



**2016  
JANUARY 2016 - VOLUME 35**

***CATALOG OF GENERAL INFORMATION***

BOARDMAN

615 Boardman-Canfield Rd.  
Boardman, OH 44512  
(330) 782-3395  
Certificate of Registration #11071970T

NILES

1324 Youngstown-Warren Rd.  
Niles, OH 44446  
(330) 652-1559

BRUNSWICK

3307 Center Rd.  
Brunswick, OH 44212  
(330) 225-0195

Department of

Barbering

2731 Robbins Ave.  
Niles, OH 44446  
(330) 505-9915

NORTH OLMSTED

24761 Lorain Rd.  
N. Olmsted, OH 44070  
(440) 716-8153

ALLIANCE

2445 W. State St.  
Alliance, OH 44601  
(330) 823-3884

1-800-511-6405

Visit our website:

[www.RaphaelsBeautySchool.edu](http://www.RaphaelsBeautySchool.edu)



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**GOVERNING BODY:**

Ralph P. Delserone, III  
P.O. Box 238  
Girard, OH 44420  
(330) 652-1559

**MISSION STATEMENT:**

The mission of this school is to prepare students to become successful in their chosen field of cosmetology, barbering or massage, to encourage self growth, motivation, professionalism and prepare them to pass the state licensing exam.

**SCHOOL HISTORY:**

Raphael's School of Beauty Culture was established in 1958 as McKinley Heights College of Cosmetology and acquired in 1970 by Jacquilyn Eusano. In the school's 40-year history the keystone of this educational program has been and remains today "quality." The graduates have gone on to become successful operators, teachers, salon owners and sales representatives in the field of cosmetology.

**SCHOOL'S FACILITIES:**

The Niles location (corporate office) is a total of 6500 square feet. The Alliance location is a total of 5500 square feet. The Boardman location is a total of 17,000 square feet. The Brunswick location is a total of 4800 square feet. The North Olmsted location is a total of 5060 square feet. The Department of Barbering Expansion Campus is a total of 3000 square feet. All of our schools are handicapped-accessible and have central air conditioning for your comfort in the summer and gas heat in the winter. All areas are appropriately furnished and well-lighted. The schools consist of classrooms, practical rooms, facial rooms, clinic areas, lunch rooms, offices, and lockers.

**LICENSING AND ACCREDITATION:**

Our schools are currently licensed by:

Ohio State Board of Cosmetology  
1929 Gateway Circle  
Grove City, OH 43123  
(614) 466-3834

Ohio State Barber Board  
77 S. High St., #16  
Columbus, OH 43215-6108  
(614) 466-5003

State Board of Career Colleges and Schools  
30 East Broad Street  
Suite 2481  
Columbus, OH 43215  
(614) 466-2752 or 800-275-4219  
Registration #07-01-1813T

Our schools are nationally accredited\* by:

NACCAS  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302  
(703) 600-7600

**CONSUMER INFORMATION:**

Available upon request.

**OBJECTIVES OF OUR SCHOOL:**

Our objective is to give our students the best possible training available in the principles and practices of the hairdressing, cosmetology and massage therapy professions, and that it is the purpose of our school to prepare students to pass state examinations, enter upon, progress in and make a contribution to the cosmetology and massage therapy professions.

**ADMINISTRATIVE STAFF:**

Owner Raphael's School of Beauty Culture  
 President Ralph P. Delserone, III

Ralph brings extensive knowledge to the beauty industry. His mother, Jacquilyn Eusanio, started out with one salon in 1965, continuing to create a chain of salons, a Cosmetic Therapy college and Raphael's School of Beauty Culture After graduating from college, Ralph worked along side his mother running the daily operations of the schools, then purchased the schools from her in 2006.

**CORPORATE STAFF:** (full-time)

Ralph Delserone, III	Owner	BS in Finance from Gannon Univ.
Carly Allen	Vice President of Operations	45 years licensed Cosmetology Instructor & Salon Owner
Michelle Benson	Financial Aid Director	30 years Director of Financial Aid for 8 beauty schools
Lisa Collins	Director of Student Services	14 years State Board compliance
Felicia Seifert	Title IX Coordinator	6 years school administration

