAMPHETAMINE, LYSERGIC ACID OR LSD:

15 GRAMS TO 100 GRAMS Felony Up to \$200,000 Fine &/or 4 to 15 Years in Pen.

100 GRAMS to 400 GRAMS Felony Up to \$200,000 Fine or Street Value &/or 6 to 30 Years Pen. 400 GRAMS TO 900 GRAMS Felony Up to \$200,000 Fine or Street Value &/or 8 to 40 Years Pen.

900 + GRAMS Felony Up to \$200,000 Fine or Street Value &/or 10 to 50 Years Pen.

PEYOTE, BARBITURIC ACID, AMPHETAMINE

(more than 200 grams)

Felony Up to \$200,000 Fine &/or 4 to 15 Years in Pen. METHAQUALONE, PENTAZOCINE, PHENCYCLIDINE

(more than 30 grams) Felony Up to \$200,000 Fine &/or 4 to 15 Years in Pen.

ANABOLIC STEROID

1ST Offense Up to \$1500 Fine &/or 30 Days in Jail 2ND Offense UP to \$1500 Fine &/or 6 Months in Jail NITROUS OXIDE

1ST Offense Up to \$2500 Fine &/or Up to 1 Year in Jail 2ND Offense Felony Up to \$25,000 Fine &/or 1 to 3 Years in Pen. SALE, MANUFACTURE, POSSESSION WITH INTENT TO TRAFFIC DRUGS

CANNABIS

(less than 2.5 grams) Up to \$1500 Fine &/or 6 Months in Jail CANNABIS

(2.5 grams to 10 grams) Up to \$2500 Fine &/or 1 Year in Jail CANNABIS

(10 grams to 30 grams) Felony Up to \$25,000 Fine &/or 1 to 3 Years in Pen. CANNABIS  
(30 grams to 500 grams) Felony Up to \$55,000 Fine &/or 2 to 5 Years in Pen. CANNABIS  
(500 grams to 2000 grams) Felony Up to \$100,000 Fine &/or 3 to 7 Years in Pen. CANNABIS  
(2000 grams to 5000 grams) Felony Up to \$150,000 Fine &/or 4 to 15 Years in Pen.  
CANNABIS

(more than 5000 grams) Felony Up to \$200,000 Fine &/or 6 to 30 Years in Pen. COCAINE  
(1 to 15 grams) HEROIN  
(10 to 15 grams) MORPHINE  
(10 to 15 grams) METHAMPHETAMINE

(5 to 15 grams) Felony Up to \$250,000 &/or 4 to 15 Years in Pen.

COCAINE, HEROIN, MORPHINE, METHAMPHETAMINE, LSD: 15 GRAMS TO 100 GRAMS Felony Up to \$500,000 Fine &/or 6 to 30 Years in Pen.

100 GRAMS TO 400 GRAMS Felony Up to \$500,000 or Street Value &/or 9 to 40 Years in

Pen. 400 GRAMS TO 900 GRAMS Felony Up to \$500,000 Fine or Street Value &/or 12 to 50 Years Pen. OVER 900 GRAMS Felony Up to \$500,000 Fine or Street Value &/or 15 to 60 Years Pen.

NITROUS OXIDE

Felony Up to \$25,000 Fine &/or 2 to 5 Years in Pen.\* FELONY, INCREASES PENALTY TO 15-20-25-LIFE Increased Penalties for use of Firearm During Commission of Offense:

Use of firearm during commission of offense: 15 years added to sentence imposed Discharge of firearm during commission of offense: 20 years added to sentence imposed

Discharge of firearm causing death or injury: 25 years or up to natural life added to sentence imposed MISDEMEANORS

Class A: Up to \$2500 Fine &/or Up to 1 Year in Jail. Class B: Up to \$1500 Fine &/or Up to 6 Months in Jail. Class C: Up to \$1500 Fine &/or Up to 30 Days in Jail. FELONY CONVICTION Class X Felony Up to \$25,000 Fine &/or 6 to 30 Years in Pen. Class 1 Felony Up to \$25,000 Fine &/or 4 to 15 Years in Pen. Class 2 Felony Up to \$25,000 Fine &/or 3 to 7 Years in Pen. Class 3 Felony Up to \$25,000 Fine &/or 2 to 5 Years in Pen. Class 4 Felony Up to \$25,000 Fine &/or 1 to 3 Years in Pen.

IF POSSESSION OR SALE OF ANY DRUG IS WITHIN 1500 FEET OF A SCHOOL, CHURCH, PUBLIC PARK, OR MOVIE THEATER, COURT MAY DOUBLE THE FINE AND THE SENTENCE.

Penalty Offense Incarceration misdemeanor

Possession 1 year felony 1 oz or less 6 years felony 1 oz or less (second conviction) 3\* - 10 years felony 1 oz or less (third conviction) 4 - 10 years felony \* Mandatory minimum sentence 5 - 10 years felony Sale 6 - 30 years misdemeanor 1 oz - 10 lbs 1 year felony 10 - 100 lbs 3 - 10 years More than 100 lbs

The sale within 1,000 feet of a school increases the penalty. A second conviction can double the penalty. Sale to a minor can double the penalty.

Paraphernalia

Possession of paraphernalia In furtherance of a felony

Miscellaneous

Any conviction causes a 6 month driver's license suspension.

Any conviction causes a 1 year commercial driver's license suspension.



## Penalty Details

### Possession

Possession of 1 oz. or less is a misdemeanor punishable by a maximum sentence of 1 year imprisonment and a maximum fine of \$1,000.

A second conviction for possession of 1 oz. or less is a felony which is punishable by a maximum sentence of 6 years imprisonment and a maximum fine of \$10,000. A third conviction for possession of 1 oz. or less is a felony which is punishable by a minimum sentence of 3 years and a maximum sentence of 10 years imprisonment as well as a maximum fine of \$10,000.

### Sale

The sale of 1 oz.-10 lbs. is a felony which is punishable by a sentence of 4-10 years imprisonment and a maximum fine of \$10,000.

The sale of between 10 lbs.-100 lbs. is a felony which is punishable by a sentence of 5-10 years imprisonment and a maximum fine of \$50,000. The sale of more than 100 lbs. is a felony which is punishable by a sentence of 6-30 years imprisonment and a maximum fine of \$50,000.

The sale within 1,000 feet of a school increases the penalty. A second conviction can double the penalty.

Sale to a minor at least three years younger than the seller can double the penalty.

### Paraphernalia

Possession of paraphernalia is a misdemeanor punishable by a maximum sentence of 1 year imprisonment and a maximum fine of \$1,000. Possession of paraphernalia in furtherance of a felony is a Class C felony punishable by 3-10 years imprisonment and a maximum fine of \$10,000.

### Miscellaneous

Any conviction causes a 6 month driver's license suspension.

Any conviction causes a 1 year commercial driver's license suspension.

### **How Does Drug Use Affect Health?**

Health risks are everywhere and are compounded with the use and abuse of drugs. Risks associated include nausea, depression, cardiac damage, coma, anxiety, and even death. Risks to pregnant women include difficult pregnancies and physical and mental damage to the fetus. Drug use, including alcohol, may diminish short term memory, affect your coordination, slow your reflexive abilities, impair your ability to make sound judgments and impair your ability to operate motor vehicles.

A description of alcohol and drug categories, their effects, symptoms of overdose, symptoms of withdrawal and indications of misuse can be found at:

<http://ncadi.samhsa.gov/>

and at the Drug Enforcement Administration of the U.S. Department of Justice website:

<http://www.usdoj.gov/dea/concern/concern.htm>

Federal Trafficking Penalties can be found at:

<http://www.usdoj.gov/dea/agency/penalties.htm>

### **Health Risks**

The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors.

#### **Alcohol:**

Alcohol consumption causes a number of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasingly the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of

aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions severely altering a person's ability to learn and remember information.

Very high doses cause

respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink during pregnancy may give birth to

infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcohol related problems.

### Cigarettes and other Nicotine Products:

In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a

sedative to the central nervous system. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from cigarettes, cigars, or pipes, Nicotine also is absorbed readily when tobacco is chewed. In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children and sudden infant death.

### Prescription Medications:

Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed in the treatment of pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

### Marijuana:

Marijuana use can lead to a number of long term and short term physical and psychological effects. Marijuana use leads to a substantial increase in the heart rate, impairs short term memory and comprehension and motivation can be altered. It can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation, and causes changes in the menstrual cycle. Short-term effects include memory and learning problems, distorted perception and difficulty thinking and solving problems.

