



# COLLEGE OF HAIR DESIGN

Student Handbook & Catalog  
Esthetics  
2021-2022

## Statement of Institutional Philosophy

### Our Purpose...

We exist to provide an elite educational training to student Cosmetologists, Barbers, and Estheticians for future careers in all fields of the profession.

### Our Vision...

We are **THE** place to go for:  
Quality Education in Hair, Skin, and Nails  
Where teachers want to teach  
That has a continual waiting list of students

### Our Mission...

To nurture a culture of integrity and inspiration  
While providing a comprehensive education,  
Equipping each student with skills to reach their  
Greatest potential and igniting a passion for lifelong learning.



**College of Hair Design – East**  
9000 Andermatt Drive  
Lincoln, NE 68526

College of Hair Design reserves the right to update rules and policies at any time.  
Updated May 2021

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## History

Today's College of Hair Design is the direct result of the late Albert D. Howard's love and devotion to the profession of hair designing. Albert, born and raised southeast of Beatrice, Nebraska, was in charge of "Ship's Service" in the U.S. Navy for five years during the Korean War.

Upon returning to Lincoln in 1954, he began a barbering career that led to the opening of his own business, Al's Barber Shop, in 1955. By 1960 Mr. Howard was able to pursue his dream of a training school for barbers by opening the Lincoln Barber College. The original school started in an empty building with used equipment. Barber training consisted of a six-month course followed by an apprenticeship.

In 1965 Mr. Howard branched out by purchasing the Omaha Barber College. One of the big changes in the profession came at about this time with the era of long hair; barbers were really feeling the crunch. Young men who had been coming in for haircuts every three to four weeks suddenly weren't coming in at all! Barbers who couldn't style long hair were soon going out of business. Mr. Howard suffered through these times along with everyone else resulting in the collapse of the Omaha Barber College. Seeing the need to grow and change with the industry, Mr. Howard started classes for barbers to learn "long hair styling" using the "M'Lord System" from Pivot Point International. Thus, CHD became the first college in the State of Nebraska to use the Pivot Point System, which has since become known internationally. The name of the school was then changed to reflect the advancements in the industry. Lincoln Barber College became Men's Hairstyling College. Renewed energy in Men's Hairstyling College led to classes at maximum capacity.

The city of Lincoln had plans for the block where the school was located. A search for a new location led to the purchase of Ben, Your Hairdresser School of Beauty, from Ben Meyers. After extensive remodeling was completed in July of 1975, the students of Ben's school and Lincoln Barber College began training together under one roof. It was at the merger of the two schools that the name "College of Hair Design" became established.

On November 9, 1983, Mr. Howard passed away and ownership was passed onto his wife Alyce and their son Greg. Alyce continues her husband's tradition of a family-owned college by serving as President Emeritus and her son as President.

The building and its contents at 304 South 11th Street, under the directive of son, Greg Howard, have undergone many improvements and expansions. In 2007 Alyce Howard and Greg Howard partnered to break ground for the East Campus branch school located at 9000 Andermatt Drive. The East Campus consists of the Esthetics Spa Clinics, along with supplementary classrooms, office space, library, student lounge and additional area as necessitated for a quality learning environment.

## Enrollment Requirement and Procedure

It is the policy of CHD to admit only those students who are capable of successfully completing the training offered. Decisions will be based on fair, effective, and consistently applied criteria that enable CHD to make an informed judgment as to an applicant's ability to achieve the program's objectives. It is the policy of CHD to proceed with admissions employing the following requirements:

1. CHD determines with reasonable certainty that each applicant for enrollment is fully informed as to the nature of the training provided. CHD advises each applicant prior to admission to ensure that the applicant understands the program's responsibilities and demands.

a. Consistently and fairly applies its admission standards;

b. Determines that applicants admitted meet such standards and are capable of benefiting from the training offered;

c. Determines that applicants rejected did not meet such standards;

d. Ensures that each applicant admitted has the proper qualifications to complete the training;

e. Secure documentation to demonstrate that each applicant meets all admissions requirements.

2. CHD maintains documentation covering the last five years that demonstrates that admission standards have been met or explains the basis for any denial of admission.

3. CHD determines that each applicant has no disabilities, physical or otherwise, that would prevent use of the knowledge or skill gained from the training offered for successful on-the-job performance after completion of the training.

4. CHD does not deny admission or discriminate against students enrolled at CHD on the basis of race, creed, color, sex, age, disability or national origin. CHD reasonably accommodates applicants and students with disabilities to the extent required by applicable law.

### **A CHD prospect Student is required to:**

(Not necessarily in this order.)

1. Complete an information session and an interview. Applicants are encouraged to visit the college with a parent, guardian or spouse. Appointments are necessary.

2. Complete an application form along with a \$50.00 deposit.

3. Provide a valid birth certificate verifying the minimum age of 17.

4. Submit proof of high school diploma or GED along with an educational transcript.

5. Provide documentation of name change (if the name the student is using now does not match the name on their birth certificate and/or high school diploma.)

6. Have their FAFSA (Free Application for Federal Student Aid) on file with the Financial Aid Office, or have an approved payment plan set up with the Business Office. The College of Hair Design offers Financial Aid to those who qualify.

7. Complete an enrollment agreement along with \$100.00 enrollment fee. (Applicants under the age of 19 will require the signature of a parent or guardian.)

8. Inform the school of any misdemeanors and/or felonies. It should be understood a license could be denied or delayed pending due diligence by the applicable licensing agencies.