**CAMPUS STAFF AND FACULTY:**

Raymond Morgan	Niles Admissions Rep	ESTM. 141325
Diane Sigurani	Niles Instructor/Manager	COSI. 021934
Joyce Smith	Niles Instructor	COSI. 660723
Morgan Stockmaster	Niles Instructor	COSI. 095362
Jenna Viets	Niles Instructor	COSI. 072410
Heather Bulford	Niles Instructor	COSI. 073356
Stacie Marsh	Niles Instructor	COSI. 911561
Brooke Ellis	Niles Instructor	COSI. 066096
Manuel DuBose	Barber Instructor/Manager	TCHR. 049354
Dontea Dawson	Barber Instructor	TCHR. 055399

Kayla Damelio	Boardman Admissions Rep	COSI. 088601
Henry Foust	Boardman Instructor/Manager	COSI. 865026
Deborah Dripps	Boardman Instructor	ESTI. 053358
Nancy McGarry	Boardman Instructor	COSI. 642077
Karyssa Massacci	Boardman Instructor	COSI. 091630
Christen Wellman	Boardman Instructor	COSI. 051357
Mary Kay Beight	Massage Therapy Instructor	33.008554-A-B

Laura Cucuzza	Brunswick Admissions Rep	COSM. 144077
Lori Williams	Brunswick Instructor/Manager	COSI. 850615
Betty Woehrman	Brunswick Instructor	COSI. 674642
Sherrie Schafer	Brunswick Instructor	COSI. 861398
Stephanie Radtke	Brunswick Apprentice Instructor	COSM. 056093

Lindsey Brigadier	North Olmsted Admissions Rep	COSI. 091158
Michelle Hines	North Olmsted Instructor/Manager	COSI. 833428
Jamie Madzia	North Olmsted Instructor	COSI. 072312
Mario Giganti	North Olmsted Instructor	COSI. 873780
Sarah Kerley	North Olmsted Instructor	COSI. 044130
Elizabeth Epps	North Olmsted Apprentice Instructor	COSM. 138599

Erin Griffith	Alliance Admissions Rep	COSI. 056151
Sarah Petrony	Alliance Instructor/Manager	COSI. 095333
Elizabeth Cadile	Alliance Instructor	COSI. 860677
Callie Parry	Alliance Instructor	COSI. 137637
Shelby Berry	Alliance Apprentice Instructor	ESTM. 141395

**TRANSFER POLICY (Managing Cosmetologist, Managing Esthetician, Managing Manicurist, Combination Managing Esthetics & Managing Manicurist):**

A person transferring from another cosmetology school to one of our schools must meet all Admission Requirements. Raphael's School of Beauty Culture will not accept transfer students with less than 300 hours left to complete in the Managing Cosmetologist program. Raphael's School of Beauty Culture reserves the right to deny or accept all, part, or none of the hours credited at another institution based on personal interviews, practical evaluations and theory evaluations. Credit will be given for clock hours earned from other institutions in accordance with the results of the evaluation.

Our schools abide by the policies of the Ohio State Board of Cosmetology concerning transfer students. The State Board controls the transfer of hours by students and requests for transfers are made directly to the Board office and then forwarded to our school.

All transfer students are required to pay a registration fee and an hourly rate for the hours left to complete in the course, which is equivalent to the hourly rate for the course in which the student is enrolled. Transfer students are subject to all standards and policies in effect at Raphael's School of Beauty Culture. Students transferring out of a Raphael's School of Beauty Culture School are subject to a \$50.00 transfer fee. If the student has not completed their contractual obligations to pay fees, tuition, etc. Raphael's School of Beauty Culture has the right to withhold all transcript information until the contract is in good standing, in accordance with section 4713-5-13 Transfer procedure of the State Administrative Code.

**TRANSFER POLICY (Barbering)**

Raphael's School of Beauty Culture, Department of Barbering will accept up to 300 hours from another Barber school licensed in the state of Ohio for students who have previous hours. Students must make a written request to the Ohio State Barber Board that these hours be transferred to Raphael's. The Barber Academy must receive written approval from the Board and an evaluation in both written and practical skill levels must be completed prior to enrollment. The assessment evaluation will determine the exact number of hours Raphael's will accept in transfer.

**TRANSFER POLICY (Massage Therapy):**

Raphael's does not accept hours transferred from another massage therapy school.

**ACCESS TO ACADEMIC RECORDS:**

Students and parents or guardians of dependent minors have the right to gain access to their cumulative records by appointment under the supervision of an instructor. Information pertaining to a student's cumulative record will be released within 10 days of written instructions and/or written permission (per request) of the student and/or guardian if the student is under legal age or to any regulatory agency, such as NACCAS, that may request this information. A fee of \$15.00 will be charged for all written requests for a copy of student's file from the student and/or guardian if the student is under legal age.