### Cocaine and Crack:

Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue and the septum. Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose, and depression. Other symptoms of cocaine use may include nausea, vomiting, insomnia, tremors, and

convulsions. Chronic users may become paranoid and/or experience hallucinations.

#### Barbiturates:

In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses or doses taken in combination with other central nervous system depressants (e.g., alcohol) may cause respirator depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions.

#### Amphetamines:

Amphetamines, methamphetamines, or other stimulants can cause increased heart rate and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. An individual using amphetamines might begin to lose weight, have the sweats, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

#### Hallucinogens:

PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors. Someone under the influence of PCP might appear moody, aggressive, or violent. Sleeplessness, confusion, anxiety, and panic, and may report perceptual distortions.

Flashbacks may occur.

#### Steroids (anabolic):

Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible. Short term side effects include depression, hallucinations, paranoia, severe mood swings and aggressive behavior. Major side effects also can include liver tumors and cancer, jaundice, high blood pressure, kidney tumors, severe acne and

trembling. In males side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial hair, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

#### Narcotics:

Because narcotics are generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in

death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include itchy skin, needle or “track” marks on the arms and legs, nodding, lack of sex drive and appetite, sweating, cramps and nausea when withdrawing from the drug.

**Treatment:**

Medication and behavioral therapy, alone or in combination, are aspects of an overall therapeutic process that often begins with detoxification, followed by treatment and relapse prevention. Easing withdrawal symptoms can be important in the initiation of treatment; preventing relapse is necessary for maintaining its effects. And sometimes, as with other chronic conditions, episodes of relapse may require a return to prior treatment components. A continuum of care that includes a customized treatment regimen, addressing all aspects of an individual’s life

including medical and mental health services, and follow-up options (e.g. community or family based recovery support systems) can be crucial to a person’s success in achieving and maintaining a drug-free lifestyle.

**Hotline Numbers:**

National Drug and Alcohol Treatment referral Services: 800-

662-4357 Center for Addiction Dallas, Texas 855-805-8478

**School Disciplinary Sanctions:**

It is the school policy to discourage all violations of Federal, State or local laws by any member of the school community. In addition to possible prosecution and punishment by civil authorities, a student or employee violating any law may be subject to sanctions imposed by the school.

**Students:**

Sanctions against students include, but are not limited to, disciplinary expulsion, suspension, and/or probation. When appropriate school sanctions may be entered into permanent records. Parents of dependent students will be notified of pending charges or subsequent decisions.

**Faculty:**

Faculty who violate the school’s standards of conduct are subject to disciplinary action including reprimand, suspension or dismissal.

**Other Employees:**

The school may impose sanctions against any employee who violates Federal, State or local laws, or the standards of school conduct. Depending on the nature and severity of the violation, these sanctions can range from warnings and/or mandatory referral for drug or alcohol rehabilitation to outright termination of employment.

**Federal Law**

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional

grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table.

**If convicted of an offense involving:**

<b>Possession of a Controlled Substance</b>	<b>Ineligibility Period</b>
First Offense	1 year
Second Offense	2 years
Third Offense	Indefinite
<b>Sale of a Controlled</b>	<b>Ineligibility Period</b>
First Offense	2 years
Second Offense	Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

- A. The student satisfactorily completes a drug rehabilitation program that:
  1. Complies with the criteria prescribed in the federal regulations; and
  2. Includes two unannounced drug tests;
- B. The student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations; or
- C. the conviction is reversed, set aside, or otherwise rendered nugatory.

**Drug and Alcohol Abuse Prevention Program Biennial Review**

Bella College in Greenville will review the Drug and Alcohol Abuse Prevention Program in December on a biennial basis to determine its effectiveness and to ensure sanction enforcement. The review will include the following:

- The number of violations and fatalities that occur on campus and that are reported to the school officials
- The number and type of sanction that were imposed by the school official

Bella Cosmetology and Barber College In Greenville will make available the results, the data and methods supporting its conclusion upon request. Requests must be submitted in

writing and in person to the following school official:

Sharon Eitelman -OWNER

BELLA COSMETOLOGY AND BARBER COLLEGE  
5015A Wesley St.. Greenville, Texas 75402

**SECURITY POLICY  
BELLA COSMETOLOGY AND BARBER COLLEGE**

STUDENTS AND EMPLOYEES ARE ENCOURAGED TO REPORT CRIMES, SUSPICIOUS ACTIVITIES OR OTHER SECURITY PROBLEMS TO THE PROPER AUTHORITIES AT THE SCHOOL. THE PROPER AUTHORITIES AT THIS SCHOOL ARE:

SHARON EITELMAN-OWNER      MIKE EITELMAN- DIRECTOR

THE PROCEDURES LISTED BELOW WILL BE FOLLOWED TO ADDRESS REPORTS OR COMPLAINTS MADE TO SECURITY PERSONNEL:

1. THE CHIEF SCHOOL OFFICER WILL MAKE A WRITTEN REPORT LISTING THE FOLLOWING:

- A. DATE OF REPORT
- B. TIME OF REPORT
- C. NAME OF COMPLAINT
- D. NATURE OF COMPLAINT
- E. ACTION TAKEN BY THE CHIEF SECURITY OFFICER
- F. RECOMMENDATIONS TO HIGHER AUTHORITIES.

THIS WRITTEN REPORT WILL BE SIGNED AND SUBMITTED TO THE PROPER AUTHORITIES IN THE EVENT THAT OUTSIDE HELP BE CALLED, SUCH AS THE POLICE, SHERIFFS DEPARTMENT, FEDERAL OFFICERS, ETC. THE SCHOOL PERSONNEL SHALL COOPERATE WITH SAID AGENCIES TO THE BEST OF THEIR ABILITIES.

2. CERTAIN AREAS OF THE SCHOOL FACILITIES ARE NOT OPEN TO THE PUBLIC, INDIVIDUALS WHO WISH TO VISIT PERSONS IN SUCH AREAS MUST FIRST OBTAIN PERMISSION THROUGH THE ADMINISTRATIVE OFFICE.

3. THE SCHOOL SECURITY FORCE HAS THE AUTHORITY TO CHECK ALL PERSONS ON THE SCHOOL PROPERTY TO DETERMINE THEIR PRESENCE AND TO:

A. ESCORT UNAUTHORIZED PERSONS TO THE PROPER OFFICE OR OFF THE SCHOOL PROPERTY.

B. CONTROL THE ACTIONS OF PERSONS VIOLATING SCHOOL RULES OR LOCAL, STATE, OR FEDERAL LAWS AS LONG AS THE ACTIONS DO NOT VIOLATE ANY LOCAL, STATE OR FEDERAL LAWS.

C. COOPERATE WITH LOCAL, STATE OR FEDERAL LAW OFFICERS SHOULD IT BECOME NECESSARY.

4. WHILE ON SCHOOL PROPERTY, STUDENTS ARE ENCOURAGED TO:

- A. AVOID BEING ALONE IN ISOLATED AREAS.
- B. REPORT SUSPICIOUS ACTIVITIES OR PERSONS.
- C. LOCK VEHICLES AND PERSONAL BELONGINGS.
- D. KNOW WHERE THE SECURITY FORCE CAN BE REACHED.

I HAVE RECEIVED A COPY OF THESE SECURITY POLICIES AND WILL ADHERE TO THEM TO THE BEST OF MY ABILITY.

---

STUDENT SIGNATURE

---

DATE



**a. General Information:**

This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).

All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes no to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtain by the institution's owner who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.

1. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students, clients and suppliers. Clients must sign in at the entrance and all suppliers will check in at the front service desk and will be announced to the person they will be visiting. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may also be subject to a fine and/or arrest.
2. Current policies concerning campus law enforcement are as follows:
  - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
  - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

3. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a) Do not leave personal property in classrooms
  - b) Report to your institutional official, any suspicious persons.
  - c) Always try to walk in groups outside the school premises.
  - d) If you are waiting for a ride, wait within sight of other people
  - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
  - f) The “Crime Awareness And Campus Security Act” is available upon request to students, employees (staff and faculty) and prospective students.
  - g) The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
  - h) Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
4. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution’s policies and regulations are properly disclosed to prospective students.
5. All incidents shall be recorded in the Institutions daily Incident Log located on campus at the administration office of the owner. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.

6. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
7. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
8. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
9. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.
10. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
11. In the event a sex offense should occur on campus, the victim should take the following steps:
  - Report the offense to the school administration.
  - Preserve any evidence as may be necessary to the proof of the criminal offense.
  - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
  - Request a change in the academic situation if necessary.
12. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
13. These records are available upon request through the administrative office

### **3. Information for crime victims about disciplinary proceedings.**

Bella College in Greenville, upon written request, will disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the

information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.

As part of the Crime Control and Law Enforcement Act of 1994, Bella College are required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.

Link <http://www.city-data.com/soz/soz-78613.html>

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon to report to the school’s officer but rather contact the appropriate agency by calling (911).

Sharon Eitelman-  
OWNER 5015A Wesley St Greenville 903-494-5170

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Name of institution’s officer	Address	Phone
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#### 4. Emergency Evacuation Procedures and Policies

##### **GENERAL EMERGENCY PROCEDURES**

###### ***a. Emergency Evacuation***

Should an emergency or dangerous situation arise that may impact the health or safety of students and/or employees adhere to the following guidelines:

- **Fire Evacuation:** Exit the building in the event of a fire; follow signage to the nearest exit
- **Tornado Procedure:** Seek shelter in the event of a tornado, follow staff instructions
- **All Other Emergency Situations:** Refer to campus managers and instructors
- **Icy Days and Emergency Notices** will be sent via mass notice viatext:

Institution	Address	Website
School Name: Bella College Greenville OPE ID: 042359	5015A Wesley St. Greenville Tx. 75402	<a href="http://www.bellacollege.com">www.bellacollege.com</a>

## **Who to Contact**

All employees are expected to be familiar with and to follow procedures outlined in the Bella College in Greenville Student Handbook. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized to make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

## **Medical Attention**

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

## ***PERSONAL RESPONSIBILITY FOR SAFETY***

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following.

### **Individual Responsibility**

- Follow the approved practices and procedures or standards which apply, on any work you perform for the school.
- Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.
- It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.
- Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.
- Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the Instructors and the Institutions Owner.
- If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.
- Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class after alcoholic consumption.
- Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.
- Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors

- represent serious slipping hazards and should be cleaned up immediately upon observation.

### **Accident Investigation and Reporting**

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/ Instructor no later than end of the period on the day in which the injury occurred. Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Instructors to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

### **Firearms**

Firearms, ammunition, explosives or other weapons are prohibited on the school property. Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and
- Any law enforcement getting a service on the clinic floor
- TCLEOSE approved students

### **Good Housekeeping**

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job training. Each student is graded on their ability to clean up after each service and perform a cleanup duty at the end of the day.

## ***FIRE PREVENTION AND SECURITY***

### **Fire Prevention**

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

Everyone must clock out and smoke outside the building. Do not smoke in areas where “No Smoking” signs are posted, or where hazard from smoking exists.

If a fire should occur, contact your instructor or the School Owner.

Stay calm. If the fire is small, select the proper extinguisher and put out the fire (if this can be done safely).

TYPES OF FIRES	TYPES OF EXTINGUIDHER AND AGENT
Ordinary Combustible Materials Such As Paper, Wood, and Trash	Water (Preferred) And Multi-purpose
Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas	Dry Chemical (Preferred) And Carbon Dioxide
Electrical such as	Carbon dioxide
Electronic Instruments And Switchgear Installations	(Preferred) And Dry Chemical

**Storage of Flammable Liquids**

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degree F.

***SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT***

**Rule**

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

**Responsibility**

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

## **First Aid**

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin,

the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

## ***SEVERE WEATHER***

### **Tornado**

If (in the judgment of the Instructor or administrator in charge) the treat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.
- Everyone should remain in these “safe” areas until in the opinion of the instructor or administrator, the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

### **Flooding**

Because of the elevation of the School, Bella College in Greenville is not likely to flood. However, during periods of flooding, the Owner will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

### **Ice and Snow**

In the event that ice and/or snow threaten to make highway travel hazardous, the owner may dismiss classes to allow commuters to return home safely.

### **Closing the School as the Result of Severe Weather**

Only the Owner has the authority to close the School. When this action is taken, the Owner will notify the students and faculty. Each student will receive a text and it will be posted on our social media site.

### **Self-Determination Policy**

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).



## **EVACUATION PROCEDURES**

### **Emergency Evacuation**

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

### ***b. CRITICAL INCIDENT RESPONSE PLAN 2013 -2014***

#### **DEFINITION OF A CRITICAL INCIDENT**

A critical incident is a situation that involves Bella College in Greenville student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

#### **OBJECTIVES**

1. To coordinate the School's response to critical incidents while paying special attention to the safety and security needs of students and faculty.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

*(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)*

### ***c. STUDENT ASSISTANCE SERVICES***

#### **Personal Counseling Referrals**

The DIRECTOR of BELLA COLLEGE will act as the referral agent for student seeking assistance for emotional or personal counseling services.

## **5. Emergency Notification Procedures and Policy**

**Step 1** - The School Director is notified of a critical incident involving a Bella College in Greenville student or employee at, 903-494-5170, 903-456-4522 after hours or holidays.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

**Step 2** – The DIRECTOR gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be canceled or altered in some manner the School Owner will contact the faculty. The Head Instructor will contact the student's and the closure will be posted on the social media site. [www.BELLACOLLEGE.com](http://www.BELLACOLLEGE.com) and [face book](#)

Any media contact, press releases, email or website assistance must be coordinated through the School Owner.

**Step 3** – Depending on the evaluation of the situation, one or more of the following may occur:

- **Step 3A** –Bella College in Greenville will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond, to or otherwise mitigate the emergency.

The Owner will go to the scene of the incident to assess the need for back-up personnel. Based on the initial findings, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

- **Step 3B** -- If warranted, an emergency meeting of the staff may be called after evaluation of the situation with the consent of the President and/or Director.
- **Step 3C** – DIRECTOR initiates family contacts.
- **Step 3D** – Emergency meeting is called. If determined in the emergency meeting, the staff will assist the DIRECTOR in dealing with the critical incident. This may include: assisting affected student or employee's family members, counseling with students or employees, gathering additional information, etc.

**Step 4** – Once the issue/situation is under control. Any needed follow-up plans, communications,

activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting will be scheduled. The owner will evaluate all responses to critical incident at the closure/evaluation meeting.

<b>OWNER Sharon Eitelman</b>	<b>903-456-4522</b>
<b>Instructor Kelley Holley</b>	<b>903-494-5170</b>

***a. Local Community Emergency Services***

<b>All Emergencies (Fire, Police, Sheriff, Ambulance)</b>	<b>911</b>
<b>Poison Control Center</b>	<b>1-800-222-1222</b>
<b>Suicide Hotline</b>	<b>1-800-784-2433</b>
<b>Hospitals:</b>	
Hunt Memorial Hospital,	903-408-5000
4215 Joe Ramsey Blvd. Greenville, Texas	

**Emergency Communication Guidelines**

In the event of an emergency that directly affects Bella College in Greenville all students and employees will be notified by telephone, text and the School’s social media.

**EXAMPLES OF LIFE THREATING/SERIOUS SITUATIONS AND RESPONSES**

**FIRES:**

**Examples: Buildings, Grounds, Automobiles**

2. Clearly identify the location of the incident.
  - a. Physical location on campus
  - b. Room or area where fire is located
3. Evacuate the area.
  - a. Check the evacuation signs posted in hallway and

- b. Follow to the Exit
  - c. Gather in Parking lot
4. Call the Fire Department
- a. Remain in Parking lot until the Fire Department has indicated that it is safe to re- enter the building.

**SEVERE WEATHER: (i.e., Tornadoes)**

- **Tornado Watch** – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- **Tornado Warning** – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
  - When a tornado **WARNING** is received by way of siren or public broadcast:
    - Faculty and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
    - If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
    - Protect yourself by:
      - Lying face down
      - Drawing your knees up under you
      - Covering the back of your head with your hand

**POWER OUTAGE:**

- If an electric power outage occurs, the following procedures need to be taken:
  - Open doors and window coverings to take advantage of natural lighting.
  - Help those in need of assistance.
  - Carry flashlight to the Exits.

d. **CRIMINAL DISTURBANCE:**

EXAMPLES

Robbery

Assault (verbal or physical) Theft in progress

Hostage situation Gang activity Weapon on campus

Do not resist or attempt to retaliate unless your life depends on self-defense.

