

Lasting Layers of Beauty Institute



Cosmetology Student Policy and Procedure Handbook

Code of Conduct

MESSAGE FROM THE FOUNDER

I feel blessed and honored to work with prior students, as I have already witnessed how awesome they truly are. I am looking forward to the beginning of a great school year as we continue to mold professional students and guide them to achieving their goals.

I am thoroughly excited to be here, and I want that momentum to continue as we move through the school year. We will work this year with the mindset that everything we do must be of benefit to our number one priority – the students of Lasting Layers of Beauty Institute. If we focus on that, everything else will fall into place.

It is our objective to help these students develop their talents and abilities in a nurturing, safe environment with a strong focus on teaching and learning. More importantly, the goal is to facilitate our students in the development of their professional, academic and technical standards.

I would like to encourage you, whether students, parents or clients, to get involved in our school in as many ways as possible. Your support is vital as we strive for excellence and continuous improvement from one year to the next.

Sincerely,

April L Willars
Founder

Vision, Mission, and Beliefs
Lasting Layers of Beauty Institute

Vision Statement

Our vision for the LLOBI is to continue to mold students to become productive professional stylists in society. We customize the learning process for each and every student, so they can strive to reach their personal and career goals.

Mission Statement

The mission of LLOBI is to provide a positive and caring learning environment where students are motivated to alter negative behavior and improve socially, academically, and vocationally, is to ensure students are able to become better decision makers, compete in a global economy and to become an industry professional through:

- Delivery of innovative and differentiated pedagogical approaches.
- A variety of group and one-on-one instruction.
- Positive learning and support systems which encompasses rewards and incentives.
- Student/community and base school involvement.

Belief Statements

- **WE BELIEVE THAT** all students can learn, at various paces, though differentiated instruction.
- **WE BELIEVE THAT** safety of staff and students is paramount to the overall operations of the school.
- **WE BELIEVE THAT** students deserve another chance through rehabilitation, redirections, and reconnection.
- **WE BELIEVE THAT** exposing students to various enriching educational experiences will increase student success.
- **WE BELIEVE THAT** strong positive relationships among all industry professionals are essential to academic achievement.
- **WE BELIEVE THAT** every person is worthy of dignity and respect.
- **WE BELIEVE THAT** cultural inclusion and awareness will serve as a pathway to productive professionalism.
- **WE BELIEVE THAT** local, county, and state agencies as well as industry professionals are vital in meeting the needs of our students.

Statement of Diversity

Lasting Layers of Beauty Institute admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

Institute Overview

LEADERSHIP

The LLOBI's highly skilled and experienced leadership team is eager to serve you through the provision of skilled industry education. Your satisfaction is the school's highest priority, so we hope you will contact the school's leaders with any questions or concerns at the following numbers:

- Christopher Willars, Executive Director
ED@lastinglayersofbeauty.com
- April L Willars, Director of Operations/Lead Instructor
operations@lastinglayersofbeauty.com

LLOBI OFFICE 770.696.9082

Daily Schedule

Days 9:00am-4:30pm Nights 5:00pm-9:00pm

| | |
|--------------|---|
| 8:45-9:00 | POW WOW Student Huddle |
| 9:00-10:30 | Theory |
| 10:30-10:45 | Break |
| 10:45- 11:15 | Instructor Demonstration |
| 11:15-11:25 | Set-up for 1 st client or Practical |
| 12:15-12:45 | Lunch |
| 12:45-2:15 | 2 nd Client or Practical Application |
| 2:15-2:30 | Break |
| 2:30-4:15 | Practical Application/State Board |
| 4:15-4:40 | Review |
| 4:40-5:00 | Sanitation |

Night Program

| | |
|-----------|---------------------------------------|
| 5:00 | POW WOW Student Huddle |
| 5:10-6:00 | Theory |
| 6:00-6:30 | Practical Demo/1 st Client |
| 6:30-6:50 | Practical/1 st Client |
| 6:50-7:00 | Break |
| 7:00-8:50 | Practical Completion |
| 8:50-9:00 | Sanitation |

Student and Instructor Communications

Student/Teacher Conferences

Formal student/teacher conferences are scheduled weekly per course enrolled to facilitate open communication between students and teachers regarding students' progress. Refer to the school calendar for specific dates.

LLOBI maintains an open-door policy. We do ask that family members notify the office upon arriving to the school, as to keep disruptions to a minimum. Conferences and conversations are encouraged and may also be scheduled with teachers or school leaders at any time throughout your program.

Progress Reports

Progress reports will be sent to students at the end of the module to provide specific information about student progress in each subject. At the end of each semester, students will receive progress reports with cumulative data on their performance and progress.