*The enrollment process almost always occurs in the CHD office. On rare occasion (if a student lives several hours away from Lincoln) an enrollment agreement may be sent to the home to save the family a trip to Lincoln.*

## **ACCREDITATION, MEMBERSHIPS, AFFILIATIONS & STATE CERTIFICATIONS**

### **Accreditation**

The College of Hair Design is accredited by the Accrediting Commission of Career School and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency. College of Hair Design East Campus is recognized by the Accrediting Commission of Career Schools and Colleges (ACCSC) as a satellite location of College of Hair Design Main Campus, 304 S. 11<sup>th</sup> Street, Lincoln, Nebraska.

### **Membership and Affiliations**

The College of Hair Design is a member of the following:

- AACS - American Association of Cosmetology Schools
- NACRAO - Nebraska Association of Collegiate Registrars & Admissions Officers
- NeASFA - Nebraska Association of Student Financial Aid Administrators
- Pivot Point International Member & Pivot Point Legacy Partner

### **State Approvals and State License Certifications**

The Esthetics and Esthetic Programs have Certification of Nebraska Licensure with the Nebraska Dept of Health & Human Services <http://dhhs.ne.gov/publichealth/Pages/crlCosmCosiEsthHome.aspx>

### **Approval**

The programs at College of Hair Design are approved for Veterans Training and Nebraska Rehabilitation Services Training.

### **Veteran's Policy Statements**

Consistent with the Veterans Benefits and Transition Act of 2018, Section 3679 of title 38, United States Code, Section 103, College of Hair Design will not impose any penalties due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs on recipients of Chapter 31 and Chapter 33 VA Benefits. CHD will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides CHD a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33, and ending on the earlier of the following dates:

- 1) The date on which payment from the VA is made to the institution or
- 2) 90 days after the date the institution certified tuition and fees following the receipt of the COE (Certificate of Eligibility).

Additionally, CHD will not require that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to CHD due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31 or 33.

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill® benefits, and has been verified by the school certifying official as benefit eligible. This requirement is limited to the portion of funds paid by VA.

In addition, statute allows CHD to require the covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. College of Hair Design may also require additional payment for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

### **Standards of Progress Policy**

A veteran and/or eligible person must make satisfactory progress toward an approved educational objective leading to employment. Veteran and/or eligible person Standard of Progress will be determined utilizing the Satisfactory Academic Progress (SAP) policy as listed on page 20-21 of this CHD Student Handbook & Catalog consisting of overall grade point average, pace, program length, maximum time for completion, attendance and/or conduct.

### **Comparable Tuition/Program Information**

Students may receive comparable program information related to tuition and program length by contacting the Accrediting Commission of Career Schools and Colleges.

2101 Wilson Blvd., Suite 302  
Arlington, VA 22202  
(703) 247-4212

### **General Comments on the Administration of Policies as outlined in this Catalog/Handbook**

The College of Hair Design's goal is to provide students with quality training needed to become a Esthetician in the state of Nebraska.

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

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

### **Academic Calendar**

The College of Hair Design is closed on the following days in 2021 & 2022

<b>2021 Days CHD is Closed</b>	<b>2022 Days CHD is Closed</b>
January 1&2, 2021	January 1, 2022
July 3 & 4	
November 25, 26, & 27	November 24, 25, & 26
December 24- January 1, 2022	December 24- 31

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.

Notice of college closings due to weather conditions will be posted on the College of Hair Design Facebook page and local television station website in the city of Lincoln. (See Severe Weather Closings Page 50.)

### **In-Service**

The college is closed on a Tuesday, once a quarter for faculty training and/or 1 half day per session for planning. Dates to be announced

### **Class Start Dates**

2021	January 19	March 30	June 8	August 17	October 26
2022	January 18	March 29	June 7	August 16	October 25

### **Esthetics Attendance Schedule**

#### **1<sup>st</sup> week through 8<sup>th</sup> week – Basics Schedule**

Tuesday	8:30 PM – 5:00PM
Wednesday	8:30AM – 5:00PM
Thursday	8:30AM – 5:00PM
Friday	8:30AM – 5:00PM

**9<sup>th</sup> week through 18th week (or completion) – Senior Schedule**

**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*

\*Every other Saturday mandatory

**Esthetics Course Description**

The goal of the Esthetics program is to provide 600 hours of education preparing each student to pass the NIC (Nation Interstate Council) Board Examination, and receiving their license to practice Esthetics in the State of Nebraska. CHD Esthetics Students have advanced technology and curriculum opportunities for future career paths in neighboring states.

**ESTHETICS CURRICULUM—2 UNITS / 600 HOURS / 4.5 MONTHS  
7-10 Hours/Day, 4-5 Days/Week & Average 300 Hours**

**Basics Session (Weeks 1-8)**

**Theory/Written**

Facials  
Waxing  
Makeup  
Client Care

Personal Development  
Nutrition  
Basic Written

**Practical**

Facials  
Back Treatments  
Body Treatments  
Manicures  
Pedicures  
Waxing  
Makeup  
Chemical Peels

Microdermabrasion  
Eyelash & Brow Tinting  
Eyelash Extensions  
Light Treatment  
Sanitations  
Vichy  
Airbrush Tanning  
Basic Practical

**Senior Session (Weeks 9-18)**

**Theory/Written**

Physiology  
Anatomy  
Chemistry  
Ecology  
Electricity

Ecology  
Business Spa Project  
Midterm - Written  
NE State Laws

**Practical**

Electricity  
Signature Facials  
Hydra-Facial

**Senior Session Continued**

**Theory/Written**

Medical  
Business/Resume  
Advanced Treatments  
Case Study  
State Board Review  
Aromatherapy  
Senior Written

**Practical**

Senior Practical

**Requirement for Graduation from the Esthetic Program**

An Esthetics diploma will be awarded upon successful completion of hours and credits required by the state of Nebraska and CHD, passing CHD written and practical final exams with 80% or higher, and CHD student account paid in full. Along with these requirements, the student must complete their exit counseling with the Financial Aid office and complete some other Job Placement paperwork and survey questions.

