



**BOSTON SCHOOL
OF
COSMETOLOGY**

5425 N. 103rd Street

Omaha, NE 68134

Phone Number-531-466-8444

Website-www.bostonschoolofcosmetology.com

Course Catalog

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5425 N. 103rd Street
Omaha, NE, 68134
531-466-8444

Licensed By: Nebraska Department of Health and Human Services
Licensure Unit
P. O. Box 94986
Lincoln, NE 68509-4986
Phone: (402)471-2117

NACCAS: This school is in candidate status.
(National Accrediting Commission of Career Arts & Sciences)
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Administrative Staff

Brooke Boston
Lynda Robinson

Owner
Head Instructor

Brooke Boston
Dee Boston

Instructor
Financial Aid Director



Dear Boston School of Cosmetology Student,

On behalf of the staff and administration here at Boston School of Cosmetology, we are excited to welcome you to our college. We would like you to know that no matter what you would like to do in this industry, we are delighted to be given the opportunity to help you reach those goals.

Boston School of Cosmetology maintains a commitment to excellence in the delivery of our training program. So, in choosing our school, you have, indeed, chosen well. We will continue to provide you with educational opportunities and services that merit your choice. We encourage you to take full advantage of our valuable program and knowledgeable staff, and we wish you extraordinary success as you work toward your degree.

Sincerely,

Brooke Boston
Owner/Director/Instructor

Mission and Vision

Boston School of Cosmetology is dedicated to offering students an exceptional and diverse education. We specialize in Business Concepts, Professionalism, Client Interaction, Chemistry, Ethnic and Multicultural hair types. Our program stresses the importance of high standards and integrity, which will prepare our students for their future endeavors in the beauty industry. We provide courteous, professional instructional services, product knowledge and industry information. We organize our location, hours, products, inventory, and staff schedule to create a positive and effective environment to achieve our mission and to ensure the future growth of our cosmetology school.

Mission: To provide quality instruction to all students. To provide a safe, supportive, and energetic environment to our students that facilitates the knowledge, skills, and confidence necessary to attain success in their field. To assist our graduates in securing employment in their field. While we cannot guarantee employment, we will assist our graduates in their path to becoming responsible, contributing factors to society.

Vision: To be a high-performing institution that is affordable, centered on learning, and aligned around student success.

EDUCATIONAL GOALS

Cosmetology 1800 Clock Hour Program:

The Cosmetology course of study is designed to prepare students for the Nebraska state licensing examination and for employment in the cosmetology industry. Licensure as a Cosmetologist along with the knowledge and skills obtained from our school will prepare you for work in a full-service salon and or shop as a Hair Stylist, Hair Designer, Hairdresser, etc. This license may also prepare you to become a salon owner, manager, trainer for a cosmetic company, and participate in many other areas of the industry.

Cosmetology Instructor Program:

The Cosmetology Instructor course is designed to prepare cosmetologists for the state licensing examination for employment as a cosmetology instructor teacher.

FACILITIES AND EQUIPMENT

Our educational institution includes classroom, dispensary, office, and modern clinic laboratory in which the students practice “hands on” customer service. Boston School of Cosmetology occupies approximately 3500 square feet of space, and it is divided into Administrative Office, two Classrooms, Facial Area, Dispensary Room, two Restrooms, indoor and outside Break Area, and Clinic Floor. The school is centrally air-conditioned and heated to provide a comfortable learning environment. Cosmetology program classes are limited to 15 students per class. Cosmetology Instructor program classes are limited to four students per class.

NEW CLASS STARTING DATES

Class start dates are every Monday.

HOLIDAY AND SCHOOL CLOSINGS

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student. When weather conditions are threatening to cancel classes, information will be communicated through local media by 6 a.m.

