



Central College of Cosmetology

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P.O. Box 1208
Linn Creek, MO 65052

Central College of Cosmetology

690 Missouri Avenue, Suite #3
St. Robert, Missouri 65584
(573) 336-3888
Mailing Address:
P.O. Box 463
Waynesville, MO 65583

Salem College of Hairstyling

1051 Kingshighway, Suite #1
Rolla, Missouri 65401
(573) 368-3136

SCHOOL CATALOG

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Published November, 2015

Central College of Cosmetology
Salem College of Hairstyling

Mission Statement

Central College of Cosmetology and Salem College of Hairstyling shall strive to develop professional graduates, in their field of study, who will meet the needs of prospective employers. Graduates shall be technically qualified, skilled in customer service, retailing, communications and business building.

President/Owner

Mr. Joseph A. Nicholson

Vice President of Business Operations and Administrative Services

Ms. Debbie Nicholson

Vice President of Building Operations

Mr. Alex Nicholson

Campus Directors

Ms. Marlene Humphrey - Rolla Campus

Ms. Rebecca King - St. Robert Campus

Ms. Amanda Duncan - Camdenton Campus

Instructors

Ms. Marleen Humphrey - Rolla Campus

Ms. Kathie Williamson - Rolla Campus

Ms. Rebecca King - St. Robert Campus

Ms. Christine Hutchinson - St. Robert Campus

Ms. Julie Bates - St. Robert Campus

Ms. Amy Franklin - St. Robert Campus

Ms. Amanda Duncan - Camdenton Campus

Ms. Elizabeth Anderson - Camdenton Campus

Ms. Whitney Upton - Camdenton Campus

PROMOTING EXCELLENCE THROUGH PROFESSIONAL INSTRUCTION

A MESSAGE FROM THE PRESIDENT

Dear Prospective Student,

Thank you for being interested in Cosmetology. I love this profession and know what a rewarding career you can have! Central College of Cosmetology and Salem College of Hairstyling are licensed by the Missouri State Board of Cosmetology, P.O. Box 1062, Jefferson City, Missouri 65102, (573) 751-1052. Our graduate's success in passing State Board Exams on the first try is excellent. As the owner, I am dedicated to ensuring that our graduates will be successful in the field of cosmetology.

Accreditation – Central College of Cosmetology and Salem College of Hairstyling are accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432, (703) 600-7600; Central College and Salem College are eligible to participate in the U.S. Department of Education's Title IV programs. Eligible students may receive grants to aid in the financing of their education.

Our biggest asset is our staff. We have staff on duty at all times to supervise all students on a professional basis. Our clinic floor uses professional products. Our staff is very dedicated to ensuring that each student completes the program and obtains a license and becomes gainfully employed.

We invite you to visit our campuses anytime. Be assured, when you see our buildings, training facilities, and pleasant atmosphere, you will want to join us and be on your way to an exciting career.

As President I am devoted to the Cosmetology profession and to the excitement of learning. Our school's dedication to higher education has enabled students to learn a new career and enter into the job market as well trained professionals.

Sincerely,

Joseph A. Nicholson
President

The Exciting World of Cosmetology

The Beauty and Hair World is bigger than ever and the need for trained Cosmetologists, Manicurist and Instructors is greater than ever. Listed below are several job opportunities. As a cosmetologist you could qualify for many of these positions. As a manicurist you would qualify for the positions that are related to nails. As an instructor your choices are many. You may enjoy teaching, supervising or possibly enjoy owning your own salon.

<i>OPPORTUNITIES IN COSMETOLOGY</i>			
<i>LICENSED COSMETOLOGIST</i>	<i>MANICURIST</i>	<i>INSTRUCTOR</i>	
HAIRDRESSER HAIRDESIGNER	HAIR COLOR TECHNICAN CHROMOTOLOGIST	PERMANENT WAVE TECHNICAN	
TRICHOANALYST	MAKE-UP ARTIST	COLOR ANALYST	FACIALIST
MANICURIST	PEDICURIST	STYLES DIRECTOR	WIG SPECIALIST
ARTIFICIAL NAIL SPECIALIST	SALON SUPERVISOR OF CHAIN SALONS	SALON MANAGER FULL SERVICE SALON	WIG & NAIL SALON MANAGER/OWNER
MANAGEMENT	MANUFACTURER'S REPRESENTATIVE	SALON OWNER	CHAIN OF SALONS
SELF-EMPLOYED	PLATFORM ARTIST	COSMETOLOGY SCHOOL OWNER	INSTRUCTOR
NAIL SALON OWNER	RETAIL LARGE DEPARTMENT STORES	COSMETIC STUDIO	MANUFACTURER

Central and Salem Colleges have bulletin boards where job openings are posted.

ENROLLMENT AND CLASS START SCHEDULE

You may start the Enrollment process at anytime by telephone, letter, or personal visits to the school campus you wish to attend. New classes begin monthly.

St. Robert Campus

December 07, 2015
January 11, 2016
February 01, 2016
March 07, 2016
April 04, 2016
May 02, 2016
June 06, 2016
July 11, 2016
August 01, 2016
September 12, 2016
October 03, 2016
November 07, 2016
December 05, 2016

Camdenton Campus

December 01, 2015
January 12, 2016
February 02, 2016
March 01, 2016
April 05, 2016
May 03, 2016
June 07, 2016
July 12, 2016
August 02, 2016
September 06, 2016
October 04, 2016
November 01, 2016
December 06, 2016

Rolla Campus

December 02, 2015
January 06, 2016
February 03, 2016
March 02, 2016
April 06, 2016
May 04, 2016
June 01, 2016
July 13, 2016
August 03, 2016
September 07, 2016
October 05, 2016
November 02, 2016
December 07, 2016

Central and Salem College reserve the right to change entrance dates and class schedules within the limitation of our facilities.