Tuition (\$15.00 per clock hour)	\$9,000
Tools & Books	2,528
CHD Enrollment Fee	<u>100</u>
Total	\$11,628

### **Textbooks for Esthetics Program**

#### **Pivot Point**

ISBN-13: 978-0-9742723-1-3

ISBN-10: 0-9742723-1-0

#### **Pivot Point Work book**

ISBN-13: 978-0-9742723-7-5

ISBN-10: 0-9742723-7-X

#### **Pivot Point Exam Prep**

ISBN-13: 978-0-9742723-6-8

ISBN-10: 0-9742723-6-1

### **Classification of Instructional (CIP) Program Codes**

12.0409 Esthetics

### **U.S. Dept. of Education Standard Occupational Classification (SOC) Codes**

39-5094 Estheticians

### **Job Placement Rate**

Timeframe: 07/2017-04/2018

CIP-12.0409 Esthetics East Campus 75%

### **Graduation Rate**

Timeframe: 07/2017-04/2018

CIP-12.0409 Esthetics East Campus 87%

### **Graduate Licensure Pass Rate**

Timeframe: 07/2017-06/2018

CIP-12.0409 Esthetics East Campus 100%

### **Median Loan Debt**

Incurred by students who completed the program (separately by Title IV loans and by other educational debt to include both private educational loans and institutional financing) as provided by the Secretary. See Student Disclosures listed on [www.chd.edu](http://www.chd.edu).

### **Clock Hours vs. Credit Hours**

A "clock hour" is a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction/ practice. Since the colleges of Esthetics in the State of Nebraska do not award an occupational degree, such as an Associate of Occupational Studies in a specific occupational field, the conversion to credit hours is not applicable.



## **Transfer of Hours/Credits & Re Admission Policy**

Acceptance of clock hours earned previously is conditional upon:

- Receiving documentation from the school that the credit was earned; from the state agency or division that gave over sight to the training. Documentation is to include grades and credits in the various skill sets of the course work.
- Having a thorough review of past grades and training experience by CHD staff.
- At a minimum, 25% of the hours must be earned at College of Hair Design for the program you are enrolling in. Example in Esthetics: 25% of 600 hours = 150 Hours minimum to be earned at College of Hair Design.
- The requirement to have 25% of your education being from College of Hair Design is in accordance with our national accreditation over sight with ACCSC.

If there has been a lapse of longer than 2 years in your education, then we will use our discretion if any of the previous training can be accepted.

## **Facilities - Classrooms**

You'll begin your training in the Basics classroom. Each student is assigned a locker and roll about in which to store all kit items. Additional classrooms are well lighted, air conditioned, and equipped with tables, chairs, desks and whiteboards. Wall charts, along with visual aids such as, DVD players, HDTV's, and projectors.

## **Learning Resource System (LRS) - On-Site Library & Digital Resources**

The LRS includes material that supports a student education and enhances their training with a 1) A **Physical Library** and 2) **Digital Resources** with the Pivot Point's web based LAB/& the new LAB 2.0

### **LRS - Physical Library – On-Site**

The LRS Library contains manuals, books and video material on various aspects of the Skin & Spa Industry. This includes Furniture & Equipment Catalogs for Spas and Salon business books. The LRS is open during program hours and is located on the main level close to the instructor office. Assistance is available from The Esthetic instructors and Shawn Howard the School Director. Materials and computers are updated on a regular basis. The information provided in the LRS is based on the education delivered by the program, the necessity of material, and with the input of staff/students for requested material.

*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.

### **LRS -Digital Resources – Pivot Point LAB/LAB 2.0**

Pivot Point Int'l' is our source for each student's textbooks. In addition to the physical books each student has access 24/7 thru Pivot Point LAB/LAB 2.0 web based portal. The LAB portal is a complete library learning tools and video instruction. The link to this portal is <https://www.pivotpointlab.com>.

Student enrolled in the Esthetics Program go to their own Section in LAB called SF Esthetics

### **Rules for LRC Use:**

- Any materials taken out of the library 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.

## **Student Lounge**

Students are provided with an area for lunch and breaks in the student 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.

## **Clinic Floor & Equipment**

The skin care spa in the Esthetics area has a quiet, restful ambiance with 14 private treatment rooms, a couple's room, a microdermabrasion room, a spray-tan room, a Vichy room, and a Hydra-Facial room. A large area with 8 esthetic beds is set aside for practical classes and waxing services. CHD recently purchased the Hydra-Facial machine. We are excited for our students to experience and learn from all of the exciting opportunities CHD has to offer.

## **Pedicure and Manicure Spa**

There are 4 pedicure spas. These units are a Gulf Stream brand featuring a hand-crafted glass bowl that incorporates the IDJet Whirlpool System which is both powerful and easy to sanitize between our guests. For providing manicure services there is a nail bar and chairs in our Pedicure Spa Room.

## **Class Size**

Each class session accepts 12-14 students. CHD maintains twelve to fifteen (12-15) Esthetics students to every one instructor in the Esthetics program.

## **Refund & Cancellation Policies**

### **Refund/Withdrawal Policy-before Classes Begin**

1. In the event that a student's application is not accepted, all monies paid by the student will be refunded.
2. If the cancellation occurs within seventy-two (72) hours of enrollment, all monies paid shall be refunded.
3. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.
4. If cancellation occurs after seventy-two (72) hours of enrollment, but before classes begin, a refund shall be made of all tuition paid except registration fee not to exceed one hundred fifty dollars (\$150.00).