MARTIN LUTHER KING DAY

MEMORIAL DAY

JUNETEENTH

INDEPENDENCE DAY

LABOR DAY

THANKSGIVING DAY

CHRISTMAS EVE

CHRISTMAS DAY

NEW YEARS EVE

NEW YEARS DAY

ADMISSIONS REQUIREMENTS

To enroll in our programs, an applicant must have a high school diploma or a GED certificate. Foreign education credentials must be translated and certified as equivalent to a U.S. High School diploma by an outside credentialing agency. Nebraska state law requires a photocopy of the following items be always maintained in the student's file.:

*High School Diploma or a GED

* Photocopy of birth certificate or driver's license.

*All students are required to submit an application and must be at least 17 years of age.

POLICY FOR ADMISSION/ENTRANCE FOR FOREIGN STUDENTS

Non-US residents must submit either an alien registration card or a recognized Visa (I94), applicants must be beyond the compulsory school age, minimum of 17 years of age. A student qualifies if he/she provides one of the following: - has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma); - has the recognized equivalent of a high school diploma, such as a GED certificate, or other state sanctioned test or diploma-equivalency certificate; - provides a sealed or official transcript; - has completed homeschooling at the secondary level as defined by state law; or - has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education. Applicants must possess an understanding of the English language, which will be assessed during the entrance interview, they must sign a contract/enrollment agreement with the school and obtain a class start date.

INSTRUCTOR PROGRAM ADDITIONAL ADMISSION REQUIREMENTS

High School Diploma or GED Certificate and Licensed as a Cosmetologist.

Boston School of Cosmetology will accept hours from other institutions if such are accepted by the Nebraska State Board of Cosmetology. Tuition for transfer students is charged by the hour. Students are allowed to re-enter the program after they have withdrawn.

REGISTERING HOURS WITH THE STATE BOARD OF COSMETOLOGY – NEBRASKA

For Cosmetology students to register hours with the State Licensing Board, they must submit the following documents: Proof of age-ID or driver's license and High School Diploma or GED.

NON-DISCRIMINATION POLICY

As an equal opportunity cosmetology school, we will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap, or ethnic origin.

The school does not recruit students already attending or admitted to another school offering a similar program of study.

FRATERNIZATION POLICY

Fraternization: To associate or mingle as brothers or on fraternal terms. To associate on close terms. To have personal or romantic relationship with. Boston School of Cosmetology strictly prohibits fraternization amongst its staff, students, and student instructors. All relationships must remain professional. In the event a violation of this policy occurs, disciplinary action will be taken.

SEXUAL HARASSMENT POLICY

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

RIGHT TO PRIVACY AND INFORMATION RELEASE

Accrediting and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release of information policy also applies to parents or guardians in the event the student is still a minor.

POLICY FOR REVIEWING FINANCIAL OR ACADEMIC TRANSCRIPTS

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. Boston School of Cosmetology will maintain all student records financial and academic transcripts on site for at least five (5) calendar years. On the sixth year, permanent academic and financial records will be transferred and maintained at a separate location for at least forty-five (45) calendar years after the student has departed from the school. Costs resulting from retrieving transferred files will be borne by the student.

GRADING

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily, and the theory is determined by test scores. Students are evaluated on the following grade scale:

Grade	Range in Percentage
A	100-94
B	93-87
C	86-80
D	79-75
Unsatisfactory	74-Below

GRADUATION REQUIREMENTS & DIPLOMA

Students must complete the clock hour requirements of their program with a cumulative grade point average of **75%** or better to receive a diploma from the school. The diploma signifies that the student has successfully completed the basic course training program and fulfilled all graduation requirements by use of a completion form.

CAREER ASSISTANCE

Boston School of Cosmetology will not make any guarantees of employment or salary upon student's graduation. We will maintain a list of salons with a desire to be placed in our graduate referral files. Graduates will be advised on appropriate means of attempting to realize these opportunities.

INSTRUCTIONAL MATERIALS

Students who are enrolled in the cosmetology program and cosmetology instructor programs are furnished clinic apparel, textbooks, workbooks, and kits.