ADMISSIONS POLICY

Central and Salem College shall admit as regular students, for the cosmetology and manicuring programs, those with a GED or High School Diploma, and those that shall be at least 17 years of age upon completion of the program. Central and Salem College does not accept credentials from internet-only high schools. The instructor training program requires a student to meet the above mentioned criteria as well as hold a valid Missouri Cosmetology or Manicuring License.

Central and Salem College will recognize transfer hours from another school, as long as the Missouri State Board of Cosmetology recognizes the hours. For example, if the Missouri State Board of Cosmetology recognized 200 hours of credit so will Central and Salem Colleges. If a student is granted credit from another institution, Central and Salem College shall adjust the graduation requirements accordingly. This shall be evaluated on a case by case basis. The maximum number of hours that Central and Salem Colleges will recognize for the Cosmetology program is 1,000 hours. Partial hours will be rounded down to the nearest hour. Questions about the credit for hours or the expiration date of hours must be directed to the Missouri State Board of Cosmetology office at (866)762-9432 for accuracy. The colleges will not recognize hours from a Missouri Vocational Training program that offers a cosmetology program of less than 1,500 hours. Central and Salem Colleges will not recognize transfer hours for the Instructor Training or Manicuring programs. A student may re-enroll in a course of study that they previously have withdrawn from providing they are 1) in good standing with the school and 2) they meet all current admission requirements for the course.

*** Salem College of Hairstyling does not offer the Manicuring Program.

DOCUMENTS NEEDED TO REGISTER

The items below are needed for enrollment

- 1) Proof of education – must have a high school diploma or its equivalent. Central and Salem College does not accept credentials from internet-only high schools.
 - a) High School Diploma
 - b) G.E.D.
 - c) High School Transcript
- 2) Proof of age (must be at least 17 years of age by the time you are scheduled to take the state board examination)
 - a) Copy of birth certificate
 - b) Copy of drivers license
 - c) Military ID
- 3) License fee of \$25.00 (must be money order or certified cashier's check made out to Missouri State Board of Cosmetology)
- 4) Transfer students will be evaluated upon student request and must show proof of prior hours.
- 5) If enrolling in the Instructor Training program, student must have proof of valid Missouri Cosmetology or a valid Missouri Manicuring license.
- 6) 2 (2X2) passport size photos, we can take these photos for you.
- 7) Applicants wishing to apply for financial aid need to submit their Federal and State Tax Forms or other proof of family income and fill out a FAFSA application.

All items are to be submitted at least two weeks prior to your desired starting date.

DISCLAIMER:

Central and Salem College complies with the provisions of Title VI of the Civil Rights Act of 1964. The College, in its admission, instruction, and graduation requirements, practices no discrimination on the basis of race, creed, sex, color, age, religion, or ethnic origin. However, Central and Salem College reserves the right to deny admission to any person not having the ability to benefit from the training offered at this institution.

Central and Salem College will not recruit students already attending or admitted to another school offering a similar program of study.

All courses are written and taught in English.

COSMETOLOGY

Basic Cosmetology Course: 1500 Hours

Program Length: 65 Weeks (30 Hours/Week)

CIP Code: 12.0401

SOC Code: 39-5012

Course Code: Central College of Cosmetology 030702-12.0401

Salem College of Hairstyling 015642-12.0401

Course Description: The primary purpose of the Cosmetology course is to train students in both theory and practical experience, which will prepare them for immediate employment opportunities. The Course is particularly directed toward developing in the student desirable habits and attitudes with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others, and an ethical approach to this profession.

Objectives:

- To create an excitable environment of instruction and support services to enable the students to complete the program in a timely manner.
- To properly train students to excel in all areas of Cosmetology offered on the clinic floor.
- To develop a curriculum which trains students, both in theory and practical aspects of cosmetology, so they may successfully pass the State Board Exam.
- To offer complete instruction, support services, job placement, and academic advisement so the student is successfully employed in the field of cosmetology.
- To promote a professional relationship with each student so they may become a valuable tool used by the school, in the constant strive for improvement.

Curriculum:

Subject:	Hours:	Subject:	Hours:
Shampooing -----	40	Comb Outs -----	105
Scalp Treatment & Diseases -----	30	Manicuring -----	110
Hair Coloring -----	130	Salesmanship/Salon Management -----	10
Permanent Waving -----	125	Sanitation -----	30
Cosmetic Chemistry -----	25	State Law -----	10
Facials, Eyebrows and Arches -----	40	Miscellaneous Lecture and Notes -----	470
Anatomy -----	20		
Hair Cutting -----	130	Total Hours -----	1500
Hair Setting -----	225		

Charges:

Cosmetology Tuition:	\$9500.00
Registration Fee:	<u>\$ 100.00</u>
Total Cost:	\$9600.00

Overtime Charges:

There are no overtime charges for this course.

The textbooks used for this course are included in the cost.

ISBN# for books used:	Salon Fundamentals Cosmetology Textbook	978-1-934636-66-4
	Salon Fundamentals Cosmetology Workbook	978-1-934636-75-6

Tuition is due on the first day of school. No credit for training will be allowed unless all earned fees are paid in full. The student and guarantor will be responsible to the school for payment of fees. Should a student need to arrange payment plans, this must be done prior to starting classes. Payment Plans will be arranged on a case-by-case basis.

