

CHARZANNE BEAUTY COLLEGE



STUDENT HANDBOOK
MARCH 2022 REVISION

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A LETTER OF WELCOME TO THE STUDENT

Dear Student,

On behalf of the Charzanne staff, I want to personally welcome you. We are so excited with your decision to become a new student at Charzanne Beauty College. We want you to know, once you have entered our doors, as a student, we will do everything possible to make your education comprehensive, efficient, interesting, and worthwhile. We believe you have made a very wise decision in choosing our institution.

We sincerely hope our relationship will be based on trust. We want you to be able to trust our dedicated instructors to work very hard to help you become the successful, professional cosmetologist you aspire to become. We will trust you to give this educational experience your very best effort. We encourage you to use your initiative, dedication, attitude, honesty and effort to your utmost ability and you will almost certainly gain the training you need to become licensed and gainfully employed. We promise to reciprocate by giving you the very best educational experience we can. There will be hard work involved but it will be worthwhile and necessary to accomplish the task. We will be there with you, the entire way, to help ensure your ultimate success.

We congratulate you on your decision we hope you will always enjoy your time at Charzanne Beauty College. My door is always open to you. Please do not ever hesitate to let me know if there is anything I can do to make your time here more enjoyable and successful.

Sincerely,

Fallon K. Canupp, President and Director

INSTITUTIONAL CHARACTERISTICS

Charzanne Beauty College is in Greenwood County, South Carolina, on the east side of the city of Greenwood, which is the county seat. The property is located on Highway 72, a heavily traveled motor thoroughfare within the city of Greenwood, Visibility and accessibility are excellent, Charzanne Beauty College is a single campus institution with no additional branches at this time. A single structure houses the administrative offices, classroom, and clinic floor. There are no other institutional structures.

Charzanne Beauty College was founded in 1959 by Ms. Rebecca Adams Pitts (later Rebecca Crowe). The first students were admitted in 1959 and graduated the same year, Mr. Garrett Walker Byrd, a member of the South Carolina Cosmetology Hall of Fame, purchased the school in 1966. At that time Mr. Byrd purchased the land of the present location and had the present building constructed. In 1991 Mr. Byrd leased the business to Evangeline Levesque but retained ownership of the land and property. In October of 1993 Martha Roberts purchased the school from Mr. Byrd, as a sole proprietorship. On July 1, 1995, Charzanne Beauty College was restructured as a corporation under South Carolina law. On March 20, 1998, Don and Cille Bishop purchased the corporation from Mrs. Roberts. Mr. and Mrs. Bishop also purchased the land and building from Mr. Byrd. Cille Bishop was the lead instructor at Charzanne for six years prior to purchasing the school. She became the school's President and Director with Mr. Bishop, a licensed Financial Advisor, the Vice President. Mr. and Mrs. Bishop considered changing the name of the institution to something more befitting their ownership of the school; however, they ultimately decided that changing the name could be detrimental as the school has been a mainstay of the community for nearly 40 years and has always been recognized under the existing name. The decision was made to leave the name as it was. In March of 2022, Mr. & Mrs. Bishop sold the college to Scott and Fallon Canupp, with Mrs. Canupp becoming the school's President and Director and Mr. Canupp, a 26-year Active Army Veteran and Lead Design Engineer at Eaton Electrical, as Vice President. Mr. & Mrs. Canupp plans to also keep then name of the school the same, but also plans to open two more off campus programs for students who wish to specialize in particular areas.

The school is regulated and licensed by the South Carolina Board of Cosmetology, which is a division of the South Carolina Department of Labor, Licensing and Regulation. Charzanne is currently approved for participation in the Federal Pell Grant program and the Federal Direct Student Loan program, by the US Department of Education, and is accredited by the Council of Occupational Education. At the November 2016 Annual Meeting, in San Antonio, Charzanne Beauty College was recognized for 30 years of continuous accreditation with the Council on Occupational Education. Charzanne is a long-time member of the South Carolina Association of Cosmetology Schools (SCACS).

During a typical academic year, the cumulative enrollment at Charzanne is approximately 85 full-time and part-time students. There are currently three full-time instructors, one part-time instructor, and one administrative staff member employed by the institution.

Cosmetology training for licensure as a registered cosmetologist is the only program offered at Charzanne. The level of academic offering is "at least one, but less than two years past Grade

12." The program is a continuous clock hour program consisting of 1500 clock hours, Day and evening instruction is available. A typical full-time (day) student will attend 30 hours per week, A typical part-time (evening) student will attend 16 hours per week. The evening program of instruction does not adhere to the same schedule as the day class, but the academic and practical framing is maintained as uniformly as possible between the classes. The same text, tests and practical requirements apply equally to both day and evening students.

Charzanne has an open enrollment policy, with orientation normally conducted twice per month, depending on the number of applicants, there are no separate summer sessions.

Charzanne sponsors two continuing education classes each year, for local cosmetology professionals. The classes are held in the James Self Conference Center of Piedmont Technical College, in Greenwood. The classes are held in November and December of each year, Typical cumulative attendance in the classes is approximately 200-300 each year. Charzanne employs the services of a licensed and State Board approved instructor to teach the Continuing Education classes.

MISSION STATEMENT FOR THE INSTITUTION

From its inception, Charzanne Beauty College is, and always has been, an institution dedicated to the training and development of aspiring cosmetology professionals. Thus, the institution has a clear and concise mission statement to guide the institution and the program. The mission statement is as follows:

The primary mission of Charzanne Beauty College is to train students, in the practice of cosmetology, to such competency that they can pass the South Carolina State Board exam, become licensed by the State Board, and are qualified for successful employment and advancement in their chosen field.

Charzanne Beauty College ORGANIZATIONAL CHART

Charzanne Beauty College, Inc., is incorporated and recognized by the Secretary of State of South Carolina and accredited by the Council on Occupational Education.

GOVERNING BODY

The governing body of Charzanne Beauty College consists of the institution's owners and corporate shareholders, Fallon, and Scott Canupp. The governing body is the final authority on all decisions regarding the operation of the institution and all financial matters.

- **Fallon Canupp** – Owner/ President/ Director/ Governing Board/ Chief Financial Aid Officer
Administrator responsible for all legal matters
Institutional contact administrator for all matters concerning the U.S. Department of Education and Council on Occupational Education
Phone-864-337-0944

- **Scott Canupp** – Co Owner/ Vice President/ Governing Board/ Campus Security Administrator
Phone-864-871-0321 (Office) 864-223-0556

CORPORATE OFFICER

Fallon Canupp - President/Director

Scott Canupp - Vice President

ADMINISTRATIVE STAFF

Fallon Canupp - Director/ Chief Financial Aid Officer

Scott Canupp - Campus Security Officer

Melissa Gibert – Senior Instructor/ Manager/ Financial Aid Officer

Kyley Caldwell – Instructor / Financial Aid Officer

FACULTY

Melissa Gibert – Manager/ Instructor – Full Time

Kyley Caldwell - Instructor - Full Time

Kyla Brown- Instructor – Full Time

Cille Bishop- Substitute Instructor

INSTRUCTIONAL SUPPORT

Position Currently Open

CHARZANNE BEAUTY COLLEGE, INC, ORGANIZATIONAL CHART

Fallon K. Canupp
Owner
President / Director
Chief Financial Officer
Governing Board

Eric S. Canupp
Owner
Vice President
Governing Board
Campus Security Administrator

Melissa Gibert
Manager / Assistant Director
Assistant Financial aid Administrator
F/T Instructor

Kyley Caldwell
F/T Instructor
Financial Aid Administrator

Cille Bishop
P/T Instructor

Kyla Brown
P/T Instructor

Code of Ethics

Charzanne Beauty College's principal objective is to provide the most complete and outstanding training program available to produce qualified cosmetologists, manicurists, and teachers.

This school strives continuously to improve its operation to keep up with ever changing developments and new techniques.

This school observes all rules and regulations issued by the South Carolina State Board of Cosmetology.

The school encourages its instructors to keep up with the latest teaching methods in cosmetology by reading educational books and magazines, by attending teacher's continuing education classes, entering students in competitions. And going to hair shows as much as possible. The students are given product knowledge classes by several different lines.

This school takes part in educational classes to update cosmetologist licenses {vice a year and the students may attend these classes.

This school makes use of acceptable teaching techniques and training aids (such as textbook% workshops, videos, DVDs) to provide the best possible training for its students

This school purchases only high-grade standard equipment, kits, cosmetics, and beauty supplies to be used for instruction or fit's students.

This school maintains honest and fair relationships with its staff, students, clients, and the governing State Board, and other schools.

This school refrains from criticizing or advertising in a manner which might reflect unfavorably on other schools and the cosmetology profession.

NOTICE OF CONSUMER INFORMATION

ALL INFORMATION LISTED BELOW IS AVAILABLE TO CURRENT AND PROSPECTIVE STUDENTS AT ANY TIME

Website address for the Net Price Calculator for Charzanne Beauty College, Inc.

<http://www.charzannebeautycollege.com/netprice/npcalc.htm>

Gainful Employment Disclosure for Charzanne Beauty College:

- Classification of Instructional Program (CIP) Code: 12.0401 - Cosmetology
- Approximate Program Length in months: Full time 13 months Part-time = 24 months
- Tuition and Fees
- Tuition — \$16,500
- Books and Enrollment Fee = \$500, Kit- \$1,500
- Median Loan Debt of Graduates:
- Federal Direct Loans \$5,105
- Private and Institutional Loans =\$0 On Time
- Graduation Rate — 75%
- Job Placement Rate for Graduates 87%
- Graduate Licensure Exam Passing Rate — 100%

Standard Occupational Code for the Cosmetology Program:

39-5012.00

Link for the Standard Occupational Code for the Cosmetology Program:

<http://www.onetcodeconnector.org/ccreport/39-5012.00>

The following is the website address for SC Voter Registration <http://www.scvotes.org>

A staff member of Charzanne Beauty College can assist student with the voter registration process.

Obtaining a GED for Prospective Students

For any Prospective Student not possessing a current High School Diploma, Charzanne Beauty College staff and Administration can assist you in the process of obtaining one.

Special Facilities/Services Available to Disabled Students

The school does not maintain special facilities directly related to disabled students. However, reasonable accommodations will be made, by the school, for individuals who request accommodations in writing. The school has the right to determine whether an accommodation is reasonable. The school also has a right to request medical documentation for the accommodation.

Drug Free Policy

Charzanne Beauty College maintains a "Zero Tolerance" Drug Free Policy. Please refer to the Student Handbook for Charzanne Drug Prevention Awareness policy

Basic Financial Aid Information

Financial Aid is available for those Who qualify. Charzanne Beauty College participates in financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs in order to participate. Charzanne Beauty College administrates its financial aid programs in accordance with prevailing

federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in the school catalog.

Each prospective student who is requesting financial assistance is required to attend a personal interview with the Business Administrator. During this interview, the applicant is required to complete or get the directions for filing a Free Application for Federal Student Aid on the Web. The directions are available from the Admissions and Business Department, and it is used to gather and soft information about a student, which is used to determine an individual's eligibility for financial assistance. All verification documents, which the Financial Aid Officer identifies, must be submitted to the Business office before any student may receive federal aid.

How to Apply

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA). This application is available on-line at (<http://fafsa.ed.gov>).

Applications are processed through the Financial Aid Office and all information is confidential. Students must be accepted at Charzanne Beauty College before financial aid applications can be processed.

Federal Pell Grant Program

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard U.S. Department of Education formula, which uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a post-secondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Direct Student Loan Program

Like the Pell Grant program, the Federal Direct Student Loan program is administered by the U.S. Department of Education and is designed to assist those students desiring to continue their education. Eligibility is determined by the Department of Education. Funds granted through the Federal Direct Student Loan program must be repaid, after the student has completed his/her education, or has officially withdrawn from the program.

Satisfactory Academic Progress Policy

Charzanne Beauty College maintains the Satisfactory Academic Progress Policy in the Student Handbook that is available in the Admissions Office during normal business hours, and it is available online to each prospective student prior to enrollment. Within the Satisfactory Academic Progress Policy, there is information regarding probation, appeals procedure, and how to regain satisfactory progress.

Return fo Title IV

For information regarding Return to Title IV, please consult the student handbook for the school's refund policies. You can obtain a copy of the student handbook online or from the school during normal business hours. The Business Administrator is also available to discuss the Return to Title IV process if requested.

Confidentiality and Access of the Student's Records

In accordance with the Family Education Rights and Privacy Act of Students (FERPA), the student or parents of dependent minor students have the right to access and review the student's cumulative records. This may be done by written request at a time convenient for both parties. In the case of a student who lives outside of a reasonable driving distance, copies will be sent at \$.50 per page plus postage costs. If the review is done at the institution,

the institution reserves the right to have a staff person present during the review. The FERPA also ensures that records cannot be released without the written consent of the student, or parents or guardians in the event the student is still a dependent minor, except in the following situations:

1. To school officials who have legitimate educational interest in the records.
2. To certain officials of the US Department of Education, of the Comptroller General, and of state or local educational authorities in connection with said supported education programs.
3. Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse. 4. To accrediting commission to conduct their functions- judicial order or subpoena — parents of dependent minor students — or appropriate parties in case of a health or safety emergency.

If there is inaccurate information, the student or parents of the dependent minor have the right to request to change the inaccurate information. The school has the right to deny this request. At this time the student, or parents of the dependent minor, may request an internal hearing to challenge the contents. Decisions made at the hearing are final. The school will submit information pursuant to a court ordered subpoena. However, reasonable efforts will be made to notify the student or parent of the dependent student prior to the release of information. This is true except in cases of ex parte which is a subpoena that would require the school to not inform the student or parents of the dependent minor. In case of a health or safety emergency, personally identifiable information may be released to appropriate parties to protect the safety of the student or other individuals. *** Records of the school will be maintained for a minimum period of 3years. ***

Consolidated Appropriations Act

Charzanne Beauty College Participates in the Consolidated Appropriations Act, whereby, on September 17th of each year the school educates students by commemorating the September 17, 1787 signing of The Constitution of the United States

STUDENT ADMISSION POLICY

All prospective students are required to have a personal interview with the Assistant Director. During this interview the student is provided information regarding the school hours, attendance, grade requirements, satisfactory progress standards, tuition costs (including financial aid options), and other pertinent information about the institution.

Any prospective student must:

- Be at least 16 years of age.
- Provide a valid High School diploma, proof of graduation, or a GED Certificate.
- In lieu of a valid diploma, the institute will accept an official transcript from the student's high school, provided the transcript is signed, embossed and sealed prior to delivery to the institution. A fax copy of an official transcript may be accepted if it includes a cover sheet with the school's letterhead and a school official's signature and contact information.
- Provide a valid driver's license or photo ID and a Social Security Card.
- Complete and enrollment application and score achieve a minimum score of 75% on the institutional entrance exam.
- Complete all financial applications and paperwork. If a student withdraws from the program, no hours or academic information will be released until all financial obligations have been met.

The admission requirements are consistent with, and in compliance with, the rules and regulations of the South Carolina State Board of Cosmetology.

Charzanne Beauty College does not discriminate based on age, sex, race, ethnic origin or religion.

POLICY FOR INCOMING TRANSFER STUDENTS

Any student with previous training, achieved in an approved cosmetology institution, may apply for admission and to have their earned credit transferred to Charzanne. Admission and acceptance of the previously earned credit is subject to the approval of the school's administration.