TUITION PAYMENTS

Students will be billed monthly in accordance with their enrollment agreement. Tuition payments include tuition, kit and supplies, books, uniforms, and administrative fees. If payments are not made within 15 calendar days, payments are considered late and are due immediately. Boston School of Cosmetology reserves the right to suspend or dismiss any student from school whose account is delinquent.

ADVISING SERVICES

The school provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment.

COUNSELING SERVICES

All students may contact social and supportive services organizations such as United Way for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

STUDENT CONDUCT

All students must conform to federal, state, and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any

display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and/or drugs on school property are considered grounds for immediate dismissal. The school reserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

GRIEVANCE PROCEDURES

If an issue between a student with a teacher or first-line member of the staff arises and a complaint cannot be solved by the teacher or staff member, the student may confer with the School Director/CEO. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the School Director/CEO. The complaint must be in writing and should outline the nature of the problem. Upon receipt of any written complaint the School Director/CEO will meet with the complainant to resolve the problem.

The School Director/CEO will respond to the complaint within ten working days from the time of the meeting. If the problem cannot be resolved, the student may contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education at <https://www.education.ne.gov/ppcs/contact-us/>

REFUND AND CANCELLATION POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered

to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled after a student's enrollment, and before an instruction of the course has begun, we will participate in a teach-out agreement of the course, or the school will either provide a full refund of all monies paid or completion of the course at a later time.

SATISFACTORY ACADEMIC PROGRESS POLICY

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

<u>Cosmetology</u>		<u>Cosmetology Instructor</u>	
0-450	Hours	0-300	Hours
451-900	Hours	301-650	Hours
901-1200	Hours		
1201-1500	Hours		
1501-1800	Hours		

Evaluation periods are based on actual hours completed. The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program. The Satisfactory Academic Progress Policy is provided to every student before enrollment. *Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	WEEKS SCHEDULED/ MAXIMUM TIME ALLOWED HOURS	
Cosmetology (37.5 hrs/wk) - 1800 Hours	48 Weeks	2700
Cosmetology Instructor (25 hrs/wk) – 650 Hours	26 Weeks	900

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of at least 75% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grade	Range in Percentage
A	100-94
B	93-87
C	86-80
D	79-75
Unsatisfactory	74-Below

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation if the student has prevailed upon an appeal.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing on any potential impact on their financial aid eligibility and of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. We accept hours at other institutions provided that such are accepted by the State Board of Cosmetology. Tuition for transfer students is charged by the hour.

LEAVE OF ABSENCE POLICY

All requests for leaves of absence (LOA) must be submitted in advance in writing, including the reason for the student's request and the student's signature. A student must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so, they may call the school. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the incident. We will extend the student's maximum time frame and the contract period by the same number of days taken in the LOA. The withdrawal date is always student's last day of attendance. The student will not be assessed any additional charges because of the LOA. The LOA together with any additional leaves of absences must not exceed 180 days in any 12-month period. A student granted a LOA that meets these criteria is not considered to be withdrawn, and no refund calculation is required at that time.

RE-ENTRY PROCEDURE

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

COSMETOLOGY

The professional course in cosmetology requires the satisfactory completion of 1800 hours in training. This will allow you to take the Nebraska State Board of Cosmetology Exam.

