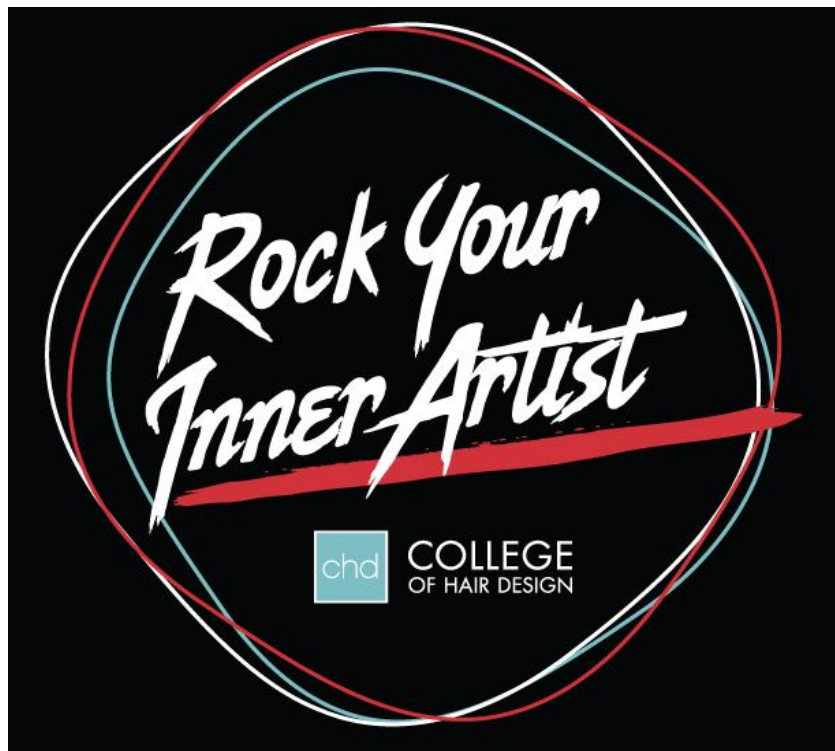


# **College of Hair Design**

***Barbering – Cosmetology***

***Student Handbook***



**College of Hair Design  
304 S. 11<sup>th</sup> Street  
Lincoln, NE 68508  
402-474-4244 24 hour voicemail**

College of Hair Design reserves the right to update rules and policies at any time.

## Table of Contents

Our Mission _____	Page 1
Core Values _____	Page 1
Cosmetology and Barber Arts Attendance Schedule _____	Page 2
Holiday Schedule and Weather Closings _____	Page 2
Dress and Image Code _____	Page 3,4,5
Transportation _____	Page 5,6,7
Internal Attendance Policies _____	Page 7
Overtime Hours _____	Page 8
Internal Attendance Probation _____	Page 8,9
Scheduled Late Nights and Saturdays _____	Page 10
Suspension/Tardy/Late Start _____	Page 10
100% Attendance Bonus Week Off _____	Page 11
98% Attendance Barber Waiver _____	Page 11
Perfect Attendance Reward _____	Page 11
Attendance Required for Master and Designer Program _____	Page 11
Attendance Required for Top Notch Barber Program _____	Page 11
Time Clock _____	Page 11,12
Lunch Breaks _____	Page 12
Internal Attendance Termination Appeal _____	Page 12
Leaves of Absence/Procedure _____	Page 13
Academics _____	Page 14
Credit Sheets _____	Page 15
Financial Aid _____	Page 16,17
Make-Up Test Policy _____	Page 18
Guidelines for Clinic Floor _____	Page 19
Student Clinic Service _____	Page 19,20
Chair Side Manner _____	Page 21
Student Status _____	Page 21
Customer Service _____	Page 21
Phones/Cell Phones _____	Page 21,22
Family Hair, Skin and Nail Services _____	Page 22
Purchasing CHD Products _____	Page 22
Guest Safety _____	Page 23
Sanitation _____	Page 23
Dispensary _____	Page 23
Office of Student Services _____	Page 24
Master Stylist Program _____	Page 24,25
Designer Student Stylist Program _____	Page 25, 26
Top Notch Barber Program _____	Page 25,26
Student Council/Event/Social Media Team _____	Page 26
Student Lounge _____	Page 26
Learning Resource Center _____	Page 28
Replacement Fees _____	Page 28
Areas of Prohibited Student Conduct _____	Page 28-31
Student Complaint and Grievance Procedure _____	Page 31
Sexual Harassment/Sexual Violence _____	Page 32
Anti-Harassment and Discrimination Policy _____	Page 32-39
Campus Safety and Security _____	Page 39-61
Drug and Alcohol Abuse Prevention _____	Page 62-72

The College of Hair Design's goal is to provide students with quality training needed to become a Barber, a Cosmetologist, or a Dual Licensed Professional in the state of Nebraska.

This handbook is intended to describe, in general terms, student responsibilities and to set forth appropriate regulations governing student conduct.

STUDENT RESPONSIBILITIES, RULES, AND STANDARDS described in this handbook apply to all phases of training in the school building as well as any seminars, workshops, or field trips attended as learning situations.

## **Our Mission**

Provide elite hair and skin care education through:

1. Staff who will challenge each student to realize their own potential
2. Facilities which are well designed
3. Curriculum using thought provoking materials

## **Core Values**

### **Systematic Training**

Everyone is on the same page

### **People Valued**

Respect for all students and staff alike

### **Professionalism**

Honesty and truthfulness

### **Goal Oriented Staff**

Highly educated, stay on top of game

### **Quality of education**

School recognition, competitive in school market

### **Profitability**

Educating students how to be successful in the real world

Please note that not all instances, infractions or circumstances can be covered in the Student Handbook. The administration reserves the right to make informed decisions on a case by case basis.

## **Cosmetology and Barber Arts Attendance Schedule**

1st Week through 20<sup>th</sup> week unit schedule students attend class

- Monday- Friday 8:30AM-4:30PM

21<sup>st</sup> Week through 60<sup>th</sup> Week unit schedule (or completion)

### **Schedule A**

Tuesdays 8:30AM-7:00PM  
Wednesdays 8:30AM-5:00PM  
Thursdays 8:30AM-5:00PM  
Fridays 8:30AM-5:00PM  
Saturdays 8:30AM-3:00PM

### **Schedule B**

Tuesdays 8:30AM-5:00PM  
Wednesdays 8:30AM-5:00PM  
Thursdays 8:30AM-7:00PM  
Fridays 8:30AM-5:00PM  
Saturdays 8:30AM-3:00PM

### **Holiday Schedule**

The college is closed on the following holidays:

New Years' Day

Memorial Day

4<sup>th</sup> of July

Labor Day

Thanksgiving Day

Christmas Eve / half day

Christmas Day

The college may offer waived days off before and after holidays, determined by administration.

These will be posted for student information at least two months in advance.

### **Weather Closings**

Notice of college closings due to weather conditions will be posted on the College of Hair Design Facebook page, local radio and/or television stations in the city of Lincoln.

## **Dress and Image Code**

The Cosmetology, Barbering and Barber Dual License Professional set the standard for style. First impressions are part of our business look your best every day, you never know whom you may meet at The College of Hair Design.

Dress to be a success!

Keep it clean, looking good, get those

**wrinkles out, no tatters, rips, holes, stains or shredded hems**

Dress Code is in effect for all students; whether attending regularly, practicing once complete or returning for class only.

Dress code is solid, black on black with colored choice shoes, ties, bowties, and jewelry – any clothing items not listed are, black on black.

### **Smocks / Aprons**

- Black Smocks and /or black aprons and nametags are required at all times; including in class, lobby and clinic floor
- Outer Sweaters, jackets and/ or hoodies may not be worn over or under smock or apron (**Exception: football Saturdays, smock/apron is optional**)

### **Tops/Shirts/Tank Tops**

- Black on black - may have texture, designs, sequins, embellishments as long all is black on black – any other color is not in dress code (exception; Master, Designer Stylists and Top Notch Barbers)
- must cover belly, cleavage, chest, back and undergarments
- long sleeve or short
- **no hoods**
- Tank Tops – can only be worn with zippered/buttoned smock

### **Pants/Leggings**

- Solid Black on black - may have texture, designs, sequins, embellishments as long all is black on black
- **no flesh may be visible**
- must cover entire bottom and reach the ankle bone
- leggings can only be worn with zippered/buttoned smock
- **sweatpants, nylon jogging pants or athletic wear are not acceptable**

### Capris/Bermuda Shorts

- Solid black on black on black– **legging capris and/or jean capris are not acceptable**
- Bermuda shorts Solid black on black - are flat front shorts with flat pockets under waist
- Cargo shorts (multiple pockets on sides and front) are **not acceptable**

### Dresses/Skirts

- Solid Black on black - may have texture, designs, sequins, embellishments as long all is black on black
- no shorter than 2" above the knee cap
- may be worn with leggings/tights/panty hose (please see tights/leggings/pantyhose below)

### Tights/Leggings/Panty hose

- Solid Black on black - may have texture, designs, sequins, embellishments as long all is black on black
- **no flesh may be visible between the waist and ankle when wearing tights/leggings with skirts or dresses**
- Monochromatic Flesh tone panty hose may be worn, no texture, designs ,sequins, embellishments
- no holes, lace or fish net
- **athletic wear is not acceptable**

### Footwear

- Color choice – footwear is student color choice, closed toed shoes are the wisest choice in this industry
- **Slippers, house shoes, beach/rubber flip flops, thongs, shower shoes, swimmers shower shoes and/or shoes with wheels are not acceptable**

### Hair and Jewelry Accessories

- Color choice - Jewelry, including up to 3 facial piercings, scarves, belts and hair ornaments are student color choice
- Head bands, barrettes, flowers, clips, - color choice
- Hats – are not allowed (exception; prize day or student council spirit week)
- Hair accessories cannot cover the entire head (exception: previously approved head wraps worn for religious purposes)

## **Saturdays**

- Students are allowed to wear full length blue jeans and top/shirt of choice; inappropriate slogans and or phrases/words are unacceptable.
- Students also have the option of wearing normal school uniform attire
- Smocks/Aprons and Name Tags are required – (exception: football Saturdays, smocks/aprons are optional)

## **Sales Picks and Graduation Day (walk down) Standards**

- Business casual attire is allowed. Please dress as if you are attending a job interview.
- **Jeans and shorts are not appropriate.**

**Dress code enforcement is at the discretion of the staff, not the student.**

**If you are out of dress code you will be asked to clock out and be sent home to change. If you are sent home for a dress code violation, you are required to return within the hour, if applicable. As you will be clocked out, this can and will affect your attendance percentage.**

## **College of Hair Design Downtown –Transportation**

College of Hair Design provides parking at Center Point Parking Lot near 13<sup>th</sup> and D Streets for student's use. College of Hair Design also provides a shuttle bus service from this parking lot to and from school. The schedule is as follows:

<b>1<sup>st</sup> Loop</b>	Monday –Saturday
Center Point Parking Lot (near 13 <sup>th</sup> and D)	8:00AM
Pick-up at the corner of 12 <sup>th</sup> and F	8:02AM
<b>2<sup>nd</sup> Loop</b>	Monday- Saturday
Center Point Parking Lot (near 13 <sup>th</sup> and D)	8:10AM
Pick-up at the corner of 12 <sup>th</sup> and F	8:15AM

### **Departure from College of Hair Design Sessions 1 and 2:**

Monday-Friday 4:30PM

### **Departure from College of Hair Design Sessions 3-6**

Tuesday & Thursday 5:00PM & 7:00PM

Wednesday & Friday 5:00PM  
Saturday 3:00PM

The shuttle will return students to their car at the end of each class day Monday through Saturday. If due to an emergency a student has to leave during the day, he/she will be returned to their car by staff or faculty.

**Park and Go Downtown Lincoln**

Downtown Lincoln offers a discounted rate for garage parking with the purchase of an i-Park card. The following information comes directly from the parkandgo.org website. All other parking inquiries can be directed to the parking office at 350 Q St. or you can call the parking office at 402-441-PARK(7275).

**What is the i-Park card?**

It is a pre-paid card used each time you enter and exit the parking garage. It eliminates the need for cash and check payments as well as speeds up the time it takes to exit the garage.

**How do I use my i-Park card?**

Swipe your card when you enter and exit the garage. Upon exit, the time spent in the garage is calculated and the appropriate fee is deducted from your balance.