Upon application, the student must supply Charzanne Beauty College with an official transcript documenting the earned credit. At that time, the student's previous institution will be contacted to verify & the earned credit and to also verify that tuition has been paid for all earned credit at the previous institution. Charzanne will only accept earned credit from students who were in

good standing, progressing satisfactorily, and who had paid all applicable fees and tuition at the previous institution.

If it is discovered the student had a poor record of progress or performance, the administration of Charzanne Beauty College will have the right to accept only that credit which will assure the administration the student can be successful in the completion of the course and in passing the licensing exam by the South Carolina State Board of Cosmetology.

Once all required documentation is completed and received, the administration of Charzanne Beauty College has successfully gathered all other necessary information, and the staff and administration is satisfied with the student's record, the student will then be approved for admission to the institution.

CLASS SCHEDULES

CLASS STARTING DATES

Prospective students may apply for enrollment on any day of the week, during regular business hours. The prospective students are seen by appointment only. Students will be notified of the next starting dates when they call about enrolling. Charzanne has designated starting dates which are every other Wednesday of each month. On this starting date the student goes through orientation to prepare each student.

SCHOOL CALENDAR

Charzanne Beauty College is open Tuesday, Wednesday, and Thursday for both day and evening classes. Charzanne is open on Friday, for day classes only. Charzanne is open on Saturday mornings, from 8:30-12:30. Both day and evening students are required to attend on Saturdays. The school is closed on Mondays and on the following legal holidays which may not fall on a Monday:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Independence Day
- Thanksgiving Day
- Christmas Day

The school is closed for Winter Break, and for Spring Break, which will coincide with the dates of Greenwood County School District 50.

The school may be closed for special occasions, at the discretion of the Director, such closures will be communicated to the students at the earliest possible time. The school utilizes a revolving curriculum and, therefore, offers monthly enrollment. The monthly enrollment orientation is usually held twice a month on every other Wednesday but can be rescheduled by the Director to best benefit incoming students. Being a clock hour school, with monthly enrollment, gives the prospective students a great advantage as they can enroll and begin classes when it best suits their schedule.

CLASS SCHEDULE

At Charzanne, the student's time is initially spent in the theoretical as well as in practical work. The goal is to establish thorough and complete knowledge, as well as good professional habits. The course consists of demonstrations, lectures, and examinations, The scheduling of the first 1/3 of the course is primarily in classroom work. The latter portion consists of actual application of all phases of cosmetology procedures on clients, under the supervision of the instructor. This, typically, happens after a student has reached the 300-hour point.

COURSE SCHEDULE

Charzanne Beauty College operates under a 900-hour academic year and defines a full-time student as one who attends at least 30 hours weekly.

Day Class schedule:

Tuesday - 9AM - 2PM

Wednesday, Thursday, and Friday 9AM - 4:30PM.

Saturday – 8:30-12:30 PM

This full-time schedule is 30 hours per week.

Evening Class Schedule:

Tuesday, Wednesday, Thursday 5PM-9PM

Saturday - 8:30AM - 12:30PM

This part-time schedule is 16 hours per week.

Cosmetology Practical/Theory Requirement±

Shampoo	Blow Drying	Updo	Phase 1 Test Out
Finger Waving	Thermal Curl	Facials	Practical #1 and #2
Waxing	Scalp Treatments		Mock Board #1
Braiding	Pin Curling	Hair Color	Mock Board #2
Roller Sets	Chemical Relaxing	Manicuring	Final Exam
Comb Outs	Haircutting	Permanent Wave	

Cosmetology Curriculum

SUBJECTS	HOURS
Sanitation and Sterilization	45
Personal Hygiene & Good Grooming	30
Professionalism — Professional Ethics	35
Public Relations, Salesmanship & Psychology	50
Anatomy	45
Dermatology	25
Trichology	25
Nail Structure	15
Chemistry	100
Safety Precautions (Public Safety)	30
Shampoos and Rinses (Safety)	45
Scalp and Hair Care Treatments (Safety)	30
Hair Shaping (Safety)	150
Hair Styling (Safety): Thermal Pressing, Thermal Curling, Wiggery Roller Placement, Molding, Pin Curling	325
Nail Technology (Safety)	25
Chemical (Cold) Waving and Chemical Relaxing or Straightening (safety)	225
Hair Tinting (Coloring) and Lightening (Bleaching) (Safety)	225
Facials, Skin Care and Makeup (Safety)	30
State Law: Rules, Regulations and Codes	

Threading	20
Unassigned: Special Needs	20
TOTAL HOURS	1500

Cosmetology Course Content

(Some Content below may be covered more In-depth than other content) 1,
Orientation

- a. History & Career Opportunities Brief History of Cosmetology, Career Paths for a Cosmetologist, A Bright Future.
- b. Life Skills Psychology of Success, managing your Career, Goal Setting, Time Management, Study Skills, Ethics, Personal Development and Attitude, Your Professional Image Beauty Wellness, Looking Good, Your Physical Presentation car Communicating for Success - Hum" Relations, Communication Basics, Client Consultation, Special Issues In Communication, In-Salon Communication

2. General Sciences

- a. Infection Control: Principles and - Regulation, Principles of Infection, Principles of Prevention, Disinfection Procedures, Universal Precautions, Professional Salon Image
- b. General Anatomy and Physiology - Cells, Tissues, Organs & Body Systems, Skeletal Systems, Muscular System% Nervous System, Circulatory System, Endocrine System, Digestive System, Excretory System, Respiratory System, Integumentary System .
- c. Skin Structure and Growth Anatomy of Skin, Maintaining Skin Health
- d. Nail Structure and Growth the Natural Nail, Nail Anatomy Nail Growth, Know your Nails
- e. Nail Diseases and Disorders:
- f. Properties of the Hair and Scalp - Structure of Hair, Chemical Composition of Hair, Hair Analysis, Hair Growth, Hair Loss, Disorders of the Hair, Disorders of the Scalp
- g. Basics of Chemistry, Matter, Potential Hydrogen (pH)
- h. Basics of Electricity - Electricity, Electrical Equipment Safety, Electrotherapy, Other Electrical Equipment, Light Therapy

3. Hair Care

- a. Principles of Hair Design Philosophy of Design, Elements of Hair Design, Principles of Hair Design, Influence •bf Hair Type on Hairstyle, Creating Harmony between Hairstyle and Structure, Designing for Men
- b. Shampooing, Rinsing, and Conditioning Understanding Shampoo, Conditioners, Brushing the Hair, Scalp Massage, Shampoo Procedures

- c. Haircutting Principles of Hair cutting, Tools/Body Positions/Safety, Haircuts, Cutting Techniques, Clippers and Trimmers
- d. Hair Styling- Wet Hair Styling, Finger Waving, Pin Curls, Roller Curls, Comb-Out Techniques, Hair Wrapping, Blow-Dry Styling, Thermal Hairstyling, Thermal Hair Straightening, Styling Long Hair
- e. Braiding and Braid Extensions Basics, Braiding the Hair
- f. Wigs and Hair Enhancements Wigs; Hairpieces, Hair Extensions
- g. Chemical Texture Services Structure of Hair, Consultation, Permanent Waving, Chemical Hair Relaxers, Curl Reforming (Soft Curl Permanents)

3.

4. **Hair Care (Continued)**

- h. Hair Coloring Hair Facts, Identifying Natural Hair Color and Tone, Types of Hair Color, Consultation, selecting layered Color, Hair Color Applications, Using Lighteners, Using Toners, Special Effects Hair Coloring, Special Challenges in Hair Color/Corrective Solutions, Safety Precautions

5. **Skin Care**

- a. Skin Diseases and Disorders - Aging } of the Skin, Disorders of the Skin, Avoiding Skin Problems
- b. Hair Removal Client Consultation, Permanent Hair Removal, Methods of Temporary Hair Removal
- c. Facials Skin Analysis, Determining Skin Type, Skin Care Products, Facial Massage, Electro/Light Therapy, Facial Treatments, Aromatherapy
- d. Facial Makeup - Cosmetics, Color Theory, Application, Special Occasion Makeup, Corrective Makeup, Artificial Eyelashes, Safety

6. **Nail Care**

- a. Manicuring Supplies, Nail Shape, Basic Manicure, French/American Manicures, Conditioning Oil Manicure, Men's Manicure, Paraffin Wax Treatment, Hand/Arm Massage, Spa Manicure, Aromatherapy
- b. Pedicuring Tools, Performing Pedicures, Massage, Beyond the Basic
- c. Nail Tips, Wraps, and No-Light Gels
- d. Acrylic (Methacrylate) Nails Liquid and Powder, Forms, Maintenance and Removal, Enhancements, Odorless, colored Acrylic Powders
- e. UV Gels - Application of UV Gels, Maintenance and Removal, Enhancements

Business Skills

- a. Seeking Employment Preparing for Licensure, Preparing for Employment, Doing It Right
- b. On the Job - Moving from School to Work, out in the Real World, Managing Money, Discover the Selling You, Or/ Your Way
- c. The Salon Business in Business for Yourself, Operating a Successful Salon, Selling in the Salon

Mission Statement The primary mission of Charzanne Beauty College is to provide quality education and train students in the practice of cosmetology to sue competency levels that they are able to pass the South Carolina State Board of cosmetology exam and become licensed for gainful employment in the industry.

POLICY FOR THE DISBURSEMENT OF FEDERAL PELL GRANT FUNDS

Charzanne Beauty College offers a 1500 clock hour Cosmetology program. Students who are eligible to receive Federal Pell Grant funds receive the funds as they earn the required number of total hours of attendance and are deemed to be making satisfactory progress.

Pell Grant funds are awarded in periodic payments according to the total number of hours earned by the student. An award year is defined as 900 clock hours. The payment periods are broken down as follows:

1st Payment Period— 0 - 450 Clock Hours

2nd Payment Period= 451- 900 Clock Hours

3rd PaymentPeriod= 901 - 1200 Clock Hours

4th payment Period— 1201 - 1500 Clock Hours

The first disbursement of Pell Grant funds is requested for a qualifying student shortly after the student begins instruction in the program, Subsequent Pell Grant disbursements are requested when the student has achieved the required total amount of earned hours to move into the next payment period. The student must continue to remain in good standing and be deemed to be making satisfactory progress.

Per Federal Guidelines for the disbursement of Pell Grant funds, the institution may not disburse an amount that exceeds 50 percent of the student's annual Pell Grant award until the student has successfully completed the period in the payment period that equals, in terms of weeks of instructional time and clock hours, 50 percent of the weeks of instructional time and clock hours in the program's academic year.

For any remaining portion of a program that is more than one half of an academic year, but less than a full academic year, the remaining portion of the Pell Grant Award is divided into two equal payments and disbursed to the student on that basis.

Pell Grant funds are received by the institution's Director or Director of Financial Aid. Pell Grant funds are accompanied by an Award Letter prepared by the institution's Third-Party Financial Aid processor, Campus Ivy. The award letter contains the student's name and the amount of the current disbursement. The institution's Director or Director of Financial Aid verifies the student is making satisfactory progress. Upon this verification, a receipt is created for the disbursement and the student signs the Award Letter. Upon completion of these items, the funds are deposited in the institution's operating account and the award amount is recorded on the student's ledger and applied to the student's tuition balance. Student ledgers and institution financial records will be reconciled on a monthly basis, to ensure the accuracy of the ledgers and that all records of disbursements correctly match the student's ledger. This monthly reconciliation will be conducted, reviewed, and signed off on by the Assistant Director and the Director.

Potential Over Payments

Occasionally, it will be discovered that a student is simultaneously enrolled in and receiving Federal Financial Aid for two institutions. A student is not entitled to receive Federal Pell Grant payments concurrently from more than one institution or from the Department of Education on institution. If this occurs an overpayment situation is the result,

If such a situation, involving Charzanne Beauty College, is detected, the Department of Education will forward an alert to the school, making the institution aware of the possible overpayment situation and informing the administration of the other institution involved. Once received, Charzanne Beauty College will take the necessary steps to contact the other institution involved, verify, the alert, and work with that institution to reach a timely resolution.

POLICY FOR ADMINISTERING AND MATCHING FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT FUNDS (FSEOG)

Federal Supplemental Educational Opportunity (FSEOG) funds are periodically received by the institution. The funds arrive in a lump sum and are disbursed to eligible students based on federal guidelines. The institution received notification of FSEOG funds from the institution's third-party financial aid processing firm, Campus Ivy. Charzanne provides Campus Ivy a list of all eligible students. Campus Ivy provides instruction on how much of the pool of available funds is to be awarded to which students, based on their calculations from federal guidelines. Furthermore, Campus Ivy calculates the institutional matching amount for each eligible student.

Federal guidelines state that the total award for each student is comprised of Federal funds and an institutional match. The guidelines also state the Federal share of the award disbursed by an institution shall not exceed 75% of the total award.

Upon receiving the award amount and institutional matching amounts, from Campus Ivy, Charzanne will conduct its own calculations, to ensure the institutional matching amounts are correct and meet the Federal guidelines.

Student ledgers and institutional financial records will be reconciled on a monthly basis to ensure that all disbursements are accurately recorded on the student's ledger and that all records of disbursements correctly match institutional records and student ledgers. This monthly reconciliation will be conducted, reviewed and signed off on by the Assistant Director and the Director.

REFUND POLICIES

For any student who withdraws from the program, the follow refund policies are in effect:

RETURN OF TITLE IV FUNDS

Charzanne Beauty College is required, by Federal Regulations, to determine the amount of Title IV aid a student has earned as of the date the student ceased attendance, based on the amount of time the student was scheduled to be in attendance. The calculation of the Title IV funds earned has correlation to institutional charges incurred by the student.

Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV aid the student has earned at the time of withdrawal. After the student passes the 60% of scheduled hours point in a payment period, a student is considered to have earned 100% of the Title IV funds he or she was scheduled to receive for that payment period. If a student does not complete 60% or more of the scheduled hours in a payment period, the institution is required to return any unearned Title IV funds within 45 days of the date the institution determined the student withdrew from the program. Charzanne Beauty College uses, as a basis, 30 scheduled hours per week for full time students and 16 scheduled hours per week for part time students.

The institution must return Title IV funds to the programs from which the student received aid during the payment period, as applicable, in the following order, up to the amount disbursed from each source:

1. Federal Student Loans
2. Federal PELL Grant
3. Federal Supplemental Educational Opportunity Grant (FSEOG)

Once the institution has determined that a student receiving Title IV funds has withdrawn from the program, and any refund calculations have been completed and funds have been returned, the institution will try to contact the student and conduct an exit interview. During this interview the details of the refund calculation will be shared with the student. The possible effect on any future eligibility for Federal Financial Aid for the student will also be explained.

INSTITUTIONAL REFUND POLICY

The institutional refund policy is based on the student's cumulative hours attended. The total number of hours attended, as of the student's withdrawal date, is divided by the total number of contracted hours for the program. This percentage is then compared to the refund percentages included in the student's contract. The institution takes the cumulative hours earned and deducts all monies paid to the student's account. If the difference results in a negative balance, the funds will be returned to the student within fourteen (14) days from the determined date of withdrawal, without the student having to formally request the funds. If the difference is a positive number, that amount will be due to the institution by the student. Any applicant who is not accepted for enrollment in the institution shall be entitled to a refund of all monies paid.