### **Voluntary Withdrawal**

Students who wish to voluntarily withdraw should inform the Campus Director of their intention and complete the schools withdrawal notification form. The student should then schedule an exit interview with the financial aid office to finalize their account status with the school.

### **Tuition Settlement and Refund Policy**

Definitions:

**Student Withdrawal Date:** The last date of academic attendance determined by the school from its attendance records. This date is also referred to as the “Last Day of Attendance” or “LDA”.

**Withdrawal Determination Date:** The Date determined by the institution that a student has officially or unofficially withdrawn or been dismissed. The Withdrawal Determination Date is either: i) the date, as determined by the institution, that the student began the withdrawal process prescribed by the institution; ii.) The date, as determined by the institution, that the student otherwise provided official notification to the institution, in writing or orally, of his or her intent to withdraw; iii.) the date, as determined by the institution, that the student was dismissed from the program; iv.) if the student ceases attendance without providing official notification to the institution of his or her withdrawal in accordance with paragraphs i.) Or ii.) Above, fourteen (14) calendar days from the last date of attendance; or v.) If a student does not return from an approved leave of absence, fourteen (14) calendar days from the date the student was scheduled to return.

**Student Refund Due Date:** The date by which refunds are to be made by the institution pursuant to a student withdrawal or dismissal. The Student Refund Due Date is thirty (30) days from the Withdrawal Determination Date.

**Procedure:**

When a student withdraws or is dismissed by CHD, the student’s account is settled by CHD. This requires the business office to calculate the total amount of tuition charged per the enrollment agreement, as may be adjusted pursuant to Section B, and fees charged, and then compare that amount to eligible payments that have been made against the account.

If the tuition and fees are less than the eligible payments, a refund is due. If the tuition and fees exceed the eligible payments, a balance is due. If the tuition and fees equal the eligible payments, the account is settled and either a refund or balance is due is created.

Fees are all non-tuition charges, such as text books, equipment, sales tax, \$100 withdrawal fee, and other purchases made through the school.

Eligible payments are all payments exclusive of unearned federal aid.

**Pro-Rate Reduction of Tuition**

Any student whose Percentage of Program Completion is less than or equal to 50% of their academic year will receive a pro-rata reduction of their tuition as indicated by the schedule below.

**Percentage of Payment**

<b>Period Completed</b>	<b>Tuition Reduction</b>
After 1st day of classes up to 10%	90%
After 10% up to 25%	75%
After 25% up to 50%	50%
After 50% of Program	0%

Percentage of payment period completed is calculated by dividing the number of scheduled clock hours offered to the student, whether attended or not, from the payment period commencement date through the last day of attendance into the total number of clock hours scheduled in the payment period.

## **Return of Title IV Funds**

Prior to the settlement of the student's account, as described in section A above, the school is required by federal law to return to the federal government that portion of federal aid that is unearned. Unearned federal aid must automatically be returned and cannot be used in settling the student's account. The difference between total federal aid received and federal aid earned equals unearned federal aid.

Federal aid is applied and earned by the payment period. Once a student completes at least 60% of a payment period, federal aid amounts received for that payment period are considered 100% earned. If a student completes less than 60% of a payment period, federal aid awards for such payment period are earned proportionately to the percentage of the payment period completed.

The percentage of the payment period completed is determined by dividing the number of clock hours scheduled to complete (exclusive of absences provided that a 70% attendance rate is maintained, otherwise actual completed clock hours are substituted) in the payment period in to the total number of clock hours in the payment period.

## **Post Withdrawal Disbursement**

Students may be eligible to receive federal aid disbursements that could have been disbursed to the student's account during a payment period, but was not. CHD will notify the student in writing if the student is eligible for a post withdrawal disbursement within 30 days of the Withdrawal Determination Date. If the student does not respond or declines the offer, no portion of the late disbursement that is not credited to the student's account will be disbursed.

## **Time Frame for Refunds & Order of Refunds**

All refunds are made no later than the Student Refund Due Date. Refunds are first made to the Federal Aid programs in the order prescribed by federal law.

## **Additional information**

CHD's financial aid personnel will assist in obtained information regarding any applicable third party funding agency refund or return of funds policies (e.g., Title IV, Veteran Administration, WIA, etc.)

## **Dress and Image Code**

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
- must cover belly, cleavage, chest, back and undergarments
- long sleeve or short, Tank Tops – can only be worn with zippered/buttoned smock
- **no hoods**

### Pants/Leggings

- Solid black on black - may have texture, designs, sequins, embellishments as long all is black on black
- **no flesh may be visible above the knee**
- 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 as all is black on black
- **no flesh may be visible above the knee**
- Monochromatic flesh tone panty hose may be worn, no texture, designs ,sequins, embellishments
- **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 – Socks (must be worn under pant leg if wearing pants or leggings), 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.**

\*\*\*Esthetics students are asked to refrain from acrylic nails during their program.

**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.**

### **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 402-488-7007**. 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 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.

During the weeks that a student attends on Tuesday – Saturday (according to schedule A or B) they would earn 38.50 hours. The week that the student attends Tuesday – Friday they would earn 32.00 hours, averaging approximately 35 hours per week. Esthetics Students maintaining an excellent attendance percentage have the opportunity to graduate before their contracted graduation date.

A Satisfactory Attendance Percentage of 83% or above is required to maintain active student status and to receive financial aid (see SAP Policy).

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

A No Call/No Show is defined by the student not having turned in an Absent Slip prior to their absence 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. No Call/No Show's disrupt clinic floor scheduling and class attendance.