**How much does the i-Park card cost?**

i-Park participants receive a 20% bonus value. The available increments and bonus rates are listed below:

<b>Your Cost</b>	<b>Parking Value</b>
\$30	\$36
\$60	\$72
\$90	\$108
\$120	\$144

**Where can I use the i-Park card?**

<b>Blue 3</b>	535 P St
<b>Carriage Park</b>	11th & L Streets
<b>Center Park</b>	11th & N Streets
<b>Cornhusker Square</b>	12th & L Streets



<b>Green 2</b>	530 P St
<b>Haymarket</b>	9th & Q Streets
<b>Larson Building</b>	14th & Q Streets
<b>Lumberworks</b>	7th & N Streets
<b>Market Place</b>	10th & Q Streets
<b>Que Place</b>	11th & Q Streets
<b>Red 1</b>	555 R Street
<b>University Square</b>	14th & P Streets
<b>West Depot Lot</b>	Canopy & O Streets

*Participants will have access to these facilities 24 hours a day, 7 days a week with subject to availability and special events.*

### **Internal Attendance Policies**

Students are expected to take care of their personal business on days that they are not scheduled in order to avoid absences. If a student must miss a scheduled day, an Absence slip is required to be made out at least one day ahead of time and turned in to Guest Services. Any classroom work must be made up upon returning to school.

College of Hair Design has set a high standard on punctuality and attendance. If one cannot make it to school on their scheduled day, College of Hair Design expects him/her **to call 402-474-4244**. The college is equipped with a 24 hour voice mail system whereby messages may be left anytime, night or day.

The college expects the student to call **before 10:00 am** if he/she will be absent or will utilize their late start. Absences in excess of three days in a row require medical documentation (exception Orientation) and or a Leave of Absence (see Leave of Absence)

The college does not recognize an absence as excused or non-excused. An absence is an absence of hours.

Our 2100-clock hour courses take place in a 60-week period of time. Students attending an average 35-hour week would have a 100% attendance rate. During the weeks that a student attends on a Tues. – Sat. (according to schedule A or B) they would earn 38.50 hours. The week that the student attends Tue. – Fri. they earn 32.00 hours. Students maintaining an excellent attendance percentage have the opportunity to qualify for advanced programs, earn a bonus week off and may graduate before their contracted graduation date.

A Satisfactory Attendance Percentage of 90% or above is required to maintain active student status and to receive financial aid (see SAP Policy).

### **Overtime Hours**

Students are allowed to miss 10% of the total hours contracted. (See Fee Schedule in the catalog for specific hours.) Overtime occurs when a student has not completed their program of study by the total hours contracted. If training is not completed in the time contracted, overtime charges will accrue until the time the student meets the graduation requirements. Students must meet with Financial Aid to determine a payment plan at the time that overtime charges begin to accrue.

The State of Nebraska requires Barbering and Cosmetology students to complete 2100 hours of training to be qualified to take the State Board Exam. Students attending the College of Hair Design who complete the necessary hours by attending school 2100 to 2310 hours will pay the contracted tuition rates. If a student is absent for any reason, in excess of 210 hours, overtime charges will accrue.

- A Cosmetology or Barbering student scheduled for 2100 hours who attends 100% of the time will pay the contracted tuition.
- A Cosmetology or Barbering student who is scheduled for 2100 hours and is absent for any number of hours up to 210 hours will pay the contracted tuition.
- A Cosmetology or Barbering student who is scheduled for 2100 hours, and is absent any number of hours in excess of 210 hours will be charged over contract in excess of the 2310 hours.

### **Internal Attendance Probation**

Students whose percentage falls below 90% due to absences will be placed on 30-day probation. At the end of the probationary period if the student's attendance percentage has not reached the minimum standard of 90% student may be terminated.

- A student may be placed on probation a maximum of two times during the Cosmetology and/or Barbering Arts Program. Students who were offered CHD scholarships will forfeit 50% of their scholarship upon their first probation, second probation student will lose 100% of their CHD scholarship.
- A Dual license student (DLP) may be placed on probation a maximum of one time during their program. A DLP receiving an Alumni scholarship will forfeit 100% of scholarship upon first probation.

### **Orientation - First Session/Second Session Probation Exception**

All basic skills are taught in the first 20 weeks; as such, absences are closely monitored. Attendance percentages in the first 20 weeks can fall below 90 % rapidly based on total clock hours achieved. Students in the 20 week orientation are not put on probation.

Students in first and second session are not permitted absences of three days in a row or a maximum of five days per session.

- **Students absent 3 days in a row in either ten week session may be dropped on the 4th absence for attendance/academic purposes.**

### **No Call / No Show**

A No Call/No Show is defined by the student not having turned in an absent slip prior to their absent and/or not calling in their absence before 10:00am. Students not returning from lunch must fill out an absent slip prior to the absence and/or call guest services to report they will not be returning before their lunch time is over..

- Cosmetology and Barbering students are allowed 6 NoCall /NoShows throughout their program. Students will be terminated from the program upon the 7th No Call/No Show.
- Dual license students are allowed 3 No Call/No Show days within their entire program, termination occurs on the 4th NoCall/No Show

### **Make – Up Hours Orientation**

The college offers make-up hours for scheduled time missed during the Orientation student's unscheduled late night

- Tuesday and Thursday 4:30pm – 7:00pm
- Student must be assigned a project from their Instructor
- A late night make-up slip must be turned in no later than 2:00pm.
- The slip must be approved by student services and turned into guest service.

### **Make – Up Hours**

#### **3<sup>rd</sup> through 6<sup>th</sup> session**

The college offers make-up hours for scheduled time missed on the student's unscheduled late night or unscheduled Saturday

- A late night make-up slip must be turned in no later than 2:00pm.
- Saturday make-up hour slips must be turned in no later than the day before.
- The slip must be approved by student services and turned into guest service.

Once the slip is turned in and the student is “scheduled” the late night or Saturday will fall under the scheduled late night and scheduled Saturday policy.

### **Scheduled Late Nights and Scheduled Saturdays**

Saturdays and late nights - are important aspects of practical training for Cosmetology, Barbering, and Dual License Professionals. **Saturdays and late nights will not be approved for absences.**

- Students may trade late nights and Saturdays with a fellow student who is in scheduled the opposite late night and Saturday.
- Forms are available at guest services and must be approved by Student Services.
- Students with unapproved Saturday or late night absences will be placed on a 5 day suspension.
- Continued Saturday and late night absences may lead to student termination.
- Cosmetology and Barbering Students may be placed on suspension a maximum of three times in their program before termination may occur.
- Dual license professional may be placed on suspension a maximum of two times before termination may occur.

### **Suspension**

Suspensions at the College of Hair Design may be one day up to fourteen days depending on the infraction/violation.

- During suspension students must remain off college property, this includes coming in for services (exception; meeting with financial aid or administration).
- Cosmetology and Barbering Students may be placed on suspension a maximum of three times in their program before termination may occur.
- Dual license professional may be placed on suspension a maximum of two times before termination may occur.
- In case of emergency illness/surgery on a student’s late night or scheduled Saturday a Suspension Waiver may be granted with physician documentation at discretion of administration.

### **Tardy**

The College does not permit late arrival.

- If a student is not clocked in by 8:30 am, he/she will be sent home (see Late Start exception), which could affect the student’s attendance percentage.

### **Late Start**

Tardy exception; students are permitted

- **One** late start per session Monday through Friday only
- If a student arrives between 8:31 a.m. and 10:00 a.m., the late start will not result in an absence and the student may stay for the day.
- Students are expected to call guest services when utilizing their late start
- Students do not receive hours for time they are not in school
- Late start usage counts against the “Perfect Attendance” reward

### **100% Attendance Bonus Week off**

Cosmetology and Barbering Students maintaining 100% attendance percentage by the 8<sup>th</sup> week (10<sup>th</sup> week in a 12 week session) of third session will receive the first or second week of fourth session off (designated week depends on class size).

### **98% Attendance Barber Waiver**

6<sup>th</sup> session Barbers and 3<sup>rd</sup> session Dlp students maintaining a 98% attendance percentage 3 (three) weeks prior to the quarterly State Barber Board Examination may apply for a waiver to attend State Barber Boards, prior to graduation. Students who are granted a waiver to take state boards prior to graduation will not receive their results until all state and college requirements are met.

### **Perfect Attendance Reward**

Students attending scheduled hours thirty days in a row qualify for Perfect Attendance rewards at the monthly college assembly. Students earn prizes each month; twelve month perfect attendance student receives a new pair of shears.

### **Attendance required for Master and Designer Student Stylist Program**

98% attendance is required to qualify for the Master Student Stylist Program (see Master Student Stylist Program for details pg.)

96% attendance is required to qualify for the Designer Student Stylist Program (see Designer Student Stylist Program for details pg.)

### **Attendance Required for Top Notch Barber Program**

96% attendance is required to qualify for the Top Notch Barber Program (see Top Notch Barber Program for details pg.)

### **Time Clock**

- All students must clock in each morning prior to class. At lunchtime, students will clock out whether they leave the building or not. Upon returning from lunch, students must clock back in. In the evening, students must clock out before leaving.
- If a student has an error, he/she needs to write the error and their name on the time clock edit sheet located in the student services office so that an “edit” may be made. Edits for missed punches receive a 15 minute edit dock when not reported.
- Missed AM punches receive a 15 minute dock (whether reported or not) only 5 are allowed per session, student will be sent home on 6<sup>th</sup> missing punch.
- Students should check their punches on the report every week. The student hours report is posted on the student information wall above the main time clock no later Wednesday afternoon of each week.
- Corrections will NOT be made beyond two weeks.

### **Lunch Breaks**

- Lunch breaks are one hour
- If a student fails to clock out or in from lunch, they need to write the time of their missing punch and their name on the time clock edit sheet located in the student services office
- Occasionally students may have a service continue into their lunch hour. The student will receive time until clean-up is complete. The students will then punch out and take the remainder of their lunch, returning to class/clinic floor at their regularly scheduled time.
- Non-school sanctioned games / cards are not allowed during clocked in hours. Students may play games/cards when they are clocked out for lunch only.

### **Internal Attendance Termination Appeal**

If a student has made every effort to make-up hours but may have an unforeseen life circumstance that prevents them from reaching a satisfactory internal attendance percentage of 90% within the 30 day period they have the opportunity to appeal the termination.

Students may appeal to the College Advisory Committee, which consists of two college Directors and one Instructor. Student may write a letter stating the unforeseen circumstance that prevented the 90% achievement. The letter must include a plan to progress to the 90% or above to achieve active student status. A favorable determination of appeal would allow the student a 30 day extension of probation.

- Only one appeal is allowed per program, not all appeals will be granted.

### **Leaves of Absence**

A Leave of Absence (LOA) may be approved when students confront unforeseen circumstances as indicated below:

1. Medical problems substantiated by their Physician.
2. Death in the immediate family, i.e. parents, spouse, child, siblings,
3. Military service requirements
4. Jury Duty
5. Professional judgment will be exercised in the event of circumstances not previously mentioned

CHD must determine before it grants an LOA that there is a reasonable expectation that the student will return from the leave.

### **Procedure for Taking a Leave of Absence**

1. A student must request a LOA in writing to the School Director using the school's Leave of Absence Request Form. If a student requests a LOA over the phone, it must be followed up in written form.
2. Federal Regulations allow multiple LOA's, however, a student may not acquire more than 180 days of LOA in a 12-month period. The 12-month period begins on the first day of the student's initial LOA.
3. Instructors and management will confer to ascertain the most appropriate time for the student to phase back into the program.
4. Copies of the LOA paperwork will be maintained in the student's academic file and financial aid file.

### **Financial Effects of Taking an LOA**

1. CHD will not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional Federal Student Aid.

2. If the student is a Title IV loan recipient, the Financial Aid Director will explain to the student, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of some or all of the student's grace period.
3. A student granted an LOA (that meets the criteria in this section) is not considered to have withdrawn, and no Return Calculation is required. Upon the student's return from the leave, s/he continues to earn the Federal Student Aid previously awarded for the period

***We reserve the right to exercise professional discretion concerning nonconforming circumstances.***

## **Academics**

A student is expected to have an 80% Written grade point average (GPA) and an 80% Practical GPA at the end of each session. Each session will be averaged separately.

- A weekly report will be posted for students to check on written averages, practical averages and attendance percentages.
- An Academic Advisement will be issued mid-session if a student has less than 80% GPA in either area.
- If the students work is unsatisfactory (As determined by 2 or more faculty/staff and/or a practical grade point average below 80%) the student will be required to retake the entire session.
  - New grades (written or practical) will be entered in throughout the session one by one to replace failing grades.
  - Student will need to repurchase hair goods and supplies as necessary

## **Theory Class**

Cosmetology and Barbering require theories on several subjects these subjects are taught in the first and second session, tested and graded and are part of the 80% grade average required to pass on to the next session.

Theory is reviewed through students' participation in Ace on line exams and study guides. A focused review is done in fifth and sixth session to prepare for the state board exam.

- Students may not refuse to take theory tests as part of class attendance.
- Ear buds or headphones may not be worn during theory class



### **Practical Class**

Cosmetology and Barbering require students to participate in practical applications of learned skills. The student will practice in class on mannequins, live models and fellow students.