Call local law enforcement.

Report any criminal disturbance to the School DIRECTOR immediately.

## **BOMB THREATS:**

1. Do not hang up or put the person on hold.
2. Record date and time you were notified of a bomb threat.
3. Obtain as much information as possible.
4. Call the School Director.
5. The School Director will call the local law enforcement. Do not take any further action, unless you are specifically asked to do

## **DISRUPTIVE BEHAVIOR:**

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the School Director.
  - Examples of disruptive behavior:
    - Throwing rocks in windows
    - Blocking chairs and tables in classrooms
    - Writing on walls and defacing the School property
    - Verbal abuse of students or employees
    - Disturbing instructors or students
    - Unauthorized protests
  - Make written documentation of incident.

## **DRUG/ALCOHOL INTOXICATION:**

Immediately call the School Director.

## **UNUSUAL BEHAVIOR:**

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the School Director.
2. Do not argue with the person, no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

**e. MEDICAL EMERGENCY:**

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
  
  - Reportable examples include but are not limited to:
    - Medical emergencies
    - Occupational accidents requiring medical treatment other than minor first aid.
    - Accidents caused by property damage or unsafe conditions.
      - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School Director should be notified of the location of the emergency.
  
  2. ALWAYS document the incident.

## EMERGENCY GUIDELINES

**EXITS AND SECURE AREAS ARE POSTED ON THE WALL OF THE BREAK ROOM, THEORY ROOM NEAR THE OFFICE AND BATHROOMS.**

**THE FOLLOWING PROCEDURES SHOULD BE FOLLOWED IF YOU DISCOVER FIRE OR SMOKE IN THE BUILDING:**

1. **ALERT THE INSTRUCTORS TO CALL 911; GIVE THEM THIS ADDRESS**  
BELLA COLLEGE in Greenville 5015 A Wesley St.  
Greenville, Texas 75402

2. **RESCUE ALL STUDENTS SHOULD BE DIRECTED TO NEAREST EXIT. ASK ALL CLIENTS TO FOLLOW. WHEN EVERYONE IS SAFE INSTRUCTORS WILL ACCOUNT FOR ALL STUDENTS.**
3. **CONFINE IF FIRE IS SMALL AND CONFINED TO ONE OBJECT, LOCATE FIRE EXTINGUISHER AND EXTINGUISH THE FIRE. NEVER ATTEMPT TO USE A FIRE EXTINGUISHER IF YOU DO NOT KNOW HOW.**

## **MEDICAL EMERGENCY PROCEDURES**

1. **ALERT AN INSTRUCTOR AND DIRECT THEM TO THE EMERGENCY**
2. **IF IT IS A CLIENT, FIND OUT IF THEY ARE WITH ANYONE. CALL 911 IF UNCONSCIOUS.**
3. **MINOR BURNS OR CUTS CAN BE TAKEN CARE OF IN THE SCHOOL BY AN INSTRUCTOR.**
4. **FOLLOW ANY BLOOD SPILL PROCEDURES.**

## **TORNADO PROCEDURES**

1. **IF THREATENING WEATHER IS SPOTTED, LISTEN FOR A TORNADO SIREN**
2. **DO NOT LEAVE THE BUILDING**
3. **STAY AWAY FROM THE GLASS IN FRONT.**
4. **WAIT UNTIL THREAT IS OVER**

## **EVACUATION PLAN**

### **IN CASE OF A FIRE OR BOMB**

1. **YOU WILL BE ALERTED BY 2 BLAST ON AIR HORN**
2. **INSTRUCTORS WILL ALERT YOU AS TO WHERE THE FIRE IS AND WHICH EXIT TO TAKE.**
3. **ASK CLIENT TO FOLLOW**
4. **FORM A SINGLE LINE.**
5. **EXIT THE NEAREST EXIT AWAY FROM THE FIRE ETC. OR AS DIRECTED BY ADMINSTRATORS**
6. **ALL EXITS ARE MARKED BY LIGHTED SIGNS.**
7. **THE DIRECTOR/INSTRUCTOR WILL DIAL 911**
8. **DIRECTOR/INSTRUCTOR TO CHECK TO SEE IF EVERYONE IS OUT.**

### **INCASE OF A THREAT FROM PERSON OR PERSONS INTENDING TO DO HARM**

1. **YOU WILL HEAR 2 BLAST FROM AIR HORN**
2. **EVERYONE WILL BE DIRECTED TO LEAVE THE BUILDING OR GO TO A SECURE AREA. ANY ROOM THAT HAS A LOCK.**
3. **911 WILL BE CALLED BY A DIRECTOR/INSTURCTOR**
4. **EXIT THE NEAREST EXIT AS DIRECTED**
5. **ALL EXIT ARE MARKED BY LIGHTED SIGNS**
6. **EVERYONE WILL BE NOTIFIED WHEN THREAT HAS ENDED.**

IF THE THREAT SHOULD BE OUTSIDE THE BUILDING THERE WILL BE A LOCK DOWN AND NO ONE WILL BE ALLOWED TO ENTER OR LEAVE UNTIL THE THREAT HAS ENDED.

## SAFETY RULES

### DEFINATION:

SAFETY - THE RIGHT WAY OF DOING SOMETHING IN AN ATTEMPT TO PREVENT AN ACCIDENT.

ACCIDENT: AN UNPLANNED AND UNTIMELY INCIDENT THAT OCCURS AT HOME, PLAY OR WORK THAT CAUSES PERSONAL INJURY OR DAMAGED EQUIPMENT.

### INTRODUCTORY INFORMATION

MOST ACCIDENTS IN THE STYLING SALON ARE PREVENTABLE. THEY ARE CAUSED EITHER BY IGNORANCE, CARELESSNESS OR NEGLECT ON THE PART OF ONE OR MORE PERSONS. THE REMEDY LIES IN THE CONTINUAL USE OF CAUTION AND COMMON SENSE

SO AS TO PREVENT DISEASE OR ACCIDENTS. SAFETY EDUCATION FOR COSMETOLOGIST WILL HELP ELIMINATE ACCIDENTS HAZARDS AND ESTABLISH SAFE WORKING HABITS.

### GENERAL INFORMATION AND SAFETY

#### PRECAUTIONS ELECTRICAL EQUIPMENT:

CHECK ALL ELECTRICAL APPLIANCES FOR PROPER GROUNDING. IF IT HAS A METAL CASING, IT MUST HAVE A THREE-WAY PRONG PLUG. BLOW DRYERS MADE OF PLASTIC ARE AUTOMATICALLY GROUNDED. ANY FAULTY APPLIANCES SHOULD BE TAKEN BACK TO THE DEALER. CHECK CONNECTING SCREWS ON BLOW DRYERS. CHECK APPLIANCES FOR "U.L." APPROVED. THE U.L. (UNDERWRITERS LABORATORIES) APPROVAL SEAL MEANS THE APPLIANCE HAS BEEN TESTED AND JUDGED SAFE. IT SHOULD NOT OVERHEAT OR CAUSE ELECTRICAL SHOCKS.

NEVER TRY TO CLEAN A CLOGGED ELECTRICAL OUTLET NOR CLEAN OR OIL A MACHINE WHEN IT IS CONNECTED TO AN ELECTRICAL CURRENT. IT WILL CAUSE AN ELECTRICAL SHOCK.

TO DISCONNECT ELECTRICAL EQUIPMENT WHEN NOT IN USE, GRASP PLUG AND PULL GENTLY.

WIRES OF AN ELECTRICAL DEVICE MUST NOT BE LEFT TRAILING WHEN NOT IN USE. WIND CORD UP AND STORE AWAY UNTIL THE NEXT USE.

WHEN MOVING A HEAVY PORTABLE MACHINE SUCH AS A HAIR DRYER, HOLD IT AT THE TOP AND BOTTOM TO PREVENT IT FROM FALLING.

STYLING CHAIRS MUST NOT BE TIPPED ON THEIR SIDE WHEN MOVING. THE CHAIR CONTAINS HYDRAULIC FLUID AND CAN LEAK OUT IF IMPROPERLY MOVED. INSPECT YOUR APPLIANCES PERIODICALLY FOR WORN CORDS.

IF AN ELECTRICAL APPLIANCE PRODUCES AN ORDER OF BURNING, PULL OUT THE PLUG IMMEDIATELY.