- Esthetics students are allowed 3 No Call/No Show days within their entire program, termination may occur on the 4th No Call/No Show

### Make – Up Hours

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 5:00pm.
- Saturday make-up hour slips must be turned in no later than 5:00pm 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.

### Internal Attendance Probation

A Satisfactory Attendance Percentage of 83% or above is required to maintain active student status and to receive financial aid (see SAP Policy). Students whose percentage falls below 83% 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 83% the student may be terminated.

- An Esthetics student may be placed on probation a maximum of **one time** during their program.
- An Esthetics student will forfeit **100%** of the attendance scholarship upon first time falling below 90% attendance.

**Overtime Charges** Overtime occurs when a student has not completed their program of study by the completion date stated on **Enrollment Agreement**. Students can attend up to **10%** of their total program hours at no additional charge. These additional hours are for illness and unforeseen circumstances and are figured into their contract graduation date. (See Tuition and Fee Schedule in this catalog for specific hours.) If training is not completed by the prescribed time limit, and the allowable absence hours have been exhausted, additional tuition charges will accrue at the rate stated on the student’s contract until the student meets the graduation requirements including completion of required hours, credits, and passing grades. Absence hours beyond the allowable 10% will cause the student to miss the completion date as stated on the **Enrollment Agreement**, unless they are cancelled out by making up hours. **The Overtime/Over Contract Charges and tuition must be paid in full before a student will be awarded a diploma.**

### **Example of Tuition with Overtime Hours**

#### **Regular Tuition with Allowable Absence Hours:**

Esthetics	600
10% Allowable Absence Hours	<u>60</u>
Total Hours	660
Tuition Total	<u>\$9,000</u>

#### **Tuition with 50 Overtime Hours (in addition to the allowable 60 hours):**

Esthetics	600
Allowable Absence Hours	<u>60</u>
	660
<b>Overtime hours</b>	<b><u>50</u></b>
Total Hours plus absent hours	<u>710 (continued on next page)</u>
Regular tuition	\$9,000
Overtime Charges for 50 hours @\$15/hr	<u>\$750</u>
Tuition Total (with adjustment)	\$9,750

### **Esthetics Orientation/Basics – Probation Exception**

All basic skills are taught in the first 8 weeks; as such, absences are closely monitored. Attendance percentages in the first 8 weeks can fall below 83% rapidly based on total clock hours achieved. Students in the 8 week basics class are not put on probation.

Students in the 8 week basics class are not permitted absences of a maximum of 3 days total. Students absent 3 days in the 8 week session may be dropped on the 4th absence for attendance/academic purposes. In this case the student would be required to restart the session. **If the next class start is at 100% capacity, the student may be required to wait until the following available start date.**

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

Saturdays and late nights are important aspects of practical training for Esthetic Professionals. Saturdays and late nights will not be approved for absences unless the student uses the late night or Saturday trade slips.

- Students may trade late nights and Saturdays with a fellow student who is scheduled the opposite late night and Saturday.
- Forms are available outside the Student Services office and must be approved by Student Services.
- Students with unapproved Saturday or late night absences will be placed on a 3 day suspension.
- Esthetic students 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.
- Suspensions start on the first day missed. (ex: If a student misses a Tuesday and it is their scheduled late night, they will be suspended Tuesday, Wednesday and Thursday, returning to school on Friday)
- During suspension students must remain off college property, this includes coming in for services (exception; meeting with financial aid or administration).
- Esthetic students may be placed on suspension a maximum of two times before termination may occur.
- In case of emergency illness/surgery/death on a student's late night or scheduled Saturday a Suspension Waiver may be granted with documentation at the 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.
- If the student is sent home on a late night or Saturday the suspension will be waived as the student made effort to report, in proper dress code, at the scheduled time. **(scheduled time is 8:30 am, suspension waiver will be given if student reports within 5 minutes of start time only, up to 8:35**



**am )** If the student reports to the college beyond the 5 minute window they will be suspended per the Late Night and Saturday suspension policy. The missed hours will negatively affect the student's attendance percentage.

### **Late Start**

Tardy exception; students are permitted:

- one late start per session (weeks 1-8, 9-18 ) Monday through Friday **ONLY** in Senior Esthetics
  - **Saturday late start use is not permitted.**
- 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
- If the student arrives after 10:00 am they will be sent home for being tardy.
- Students do not receive hours for time they are not in school
- Late start usage does not count against the "Perfect Attendance" reward

### **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;

- Esthetics students that qualify for Perfect Attendance receive prizes in months 1- 4

### **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 outside the student service 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 3 are allowed per session, student will be sent home on 4<sup>th</sup> missing AM 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 than Wednesday afternoon of each week.
- Corrections will NOT be made beyond two weeks.

### **Lunch Breaks**

- Lunch breaks are one hour 12:00pm-1:00pm. (Except Saturdays)
- The same tardy rules apply as they do arriving to school. If a student arrives any time after their scheduled lunch hour ends, they will be sent home for the remainder of the day.
- If the student is sent home on a late night the suspension will be waived as the student made effort to report, in proper dress code, at the scheduled time. **(ie. scheduled time is 1:00 pm, suspension waiver will be given if student reports within 5 minutes of start time only, up to 1:05 pm )** If the

student reports to the college beyond the 5 minute window they will be suspended per the Late Night suspension policy. The missed hours may negatively affect the student's attendance percentage.

- If a student fails to clock in or out from lunch, they need to write the time of their missing punch and their name on the time clock edit sheet located at the front desk.
- 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 83% 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 83% achievement. The letter must include a plan to progress to the 83% 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%) he/she 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**

Esthetics requires theory on several subjects. These subjects are taught in the first session, first 8 weeks, 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 and/or senior 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**

Esthetics requires 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 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

### **Esthetics Credit Sheets**

Esthetics students are required to complete 13 credit sheets with a total of 386 minimum credits complete prior to graduation.