- Missed projects need to be made up within the week. Students need to make arrangements with Instructors to utilize free clinic floor time to make up missing projects.
- Practical Review Classes (5th & 6th Sessions) will have the last class period of the session to make up a missed project.
- If project/s is expected to exceed the class period, students are required to make prior arrangements with their instructor.
- Headphones and ear buds are not allowed during practical class

### **Credit Sheets**

Cosmetology and Barbering require students to have specific credits complete upon graduation. These credits are divided into two credits sheets per session, throughout 3<sup>rd</sup> - 6<sup>th</sup> session and DLP 1<sup>st</sup> – 3<sup>rd</sup> session. All credit sheets must be complete to graduate from the college.

#### **The credit sheets are graded and effect overall session grade percentage**

- The first credit sheet of each session is due Friday @ 5:00 pm of the 4<sup>th</sup> week to receive 100%, each week sheet not turned in the grade will be reduced by 10%
- The second credit sheet will not be given until the first is complete and turned in
- The second credit sheet is due Friday @ 5:00 pm of the 9<sup>th</sup> week
- Completed sheets not turned in by the end of the session will receive a 0, thus negatively affecting the session grade percentage. An academic session average under 80% can cause a student to repeat the session and may incur over contract fees.
- A credit make-up day will be available on the Monday of the 10th week of the session for 3<sup>rd</sup> -7<sup>th</sup> session 10:00 – 3:00 pm.

### **Sixth Session – variables**

If a student completes his/her hours and credits early; they will be required to complete at least 90% of the 6th session class through the 9th week.

Failure to comply will result in the student becoming ineligible to take the CHD school final exam and a diploma will not be earned. Diplomas from the college are a necessary requirement for the state exam process.

### **Cosmetology and Barbering Practical Final Check off Sheet**

To be considered for graduation all students must complete the following

- All PRACTICAL EXAMS must be complete.
- WRITTEN EXAMS must be complete
- All CREDIT SHEETS complete 1 – 6, with 7 & 8 completed by graduation.

### **Financial Aid - Satisfactory Academic Progress Statement**

The College of Hair Design utilizes a Financial Aid program; Financial Aid Management for Education, Inc. (FAME). This computerized program tracks all facets of the students' progress and finances during their program/s. CHD operates with an academic year of 900 clock hours each, which translates into a 35-hour week. According to Federal guidelines for awarding Financial Aid, the maximum time frame within which training must be completed for a student is not more than 1.5 times the normal duration of the program. Not more than 21 months for the 2100 hour Cosmetology or Barber Arts programs and not more than 10.60 months for the Barber Arts D.L.P. Normal duration of the Cosmetology or Barber Arts programs is 14 months and 7.2 months for the Barber Arts D.L.P.

The Satisfactory Academic Progress at College of Hair Design applies to all students, whether a student completes his/her financial obligations by means of cash payments and/or Federal Financial aid funds. Students must maintain SATISFACTORY PROGRESS before Financial Aid Funds will be issued. It is imperative for a student to maintain satisfactory progress in both:

- Academics with an 3.0 (80%) or above Grade Point Average (GPA). GPA is an average of written & practical grades.
- Attendance of 90% or above, in order to avoid possible dismissal or forfeiture of financial aid.

Students must maintain a minimum Grade Point Average-GPA of 3.0 (80%) on the traditional 4.0 scale. Students are also required to pass the school final exams in both written (theoretical) and practical portions with a 3.0 GPA, or (80%)

Below 60 = F  
60 - 69 = 1 = D  
70 - 79 = 2 = C  
80 - 89 = 3 = B  
90 - 100 = 4 = A

A course "Incompletion" in the traditional sense does not apply at the College of Hair Design. A grade of "I" is not entered on the student Progress Report.

### **Satisfactory Academic Probation/Warning Policy –**

Written advisements will be given for failing to make up tests or for failing grades. This “academic” advisement is to help keep the student from falling below an 80% grade average.

Satisfactory Progress is monitored monthly. A Financial Aid evaluation is performed every 450 hours throughout a program. (i.e. at 450, 900, 1350, & 1800 hours) by our FAME student records system for the 2100 hour programs. These evaluations are done at 450 and 900 hours for the Barber Arts D.L.P.

Students remain eligible for federal aid only if they are making satisfactory progress, are on financial aid warning, or have submitted a successful appeal to a determination of unsatisfactory progress.

If the student has not maintained academic satisfactory progress or Attendance (90%) then a student will be placed on Financial Aid Probation/ Warning. This status will allow the student to remain eligible for aid for the subsequent payment period (450 hrs.).

Expectations will be clearly written up for the student including the fact that continued unsatisfactory progress will result in termination. A copy of the course of action will be signed and dated by the student and school official. A copy will be retained by the school, student, and parent or guardian if the student is a minor.

A Course repetition might occur in the first 20-week session of the course if the instructor deems the student unsatisfactory to proceed to clinic floor. The student would incur over contract charges, as they would require a 7th session to complete the course. A course repetition might also occur when students have not met all requirements of a current session. Non-credit remedial courses are not offered within our program.

### **Appeal/Reinstatement Policy**

Students, who wish to appeal the determination that they have not maintained satisfactory progress and have lost eligibility for financial aid, must file a complaint in the form of a written appeal to the school administration. The appeal should describe any extenuating circumstances

the student feels deserve further consideration. An appeal is handled on an individual basis. A decision will be made and the student will be notified accordingly.

If the appeal is approved the student will be able to regain eligibility for financial aid once their attendance reaches 90%. The student must maintain 90% attendance until the end of the 450 hour payment period. If at the end of the 450 hour payment period the students is not at 90% attendance and fail the SAP check their financial aid will be terminated and no other appeal will be granted.

### **Make-Up Test Policy**

#### **If a student is absent or fails a required test or graded activity:**

- The instructor has 24 hours to grade tests.
- The student has an opportunity to take or re-take an exam during one of the next two scheduled testing opportunities after results are known.
- If a student has a pre-planned absence and takes the test ahead of the scheduled testing date, the student will suffer no consequences. They may pre-test by making arrangements with their instructor and scheduling a time (over their lunch break) with Student Services.
- If a student is absent on the scheduled test day, s/he will be required to take the test during one of the next two scheduled test taking periods. The highest score possible being 90%.
  
- **In order to re-take an exam and/or take a missed exam**
- The instructor will issue a "Test Slip" to students that need to take or re-take an exam. The slip will indicate the next test taking opportunities. The Test Slip will also indicate that a limited amount of tutoring may be available.
- Students will have the opportunity to take or re-take tests on:
  - Tuesday and/or Thursdays at the start of their lunch break
  - No hours are earned during test re-takes
  - The re-take grade and the initial failed grade will be averaged together.
  - If a student fails the re-take exam; their highest test grade will be recorded.
  
- **Failure to re-take a test (at one of the next 2 scheduled re-take times) will result in the failed test grade being recorded.**
- **Missed tests due to absence must be retaken within the next two test taking opportunities, failure to do so will result in a 0 grade.**

- **Bonus Test Day – the last two re-test opportunities of the session students will be able to choose one test to re-take. The new grade will replace the old, if the new grade is less than the original, the original grade will stand.**

### **Guidelines for Clinic Floor**

#### **Station/Mirror Decorations**

(Kept to a minimum)

- Only Name, Perfect Attendance Certificate and professional pictures or ads (which have been approved) may be displayed.

#### **Credits/Clinic Services or Lab Experiences**

- When students fill out the guest value stream/CVS, they need to be sure to use the same terminology as found on the progress reports.
- Students need to write their name and I.D. # on CVS, and then have the CVS signed or stamped by their instructor. These services will be entered into the computer from the CVS.
- Mannequin work (class room experience) students perform must be filled out on a sales ticket, signed by the instructor, and placed on the spindle at the front desk
- Sales picks credits must be signed at the time of the sales by the receptionist. They are to be turned in to the office at the end of the month.

#### **Responding to Page**

- Students called for an appointment should report to the guest services
- If the student is working on a guest, s/he should notify guest services
- Not responding promptly to pages will result in disciplinary action (See Misconduct)

#### **Ear Buds/Headphones**

- Headphones are not allowed in the classroom or clinic floor
- ONE earbud is allowed on the clinic floor while working on mannequin credits. Must be completely removed when with a guest.

#### **Student Clinic Services**

Student Clinic Services are a privilege students earn with good attendance (90%) and timeliness of school projects. This is a chance for students to work on one another's hair, skin, or nails at the cost of the products used. Services may be scheduled Tuesday, Wednesday, and Thursday until 4:30 pm for both Cosmetologists and Barbers (subject to change according to population changes.)

- Students will obtain a Student Service Form from Guest Services.
  - Next have the Office of Student Services sign the form indicating the both participating students were not tardy or absent the day prior to the service and/or the morning or afternoon of the service (signing same day)
  - Students need to have their floor instructor sign the form indicating that both parties have their monthly credit sheets up-to-date.
- Both parties must have a minimum of 80% GPA and 90% attendance.
- Guest Services will mark both parties off the appointment books if space allows.
- Services must be completed in a reasonable amount of time for the service being performed.
- One may receive one service per week; one may give two
- Only one service is allowed a day and not during lunch breaks.
- Students are required to make a \$10.00 deposit for chemicals at the time of marking out. Adjustments will be made as necessary.
- If a student is absent the day before, the day of, or is tardy, the services will be canceled.
- Guest Services has the right to limit how many pairs of services are marked out on any given day and may suggest the next day if too many students are off the books.
- Students are not allowed to bring product from home for Chemical Services.
- Touch up styling services may be performed on one another or yourself on the clinic floor (no chemicals, no shampooing, cutting, dry cutting or wetting of the hair in the shampoo bowl) as long as a student remains available to respond to a Guest Services page in 5 minutes or less with a completed professional acceptable appearance.
- Barber students may perform line ups, fringes, or touch up work (no complete haircuts) during the last 30 minutes of the day, with permission from the clinic floor instructor
- If a student schedules a service on their time off, (unscheduled Tues. or Thurs. or scheduled Sat. off) they will receive a 50% discount off the regular prices.
- They are not allowed to use an absence slip in order to get hair services.
- Students will not be allowed to come in for hair services on a day they are absent.
- Students are not allowed to do student services during lunch breaks either with or without paying the normal guest prices.

- If a student goes on a Leave of Absence, they may receive services and/or purchase products at 20% off normal prices.
- If a student's hours and credits are complete, but they are still coming in for 6th session classes, they may receive student services (not more than once a week) until the next scheduled school final exam
- If a student has finished Cosmetology and has a contract signed for the 1100 hour barber styling class they may come in to get their hair done at 20% off the regular prices

### **Chair Side Manner**

- A student may not refuse a guest. The practice on all guests is part of their training and experience. In cases of extraordinary circumstances, consult with the floor instructor.
- Rude or abusive behavior around guests will not be tolerated.
- Students should not turn their guests or sanitations over to another student.
- A problem of any nature must be reported to the floor instructor or management; it will be given undivided attention.
- Students are required to stay with their guest during chemical services. They are not to go to the lounge or alley until they have completed the service.
- When students have finished their services, they should complete their CVS, and then accompany their guest to guest services.
- Cell phone usage on the clinic floor is limited to portfolio pictures (with guest/Instructor permission) and cut/style images for your guest.
- Food and drink are limited to the lounge area only.
- College of Hair Design is a "Smoke Free" building. A smoke break may be taken outside using the back door only.

### **Student Status**

Students are not employees and will not receive compensation for any aspect of their education, including when s/he is learning and practicing their skills on paying customers in the CHD salon.

### **Customer Service**

Students are scheduled (on a rotation) to work in the retail area Tuesdays - Fridays as part of their cosmetology training. They dust and front retail items, make sure products are priced correctly and restock shelves. They also greet guests, offer courtesies, and help guests with product choices.

## **Phones / Cell Phones**

- The desk phones, office phones, or staff phones are not to be used by students.
- Students will be called to the phone for emergencies.
- Messages will be taken for other calls and may be returned on breaks and lunch period. Messages will be located at the guest services.
- Intercom paging by students is not allowed except by permission of an instructor.
- Students are free to use their cell phones in the student lounge and outside the back door (smoking area).
- Cell phone use is not allowed in the classroom; cell phones must be on silent. Instructor permission may be given to take portfolio pictures and look up cut/style images on the clinic floor. (see mild infractions pg.1)
  - Cell phone offense 1; student will be given a verbal and/or written warning
  - Cell phone offense 2; student will have to put phone in their locker or vehicle
  - Cell phone offense 3; student will have to place phone in Directors office for duration of school day
  - Continued offenses; students will not be allowed phone on school property
  - If student refuses to comply they will be sent home

## **Family, Hair, Skin and Nail Services**

While students are actively attending CHD they may service their immediate family members (family members that are living in your house and / or supporting your education) at 50% off the regular price. Students should identify their family members on the back of their emergency contact form. Guest services will make the price adjustments on the day of the service(s). Family may receive services up to 4 hours a day. We trust that students will not abuse this privilege.