Gainful Employment - On-time Completion Rates – Cosmetology:

Central College of Cosmetology (2014-2015):	59%
Salem College of Hairstyling (2014-2015):	65%

Gainful Employment - Job Placement Rates - Cosmetology:

Central College of Cosmetology (2014-2015):	69.23%
Salem College of Hairstyling (2014-2015):	73.41%

Gainful Employment - Licensure Rate - Cosmetology:

Central College of Cosmetology (2014-2015):	100%
Salem College of Hairstyling (2014-2015):	95%

Median Loan Debt - Cosmetology:

Central College of Cosmetology (2014-2015):	0
Salem College of Hairstyling (2014-2015):	0

You may use the following link to search for more information on the disclosure of our career choice. Visit Onet Online at <http://www.onetonline.org>

INSTRUCTOR TRAINING

Basic Instructor Training Course: 600 Clock Hours

Program Length: 26 Weeks (30 Hour/Week)

CIP Code: 12.0403

SOC Code: 39-1199

Course Code: Central College of Cosmetology 030702-12.0403

Salem College of Hairstyling 015642-12.0403

Course Description: The primary purpose of the Instructor Training course is to train Instructors in both theory and practical methods of teaching in order to employ them immediately as an instructor at a licensed cosmetology school. The Course is specifically designed to develop integrity and ethics and desirable work habits and attitudes with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others, and an ethical approach to this profession.

Objectives:

- To create an excitable environment of instruction and support services to enable the students to complete the program in a timely manner.
- To properly train students to teach in all areas of Cosmetology services offered on the clinic floor.
- To develop a curriculum which trains students, both in theory and practical aspects of cosmetology, so they may successfully pass the State Board exam.
- To offer complete instruction, support services, academic advisement, and job placement assistance so the student is successfully employed in the field of Instruction.
- To promote a professional relationship with each student so they may become a valuable tool used by the school, in the constant strive for improvement.

Curriculum:

Basic Principles of Student Teaching	200
Psychology as applied to Cosmetology	50
Business Management	50
Practice Teaching	300
Total Hours:	600

Charges:

Instructor Training Tuition:	\$3800.00
Registration Fee:	<u>\$ 100.00</u>
Total Cost:	\$3900.00

Overtime Charges:

There are no overtime charges for this course.

The textbooks used for this course are included in the cost.

ISBN# for books used:	Milady’s Master Educator	-13:978-1-133-69369-7
	Milady’s Master Educator Exam Review	-13-978-1-133-77659-8

Tuition is due on the first day of school. No credit for training will be allowed unless all earned fees are paid in full. The student and guarantor will be responsible to the school for payment of fees. Should a student need to arrange payment plans, this must be done prior to starting classes. Payment Plans will be arranged on a case-by-case basis.

Gainful Employment - On-time Completion Rates – Instructor Training:

Central College of Cosmetology (2014-2015):	50%
Salem College of Hairstyling (2014-2015):	0%

Gainful Employment - Job Placement Rates – Instructor Training:

Central College of Cosmetology (2014-2015):	80%
Salem College of Hairstyling (2014-2015):	0%

Gainful Employment - Licensure Rate – Instructor Training:

Central College of Cosmetology (2014-2015):	100%
Salem College of Hairstyling (2014-2015):	0%

Median Loan Debt – Instructor Training:

Central College of Cosmetology (2014-2015):	0
Salem College of Hairstyling (2014-2015):	0

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MANICURING

Manicuring Course: 400 Hours

Program Length: 22 Weeks (30 Hours/Week)

Course Description: The primary purpose of the Manicuring course is to train students in both theory and practical experience, which will prepare them for immediate employment opportunities. The Course is particularly directed toward developing in the student desirable habits and attitudes with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others, and an ethical approach to this profession.

Course Goals:

- To create an excitable environment of instruction and support services to enable the students to complete the program in a timely manner.
- To properly train students to excel in all areas of Manicuring offered on the clinic floor.
- To develop a curriculum which trains students, both in theory and practical aspects of manicuring, so they may successfully pass the State Board Exam.
- To offer complete instruction, support services, job placement, and Academic Advising assistance so the student is successfully employed in the field of Manicuring.
- To promote a professional relationship with each student so they may become a valuable tool used by the school, in the constant strive for improvement.

Curriculum:

Manicuring hand and arm massage, and treatment of nails	220
Salesmanship and shop management	20
Study and the use and application of chemicals	40
Anatomy	10
State Law	10
Miscellaneous	80
Sanitation and Sterilization	20
Total Hours:	400

Charges:

Manicuring Tuition:	\$2900.00
Registration Fee:	<u>\$ 100.00</u>
Total Cost:	\$3000.00*

* A 20% Discount on the Manicuring Program will be given if tuition is paid in full on or before Start Date. Federal Aid is not available for this course.

Tuition is due on the first day of school. No credit for training will be allowed unless all earned fees are paid in full. The student and guarantor will be responsible to the school for payment of fees. Should a student need to arrange payment plans, this must be done prior to starting classes. Payment Plans will be arranged on a case-by-case basis.

*** Salem College of Hairstyling does not offer the Manicuring Course. ***

Overtime Charges:

There are no overtime charges for this course.

The textbooks used for this course are included in the cost.