IF AN ELECTRICAL APPLIANCE GOES OUT WHILE IN OPERATION, PULL



OUT THE PLUG IMMEDIATELY. SOME APPLIANCES HAVE SAFETY CUT-OFF'S. LET THE APPLIANCE COOL OFF.

DO NOT TURN WIG DRYER TEMPERATURE ABOVE MEDIUM. HIGH HEAT WILL CAUSE THE MANNEQUINS TO SWELL AND THE HAIR TO LOOSEN.

DO NOT DIRECT HEAT LIGHTS ON A HEAT LAMP EXCEPT BY MOVING FLEXIBLE ARM. NEVER ADJUST BY MOVING HEAT BULB SHIELD.

NEVER DIRECT LAMP BULBS CLOSER THAN 20 INCHES FROM PATRONS HEAD. WHEN FINISHED WITH LAMP, PLACE BACK AGAINST THE WALL OUT OF THE PATH WAY

#### ELECTRICAL SHOCK

USE DRY HANDS IN CONNECTING AND DISCONNECTING ELECTRICAL EQUIPMENT. AVOID WETTING ELECTRICAL CORDS.

NEVER USE AN ULTRAVIOLET RAY MACHINE ON A DAMP HEAD.

LOCATE BREAKER BOX FOR THE LAB IN CASE OF ELECTRICAL FAILURE.

#### FIRE

IF A FIRE SHOULD START IN THE LAB, FIRE EXTINGUISHERS ARE AVAILABLE FOR INSTRUCTORS USE ONLY. ALL STUDENTS WILL BE ASKED TO FILE OUT OF THE BUILDING IN THE SAME MANNER AS FOR A SCHOOL FIRE DRILL. USE THE NEAREST EXIT IN AN ORDERLY MANNER.

KEEP FLAMMABLE MATERIALS CAPPED AND SAFELY STORED AWAY FROM HEAT. ALCOHOLIC SOLUTIONS, COSMETICS, HAIR SPRAY.

AVOID OVER HEATING MANICURE LOTIONS, IT MAY CAUSE A FIRE IF THE PAPER CUPS BECOME OVERHEATED. THERE IS NOT AN AUTOMATIC CUT-OFF ON A HOT OIL MACHINE.

SHAKE SOILED TOWELS BEFORE CLEANING TO AVOID FOREIGN OBJECTS FROM CLOGGING LINT FILTER OR HOSE OF WASHING MACHINE.

THE LINT FILTER IN THE CLOTHES DRYER MUST BE CLEANED AFTER EACH LOAN OF TOWELS.

#### BURNS AND ABRASIONS

DO NOT TEST CURLING IRONS HEAT WITH FINGERS, USE A PERM PAPER.

IF YOU ARE ACCIDENTALLY BURNED FROM A CURLING IRON, ASK AN INSTRUCTOR TO GET ICE IMMEDIATELY, ALOE- VERA PLANT CUTTING, OR OTHER COMPRESS.

#### CLEANLINESS AND INFECTIONS

HANDS MUST BE WASHED AFTER RETURNING FROM LAVATORY AND BEFORE AND AFTER GIVING SERVICES.

STUDENTS MUST ATTIRE IN CLEAN UNIFORMS. IF AN ACCIDENT OCCURS, THE UNIFORM MAY BE CLEANED IN THE LABS FACILITIES.

ALL CHEMICAL SERVICES MUST BE APPLIED IN THE SHAMPOO ROOM TO AVOID SPILLING LIQUIDS ON FURNITURE.

SOILED LINENS MUST BE KEPT IN CLOSED CONTAINERS. THESE CONTAINERS ARE KEPT IN THE LAB.

STUDENTS HAVING COLDS OR INFECTIOUS DISEASES WILL NOT BE PERMITTED TO SERVE PATRONS. INFORM YOU INSTRUCTOR IF THIS OCCURS.

ALL JARS AND BOTTLES MUST BE PROPERLY LABELED, COVERED AND KEPT IN A COOL PLACE. NOTE: ALL WATER BOTTLES MUST BE LABELED OF ITS CONTENTS. FOOD OR DRINKS ARE NOT ALLOWED IN THE LAB OR CLASSROOMS. PERIODICALLY, ANTS ROACHES AND CRICKETS HAVE BEEN

SIGHTED. IF SO, HAVE AN INSTRUCTOR CONTACT MAINTENANCE FOR EXTERMINATION.

ANY ELECTRICAL APPLICATOR COMING INTO CONTACT WITH PATRONS MUST BE CLEANED AND SANITIZED AFTER EACH USE WITH A HOSPITAL GRADE EPA REGISTERED DISINFECTANT.

PLACE CAPE OVER BACK OF CHAIR. SOME CHEMICALS WILL REMOVE FABRIC COLOR TEMPORARILY. INSTRUCT PATRON TO WASH FABRIC TO ENGAGE COLOR.

SKIN INJURIES AND ERUPTIONS

FIRST AID TREATMENT CAN BE GIVEN FOR CUTS AND ABRASIONS: USE AN ANTISEPTIC, ALCOHOL PREP.

STOP MINOR BLEEDING FROM CUTS BY APPLYING PRESSURE TO THE AREA. BAND-AIDS ARE KEPT IN THE DISPENSARY FOR STUDENTS USE.

### **Security Report – Missing Person Notification Policy**

Our school does not provide on-campus housing; therefore, in accordance with Department of Education and HEOA Sec. 488(g) amended HEA Sec.485 (20 U.S.C. 1092): added HEA Sec.485 (j), we do not have a Missing Person Notification Policy.

### **Fire Safety Report and Fire Log**

Our schools do not provide on-campus housing; therefore, in accordance with Department of Education and HEOA Sec.488 (a)(1)(E) amended HEA Sec.485(a)(1) U.S.C. 1092(a)(1)): added HEA Sec.485(a)(1)(T).

HEOA Sec.488 (g) amended HEA Sec.485 (20 U.S.C. 1092): added HEA Sec.485 (i), we do not distribute a Fire Safety and Fire Log.

### **Voter Registration Procedure to Ensure Annual Requirement is Met**

Bella College in Greenville provides a link for Voter Registration and encourages its student to register and to vote. Voter registration forms are available at the president's office and are handed out as part of students' First Day Packet at the start of each class.

Registration forms are also available at most post offices, libraries, city and county offices and Department of Motor Vehicles. Web link:

<https://registertovote.org/forms/register/registration/texas.html>

Completed registration cards can be returned by mail to the Registrar of Voters, postage is pre-paid. Voter registration cards are processed upon receipt by the Registrar of Voters Office, and in approximately three to four weeks, voters receive a Voter Notification Card in the mail as proof of registration. A voter should review the information on the card for accuracy and notify the Registrar of Voters of any incorrect information.

[www.texas.gov/en/discover/pages/voting.as](http://www.texas.gov/en/discover/pages/voting.as)

[px www.dmv.org/tx-texas/voter-registration.php](http://px.www.dmv.org/tx-texas/voter-registration.php)

## Vaccinations Policy if Applicable

**Bella College in Greenville does not require vaccination for admission into any of our programs. If you are interested in getting more information about vaccinations, please contact your healthcare provider or:**

**Texas Department of State Health Services, Immunizations Branch**

**P.O. Box 149347 Austin, Texas  
78714-9347**

**512-776-7111 or 1-888-963-7111**

**[www.dshs.state.tx.us/immunize](http://www.dshs.state.tx.us/immunize)**

## **Facilities and Services Available to Students with Disabilities**

No individual with a disability (*Physical or mental impairment*), because of their disability, will be excluded from enrolling in a course of instruction, if it can be determined that the student **can benefit** from the training. Additionally, Bella College in Greenville will exert its best effort to provide requested **reasonable accommodation**. If you would like to request a reasonable accommodation, please contact the Director of Operations. You may request a reasonable academic adjustments or auxiliary aids at any time. The Director of Operations is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

Applicants with a disability, as defined in paragraph 34 C.F. R. 104.3 (j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. Bella College in Greenville will work with the student to determine whether a reasonable accommodation can be granted to enable a student to benefit and thus qualify for federal funding.

Any qualified individual with a disability requesting a reasonable accommodation should follow this procedure:

- 1) Notify the Director of Operations in writing of the type of accommodation(s) needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aids.
- 2) The request should be made at least four weeks in advance of the date needed.
- 3) You may contact the Director of Operations by telephone at 903-494-5170

## **Withdrawal for Misconduct**

A student withdrawn from school for misconduct may not be eligible for re-enrollment into any course of instruction being offered by Bella College. All final decisions will be determined by the Campus Director.