## **Purchasing CHD Products**

College of Hair Design students are authorized to purchase products and receive personal clinic services for themselves. The student discount for retail products is 50% off. Management cannot keep track of student purchases, and the school does not extend credit to be paid at a later time. Therefore, all products sold to students must be paid for at the time in which they



pick them up. Any items that are sold by College of Hair Design and will be brought into the school need to have proof of purchase. A member of management will provide a CHD sticker for verification.

### **Guest Safety**

- Should a guests clothing become damaged during services please let the instructor know immediately.
- If a guest has a complaint about severe itching, burning or other discomfort during a chemical service, an instructor should be notified immediately. A written report should be turned in to the school management including date, all circumstances relating to the incident, names of student and instructors involved, and any other pertinent information.

### **Sanitation**

All sanitation rules and regulations as designated by the state of Nebraska will be strictly followed.

- Personal sanitation and the sanitation of the students' tools, working equipment and station are the students' responsibility and are graded; this includes the students' working area. Hair must be swept off the floor following the haircut and all refuse disposed of in the proper manner.
- Soiled linens must be kept in closed receptacles.
- Students must wash their hands between patrons and after using the restroom.
- Wet sanitizers must be kept clean according to the rules and regulations of the State of Nebraska
- Students are required to perform sanitation duties listed on the sanitation roster daily. A 30 minute time dock will occur for each day a student chooses not to perform the required duty.

### **Dispensary**

Nebraska state cosmetology law requires a specific number of hours and credits in the area of the dispensary. Students will be responsible for laundering towels and dispensing chemicals needed for the services of their fellow students.

- Students will receive hours by completing check off sheets while in dispense.
- Studying or credit sheets may be done after the dispense list is completed.
- Students may have beverages but no food products are allowed while in the dispensary.
- Only the student assigned to the dispensary and instructors are allowed in the room.
- Personal tools and supplies needed to accomplish credits are the only personal items allowed in dispense – backpacks / purses are prohibited

### **Office of Student Services**

The office of student services is located on the main floor lobby next to guest services. The office is open for emergencies 8-5pm Monday through Friday and can be contacted evenings and Saturday via guest services personnel.

- Daytime Schedule Office Hours are Monday – Friday 10-5

#### Office Staff

- Desiree Burke Associate School Director, Title IX Director, ADA
- Liah Burke Student Services Manager, ADA

The office of Student Services offers student support in

- Academics
- Housing
- Daycare
- Student attendance
- Employment assistance
- Student records
- Student complaints
- Transportation information
- Retention strategies
- Student council
- Student event team
- Master/Designer Student Stylist Program
- Top Notch Student Barber Program
- Student media team
- Day to day student life
- Title IX
- American Disability Accommodations

### **Master Student Stylist Program**

Cosmetology students in 5<sup>th</sup> and 6<sup>th</sup> session may test into the Master Student Stylist program upon meeting qualifications. The skills needed for this program are part of the standard curriculum required for the Nebraska State Board examination. The quality and timing in which they must be achieved are that of a CHD Master Student Stylist. The advanced goals are extended bi-weekly to help the student achieve senior master student qualifications. Upon acceptance of the program student receives CHD Master Student Stylist apron, semi-private designated station, comfort floor mat, optional designated color dress code, Master Educator Mentor. Upon completion of the program student will receive a certificate and letter of recommendation from the school Director.

Qualifications needed to test for the program are;

- 98% attendance percentage
- 92% grade point average
- Credit sheets complete and on time
- Qualified for sales picks beginning 3<sup>rd</sup> session
- Must know 7 sculpting techniques, sectioning and procedure for 4 basic haircuts and diagonal forward with 30' graduation
- Must know sectioning and procedure for full color procedure, virgin bleach, full head foil medium weave, and inner form foil light slice, balayage and ombre

To qualify student will make an appointment with the Designer Educator Mentor two weeks prior to 4th the session end to test.

- Testing can be done on a live model or pre-purchased mannequin

### **Designer Student Stylist Program**

Cosmetology students in 4<sup>th</sup> session may test into the Designer Student Stylist program upon meeting qualifications. The skills needed for this program are part of the standard curriculum required for the Nebraska State Board examination. The quality and timing in which they must be achieved are that of a CHD Designer Student Stylist. The advanced goals are extended bi-weekly to help the student achieve Master Student Stylist qualifications.

Upon acceptance of the program student receives CHD Designer Student Stylist apron, designated station, optional designated color dress code, Designer Educator Mentor. Upon completion of the program student will receive a certificate and letter of recommendation from the school Director.

Qualifications needed to test for the program are;

- 96% attendance percentage
- 90% grade point average
- Credit sheets complete and on time
- Qualified for sales picks beginning 3<sup>rd</sup> session
- Must know 7 sculpting techniques, sectioning and procedure for 4 basic haircuts and diagonal forward with 30' graduation
- Must know sectioning and procedure for full color procedure, virgin bleach, full head foil medium weave, and inner form foil light slice

To qualify student will make an appointment with the Designer Educator Mentor two weeks prior to the end of 4th session to test.

- Testing can be done on a live model or pre-purchased mannequin

Additional information and testing qualification can be found on the student information board Mannequins for the programs are in addition to standard tool costs.

Mannequin cost waivers may be approved by the College of Hair Design Advisory board with full page written essay titled "How the Designer and/or Master program will make a difference for my career." One mannequin waiver awarded per session.

### **Top Notch Student Barber Program**

Barber students in 5<sup>th</sup> and 6<sup>th</sup> session may test into the Top Notch Student Barber program upon meeting qualifications. The skills required for this program are part of the standard curriculum required for the Nebraska State Barbering Board for examination. The quality and timing in which they must be achieved are that of a CHD Top Notch Barber student. The advanced goals are extended weekly and/or per ten week session.

Upon acceptance of the program the student will receive Top Notch Barber smock, optional red dress code, Top Notch Educator Mentor, and will be featured on the CHD Facebook page.

Upon graduation from the program student will receive a certificate of achievement and a letter of recommendation from their Top Notch Educator Mentor and the School Director.

Qualifications for testing in to the program;

- 96% attendance percentage
- 90% grade point average
- Credit sheets complete and on time
- Qualify for sales picks beginning 4<sup>th</sup> session
- Knowledge of guard length in number not color
- Must complete CVS correctly and completely including guard measurement beginning 3<sup>rd</sup> session
- Must know sectioning for highlights, basic perm, single halo perm

- Weekly sanitation and station sanitation must be completed consistently
- Student must consistently answer client call 1<sup>st</sup> time

To qualify student will make an appointment with the Top Notch Educator Mentor two weeks prior to the end of 5th session to test.

- Testing can be done on a live model or pre-purchased mannequin

Additional information and testing qualification can be found on the student information board. Mannequin cost waivers may be approved by the College of Hair Design Advisory board with full page written essay titled “How the Top Notch Student Barbering program will make a difference for my career.”

One mannequin waiver awarded per session.

### **Student Council**

The College of Hair Design has an active student council. The student council member is voted in by student peers in the first or second session of Orientation. The student council member represents positive culture of the college, votes on various college activities, and participates in the semi-annual college Open House. Student council is called to vote on decisions that a student viewpoint may be beneficial.

### **Student Event Team**

ARE YOU OUTGOING, LIKE TO HAVE FUN, HAVE GREAT IDEAS FOR STUDENT ACTIVITIES AND LOVE TO GIVE BACK TO YOUR COMMUNITY? If your answer is YES, student event team is for you. The student event team is volunteer, any student in good standing (not suspended or on probation) is welcome to join. Students on the event team run the student morning lightening game rounds, have first access to any cool events the school is involved in and volunteer in the community as part of the CHD team.

### **Student Social Media Team**

The student social media team works with administration to feature fun events, college activities and the day to day story of the students in CHD on social media platforms.

### **Student Lounge**

Students are provided with an area for lunch and breaks in the downstairs lounge. There is a refrigerator and microwave for their convenience.

- When leaving the lounge area after lunch or break, students should take all pop cans and waste materials to receptacles provided. Everything needs to be cleaned out of

the refrigerator on Friday at the end of the day. The lounge must be maintained and neat at all times.

- Food and drinks are allowed in the lounge only, not in the classrooms or on the clinic floor. Bottled (capped) drinks are acceptable in classrooms.
- Non-school sanctioned games / cards are not allowed during clocked in hours. Students may play games/cards when they are clocked out for lunch only.

### **Learning Resource Center (LRC)**

A learning resource center is provided for student use. Students may check out materials with the office personnel. Students are responsible for returning these materials in good condition. Failure to do so will result in students being charged with replacement costs.

#### **Rules for Learning Resource Center Use:**

- Any materials taken out of the LRC must be checked out
- Students only, no guests please
- NO FOOD OR DRINK in the LRC at any time
- Lights must be turned on when students are present
- If credit sheets, practical sheets or tests are not completed, the LRC may not be used except for the completion of these tasks.

### **Replacement Fees**

There will be a charge for replacing the Student Handbook, State Law Book, Name tags, Roll-About keys and Student Id cards.

- Name tags - \$5.00
- State Law Books - \$10.00
- Student Handbooks - \$5.00
- Roll-About Keys - \$10.00
- Student ID Cards - \$5.00

### **Areas of Prohibited Student Conduct**

#### **Student Misconduct Policy**

A student found to have committed any of the following violations of College of Hair Design's policy will be subject to a range of disciplinary action from issuing a misconduct slip and up to and including termination and legal prosecution at the discretion of College of Hair Design.

- Any conduct which causes or may cause a disruption or interference with the health, safety, well-being or the rights of others
- Fraternalizing with faculty and staff is prohibited. Association with faculty or staff should be limited to school-related activities which the faculty or staff member is either in charge, or is supervising the activity as the school representative.

Law enforcement authorities may be called in if a student is suspected to be in violation of the Nebraska criminal code.

Instructors and staff may also direct a student to “clock out” for the rest of the day for a single infraction.

**Mild Infractions (1’s)** — Students will be issued a Misconduct Slip for repetitious or extreme Mild Infractions. The slip will be signed and dated by the staff member as well as the student involved (the student may choose to not sign the misconduct slip) . The original will be filed in the student’s academic folder and the student will be given a copy.

Three Misconduct Slips in this Mild (1) area equals a Moderate infraction (2). Depending on severity of infraction a mild infraction may constitute a moderate or severe infraction.

### **Mild Infractions**

- Eating, smoking, e-cigarettes, vaping or chewing tobacco in the classroom and/or the clinic floor.
- Lounging outside the front door or in the main entryway during school hours.
- Family, friends and visitors are not allowed in the student lounge, alley or clinic floor. If students have a visitor, they must see them in the reception area only.
- Smoking, sunbathing or lounging in front or on the side of the building
- Changing into street clothes prior to (15) minutes before clock out time.
- Texting and/or answering calls in class or on the clinic floor
- Unnecessary conversation or noise in the classroom
- Any behavior, which causes disruption
- Turning over a guest to another student without permission
- Littering; Any leaving or scattering of trash or cigarette butts
- Sleeping or lying down on the school premises
- Public displays of affection while on school property
- Recreational sports activities in the school, alley or parking lot
- Playing non-school sanctioned games / cards during clocked in hours.

**Moderate Infractions (2's)** - A staff member/ Instructor has the right to refer to the Associate Director behavior of a student which they consider to be misconduct 2 as listed in the Policy, or of a nature equal to the infractions listed. The referral can be in any form – in person, by telephone, in writing, or by e-mail.

A Moderate infraction (or multiple Misconduct slips) may result in a student being sent home for the day and/or suspension up to 14 days

The Director may call a Hearing Panel to consider the action to be taken.

**Moderate Infractions**

- a. Failure to respond to pages from Guest Services.
  - b. Refusing a guest
  - c. Leaving the school premises, at any time, without turning in the proper paperwork and clocking out.
  - d. Rude behavior or the use of language, which is profane or abusive to students, school employees, or guests.
- Note that in these situations the staff member should also complete a Misconduct slip. The slip will be signed and dated by the staff member as well as the student involved (the student may choose to not sign the misconduct slip). The original will be filed in the student's academic folder and the student will be given a copy.

**Severe Infractions (3's)** – When a student's code of misconduct falls within the severe infractions, the Associate Director and/or the Director will be involved to assess disciplinary action.

- 1. Severe Infractions**
  - a. Willfully disobeying any reasonable written or oral request of a school staff member or the voicing of disrespect to those in authority.
  - b. Any behavior while on the school premises, constituting a substantial interference with school purpose.
  - c. Causing or attempting to cause physical injury to a school employee, student or guest.
  - d. Threatening or intimidating any student, in any way, for any reason, including but not limited to; the purpose of, or with the intent of doing harm, obtaining money or anything of value from such student.
  - e. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.
  - f. Engaging in unlawful selling, possessing or dispensing of alcoholic beverages, narcotics, drugs or controlled substances



- g. Being under the influence of any of the above; failure to comply with the Drug- Free Awareness program.
- h. Public indecency
- i. Falsifying information, including but not limited to falsifying hours or falsifying information submitted to obtain Financial Aid.
- j. Engaging in any other unlawful or dangerous activity or conduct unbecoming of a student of CHD.
- k. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property. (may include the use of violence, force, coercion, threat, intimidation or similar conduct)

Note that in these situations the staff member will complete a Misconduct slip. The slip will be signed and dated by the student will be given a copy.