Textbooks, Supplies, and Laptops

LLOBI furnishes the CIMA by MILADY platform which instructs students from Cengage text MILADY for online digital learning and Milady Textbook instructional materials on campus that are accessible online and school for homework assignments and the school provides internet access while on campus for in school course curriculum. Also, we furnish handouts, kits, and school supplies for each student. Salon tools and supplies must remain on school property. Students may be required to reimburse the school for lost implements, and/or property damage done to equipment. All students will need to bring writing utensils and notebooks. Other supplies may be required, and teachers will send home a list of such supplies.

Money and Other Valuable Property

Students are encouraged to leave all money and other valuable property at home, especially expensive personal equipment such as ring lights. If ring lights are brought to school, they must be monitored closely. If not, the students' ring light is the students' responsibility. **The school assumes no responsibility for the loss or theft of such articles.**

Snacks, Gum, and Beverages

Students may not bring candy, gum, beverages, or other non-school related items to the classroom and/or salon floor. The student assumes responsibility for any items brought from home. Weapons are strictly prohibited, and no radios, games, virtual pets, electronic gaming devices, etc., are allowed and we will ask that you remove them.

School Uniforms

To help create an environment conducive to learning, students at the LLOBI are required to wear all black professional attire. Our Dress for Success policy is designed to permit students to focus their attention on obtaining licensure and on those aspects of their future beauty career that are truly important.

LLOBI Dress Code:

Students are required to wear all black professional attire without emblems that is required to be maintained in at all times. No sagging or work out fitted clothing is ALLOWED. Students should come dressed in professional attire each and every day.

Students are not permitted to wear the following items:

Clothing identifiable with any gang

Head scarves

Hats

Purses, backpacks, totes

See-through clothing

Open toed shoes

Do-rags

Bandannas

Flip-Flops

Violation of Dress Code:

1st offense- Verbal warning

2nd offense- Asked to leave and get uniform

3rd offense- Conference

4th offense – 3 Days Out of School Suspension

**If students are out of dress code, someone or they themselves will need to bring a change of clothing.*

**Please be reminded that students should leave all backpacks in the classroom and purses in a locker. Students are not permitted to carry book bags on the salon floor here at the LLOBI.*

Attendance

Tardiness

Instruction at the LLOBI begins **promptly at 9:00am and 5:00pm.** and it is critical that all students be prepared to begin instruction on time. Students may enter the building beginning at 8:30 a.m. and 4:45 p.m. Students must arrive at school before 9:00 a.m. and 5:00 p.m. A student who is late misses valuable instructional time.

Any student who arrives after 9:20 a.m. and 5:15 p.m. must report to the office before proceeding to the classroom. The student will be considered tardy, and the incident will be recorded. Being at school on time in the morning and staying in school until the end of the school day is central to receiving a good education.

Tardy to Classes- Students should arrive to each class prior to the start. Students should not be tardy.

1st -3rd offense: Verbal Warning

4th offense: Placed on a Tardy Contract and Time Management Plan of Action Sheet

Breakfast and Lunch

LLOBI is committed to offering professional students a superior education and that commitment extends to some meals being provided.

All students can eat in the student lounge.

Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reaction.

Students will practice etiquette and clean-up skills during mealtimes.

All school lunches should be a balanced meal. If students bring lunch from home, please ensure that the items are sealed upon entering the building. Students are allowed to use microwaves and/or snack machines in the student lounge.

Health and Safety

Students' and clients health and safety is the school's foremost concern. The school will adhere to all recommendations provided by the CDC as it relates to the corona virus and any other health crisis that may affect students at our campus. We will follow all mask mandates as it relates to safety, health, and local ordinances and CDC guidelines as well as state laws. The following information describes the precautions taken to protect the well-being of all students. If you have any specific health, safety, or security needs, please inform the school so that appropriate accommodations can be made.

Medication

The Executive Director and Instructor must be informed of any illness that would prevent you from giving salon services and/or attending class. **If you suffer from ANY illness and/or medical condition, please fill out a medical release form in the office.**

Non-prescription medications: If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), please beware of any side effects that may interfere with your ability to service guests. Students must inform the school of any allergies that may restrict you from working with any chemicals.

Accidents

The staff cannot administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment needs to be administered to a student, and an Incident Report will be kept in the student's permanent file. In such cases, it is especially crucial that the school has working phone numbers for students' emergency contacts in the event that the student is unresponsive. Please be vigilant in keeping the school's records up to date.

Fire Drills/Evacuations

The school will have at least one fire drill per month within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice weather and security lockdowns. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your safety is our number one concern.