ISBN# for books used:	Salon Fundamentals Nails Course Book	978-0-9789765-8-6
	Salon Fundamentals Workbook	978-0-9789765-0-70-9789765-0-9

Gainful Employment - On-time Completion Rates – Manicuring:

Central College of Cosmetology (2014-2015): 50%

Gainful Employment - Job Placement Rates – Manicuring:

Central College of Cosmetology (2014-2015): 20%

Gainful Employment - Licensure Rate – Manicuring:

Central College of Cosmetology (2014-2015): 100%

Median Loan Debt – Manicuring:

Central College of Cosmetology (2014-2015): 0

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SATISFACTORY ACADEMIC PROGRESS POLICY

This policy is in effect for all students attending this institution. This satisfactory progress policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS (Actual Hours)

Students are evaluated for Satisfactory Academic Progress as follows:

COSMETOLOGY:	Satisfactory Progress requirements will be evaluated at (450, 900, 1200) and at the end of the 1,500 closed (actual) hours. Clock Hour Pace: 450 clock hours (15/19.5 weeks) 900 clock hours (30/39 weeks) 1200 clock hours (40/52.5 weeks) 1500 clock hours (50/65 weeks)
INSTRUCTOR TRAINING:	Satisfactory Progress requirements will be evaluated at 300 and at the end of the 600 hours. Clock Hour Pace: 300 clock hours (10/13 weeks) 600 clock hours (20/26 weeks)
MANICURING:	Satisfactory Progress requirements will be evaluated at 200 and at the end of the 400 hours. Clock Hour Pace: 200 clock hours (7/11 weeks) 400 clock hours (14/22 weeks)

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the course. Transfer students will be evaluated the midpoint of the contracted hours or the established evaluation periods, whichever comes first.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order 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 an 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum timeframe allowed.

ATTENDANCE SPECIFICS

Each days attendance, including tardies, early time-outs, and absences will be the factors evaluated. Students must maintain an 80% attendance average to be considered making Satisfactory Progress at each checkpoint. Students who miss 30 consecutive days will be dismissed from school. All absences are considered unexcused unless a student is on an official leave of absence. There is no penalty for tardies or early timeouts as long as the student is meeting the minimum attendance requirements at each checkpoint. Students actual time will be calculated on actual hours rounded to the nearest quarter hour. Students that do not arrive at 9:00 am for theory may be required to wait until 10:00 am to enter the building.

MAXIMUM TIME FRAME

A student must complete a course in an amount of time that shall not exceed 125% of the course length. All students must complete the course within their maximum time frame requirements with a minimum of an 80% attendance average and a minimum 75% grade average.

<u>Course:</u>	<u>Maximum Time Frame</u>	
	<u>Weeks</u>	<u>Scheduled Hours</u>
Cosmetology (Full Time: 30 hrs/week) – 1500 Hours	65	1875
Instructor Training (Full Time: 30 hrs/week) – 600 Hours	26	750
Manicuring (Full Time: 30 hrs/week) – 400 Hours	22	500

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. If the performance does not meet the satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adapted by the school. Students must maintain a written and practical test grade average of 75%. Students must make up missed tests or incomplete assignments.

The grading scale is as follows:

<u>Written Assignments</u>	<u>Practical Assignments</u>	<u>Rating Code</u>
95%-100% = A	95%-100% = A	A = Excellent
90%-94% = B	90%-94% = B	B = Good
80%-89% = C	80%-89% = C	C = Satisfactory
75%-79% = D	75%-79% = D	D = Borderline- needs work
74% & Below = Unsatisfactory	74% & Below = Unsatisfactory	F = Failing

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academic and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of the satisfactory progress determination at the time of each of the evaluations. Students deemed not maintaining satisfactory may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory 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 and, if applicable, students may be deemed ineligible to receive Title IV funds.

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 make 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 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 and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the 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 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. If during your training an illness, injury, or emergency situation should arise that will cause an interruption of your training, you may after seeking advice from the campus director, and obtaining permission from the school president, take a leave of absence. This leave of absence should have no effect on the student's attendance rate or academic grade point average. A student may not be on leave for more than 180 total days while enrolled in the institution. It is also the college's policy not to allow more than two leave of absences during your training. The minimum amount of time a student may take a leave of absence for is thirty days. 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 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 mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation, if applicable, 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 and federal financial aid will be reinstated, if applicable.

NONCREDIT AND REMEDIAL COURSES

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours.

SPECIAL REQUIREMENTS

State funded financial aid programs have Satisfactory Progress policies that must be maintained in addition to the above. If students are receiving funds from these sources, the individual agency funding the student will inform him/her of those requirements.

COMPLAINT POLICY

If a student, teacher, or interested party should have a complaint, they need to put their complaint in writing, outline the nature of their complaint and submit to the Campus Director. The complainant must sign and date the complaint. The Campus Director will meet with the complainant within 10 days of the receipt of the complaint. If after careful evaluation the complaint cannot be resolved the complaint shall be referred to the school's Complaint Committee. The Complaint Committee consists of: The Director of Education, and the Executive Assistants to the President of the school. The Complaint Committee shall meet within 21 calendar days of the receipt of the complaint and review the allegations. If more information from the complainant is needed a letter shall be written outlining the additional information. If no further information is needed the Complaint Committee shall act on the allegations and a letter will be sent to the complainant within 15 calendar days, stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact. If the complainant is still unsatisfied with the results they may file a written complaint with the School President. The School President shall respond in writing within 30 days. If still dissatisfied, the complainant may file a complaint with NACCAS (National Accrediting Commission of Career Arts and Sciences) at: NACCAS, 4401 Ford Ave., Suite 1300, Alexandria, VA 22302-1432, and/or Missouri State Board of Cosmetology and Barbering, 3601 Missouri Blvd., Jefferson City, MO 65102. All requests will be answered within 30 days.