- A Severe infraction will result in a suspension up to 14 days
- Or
- Severe infraction may result in expulsion.

### **Student Complaint and Grievance Procedure**

If student has a complaint or wishes to appeal a determination, the student must file a written grievance (signed and dated) within seven (7) days of the alleged grievable incident. The grievance should be presented to the immediate supervisor. If, after three (3) workdays a solution is not found, the student then should present to the administration and staff a written complaint signed and dated. The grievance will be evaluated by the administration and staff and the student will be notified in writing of the results within two (2) additional workdays. If the student is dissatisfied with the written decision of the administration, the student may, within five (5) days, make a written request for a hearing at which to present further evidence before the administration regarding the grievance and after such hearing the administration shall issue a written decision, setting forth its findings of fact and its decision based upon those facts regarding the grievance. The administration's decision at this stage is final. No student shall be penalized in any way for his or her use of the grievance procedures.

Schools accredited by the Accrediting Commission for Career Schools/Colleges of Technology of the Career College Association must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:  
Accrediting Commission of Career Schools  
Colleges of Technology  
2101 Wilson Boulevard/Suite 302  
Arlington, VA 22201  
703-247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting Greg Howard, President.

**Sexual Harassment/Sexual Violence:** All student grievances related to sexual harassment or sexual violence allegations should be reported to the Title IX Coordinator and are handled in compliance with the Anti-Harassment and Discrimination (Title IX) Policy below.

**Anti-Harassment and Discrimination Policy for Students and Employees (Title IX Policy)**

Title IX and its implementing federal regulations prohibit discrimination on the basis of sex in its programs and activities. The College is committed to maintaining a work and school environment free from unlawful discrimination or harassment. In accordance with Title IX of the Education Amendments of 1972, the College prohibits discrimination based on sex, which includes sexual harassment and sexual violence. The College of Hair Design has jurisdiction over Title IX complaints.

College of Hair Design's anti-harassment policy applies to all persons involved in the operation at the College, and prohibits unlawful harassment by any employee of the College, as well as students, customers, vendors or anyone who does business with the College. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the College does business engages in unlawful harassment or discrimination, the College will take appropriate corrective action.

As part of College of Hair Design's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the College of Hair Design community through publications, the College website, new employee orientations, student orientations, and other appropriate channels of communication. The College provides training to key staff members to enable the College to handle any allegations of sexual harassment or sexual violence promptly and effectively. The College will respond quickly to all reports, and will take

appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

**Sexual harassment** is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

- The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.
- Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
- Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

**Sexual Harassment** is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et. seq.), and Title IX of the Education Amendments of 1972 (20 U.S.C. 1691, et. seq.) and is punishable under both federal and state laws. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, and promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the College's investigation of the allegation.

**Sexual violence** means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category, including sexual assault or harassment based on sexual orientation, domestic violence, dating violence, and stalking. Alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy. These acts will not be tolerated at the College as such acts are inappropriate and create an environment contrary to the goals and mission of the College. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

**Sexual assault** includes rape, acquaintance rape, fondling, incest, and statutory rape, as well as other forms of nonconsensual sexual activity.

**Domestic violence** means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating violence** means a violence act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse and dating violence does not include acts covered under the definition of domestic violence.

**Stalking** means engaging in a course of conduct (two or more acts including but not limited to acts in which the stalker directly, indirectly, or through third parties, or by any action, method, device or means, follows, monitors observes, surveils, threatens or communicates to or about a person or interferes with his or her property that is directed at a specific person and would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Consent** means voluntary agreement to engage in sexual activity by verbal agreement or active and willing participation in sexual activity. Someone who is incapacitated or under the age of consent under state law cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent may be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

### **Prohibited Conduct**

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination

includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

### **Complaint/Grievance Procedure**

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, Human Resources, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the College is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinator:  
Desiree Burke, Main Campus Associate School Director  
304 S. 11th Street  
Lincoln, NE 68056  
402-474-4244  
Email: [desiree@collegeofhairdesign.com](mailto:desiree@collegeofhairdesign.com)

The College ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the College's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on the College's grievance procedures and any other procedures used for investigating reports of sexual harassment.

### **Investigation of Complaints**

In response to all complaints, the College promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. The College shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the College will weigh the student's request for confidentiality against the impact on College safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning the College will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the College will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the College determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and

the College will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the College to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to 911 or local law enforcement. The criminal process is separate from the College's disciplinary process. To the extent that an employee or contract worker is not satisfied with the College's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

**Retaliation:** The College will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources or the Title IX Coordinator.

**Right of Appeal and Review of Disciplinary Proceedings:** The College's Title IX Director/Coordinator will not make a determination on or review a disciplinary proceeding's factual findings, conclusions, or imposed penalty. Any appeal rights in that regard which may exist are referenced in applicable student, faculty and staff policies and procedures. If a complainant wishes to appeal the decisions of an Assistant Title IX Director/Coordinator regarding remedial measures, s/he may make a written appeal to the College's Title IX Director/Coordinator according to the Title IX grievance procedures.

## **Education and Training**

As part of the College's commitment to providing a harassment-free working and learning environment, this policy will be disseminated to the CHD community through publications and other appropriate channels of communication and to the students at orientation and to the staff upon hire. Students and employees are required to take the College's mandatory Sexual Harassment and Prevention training upon starting with the College and every year thereafter. The College's Title IX Director/Coordinator will assure that all College employees receive training within 30 days of the beginning of their employment. Additionally, the College will provide training to key staff members to enable the College to handle any allegations of sexual harassment or violence promptly and effectively. Students will receive training regarding sexual harassment and sexual misconduct through educational programs to be provided annually and on an ongoing basis.

## **Disability Accommodation Policy**

The College of Hair Design does not discriminate in admission or access to our programs on the basis of age, race, ethnicity, sex, disability, sexual orientation, gender identity, national origin or any other category protected by federal, state or local law. If you would like to request academic adjustment or auxiliary aids, please contact CHD's ADA Compliance Coordinator. You may request academic adjustments or auxiliary aids at any time. The ADA Compliance Coordinator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the ADA Compliance Coordinator in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.

ADA Compliance Coordinator/Director: Desiree Burke, 304 S. 11<sup>th</sup> St. Lincoln, NE 68508

[desiree@collegeofhairdesign.com](mailto:desiree@collegeofhairdesign.com)

- 2) The ADA Compliance Coordinator will respond within two weeks of receiving the request.
- 3) If you would like to appeal the decision regarding your request, please follow the steps below in the Section 504 Internal Grievance Procedure Policy. Appeals must be submitted within 15 days of receiving the ADA Compliance Coordinator's decision.

## **SECTION 504 INTERNAL GRIEVANCE PROCEEDURE**

It is CHD's policy not to discriminate on the basis of disability. The College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Desiree Burke, who has been designated to coordinate the efforts of the College to comply with Section 504. The ADA Compliance Coordinator can be contacted by phone number at (402) 474-4244 or by email at [Desiree@collegeofhairdesign.com](mailto:Desiree@collegeofhairdesign.com)

Any person who believes she/he has been subjected to discrimination on the basis of disability may file a grievance pursuant to the procedure outlined below. The College will not retaliate



against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.

**Procedure:**

Grievances must be submitted to Liam Burke, the Section 504 Grievance Compliance Coordinator, within fifteen (15) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

The Section 504 Grievance Compliance Coordinator (or designee) shall investigate the complaint (i.e., identify and obtain relevant evidence, identify and obtain statements from relevant witnesses) and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The Section 504 Grievance Compliance Coordinator will maintain the files and records relating to such grievances. The Section 504 Grievance Compliance Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

The College will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate. The College will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Section 504 Compliance Coordinator will be responsible for such arrangements.

**Campus Safety and Security**

For your information, a copy of the College of Hair Design’s Annual Campus Safety and Security Report (also known as our Annual Security Report, or ASR) is attached. This report is distributed in compliance with the Clery Act. Also included is a copy of information relating to the College of Hair Design’s Drug and Alcohol Abuse Prevention Program.

College of Hair Design's commitment to safety and security includes:

- Providing a secure and crime free environment for students, faculty and staff.
- Performing regular evaluation of security programs.
- Monitoring and following up on each crime reported at a College of Hair Design location.

We believe student, faculty, and staff behavior which promotes security awareness is important in all aspects of our lives and we encourage all students, faculty and staff to accept responsibility for their own security as well as the security of other members of the College of Hair Design community.

As you read the following report, comments, question or concerns may be addressed to:

College of Hair Design  
Attention: Greg Howard  
304 South 11th Street  
Lincoln, NE 68508

### **Statement of Current Policies Regarding Procedures For Students and Others To Report Criminal Actions and Policies Concerning the Institutions Response to Such**

Students, faculty or staff who wish to report criminal actions, should immediately contact the academic administrator or other responsible supervisory personnel at their campus. The criminal action should then be immediately reported by students, faculty or staff to the local authorities for assistance and /or investigation. College Of Hair Design's Accident/Incident Report Form is completed with the assistance of the person reporting the criminal action. The report should be filed as soon as possible with Greg Howard, School President who will follow up on the report personally or assign responsibility to another appropriate administrator to follow up and report on the outcome as well as any preventative or other actions taken to ensure the safety and security of all staff, faculty and students.

Additional copies of College of Hair Design's Accident/Incident Report Form may be requested from the Student Services Office.

### **Preparing the Annual Disclosure**

The Director of Compliance & Accreditation, serving as the campus security authority (CSA) for the school, has the responsibility of gathering the data used to prepare the annual campus

crime statistics report. Campus crime data is gathered the same day that it is reported. The data is obtained from reports made to local law enforcement. Crimes are counted in the disclosure based upon the crime having been reported, not whether there was a conviction.

Data is obtained annually from local law enforcement and compared with the data gathered at the College of Hair Design. The resulting data is used to prepare the annual crime statistics report.

The ASR is published and distributed by October 1 of each year to current students and employees. A notice of the ASR's availability is also provided to prospective students and employees, with a notice that a paper copy is available upon request.

### **Reportable Offenses Under the Clery Act**

The Clery Act requires reporting on the following offenses:

- Murder;
- Manslaughter (non-negligent)
- Sex offenses, forcible and non-forcible;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrest, or persons referred for campus disciplinary action for liquor law violations;
- Arrests, or persons referred for campus disciplinary action for drug-related violations;
- Arrests, or persons referred for campus disciplinary action for weapons possession; and
- Hate crimes, [which for Clery Act purposes include any crime listed in the preceding points and , as of 2008, larceny-theft; simple assault; intimidation; and destruction, damage or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.]

\*\*On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). Among other provisions, this law amended the Clery Act to require postsecondary institutions to include in their Annual Campus Security Report all instances of domestic violence, dating violence and stalking; and instances of gender identity and national origin crimes which fall under the category of Hate Crimes. These new reportable items must be included in the ASR released by October 1, 2015.

## **Geographical Area**

The Clery Act requires each institution to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas.

“Campus” is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution’s educational purpose. It also includes property in that contiguous area owned by the institution but controlled by another person, if that property is used by students and supports institutional purposes (e.g. a food or retail vendor). Branch campuses and geographically disconnected administrative divisions or schools would be considered separate campuses for the purposes of reporting.

“Public Property” is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution’s educational purposes. Crimes occurring on “public property” must also be reported in the crime statistics.

A “non-campus building or property” is one that is owned or controlled by a school recognized organization, or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Crimes occurring on “non-campus property” must be reported. However, incidents occurring on public property adjacent to “non-campus buildings or property” do not have to be included. Our institution does not have such property in this category for which we must report.

## **Timely Campus Warnings and Alerts**

A timely warning to the campus community is distributed regarding any of the above listed crimes (see Reportable Offenses under the Clery Act) which are deemed to represent a threat to the students and employees, and which are reported to campus officials or to local police agencies. The campus crime alert is issued in a manner that is timely and will aid in the prevention of similar crimes. The manner of dissemination to alert the campus community may include one or more of the following methods: e-mail, voicemail and text messages. Campus officials may decide to issue an alert about a crime occurring off-campus but in a location frequented by students, even though such a crime would not be included in the annual report.

## **A STATEMENT OF CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT AND POLICIES THAT ENCOURAGE PROMPT REPORTING OF ALL CAMPUS CRIME TO THE CAMPUS POLICE AND LOCAL POLICE**

College of Hair Design is essentially a non-residential School, and does not have a campus police force. Therefore, all crimes are reported to local authorities as described in the first section regarding policies and procedures to report crimes.