### **GRADE AND QUOTA SHEET**

YOU WILL BE EXPECTED TO PERFORM ALL PRACTICAL ASSIGNMENTS LISTED IN ALL LEVEL QUOTA SHEETS. THESE ARE EQUAL TO OR MORE THAN THE STATE REQUIREMENT AND ALL WILL NEED TO BE COMPLETED BEFORE YOU GRADUATE.

#### **LEVEL 1**

LEVEL ONE GRADE OUTS WILL BE HELD ON THE 5<sup>TH</sup> WEEK OF SCHOOL. IT IS IMPORTANT THAT YOU DO NOT MISS THIS TIME OR ANY OTHER TIME DUE TO THE FACT DURING SCHOOL YOU WILL BE RECEIVING MANY CLASSES AT ANY GIVEN TIME. ANY TIME MISSED WILL HAVE TO BE MADE UP AND COULD DELAY YOUR GRADE OUT. YOU WILL BE GIVEN GUIDELINES FOR MATERIAL IN THE GRADE OUT. READ THIS AND FOLLOW IT CLOSELY. IF YOU ARE LATE OR ABSENT, YOU WILL LOSE 10 POINTS OF EACH PROCEDURE INCLUDING THE WRITTEN TEST. YOU WILL NOT BE ALLOWED TO WORK ON THE FLOOR UNTIL YOU HAVE REACHED 150 ACTUAL HOURS. YOU WILL RECEIVE A REPORT CARD AT THE END OF EACH LEVEL.

#### **CLEAN UP DUTIES**

YOU WILL BE EXPECTED TO KEEP ALL WORK AREAS CLEAN AND SANITIZE ALL IMPLEMENTS ACCORDING TO STATE GUIDELINES. YOUR INSTRUCTOR MAY ASSIGN OTHER DUTIES AS NEEDED.

#### **PERSONAL SERVICES**

YOU HAVE BEEN GIVEN A LIST OF PRICES FOR PERSONAL SERVICES; THESE WILL BE PAID FOR IN ADVANCE. STUDENTS MAY ONLY RECEIVE A PERSONAL SERVICE IF NO TIME WAS MISSED THE WEEK BEFORE AND NO DISCIPLINARY ACTIONS WERE TAKEN. YOUR INSTRUCTOR MAY ALLOW YOU TO WORK ON EACH OTHER AS NEEDED FOR EDUCATIONAL PURPOSES.

#### **TELEPHONE USE**

YOU MAY NOT MAKE ANY PHONE CALLS DURING CLASS EXCEPT IN THE CASE OF AN EMERGENCY AND IS CLEARED THROUGH OFFICE PERSONNEL. YOU MAY USE YOUR CELL PHONE ONLY ON BREAKS AND WHEN YOU ARE OUT OF THE BUILDING OR IN THE BREAK ROOM. CELL PHONES MAY NEVER BE USED IN THE CLASSROOMS.

#### **NOTE BOOKS**

YOU WILL BE GIVEN HAND OUTS AND OTHER DOCUMENTS DURING SCHOOL, KEEP THESE AND ANY OTHER DOCUMENTS YOU MAY RECEIVE FOR REFERENCE.

#### **EXAMPLES OF A PRACTICAL EXAM:**

Revised 3-6-2013  
BELLA COLLEGE in  
Greenville  
MANICURE  
PROCEDURE LEVEL  
20  
MINUTES

NO PARICIAL POINTS WILL BE GIVEN. IF NOT COMPLETED IN TIME, STUDENT WILL BE STOPPED AND PROCEDURE WILL HAVE TO BE REPEATED.

GRADING WILL BE AS FOLLOWS:

30 POINTS FOR SANITATION  
20 POINTS FOR TABLE SET UP  
30 POINTS FOR PROCEDURE  
20 POINTS FOR POSTURE

THESE STEPS WILL NEED TO BE FOLLOWED

Table and chairs sanitized  
All supplies gathered , labeled and in a bag  
Manicure bowl                      Polish remover                      spray/paper towel  
Orangewood stick                      Baggie for trash                      EPA  
Emory board                      Wet sanitizer if you use any non-disposable implements  
Cotton                      2 Towel  
Cuticle cream                      Paper towels to sanitize with & put over the working area  
Cushion folded correctly (one folded sq. in middle of table and one spread out on top) lay a paper towel over the working area  
Set with feet together and to the side throughout  
procedure Did not talk through the procedure  
Sanitized hand and models hands  
Removed cotton and re-closed, removed polish from one finger, disposed of cotton.  
Removed emery board and re-closed container, filed from sides to center on all five nails, starting with little finger, disposed of file  
Put hand in water  
Removed hand, dried and applies cuticle cream without touching tip of bottle to nail bed.  
Removes orangewood stick from closed container and re-closes container. Removes cotton and re-closes container wraps end of stick with cotton.  
Pushes cuticles starting with the little finger, removes cotton and throws away, adds new cotton and cleans out from under the free edges.  
Adds massage lotion and massages fingers and hand up to the elbow  
Removes residue from nail beds using cotton and polish remover. Cotton remains covered and disposes of used cotton.

Holding the folds around the nail plate back applies one coat of base coat on all 5 nails starting with little finger using the three stroke method  
Holding the folds around the nail plate back polishes with two coats of polish using the three stroke method Applies one coat of top coat using the three stroke method  
Removes cotton and re-closes, wraps orangewood stick adds polish remover and cleans around cuticles removing all traces of polish on skin  
Disposes of all disposable items and sanitizes table and chairs

**Students are responsible for bringing all necessary supplies/equipment needed to perform the shampoo practical exam. You must indicate that implements have been disinfected. (For example, a zip lock bag identifying the “Service Title: Disinfected/Sanitized Implements” would be appropriate.) 22 POINTS POSSIBLE = 100 YOU MUST GET 15 POINTS TO PASS =70% OR A C**

- | <b>YES</b> | <b>NO</b> | <b>Pre-Exam Set Up and Disinfection Time Allowed: 10 minutes Safety Criteria (1 point each):</b> |
|------------|-----------|--|
| _____      | _____     | 1. Implements/supplies are clean and bags are labeled as pre-sanitized in English only           |
| _____      | _____     | 2. Disposes of waste material using trash bag  |
| _____      | _____     | 3. Disinfects work surfaces with approved EPA-registered disinfectant                            |
| _____      | _____     | 4. Ensures all containers remain closed when not in use  |
| _____      | _____     | 5. Removes products from containers without contamination  |
| _____      | _____     | 6. Kit must remain closed  |

- | <b>YES</b> | <b>NO</b> | <b>Procedure Criteria (1 point each):</b>                          |
|------------|-----------|--|
| _____      | _____     | 1. Sanitizes own hands using hand sanitizer                        |
| _____      | _____     | 2. Drapes with towel, cape, towel                                  |
| _____      | _____     | 3. Examines entire scalp   |
| _____      | _____     | 4. Massages entire scalp   |
| _____      | _____     | 5. Gently lowers head into shampoo bowl                            |
| _____      | _____     | 6. Checks temperature of water spray                               |
| _____      | _____     | 7. Asks model if water temperature is comfortable                  |
| _____      | _____     | 8. Applies shampoo and massages scalp, temple, and neck thoroughly |
| _____      | _____     | 9. Rinses shampoo thoroughly                                       |
| _____      | _____     | 10. Towel dries hair   |

- | <b>YES</b> | <b>NO</b> | <b>Safety Criteria (1 point each):</b>   |
|------------|-----------|--|
| _____      | _____     | 1. Disposes of waste material using trash bag  |
| _____      | _____     | 2. Ensures workstation/area remains sanitary by changing towels when soiled, cleaning spills, and maintaining sanitary implements/materials throughout service |
| _____      | _____     | 3. Ensures draping is maintained throughout service  |
| _____      | _____     | 4. Ensures containers remain closed when not in use  |
| _____      | _____     | 5. Kit must remain closed  |
| _____      | _____     | 6. Removes products from containers without contamination  |

TOTAL POINTS \_\_\_\_\_

GRADE \_\_\_\_\_

Comments:

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\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

## CLASS WILL BE

TAUGHT FROM THE CIMA ONLINE PROGRAM

YOU WILL RECEIVE A SYLLABUS FOR THEORY CLASS TEST WILL BE GIVEN AT THE INSTRUCTOR DISCRETION.