Student Conduct

In addition to student expectations, the following rules apply in every classroom and throughout the school with the following theme:

LLOBI Expectations:

We are:

R – Responsible

R – Respectful

S - Safe

WE ARE AWESOME PROFESSIONALS!

Helping you meet these expectations will facilitate the creation of a safe and orderly professional learning environment.

LLOBI Student Code of Conduct

All rule/standard interpretation will be left to the discretion of the Executive Director and Lead Instructor.

- Students will follow all regulations from the student code of conduct and classroom standards.
- Students will work on assigned material and activities at all times. Students will refrain from sleeping, distracting other students, disrupting the learning environment, compliance with adult/teacher directives, etc.
- Students will remain in their assigned area unless they have their supervising adult's permission.
- Students will refrain from any inappropriate touching of other students/adults. This includes but is not limited to horse playing, hitting, fondling, and other displays of affection.
- Students will adhere to the LLOBI Dress Code at all times. All students will wear the assigned uniform. At no time should any part of any student's posterior be exposed even if covered by their shirt. No undergarments should be exposed at any time.
- Students will not use inappropriate language and/or voice towards faculty or peers. This includes but is not limited to slurs (regardless of race, gender, sexual orientation, religion or creed), profane language, and sexual innuendos.
- Students will refrain from bullying. This includes but is not limited to taunting (verbal/nonverbal), physical or verbal aggression, name calling, teasing, and intimidation.
- Students will be on time. Loitering outside the building will not be permitted. Once the student arrives at school, he or she will report immediately to their classroom.
- Students will only use their cell phones/computers for academic purposes (research, test prep, teacher assigned projects/websites, etc....)
- Students will comply with reasonable directions or commands of teachers, paraprofessionals, substitute teachers, industry professionals, administrators, or other authorized personnel when on campus grounds, or while under school supervision.
- Students will comply with search by school personnel in the event of missing items. This includes but is not limited to purses/handbags, wallets, and binders.
- Student will demonstrate the ability to resolve conflicts without physical and/or verbal misconduct.

Violation of Dress Code:

View School Uniform

Tardiness:

View Attendance Policy

Chronic Disruption:

1st Offense: Student and administrator conference

2nd Offense: Suspension

3rd Offense: Withdrawal from the program

LLOBI Progressive Disciplinary Protocol

The following outlines the LLOBI Progressive Disciplinary Protocol:

1st offense: Student and Instructor conference

2nd offense: Student will be asked to leave the campus. Develop a behavior contract.

LLOBI Critical Behavior Standards:

All students must have 100 percent mastery of these critical standards before they will be considered to transition back to the campus. If any of these standards are not mastered, the student is in direct violation of the policies and procedures. Thus, the student will be referred to law enforcement if needed, and/or be withdrawn from the program.

A student shall not possess or attempt to possess, buy or attempt to buy, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, anabolic steroid, or any drug requiring a prescription controlled by the Georgia Pharmacy, or substance represented to be a drug.

A student shall not possess consume or be under the influence of any alcoholic beverage of any kind or any substance represented to be alcohol.

A student shall not sell, attempt to sell, transmit, or attempt to transmit drugs or substances represented or thought to be drugs by the buyer, on school property, or at a school function, or on any property used by the school or within 1000 feet of school property.

A student shall not possess, use, sell, transmit, or solicit, or attempt to possess, use, sell, transmit or solicit any drug-related paraphernalia which includes, but is not limited to pipes, water-pipes, clips, rolling papers, or any other items directly related to drug use.

A student shall not possess, handle, or transmit a knife with a blade less than 2 inches in length, an ice pick, or any other bladed instrument unless authorized by the teacher.

A student shall not possess, handle, or transmit any firearm. A firearm is considered to be any weapon (including a starter gun, shotgun, stun gun, taser or other hunting or sporting gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device, including, but not limited to, bombs, grenades, rockets, mines, or any other explosive material.

A student shall not possess, handle, or transmit any object which could reasonably be considered a weapon, to include but not limited to such items as dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nunchahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having a least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106 of official Georgia law, explosives to include bullets of any type, fire crackers, caps, or cap pistols, smoke or odor bombs, BB or pellet guns, loaded canes or sword canes, or machetes. This paragraph excludes any of these instruments used for classroom work as authorized by the teacher.

A student shall not indecently expose himself or herself, or engage in any inappropriate heterosexual or homosexual act on school property, during school functions, or on any property used by the school with permission of the owner, or while under school supervision

A student shall not molest or rape another person on school property, during school functions, or on any property used by the school with permission of the owner, or while under school supervision.

A student shall not engage in any form of inappropriate bodily contact or display of affection.

A student shall not engage in inappropriate activities such as mooning (pulling one's own pants down) or ankling (pulling another student's pants down).