The College of Hair Design Accident/Incident Report Form (referenced above) may be requested from the Student Services Office to assist in the description and recording of an incident of crime or emergency.

Voluntary confidential reporting: As College of Hair Design is essentially a non-residential School, and does not have a campus police force all crimes must be reported to local authorities. Local law enforcement will allow a victim or witness to report crime on a voluntary and confidential basis.

### **Crime Reporting**

Efforts are made to inform members of the campus community on a timely basis about campus crime and crime-related issues. These efforts include the following:

- Daily Crime Log – The Student Services Office maintains a daily crime log, which is available for review within two days of request except in cases such as where disclosure of such information may be prohibited by law, jeopardize the confidentiality of the victim, etc.
- Crime Alerts- Crime Alerts are published when a crime occurs on or near campus that potentially threatens the campus community. The crime alerts are distributed in a variety of methods, depending upon the incident. (See Timely Campus Warnings above.)

### **How to Report Crimes on Campus**

Students and employees are cautioned never to attempt to apprehend or pursue a suspected criminal. Crimes or suspected criminals should be reported to the CSA or other designated staff member or, if appropriate, to 911. Immediately report any crimes or suspicious activity by:

- Stopping by the Student Services Office.
- 

If you have any doubts about whether to report something that has occurred, report it. Victims of, or witnesses to, crimes may disclose them on a voluntary, confidential basis to the CSA, which can then determine whether the event constitutes a crime that has to be collected and

statistically reported. Your cooperation in timely reporting assists the school in issuing equally timely warnings to the campus community. All crimes must be reported immediately. Always use your eye, ears, and telephone to keep campus officials advised of what you see and hear.

Call the Student Services Office when you see:

- Strangers loitering in office areas, hallways, classrooms, or lounge areas, etc.
- Unsecured doors or windows in campus buildings that are supposed to be locked
- Anyone tampering with a motor vehicle or loitering on a parking lot
- Persons publicly displaying a weapon
- Persons loitering in dark or secluded areas
- Suspicious persons carrying articles, equipment, luggage, or other packages out of campus buildings

Crime is a serious problem with no easy solutions. Therefore, all members of the school campus community are encouraged to assist one another by taking responsibility for personal safety and assisting with the security needs of others. While school staff and security measures may offer assistance regarding safety and security concerns, ultimately the primary responsibility for your personal safety rests with you.

### **Safety Tips**

- Stay alert of your surroundings, wherever you are.
- If you feel uncomfortable in a place, leave right away.
- Keep eyes and ears open, hands free.
- Choose busy streets and avoid going through deserted areas.
- At night, walk in well-lit areas whenever possible.
- Try not to walk or jog alone. Take a friend or walk in group.
- Avoid carrying large sums of cash.
- When in public spaces, keep valuable items including jewelry, mobile phones and wallets out of sight.
- Carry a pepper or mace spray as a precautionary measure.
- Avoid returning to campus after dark, or walk in groups to and from buildings.
- Communicate suspicious behavior immediately to a staff or faculty.

## **A STATEMENT OF PROGRAMS AND INFORMATION AVAILABLE TO STUDENTS AND EMPLOYEES**

### **Security, Personal Safety and Crime Prevention**

College of Hair Design provides information on personal safety and crime prevention. The Students Services office has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by the community. During the orientation students, faculty and staff, procedures are outlines to cover the reporting of all criminal acts.

### **Campus Sex Crimes Prevention Act**

The federal Campus Sex Crimes Perverting Act that became effective October 27, 2002 requires eligible institutions participating in the Title IV Federal Student Aid programs to issue a statement advising the campus community where the State law enforcement agency information concerning registered sex offenders/predators may be obtained. Sex offender are required to be registered according to the State law in the State in which they reside and are also required to notify appropriate State officials of each postsecondary school at which the offender is employed or is a student. Any such offender is also required to give notice to the appropriate State authorities of any changes in enrollment or employment status at the postsecondary school.

In the State of Nebraska information concerning registered sex offenders and predators may be obtained from:

Nebraska Department of Law Enforcement (SDLE) Sexual Offender & Predator Unit,  
1600 Highway 2  
Lincoln, NE 68502  
Phone: 402-471-8647  
Email address: nsp.sor@nebraska.gov  
Website: <https://sor.nebraska.gov>

Information is also available in the United States Department of Justice sex offender registry at <http://www.nsopw.gov/core/portal.aspx>

### **A STATEMENT OF CURRENT POLICIES CONCERNING THE SEXUAL ASSAULT PREVENTION PROGRAM AND THE PROCEDURES THAT ARE FOLLOWED**

The new Campus Sexual Violence Elimination Act of 2013 (SaVE Act) requires schools to educate students, staff, and faculty on the prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. As part of College of Hair Design's compliance with the SaVE Act requirements for prevention and awareness programs that

address the specified areas above, the institution has several relevant brochures available on display in the Student Services office. These brochures are from nationally recognized organizations and include awareness and preventative information. These brochures also include help hotlines related to these specific topics. Additionally, College of Hair Design has a sexual assault prevention program that includes, but is not limited to the following:

- Use of the “Buddy System” when walking to parked cars at night
- Leaving the building in a group when classes are dismissed
- If an assault occurs, notify Greg Howard and Student Services Office immediately
- Do not disturb the crime scene
- Notify local law enforcement officials
- Secure counseling for the victim, or offer a referral to appropriate entities that provide applicable counseling
- Change the academic schedule of victim requests
- Disciplinary actions include dismissal from school

As part of the effort to provide an environment conducive to the school’s mission, the following services relating to sexual assault are provided at College of Hair Design. The school provides educational programs (referenced above) to enhance awareness of sexual assault and the condition that fosters this offense on school campuses. The school undertakes efforts to safeguard the rights and interest of the survivor and pursues sanctions against the perpetrator(s) of sexual assault. The school official will, upon request, arrange transportation to a hospital for treatment and evidence collection; provide notification to an off-campus support and counseling service; provide assistance in contacting the appropriate law enforcement agency as applicable.

College of Hair Design does not tolerate sexual assault against females or males, whether committed by a stranger or by an acquaintance. The school attempts to protect members of the school community, including visitors, from sexual assaults and offers any student, faculty or staff member who survives a sexual assault that occurs within the context of the school community the support necessary to enable them to continue to pursue their academic or career goals.

## **Definitions**

For the purposes of this Policy, sexual assault is defined as any sexual act perpetrated upon a person without their consent, where the assailant used physical force, threat, coercion or intimidation to overpower or control the victim; where the victim fears that they or another



person will be injured or otherwise harmed if they do not submit; where the victim is prevented from resisting due to the influence of alcohol or other drugs; or where consent is otherwise not freely given. A sexual act includes, but is not limited to, actual or attempted intercourse, sexual touching, fondling, and groping. Sexual assault is classified as rape when vaginal, anal or oral intercourse takes place without consent. This includes penetration by a foreign object. Sex crimes, including but not limited to sexual assaults and rapes, represent violations of criminal and civil law, and constitute serious breaches of student or employee conduct as well. All parties engaging in sexual activity must be based upon explicit consent among the parties. Verbal communication of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the victim due to any cause including victim's use of alcohol or drugs may constitute lack of consent. The use of alcohol or drugs will not be accepted as an explanation for the actions of any individual charged with a violation of this policy.

Any individual who has been sexually assaulted, including date or acquaintance rape, is strongly encouraged to report the incident to the local police (if off-campus), school officials described below, faculty or staff members as well as any civil authorities that an individual deems appropriate. Staff members are trained to assist and support victims in notifying appropriate law enforcement authorities regarding such crimes, if requested by the victim.

### **Suggestions to Reduce Risk:**

- There is strength in numbers or group dates. Go to parties or clubs with a friend and be responsible for each other. Don't split up. Have a preplanned signal to let your friend know that you want to leave or need help.
- Control your alcohol; don't let it control you. Drink responsibly or not at all, especially on first dates.
- No substance abuse.
- Know your limits. It's never too late to say no. Don't be embarrassed or ashamed to say no or ask someone to stop. It is your body.
- Verbalize your expectations. Be up front. Talk about sexual boundaries. A potentially embarrassing conversation could save you from a traumatic situation.
- Trust your gut instinct. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.
- Believe in yourself. Know your rights. Women do not ask to be raped any more than a man with money in his pocket is asking to be robbed. You are in charge of your body and you can say NO.
- End the night early if your date becomes drunk or abusive. No one deserves physical or emotional abuse.

## **Response to Reports of Sexual Assault**

The school is committed to creating an environment that both promotes and assists in prompt reporting of sexual assault, and to providing compassionate support services for survivors. Students who are the victims of campus-related sexual assault are entitled to certain rights. These rights include, but are not limited to, the following:

The survivor has the right to have their claims treated seriously and to be treated with dignity.

- The survivor has the right to be informed of their options with regard to notifying law enforcement authorities and to be assisted in notifying such authorities if they so choose. Because the school recognizes that a sexual assault is more than an assault on an individual's body, but is also an attack on the individual's dignity and sense of self, the school is committed to ensuring that the decision to take action against the accused rests solely with the survivor. There may be circumstances, however, depending on the status of the alleged assailant and the seriousness of the offense, in which the school must take action to protect the survivor or the campus community with timely notice of certain reported crimes and/or acts the institution believes represent a threat to members of the campus community.
- The survivor has the right to be free from undue coercion of any kind from the school's personnel. Such coercion includes but is not limited to pressuring the survivor to report, not to report, or to under report a sexual assault; suggesting that the survivor or the school would incur unwanted publicity or humiliation by reporting the sexual assault.
- Student survivors may choose to change academic arrangements, if such changes are reasonably available, without financial or academic penalty. For assistance in exploring options for a change in academic situations, contact should be made with the Title IX Director, Desiree Burke.

### **If you are Sexually Assaulted**

- Get to a safe place
- Call the police as soon as it is safe to do so by dialing 911

### **Reporting the Assault**

Students who believe that they are victims of a sexual assault should contact at least one of the following school officials.

- Director of Education
- School Owner
- Associate Director

School faculty, staff members or campus visitors who believe they are victims of a sexual assault should contact at least one of the following school officials:

- Human Resources
- Associate Director
- School Owner

Individuals who have been raped or sexually assaulted should try to preserve all physical evidence. They should not wash, use the toilet, or change clothing, if doing so can be avoided. If oral contact took place, one should not smoke, eat, drink, or brush ones teeth. If one changes clothes, all clothing worn at the time of the attack should be placed in a paper bag, not plastic. Medical attention should be sought as soon as possible to assess any physical injuries, provide appropriate medical treatment, and collect important evidence in the event legal action is taken.

In cases of alleged sexual assault, the accuser and the accused are entitles to the same opportunities to have others present during campus disciplinary proceedings, and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. An accused perpetrator of sexual assault, if determined to be responsible of the accused sexual assault, may be dismissed from the College of Hair Design immediately.

The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, the local Shelters and Women’s Service Centers are primary places where individuals may seek assistance in complete confidentiality.

### **Important Information for Local Shelters and Women’s Service Centers**

Women’s Center or Advancement                      402.345.7273  
222 S. 29th Street  
Omaha, NE 68131

Voices of Hope 402.476.2168  
2545 N Street  
Lincoln, NE 68510

Fresh Start 402.475.7777  
6433 Havelock Avenue  
Lincoln, NE68507

Siena/Francis House 402.341.1821  
1702 Nicholas Street  
Omaha, NE 68102

Heartland Family Services 402.553.3000  
2101 S. 42nd Street  
Omaha, NE 68105

Friendship Home 402.437.9302  
Nebraska Domestic Violence  
Sexual Assault Coalition 402.476.6256

Crisis Lines:  
Rape, Abuse, Incest,  
National Network (RAINN) 800.656.HOPE

Linea de Crisis 877.215.0167

## **A STATEMENT OF PROGRAMS AVAILABLE TO STUDENTS AND EMPLOYEES RELATED TO CAMPUS SECURITY, PERSONAL SAFETY, AND CRIME PREVENTION**

The Student Services Office has a directory of services that are available to assist those who have suffered from a criminal act. These services are usually free and are provided by the community. During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts.

### **Emergency Response and Evacuation Procedures- Statement of Policy**

College of Hair Design has in place at each campus facility a campus response protocol. In an emergency or a dangerous situation, upon confirmation with Greg Howard, Campus President, will without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency or dangerous situations may include, but are not limited to, gas leaks, tornados, contagious viruses, etc.

### **Emergency Notifications**

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, College of Hair Design may utilize some or all of its mass notification capabilities to notify its campus community. These capabilities may include text messages and PA announcements to alert the campus community. The campus president, Greg Howard, will simultaneously use the local means at his disposal to notify the campus students, staff and faculty of the situation, as well as disseminate pertinent information to relevant public entities.