**RECORD RETENTION:**

All student academic and financial aid records are maintained a minimum of three (3) years as required by the U.S. Department of Education.

**COPYRIGHT MATERIAL POLICY:**

All material contained in this catalog is, unless otherwise stated, the property of Raphael's School of Beauty Culture. Reproduction or retransmission of the materials, in whole or in part, in any manner, without prior written consent of the copyright holder, is a violation of copyright law.

Raphael's School of Beauty Culture abides by the provisions of the federal Digital Millennium Copyright Act (DMCA), which requires prompt response to claims of copyright infringement by copyright holders or their agents. If the school receives an allegation of copyright infringement based on your use of the school's computers, the matter will be referred to the Vice President of Operations for further investigation. If you are found responsible after meeting with the Vice President of Operations, you are subject to disciplinary action including loss of network access, suspension or termination from school, and/or restitution or community service.

The Internet is an essential tool in everyone's lives for both academic and everyday pursuits. Along with these benefits come responsibilities. One of the most critical is conforming to the copyright laws governing music, movies, games, and software over the Internet. You must have the consent of the copyright holder to make copies.

**FINANCIAL AID:**

We offer Federal Pell Grants, which do not have to be repaid as long as the student completes the course, and Federal Direct Student Loans, which must be repaid, to those students who qualify. Financial aid is available at all locations.

Students must complete a Free Application for Federal Student Aid (FAFSA) to apply for any type of federal financial aid. Students may request assistance from one of our Admissions specialists or apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students may be eligible for several types of aid depending on age, marital status, income, number of dependents and military service.

**DETERMINING FINANCIAL NEED:**

The student's financial need is the difference between the actual cost of their education and the amount that the student (or parents) will contribute (the EFC). Financial Aid is then used to cover the gap between these contributions and the total cost of the student's education.

The student's Expected Family Contribution (EFC) subtracted from the Cost of Attendance (COA), which consists of tuition, fees, books, kits and supplies, determines the student's financial need.

Each school and each program within the school has a different student expense budget. This will depend upon the tuition, course length, books, fee, supplies, etc. Actual tuition, books, fees, and supplies for a program in which the student enrolls can be obtained from the school's Admissions Representative.

**VOTER REGISTRATION:**

Students are encouraged to register to vote in State and Federal elections. Students can register to vote and find information on elections in their area by visiting [www.sos.state.oh.us](http://www.sos.state.oh.us).

**NON-DISCRIMINATION POLICY:**

The School does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, disability, age, marital status, national origin, or Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in employment or in its education programs or activities.

Further, the School is required by Title IX of the Higher Education Act not to discriminate on the basis of sex in such a manner. Questions regarding Title IX may be referred to the School's Title IX coordinator or to the U.S. Department of Education's Office of Civil Rights ("OCR"). The School's Title IX coordinator is Felicia Seifert. She may be contacted at (330) 782-3395 ext. 1107 or by email at [titleix@raphaelsbeautyschool.edu](mailto:titleix@raphaelsbeautyschool.edu).

**ENROLLMENT:**

Students who enroll in the Managing Cosmetologist course and attending on a full-time schedule will complete their course in approximately 18 months and students attending on a part-time schedule will complete their course in approximately 18-24 months.

Students who enroll in the Managing Esthetician course and attending on a full-time schedule will complete their course in approximately 7 months and students attending on a part-time schedule will complete their course in approximately 12 months.

Students who enroll in the Manager and Managing Manicuring courses and attending on a full-time schedule will complete their course in approximately 2 months and students attending on a part-time schedule will complete their course in approximately 3 months.

Students who enroll in the Combination Managing Esthetics and Managing Manicurist course and attending on a full-time schedule will complete their course in approximately 10-12 months and students attending on a part-time schedule will complete their course in approximately 13-17 months.

Students who enroll in the Barbering course and attending on a full-time schedule will complete their course in approximately 13 months and students attending on a part-time schedule will complete their course in approximately 18-24 months. We currently only offer a full-time schedule.

Students who enroll in the Massage Therapy course and attending on a full-time schedule will complete their course in not less than 9 months and students attending on a part-time schedule will complete their course in approximately 12 months. We currently only offer a part-time schedule.

**ENROLLMENT AGREEMENT:**

Upon execution of this agreement, the student and the sponsoring guarantors, if any, become fully liable for the total fees of said course in accordance with our refund policy.