CANCELLATION AND REFUND POLICY

This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, school closure, or expulsion. The termination date for a refund computation is the last day of actual attendance by the student.

- A. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands their money back in writing, within three (3) business days of the signing of the enrollment agreement, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on the written notification or the date said information is delivered to the school administration in person. This policy applies regardless of whether or not the student has actually started training. If a student cancels his/her enrollment after three (3) business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school, less a registration fee of \$100.00.
- B. Prior to applying the following refund policy, unearned Title IV aid must be calculated. Title IV regulations require the return of any unearned funds to the United States Department of Education. The book and kit are issued to the student at no charge. The student agrees upon withdrawal to return both items to the school. If the student should graduate he/she need not return the book or kit. Books and kits are not issued prior to commencement of classes.

- C. For students who enroll in and begin classes the following schedule of tuition adjustment is authorized:

<u>Actual hours completed</u>	<u>Amount of Total Tuition Owed</u>
00.01% - 4.9%	20%
05.00% - 9.9%	30%
10.00% - 14.9%	40%
15.00% - 24.9%	45%
25.00% - 49.9%	70%
50.00% - And Over	100%

- D. Allocation of refunds: (1) to eliminate any amount of Federal Pell Grants awarded to the student for the period of enrollment for which he/she was charged (2) to repay required refunds of other Federal, State, private or institutional student financial assistance received by the student (3) to the student.
- E. An applicant rejected by the school shall be entitled to a refund of all monies paid.
- F. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student as defined in item A, or formal termination by the school, which shall occur at the end of any month in which a student has been absent from class for thirty consecutive days as determined by monthly monitoring of attendance, the student is expelled by the school, or the student notifies the school. In the case of a student who does not return from a leave of absence, the earlier of documented expected date of return or the date the student notifies the school that they will not be returning will become the date of withdrawal.
- G. If a course is cancelled subsequent to a student's enrollment, the school shall at its option; 1) provide a full refund of monies paid or 2) provide completion of the course. If the school is permanently closed after the student enrollment, the student shall be entitled to a pro-rata refund. A list of all students, who are enrolled at the time of school closure, including the amount of each pro-rata refund, will be submitted to our accreditor. In case of disabling illness, disabling accident or death, the school will make a settlement that is reasonable and fair to both. Collection procedures by Central and Salem Colleges reflect good tastes and sound ethical business practices. Our accreditors and/or approving agencies names will not be used in collection efforts. Any applicable refund policy will be applied prior to collection efforts.
- H. A registration fee of \$100.00 will be assessed to all students.
- I. Actual hours completed shall be determined by the actual number of clock hours the student has been in attendance. Students shall not be refunded the registration fee. Fee for completion of transcription will not exceed \$20.00.

GRADUATION REQUIREMENTS - ALL COURSES

Cosmetology students must complete a minimum of 1500 hours of training. Instructor Training students must complete a minimum of 600 hours of training. Manicuring students must complete a minimum of 400 hours of training.

- 1) All laboratory work must be completed.
- 2) All students must graduate with a combined grade average of at least 75%.
- 3) All students must graduate with an attendance average of no less than 80%.

*** Every student will be given a complete list of all written test, practical test and laboratory requirements during orientation.

**A DIPLOMA WILL BE AWARDED TO STUDENTS
MEETING THESE REQUIREMENTS!**

A DIPLOMA COULD BE YOURS!!!

LEAVE OF ABSENCE POLICY

If during your training an illness, injury, or emergency situation should arise that will cause an interruption of your training, you may after seeking advice from the campus director, and obtaining permission from the school president, take a leave of absence. This leave of absence should have no effect on the student's attendance rate or academic grade point average. A student may not be on leave for more than 180 total days while enrolled in the institution. It is also the college's policy not to allow more than two leave of absences during your training. The minimum amount of time a student may take a leave of absence for is thirty days. 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.

FINANCIAL AID – GENERAL INFORMATION

CENTRAL and SALEM COLLEGE has a Financial Aid Department to help assist you in this area. As the NATIONAL ACREDITING COMMISSION OF CAREER ARTS AND SCIENCES (NACCAS) accredits us, we are allowed to participate in the DEPARTMENT OF EDUCATION'S TITLE IV FUNDING PROGRAMS. These funds are used to assist you in your education expenses. We participate in the Federal Government's **Pell Grant Program**. Central and Salem College also have scholarships available for those who qualify.

These Grants and Awards are available to those who qualify by using Department of Education standards. They are based upon need, which is calculated by your previous year's income tax return. This statement will assist you in applying for the **Pell Grant**. If you did file a return, we need you to bring it to the office; this will help you answer the questions on your Pell Application. Our Financial Aid Officer is very knowledgeable and will assist you in every way possible to help you obtain the financial help you need.

PRIVACY ACT

Each student (or parent or guardian if the student is a dependent minor) shall have access to the student's records under proper supervision. The school must have written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law. The school before publishing "directory information" such as name, address and phone number of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items. The school shall provide and permit access to student and other school records as required for any accrediting process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in a response to a directive of the Commission.

GENERAL TERMS AND CONDITIONS

Attendance:

St. Robert Campus

The following schedules apply to ALL day time students, who are enrolled in a 30 hour per week program, regardless of the course in which the student is enrolled. Day students that are enrolled in a 24 hour per week program will have a schedule determined on an individual basis which must be approved by the school prior to starting classes.