If a student (or, in the case of a student under legal age, his/her legal guardian) cancels his/her enrollment and requests a refund, in writing or in person, within three business days of signing the enrollment contract, regardless of whether or not training has begun, all monies collected shall be refunded. In the event of written notification, the cancellation date shall be determined by the postmark on the written notification.

If a student (or, in the case of a student under legal age, his/her legal guardian) cancels his/her enrollment after three business days, but prior to beginning training, he/she shall be entitled to a refund of all monies paid, less an enrollment fee of \$50.

For students who enroll and begin classes, the following schedule of tuition adjustment will apply:

For any student who withdraws, at any time, during the first 12 months of classes, that student is released from any financial obligation extending beyond the 12-month period. The calculation of the refund for the unused portion of the first 12 months, as well as the refund for any student who withdraws in any subsequent period after the first 12 months, is based on the following criteria:

PERCENTAGE OF TOTAL CONTRACTED HOURS COMPLETED	MAXIMUM AMOUNT OF TOTAL TUITION DUE TO INSTITUTION
0-10%	
10-25%	50%
25-50%	75%
50% and over	100%

Enrollment time is defined as the total number of cumulative hours earned, in attendance, by the student, from the first day of attendance to the student's last day of physical attendance in the institution. Any refund due the student shall be paid within fourteen (14) days of formal cancellation by the student, or in the case of a minor, by his/her parent or legal guardian, or by a formal termination by the institution, which shall occur no more than fourteen (14) calendar days from the last day of physical attendance. If a student on a leave of absence, chooses not to return to the program, written notice must be provided. The date of withdrawal will be the earlier of the date of withdrawal notification, or the expiration of the leave of absence. The contract may be terminated by written notice to the institution. The termination date shall be determined by the date of the postmark on the written notification or the date of delivery of a hand delivered notice. Unofficial withdrawals will be determined by the monitoring of student attendance records. A student who has not attended the institution for fourteen (14) consecutive days will be terminated. The termination date will be the last date of physical attendance.

In the event of mitigating circumstances (long-term illness, disability, death in the immediate family, etc...) the institution will make a settlement with the student that is fair and reasonable to both parties. If the institution closes permanently, or no longer offers instruction, the student will be entitled to a pro rata refund based upon the total number of cumulative hours or instruction earned and received by the student.

Students who have withdrawn or were terminated will be notified in writing if there is an outstanding balance on their account. The student must contact the institution within thirty (30) days to either pay the balance owed or to make arrangements for the paying the balance owed. If no contact is made by the student, his/her account will be submitted to collections.

Both parties here to are bound to be faithful and earnest in the performance of the enrollment contract.

OFFICIAL AND UNOFFICIAL WITHDRAWALS FROM THE PROGRAM

It is the desire of the staff and administration of Charzanne Beauty College that all students successfully complete the program, and the institution will assist the student in any way it can to ensure this completion. If, for any reason, a student must withdraw from the program, there is a policy in place to ensure proper documentation.

Official Withdrawals

All withdrawals should be presented, in written form, to the school Director. The student will fill out a withdrawal request form and will partake in an exit interview with the Director or Assistant Director. The students earned hours will be reviewed and both the student and school administrator will sign off on the hours, verifying their accuracy. The student will then be given a copy of their official transcript from the institution.

In the event the student is not able to come to the institution in person, a written withdrawal request can be mailed into the institution. Once received, the official date of withdrawal will correspond to the postmark date on the envelope of the request. The student will be contacted, and every effort will be made to conduct the exit interview. If the student does not come in, the Director and Assistant Director will verify the student's earned hours and will mail a copy of the student's official transcript to the student.

If a student is on an official leave of absence, and requests withdrawal the student should return to the school to submit the written withdrawal request. A mailed copy of the withdrawal request is acceptable as well. If a student officially withdraws from the program while on an official leave of absence, the student's official withdrawal date will be the date of the student's last attendance.

Unofficial Withdrawals

An unofficial withdrawal occurs when a student interrupts his/her training for a period of 14 days and does not submit a written withdrawal request. Once a student is absent for a period of seven (7) consecutive days, the institution attempts to contact the student and sends a letter of attendance to the student. The letter indicates the student has not been in attendance for seven consecutive days and states that, unless the student re-establishes his/her attendance within the next seven days, the student will be dropped from the program and all financial aid the student may have been receiving will be terminated.

If the student is absent from the program for 14 consecutive days, the institution will send a letter informing the student he/she has been dropped from the program and the withdrawal is unofficial. Once a student is unofficially withdrawn from the program, the Director and Assistant Director will verify the student's earned hours and will send the student a copy of his/her official transcript. Copies of all documents sent and received will be maintained in the student's file.

If a student is on an official leave of absence and does not return on the scheduled date of return, the institution will attempt to contact the student, via phone call and letter, to determine the student's intent. If no contact is made, and the student has not returned within 14 days of his/her scheduled return date, the student will be unofficially withdrawn from the program. In this instance, the official date of withdrawal will be the student's last day of attendance prior to the leave of absence. The Director and Assistant Director will verify the student's earned hours and will send a copy of the student's official transcript.

FINANCIAL AID VERIFICATION POLICY 2018

Each year the U.S. Department of Education selects approximately one-third of financial aid applicants for a process called Verification. This process requires each institution to check the accuracy of information submitted on the financial aid application (FAFSA) with the information contained in official documentation such as federal income tax returns, Social Security statements, statements regarding untaxed income and other necessary documents. In addition to those students selected by the U.S. Department of Education, Charzanne Beauty College reserves the right to select

additional students for the verification process at its discretion. This discretionary selection may be due to conflicting information or due to concerns that data may not be accurate or complete. The following policies and procedures for verifying information contained in a student aid application are in accordance with federal regulations 34 CFR 668.51-61 and the Federal Application and Verification Guide for Title IV Financial Aid Programs.

Notification and Communication

Students selected for verification must submit documentation for the verification process before official financial aid eligibility can be determined. When a student is selected for verification, the student will be notified as follows:

1. The U.S. Department of Education will notify the student on their Student Aid Report if the student was selected by the federal government. With this notification, the student should submit the minimum documentation listed below.
2. Charzanne Beauty College will provide both verbal and written notification to the student identifying the documents required for the verification process. This notification will be given to the student usually within three business days from the time that notification is received from the federal government or selection is determined. A signed copy of the written notification will be maintained in the student's file.
3. As a courtesy, Charzanne Beauty College may contact students with one more request for the required documentation thirty days after the initial request.

Documents Required

For a dependent student, the minimum documents required are: 1) A signed verification worksheet (available from the institution), 2) The student's IRS Tax Transcript 3) The parents' IRS Tax Transcript, and 4) Additional documents when requested by Charzanne Beauty College. For an independent student, the minimum documents required are: 1) A signed verification worksheet (available from the institution), 2) The student's IRS Tax Transcript (and spouse's tax transcript, if married), and 3) Additional documents when requested by Charzanne Beauty College. IRS Tax Transcripts can be obtained, online, at www.irs.gov, or by calling 1-800-908-9946.

Time Period for Providing Documents

Verification documents should be submitted by the student no later than 30 days after receiving notice of verification from the institution. Submitting the required documentation by the due date facilitates the institution's ability to verify all information in a timely manner, ensure that financial aid awards are timely, and that financial aid is posted to the student's account in a timely manner.

Families who file federal tax filing extensions must forward a copy of the federal request for extension form along with copies of all W2s. Charzanne Beauty College may request other documentation to verify income. The family must forward the completed tax return by the required date to the institution; otherwise, all financial aid will be rescinded,

Loss of Aid Eligibility

No financial aid will be disbursed to a student's account if the student is selected for verification and the verification process is not complete. If any financial aid has already been disbursed and the student is subsequently selected for verification, future disbursements are cancelled until the

documents are received and the process is complete. Failure to submit the required documentation will cause the student to lose eligibility for federal and institutional aid funds.

Conflicting Information Policy

Charzanne Beauty College may seek additional information whenever there is conflicting information in a student's application for financial aid. Conflicting information must be resolved before financial aid funds may be processed and/or disbursed. The institution will notify the student by e-mail if there is a need for further documentation. A student who does not provide the requested documentation may lose financial aid eligibility.

Overpayments of federal aid, if they occur, are resolved with subsequent adjustments to the student's account. If an adjustment cannot be made, the institution will refer the overpayment to the appropriate federal agency.

Correction of Information

Charzanne Beauty College will submit the verified corrections to the U.S. Department of Education. This will ensure that corrections are made accurately, and that the student is notified of the appropriate corrections. The student is responsible for updating any subsequent or related applications such as private scholarship agencies or other related applications.

Referral Process

Charzanne Beauty College will report any suspected fraud or falsified information on the part of the student, parent, or preparer of the FAFSA to the U.S. Department of Education as instructed in the Federal Financial Aid Handbook.

Notification of Award Change

Charzanne Beauty College will notify a student of the results of verification by preparing an Award Letter or a revised Award Letter and provide notice that the Award Letter is ready to be viewed. If changes have been sent to the U.S. Department of Education, the student is notified by receiving a new Student Aid Report (SAR) from the federal processor.

STUDENT RULES AND REGULATIONS

These rules serve as guidelines to establish the necessary knowledge, technical skills, personal habits, and attitude for a successful career in the hairstyling profession. These regulations will allow you to exist with a minimum of problems and a maximum of enjoyment in your educational process. The third violation of any rule may result in a one-day suspension.

All tool kits are to be brought to school every day. If you do not bring your tools, you may not be able to clock in.

DRESS CODE

The proper physical appearance is a primary force in establishing and maintaining a clientele. Your physical appearance is the first thing a patron sees when meeting you. Therefore, your appearance

must reflect a professional image. With this in mind, we have devised a list of basic rules as guidelines. A staff member may have the right to ask you to put on a long lab coat if you are not meeting these guidelines.

1. All students are required to be in proper uniform at the beginning of his/her scheduled hours and when clocking in.
2. Students may not be allowed to attend school if he/she is not in compliance of the dress code. They may be asked to clock out and return the next day.
3. Tops: Black only (no graphics and no sleeveless). You may wear your Charzanne Beauty College shirt underneath your lab jacket and/or apron. When assigned to a station on the student salon, you may not wear a hoodie/coat.
4. Pants: Black pants at least 3 inches below the knee. Sweatpants, denim, and tom ripped/pants are not acceptable, If leggings are worn, they must not be see thru and your top must be no shorter than approximately 4 inches above the knee.
5. Skirts/Dresses: Black skirts/dresses may be worn instead of pants, but they may not be more than 3 inches above the knee.
6. Shoes: Because of the profession in which you have chosen, the types of shoes you wear are critical to your health. You must wear rubber soled shoes with closed toes and heels. No heels over 1 inch. All footwears must be predominantly black
7. Lab Jacket / Aprons: You are required to wear your issued lab jacket/apron with you every day
8. Head Coverings: No head coverings, of any nature, are allowed.
9. All students are required to have a neat, clean, fashionable hairstyle while attending school.
10. All students are required to wear name badges. It is a **STATE BOARD REQUIREMENT.**
11. Decisions on appropriateness of student's dress is left to the discretion of the staff.
12. Under no circumstances may a bandana be worn, in any fashion, on school premises.
13. Body and facial jewelry must be removed while on campus (except for earrings in the ear) if it is excessive, disruptive, or brings undue attention.
14. Any offensive or inappropriate tattoos must be covered at all times.

GENERAL RULES OF CONDUCT FOR STUDENTS

1. Keep tools in proper working order, sanitary and properly marked for identification. All tools are to be brought to school every day.
2. Each student is responsible for his/her own equipment and personal property. The school is not responsible for any items stolen or lost,

3. The classroom is to be used for theory, practice, and study only. It must be always kept clean and orderly.
4. Students must observe good habits of personal hygiene, sanitation and sterilization of tools and work area while in school.
5. Use of profane and unprofessional language is prohibited. If a situation occurs, the disciplinary action will be left to the instructor.
6. Racial, offensive, or insensitive remarks or comments between students, or staff, will not be tolerated. All students and staff are encouraged to work together to accomplish harmony among the student body.
7. Students are not allowed to have food or beverages on the clinic floor.
8. Smoking/Vaping in the building or on school property is **PROHIBITED for all students and staff**. Disciplinary actions will be executed immediately. 1st offense will be suspension for 1 week. This will cause student to be 1 week past their graduation date, which will initiate the student to have to pay for 1 week tuition out of pocket via state board requirements. 2nd offense
9. It is the responsibility of the student to supply notebooks, pens, pencils, etc. and to bring all issued materials to perform all assignments (clinical, practical, and written). Students should bring their books and kits into the building before clocking in.
10. Students may not be called away from a client, demonstration, or class to answer the telephone. In case of an emergency, the student will be allowed to return the call as soon as possible. **Cell phones are not on the clinic floor at any time**. Bluetooth technology or the use of headphones is also not allowed. Taking photos and video footage is prohibited unless permitted by the School Director. Not adhering to the statements above will result in disciplinary action
11. Excessive visitation and/or loitering by visitors are not allowed during scheduled school hours; this includes family members. Any messages are to be delivered to the front desk and will be given to the student at break time.
12. If a student is called for a client; the student is responsible for taking the client. If the student refuses the client, the student will be written up and may be sent home. Remember, clients come first. They are your priority and will become your income.
13. Soliciting of any nature is not permitted on school property.
14. Only students completing eight (8) hours of school each day are required to take a thirty-minute lunch break and two fifteen-minute breaks unless they have time to make up. Students who complete six (6) hours of school each day are required to take a thirty-minute lunch break, All students are to clock in and out for lunch. If the student fails to clock in or out for a lunch break, disciplinary action may occur. Scheduling of breaks/lunches are at the discretion of the instructor.

15. Students are not to leave the building without permission, without clocking out, or notifying your instructor. This may result in disciplinary action left to the discretion of the instructor. **If a student leaves the premises without clocking out, the student will not receive their hours for the day and the disciplinary action is at the discretion of the instructor.** Credit is only given for verifiable time.
16. It is the student's sole responsibility to clock in and out. Student attendance policies are applied uniformly and fairly. The school will record the student's attendance in clock hours. The school will not add or deduct hours as a penalty. If any student fails to clock in or out, at the beginning or end of the day, or for lunch, the student will only receive hours if the hours are verified by an instructor.
17. Attempting to falsify your time will result in disciplinary action.
18. **Saturday attendance is mandatory.** Only students with written, verifiable excuses, or those who are granted a contractual schedule exception, will be excused from Saturday attendance.
19. Refusal of a client is not allowed. Students are not allowed to refuse service to a client at any time. Any student assigned a client service will do so willingly or he/she will be immediately sent home and subject to possible disciplinary actions. If a student feels that he/ she is not yet adequately trained or experienced enough to perform the service, that student should inform the instructor and then be willing to assist and observe. A student's name will remain on the service books until the student has achieved 1475 total hours.
20. Careless use or waste of dispensary supplies will not be allowed. It is the responsibility of each student to ensure that proper charges are made for client services, or that the proper amount of supplies is being used for any practical assignment. Products from the dispensary are to be signed out and back in following the student's use. Any student checking out supplies or tools from the dispensary, is directly responsible for the return of the item.
21. Students may receive services from another student at times specified by the instructor, there is no charge unless chemicals are involved, then the service will be at a 50% discount to the regular cost of the service. In order to receive a service, each student must receive permission from the instructor, have satisfactory progress and attendance, and have no recent disciplinary marks on their record.
22. All students should come to school ready to learn and with the proper attitude. Bad attitudes are disruptive to the educational process for other students. Disruptive behavior will result in disciplinary actions.