It is understood and agreed that part of the curriculum of the course includes practice by the students upon each other and upon other individuals of the various techniques, methods and practices of cosmetology, Barbering, and massage therapy.

The student agrees to abide by all rules, regulations, and procedures of our school. Every student is required to attend 16 Saturday hours per month. A schedule may be posted in advance with the students' names and dates they are to be in attendance, however, it is the sole responsibility of the student to know the Saturdays they are scheduled to attend.

All students under the age of 25 must be endorsed for enrollment by a relative age 21 or older. In the event a relative is not possible, the school may approve an alternate endorser that is over age 21.

**STARTING DATES:**

You may enroll on any day of the month. Classes start on the first and third Tuesdays of the month for students enrolling in the Managing Cosmetologist course at all locations. Classes start on the third Tuesday of the month for students enrolling in the Managing Manicuring course at all locations. Classes start on the fourth Tuesday of the month for students enrolling in the Managing Esthetician class at all locations and for students enrolling in the Barbering class at the expansion campus. Classes start on the fourth Tuesday of the month for students enrolling in the Combination Managing Esthetics and Managing Manicurist course at all locations. The Massage Therapy program starts on the third Monday of each month at the Boardman campus only.

**STUDENT RECRUITMENT:**

It is the policy of this school not to recruit any students who are admitted or are currently attending another cosmetology school. We do not employ the services of a Recruiting Agent or Agency of any kind. We do not use employment agencies to recruit prospective students. We do not place ads in help-wanted sections to recruit students and prospective students are not led to believe they are responding to a job opportunity. We do not recruit students at welfare offices, unemployment lines, food stamp centers, homeless shelters or nursing homes. We rely solely on advertising and word-of-mouth recommendations from our current students and graduates.

**TEXTBOOKS AND EQUIPMENT:**

The books and supplies you receive become your responsibility and you are expected to maintain them by replacing lost or broken articles in order that you may practice your work properly. Books and supplies are separate from tuition and are non-returnable.

Any personal items or equipment or books left on the school's premises by any students for more than 30 days after graduation or discontinuation become the property of Raphael's School of Beauty Culture

**SCHOOL HOLIDAYS:**

Our schools are closed on the following holidays:

New Year's Day (January 1, 2016), Memorial Day (May 30, 2016), Independence Day (July 4, 2016), Labor Day (September 5, 2016), Thanksgiving Day (November 24, 2016), Day after Thanksgiving (November 25, 2016), Christmas Day through New Year's Day (December 25, 2016 through January 1, 2017).

School closures for extenuating circumstances:

If the Raphael's School of Beauty Culture school in which you are attending is closed for any reason, it will be broadcast on TV Channels 21, 27, 33, 3, 19, 23, 25, & 43 and Radio Stations HOTFM101, K105, Mix106.5, Magic105.7, WGAR99.5, KISS96.5, & WMMS100.7. Text messages will also be sent to students who have requested to be on the notification list.

**CONSTITUTION DAY:**

Our schools celebrate Constitution Day on or nearest September 17th (September 17, 2016) by educating students on the importance of active citizenship and the rights and obligations of citizenship. For more information on Constitution Day visit [www.constitutionday.com](http://www.constitutionday.com).

**TERMINATION POLICY:**

Student agrees, as a condition of acceptance, to adhere to the policies for grading, attendance, conduct and graduation as described. Failure to adhere and abide by these rules and regulations may result in suspension or termination.

**VACCINATION POLICY:**

Raphael's School of Beauty Culture does not offer on-campus housing; therefore, we do not have a requirement for student vaccinations.



**ADMISSION POLICY for COSMETOLOGY and BARBERING COURSES:**

- All prospective students must complete an Admissions Application and return it to the campus location of their choice.
- All applications will be reviewed and approved by the campus Admissions Representative and campus Manager.
- Incomplete applications will not be considered for review.
- Applications received from an applicant with a felony conviction will be further reviewed by the schools' owner, directors staff, and campus Admissions Representative and Manager.
- Submitting an application does not guarantee admission.
- Prospective students will be notified by phone of approval or denial of admission.
- In the event a prospective student cannot be reached via phone, a letter will be mailed to the address provided on the Admissions Application.
- Raphael's School of Beauty Culture reserves the right to approve or deny admission based on information gathered from the Admissions Application, during conversations with prospective students or friends and family members of prospective students (on the phone or in person), letters written by or on the behalf of a prospective student, or any other form of communication.

