Instructor Orientation

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.

2. Project professionalism, visual poise and proper grooming.

3. Communicate effectively and interact appropriately colleagues, supervisors, clients, and students.

4. Respect the need to deliver worthy service for value received in an employment environment.

5. Perform the basic teaching skills in the areas of hair styling, hair shaping, hair coloring,

texture services, scalp and hair conditioning, skin and makeup, and nail care.

6. Perform the basic analytical skills to advise students in the total look concept.

7. Teach students to apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in instructor and related fields.

Desired Student Characteristics

A Instructor student is desired to have creativity, and be outgoing, they should also be independent. But over all they must be a leader. It is important for them to have a strong personality and a strong body. Instructors, must be a people person, and have a strong work ethic.

Dress Code

All students are required to dress in a professional manner. Students can not wear pants with holes in them above the knee. They also cannot wear shorts or skirts above the knee. Students should at all times wear their smocks. And open toes shoes are not permitted while a students is attending school. Students should also not wear any kind of revealing tops. Students are expected to show up at school with their hair and makeup (if applicable) already done. Students should not wait until arriving at school to get themselves ready.

Students who do not comply with Dress Code will be sent home on said day and if the situation occurs again student will be suspended. The third time student will be terminated.

Clocking Procedures

The School is currently using a system for clocking in and out, that is called "Smart". The system requires each student to place their finger on a screen and reads their finger print to clock them in and out. The clock is located in the clinic area. on the back wall. Their is a sign that says "time clock" pointing to it. The instructors will set this up for each student during the first week of school.

Kit Policy

Every student is provided with a student kit. Unless the student is a transfer and already has a kit from another school. The kit contains many different things the student will need during training and during their board exams. Each student will be issued a School roll about to hold their kit belongings while they attend school. The roll about will be inspected and documented,upon issuing. Then it will be inspected when the student turns it back into the school, if the roll about is damaged while in the students possession, they will fined $100 for the roll about. No kit will leave the school until a student graduates, and their contract is payed in full.

Dress Code

Students are expected to arrive at school in a professional manner. Which requires them to have their hair done, makeup on, and have on professional clothing. This includes Black or Kaki dress pants or shorts but shorts must at the knee, tee shirts can be worn but must not have logos on them, unless it is the school logo. Students are required to wear their smocks at all times. Shoes must be comfortable and tennis shoes will be suitable as long as they are clean. NO HEELS! Student may also wear flats, or other dress shoes as long as they do not have heels, and are not open toed. Flip flops are not permitted. Students are allowed to wear dresses but they are required to be below the knee and can be at the knee if wore with leggings. Leggings are not considered dress pants and are not permitted to wear unless they are worn with a dress that hits the knees. Students should also not wear any type of revealing shirts, this means no low cut or see through, or sleeveless. There is however no rule on color or pattern of shirts.

Students who do not comply with Dress Code will be sent home on said day and if the situation occurs again student will be suspended. The third time student will be terminated.

Campus Security and Crime Awareness

Every year a Campus and Crime Survey is done to see if any crimes have happened on campus. There were no crimes in the past year. In the case their is a crime please call 911.

**Grievance Policy and Procedure**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.

2. The complaint form will be given to the school Director.

3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution’s internal complaint process before submitting the complaint to the school’s accrediting agency, if applicable.

Reference Materials/Media Center

There are DVD's and a Television located in the classroom of the school for students to utilize for learning enhancements. Reference materials are in the form of visual aids on the walls and there are also some books for reference in the clinic area.

Evacuation Procedures

Evacuation procedures are placed in picture frames throughout the school for students aid. Please take the time to view them and familiarize yourself with them in case of emergency.

Fire Extinguishers

There are fire extinguishers located at the front and back of the school. The one in the front is located on back wall of the clinic area, next to the dispensary. And the one in the back is located next to the back door. Next to the first aid kit. If a fire occurs please do not hesitate to use the fire extinguishers.

Please take this time to read Catalog of Information to finish your orientation!! Thanks!!