All rules herein and posted must be followed or suspension and/or termination may result. All students must affirm they have read and understand these rules and regulations. Charzanne Beauty College reserves the right to make any changes in the rules and regulations at any time. Students will have access to the student handbook via the school's website.

GROUNDS FOR TERMINATION

The decision to terminate a student is not taken lightly. It is the actions and the decisions made by the student which causes the termination. Therefore, in essence, the student terminates himself/herself from the program. The following is a list of reasons, not all inclusive, that may lead to termination:

1. A student who does not maintain satisfactory standard of attendance and conduct
2. Cheating in any form
3. Theft to include **tampering with guest tickets** and **not charging the full amount for services.**
4. Racial, offensive or insensitive remarks or comments
5. Fighting / any type of physical attack or participation in such will result in immediate termination
6. **Violations of the Drug and Alcohol policy**
7. Disruption of the educational environment
8. Flagrant violation of any rules and/or policies within the school

DRUG-FREE POLICY AND PREVENTION PROGRAM

Standards of Conduct:

Charzanne Beauty College maintains a "**Zero Tolerance**" Drug Free Policy. This Drug Free Policy applies to all students and all employees. The unlawful possession, use, or distribution of illegal drugs and/or alcohol are strictly prohibited at this institution. Students or employees not complying with this standard will be subject to institutional sanctions. The prohibitions for use, possession, and distribution of illegal drugs and/or alcohol apply to all persons on school property or as part of any school activity.

Each student will receive and sign a copy of this policy. The signed copy will remain in the student's permanent file.

Preventing Drug and Alcohol Abuse:

The first and most important step in preventing drug and alcohol abuse is education. Charzanne Beauty College maintains information, for students and faculty, on where to receive information and counseling. Information is also posted in student common areas. The staff is here to assist anyone seeking assistance.

Institution Sanctions:

If the student/employee is found to have violated the institution's Drug-free Policy, then immediate termination may take place. The school may make a referral to local and state authorities for investigation or prosecution.

The following measures will be imposed for use, distribution or possession of illegal drugs and alcohol:

The institution will notify the student or employee in writing if the institution becomes aware of any violation of this policy. The student and/or employee may request a formal hearing after receiving said notice. Two (2) members from the faculty, staff or governing board will comprise the hearing board. If the student or employee fails to request a hearing within three (3) business days, then immediate termination will take place.

If a student or employee requests a hearing, the board will notify the student/employee of the date the hearing will take place. The student/employee has the right to be represented by legal counsel if he/she so chooses. The hearing board will take testimony from all individuals involved in the case. The institution's administration will then be notified of the board's decision. In all cases, the hearing board's decision will be final. The institution's administration will then notify the student/employee of the board's decision.

Counseling Information:

A variety of counseling services and treatment centers is available throughout the state for anyone experiencing problems related to substance abuse. Faculty, staff, and students should familiarize themselves with the following referral sources to identify the services or programs which most closely meet their specific needs.

The following are phone numbers and/or websites for various counseling needs:

South Carolina Department of Alcohol and Other Drug Abuse Services Choose your county under "Treatment Providers."
<http://www.daodas.state.sc.us/>

Drug and Alcohol Rehab Centers in South Carolina

1-877-421-9659

<http://www.drug-alcohol-rehabs.org/south-Carolina-rehab-centers.html>

Alcoholics Anonymous of the Carolinas

Choose your county for specific locations and contact information

<http://www.aa-carolina.org/>

Health Risks:

There are numerous health and safety risks associated with the use of drugs and alcohol. These risks can be severe or even fatal. Students and faculty are encouraged to seek out information about the various risks associated with drug and alcohol use. The institution can assist students and faculty in obtaining information regarding these risks. Information about the health risks of drug use and abuse can be accessed through the following web site: <http://www.daodas.state.sc.us/>

State Sanctions on Alcohol and Drugs:

Below is a listing of South Carolina sanctions related to alcohol and other drugs. It is not intended to be an exhaustive or complete list of all the possible sanctions.

Underage Drinking

Purchasing or possessing alcoholic liquor is illegal if you are under 21. First offense: suspension of driver's license for 90 days and a fine between \$100 and \$200. Second or subsequent offense: suspension of driver's license for six months and a fine between \$100 and \$200 or imprisonment of up to 30 days **S.C. code Sections 2048925, 56-1-7460)**

Open Container

To have an open container of alcohol in a moving vehicle of any kind except in the trunk. First or subsequent offense: Up to \$100 fine or 30 days imprisonment. **S.C. Code Section 614-110**

Using a Fake ID

To use someone else's driver's license or personal identification card. First offense: Up to \$100 fine or 30 days imprisonment; driver's license suspended for 90 days. Second or subsequent offense: Up to \$100 fine or 30 days imprisonment; driver's license suspended for six months. **S.C. Code Sections 56-1-51**

56-1-515(4), 56-1-746

(a) using an altered id: To alter a driver's license so as to provide false information. First offense: Up to \$2,500 fine and six months imprisonment; driver's license suspended for 90 days. Second or subsequent offense: Up to \$2,500 fine and six months imprisonment; driver's license suspended for 6 months. **S.C. code Sections 56-1-515(1), 56-1-515(3), 56-1446(a)**

Giving False Information for the Purpose of Buying Alcohol

It is illegal for a minor to lie to a clerk about his or her age in order to buy alcohol. Penalty: Fine between \$50 and \$100 and up to 30 days imprisonment. **SC. Code Section 61460**

Giving False Information to a Law Enforcement Officer

It is illegal to lie or give false information to a law enforcement officer. First or subsequent offense: Up to \$200 fine or 30 days imprisonment. **S.C. Code Section 16-17-725**

Driving Under the Influence

Operating a motor vehicle with a Blood Alcohol Concentration (BAC) level of 0.10. First offense: \$300 fine or imprisonment between 48 hours and 30 days; driver's license suspended for six months. Second offense: Fine between \$2,000 and \$5,000; imprisonment between 48 hours and one year; driver's license suspended for one year. Third offense: Fine between \$3,500 and \$6,000; imprisonment between 60 days and three years; driver license suspended for two years. Fourth or subsequent offense: Imprisonment for one to five years; driver's license permanently revoked; if the offender is the owner of the vehicle, then the vehicle can and will be confiscated at the time of arrest. **S.C. Code Sections 56,,5-2930, 56-5-2933, 56-5-2940, 565-2950, 56-5-2990, 56-5-6240**

Marijuana Possession:

One ounce or less of marijuana or 10 grams or less of hashish first offense: Misdemeanor, up to 30 days and between \$100 and \$200 second or subsequent offense: Misdemeanor, up to one year and between \$200 and \$1000 **S.C. code Section 44-53-3**

Marijuana Growing, Distributing or Possession with Intent to Distribute

More than one ounce of marijuana or 10 grams of hashish first offense: Felony, up to five years and \$5,000 second offense: Felony, up to 10 years and \$10,000 third or subsequent offense: Felony, between five and 20 years and up to \$20,000 S.C. code Section ~~44-53-370(b)(3)~~9

Cocaine Possession: 10 grains or less of cocaine first offense: Misdemeanor, up to two years and \$5,000 second offense: Felony, up to five years and \$5,000 third or subsequent offense: Felony, up to five years and \$10,000 S.C. code Section ~~44-53-3~~

Cocaine Manufacturing, Distributing or Possession with Intent to Distribute

More than 10 grains of cocaine first offense: Felony, up to 15 years and \$255000 second offense: Felony, between five and 30 years and up to \$50,000 third or subsequent offense: Felony, between 15 and 30 years and \$50,000 S.C. Code Section ~~44-53-370(b)(1)~~

Heroin Possession: two grains or less of heroin first offense: Misdemeanor, up to two years and \$5,000 second offense: Felony, up to five years and \$5 ,000 third or subsequent offense: Felony, up to five years and \$10,000 S.C. Code Section~~44-53~~

Heroin Manufacturing, Distributing or Possession with Intent to Distribute

More than two grains of heroin first offense: Felony, up to 15 years and \$25 ,000 second offense: Felony, between 5 and 30 years and up to \$50,000 third or subsequent offense: Felony, between 15 and 30 years and \$50,000 SC. Code Section~~44-53-3~~

LSD Possession: 50 micrograms or less of LSD first offense: Misdemeanor, up to two years and \$5,000 second offense: Felony, up to five years and \$5 ,000 third or subsequent offense: Felony, up to five years and \$10,000 S.C Code Section~~44-53-3~~

LSD Manufacturing, Distributing or Possession with Intent to Distribute

More than 50 micrograms of LSD first offense: Felony, up to 15 years and \$5,000 second offense: Felony, between five and 30 years and up to \$50,000 third or subsequent offense: Felony, between 15 and 30 years and up to \$50,000 S.C. Code Section~~44-53-3~~

Crack Possession

Felony possession of less than one gram of crack cocaine first offense: Up to five years and not less than \$5,000 second offense: Up to 10 years and not less than \$10,000 third or subsequent offense: Between 10 and 15 years and not less than \$15,000 S.C. Code Section ~~44-53-375(a)~~

Crack Manufacturing, Distributing or Possession with Intent to Distribute

Felony offense includes possessing one gram or more of crack cocaine first offense: Up to 15 years and not less than \$25,000 second offense: Up to 25 years and not less than \$50,000 third or subsequent offense: Between 15 and 30 years and up to \$100,000 S.C. Code Section ~~44-53-370(b)~~

Methamphetamines Possession

Felony possession of less than one gram of methamphetamines first offense: Up to five years and not less than \$5,000 second offense: Up to 10 years and not less than \$10,000 third or subsequent offense: Between 10 and 15 years and not less than \$15,000 S.C. Code Section ~~44-53-375(a)~~

Methamphetamines Manufacturing, Distributing or Possession with Intent to Distribute

Felony offense includes possessing one gram or more of methamphetamines first offense: Up to 15 years and not less than \$25,000 second offense: Up to 25 years and not less than \$50,000 third or subsequent offense: Between 15 and 30 years and up to \$100,000 **S.C. Code Section 44-53-370(b)**

*In addition to the above, the driver's license of any person convicted of a controlled substance violation must be suspended for a period of one year. **S.C. Code Section 56-1-**

Federal Sanctions on Drugs:

Drug/Schedule	Quantity	Drug/Schedule	Quantity
Cocaine (Schedule II)	500-999 gm mixture	Heroin (Schedule I)	100-999gms mixture
Cocaine Base (Schedule II)	5-49 gm mixture	LSD (Schedule I)	1-9 gm mixture
Fentanyl (Schedule II)	40-399 gm mixture	Methamphetamine (Schedule II)	5-49 gm pure or 50-499 gm mixture
Fentanyl Analogue (Schedule I)	10-99 gm mixture	PCP (Schedule II)	10-99 gm pure or 100- 999 gm mixture

Penalties

First Offense: Not less than 5 yrs., and not more than 40 yrs. If death or serious injury, not less than 20 or more than life, Fine of not more than \$2 million if an individual, \$5 million if not an individual
Second Offense: Not less than 10 yrs., and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual

Drug/Schedule	Quantity	Drug/Schedule	Quantity
Cocaine (Schedule II)	5 kg or more mixture	Heroin (Schedule I)	kg or more mixture
Cocaine Base (Schedule II)	50 gm or more mixture	LSD (Schedule I)	10 gm or more mixture
Fentanyl (Schedule II)	400 gm or more mixture	Methamphetamine (Schedule II)	50 gm or more pure or 500 gm or more mix
Fentanyl Analogue (Schedule I)	100 gm or more mixture	PCP (Schedule I)	100 gm or more pure or 1 kg Or more mix

Penalties

First Offense: Not less than 10 yrs., and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.
Second Offense: Not less than 20 yrs., and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual
More Prior Offenses: Life imprisonment

Drug/Scheduled	product containing	Hydroxybutyric Acid
Other Schedule I & IE drugs (and any drug	Gamma	

Flunitrazepam (Schedule IV) Quantity Any Amount

Second Offense:
 Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual

1 gm or more

Penalties .

First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual \$5 million if not an individual

Other Schedule III drugs	Any Amount	First offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million If not an individual.
Flunitrazepam (Schedule IV)	80 999 mg	Second offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual
All other Schedule IV drugs	Any Amount	First offense: Not more than 3 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mg	Second offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual

All Schedule V drugs Any Amount First offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual
 Second offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual

	Quantity	than 20 yrs., not more than life. Fine not more than \$4 million if an individual \$10 million if not an individual	than 20 yrs. not more than life. If death or serious injury, mandatory life. Fine not more than \$8 million if an individual, \$20 million if not an individual
Marijuana	1000 kg or more mixtu re; or 1000 more plant s	Second Offense	
First Offense		N	
Not less than 10 yrs., not more than life. f death or		ot le	
Marijuana	1 to 49 plants; less than 50 kg mixture	Not more than 5 yrs., Fine not more than \$250,000 if an individual, \$1 million if not an individual.	Not more than 10 yrs. Fine \$500,000 if an individual. \$2 million if not an individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 yrs.) not more than 40 yrs. If death or serious injury, not less than 20 yrs., not more than life. Fine not more than \$2 million if an individual, \$5 million if not an individual	Not less than 10 yrs., not more than life. If death or serious injury, mandatory life. Fine not more than \$4 million if an individual, \$10 million if not an individual
Marijuana	more than 10 kg hashish; 50-99 kg mixture More than 1 kg of hashish oil; 50"99 plants	Not more than 20 yrs. If death or serious injury, not less than 20 yrs., not more than life. Fine \$1 million if an individual, \$5 million if not an individual	Not more than 30 yrs. If death serious injury, mandatory life. Fine \$2 million if an individual, \$1 0 million if not an individual.

serious injury, not less ss

Policy Regarding Time Clock

All students are made familiar with the process for clocking in. Students are required to clock in when they arrive at the beginning of class and when they depart at the end of class. Full time students must always clock out/in when they leave for lunch and when they return from lunch. Each student must only use his or her own timecard or fingerprint scan. At no time is any student permitted to clock in or out for another student.

The time on the electronic time clock is set automatically. Each student is instructed on the proper way to insert the timecard into the clock or use the fingerprint scan. Students need to ensure they clock in properly, so the time stamp is recorded in the correct area,

If a student clocks in incorrectly, creating an inaccurate time stamp, that student is to alert the instructor on duty who can correct the time and verify the time. Additionally, if a student realizes that he or she has forgotten to clock in or out at a certain time, that student should alert the instructor so a correction can be made and initialed. No student is allowed to make corrections to his or her own time record.

At the end of each week the time stamps are collected by the instructional staff and the hours are calculated and credited to each student's academic and financial file. Records are maintained for all students in their individual academic file. The records are maintained in the file for a minimum of three years beyond the student's graduation or withdrawal date.

When a student achieves the required 1500 hours to graduate from the program, that student's time records are fully reviewed and calculated to ensure the total required hours have been achieved. The student will meet with the instructor and school Director to review and verify that the total number of hours is correct, the student, instructor and school Director will verify the total number of hours and all parties will sign a Graduate Hours Verification Form. Once the number of hours is agreed upon and verified by all parties, and the verification form is signed, these documents are maintained in the file along with the timecards.