9:00 am – 4:00 pm Monday – Friday (30 hour per week student)

*** Students are given one hour for lunch, and make up time is available 4pm - 9pm, Monday – Thursday and 4pm - 8pm on Friday.

The following schedules apply to ALL night time students who are enrolled in a 24 hour per week program, regardless of the course in which the student is enrolled

4:00 pm – 9:00 pm Monday – Thursday

4:00 pm – 8:00 pm Friday

*** Make up time is available 9am – 4pm Monday – Friday.

Camdenton Campus

The following schedules apply to ALL students, who are enrolled in a 30 hour per week program, regardless of the course in which the student is enrolled. Students that are enrolled in a 24 hour per week program will have a schedule determined on an individual basis which must be approved by the school prior to starting classes.

9:00 am – 4:00 pm Monday – Friday (30 hour per week student)

*** Students are given one hour for lunch, and make up time is available 4pm - 7pm, Monday – Tuesday and 4pm – 5pm on Wednesday-Friday.

Rolla Campus

The following schedules apply to ALL day time students, who are enrolled in a 30 hour per week program, regardless of the course in which the student is enrolled. Students that are enrolled in a 24 hour per week program will have a schedule determined on an individual basis which must be approved by the school prior to starting classes.

9:00 am – 4:00 pm Monday – Friday (30 hour per week student)

*** Students are given one hour for lunch, and make up time is available 4pm - 9pm, Monday and Tuesday and 4pm – 5pm, Wednesday-Friday.

School Closing Policy:

In case of bad weather or some unforeseen event, the College Policy is as follows:

Students are to listen to a local radio station. If the Camdenton High School is closed for bad weather then Central College of Cosmetology in Camdenton will also be closed. If the Waynesville High School is closed for bad weather then Central College of Cosmetology in St. Robert will be closed. If the Rolla High school is closed for bad weather the Salem College of Hairstyling in Rolla will be closed. Other unforeseen cancellations will be broadcast on local radio stations as well.

Holidays Observed:

Central and Salem College recognizes the following holidays and will be closed on these days, the school reserves the right to add or delete holidays from its schedule:

Christmas Break	December 24, 2015 - January 01, 2016
MLK Day/1 st Qtr Staff Meeting	January 18, 2016
Good Friday/2 nd Qtr Staff Meeting	March 25, 2016
Memorial Day	May 30, 2016
Summer Break	July 4 - July 08, 2016
Teacher Workshop/3 rd Qtr Staff Meeting	August 15, 2016
Labor Day	September 05, 2016
Veterans Day/4 th Qtr Staff Meeting	November 11, 2016
Thanksgiving Break	November 23-25, 2016
Christmas Break	December 23, 2016 – December 30, 2016

Vaccinations Policy:

Central and Salem College does not require vaccinations for admission into our programs. Anyone interested in getting more information about vaccinations should contact their local public health department or consult with their health care provider.

Office of the Ombudsman for Student Loans:

<http://sfahelp.ed.gov/ombudsman/index.html>

Toll Free Telephone: 1-877-557-2575

Mail: Office of the Ombudsman

Student Financial Assistance - U.S. Department of Education

Rm. 3012, ROB #3 - 7th and D Streets, SW,

Washington, DC

WHAT TO EXPECT AS A LICENSED STUDENT

1. Each student will have orientation on the first day of class and will be given time to become acquainted with our College system and other students.
2. Time Clock – all students must clock in and out for our record keeping system. The school may require that the student have the instructor sign them in and out on their time cards.
3. Lockers are provided for students, to be used for purses and other personal things. If a student wants a lock he/she must provide his/her own. Students may have to share a locker with another student.
4. A textbook (the latest edition available) is provided to each student. Study sheets for each chapter are also provided.
5. At the end of the freshman training, students are assigned a station to receive clients for actual hands-on training. Students may be required to share a station with another student.
6. Parking – Students will park in designated areas.
7. Students are required to wear a lab jacket when working on patrons on the clinic floor.
8. Appearance is very important – any student who comes to class in an unkempt manner, may be confined to classroom and/or sent home.
9. Personal Phone Calls – No student may be called off the clinic floor unless it is an emergency.

UNIFORM DRESS CODE

Central and Salem College's dress code is a vital part of your training. **We are not only learning beauty, but also selling beauty.** Your personal appearance can mean the difference between success and failure! As you know, people make a visual decision, or **FIRST IMPRESSION in the first 5 seconds upon meeting you.** This can either relax your client and you have gained his/her confidence, or he/she will be apprehensive and doubt your ability as a stylist, feeling he/she needs to tell you every move to make. **Your appearance reflects you attitude and personality, so be cautious, caring, and considerate along with a professional appearance and you have won half of the battle.**

ATTITUDE

Students are expected to cooperate and function as responsible citizens. Any attitude or activity, at the time, that is not conducive to maintaining the high standards of a professional, or to show lack of effort, on the part of the student to improve, is cause for disciplinary action. Disciplinary actions (probation, suspension, or termination) will be imposed (based on a review by school officials) for the following reasons:

- 1) Dishonesty
- 2) Insubordination
- 3) Possession of or drinking of alcoholic beverages
- 4) Immoral conduct
- 5) Possession, use, selling, making, or distribution of non-prescribed controlled substances.
- 6) Cheating or assisting to cheat.
- 7) Destruction of private or College property.
- 8) Use of vulgar or profane language.
- 9) Willfully engaging in conduct that is detrimental to the best interest of students, clients, or the educational program.
- 10) Failure to obey all cosmetology laws.
- 11) Failure to follow College rules, regulations and/or policies.