The cosmetology curriculum according to the Nebraska State Board of Cosmetology is as follows:

Eighteen hundred (1800) hours of training are required of applicants for a certificate of registration as a master cosmetologist with at least on (1) hours of theory class per day. The hours shall be apportioned as follows:

<u>(a) General Hours:</u>	<u>Hours</u>
History and Fundamentals of cosmetology	10
Elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene	25
Barber implements	10
Shaving	10
Skin, scalp and hair	20
Haircutting, hairstyling and hair setting	30
Hairpieces- (sales and service)	5
Chemical theory (permanent waving, hair coloring, bleaching and straightening)	30
Manicure and nail care	10
Anatomy, physiology and systems structure of the head, face and neck, including muscles and nerves	40
Makeup and skin care	5
Theory of massage and facial treatment	10
Disorders of the skin, scalp and hair	15
Barber law, rules and regulations	10
Business management and salesmanship	5
Preparation for seeking employment	5
<u>Required Total:</u>	<u>240 Hours</u>
<u>(b) Chemical Hours:</u>	
Permanent waving	100
Hair relaxer	100
Hair coloring, bleaching and toning	100
Manicures	60
<u>Required Total:</u>	<u>360 Hours</u>
<u>(c) Physical Hours</u>	
Shampooing and rinses	150
Hair care and scalp care	150
Haircutting (male and female)	220
Shaving (beards and mustaches)	140
Hairpiece-fitting	40
Hairstyling	100
Facials and makeup	50
Manicures	50
<u>Required Total:</u>	<u>900 Hours</u>
<u>Curriculum Total:</u>	<u>1800 Hours</u>

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily, and the theory is determined by test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
A	100-94
B	93-87
C	86-80
D	79-75
Unsatisfactory	74-Below

COSMETOLOGY PROGRAM DESCRIPTION

GENERAL

History and Fundamental of cosmetology

The student will learn the history and basic fundamentals of cosmetology.

Elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene

Student will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The student will learn the two types of bacteria. The student will learn disinfecting rules, decontamination safety precautions, and rules of sanitation.

Cosmetology implements

Student will learn the principal tools and implements used in the practicing of cosmetology. Student will learn the correct techniques for holding combs, shears, clippers, and razors.

Skin, scalp and hair

Students will learn the structures of the hair root, layers of the hair shaft and structure of hair protein. Students will learn different types of hair loss and treatments.

Haircutting, hairstyling and hair setting

Student will learn the art and science of men's haircutting and hairstyling. Student will learn the importance of the client consultation.

Hairpieces- (sales and service)

Student will learn how to sell hair replacement systems. Student will learn how to clean and service a hair replacement system. Student will learn how to apply and remove a hair replacement.

Chemical theory (permanent waving, hair coloring, bleaching and straightening)

Student will learn the effects of chemical texture services for the hair. Student will learn hair and scalp analysis for chemical texture services.

Manicure and nail care

Student will learn the five general shapes of nails. Students will learn the nail irregularities and diseases.

Anatomy, physiology and systems structure of the head, face and neck, including muscles and nerves

Student will learn the importance of anatomy and physiology to the barber profession. Students will learn the structure and reproduction of cells. Students will learn the important muscles of the head, face, and neck that relate to cosmetology services.

Makeup and skin care

Student will learn the appropriate facial and makeup products.

Theory of massage and facial treatment

Student will learn the benefits of facial massage and treatments. Student will learn the location and stimulation of facial nerves and facial muscles.

Disorders of the skin, scalp and hair

Student will learn the structure and divisions of the skin. Students will learn the functions of the skin and learn recognizable skin disorders.

Cosmetology law, rules and regulations

Student will learn barber board laws, rules and regulations. Student will learn how to prepare for the theory and practical state board exam.

Business management and salesmanship

Student will learn the responsibilities associated with business development and ownership. Student will learn services and retail product sales techniques.

Preparation for seeking employment

Student will learn industry positions available in cosmetology. Student will learn how to write resumes and perform job searches.

CHEMICAL

Permanent waving

Student will learn the different types of permanent waves.

Hair relaxer

Student will learn the two most common types of relaxers.

Hair coloring, bleaching and toning

Student will learn the principles of color theory and their importance to hair coloring. Student will learn the classifications of hair color products and their actions on the hair.

Manicures

Student will learn how to use each nail cosmetic and what ingredient it contains.

PHYSICAL

Shampooing and rinses

Student will learn a shampoo service. Student will scalp massage techniques and treatments.