NO STUDENT WILL BE ALLOWED TO PERFORM SERVICES ON A CLIENT UNTIL YOU HAVE CLOCKED AT LEAST 10% OF YOUR PROGRAM HOURS, AND PASSED LEVEL ONE GRADE OUT.

YOU INSTRUCTOR MAY CHANGE OR ADD ANY CLASSES SHE FEELS IS NECESSARY FOR YOU TRAINING.

### **Student Right to Know Consumer Information is Updated Annually as Required**

Bella College in Greenville is committed to providing its students, their families, and their campus communities, full disclosure of all consumer information as required by State and Federal laws and regulations. The consumer information is updated annually and is intended to satisfy students' right to know and to give students the opportunity to make fully informed choices regarding the institution. It is the student's responsibility to review the information below to ensure they have a full understanding of "Your Right to Know" as it relates to disclosure of consumer information at Bella College in Greenville.

If you need clarification or additional information, please let your instructor know so an appointment can be made with the **Bella College in Greenville, School Director, or the Financial Planner at your institution. 5015A Wesley St. Greenville**

Though in some cases the dates by which schools must make consumer and safety information available to students, parents, and high school counselors and coaches are based on the dates by which schools must report that information to the Department, the regulatory requirements are separate. The disclosure requirements arise from the student-Right-to-Know and Campus Security/Cleary Act. Schools report similar information to the Department when they fulfill the requirement that they participate in the annual Integrated Postsecondary Education Data System (IPEDS) Survey conducted by the National Center for Education Statistics (NCES).

### **12. IPEDS Report Procedures and Responsibilities**

The National Center for Education Statistics (NCES) survey program at the postsecondary education level provides statistical information used by planners, policy makers, and educators in addressing multiple issues. One major source of this information is the annual Integrated Postsecondary Education Data System (IPEDS) Survey. The IPEDS system, established as the core postsecondary education data collection program for NCES, is a system of surveys designed to collect data from all primary providers of postsecondary education. The IPEDS system is built around a series of interrelated surveys that collect school-level data in such areas as – school characteristics, enrollments, program completions, staffing patterns, faculty salaries, finances, and financial aid. Information on NCES and IPEDS is available at –

<http://www.nces.ed.gov/IPEDS>



Schools must disseminate the information on completion or graduation and, if applicable, transfer-out rates to enrolled and prospective students upon request, through appropriate publications, mailings, or electronic media (for example, school catalogs or admissions literature). Schools are strongly encouraged to provide this information to other interested parties, such as guidance counselors, upon request.

### **Gainful Employment Disclosures Procedures**

**Bella College in Greenville**

**5015 A Wesley St, Greenville, Texas**

[www.bellacollege.com](http://www.bellacollege.com)

The Department has proposed a framework with three components: certification requirements, accountability metrics, and public disclosures. The Department's proposal distinguishes programs that provide affordable training that leads to well-paying jobs from those programs that leave students with poor earnings prospects and relatively high amounts of debt or which lead to high student loan default rates.

While all programs would have an opportunity to improve under the proposed regulations, those with the worst outcomes – high debt-to-earnings rates – would lose eligibility to participate in federal student aid programs to protect students and taxpayers.

Bella College in Greenville has one program listed under Gainful Employment, but at this time we are a new school and our students are not receiving any federal aid so we are currently not required to provide these statistics.

1. Certification requirements: Institutions must certify that each of their gainful employment programs meets applicable institutional or program-level accreditation requirements and state or federal licensure standards.
2. Accountability metrics: To maintain title IV eligibility, gainful employment programs will be required to meet minimum standards measured by two metrics: debt to earnings and program cohort default rate.
  - Annual debt-to-earnings and discretionary debt-to-earnings are calculated based on students who complete the program. A program becomes Title IV ineligible for 3 years if it fails in any 2 years out of 3 years OR does not pass in any 1 year out of 4 years (with time for zone programs to improve before ineligibility).
  - Passing programs would have an a DTE less than or equal to 8% OR a DTE less than or equal to 20%.  
Programs considered in the zone would not pass AND have an a DTE greater than 8% or less than or equal to 12% OR a a DTE greater than 30%.
  - Programmatic cohort default rate (pCDR) includes both students who complete a program and non-completers. A program becomes ineligible to award Title IV for 3 years if the 3 year default rate of 3 consecutive cohorts of students is greater than or equal to 30%.
3. Institutions will be required to make public disclosures regarding the performance and outcomes of their gainful employment programs. The disclosures include information on costs, earnings, debt, default rates and completion rates.
  - Completion rates based on graduation between July 1<sup>st</sup> and June 30<sup>th</sup>.
  - Median loan debt of students who completed during this period.
  - Placement rates for those who graduated between 7/1 and 6/30 and

- placed by December 1<sup>st</sup>.
- What are the licensure rates.
- On time graduation rates: Those who completed within normal time- 100% of the length of the program.
- SOC codes for the programs and a link to the O\*Net on line link website: [http://nces.ed.gov/ipeds/resource/net\\_price\\_calculator.asp](http://nces.ed.gov/ipeds/resource/net_price_calculator.asp)  
Program costs

## **FERPA Requirements**

The institution will annually distribute to all enrolled students information about:

- The right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the Department of Education.
- Procedures for reviewing education records and requesting amendment of the records.
- Information about the institution's policy regarding disclosures to school officials with a legitimate educational interest in the education records.

### **a. What is FERPA?**

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

### **16. Safeguarding Customer Information (PII requirements) Procedure Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) sets limit on the disclosure of **Personally Identifiable Information** (PII), from school records and defines the rights of the student to review the records and request a change to the records.

With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right to:

- review their education records,
- seek to amend inaccurate information in their records, and
- provide consent for the disclosure of their records.

These rules apply to all student education records the school keeps, including admissions records (only if the student was admitted) and academic records, as well as any financial aid records pertaining to the student.

### **a. In compliance with FERPA**

the following statement reflects Bella College in Greenville's policy: *The*

*following directory information may be released by telephone: a) student's*

*dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. Bella College in Greenville reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's written consent.*

However, the Act states that each student has the right to inform Bella College in Greenville that any or all of the information is not to be released. No information will be released without the written consent of the student. This status is binding until such time that Bella College in Greenville is notified in writing by the student to permit release of "directory information".

#### **b. Students' & Parents' Rights to Review Educational Records**

A school must provide a student with an opportunity to review his or her education records within 45 days of the receipt of a written request. A school is required to provide the student with copies of education records or make other arrangements to provide the student access to the records if a failure to do so would effectively prevent the student from obtaining access to the records.

#### **Student Record Fees for Copies**

While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, if the fee would not prevent access to the records. **Student Parent Right**

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules. However, the Institution must establish that the student's parents do meet the requirements as outlined by the IRS rules.

#### **IRS Definition of a Dependent Student**

Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents **on their parent's**

**Income tax returns.** (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

#### **Prior written consent to disclose the student's records**

Except, under one of the special conditions described in this section, a student must provide written consent before an education agency or school may disclose PII from the student's education records.

## Written Consent

Written consent must:

- state the purpose of the disclosure
- specify the records that may be disclosed
- identify the party or class of parties to whom the disclosure may be made, and
- be signed and dated

If the consent is given electronically, the consent form must:

- identify and authenticate a particular person as the source of the electronic consent, and
- indicate that person's approval of the information contained in the electronic consent.

### c. FERPA Exceptions

The FERPA regulations include a list of exceptions where the school may disclose PII from the student's file without prior written consent.

### d. Disclosures to School Officials

Some of these disclosures may be made to officials at your school or another school who have a legitimate interest in the student's records (transfer student). Typically, these might be admissions records, grades, or financial aid records. Disclosure may be made to:

- School officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
- Officials of another postsecondary school or school system where the student receives services or seeks to enroll (transfer student).
- Third-party servicers that our school has contracted with who perform a Title IV, HEA function are considered school officials under FERPA. A school official may disclose personal information from your student education records to a servicer.

### e. Disclosures to Government Agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. **“Authorized representatives”** includes employees of the Department:

- Employees of the Office of Federal Student Aid, the Office of Postsecondary
- Education, Office for Civil Rights, and
- National Center for Education Statistics, as well as firms that are under contract to the Department to perform certain administrative functions or studies.