ACADEMIC ADVISEMENT

Students will be ADVISED on an individual basis at designated intervals. ACADEMIC ADVISEMENT may also be obtained through faculty referrals or by request of the student.

PLACEMENT

CENTRAL AND SALEM COLLEGE'S strive for successful placement of every graduate. However, our college cannot guarantee placement. Our College Placement Office will work with you to help you write your resume, help you prepare for an interview. Our Placement Office also works with Salons to keep an up-to-date listing of all job openings in the area. We will help arrange an interview for you. Our Placement Office also keeps a list of salons that have hired our graduates in the past. Our placement services are available to you as a student and also available to you anytime if you're a graduate of one of our colleges.

GENERAL FACILITIES AND EQUIPMENT AND ADMINISTRATIVE OFFICES

The Classrooms are spacious areas equipped with up-to-date equipment used in instruction. There are no handicapped facilities or equipment. Various teaching aids include: Videos and video camera, library used for research, and overhead projector and transparencies. Various lines of product are used in the clinic; enrolling students are informed of various products to be used. The administrative office for Central College of Cosmetology in St. Robert, is located at 690 Missouri Avenue, Suite #3, St. Robert, Missouri. The administrative office for Central College of Cosmetology in Camdenton is located at 246 E. US Highway 540, Camdenton, Missouri. Central College of Cosmetology in Camdenton is a branch location of Central College of Cosmetology that is located in St. Robert, Missouri. The administrative office for Salem College of Hairstyling is located at 1051 Kingshighway, Suite #1, Rolla, Missouri.

CAMPUS SECURITY

All information on campus security for Central and Salem Colleges may be found by visiting the World Wide Web at the following address: <http://ope.ed.gov/security/>

You may obtain a paper copy of this information from Joe Nicholson – P.O. Box 1208 – Linn Creek, Missouri 65052.

The campus security report is also available on the schools website.

VOTER REGISTRATION

Missouri voter registration forms are available in each school office.

SEX OFFENDER LIST

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

COPYRIGHT INFRINGEMENT

Any applicant, student or staff member prosecuted for violating copyright laws will solely be responsible for all fines and fees.

Unauthorized Distribution of Copyrighted Material and Peer-to-Peer File Sharing.

Students of Central College of Cosmetology/Salem College of Hairstyling are not allowed to violate Copyright laws or share files with other students on original forms of expression. The 1976 Copyright Acts states, "Copyright protection subsists, in accordance with this title, in original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.: (US Code, Title 17, Section 102).

Types of Works Protected. The Act lists the following protected works of authorship:

- Literary works;
- Musical works, including any accompanying words;
- Dramatic works, including any accompanying music;
- Pantomimes and choreographic works;
- Pictorial, graphic, and sculptural works;
- Motion pictures and other audiovisual works;
- Sound recordings; and
- Architectural works (US Code, Title 17, Section 102)

Penalties for Violating Federal Copyright Laws

Penalties for violating copyright laws can vary, but can range from a "Cease and Desist" order to fines, to lawsuits. To avoid these penalties, you must obtain written authorization from the copyright owner allowing us of the material.

Institutional Disciplinary actions for violations using the institutional computer system:

Students and staff violating any of the above policies or violating the use of the school's computer system will be personally responsible for all penalties and fees.

Central College of Cosmetology/Salem College of Hairstyling does not provide computers with Internet access for student uses at any time, so any form of file sharing is prohibited.

EXPECTATIONS OF ALL COURSES

PHYSICAL DEMANDS: Although the field of cosmetology is not considered a physically demanding one, you will find that it does require a certain amount of physical stamina. Due to the nature of the field of cosmetology, prolonged periods of standing, sitting and bending at the waist will be required. Lifting and periods of manual dexterity will be required in some cases.

SALARY AND COMPENSATION: The salary structure within the field of cosmetology is very diverse. Actual income is based on such factors as the particular field you have chosen, the area you choose to work, whether you will work full- time or part-time, commission, salary, or combination commission and salary, bonus or other incentive system, or whether you choose to own your own business. The average salary for a full time salon professional is \$38,500.00 including tips. (Although, salaries may vary depending on where you work.) This figure comes from a 1999 survey by the National Accrediting Commission of Cosmetology Arts and Sciences. For current information in your area, consult the JOB OUTLOOK INDEX at your local library.

LICENSING: [Http://online.onetcenter.org/Licensing](http://online.onetcenter.org/Licensing). The Missouri Cosmetology Board requires a student to acquire no less than 150 hours for Cosmetology, 750 hours for Esthetics and 400 hours for Nail Technology. If you are transferring from another state, you may be able to transfer all or part of your hours from the state you were attending. The Missouri State Board will determine the number of hours that will be accepted. You must be at least 17 years of age to take the exam and must have successful completion of the 10th grade including 10 high school credits. Instructor licensing requires high school completion or a GED, a current Cosmetology or Nail Technology license in the state of Missouri and successful completion of 600 theory and practical hours in teaching methodology. The hours needed may be reduced in certain cases determined by the Missouri State Board of Cosmetology. Licenses are issued by the State Board of Cosmetology when completion of hours required by your chosen course are completed, and exams are passed, both practical and written. Licenses must be renewed every two years thereafter. You do not have to take an exam to renew your license.

HAZARDS: The Missouri State Board of Cosmetology has taken great care in insuring that students will be provided with a safe working environment, including stringent sanitary procedures. Therefore, there are very few hazards to be encountered during training. Schools often adopt even more stringent rules and requirement to be followed by students, staff, employees and customers to ensure a safe learning facility.