### **Esthetics 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
- All State and College credits and hours must be complete

### **Progress Report Records—Online Smart SMS**

College of Hair Design has a SMS -Student Management System with Online Smart. This system collects all academic records. Attendance hours from the time clock are downloaded to the SMS daily. Students have access to a web based portal with Online Smart giving information on their attendance and other records 24/7. A printed progress reports will be given monthly from the CHD Student services office or from a student's instructors. Additional progress reports may be issued to students as requested or on an as needed basis.

### **Financial Aid – SAP Policy - Satisfactory Academic Progress Statement**

The College of Hair Design utilizes the GEMCOR program for Financial Aid Management. . 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 Federal 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.

The SAP Policy 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 ACADEMIC PROGRESS before Financial Aid Funds will be issued. It is imperative for a student to maintain SAP Policy in both:

- Academics with a 3.0 (80%) or above Grade Point Average (GPA). GPA is an average of written & practical grades.
- Attendance of 83% 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.

### **SAP Policy - Satisfactory Academic Probation/Warning Policy**

The SMART Software generates reports at the end of each payment period stating if a student is maintaining SAP or not. Each student is called in to sign these forms. If a student is not maintaining SAP, then they are advised of the consequences this has on their Financial Aid Awards.

The Esthetic program has a payment period of 300 clock hours.

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

If the student has not maintained the SAP Policy 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.

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 8-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 an extra 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 83%. The student must maintain 83% attendance until the end of the **payment period**. If at the end of the **payment period** the student is not at 83% attendance and fails 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 three scheduled testing opportunities after results are known. The highest score possible being 80%.
- 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 by scheduling a time.
- If a student is absent on the scheduled test day, s/he will be required to take the test during one of the next three 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.
- Failure to re-take a test (at one of the next 3 scheduled re-take times) will result in the failed test grade being recorded.
- Missed tests due to absence must be retaken within the next 3 test taking opportunities, failure to do so will result in a 0 grade.

### **Guidelines for Clinic Floor**

#### **Treatment Rooms**

Students may decorate their assigned room however they would like as long as it represents a serene, spa like atmosphere. Nothing may be adhered or hung on the walls, no live animals, no live plants and no open flame.

#### **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.
- Sales credits must be signed at the time of the sale by guest services. They are to be turned in to the office at the end of the month for sales picks.

### **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, clinic floor or dispense
- 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 (83%) and timeliness of school projects. This is a chance for Esthetic's students to receive hair services at only the cost of the products used. Students must get approval from Student Services for student clinic services, student services will call and make the appointment for the student to receive the discounted price. If student is under 83% attendance they can still receive services on their opposite late night and Saturday at a 50% discount. Appointments need to be made with the downtown front desk staff at 402.474.4244.

- Services must be completed in a reasonable amount of time for the service being performed.
- One may receive one service per week.
- Only one service is allowed in a day.
- 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.
- 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.
- If a student goes on a Leave of Absence, they may receive services and/or purchase products at 20% off normal prices.
- When the student graduates, they have 7 days after the date of graduation to receive their last student service.
- Each student is entitled to the use of the Hydra-Facial machine under direct supervision and may use 4 Hydra-Facials in the duration of their active enrolment. The 4 Hydra Facials may be used for their family members or case study for educational purposes. The remainder of the 4 facials may be used for the student to receive as student service/s at the discretion of the staff. If the staff determines that there has been an over-use of product during any Hydra-Facial, the service will be

counted as 2 of the 4 available. Additional Hydra-Facial services for students will require payment of \$40 per service. Over-use of product may result in additional charges.

### **Clinic Floor 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 your instructor.
- Rude or abusive behavior around guests will not be tolerated.
- Students should not turn their guests/sanitations over to another student.
- A problem of any nature must be reported to the instructor and 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 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.

### **Phones / Cell Phones**

- The desk phones, office phones, or staff phones are to be used only in emergency.
- 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.
- Students are free to use their cell phones in the student lounge, locker area 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 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 be have to put phone in their locker or vehicle
  - Cell phone offense 3; student will have to place phone in instructor’s 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 conduct services on their friends and family. In basics students will fill out an emergency contact form. On that sheet they can elect 2 friends or family members to receive 50% products and services for the duration of the student's active status. Friends and family listed on this sheet may not be changed after the sheet has been turned in. Esthetics students will also be required to have a "case study" and their case study will receive the same discounts.

## **Purchasing CHD Products**

College of Hair Design students are authorized to purchase products and receive personal clinic services. 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.
- 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.

## **Student Services Office**

Due to some remodeling go on in the Esthetic Dept, the student services office has been moved. It will have a new home soon. Joan Williams and Britni Kluch office are easy to find and they can direct students to the current home of the Student Service Office.

The office is open 8am-5pm Tuesday- Friday and can be contacted evenings and Saturdays via guest services personnel. If for any reason you cannot reach someone through guest services, please call the downtown location at 402.474.4244.