Hair care and scalp care

Student will learn to identify services associated with the treatment of the hair and scalp. Student will learn proper draping procedure for hair services.

Haircutting (male and female)

Student will learn basic cutting techniques: fingers-and-shear, shear-over-comb, freehand and shear cutting, freehand clipper cutting, clipper –over-comb, and razor cutting.

Hairpiece-fitting

Student will learn how to fit and cut in a hair replacement system.

Hairstyling

Student will learn basic hairstyling techniques.

Facials and makeup

Student will learn how to apply makeup and skin care products. Student will learn facial and makeup treatment equipment.

Manicures

Student will learn basic manicure and hand massage procedures.

COSMETOLOGY INSTRUCTOR COURSE

COURSE OBJECTIVES:

The objective of this program and curriculum is to prepare the student to become a licensed cosmetology instructor. Upon the completion of 1800 clock hours, a student can enroll in the instructor program. A student must complete 650 clock hours to complete the instructor program. A student must obtain a cosmetologist license before taking the State Board Instructors Examination.

COURSE OUTLINE:

- Theory
- Facial
- Scalp treatment
- Hair styling
- Hair drying
- Shampooing
- Permanent waving
- Desk receptionist, purchasing supplies, composing questions, and grading student's paper.
- Salesmanship
- Chemical
- School procedures
- Lectures and demonstration
- Floor Supervision
- School records, student enrollment, collections, and office work.

GRADING

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily basis, and the theory is determined through test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
A	100-94
B	93-87
C	86-80
D	79-75
Unsatisfactory	74-Below

Graduation Requirements & Diploma

Students must complete the clock hour requirements of their program with a cumulative grade point average of 75% or better and pay all tuition and instructional materials costs in order to receive a diploma from the college. The diploma signifies that you have successfully completed the basic course training program.

SCHOOL STANDARDS/RULES & REGULATIONS

1. STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 9:00 A.M. TO 6:00 P.M. MONDAY THRU FRIDAY FOR EIGHT WEEKS AS FRESHMAN. JUNIOR/SENIOR LEVEL STUDENTS ATTEND CLASS FROM 9:00 A.M. TO 7:00 P.M. TUESDAY THRU FRIDAY AND 8:00 A.M. TO 2:30 P.M. ON SATURDAY.
2. ELECTRONIC CERTIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST CLOCK IN UPON ARRIVAL AND CLOCK OUT UPON DEPARTURE FROM SCHOOL. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST CLOCK OUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED CLOCKING PROCEDURES.
3. STUDENTS WILL ONLY BE CREDITED 7.5 HOURS IF THEY FORGET TO CLOCK IN, BUT CLOCK OUT. STUDENTS WILL ONLY BE CREDITED 7.5 HOURS IF THEY FORGET TO CLOCK OUT, BUT CLOCK IN. IF STUDENT FAILS TO BOTH CLOCK IN AND OUT, NO HOURS WILL BE CREDITED.
4. STUDENTS WILL BE EXCUSED FROM AN ABSENCE WITH PROPER DOCUMENTATION. STUDENTS WILL NOT BE EXCUSED WITHOUT PROPER DOCUMENTATION.
5. THE NEBRASKA STATE BOARD OF COSMETOLOGY AND THE SCHOOL REQUIRED THAT ALL STUDENTS BE IN SCHOOL EVERY DAY IN THE PRESCRIBED UNIFORM (SCHOOL SMOCK). ANY STUDENT NOT IN THE PRESCRIBED UNIFORM WILL NOT BE ALLOWED TO STAY IN SCHOOL OUT OF UNIFORM AND WILL BE SENT HOME. NO OPEN TOE SHOES, FLIP FLOPS, SANDALS, ETC.
6. FRESHMAN STUDENTS WILL HAVE 30 MINUTES AND JUNIORS/SENIOR AN HOUR FOR LUNCH EACH DAY AND ONE 15 MINUTE BREAK. STUDENTS WILL HAVE ONE FIFTEEN MINUTE BREAK EACH DAY. STUDENTS THAT ARE LATE RETURNING FROM LUNCH WILL NOT BE ALLOWED TO CLOCK IN THE REMAINDER OF THE DAY.
7. STUDENTS, PATRONS, AND STAFF MEMBERS WILL BE PROVIDED A SANITARY ENVIRONMENT. NEBRASKA STATE BOARD OF COSMETOLOGY REQUIRES THAT SANITARY CONDITIONS BE MAINTAINED AT ALL TIMES. AS PART OF THE STUDENT'S CREDIT AND TRAINING, THIRTY MINUTES EACH DAY IS SCHEDULED FOR SANITATION. THE STUDENT DAILY SANITATION REQUIREMENT MUST BE COMPLETED AND GRADED BY AN INSTRUCTOR AT THE END OF EACH DAY.
8. INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO CLOCK OUT ANY STUDENT WHO EXHIBITS UNBECOMING BEHAVIOR. IF A STUDENT CONTINUES TO EXHIBIT UNBECOMING BEHAVIOR THE STUDENT WILL BE TERMINATED. NO PROFANITY IS ALLOWED ANYWHERE IN THE SCHOOL. PROFANITY IS NOT PROFESSIONAL OR EXCEPTABLE.