Any questions regarding the accuracy of the time clock, should be immediately directed to an instructor or the school Director.

SATISFACTORY ACADEMIC PROGRESS POLICY

The satisfactory academic progress policy sets forth a minimum standard for course completion. The policy also sets forth the evaluation and determination of status procedures. Each student is to be provided with a copy of this policy no later than the first day of class. The satisfactory progress policy is the same for all students within the course and within the same attendance schedule, including those receiving and those not receiving Title IV funds, Students will be notified of any evaluation that impacts the student's eligibility for financial aid, if applicable.

Evaluation Periods For Each Program

Students will be evaluated for Satisfactory Progress when they have achieved the following clock hours: **450 hours, 900 hours, 1200 hours**

Students may request copies of their Satisfactory Progress Evaluations, at any time, from the School Director.

Attendance and Academic Requirements for Satisfactory Progress

Students are expected to be in class every day. To meet satisfactory academic progress for attendance, at the evaluation point, the student must have achieved an attendance percentage of 66% or higher. The attendance percentage is determined by dividing the total, clocked actual hours by the scheduled hours.

At the time of evaluation, the student must have a cumulative grade point average of seventy-five percent (75%) to meet the acceptable level of achievement. Factors evaluated for academic progress are all assigned practical work, academic learning, and student salon experience. Students are informed of their current grade point average and attendance on their report cards,

Maximum Timeframe for Completion

The maximum time frame for course completion is one and one-half times the length of the course (150%).

COURSE

MAXIMUM TIME ALLOWED WEEKS SCHEDULED HOURS

Cosmetology-1500 hours (Full Time - 30 hrs./wk.)

75 weeks (17months)

Cosmetology-1500 hours (Part Time - 20 hrs./wk.)

112.5 weeks (26 months)

Clock hours accepted from another institution will be considered as attempted and completed hours. The transfer hours will be considered when determining the maximum timeframe for completion of the program.

Determination of Progress

Students meeting the cumulative grade point average and the minimum attendance requirement will be considered making satisfactory progress until the next scheduled evaluation. Title IV funding may be interrupted if a student does not make satisfactory progress. Students who do not meet the academic or attendance requirement may be placed on financial aid warning or financial aid probation (if the appeal is approved). Only one financial aid warning may be given per student.

Academic Warning

The first time a student **does not meet the required attendance or cumulative grade point average**, he/she will be placed on an academic warning until the next evaluation period. A student is considered making satisfactory progress while on an academic warning. If satisfactory progress is re-established by the next evaluation, then the student is removed from the academic warning. The Director of Financial Aid will notify the School Director of reinstatement of satisfactory progress.

If the student does not increase his/her attendance or grade point average to the requirements listed above by the end of the academic warning period, **then all financial aid will be terminated.**

At that time, the student has a right to appeal the decision of not making satisfactory progress. **Once financial aid has been terminated, the balance of the tuition owed is the responsibility of the student.**

Appeal and Probation

A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the School Director within 30 days. The decision of the School Director shall be final. The appeal must include the following:

Why the student failed to make satisfactory progress and what has changed in the student's situation that will allow him/her to demonstrate satisfactory progress at the end of the next evaluation period.

The appeal must provide **a reason such as death of a relative, an injury or illness to a student, or other mitigating circumstances**. In addition, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation.

After a successful appeal, the student will be placed on financial aid probation for one evaluation period and is eligible for Title IV funding. The Director will create an academic plan that will assist the student in regaining Satisfactory Academic Progress. The student must reestablish SAP at the end of the probationary period or successfully meet the requirements of the academic plan. Students who fail to regain SAP and fail to adhere to the conditions of the academic plan will no longer be eligible for financial aid.

If the appeal is denied, then the student is ineligible for Title IV funding. At this time, the student will be informed that he/she is no longer eligible for Title IV funding. **Payment arrangements must be secured before the student will be allowed to continue the program**.

All appeals are documented and are kept in the student's file.

Interruptions, Course Incompletion, Withdrawals, and Leave of Absences

Individuals taking a leave of absence will have their contracted graduation date extended the same number of days as the leave of absence. A student who returns from a leave of absence will be considered as making the same satisfactory progress as they were prior to the leave of absence.

Students who withdraw or are interrupted from school may be re-admitted into the school upon consideration of the administrative staff. Students must re-apply to the Director, in writing, to show just cause as to why he/she should be considered for re-enrollment. A student who reenters the school will be considered making the same satisfactory progress as when he/she withdrew or was interrupted from the school. A student's maximum timeframe for completion is normally not affected by the student's withdrawal. However, a student's status at the time of withdrawal could affect his/her Title IV eligibility.

Academic Advisory Services

Any student who is determined to be falling below the Satisfactory Academic Progress standards will be offered advice and counseling from the institution Director or Assistant Director. The objective will be to attempt to determine the reason for the current level of performance and to advise and assist the student on ways to improve performance, increase the level of academic progress and ultimately, successfully complete the training. The academic advisory services are available to all students at any time during his/her training.

GRADING SYSTEM

Charzanne Beauty College has a systemic and objective method of evaluating student achievement based upon identified occupational competencies.

THEORY

Students should be able to demonstrate their knowledge and understanding of theory lectures and/or demonstrations by successfully taking a written examination and achieving a minimum of 75% accuracy. The results of these examinations are recorded on the student's theory grade sheet. If the student is unable to successfully achieve a passing grade, or was absent when the examination was given, the student will be afforded the opportunity to take the exam again, upon the scheduling of the instructor. If the student still does not achieve a passing score, upon retaking the exam, the instructor will schedule an appointment to counsel the student and offer one-on-one assistance. This should allow the student to achieve a passing grade and regain satisfactory progress. Homework assignments may be given as a study guide for the retaking of the examination. Some privileges may be withheld until the student has regained satisfactory progress.

PRACTICAL

Students should be able to demonstrate their knowledge and proficiency of practical procedures by completing assignments given on clients and/or mannequins, with at least a 3.0 (80%) accuracy,

Each practical assignment is critiqued by the instructor. The instructor will explain to the student what was performed correctly and what was not, and how to correct the mistakes. The instructor may require the student to perform the assignment again before giving a grade on the assignment.

Grading is as follows:

5 point grading system

5.0 100% accuracy

4.5 = 95% accuracy

4.0 = 90% accuracy

3.5 = 85% accuracy

3.0 80% accuracy

Practical assignments that do not achieve at least a 3.0 grade will not be accepted and must be redone until the minimum 3.0 grade is achieved.

CHARZANNE BEAUTY COLLEGE SUPPLY CHECKLIST

STUDENTS NAME _____

Standard Textbook (State Board Review nook will be given @ 1000 hours)

_____ Mannequin

_____ Case

Roller Caddy

_____ Hair Dryer

Shears

Razor

Box of Double Prong Clippies

_____ Box of Single Prong Clippies

_____ 6 Duck Bill Clippies

_____ Large Tooth Comb 2 Rat Tail

_____ Combs

_____ 2 All Purpose Combs

_____ Comb Lift

_____ Water Bottle

_____ Hairstyling Brush

Spiral (round) Brush

_____ Vent Brush

_____ Velcro Cape 1 Triangle Hair
Net

_____ Styling Cape

_____ Perm Rods & End wraps

1 Package Neck Strips

_____ 1 Color Brush

1 Applicator Bottle

_____ Facial Moisturizer

_____ Fumigant

Marcel Iron

Lab Coat

_____ Manicuring Kit (includes 2 files, 1 pair tweezers, 1 orangewood stick, 1 metal pusher, and 1 pair of nail scissors)

STUDENT RECORDS / STUDENT PROGRESS

Student records regarding student accounts, attendance, grades, practical performances, and placement statistics are kept on file in the main office in well-organized files. Students desiring access to their records may have such access

Leave of Absence must be requested in writing by the student and approved by the staff. The institution shall upon request by the student, grant a leave of absence. Upon return from a Leave of Absence the student will be given the same status as to satisfactory progress as was evident prior to taking the leave of absence. The same circumstances apply to shorter interruptions. The following is a copy of the form that is signed by a student BEFORE a Leave of Absence is given:

Charzanne Beauty College
Student Leave Of Absence Form

A student may request an emergency leave of absence. The student prior to the start Of the 'enve must request the leave in writing. This leave is granted at the discretion of the administrative staff. The request for leave must be signed and accompanied by documentation supporting the need for the leave of Absence if available. Such documentation will include an explanation of existing circumstances from a doctor, lawyer, or counselor citing need for the leave Of absence. A student Who has been absent from school and has been granted a leave of absence by the school is not considered to have withdrawn from school. In any 12-month period, the school may grant no more than a single leave of absence to a student.

The leave of absence involves no additional charges by the school. to the student
The student will agree to re-enter on a designated date. The designated date Will not exceed a maximum 6- month period. The student will be dropped as of the last day of attendance should the absence exceed the 6-month period. The school refund policy will be in effect, and any outstanding balance due the school will be due immediately.

I _____, am requesting a LEAVE OF ABSENCE from Charzanne Beauty College. I am requesting the leave begin on _____ (date). I need this absence because _____

Student signature _____ Date _____
requesting a LEAVE OF ABSENCE from Charzanne Beauty College. am requesting the leave begin on _____

Documentation supporting your request for a leave of absence must be attached to this form. If a student does not return from a leave of absence as scheduled, he/she will be terminated and except in cases of extreme circumstances that can be documented he/she will NOT be considered for re-enrollment into the programs.

Staff member _____ Date _____
. LEAVE- Granted Denied Leave begins/ Student returns _____

NON-DISCRIMINATION

Charzanne Beauty College practices non-discrimination in its admissions, instruction and graduation policies, No one is discriminated against on the basis of race, creed, religion, sex, age, financial status, or country of origin or residence.

AWARD YEAR AND ACADEMIC YEAR

Charzanne Beauty College has duly registered is Academic Year with the US Department of Education as 900 hours a year program, this designated Academic Year is used in determining payment periods for the Pell Grants Program.

PROVISIONS FOR INDIVIDUAL NEEDS

Individual. student needs are met through the means of special assistance before or after class hours. Various instructional materials and methods, which include class discussion, demonstration, and lecture methods, are also utilized.

EDUCATIONAL GOALS COSMETOLOGY COURSE

The Cosmetology Course of study is certificate course designed to prepare students for the South Carolina State Board of Cosmetology Examination. The school makes every effort to have a high pass rate on the State Board Examination for students who have completed the cosmetology course. Students who graduate and pass the South Carolina exam should be prepared to work as hairdressers, salon managers, hair colorist, salon owners, product demonstrators, and other related positions. Students will receive a Cosmetology diploma when completing the 1500-hour course.

COSMETOLOGY PROGRAM DESCRIPTION

Charzanne is a single program institution offering 1500-hour basis cosmetology program, which prepares students to understand and successfully complete the South Carolina State Board of Cosmetology licensing exam and become successfully employed in several cosmetology related fields.

The curriculum meets all if the requirements of the laws of South Carolina and is complaint with all of the standards and the regulations of the South Carolina State Board of Cosmetology, the Council on Occupational Education, and the US. Department of Education.

The course consists of classroom and clinical (hands-on) training of cutting, hair styling, chemical hair treatments, wiggery, facials, make-up, skin care, manicures and . pedicures, Salon management, public relations, psychology, and salesmanship are also taught. Special emphasis is placed on sanitation, health, and safety, as well as adherence to all state laws, regulations and codes.

CHARZANNE BEAUTY COLLEGE CLOSING POLICY

Decision for closing the school due inclement weather will be made by the director, Fallon Canupp. The director will make every effort to relay school closing information to the local media. In most such cases Charzanne Beauty College will mirror the decision of School District 50. In the event of inclement weather occurring on a day that School District 50 is normally closed (i.e., Saturdays, Summer break, etc.) students are advised to monitor their local radio/TV station for closing information. A message will also be left on the school telephone answering machine with the closing details **WYFF Channel 4** **FM 103.5** **Telephone 864-223-4300**

COMPLETION REQUIREMENTS

To graduate, students must successfully complete the designated work assignment for the course of 1500 hours. Students must maintain a minimum score of 75 % on all classroom examinations and practical assignments. Students must also pass the final exams with a minimum score of 75%.

Students must hand in their Clinic Sheets by the last day of the month. Sheets that are not handed in by the last day of the month will not be used for grades. When a student absent he/she is responsible for keeping up with a test, class work and turning in all Clinic Sheets on time.

All make-up tests must be done by the last day of the month. When a student is on a Leave of Absence his/her grades etc. will be put on hold until the student returns from their Leave of Absence.

Unexcused absences can mean a zero (0) for the grades given during the unexcused day. Students should always be responsible and make up any failing grades **before** the last day of the month.

STUDENT TRANSCRIPT REQUESTS

When a student graduates or withdraws from the program, an official transcript is given to the student, which includes, at a minimum, the program of study, units of study completed with the respective corresponding grades, and the student's period of enrollment. Every attempt is made to furnish the transcript, in person, to a student who withdraws from the program. If attempts at contacting the student fail, the transcript will be mailed, with all of the necessary information, to the last mailing address on file for the student.

Should a student who has graduated or withdrawn from the program, request a copy of his or her official transcript, that request shall be directed to the institution's Administrative Assistant, who will reply to the request. The request must be made in person so the identity of the requesting individual can be verified. If it cannot be made in person, certain forms of identification must be submitted to the institution before the request can be acted upon. Requests for transcripts will not be acted upon until the identification of the requesting student has been verified.

Once the request has been made, and the identification of the requesting student verified, the official transcript will be printed, with all required information, and provided to the student.

POLICY FOR RE-ENTRY OF STUDENTS

Students who have withdrawn from the school, for either voluntarily, academic, attendance, or disciplinary reasons, may be considered for re-enrollment and must reapply with the admissions staff for consideration of re-enrollment on a space available basis. The student's GPA and attendance record will be considered. Any student who is reinstated will be put on a 30-day heightened monitoring of their attendance, progress and the following of school policies. All students, no matter when they are reinstated, will retain the same satisfactory progress determination as when they left the program.

Students who re-enroll within 180 days of the last official date of attendance

The costs, for those students who reapply to the institution, within 180 days of their last date of physical attendance, will reflect those of their original contract and/or addendum, and any additional supplies that may be needed to complete the program.

Students who re-enroll after 180 days of the last official date of attendance

After 180 days from the last official date of attendance, any students who reapply for reinstatement will be subject to a \$100, non-refundable, application fee and well as being subject to paying \$100 toward their tuition and fee balance. Other costs may include any additional supplies that may be needed to complete the program. Students will be charged the applicable hourly rate of the current tuition for the remaining hours needed to complete the program. Students who are reinstated, after 180 days, may be subject to the policy for incoming transfer credit.

POLICY FOR HANDLING COMPLAINTS AND GRIEVANCES

Should a student or staff member have a complaint of grievance, there is a procedure and protocol in place to properly address the situation.