This emergency notification requirement does not replace the timely warning requirement described earlier. They differ on that the timely warning applies only to Cleary reportable crimes while the emergency notification requirement addresses a much wider range of threats (i.e., gas leaks, tornadoes, contagious viruses, etc.). However, an institute that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances but must provide adequate follow-up information to the community as needed.

Training, exercises and tests will be conducted annually by management on the campus level and by the individuals relevant to mass notification. Managements will document each test conducted by all relevant entities.

### **Students Must Know-Emergency Information**

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavailable emergencies may occur in extreme situations. Therefore, each campus has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis situation. The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, students are to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff, or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

**\*\*\*In case of emergency – dial 911\*\*\***

### **Student Emergency Responses**

There is potential for students to be involved in a variety of emergency situations for which appropriate actions must be taken. These possible situations include incidences that may require emergency evacuation, emergency lockdown, external lockdown, or to shelter in place.

#### **Emergency Evacuation**

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

##### **Fire Evacuation:**

- Evacuation is mandatory when a fire alarm is activated.
- Follow authorized personnel (e.g., faculty, staff or fire department personnel, etc.) instructions if given.
- Assist people with disabilities, if possible.
- Ensure all doors and windows are closed as a room and building are evacuated. (Do not lock doors.)
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuate to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

##### **Non-Fire Evacuation:**

- A non-fire evacuation will be initiated by campus CRT.
- Follow CRT instructions if given.
- Do not use the elevators.
- Assist people with disabilities if possible.

- Do not attempt to reenter the facility unless directed to do so.

### **Emergency Lockdown**

Emergency lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior and classroom doors, staff can make it more difficult or dangerous person(s) in the vicinity of the campus and in the campus to gain access to staff and students;

- Lock or barricade doors of classroom and internal student areas of congregation.
- Close blinds, turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from danger.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

### **External Lockdown**

External Lockdown create a physical layer of security between the internal and external dimensions of the campus. In addition to locked entrances, this may also include a supervised entry and exit to campus facilities, and/or barricade to campus property (e.g., barricades or chains restricting access to campus parking and grounds). This lockdown allows staff and students to continue activities while maintaining access control to the campus and remain in an elevated state of security.

- Remain in classroom.
- Follow faculty and staff instructions.
- Remain attentive to any change in status.

### **Shelter in Place**

Sheltering in place procedures are traditionally utilized when:

- A tornado has been spotted.
- There has been a chemical or biological incident outside of, but in proximity to a campus and;
- Available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.
- Follow staff and faculty instructions.
- Assist people with disabilities if possible.
- If you are outside when a shelter in place is declared, immediately seek an interior room or hallway with no windows.
- Close windows and doors-do not lock doors.
- Remain in shelter until an all clear is given.

### **Staff and Faculty Must Know – Emergency Information**

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, each campus has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis situation. The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, all staff or faculty is expected to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

### **Staff and Faculty Emergency Responses**

**\*\*\* In Case of Emergency: dial 911\*\*\***

There are a number of different potential situations that may occur that have capability to impact students or staff and faculty. The following possible scenarios are described below with steps to be taken.



- Emergency evacuation for a fire incident
- Emergency evacuation for bomb threat or other non-fire situation
- Emergency lockdown
- Shelter in place

## **Emergency Evacuation for a Fire Incident**

### **Definition**

A fire emergency evacuation is initiated when a fire incident occurs. Depending upon the campus size, it may require an evacuation of a single particular building affected by the fire incident, rather than the entire campus.

The objective: all building occupants are safely evacuated to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

### **Staff Response**

Staff/faculty responsible for the affected areas should conduct a sweep of the building(s) to ensure all students are aware of and appropriately responding to the fire alarm and safely evacuated.

### **Fire Evacuation Procedures:**

- Evacuation is mandatory when a fire alarm is activated.
- Designated staff or faculty check the affected building(s) to ensure all personnel are appropriately evacuating.
- Assist people with disabilities if possible.
- Ensure all doors and windows are closed as a room and building are evacuated.
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuated persons are directed to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

## **Emergency Evacuation for Bomb Threat or Other Non-Fire Situation**

### **Definition**

Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

The objective: move all campus occupants to a remote, predefined and controlled location

### **Staff Response**

Team members who are designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision, and should then sweep the evacuation route and evacuation site for secondary hazards. They should immediately report their findings to the lead administrator.

Note: The lead administrator will typically direct that this step be completed before making the general announcement for evacuation of the building.

### **Other Staff:**

1. Gather all students and visitors in your area of responsibility and evacuate using the route and sire designated by the lead administrator or designee.
2. Ensure that all special needs persons are provided assistance by their designees as per the site evacuation plan.
3. Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evacuate the situation; adjust your evacuation route and attempt to notify the lead administrator or the appropriate public safety officials.
4. Once you reach the designated evacuation site, search the site for suspicious objects and adjust accordingly.
5. On evacuation site – develop a written list of all evacuees and provide the list to the lead administrator or his/her designee. Also indicate the presence or lack of any suspicious objects in your room/work area.
6. Supervise students under your care.
7. Do not attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.

### **Emergency Lockdown**

## **Definition**

Emergency Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or in the facility to gain access to staff and students. Note-locking doors should not eliminate immediate egress possibilities from the facility.

The objective: Create as many physical layers of separation between you and the potential aggression.

### **Staff Response:**

1. Make sure entrance points to the building near your location are locked immediately.
2. If you are located in an area with a door that can be locked, gather all students in the vicinity into the room and lock the door.
3. Improvise additional door blocking if possible.
4. Close blinds and cover additional windows, e.g., with a shirt, up-turned table, paper, etc.
5. Turn off lights in the room.
6. If possible, report your status to the lead administrator or designee by telephone or intercom.
7. Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

## **External Lockdown**

### **Definition**

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. By locking all exterior doors and supervising these doors, staff can make it more difficult for a possible external intruder or a potentially dangerous person in the vicinity of the facility to gain access to staff and students. In addition to locked entrances and supervised entry and exit to campus facilities, this step may include barricades to campus property (e.g., barricades or chains restricting access to campus parking lots and grounds). This lockdown allows staff and students to continue with productive activities while maintaining access control to the facility.

Objective: create a physical layer of security between the external environment and internal campus operation while elevating the overall level of security.

**Staff Response:**

1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If you are in an external classroom to the main building move students to alternative internal classrooms.
3. If possible, report your status to the lead administrator or designee by telephone or intercom.
4. Continue with normal activities as much as the situation allows.
5. If students or staff has a need to move about in the building, obtain permission first from the lead administrator or designee.
6. Be prepared to rapidly implement an emergency evacuation or emergency lockdown- if directed to do so or if circumstances indicate you should do so.

**Shelter in Place**

**Definition**

Sheltering in place procedures are traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to, a facility and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous containments reach the facility.

Objective: seek immediate shelter away from doors and windows and remain there during an emergency.

**Staff Response:**

1. All staff that is outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, if possible instruct everyone to move to an interior area without windows and doors.
2. Close all windows and doors.
3. In chemical spills/biological incident- if available, use tape to cover all windows and doors with sheets of plastic to help reduce airflow into the area. Wet towels can be used to reduce airflow under doors. Close all outside air vents. Turn off all heating or ventilation systems. Use damp towels or cloths to cover any openings in walls or doors. Tape can also be used to cover any cracks, crevices, electrical outlets, cable television connections or other opening that might allow air to flow into the shelter area.
4. Listen to local radio or television news for instructions from emergency management and public safety officials.
5. Review emergency evacuation protocols

### **Severe Weather Procedure**

In order to assure the safety of the students, employees and guests of the College of Hair Design, the following policy and instructions are published for severe weather situations as scheduled:

#### **Tornado Watch**

Tornadoes are possible and predicted for the area described in the watch.

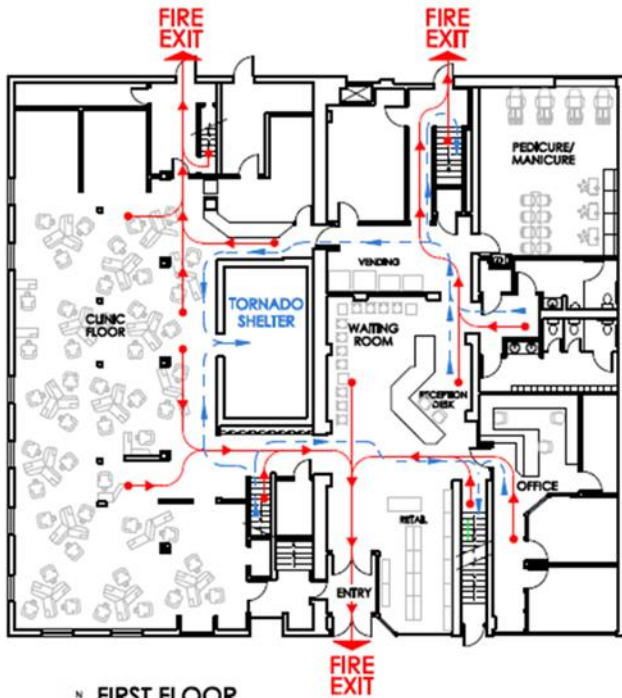
#### **Tornado Warning**

A tornado has been detected and is threatening. TAKE SHELTER IMMEDIATELY!

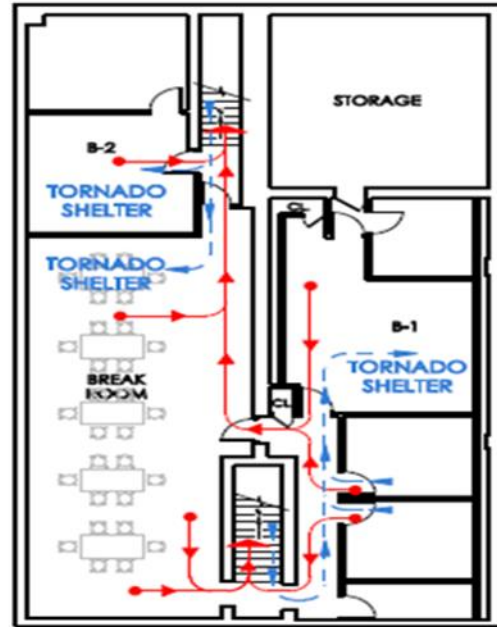
College of Hair Design will monitor the weather situation over the radio. If a tornado warning is issued and the Civil Defense Sirens sound, everyone will immediately take cover.

1. Take shelter in the basement of the building in the far East part of the student lounge. Guide and assist guests.
2. The room with stations #52-58 is a secondary area. This room was formerly a bank vault.
3. With hands shielding one's head, make yourself as small a target as possible close to the floor.
4. Remain in the designated area until notified otherwise.

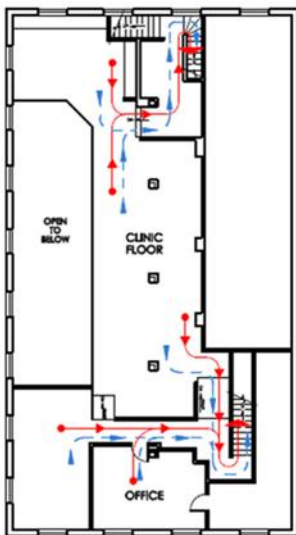
Please refer to the maps on page 57 for the proper path to designated shelter areas which are shown on the maps in blue.



N FIRST FLOOR  
NOT TO SCALE



LOWER LEVEL  
NOT TO SCALE



N MEZZANINE  
NOT TO SCALE

## **Snow-Storm Days**

Only in very rare cases will school be closed. We will be open at 8:00a.m. For those needing hours unless:

- We have a message with the phone system indicating a late start or that we will be closed.
- An announcement will be given to KFOR Radio Station- which is 1240 AM on your AM radio, channels 10/11 (Lincoln TV Station), Channel 8 (Lincoln TV Station) and the web sites for both TV Stations. You can also sign up to receive a text message or an email from Koln/Kgin TV station of two school closings which would be College of Hair Design and any other school listed.(under school closing it will have an area in which you can sign up to be on the notify list. [HTTP://WWW.1011now.com/closing](http://www.1011now.com/closing). \*EXCLUDING SATURDAY
- Students must decide for themselves if it is safe to travel. College of Hair Design will not be liable for injuries or damages incurred by traveling in bad weather.

### **ALL SCHOOL CLOSINGS WILL BE UP TO COLLEGE OF HAIR DESIGN DISCRETION.**

In case of inclement weather; it is the responsibility of the college of Hair Design student to check with proper channels to obtain accurate school closing information. (This includes closings and late starts)

#### **A snow day means:**

1. If a student stays home: He/she will not be counted as absent. It could, however cause them to attend school an extra day and cause them to go over contract.
2. If a student comes in part of that day: He/she will only earn the hours they were in attendance. No absent hours will be assessed for the late punch in.
3. If a student leaves in the middle of the day: He/she will earn only the hours they were in school, absent hours will not be assessed.
4. If the student has an absence slip for other reasons that day: He/she will earn only the hours they were in school, absent hours will not be assessed.