In addition, disclosure may be made if it is in connection with financial aid that the student has received or applied for during the enrollment at Bella College in Greenville . Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, or the student’s eligibility for the aid, or to enforce the terms or conditions of the aid.

### **Release of Personally Identifiable Information**

A school may release PII on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

#### **f. FERPA Student Complaint**

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bella Cosmetology College in Greenville to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
6000 Independence Avenue,  
SW Washington, DC 20202-  
4605

Bella College in Greenville  
Policy for Safeguarding Customer Information

#### **Definitions:**

*Customers* are prospective students and students who apply to attend Bella College in Greenville and apply for private loans to finance their educations.

*Nonpublic personal information* is information which is not publicly available on

- your name, address, and social security number
- information provided on your application to enroll in Bella College
- information provided on your application for a loan
- information provided on a consumer report
- information obtained from a website

Bella College in Greenville is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all students records in whatever format (hard copy, electronic).

Eddie Deweese shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including:

- employee training and management
- network and software design, information processing, storage, transmission, and disposal
- ways to detect, prevent, and respond to attacks, intrusions, or other systems failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in Bella College in Greenville shall be held for 3 months then destroyed in a secure manner. Records of students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice each year.

Bella College in Greenville shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.

#### Bella College in Greenville Notice on Disclosure of Nonpublic Personal Information

We collect nonpublic personal information about you when you apply to attend Bella College in Greenville and/or when you apply for a private loan. This information includes:

- your name
- address
- social security number

We do not disclose this information to any person or institution except to the United States Department of Education, loan guarantee agencies, and/or loan servicing agencies. We may also disclose nonpublic personal information about you to nonaffiliated third parties as permitted by law. For example, accrediting agencies have access to any records we maintain on you pursuant to the Federal Family Educational and Privacy Rights Act.

Your applications, containing the nonpublic personal information listed above, are maintained and safeguarded against loss or damage. Access to them is restricted to designated employees.

You may “opt out” of disclosure of this information to parties other than those with a right to it by signing and returning the attached coupon.

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Bella College in Greenville Consumer Nonpublic Personal  
Information “opt out” Coupon

I hereby “opt out” of having my nonpublic personal information disclosed to any party that does not have a right to it.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

## How to apply for Federal Student Aid

To apply for federal student aid, you need to complete the **Free Application for Federal Student Aid (FAFSA)**. Completing and submitting the **FAFSA** is free and easier than ever, and it gives you access to the largest source of financial aid to pay for college or career school. In addition, many states and colleges use your **FAFSA** data to determine your eligibility for state and school aid, and some private financial aid providers may use your **FAFSA** information to determine whether you qualify for their aid. You should use **FAFSA4caster** to learn more about the financial aid process and get an early estimate of your eligibility for federal student aid. **FAFSA4caster** will help you understand your options for paying for college. It will also provide some basic information and it will estimate your eligibility for federal student aid. Your estimate will be shown in the "College Cost Worksheet" where you can also provide estimated amounts of other student aid and savings that can go towards your college education. You can access the **FAFSA4caster** at: [www.fafsa4caster.ed.gov/F4CAPP/index.inex.jsf](http://www.fafsa4caster.ed.gov/F4CAPP/index.inex.jsf)

### Free Application for Federal Student Aid

If you're ready to **fill out the FAFSA** go for it at: <http://www.fafsa.ed.gov>! If you'd like more information first, we can help you by contacting your **Financial Planner** at your school. Important!

- Know your deadlines
- Use the School Code Search
- Verification. We may be asked by the Department of Education for additional, supporting information regarding your FAFSA. We will not be able to process your application without any requested documentation.

### Post-FAFSA

1. Your FAFSA will be analyzed and assigned an Eligibility Index Number (EFC) which stands for Estimated Family Contribution
2. You will receive a Student Aid Report (SAR).
3. An Institutional Student Information Record (ISIR) will be sent to the schools you selected

## . ELIGIBILITY CRITERIA FOR SCHOOL-BASED ASSISTANCE

### a. School-based aid

Bella College in Greenville does not offer any school based assistance other than guaranteeing that if you are continuously enrolled your tuition and fees will not increase before you graduate. If you are paying the institution monthly you will not be charged any interest while in school. If you pay for the program in full by starting date you will receive a discount. Check with the admissions director for the current discount amounts.

## 8. ELIGIBILITY CRITERIA FOR STATE AID

### a. Need-based and Non-need based State Aid Program

- DARS Department of Rehabilitation <http://www.dars.state.tx.us/>
- Workforce Investment Act (WIA) aid [www.twc.state.tx.us/boards/wia/txwia.htm](http://www.twc.state.tx.us/boards/wia/txwia.htm)



## **PROCESSING AID APPLICATIONS POLICY AND PROCEDURES**

### **a. APPLICATION PROCESS:**

Prospective students and families can visit the school, or speak to our Office of Admission staff members. Application forms are available in the office. Bella College in Greenville admits as regular students only persons who have graduated from a school providing secondary high school education, or the equivalent (GED), or admits as regular students, persons who are beyond the age of compulsory school attendance, and have the ability to benefit from the training offered by the school. For students who do not have graduated from high school or met the equivalent requirement (GED), the school will have administered by a private tester. As of July 1, 2012, a school may not admit a new student, who will receive Title IV aid, based on an ATB test, unless the student has attended another school previously based on the ATB test and Bella College in Greenville has proof of this. A signed statement is acceptable for foreign high school graduate who otherwise cannot provide a copy of the diploma due to circumstances beyond student's control.

### **a. Student eligibility criteria for the Federal Student Aid (FSA) programs**

Most students are eligible to receive Title IV, HEA financial aid from the federal government to help pay for college or career school. Your age, race, or field of study will not affect your eligibility for federal student aid. While your income is taken into consideration, it does not automatically prevent you from getting federal student aid.

### **b. Student Financial Aid Eligibility Requirements:**

To receive title IV financial aid the student must:

- Be enrolled as a regular student in an eligible program
- Not be enrolled simultaneously in secondary school
- Have a valid social security number
- Be a U.S. citizen or eligible noncitizen
- Be registered with Selective Service, if required
- Sign a statement of Educational Purpose which certifies he or she will use federal student financial aid only to pay educational costs
- Not be in default on a Title IV loan, or if in default, have made satisfactory repayment arrangements.
- Have not obtained loan amounts that exceed annual or aggregate loan limits.

- Meet one of the following academic criteria:
  1. Have a high school diploma or its recognized equivalent
  2. Have met the requirements of the State for a home schooled student
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid.
- Be making satisfactory academic progress

All students who wish to apply for Federal Financial Aid must complete the Free Application for Federal Student Aid. As a result of completing this application and forwarding it to the Federal processor, the student will receive an ISIR which has an EFC (Expected Family Contribution) in the upper right hand corner of the first page.

Federal Pell Grants are the foundation of federal student financial aid. Other aid from federal and nonfederal sources may be added to the Federal Pell Grant to meet a student's need. The amount of Federal Pell Grants can change annually. For 2013-14, grants range up to \$5,645 for one award year,

Federal Pell Grant Eligibility Limitations Undergraduate – Students must be undergraduates who do not already have a bachelor's or professional degree. A student with a baccalaureate or professional degree is ineligible even if the degree is from an unaccredited school or is not recognized by your school. Similarly, a student with a baccalaureate or professional degree from a foreign school usually isn't eligible for a Pell grant. Because a foreign school doesn't always fit neatly into the US degree classification, a school must determine if a foreign degree equates to a US bachelor's degree.

### **Eligibility for Direct Loans**

Before awarding any Direct loans Bella College in Greenville will first determine if the student: meets all of the general eligibility requirements, AND

- that the student is enrolled at least half time.
- determine if the student is eligible for a Federal Pell Grant before awarding any loans, AND
- determine if a student is eligible for subsidized loans before awarding unsubsidized loans.

Once it is determined that a student is eligible for a Direct Loan they must complete Entrance Counseling. Bella College in Greenville offers individual and on-line Entrance Counseling at [h. https://studentloans.gov](https://studentloans.gov)/The Entrance Counseling process helps the student to understand the loan process and to borrow more wisely

BY MY SIGNATURE I ACKNOWLEDGE I HAVE RECEIVED THE BELLA  
COLLEGE STUDENT HANDBOOK

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SIGNATURE

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DATE