If a student has a complaint or grievance, that student immediately bring the issue to the attention of the instructor on duty at the time. The issue can be discussed, in private and with strict confidentiality, by the student and the instructor. If the issue cannot be resolved in this manner, the student should then request a meeting with the institution's Director, to further address the matter. If necessary, the Director can schedule a private meeting with the student the instructor and the Director, in an effort to resolve the issue in a satisfactory manner. If the issue still cannot be resolved, the student will be requested to submit the complaint or grievance, in writing, to the Director. The Director can then seek the advice of the Advisory Board, or even the institution's legal representation. A final resolution will be made at that time and conveyed to the student,

In a similar manner, if a staff member should have a complaint or grievance, the issue should be immediately presented to the Director. The Director will schedule a private meeting with the staff member in an effort to resolve the issue. If the matter cannot be resolved in this meeting, the staff member will be asked to submit the complaint or grievance, in writing, to the Director, who will, in turn, present the matter to the Governing Board, Advisory Board and/or the institution's legal representation. A final resolution will be made and conveyed to the staff member.

Should any matter need to be escalated, below are the addresses of the institution's accrediting agency and the South Carolina State Board of Cosmetology:

Council on Occupational Education
7840 Roswell Road, Bldg. 300
Suite 325
Atlanta, GA 30350
(800) 917-2081 or 770-396-3898
FAX: (770) 396-3790
www.council.org

South Carolina State Board of Cosmetology (Division of South Carolina LLR)
110 Center view Drive
P.O. Box 11329 .
Columbia, SC 29211-1329
(803) 896-4588 Fax (803)896-4484

PLAN FOR MEDIA SERVICES

MEDIA OVERVIEW

The objective for the media services at Charzanne Beauty College is to:

1. Reinforce the lectures and demonstrations given in the classroom
2. Provide reference resources for students and faculty

3. Provide up-to-date visual instruction and demonstration of the newest techniques and practices in the industry

The forms of media available include:

1. Videos (DVD format)
2. Reference Texts
3. Technical Materials
4. Audio (CD format)
5. Industry Magazines and Trade Publications
6. Handouts

The scope of the institution's media includes the theoretical background for the practical application of skills needed in the field of cosmetology; step-by-step procedures for each application; and self-help materials for personal development.

While the role of implementation of the media services plan falls with each staff member, the ongoing coordination of the institution's media services, as well as orientation for students, is the responsibility of the Administrative Assistant/instructional Support personnel.

The institution maintains an annual budget for its media services, as well as a plan for repair or replacement of the media materials and/or equipment.

PROCEDURE

Media is maintained in the school library and a small, locked supply room connected to the classroom,

Instructors will preview materials for relevance prior to making the media available for use by individual students or by an instructor as a reinforcement aid,

Students may utilize media items and equipment, with an instructor's knowledge and consent, during normal, practical, lab work periods. Faculty and students may also check out material for home use by adhering to the following procedure:

1. Gain permission to use the material from an instructor, staff member or the institution Director.
2. Completely fill out the Media check-out form (including date, time, title, return date, instructor's/staff member's/Director's signature and student's signature)
3. return the material on the agreed upon date to an instructor/staff member/ Director. Complete the check-out form by filling in return date and time and getting the appropriate signature
4. Fill out the appropriate media evaluation form and return it to an instructor or staff member.

Students and staff members shall be held financially liable for materials that are not returned or are returned in damaged condition, For this reason, the instructor or staff member approving the check-out should take note of the condition of the material prior to releasing it for use. The media check-out sheet is maintained on a clipboard in the classroom. Instructors and staff members share the responsibility of maintenance and inventory of media materials and equipment. All materials must be previewed prior to use and shall be labeled with the title, length, and inventory number.

EVALUATION

All media material is previewed by either an instructor or the institution's Director prior to use or being made available to students. The staff member previewing the material will make note of the relevance of the material. That staff member will rate the overall quality and effectiveness of the material and pass that information to the Director.

Students and instructors will fill out a media evaluation form upon the completion of the use of any media materials. The administrative support staff member will ensure that all evaluations and rating information is compiled and maintained in a Media Services file in the administrative office.

All media evaluation information is periodically reviewed and discussed at staff meetings and Advisory Board meetings. The review process facilitates the Director's task of determining and establishing media budget needs and ensuring the institution is providing the most effective material available.

Budget considerations are also made for the addition, upgrade, maintenance and/or replacement of media materials and equipment.

POLICY AND PROCEDURE FOR MEDIA CHECK-OUT

The media center is located in the classroom. There is a glass cabinet that holds video tapes and a metal cabinet that contains books, DVDs, a DVD player, and a VCR. Students are allowed to check out books to use as a reference while at school. The student must go to a staff member and ask to check out a book. Using the book check-out sheet, the student will write their name, the book number, the book title and the date. The staff member will then initial the sheet for verification. This check-out sheet is located in the metal cabinet containing the books. Once the student is finished with the book, he/she will return it to the staff member, who will, in turn, initial the check-out sheet, along with the student, to verify the return of the book. The staff member will return the book to the media cabinet.

Students are allowed to view a video or DVD upon the approval of a staff member. The staff member will insert the video or DVD for the student and then re-secure the cabinet. This is to ensure proper use of the equipment and to protect the student from blame should a malfunction occur. Once the student is finished watching the video or DVD, the staff member will return it to the media case or cabinet.

Students are allowed to check-out books, audio, videos or DVDs to use at home. In order to check-out any form of media for home use, the following procedures are required:

1. Gain permission to use the material from an instructor or staff member.
2. Completely fill out the media check-out form (available in the administrative office) making sure to include the date, time, media reference number, title, student's name and the staff member's initial. Students and staff members should take note of the condition of the material prior to checking it out.
3. Return the material, on the agreed upon date, directly to an instructor or staff member. The staff member will inspect the condition of the returned material. The check-out form will be completed to verify the proper return of the material.
4. Students using media materials should complete the brief media evaluation form and return it to a staff member.

Students shall be held financially liable for materials that are not returned or are returned in damaged condition.

The media check out is maintained on a clipboard, available in the administrative office.

PLACEMENT SERVICES

Charzanne Beauty College offers placement assistance to all of its graduating students. Assistance is provided in two ways: 1) By maintaining up to date information on area salon owners and prospective employers, and 2) by counseling graduating students with respect to possible job opportunities and expectations, and, if possible, acting as a liaison between the student and the prospective employer -- providing each with pertinent about the other. Follow-up information and feedback is requested from both the graduate and the employer.

PROCEDURE

Once a student comes within 100 hours of graduation, he/she should begin to receive counsel on the State Board of Cosmetology exam and employment expectations upon passing the exam. At this time the student should also begin to receive information and counsel regarding prospective employers in the area.

The scope, depth and direction of the counsel each student receives is determined by all work completed and test scores achieved by the student. Evaluating completed work and test scores will allow the staff to determine each individual student's potential strengths and weaknesses, and provide the staff greater insight on the counsel being given,

Information on prospective employers is maintained in the Administrative Office, as well as on the "Job Opportunities" bulletin board in the classroom. A file of all contact names and numbers is also maintained. This information should be monitored and kept as up to date as possible, Students nearing graduation will be encouraged to to familiarize themselves with the information on these area employers.

Students have the option to choose to pursue any of the positions listed at the school, or to seek other positions on their own. The school Director and Instructors will provide as much information as possible on any available position the student choose to pursue. The student will also be counseled on the expectations of a working professional cosmetologist.

Follow-up letters will be sent to graduates and employers six months after graduation from Charzanne. Records of placement and follow-up data is recorded and maintained in the Placement records file in the Administrative Office and is available to all instructional staff. The Administrative Assistant is responsible for gathering and maintaining placement data.

Information gathered from the placement and follow up activities will be reviewed and discussed periodically at staff and Advis01Y Board meetings. Outcomes will be discussed as well as any recommendations for improvement.

PUBLIC INFORMATION

COMMUNITY RELATIONS

PUBLIC INFORMATION

The majority of all public information is available on the institution's website, www.charzannebeautycollege.com. Occasionally public information is presented in limited form by making use of the local media and various advertising opportunities. When it is deemed necessary or appropriate, the institution's

Director will initiate contact with a representative from the media source of choice. In the majority of cases this will be the Greenwood Index-Journal newspaper, In other, less frequent occasions, other media sources will be used. These sources include the following:

Lakelands Leader Newspaper
Abbeville Press and Banner
Clinton Chronicle
WZSN-FM Radio

Events or occasions warranting the use of these sources would include:

Announcements of upcoming events such as Continuing Education Classes or hair shows and competitions.

Announcements promoting clinic floor specials

New enrollment recruiting campaigns

Any other public service that may be worthy of media coverage

Media contact names and numbers are maintained in the Directors office.

From time to time, the institution's owner/Director will opt to promote or advertise the school using various non-standard sources. These would include athletic programs* local school booster promotions, charity event sponsorships, or other publications or promotions of local schools, civic, or non-profit organizations. The effectiveness of the advertising is discussed and monitored during the staff and Advisory Board meetings.

As an active member of the South Carolina Association of Cosmetology Schools (SCACS), Charzanne periodically contributes to, and participates in, marketing campaigns designed to promote the industry and all member institutions. All marketing materials is compliant with, and adheres to Charzanne's own criteria for marketing and advertising, as well as those of the South Carolina State Board of Cosmetology, the Department of Education, and the Council on Occupational Education.

Occasionally, the school may choose to promote by purchasing, and giving away, certain advertising promotional items, such as pens, magnets, calendars and bumper stickers. These items are available to students and customers. Company contact names and numbers are maintained in the Director's office.

All decisions regarding public information, advertising or promotion of any kind are the sole responsibility of the institution's Owner/Director.

All advertising inquiries, or inquiries regarding information of any kind about Charzanne, the Cosmetology program, Charzanne staff and/or students, are to be immediately directed to the school Owner/Director.

PUBLIC INFORMATION COSTS AND BUDGET

Because it is difficult to predict the necessity of advertising and marketing, or when promotional opportunities will present themselves, the institution does not maintain an advertising/promotion budget. All cases are evaluated on an individual basis by the Owner/Director, staff and the Advisory Board, at which time, the opportunity, cost, and potential for return will be presented and discussed.

COMMUNITY RELATIONS

Charzanne Beauty College is proud of its involvement and reputation in the communities it serves. The school has taken advantage of numerous opportunities to take an active role in serving area residents and charitable organizations.

Charzanne maintains excellent relationships with several area charitable and special service organizations. These include, but are not limited to the following:

Connie Maxwell Home for Children

- Bowers-Rodgers Home for Abused, Abandoned and Neglected Children

GLEEAMS

United Way of Greenwood and Abbeville Counties

Various local Church and Youth Organizations

Charzanne assists these organizations in various ways. these include donations of cash and/or volunteer time, free hair services, event sponsorships and promotional days where clinic floor proceeds may be donated to the respective organization involved.

Charzanne also takes an active role in local school programs. The institution will often make donations and/or purchase advertising space within a school organization publication. Staff members will also often participate in "Career Day" events at local schools.

Charzanne's Governing Board has every intention of continuing the school's active role in the community.

Any inquiries regarding community relations activity and/or opportunities should be immediately directed to the institution's Owner/Director.

LOCAL INDUSTRY PROFESSIONALS AND EMPLOYERS

Charzanne staff maintains consistent and ongoing contact with local industry professionals and potential employers -- many of whom are Charzanne graduates themselves. All staff members are encouraged to maintain contact, in an effort to continue promoting the institution in the community; solicit feedback about the institution, its program and graduates; and uncover potential employment opportunities for Charzanne graduates.

DOCUMENTATION AND EVALUATION

Public information and community relations activities should be documented using one or more various forms. Whenever local newspaper coverage is provided, a copy of any photographs and/or articles should be collected. For community relations activities, normally, a letter of appreciation is received from the benefitting organizations(s). The letters should be maintained in the Community Relations file in the Administrative Office.

Copies of all advertising should be maintained in the Public Information file in the Administrative Office.

All public information and community relations activities are discussed and evaluated at Advisory board meetings and staff meetings. Any concerns or recommendations are taken under consideration and, if necessary, implemented or acted upon at the discretion of the Director or Governing Board.

PLAN FOR FACILITY MAINTENANCE

OVERVIEW

Since the purchase of the business and property by the current owners, in 1998, there have been numerous upgrades, improvements and enhancements to the physical facility. Nonetheless, the facility is dated and requires ongoing maintenance, repair, and upkeep. The institution will maintain a plan for the upkeep, repair and maintenance of the facility

MAINTENANCE PLAN

The institution maintains working relationships with several local contractors for the repair, maintenance, and or replacement of equipment for the physical facility. These contractors are listed below:

Plumbing

- Mathis Plumbing - 864-229-7117

Electrical Service and Repair

- Byrd's Electrical Service — 864-993-5655

Heating and Air Conditioning Service

- One Hour Heating and Air — 864-306-2473

Lawn and Landscape

- Emerald Trash Service — 864-223-6788

General Maintenance and Repair

- Randy Caldwell - 864-378-3365

Fire Extinguisher Service

- Piedmont Fire Extinguishers — 864-677-3674

Roofing

- George Elmore Roofing — 864-353-7462

Contact names, addresses and phone numbers are maintained in the main office.

Any necessary repair or maintenance service must be approved by the institution's President or Vice President. If an emergency repair becomes necessary and the President or Vice President cannot be contacted for prior approval, the instructor on duty will have the authority to call the respective contractor and have the repair service done. All information regarding the service performed should be passed on to the President as soon as possible.

Non-emergency service, repair, or replacement is discussed at staff meetings and/or advisory board meetings. Based on available financial resources, the service work will be scheduled as soon as possible.

Certain routine and preventative maintenance services should be performed on a periodic basis. These include:

Building Exterior Inspect roof, exterior walls, doors and windows annually. Exterior walls should be repainted every three to four years or as becomes necessary. Roof repairs and/or replacement will be done as it becomes necessary or warranted as a result of inspections. Doors and windows are repaired or replaced as becomes necessary. The roofing shingles were most recently replaced in 2014 by George Elmore Roofing.

Building Interior — Inspect walls, ceiling, floors, carpeting, interior doors and lighting every six months. Interior walls should be repainted every 3 years or as becomes necessary. Acoustic ceiling tiles, carpeting, interior doors and lighting fixtures should be repaired or replaced as becomes necessary. A new track lighting system and new ceiling tiles were installed in 2016. Replacement track lights and/or fluorescent lights are stored in the maintenance closet in the back classroom.

Water Heaters — The system is a combined unit or two separate linked together to form a single working unit. Inspected and serviced annually. Replacement/Upgrade would be considered if the current system becomes too old or damaged to repair. The current unit was upgraded and installed in 2002. Repair work is done as is necessary.

Central Air Unit — Inspected and serviced annually. Unit should be considered for upgrade or replacement every 10-12 years. The current unit was upgraded in 2008. Interior filters are replaced every 60-90 days.

Gas Heater — Inspected and serviced annually. Unit should be considered for upgrade or replacement every 15 years. The unit was purchased and installed in 2006.

Lawn Care — Lawn is mowed and trimmed on a weekly basis during warm weather months. Service is performed as necessary in cold weather months.

Parking area — Parking area in the rear of the facility was paved in 2001. Front customer parking area has been paved since 1980 and was resurfaced in 2001. Surface should be inspected annually. Any necessary repairs or maintenance should be done as becomes necessary.

Security Cameras and Security System — The current security cameras were installed by Byrd's Electrical and are inspected and repaired/replaced as necessary. The security system is installed and maintained by Priority One. Upgrades or maintenance is scheduled as it becomes necessary.

Charzanne Beauty College Health and Safety Plan as of February 24, 2022.