**Office Staff:**

- Brandi Allen, Guest & Student Services Representative  
402.488.7007 brandi@collegeofhairdesign.com
- Shawn Howard, East Campus School Director, Title IX Director, ADA Coordinator, Student Services Director ; East Campus 402.323-3340 / email: shawn@collegeofhairdesign.com

The office of Student Services offers student support in:

- Academics
- Housing
- Daycare
- Student attendance
- Employment assistance
- Student records
- Student complaints
- Transportation information
- Retention strategies
- Day to day student life
- Title IX
- American Disability Accommodations

**Financial Aid Office**

**LISA FINCH | DIRECTOR OF FINANCIAL AID | East Campus 402-323-3324 – lisa@collegeofhairdesign.com**  
**Lisa can also be reached at the CHD Main Campus Downtown. 402-817-0970**

**Graduate Employment Assistance and Employment Records**

The College procedure is as follows:

Graduate employment assistance is available to students usually during their Senior session of training. We are proud of our placement record and the success of our graduates, but it should be understood that CHD cannot guarantee employment.

The school receives job openings from salons and spas throughout the state. These openings are posted on the bulletin board. Students may peruse these openings in order to make applications and/or disseminate resumes. Graduates are welcome to call or stop by to review job openings at any time.

Students are given an Employment Verification Form to be filled out and mailed back to the College. Employers indicate where and when the student has been employed. This information is then entered into the SMART & Gemcore programs which monitor placement. There are additional screens available to enter a 2nd or 3rd place of employment if we are notified of a job change.

In the case where a student has not secured a job at the time of graduation; students are advised to email or call and inform us (followed up with the above mentioned Employment Verification form.)

CHD maintains verifiable records of each graduate's initial employment for a minimum of five years. Any statement regarding the percentage of graduate employment, e.g., annual employment rates of graduates, includes a notice on CHD's graduate population base and time frame upon which those figures are based.

Placement information is maintained electronically; indefinitely. Backups are performed routinely and maintained off site i.e. Custom Information Systems.

**Graduate Placement Rates per most recent ACCSC Annual Report:**

Esthetics – 76%

**Student Council**

The College of Hair Design has an active student council. The student council members are on a volunteer basis. The student council members represent positive culture of the college, votes on various college activities, and participates in the monthly sales picks assembly. Student council is called to vote on decisions that a student viewpoint may be beneficial.

**Replacement Fees**

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

- Name tags - \$5.00
- Student Handbooks - \$5.00
- 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.

**1. Mild Infractions**

- a) Eating, smoking, e-cigarettes, vaping or chewing tobacco in the classroom and/or the clinic floor.
- b) Lounging outside the front door or in the main entryway during school hours.
- c) 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.
- d) Smoking, sunbathing or lounging in front or on the side of the building
- e) Changing into street clothes prior to (15) minutes before clock out time.
- f) Texting and/or answering calls in class or on the clinic floor
- g) Unnecessary conversation or noise in the classroom
- h) Any behavior, which causes disruption
- i) Turning over a guest to another student without permission
- j) Littering; Any leaving or scattering of trash or cigarette butts
- k) Sleeping or lying down on the school premises
- l) Public displays of affection while on school property
- m) Recreational sports activities in the school, alley or parking lot

**Moderate Infractions (2's)** - A staff member/ Instructor has the right to refer to the Assistant 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.

**2. 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 3rd area the Assistant Director and/or the Director will be involved to assess disciplinary action.

**3. 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. i.e. being combative or arguing with a staff member's decision
- 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 RESPONSIBILITIES, RULES, AND STANDARDS described in this catalog/handbook apply to all phases of training in the school building as well as any seminars, workshops, or field trips attended as learning situations.

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

**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 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.

If the complainant wishes to pursue the matter further, after the above-required steps have been taken, complaint forms are available through our accrediting commission or by contacting one of the State Licensed Agencies that provides oversight of the programs at CHD.

To file a complaint with Nebraska's Coordinating Commission for Postsecondary Education go to: <https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions> and follow the instructions.

Institutions accredited by ACCSC -Accrediting Commission of Career Schools & Colleges are required to have a procedure and operational plan for handling 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: Executive Director  
Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard - Suite 302  
Arlington, VA 22201  
<http://www.accsc.org/Student-Corner/Complaints.aspx>  
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. §2000e, 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 of 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.

### **Reporting of an Incident**

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:

Shawn Howard, East Campus School Director

9000 Andermatt Drive

Lincoln, NE 68526

402-323-3340 Email: shawn@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.

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

Shawn Howard

9000 Andermatt Dr.

Lincoln, Ne 68526

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

2. The ADA Compliance Coordinator/Director 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 Shawn Howard, who has been designated to coordinate the efforts of the College to comply with Section 504. The ADA Compliance Coordinator/Director can be contacted by phone number at (402) 488-7007 or by email at [Shawn@collegeofhairdesign.com](mailto:Shawn@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 Greg Howard, 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, Shawn Howard.

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

- Get to a safe place
- Call the police as soon as it is safe to do so by dialing 9-1-1

### **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
- Assistant 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
- Assistant 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 entitled 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.
- Do not use the elevators.
- 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 contaminates 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 or internet. If a tornado warning is issued and the Civil Defense Sirens sound, everyone will immediately take cover.

1. Take shelter in the back 4 facial rooms past dispense. Guide and assist guests.
2. With hands shielding ones head, make yourself as small a target as possible close to the floor.
3. Remain in the designated area until notified otherwise.

Please refer to the maps below for the proper path to designated shelter areas and emergency exit. Shelter areas are shown on the maps in blue, emergency exit routes are in red.

## Severe Weather Closings

Only in very rare cases will school be closed.

- Closings or Late Starts will be posted on the channel 10/11 (Lincoln TV Station) website.  
[HTTP://WWW.1011NOW.COM/CLOSING](http://www.1011now.com/closing).
- Announcements are posted on FACEBOOK for Late Starts or School Closings due to severe weather.
- 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.