**INSTITUTIONAL RATES CENTRAL COLLEGE OF COSMETOLOGY
CAMDENTON AND ST. ROBERT CAMPUSES**

- 63.27% or 62 out of 98 students scheduled to graduate in the calendar year 2014 went on to graduate.
- 66.13% or 41 out of 62 students who went on to graduate in that year have found jobs in their field of study.
- 100% or 53 out of 53 students went on to pass their state board examinations.

**COSMETOLOGY PROGRAM CENTRAL COLLEGE OF COSMETOLOGY
CAMDENTON AND ST. ROBERT CAMPUSES**

To help you make your decision about whether to sign up for this program, we want you to know that, according to the latest information –

- 59.77% or 52 out of 87 students scheduled to graduate in the calendar year of 2014 went on to graduate.
- 69.23% or 36 out of 52 students who went on to graduate in that year have found jobs in their field of study.
- 100% or 46 out of 46 students went on to pass their state board examinations.

**INSTRUCTOR TRAINING PROGRAM FOR CENTRAL COLLEGE OF COSMETOLOGY
CAMDENTON AND ST. ROBERT CAMPUSES**

To help you make your decision about whether to sign up for this program, we want you to know that, according to the latest information –

- 100% or 5 out of 5 students scheduled to graduate in the calendar year of 2014 went on to graduate.
- 80% or 4 out of 5 students who went on to graduate in that year have found jobs in their field of study.
- 100% or 3 out of 3 students went on to pass their state board examinations.

**MANICURING PROGRAM CENTRAL COLLEGE OF COSMETOLOGY
CAMDENTON AND ST. ROBERT CAMPUSES**

To help you make your decision about whether to sign up for this program, we want you to know that, according to the latest information –

- 83.34% or 11 out of 11 students scheduled to graduate in the calendar year of 2014 went on to graduate.
- 20% or 1 out of 5 students who went on to graduate in that year have found jobs in their field of study.
- 100% or 4 out of 4 students went on to pass their state board examinations.

INSTITUTIONAL RATES SALEM COLLEGE OF HAIRSTYLING

- 67.64% or 23 out of 34 students scheduled to graduate in the calendar year 2014 went on to graduate.
- 73.41% or 17 out of 23 students who went on to graduate in that year have found jobs in their field of study.
- 95% or 19 out of 20 students went on to pass their state board examinations.

COSMETOLOGY PROGRAM SALEM COLLEGE OF HAIRSTYLING

To help you make your decision about whether to sign up for this program, we want you to know that, according to the latest information –

- 67.64% or 23 out of 34 students scheduled to graduate in the calendar year of 2014 went on to graduate.
- 73.41% or 17 out of 23 students who went on to graduate in that year have found jobs in their field of study.
- 95% or 19 out of 20 students went on to pass their state board examinations.

INSTRUCTOR TRAINING PROGRAM FOR SALEM COLLEGE OF HAIRSTYLING

To help you make your decision about whether to sign up for this program, we want you to know that, according to the latest information –

- 0% or 0 out of 0 students scheduled to graduate in the calendar year of 2014 went on to graduate.
- 0% or 0 out of 0 student who went on to graduate in that year has found a job in their field of study.
- 0% or 0 out of 0 student went on to pass their state board examinations.

Many Opportunities

With license in hand, most graduates find their first employment in a beauty salon. Beauty salons are located everywhere from Main Street to vacationland, offering many, many opportunities for an ambitious cosmetologist. The art of beauty culture is every challenging, ever rewarding. Whether you prefer to remain in your own hometown or seek the pleasure of resort living, the choice is yours to make. For the really true adventurer there are openings around the globe and the airlines to take you there.

License is Required

After satisfactorily completing the training requirements you will receive your graduation certificate and must take the state examination. Your license will be honored anywhere in the state you examined and successfully passed, and in many states through the reciprocity act. Please check with the individual state you wish to work in.

Job Opportunities for Cosmetologists

Stylist, Manicurist, Salon owner, Skin Care Specialist, Makeup Artist, Salon Manager, Hair Color Technician.

Job Opportunities for Estheticians

Esthetician, Assistant to Dermatologists, Salon or Spa Manager, Salon or Spa Owner, Product Demonstrator, Microdermabrasion Specialist Cosmetic Buyer, Make-up Artist

Job Opportunities for Nail Technicians

Manicurist, Sculptured Nail Tech, Salon Owner, Salon Manager, Spa Nail Specialist/Technician.

In Addition...Job Opportunities for Cosmetologists, Estheticians, and Nail Technicians

Beauty Editor, Editorial Assistant, Technical Support, Educational Assistant, Buyer, School Owner, Free Lance Writer, School Manager, Guest Artist Teach, Instructor, Sales person Representative, Educational Demonstrator, State Board Member, Research Assistant School Director.

Job Opportunities for Instructors

All of the listed opportunities plus Cosmetology Instructor, Nail Tech Instructor, Esthetics Instructor.

SEXUAL HARASSMENT

Students, instructors, and staff are entitled to learn and work in an environment free of sexual harassment. Sexual harassment is prohibited in any school-related activity. Sexual harassment is defined as unwelcome sexual advances (including sexual assault, requests for sexual favors, and/or physical, verbal or written conduct of sexual nature when):

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment education or participation in the school's programs or activities, or,
- Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual is used as a basis for decisions pertaining to an individual's employment,, education, or participation in our school's programs or activities, or
- Such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct, or
- Such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with an individual's work, education, or participation in our programs or activities.