Introduction

Charzanne Beauty College maintains a plan to ensure the Health and Safety of all students, staff, and guests. All administrative and faculty members are familiarized with the plan and its contents and procedures. This program follows the Occupational Safety and Health Administration's (OSHA) "Safety and Health Program Management Guidelines", for Adult Student training guidelines. The institution maintains a safety manual containing basic first aid and emergency guidelines. The manual also contains safety information, provided by manufacturers, for all products maintained and used at the institution. The Plan will be evaluated annually and revised/updated as necessary. Any incidents of health, sickness, accident, or emergency will be reported, in detail, investigated fully, and discussed at all Advisory Board/Staff meetings.

Management Leadership and Employee Involvement

The Administration commits the necessary resources of staff, money, and time to ensure that all students, staff and guests at Charzanne Beauty College are protected from injury and illness hazards. In addition, the administration visibly leads in the design, implementation, and continuous improvement of the site's safety and health activities. The administration ensures that all students and staff members have knowledge of site hazards applicable to them and how to protect themselves and guests against those hazards, including emergency alarms and procedures.

Facility Analysis

Surveys are conducted that identify all safety and health hazards on an annual basis. All hazards found during these surveys are eliminated whenever possible or controlled. All employees who may encounter the controlled hazards are trained in appropriate job procedures to follow to protect themselves from these hazards. All employees at Charzanne Beauty College are trained to recognize hazards and to report any hazard they find to the appropriate person so that the hazard can be corrected as soon as possible.

In Cases of Sickness

Student illnesses or minor emergency medical care requirements will be reported to the nearest staff or faculty member. These problems will be resolved utilizing the first aid kit only or by referral to the appropriate medical facility or physician. No medical care will be administered by staff or a faculty member.

In Cases of Accidents

Accidents are a part of life, and even though Charzanne Beauty College strives to maintain a safe work and learning environment, sometimes they may happen. In the case of an accident involving a student, staff member or guest, the following should happen at once:

Ensure everyone involved is alright and no further harm can happen to anyone else, refer involved parties to seek medical care if needed or desired.

Inform the Faculty/Student Services Director and School Director of the Accident.

An incident report is filled out by the instructor of the persons involved and getting witness statements if possible; then turned into the Director.

The report is studied to determine what went wrong and if anything can be done differently to deter further incidents. Training will be provided when a course of action is determined. A copy of completed incident reports are maintained in central files.

In Cases of Emergency Health Care Needs

All students, staff and faculty should immediately report a medical emergency to the next nearest staff or faculty member.

- Examples of life-threatening situations include, but are not limited to:
- Choking
- Uncontrolled bleeding
- Loss of consciousness Severe chest pain
- Difficulty breathing
- Seizures
- Immobilizing injuries

If there is any indication of a life-threatening situation, the school administration will immediately dial **911**. A staff member or student will await the ambulance and direct emergency response personnel to the scene.

Give your name; describe the nature and severity of the medical problem and the exact location of the victim.

DO NOT MOVE THE VICTIM unless an immediate life-threatening emergency situation dictates.

Immobilize victim if potential head, neck or back injury.

Check for medical alert tags.

Explain to the victim who you are and that you are there to help.

"Ask the victim "Are you okay? What is wrong?"

Check breathing and start CPR if necessary and trained to do so.

Control bleeding by applying direct pressure and elevation.

Ask bystanders what happened.

Personal safety is your first priority. Use personal protective equipment (i.e., gloves) when in contact with body fluids.

Hazard Prevention and Control

Management ensures that this priority is followed to protect all students, staff, and guests at Charzanne Beauty College

Hazards will be eliminated when economically feasible, such as replacing damaged or broken furniture.

Barriers will be placed to protect persons from the hazard, i.e., availability of disposable gloves (protective equipment (PPE), for cleaning with chemicals.

Exposure to hazards will be controlled through administrative procedures.

Management ensures that workstations and all equipment are cared for properly so that the environment remains safe and healthy. If maintenance needs exceed the capability of the workplace employees, contract employees are hired to do the work. All employees and students are held accountable for obeying site safety and health rules.

Health and Safety matters are discussed at staff and Advisory Board meetings. When necessary, the emergency procedures are revised as a result of the evaluation report.

Persons needing emergency care will be transported, by community ambulance, to Self-Regional Hospital, located within ten miles of the campus. It is the responsibility of the staff to ensure that first aid kits are stocked and readily accessible in the designated locations throughout the school.

Fire /Safety Prevention

Charzanne Beauty College works with appropriate outside agencies, such as property management, fire department, police department, local media, and the hospital to develop emergency plans for all potential emergencies, including fire, explosion, accident, severe weather, loss of power and/or water, and violence from an outside source. Drills are conducted quarterly so that all employees and students experience a drill on each type of emergency. Each drill, whether tabletop or actual evacuation, is evaluated by the School Director.

Intruder

Notify the School Administration immediately of anyone suspicious of being an intruder.

Ask unauthorized any visitor to identify him/herself.

If visitor is uncooperative, contact the school administration, who will determine if the law enforcement should be called.

If unauthorized visitor remains uncooperative, the staff member will contact Law Enforcement.

If unauthorized visitor leaves before Law Enforcement arrives, witnesses should write down individual's physical description, type and color of automobile, registration number and any other identifiable information.

If unauthorized visitor stays in area, staff work with Law Enforcement to keep area clear of faculty, staff, and students.

BOMB THREAT

BOMB THREAT BY PHONE

Record exactly what the caller says.

Ask the caller:

Time bomb set to detonate

Is it visible or hidden?

Type of bomb

How it got into the campus facility

Where it's located

What it looks like

Why placed in campus building or on grounds?

Note any caller accent, age, sex, background noise, mental state, etc.

Immediately contact local law enforcement

ANY BOMB THREAT

School Administration will Call 911.

Local Fire and Police will combine to form the Incident Command,

Team orders college evacuation based on information obtained about the bomb.

All faculty and staff will assist guests and scan work area for unusual objects while evacuating the building.

Report suspicious objects to the emergency response team once evacuation procedures are complete.

Assist in securing the area to prevent any other students, staff or guests from entering the area.

Do not touch or attempt to move any suspicious object or device.

If device is located, the emergency response team will then take over the situation.

Upon approval from local Law Enforcement and Fire Department authorities, buildings will be reoccupied.

Assault

Relocate the victim to a safe environment and treat injuries, if trained to do so.

Immediately inform a staff member, who will, in turn, contact law enforcement.

If sexual assault, advise the victim not to wash or bathe. Assist the victim in relaying any and all pertinent information to arriving Law Enforcement.

Administration will contact counselors to meet with victim, if necessary.

Obtain a description from victim and witnesses of suspect.

Director, or designee, immediately contacts emergency notification contact person of victim.

Director and any staff members present will prepare a written statement for faculty to read to students and send to parents describing the facts known at the time and procedures for accessing support as needed.

If necessary, the Director will work with local media, in coordination with Law Enforcement.

Initiate grief counseling as determined by need and severity of the situation.

Run, Hide, Fight — Active Shooter Protocol

An Active Shooter is an individual that is attempting to kill, by use of firearm(s), in a confined, populated area.

In most cases, there is no pattern or method in how the active shooter selects its victims.

Active shooter situations are unpredictable and evolve quickly. Therefore, individuals must be prepared both mentally and physically to deal with an active shooter situation. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims, and it may take several minutes before law enforcement arrives on the scene.

If you hear shots fired (or anything that may sound like gun shots), or if you witness an armed person shooting or threatening people, then you must do the following:

Immediately choose the best way to protect your life. Very quickly, make your best determination of what is occurring and which of the options below will provide the greatest degree of security for you employing the "RUN, HIDE, or FIGHT" protocol.

RUN:

Evacuate the area if possible

- If there is a large enough distance between you and the active shooter, then quickly move away from the sound of the gunfire/active shooter. If the gunfire/active shooter is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place behind cover.
- Leave your belongings behind except for your cell phone.
- Keep your hands visible to law enforcement as they arrive on the scene.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide law enforcement may be critical. Here is a list of information that may be useful to law enforcement: number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter(s).

Hide silently behind cover

- If the active shooter is nearby, and you cannot evacuate safely, hide in an area out of the active shooter's view.
- Choose a hiding place with thicker walls and fewer windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights.
- Silence phones and turn off other electronics.
- Close windows, shades, and blinds, and avoid being seen from outside the room, if possible.
- If you are outdoors, and cannot RUN to safety, find a place to hide that will provide protection/cover from gunfire such as a brick wall, large trees or buildings.
- Remain in place until law enforcement clears the area and finds you.

FIGHT:

Take action to disrupt or incapacitate the shooter

Only fight as a last resort. You should only take action if your life is in imminent danger, and you do not have the ability to evacuate or hide.

- Attempt to incapacitate or disrupt the actions of the shooter by using items in your area such as fire extinguishers or chairs. Throw items at the shooter if possible.
- Act with physical aggression toward the shooter.
- Call 911 when it is safe to do so.

Immediately after an incident:

- If you are hiding inside the building, wait for law enforcement officers to assist you out of the building.
- When law enforcement arrives, be certain that nothing is in your hands and your palms are always visible.

Note:

- Understand that gunfire may sound artificial. Assume that any popping sound is gunfire.

- If there are two or more persons in the same place when a violent incident begins, you should spread out in the room to avoid offering the aggressor an easy target.

Be mindful that violent attacks can involve any type of weapon, not just a gun. Knives, blunt objects, physical force or explosives can be just as deadly as a gun. The suggested actions provided here are applicable in any violent encounter.

- • Plan ahead and recognize possible escape routes, including physically accessible routes for students and staff with disabilities and others with limited mobility. Refer to your evacuation plans to know what routes are available.

Police Response

Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter(s). They will move quickly and directly. Early on in an incident, they may not be able to rescue people because their main goal is to get to the shooter(s). People need to try to remain calm and patient during this time, so as not to interfere with police operations.

Normally, a rescue team is formed shortly after the first responding officers enter the building. They will be the Officers who will search for injured parties and get everyone safely out of the building.

Investigation and Reporting

The investigation of any accident or emergency will follow under the guidance of the Director and the administration. Every effort will be made to uncover any circumstance or situation that may have contributed to an accident, and the administration will ensure that any potential danger to students, staff or guests is removed. The Director and administration will solicit the assistance of anyone who can provide information about the incident of accident.

After any incident, accident, sickness or emergency is fully resolved, the Director and administration will take care of reporting the event to any necessary entity or outlet. Information will also be disseminated to the staff and advisory board, as well as being included in any applicable institutional reports. A copy of any report filed will be maintained in the main office of the institution.

CRIME REPORTING AND EMERGENCIES POLICIES AND PROCEDURES

Annual Crime Statistics Reporting

Each year, Charzanne Beauty College prepares and submits a crime statistics report. The full report is available to all current and prospective students, as well as the public. This report is prepared by the institution's staff, in cooperation with local and state law enforcement agencies. Charzanne Beauty College informs each student and employee how to access their campuses' crime statistics report annually. Prospective students may obtain printed copies of the report by requesting it from the School Director.

Reporting Crimes

Charzanne Beauty College encourages its staff, students, and salon customers to report crimes or potential crimes which occur on or near our campuses. The reporting of crimes is voluntary and completely confidential. In case of an emergency, the person witnessing the crime should dial 9-1-1 immediately and then inform the School Director. In the case of a non-emergency, staff, students, and salon customers should notify the School Director or Instructor on duty of the crime immediately. The School Director will take any further action regarding the occurrence,

The following is a list of crimes to be reported:

Offenses

Murder and non-negligent manslaughter; negligent manslaughter; forcible sex offenses, nonforcible sex offenses; robbery, aggravated assault; burglary, motor vehicle theft; arson, hate crimes

Arrests

Weapons possession, and Drug law Liquor law

Referrals

Charzanne Beauty College does not maintain a procedure for allowing victims or witnesses of a crime to report the crime on a voluntary, confidential basis. Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local police, who investigate and prosecute for these serious felony crimes.

Charzanne Beauty College does not employ pastoral or professional counselors for victims or witnesses of crimes to inform those they are assisting of the procedures for reporting the crime on a voluntary, confidential basis. Violations of the law will be referred to law enforcement agencies.

Timely Warnings Policy

In the event that a situation arises either on or off campus, that, in the judgment of the school Director constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through in-class announcements and personal phone calls. Depending on the particular circumstances of the crimes especially in all situations that could pose an immediate threat to the community and individuals, the School Director may also request to have a notice posted on the school's web site, www.charzannebeutycollege.com. Anyone with information should immediately report the circumstances to the School Director. The Timely Warning Notices will include the location of incident* day of incident, date of incident, time of incident, details of incident, suspect description, and disposition of incident.

Access to Campus Facilities

- Charzanne Beauty College is accessible to staff and students during the approximate hours of (8:30 AM to 9:30 PM). Tuesday through Friday and (8:15 AM to 1:00 PM) on Saturdays.
- Charzanne is open to salon customers during normal business hours of (9:00AM 9:00PM), Wednesday Thursday, (9:00AM - 4:30PM) on Fridays, (8:30AM-12:30PM) on Saturdays.
- During all other times, the school doors are kept locked and are only admissible to specific staff members who possess a key. Most campus maintenance issues are addressed by our administrative staff. Charzanne does not maintain on or off campus housing.

Campus Security

Charzanne Beauty College does not employ campus security of any nature.

Criminal Activity Related to Off-Campus Facilities/Organizations

Charzanne Beauty College does not maintain off-campus facilities or organizations. Therefore, we do not retain criminal activity data for locations away from the campus.

Security Awareness and Crime Prevention Programs

Charzanne Beauty College does not provide security and crime prevention programs.

Alcohol and Drugs

The possession, sale, manufacturing, or the furnishing of alcohol or drugs, on the property of Charzanne Beauty College, is grounds for immediate termination whether by a student or employee. Charzanne Beauty College has been designated as "Drug free" and maintains a "Zero Tolerance Policy." The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to institutional sanctions, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. More information is available in our "Drug Free Policy and Prevention Program" consumer information document.

A variety of counseling services and treatment centers are available throughout the state for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Faculty, staff, and students should make themselves aware of the following referral sources to identify the services or programs which most closely meet their specific needs. Charzanne Beauty College maintains fact sheets on alcohol and drugs, these fact sheets are available to students from the Admissions Office. The school also disseminates information to students on where to receive counseling. Information is also posted in student common areas for viewing. The following are phone numbers and/or websites for various counseling needs:

South Carolina Department of Alcohol and Other Drug Abuse Services Choose your county under "Treatment Providers." <http://www.daodas.state.sc.us/>

Drug and Alcohol Rehab Centers in South Carolina 1-877-421-9659 <http://www.drug-afcohol-rehabs.org/south-carolina-rehab-centers.html>

Alcoholics Anonymous of the Carolinas

Choose your county for specific locations and contact information <http://www.aa-carolina.org/>

Sexual Offense Policy

Charzanne Beauty College is committed to providing and maintaining healthy learning and working environments for all students and staff. The school condemns any form of sexual misconduct. The administration of Charzanne Beauty College will periodically review its Sexual Offense Policy with all students, in order to create greater awareness and prevention of such acts.

Sexual misconduct defined: Sexual misconduct is defined as any physical act of a sexual nature perpetrated against an individual without consent or when an individual is unable to freely give consent, Acts of a sexual nature include, but are not limited to, touching or attempted touching of an unwilling person's breasts, buttocks, inner thighs, groin, or genitalia, either directly or indirectly; and/or rape, forcible sodomy, or sexual penetration (however slight) of another person's oral, anal or genital opening with any object. Sexual misconduct also includes sexual exploitation, defined as taking nonconsensual, unjust sexual advantage of another for one's benefit or the benefit of another party. These acts may or may not be accompanied using coercion, intimidation, or through advantage gained by the use of alcohol or other drugs.