Raphael's School of Beauty Culture teaches all courses in English only. The Ohio State Board of Cosmetology administers the licensing examination in English only. If English is not the primary language of a prospective student, they will be required to take Admissions Exam and must pass the exam with a minimum of 75%.

**ADMISSION REQUIREMENTS FOR COSMETOLOGY COURSES:**

Our schools only admit as students persons having the following:

- A. Proof that the student is beyond the age of 16;
- B. Proof of high school graduation or equivalent;
- C. A person transferring from another cosmetology school to one of our schools must meet all Admission Requirements. Raphael's School of Beauty Culture will not accept transfer students with less than 300 hours left to complete in the Managing Cosmetologist program. Raphael's School of Beauty Culture reserves the right to deny or accept all, part, or none of the hours credited at another institution based on personal interviews, practical evaluations and theory evaluations. Credit will be given for clock hours earned from other institutions in accordance with the results of the evaluation.

Our schools abide by the policies of the Ohio State Board of Cosmetology concerning transfer students. The State Board controls the transfer of hours by students and requests for transfers are made directly to the Board office and then forwarded to our school.

All transfer students are required to pay a registration fee and an hourly rate for the hours left to complete in the course, which is equivalent to the hourly rate for the course in which the student is enrolled. Transfer students are subject to all standards and policies in effect at Raphael's School of Beauty Culture. Student transferring out of a Raphael's School of Beauty Culture are subject to a \$50.00 transfer fee. If the student has not completed their contractual obligations to pay fees, tuition, etc. Raphael's School of Beauty Culture has the right to withhold all transcript information until the contract is in good standing, in accordance with section 4713-5-13 Transfer procedure of the State Administrative Code.

- D. Non-resident and/or alien students must provide proof of residency and/or authority to earn income in order to receive cosmetology training and/or licensure in Ohio, as stated in the Ohio Administrative Code 4713-5-09.

**ADMISSION REQUIREMENTS FOR MASSAGE THERAPY COURSE:**

Our school only admits as students persons having the following:

- A. Proof that the student is beyond the age of 16;
- B. Proof of high school graduation or equivalent;
- C. Pass a basic skills test administered by the school with a 70% or higher;
- D. Complete and return an Admissions Application;
- E. Non-resident and/or alien students must provide proof of residency and/or authority to earn income in order to receive licensure in Ohio;
- F. Ohio State Medical Board may not grant a Massage Therapy license to an individual with a felony conviction. A background check at the student's expense is required prior to taking the state licensing examination and must be filed with the Medical Board.

**ADMISSION REQUIREMENTS FOR BARBERING COURSE:**

Our schools only admit as students persons having the following:

- A. Proof that the student is beyond the age of 17;
- B. Proof of high school graduation in the form of a diploma or official transcript;
- C. Certified copy of birth certificate;
- D. Any felonies committed by applicant must be approved by the Ohio Barber Board prior to enrollment;
- E. State registration fee of \$40.00;
- F. Two 2 ½ x 3 ½ photos.

Felonies that must be approved by Board and licensing not available until minimum of 5 years after conviction:

- Aggravated Murder
- Rape
- Child Molesting
- Murder
- Drug Trafficking

Felonies that licensing is not permitted:

- Registered Sex Offender
- Child Support issues

A person transferring from another barber school to Raphael's School of Beauty Culture, Department of Barbering must meet all Admission Requirements. Raphael's School of Beauty Culture, Department of Barbering will accept up to 300 hours from another Barber school licensed in the state of Ohio for students who have previous hours. Raphael's reserves the right to deny or accept all, part, or none of the hours credited at another institution based on personal interviews, practical evaluations and theory evaluations. Credit will be given for clock hours earned from other institutions in accordance with the results of the evaluation.

Our school abides by the policies of the Ohio State Barber Board concerning transfer students. The State Board controls the transfer of hours by students and requests for transfers are made directly to the Board office and then forwarded to our school.

All transfer students are required to pay a registration fee and an hourly rate for the hours left to complete in the course, which is equivalent to the hourly rate for the course in which the student is enrolled. Transfer students are subject to all standards and policies in effect at Raphael's School of Beauty Culture, Department of Barbering.