9. STUDENTS MUST PARK THEIR CARS IN THE PARKING LOT. THE PARKING SPACES DIRECTLY IN FRONT OF THE SCHOOL ARE FOR CUSTOMERS AND STAFF PARKING ONLY.

10. ONLY EMERGENCY TELEPHONE CALLS WILL BE ACCEPTED ON THE BUSINESS TELEPHONES. STUDENTS WILL NOT BE ALLOWED TO LEAVE CLASS OR CLINIC AREA TO RECEIVE OR MAKE PERSONAL TELEPHONE CALLS EXCEPT IN CASE OF EMERGENCY. ALL CELL PHONES MUST REMAIN ON SILENT.

11. ANY STUDENT WHO POSSESSES OR USES ILLEGAL SUBSTANCES ON SCHOOL PROPERTY WILL BE TERMINATED FROM THE SCHOOL. (NO EXCEPTIONS)

12. STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES, ETC. THE SCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN KIT ITEMS MUST BE REPLACED BY THE STUDENT.

13. STUDENTS CANNOT CONDUCT FREE FAMILY MEMBER CLINICAL SERVICES. THEY WILL BE CHARGED THE FULL PRICE AS ANY OTHER CLIENT.

14. THE FLOOR INSTRUCTOR WILL ASSIGN PATRONS TO STUDENTS FOR CLINICAL SERVICES. STUDENTS MAY NOT REFUSE A SERVICE. A SERVICE TICKET IS ISSUED FOR EACH CLINIC ASSIGNMENT. NO SERVICE IS TO BE PERFORMED ON ANY CUSTOMER OR STUDENT WITHOUT A TICKET. YOU WILL PERFORM ONLY THE SERVICE ON THE TICKET. IF THE PATRON REQUEST ADDITIONAL SERVICES, THEY MUST PAY FOR THE SERVICE FIRST.

15. NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT OR DRINK IN THE CLINIC LABORATORY.

16. NO STUDENT OR STAFF MEMBER IS ALLOWED TO SIT IN CLINIC CHAIRS UNLESS A CLINICAL SERVICE IS BEING PERFORMED.

17. SMOKING IS NOT ALLOWED ON THE SCHOOL PROPERTY. STUDENTS AND STAFF MUST SMOKE OFF-SITE.

18. STUDENTS MUST SATISFACTORILY COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITH-IN THEIR DESIGNATED ENROLLMENT PERIOD. STUDENTS MUST MAKE-UP ANY TEST MISSED OR A ZERO WILL BE GIVEN.