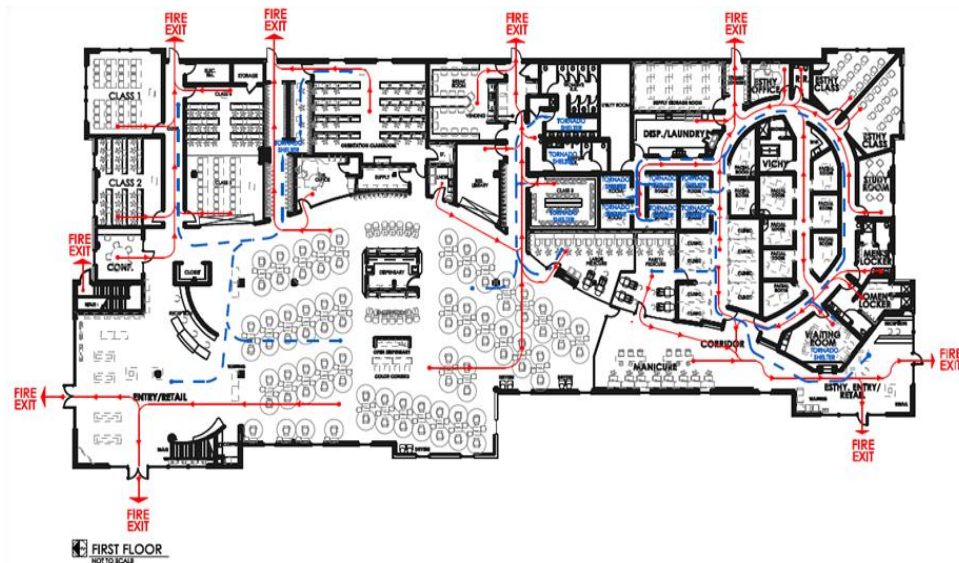
## ALL SCHOOL CLOSINGS WILL BE UP TO COLLEGE OF HAIR DESIGN DISCRETION.

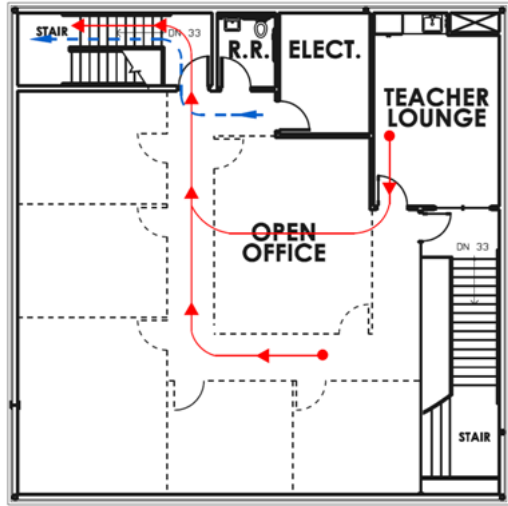
In case of inclement weather; it is the responsibility of the college of Hair Design student to check with proper channels to obtain accurate school closing information. (This includes closings and late starts)

## A “severe weather 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





**SECOND FLOOR**  
NOT TO SCALE

**Crime Statistics**

<b>Arrests - On-Campus</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
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>2016</b>	<b>2017</b>	<b>2018</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>

**Campus Safety & Security Reports** Reported online to Dept. of Ed’s College Navigator

website.<http://nces.ed.gov/collegenavigator/?q=College+of+Hair+Design&s=all&zc=68510&zd=50&of=3&id=180957#crime>

**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 knowing 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 Rohypnol (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 not 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 or 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 While Enrolled at CHD**

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.

**Contact Phone Numbers**

Health Department (Lincoln-Lancaster County)	402-441-8000
Child Care Connection (24 Hour Information/Referral)	402-441-8026
Adolescent and Family Health	402-441-8043
Early Childhood Development Network	402-441-6710
Every Woman Matters	402-441-6283
Summer Food Program	402-441-3889
Violence Prevention	402-441-8043
Housing Authority	
Main, 5700 R Street	402-434-5500
Carol M. Yoakum Family Resource Center	402-434-2621
Office, 4721 NW 48th Street	402-434-2610

**Emergency Services**

Police	911
<b>Non-Emergency</b>	<b>402-441-6000</b>
Rape/Relationship Violence (Voices of Hope)	402-475-7273
Crisis Lines/Suicide/Mental Health	402-441-7940
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	402-437-9302

**Hospitals**

Bryan LGH West, 2300 South 16th Street	402-475-1011
Bryan LGH East, 1600 South 48th Street	402-489-0200
Saint Elizabeth Regional Medical Center, 555 South 70th Street	402-219-8000

**Alcohol and Other Drugs**

Al-Anon/Alateen (24 Hour Hotline)	402-477-9662
Drug/Alcohol Crisis Line	402-475-5683
Bryan GH Independence Center, 1650 Lake Street	402-481-5268
Center Pointe, 2633 P Street	402-475-8748/800-833-7352
Clyde Malone Community Center	402-474-1110
*The Bridge Behavioral Health, 721 K Street*	402-477-3951
Drug Crisis Center	402-475-5683
First Step Wellness Services, 2231 Winthrop Road	402-434-2730
Houses of Hope, 2015 South 16th Street	402-435-3165



Lincoln Council on Alcoholism and Drugs, 914 L Street Suite A&B	402-475-2694
Lincoln Medical Education Partnership, 4600 Valley Road Suite 225	402-483-4581
Nebraska Faith Partners Network, 1645 N Street A	402-525-3565
Lutheran Family Services, 2900 O Street Suite 200	402-435-2910
Partners In Recovery, 2101 Sheridan Blvd.	402-434-3968
People's City Mission, 110 Q Street	402-475-1303

\*This office is located with a few blocks of CHD Downtown Campus