If a Sexual Assault Occurs, the victim is encouraged to:

1. Find a safe place.
2. Seek medical treatment for possible physical injuries, transmission of STDs, and pregnancy.

3. To preserve evidence of the assault:
 - a. avoid showering, bathing, changing clothes, washing hands, going to the toilet, or brushing teeth
 - b. If you do decide to change clothes, save all of the clothing you were wearing at the time of the assault, Place each item of clothing in a separate paper bag.
 - c. Avoid disturbing anything in the area where the assault occurred.
4. File a report.
5. Seek support and counseling.

Reporting Sexual Misconduct for School Discipline

If you are a person who has experienced or thinks you have experienced a sexual offense, Charzanne Beauty College encourages you to file a report with local law enforcement. It should be noted that Charzanne Beauty College is also compelled to comply with laws that require the reporting of certain sexual offenses occurring on or near campus to local law enforcement. You have the choice of whether to file a report with local law enforcement and/or to proceed with legal action. The school staff will assist you in notifying the authorities if you so request. Upon your request, the School Director may accommodate changing classes and arranging for escorts.

To file a complaint against another individual within the school, you must submit your written complaint to the school Director. Your written complaint must contain detailed information on the date, time, incident, persons involved, witnesses, and any other information you feel would be pertinent for an internal discipline hearing. Once the complaint is received, it will be investigated by a member of the Executive Board, The Executive Board Member may meet with the complainant to hear or clarify his/her account of the incident and review the disciplinary process. A formal investigation may be launched, which includes an initial meeting with the accused and an opportunity for the accused to also submit a written statement (generally within five business days) in response to the allegations. After written statements are received, the Executive Board Member may ask further clarifying questions of the complainant, accused, or witnesses. A determination will be made on whether to proceed with an internal disciplinary proceeding based on sufficient information to believe that sexual misconduct may have occurred, the internal disciplinary proceeding is a hearing. A three-person hearing panel will preside over the case. This panel will consist of two Executive Board Members and one school staff member. A finding of guilty must be based on a unanimous vote. The accused and the complainant will each be allowed to choose one person, who has had no formal legal training, to accompany them throughout the hearing. These persons may only confer quietly or through notes with the complainant and accused and may not address the panel. Participants are reminded that any information shared during a hearing is confidential. The hearing panel will decide what testimony, witnesses, or other information is relevant, and may exclude information or a witness that is deemed duplicative or immaterial. The complainant or accused should inform an Executive Board Member, prior to the hearing, of the names of any witnesses he/she wishes to testify and to what they will attest. Witnesses should avoid hearsay. The complainant and accused will receive verbal notification of the outcome of the hearing no sooner than two business days and no later than five business days after the hearing. Notification will be individually given to the accused and complainant at approximately the same time. Sanctions against the accused for a finding of guilty include, but are not limited to, termination, suspension, disciplinary probation, and/or other sanctions deemed appropriate by the hearing body. Students who are found guilty for a violation of sexual misconduct have a right to appeal the sanctions set forth by the hearing panel.

Information, Support and Counseling

Counseling is not available on campus for victims. Charzanne Beauty College recommends that any victim seek counseling services. Sexual violence can affect all areas of a victim's life and counseling can provide support to help navigate through issues that may arise.

1-800-656-HOPE (4673) . <http://www.rainn.org/>

South Carolina Coalition Against Domestic Violence & Sexual Assault (choose your county at the bottom for specific location) <http://www.sccadvasa.org/default.aspx>

Educational Programs Regarding Sexual Abuse

Charzanne Beauty College does not hold formal educational programs regarding rape, acquaintance rape, and other forcible and non-forcible sex offenses, but does periodically review its Sexual Offense Policy with all students.

Sex Offender Registry

Charzanne Beauty College is providing the web site URL below concerning registered sex offenders in our state. The South Carolina Law Enforcement Division (SLED) is responsible for maintaining this registry.

<http://services.sled.sc.gov/sor/>

While attempts are made to provide complete and accurate information, the South Carolina Law Enforcement Division does not guarantee the accuracy of the information made available to the public via the South Carolina Sex Offender Registry Website. The information released through the site is as complete as has been correctly verified and processed by registry personnel. It should be noted and understood that the information released via this site may be in the process of being verified and/or changed OR the listed offender may have changed information without notifying the registry personnel. If you feel the information is incorrect please contact the Sheriff's Department in the county in which the sex offender is registered or SLED Sex Offender Registry at (893) 896-2666.

Emergency and Response Evacuation

Charzanne Beauty College maintains an Emergency and Response Evacuation plan. The response plan is based on the specific type of emergency.

EMERGENCY TYPE

Minor Emergency — Minor incidents typically occur in localized areas. They affect a small segment of the school; they can be quickly contained or resolved with existing school resources. These incidents do not require the implementation of an Emergency and Response Evacuation Plan. Examples include localized fires, plumbing failure in buildings, sewer stoppages, etc. In a Minor Emergency, the School Director will determine what actions need to be taken to ensure the safety of the school, staff, guests, and students,

Intermediate Emergency Intermediate incidents can affect sizable segments of the school community and/or its surrounding areas. These situations require a coordinated response. The Emergency and Response Evacuation Plan may or may not be activated based upon an assessment by the School Director. Only the School Director, or the Director's designee, upon information provided, may declare a Intermediate Emergency. Examples include Major structural damage, severe flooding, extensive utility outages, major fires, etc. In an Intermediate Emergency, the School Director will determine what actions need to be taken to ensure the safety of the school, staff, guests, and students.

Major Emergency — Major incidents that affect the entire school and the surrounding community. Such situations cannot be handled through the school's normal resources. They require a schoolwide response and extensive coordination with external entities. The school's Emergency and Response Evacuation Plan is activated and linked to those of surrounding external entities such as Fire Stations and Police Departments. The Executive Board will coordinate the school's activities with those of local, state, and/or federal authorities. Only the school Director, upon advice of the Executive Board, can declare a Major Emergency, Examples include Hurricanes with major damage to the school, major earthquakes, chemical spills, major fires, terrorist attacks, etc.

EMERGENCY NOTIFICATION

Minor Emergency - During a Minor Emergency⁵ the School Director or Assistant Director will contact the appropriate external entities, i .e., Fire Department, Plumber, Electrician etc., to notify them of the affected locations. This can be accomplished in person or by telephone, according to the circumstances. Periodic updates will be provided to affected areas as necessary and appropriate.

Intermediate and Major Emergency - During an Intermediate or Major Emergency, making timely announcements requires a broader approach involving many participants. Students, staff, guests, and individuals within the vicinity, should know what happened, where it happened, and what to do next.

The school Director is responsible for coordinating all internal and external communications during an emergency. The school Director may use all available resources and personnel to accomplish this task. Other staff members will assist with communicating emergency information as necessary.

The school Director or an appointed Executive Board member will contact the news media for dissemination of information; prepare announcements for the media concerning the emergency; arrange for public announcements through local radio and TV stations; and establish, if necessary, an appropriate communications center for media operations during the emergency. Telephones and Cell Phones will be used to notify other affected staff members. All locations maintain emergency contact information for emergency notifications of employees and/or students, Periodic updates are made to the emergency contact information binder.

The school's web page, www.charzannebeautycollege.com, may also be used to broadcast emergency information, status reports, and information about reporting to work or class.

EMERGENCY UPDATES, DRILLS AND TRAINING

The Executive Board has overall responsibility for coordinating and implementing the Emergency and Response Evacuation Plan. The Executive Board will meet annually to evaluate the emergency procedures outlined in the Plan and to consider revisions and updates. The School Director will ensure the school has emergency evacuation procedures posted throughout the facility.

The Executive Board will coordinate exercises to test the Emergency and Response Evacuation Plan's validity and will conduct at least one drill annually. After evaluating the results of the drill, the Executive Board will provide training to individuals as needed.

The School Director or Assistant Director also conducts annual fire and tornado drills with the students on campus.

The School Director is responsible for training employees as appropriate and necessary. This training, which will include the School's Emergency and Response Evacuation Plan, will be made available to all school employees.

BOMB THREAT

Anyone who receives a bomb threat should follow these procedures in the order shown:

Important: Do not touch any suspicious object or potential bomb.

- If you receive a threat by telephone, remain calm and attempt to obtain as much information as possible from the caller. • Record the conversation if possible.
- Call 911, give your name, location, and telephone number.
- Inform the police of the situation, reporting the exact words of the threat, including information you may have as to the location of the threat, time of the threat, and time you received the call,

- Do not evacuate the building but wait for further instructions. Law Enforcement personnel will be responsible for evacuations of buildings if necessary.
 - If you spot something out of the ordinary that appears suspicious, report it to the School Director. Under no circumstances should you touch, tamper with, or move suspicious objects or confront persons acting suspiciously.
 - Immediately cease the use of all wireless transmission equipment (cellular phones, laptop . computers, 2-way radios).
 - If the building is evacuated, move as far from the building as possible. Keep the street, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to the building until told to do so by Law Enforcement personnel.
- In some cases, it will be necessary for Law Enforcement personnel to enlist personnel from the affected building to assist in the identification of suspicious packages. Please assist the emergency personnel as much as possible.
- Report bomb threats received by means other than the telephone to police by calling 911.

CRIMINAL BEHAVIOR

Help make the school safe by avoiding risks, being alert to suspicious situations, and promptly reporting them to the School Director/instructor, Follow the procedure on REPORTING CRIMES that are printed above.

FIRE

In case of fire, direct someone to call 911 immediately to notify the fire department and inform the School Director and nearby staff persons. Observe the following procedures:

- Know the location of fire exits in the building. Know the location of fire extinguishers and know how to use them.
 - If a minor fire appears controllable, immediately contact the Fire Department. Then promptly locate fire extinguisher and direct the charge of the extinguisher toward the base of the flame. If others are with you, have one person make the emergency call while another uses the fire extinguisher.
 - For large fires that do not appear controllable, evacuate all rooms by closing all doors to confine the fire and reduce oxygen. Do not lock the doors. Notify the Fire Department of the location of the fire.
- When notified to evacuate, walk quickly to the nearest marked exit and alert others to do the same.
 - Assist the disabled in exiting the building. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
 - Once outside, move to a clear area at least 500 feet away from the building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. In an evacuation, report to the designated. Stay there until an accurate headcount is taken. The Staff will take attendance and assist in accounting for all building occupants.
 - Assist emergency crews as requested.
 - Do not return to an evacuated building unless told to do so by the School Director.

HOSTAGE TAKING

If taken hostage:

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor may be emotionally disturbed. Do not make mistakes that could jeopardize your well-being.

- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor, when possible, but do not stare. Treat the captor with great respect.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments.
 - Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.

EARTHQUAKE

During an earthquake, remain calm and quickly follow these steps:

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines. Know your assembly location and proceed there as soon as it is safe to do so,
- After the initial shock, evaluate the situation. If emergency help is necessary, call emergency services personnel at 911. Do not panic but protect yourself at all times and be prepared for after-shocks.
- Report damaged facilities to available staff/School Director. Note: gas leaks and power failures create special hazards. Refer to the section on Utility Failures.
- Assist the disabled in exiting the building.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Assist emergency crews if requested.
- Do not return to an evacuated building unless told to do so by an authorized school official.

HURRICANE

Dangers from hurricanes include high winds, flooding, and flying debris. Although hurricanes typically threaten coastal areas, their damage can be inflicted far inland as well. Hurricanes may also spawn tornadoes.

A hurricane warning is issued when hurricane conditions (winds of 74 miles per hour or greater or dangerously high water and rough seas) are expected within 24 hours or less.

The hurricane season lasts from June through November. If a hurricane threatens the South Carolina coast and inland communities, go to the University's website, as well as local and state information sources, for instructions and information about precautionary measures to be taken.

TORNADO

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm, and sometimes a hurricane, Tornado season is generally March through August; however, they can occur at any time of year. They tend to occur in the afternoons and evenings, if a tornado is approaching, seek shelter in an interior room on the lowest level of a building, preferably a basement. Tornadoes strike with incredible velocity. Wind speeds may approach 300 miles per hour. These winds can uproot trees and structures and turn harmless objects into deadly missiles, all in a matter of seconds. Normally a tornado will stay on the ground for no more than 20 minutes; however, one tornado can touch ground several times in different areas. Tornadoes are most destructive when they touch ground.

Tornado Watch

A tornado watch means that conditions are favorable for tornado formation. Remain alert and do the following:

- Review actions to take should the situation change to a Tornado Warning, or if a tornado funnel is sighted.
- Ensure no physical restrictions exist that would prevent free movement to your nearest safe area. Clear any blocked doors, aisles, etc.
- Continue normal activities, but be alert to the weather outside, monitor a radio/television/ computer or watch the sky for worsening weather conditions.

Tornado Warning

A tornado warning means a tornado has been sighted. Do the following:

- Take cover. Proceed to the nearest safe area or shelter. Stay away from windows and other glass. School staff will assist with making sure all building inhabitants are in the safest and most secure area. Do not leave the area until instructed to do so by a staff member. In multi-story buildings, move to the basement or ground level. Inner hallways are usually safe areas.

WINTER STORMS

In South Carolina, severe winter storms are most likely to bring ice, strong winds and freezing rain. These storms can cause downed trees, falling limbs, structural damage, and power outages. A winter storm watch means severe winter weather is possible. A winter storm warning signals that severe winter weather is expected. A blizzard warning signals severe weather with sustained winds of at least 35 miles per hour, and a traveler's advisory means that conditions may make driving difficult or dangerous.

Occasions may occur when weather-related conditions necessitate that the school announce a delayed arrival time, an early dismissal time, or remain open for essential personnel only. In all cases, employees and commuting students must use their best judgment in determining their personal safety when traveling between home and the campus.

In some instances, School officials may opt to cancel classes although the school 's administrative offices remain open. Unless the Governor issues a Declaration of Emergency, or unless School officials announce a delayed opening or an early closing, employees are expected to report for work.

When a Declaration of Emergency or a decision about a delayed opening or early closing occurs during regular working hours, the Assistant Director will be notified of the official time of opening or closing so they can relay the information to their employees. During off-duty hours delayed openings will be transmitted to the news media. Announcements will be made on the school's website as well. Local television stations make regular announcements of any work schedule changes due to weather or emergency conditions. Charzanne Beauty College will follow the same delay/cancellation notices as Greenwood, SC School District 50. In the event of inclement weather, students and staff are encouraged to pay attention to local media for information.

UTILITY FAILURE OR EMERGENCY

The instructor on duty will notify the School Director in the event of a major utility failure or if there is potential danger to building occupants. Follow the standard evacuation procedures if a building emergency exists. Always observe the following procedures if utility emergencies arise:

Electrical/Light Failure

Buildings may not provide sufficient illumination in corridors and stairs for safe exiting. Have a flashlight available for emergencies.

Natural Gas Leak

Cease all operations. Do not switch on lights or any electrical equipment. Electrical arcing can trigger an explosion. Call 911 and evacuate the area.

Plumbing Failure/Flooding

Cease using all electrical equipment, Contact the Head of Maintenance. If necessary, vacate the area.