A student shall not engage in sexual harassment toward any person on school property, or at a school function, or on any property used by the school with permission of the owner. Sexual harassment may include, but is not limited to, unwelcome:

- A. verbal harassment of a sexual nature or abuse.
- B. pressure for sexual activity.
- C. sexually motivated or inappropriate patting, pinching, or physical contact; and,
- D. behavior, verbal or written words or symbols directed at an individual because of gender.

Student will refrain from any intentional physical contact that causes injury to another person.

Student Expectations:

Staff members are expected to follow, model, teach and re-teach each of these behavior expectations.

All classrooms must remain safe and orderly, provide students with a supportive learning environment and maintain a high level of academic functioning. Students and staff are expected to follow the school-wide expectations and rules in order to facilitate this belief.

Students will be taught the school-wide expectations and rules. Students will be given opportunities to practice these rules in a variety of settings. All staff should adhere to these expectations and rules in order to provide consistency and structure. The expectations and rules should be reviewed on a daily basis.

PROCESS FOR TRANSITIONING FROM LLOBI

I. Actions That May Prevent You From Transitioning from LLOBI to completion

Although you may have completed the requirements of Section I of this document, you still may not be eligible to transition to obtain your licensure if you do any of the following:

1. You have 6 or more unexcused absences (not including suspensions) during a semester.
2. You have 3 or more disciplinary referrals/infractions during a semester.
3. You commit any one the following rule violations:
 - a. Fighting
 - b. Weapons and Dangerous Instruments
 - c. Controlled Substance
 - d. Criminal Law Violations
 - e. Sexual Misconduct or Inappropriate Display of Affection
 - f. Cumulative Offenses

In addition to possibly not being able to transition to obtain licensure, the Executive Director may call Dekalb County Police Department for committing any of these offenses, which may result in your permanent expulsion from **Lasting Layers of Beauty Institute also known as LLOBI**.

After you have completed your service tracking sheets for the course, completed the cumulative 1500 hours for your course, and maintained an average of 75% or higher academically, you will take one final exam to ensure you are ready for licensure. Students will graduate and their student transcript and application for their state cosmetology license will be completed, then sent to the Georgia Board of Cosmetology and Barbers. Once submitted, your application will be processed and you will submit a testing application with PSI to complete both examinations. One will be a written/computerized test for the theory instruction you have learned. The other test will be the practical portion taken on a different date.

The amount of service credits in cosmetology are as follows:

- 350 – Theory Instructional hours
- 50 – Reception/Social Skills/Art&Ethics/State Board Laws & Rules
- 50 – Lab/Sanitation
- 180 – Shampoo/Style
- 166 – Haircuts
- 60 – Permanent Waving
- 50 – Relaxers
- 12 – Temporary/Semi-Permanent Color
- 20 – Virgin Hair Color
- 10 – Hair lightening
- 20 – Virgin Color
- 30 – Color Retouch
- 3 – Predisposition tests

3 – Color Removal
50 – Scalp treatments
30 – Facials
20 – Make-up Applications
5 – Brow & Lash tint
20 – Lip/chin/face hair removal
20 – Brow tweezing
20 – Brow waxing
10 – Sanitation & Disinfection
25 – Manicures
20 – Pedicures
15 – Nail sculpting

LLOBI Rules/Policy Acknowledgement

The following acknowledgements are regarding the rules/processes of Lasting Layers of Beauty Institute. These responses are the baseline actions for students to obtain future licensure.

____ I acknowledge that I will attend school regularly. Students can't have more than 6 unexcused absences (not including suspensions).

____ I acknowledge that there is a **ZERO TOLERANCE** for rule violations and no more than 3 disciplinary referrals to the Executive Director. ****Major offenses may result in a student being withdrawn from the program without a refund and the POLICE will be called!****

____ I acknowledge that incidents that happen outside the school setting can affect job placement and may prevent me from transitioning to obtain my licensure.

____ I acknowledge that I have reviewed, signed, and agree to the student classroom/salon floor standards as well as all policies listed here in the student handbook. . There will be **NO REFUNDS IF YOU ARE DROPPED or WITHDRAW FROM THE PROGRAM!**

____ **The same incident(s) may affect your ability to obtain licensure from the Georgia Board of Cosmetology and Barbers.** For example, if you commit one or more of the following acts: (i.e., Assault, Armed robbery, Drug related incidents, Weapon related incidents, Sex offenses, and/or Cumulative Offenses) his/her license may or may not be approved. (For more information, please visit the board rules at sos.ga.gov)

Parent Signature: _____ Date: _____

(If student has not reached the age of 18)

Student Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____