19. STUDENTS THAT ARRIVE AFTER 9:10 A.M. MONDAY THRU FRIDAY AND 8:10 A.M. ON SATURDAY WILL BE ABLE TO CLOCK IN BUT WILL BE DOCKED ONE HOUR. AFTER 9:30 A.M. MONDAY THRU FRIDAY AND 8:30 A.M. ON SATURDAY, STUDENTS ARE CONSIDERED ABSENT AND NEED NOT ATTEND CLASS. SATURDAYS SHOULD NOT BE MISSED IF AT ALL POSSIBLE. CLIENTS WILL BE SCHEDULED DURING THE DAY AND ATTENDANCE IS NEEDED TO SERVICE CLIENTS.

20. STUDENTS WILL RECEIVE A COMPREHENSIVE PROGRESS REPORT AT THE END OF EACH EDUCATIONAL MODULE. THIS REPORT WILL REFLECT THE STUDENTS WRITTEN, PRACTICAL AND CLINICAL WORK. THE INSTRUCTOR WILL COUNSEL WITH THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.

21. SUSPENSION FROM SCHOOL CAN LAST FROM ONE TO THIRTY DAYS. A SUSPENSION COULD BE GIVEN AS A RESULT OF AN AGREEGIOUS BREACH TO THE ENROLLMENT CONTRACT, SCHOOL POLICY AND PROCEDURE, CONSISTENTLY FAILING TO MEET SATISFACTORY ACADEMIC PROGRESS, AND OR AN INFRACTION DEEMED INAPPROPRIATE BY SCHOOL DIRECTOR/CEO. A THIRTY- DAY SUSPENTION IS A FINAL STEP BEFORE EXPULSION FROM THE PROGRAM.

ATTENDANCE POLICY

Attendance, participation, and application are all key to having a successful cosmetology student career. All students need to take their career training very seriously and realize that making the decision to work toward their future career is very sacrificial.

The following guidelines are applicable to all cosmetology students:

I. Freshman class 300 hrs. / 8 weeks, 4 total absences will result in the enrollment of the next available session.

- a) Attendance is evaluated daily.
- b) Freshman class begins at 9:00 a.m.
- c) Freshman class ends at 5:00 p.m.
- d) Days of operation are Monday-Friday.
- e) Students are considered tardy after 9:10 a.m., after 9:30 a.m. students are absent and need not attend class.
- f) Four excused tardies are allowed in a month.
- g) At the fourth tardy student will be counseled and put on academic warning which goes into the permanent file.
- h) If student reaches a fifth tardy in the same month the student will be put on academic suspension for two days.

II. Junior Senior Class / Advanced Training

- a) Attendance is evaluated daily.
- b) Advanced classes are 9:00 a.m.-6:00 p.m. Tuesday-Wednesday, 9:00 a.m.-7:00 p.m. Thursday-Friday, and 8:00 a.m.-2:30 p.m. Saturdays.
- c) Students are considered tardy after 9:10 a.m., after 9:30 a.m. students are absent and need not attend class.
- d) Saturdays after 8:10 a.m. students are considered tardy, after 8:30 a.m. students are absent and need not attend.
- e) Saturdays should not be missed if possible. Clients will be scheduled all during the day and it is especially important for students to be able to service clients.
- f) Four excused tardies are allowed in a month.

- g) At the fourth tardy student will be counseled and put on academic warning which goes into the permanent file.
- h) If student reaches a fifth tardy in the same month the student will be put on academic suspension for two days.
- i) Students given notice of suspension will begin the following school day. For instance, if student is given notice of suspension on Friday; Suspension will not begin until Tuesday.
- j) If student is on academic probation for three consecutive months, student will be put on academic suspension for five days and upon re-entrance student will be counseled to determine what options are necessary to change previous outcomes.
- k) If student continues to have problems with attendance they will be counseled and recommended for a leave of absence, or that they terminate their contract.