Snow days will not affect perfect attendance or student services for any of the above situations

## **Drug & Alcohol Abuse Prevention**

College of Hair Design (hereafter referred to as "this institution") has established a Drug-Free Awareness Program (DFAP). The DFAP encompasses the following four phases:

### **Phase 1 - NOTICE: THIS INSTITUTION HAS A POLICY OF MAINTAINING A DRUG-FREE SCHOOL.**

All students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in this institution. The student must notify the office of any criminal drug statute conviction for a violation occurring in the workplace, or while participating in any school sponsored activity, no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988", this institution's workplace consists of the following locations:

CHD Downtown Campus	CHD East Campus
304 South 11th Street	9000 Andermatt Dr.
Lincoln, NE 68508	Lincoln, NE 68526

### **Phase 2 - WARNING TO ALL STUDENTS OF THE DANGERS OF DRUG ABUSE IN THE WORKPLACE:**

Drug use impairs memory, alertness and achievement. It erodes the capacity to perform, think and act responsibly. It may be grounds for termination of your enrollment with this institution or other action (see phase 4).

### **Phase 3 - This institution has established a relationship with several drug-counseling centers to provide drug counseling, rehabilitation and students assistance programs.**

The office at CHD keeps a list of drug counseling, rehabilitation and students assistance programs for students to be referred to. **First Step Recovery and Wellness Center is our primary resource. First Step is located at 300 South 68th Place, Suite 500, Lincoln, NE 68510. Phone # is 434-2730.**



**Phase 4 - NON-COMPLIANCE WITH THE TERMS OF THIS INSTITUTION'S DRUG-FREE WORKPLACE STATEMENT - NOTICE TO STUDENTS will result in the following actions being taken by this institution:**

Require said student to satisfactorily participate in a drug/alcohol abuse rehabilitation program approved for such purposes by federal, state, or local health law enforcement or other appropriate agency.

Within 30 days of receiving notice of criminal drug conviction these above actions must be complied with or up to and including termination procedures will be instated.

Students may be required to attend a drug prevention class to be given at CHD.

CHD students may be requested to submit to drug testing with or without cause. If the test shows the student to have used an illegal drug they would be required to submit to Phase 4 as mentioned above. Phase 4 starts with having Substance Use/Abuse Evaluation at the student's expense. Failure to comply with the directives of the Substance Use/Abuse Evaluation will result in the termination of the student.

**Available Drug/Alcohol Program Hotlines**

Students are encouraged to seek professional help should they need assistance with drug and/or alcohol problems. The following are groups which can be contacted for help:

**1-800-COCAINE – Cocaine Helpline**

Around the clock information and referral service. Recovering cocaine/addict counselors answer the phones, offer guidance and refer drug users and parents to local public and private treatment centers and family learning centers.

**1-800-NCA-CALL – National Council on Alcoholism Information Line**

The National Council on Alcoholism, Inc. is the national nonprofit organization combating alcoholism, other drug addictions, and related problems. It provides information about NCA's State and local affiliate's activities in their areas, and it also provides referral services to families and individuals seeking help with an alcohol or other problem.

**1-800-662-HELP – NIDA Hotline**

NIDA Hotline operated by the National Institute on Drug Abuse is a confidential information and referral line that directs callers to cocaine abuse treatment centers in the local community. Free materials on drug use are distributed in response to inquire.

## **A Description OF Drug and Alcohol Abuse Prevention Programs**

College of Hair Design publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. Below are the details related to this topic.

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

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the Safe and Drug-Free Schools and Communities Act. All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

### **Standards of Conduct**

The School community must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or otherwise controlled by College of Hair Design. If an individual associated with the School is apprehended for violating any drug-or-alcohol-related law when on School property or participating in a School activity, the School will fully cooperate with all law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the School and the state laws will be enforced. Intentionally or knowingly selling or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the School.

### **Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol**

Moderate to high doses of alcohol cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-

term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may also be altered making the acquisition of new information difficult. As one can see from the above, there are major health risks associated with the use of illicit drugs and the abuse of alcohol.

### **Federal Financial Aid Penalties for Drug Violations**

Federal guidelines focus strongly on illicit drug use and distribution. The Higher Education Opportunity Act states students convicted of an illicit drug violation can be denied federal financial aid for a specific period, in addition to other legal penalties. The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense: "Have you ever been convicted of possessing or selling illegal drugs?" If you answer "yes," the School will send a worksheet in the mail to determine if your conviction affects your eligibility for aid. Failure to answer the question automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines up to \$20,000, imprisonment or both.

### **Penalties for Drug Convictions**

If the student was convicted of both possessing and selling drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

### **Possession of Illegal Drugs**

- For a first offense, a student loses eligibility for federal financial aid for one year from the date of conviction.
- For a second offense. A student loses eligibility for federal financial aid for two years from the date of conviction.
- For a third offense and subsequent offenses, a student has indefinite ineligibility for federal financial aid from the date of conviction.

### **Sale of Illegal Drugs**

- For a first offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a second offense and subsequent offenses, a student has indefinite ineligibility from the date of conviction.

Some other potential federal penalties and sanctions applicable to drug-related offenses include:

**21 U.S.C. 844**

1st conviction: Up to 1 year imprisonment and fined at least \$1,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fines at least \$2,500, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined \$5,000, or both.

Provisions relating to increased penalties in cases of certain serious crack possession offenses, making offenders subject to fines under Title 18 or imprisonment to terms not less than 5 years and no more than 20 years, or both.

Possession of flunitrazepam shall be imprisoned for not more than 3 years, shall be fined as otherwise provided in this section, or both after mixture or substance exceeds 1 gram.

**21 U.S.C. 844a**

Civil fine up to \$10,000

**21 U.S.C. 847 Additional Penalties**

Any penalty imposed for violation of this subchapter shall be in addition to, and not in lieu of, any civil or administrative penalty or sanction authorized by law.

**21 U.S.C. 854 Investment of illicit drug profits**

Whoever violates this section shall be fined no more than \$50,000 or imprisoned not more than 10 years, or both.

## **21 U.S.C. 862**

- a. Drug Traffickers- Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial license, up to 5 years for the first offense, up to 10 years for second and permanently ineligible for subsequent offenses.
- b. Drug Possessors- 1st offense is up to 1 year and 2nd and subsequent offenses are up to 5 years.
- c. Suspension of period of ineligibility (A) (B) (C)

## **21 U.S.C. 862a**

Denial of assistance and benefits for certain drug related convictions, i.e., state program funded under the Social Security Act or food stamp program or state program under the Food Stamp Act.

More information about federal penalties and sanctions for unlawful possession, use, sale, and/or distribution of controlled substances is located at <http://www.deadversion.usdoj.gov/21cfr/21usc/index.html>

## **How to Regain Federal Student Aid Eligibility**

1. A student can regain eligibility for federal student aid funds the day after the period of ineligibility ends or upon having a conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale of illegal drugs or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.
2. A student may also regain eligibility upon successful completion of a qualified drug rehabilitation program that must:
  - Include the student passing at least two unannounced drug tests;
  - AND
  - Have received or is qualified to receive funds directly or indirectly under a federal, state or local government program, or
  - Be administered by a federal, state, or local government agency or court, or
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company, or
  - Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

A student may further regain eligibility upon successful completion of two unannounced drug tests which are part of an approved rehab program (the student does not need to complete the rest of the program).

The student is responsible to certify that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, the School is not required to confirm the reported information unless conflicting information is determined.

### **Convictions During Enrollment**

Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to notify the College of Hair Design immediately. The student will then become ineligible for further federal financial aid and must repay federal financial aid received after the conviction.

### **Drug and Alcohol Counseling**

#### **Institutional Sanctions for Alcohol and Drug Violations**

Any member of the School community found consuming or selling drugs on School property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the School.
- In all cases, the School will abide by local, state, and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- The School has adopted a zero-tolerance policy regarding underage drinking.
- Successful completion of an appropriate rehabilitation program by an individual confirmed to have been in violation of alcohol or drug policies and/or laws who have since sought admission or readmission to the school will be considered on a case-by-case basis.

### **Biennial Review of the Drug and Alcohol Abuse Prevention Program**

Schools are required to conduct a biennial review of their drug and alcohol abuse prevention program. This review must include a determination of the number of drug and alcohol-related

violations and fatalities that occur on the institutions campus or as a part of the institutions activities and the number and type of sanctions imposed by the institution as a result of drug and alcohol-related violations and fatalities that occur on the institutions campus or as part of the institutions activities.

The term campus is defined in the same manner as it is defined for campus safety reporting purposes. That is, the term campus encompasses any building or property owned and controlled by the school within a reasonably contiguous geographic area used in direct support of the school's educational purposes or used by students and supporting institutional purposes. The effectiveness of the College of Hair Design's prevention program is, in part, also measured by tracking the number of drug and alcohol-related

- Disciplinary actions,
- Treatment referrals, and
- Incidents recorded by campus officials.

Additionally, to assist in the determination of the effectiveness of the College of Hair Design's prevention program, the school considers, if and when the school is made aware, the number of students or employees attending self-help or other counseling groups related to alcohol or drug abuse. The school also conducts a survey to ascertain student, faculty and employee attitudes and perceptions about whether there is a drug and alcohol problem on campus.

With the results gathered from the various points of information described above, the school writes its report giving the results of the biennial review and its determination of whether the program is being effective or must be modified. The school keeps the biennial review on file in case of a possible audit. Schools are not required to send their review to the U.S. Department of Education unless requested to do so. College of Hair Design conducts its biennial review every other odd year. The report from the review and documents related to it are retained for three years after the fiscal year in which the report was created.

## Campus Safety & Security Reports

### Crime Statistics

Arrests - On-Campus	2012	2013	2014
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>CRIMINAL OFFENSES - ON- CAMPUS</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

\*Hate Crimes: No reported hate crimes for the years 2011, 2012, and 2013.

### National Center for Education Statistics Campus Information

<http://nces.ed.gov/collegenavigator/?s=NE&zc=68510&zd=25&of=3&p=12.0499+12.0413+12.0401>

Reported online to Dept. of Ed's College Navigator website



## Contact Phone Numbers

Health Department (Lincoln-Lancaster County)	
Child Care Connection (24 Hour Information/Referral)	441-8026
Health Promotion and Outreach Division	
Adolescent and Family Health	441-8043
Early Childhood Development Network	441-6710
Every Woman Matters	441-6283
Summer Food Program	441-3889
Violence Prevention	441-8043
Housing Authority	
Main, 5700 R Street	434-5500
Carol M. Yoakum Family Resource Center	434-2621
Maintenance Office, 4721 NW 48th Street	434-2610

## Emergency Services

Police	911
Non-Emergency	441-8105
Rape/Relationship Violence (Voices of Hope)	475-7273
Crisis Lines/Suicide/Mental Health	441-7940
AIDS Information Hotline	800-782-2437
Boys Town Hotline	800-448-3000
Child Abuse/Neglect Hotline	800-652-1999
Domestic Abuse (Friendship Home)	800-876-6238 437-9302
Suicide Hotline	800-333-4444
Teen Hotline	800-672-8323
Poison Information Center	800-642-9999
Legal Services of SE Nebraska	800-742-7555
Parents Assistance Line	800-642-9909
Road and Weather Conditions (Nebraska)	800-906-9069
Runaway Switchboard	800-621-4000
State Patrol Emergency Line	800-525-5555
Friendship Home Emergency Shelter Line	437-9302

## Hospitals

Bryan LGH West, 2300 South 16th Street	475-1011
Bryan LGH East, 1600 South 48th Street	489-0200
Saint Elizabeth Regional Medical Center, 555 South 70th Street	219-8000

## Alcohol and Other Drugs

Al-Anon/Alateen (24 Hour Hotline)	477-9662
Drug/Alcohol Crisis Line	475-5683
Bryan GH Independence Center, 1650 Lake Street	481-5268
Center Pointe, 2633 P Street	475-8748/800-833-7352
Clyde Malone Community Center	474-1110
Cornhusker Place, 721 K Street	477-3951
Drug Crisis Center	475-5683
First Step Wellness Services, 2231 Winthrop Road	434-2730
Houses of Hope, 2015 South 16th Street	435-3165
Lincoln Council on Alcoholism and Drugs, 914 L Street Suite A&B	475-2694
Lincoln Medical Education Partnership, 4600 Valley Road Suite 225	483-4581
Nebraska Faith Partners Network, 1645 N Street A	525-3565
Lutheran Family Services, 2900 O Street Suite 200	435-2910
Partners In Recovery, 2101 Sheridan Blvd.	434-3968
People's City Mission, 110 Q Street	475-1303