- l) Advanced students are allowed two excused absences a month:
 - 1. Medical for self with doctor's note.
 - 2. Medical for child in your care with doctor's note.
 - 3. Emergency with family with documentation.
 - 4. Loss of a family member or attendance of a funeral with documentation.
 - 5. Other situations will be considered by staff.

- m) Students with two absences in a month will be counseled and put on academic probation.
- n) If student exceeds two absences in a month the student will put on academic suspension for two days and will be counseled upon re-entrance.
- o) If student continues to be absent in that month the student will be put on academic suspension for five days and will be counseled upon re-entrance.
- p) If student continues to have problems with absences the students will be counseled and recommended for a leave of absence, or that they cancel their contract.
- q) Leaves of absence must be agreed upon between staff and student. A written request must be submitted by the student to include documentation in support of the leave of absence. Leaves of absence cannot extend beyond a three-month period.

III. Instructor Class

- a) Students are expected to attend all classes and instruct on the training floor as scheduled.
- b) Class begins at 9:00 a.m.
- c) Class ends at 5:00 p.m.
- d) Days of operation are Monday-Friday.
- e) Instructor schedules will be agreed upon between Boston School of Cosmetology Director and student two weeks prior to execution.
- f) Schedules will be balanced with training floor and Instructor Student need.
- g) Students must report to class on time. Late arrival for any reason must be communicated and explained to the Head Instructor and/or Director. Tardiness will be clocked at the nearest $\frac{1}{4}$ hour.
- h) Failure to communicate an absence with your Head Instructor and/or Director may result in disciplinary action.
- i) Any student who is absent for fourteen (14) consecutive school days, without having been granted a leave of absence will be terminated from the program and required to re-apply.

- j) Leaves of absence must be agreed upon between staff and student. A written request must be submitted by the student to include documentation in support of the leave of absence. Leaves of absence cannot extend beyond a two-week period.
- k) Make-up work is permitted for any missed work related to an absence. Students may make-up work during any unscheduled hours with prior approval.
- l) Cosmetology instructor students are held to high standard and are examples to cosmetology students. As such, instructor students must adhere to, support, and uphold all Boston School of Cosmetology policies, procedures, and guidelines.

Call in Policy:

- a) Students may call concerning being tardy or absent between the hours of
- b) 8:30 a.m. - 9:10 a.m.
- c) Students not calling by 9:10 a.m. will be considered a no call no show.
- d) Three consecutive no call no shows will result in automatic academic probation and three days of suspension. Students must be counseled upon re-entrance.
- e) Absences for medical reasons must be excused with a doctor's note.
- f) All extreme cases will be considered by staff.

*All cosmetology students must attend 150 hours per month.

*All cosmetology instructor students must attend 100 hours per month.

Students that do not maintain the minimum 67% of completed hours will be placed on attendance probation at the end of each module. If during this probationary period the minimum hours of 67% of scheduled hours are not met, the student will be terminated.

Missed tests can be made up on Tuesday and Wednesday.

Missed hours can be made up during the following times:

Tuesday thru Thursday 9 a.m. to 7 p.m.

Tuition Cost

<u>Program</u>	<u>Clock Hours</u>	<u>Weeks</u>	<u>Enrollment Fee</u>	<u>Tuition</u>	<u>Materials</u>	<u>Books/Uniform</u>	<u>Total Tuition</u>
Cosmetology	1800	48 wks	\$25.00	\$8,000.00	\$1500.00	\$475.00	\$10,000.00
Cosmetology Instructor	650	26 wks	\$25.00	\$4,000.00	-	\$250.00	\$4,275.00

Tuition payments may be made monthly.

Completion, Licensure and Placement Rates

2022 was the inaugural year for Boston School of Cosmetology, thus the completion, licensure, and placement rates for the school have not been calculated.