**ADMISSION POLICY for MASSAGE THERAPY COURSE:**

- All prospective Massage Therapy students must take a basic skills test and pass this test with a 70% or higher. The test consists of 34 verbal questions and 16 math questions.
- All prospective students must complete an Admissions Application and return it to the Boardman campus.
- All applications will be reviewed and approved by the campus Admissions Representative and campus Manager.
- Incomplete applications will not be considered for review.
- Applications received from an applicant with a felony conviction will be further reviewed by the schools' owner, directors staff, and campus Admissions Representative and Manager. The Medical Board of Ohio does not guarantee licensure for those with a felony conviction.
- Submitting an application does not guarantee admission.
- Prospective students will be notified by phone of approval or denial of admission.
- In the event a prospective student cannot be reached via phone, a letter will be mailed to the address provided on the Admissions Application.
- Raphael's School of Massage Therapy reserves the right to approve or deny admission based on information gathered from the Admissions Application, during conversations with prospective students or friends and family members of prospective students (on the phone or in person), letters written by or on the behalf of a prospective student, or any other form of communication.

Raphael's School of Massage Therapy teaches all courses in English only.

**GRADUATION REQUIREMENTS FOR ALL COURSES:**

The following must be completed in a State-approved school:

1. The student must have completed in a satisfactory manner the State of Ohio's requirement of clock hours for the course attended;
2. Complete the requirements of the Curriculum Units;
3. Maintain a passing grade in each course unit;
4. Satisfactorily complete the School's final written and practical exam (Mock State Board Exam);
5. Made full payment of all fees and obligations to the school or satisfactory arrangements have been made.

When the student completes the clock hour requirements of attendance for the State of Ohio and the student has successfully completed the prescribed course of study, the student will receive a certificate of completion indicating that the student has successfully completed the prescribed course of study.

**STATE EXAMINATION:**

The Ohio State Board of Cosmetology licensing examination consists of practical skills and a written test on the theory of cosmetology, skin care, and/or manicuring. The MBLEx for the State Medical Board of Ohio for Massage Therapy licensing consists of two written tests on the practical skills and the theory of massage therapy and is given by the Federation of State Massage Therapy Boards. The Ohio State Barber Board licensing examination consists of practical skills and a written test on the theory of Barbering. The applicant must be accompanied by a model for this examination.

**OHIO STATE BARBER BOARD LICENSING REQUIREMENTS:**

- (A) Eighth grade education or equivalent;
- (B) At least 18 years of age;
- (C) Graduated with at least 1800 hours of training from board-approved barber school;
- (D) Passing state licensing exam with 75% or better.

**OHIO STATE BOARD OF COSMETOLOGY LICENSING REQUIREMENTS:**

The state board of cosmetology shall issue a practicing license to an applicant who, except as provided in section 4713.30 of the Revised Code, satisfies all of the following applicable conditions:

- (A) Is at least sixteen years of age;
- (B) Is of good moral character;
- (C) Has the equivalent of an Ohio public school tenth grade education;
- (D) Passes an examination conducted under section 4713.24 of the Revised Code for the branch of cosmetology the applicant seeks to practice;
- (E) Pays to the board the applicable fee;
- (F) In the case of an applicant for an initial cosmetologist license, has successfully completed board-approved cosmetology training in a school of cosmetology licensed in this state, except that only one thousand hours of board-approved cosmetology training in a school of cosmetology licensed in this state is required of a person licensed as a barber under Chapter 4709. of the Revised Code;
- (G) In the case of an applicant for an initial esthetician license, has successfully completed board-approved esthetics training in a school of cosmetology licensed in this state;
- (H) In the case of an applicant for an initial manicurist license, has successfully completed board-approved manicurist training in a school of cosmetology licensed in this state;
- (I) In the case of an apprentice instructor, has successfully completed board-approved instructor training in a school of cosmetology, or one year full-time employment in a salon, and possesses an active Managing Cosmetologist license issued in Ohio.

### **STATE MEDICAL BOARD OF OHIO LICENSING REQUIREMENTS FOR MASSAGE THERAPY :**

Individuals applying for a Massage license must meet the following requirements:

1. Study of Massage Therapy
  - a. Hold a high school diploma or equivalent.
  - b. Course of instruction must be for a period of not less than nine months and a minimum of seven hundred fifty clock hours at an approved school of Massage Therapy (Rule 4731-1-16).
  - c. Subjects include both Practical and Theoretical instruction as well as Anatomy, Physiology, Ethics, Clinical Program and Hygiene; and such other subjects as the Board deems necessary and appropriate to Massage.
2. Possess sufficient character and moral standing
  - a. All individuals are required to submit to a FBI and BCI & I background check. Final licensure eligibility based on an individual's background is determined on a case by case basis during the application process. It is the sole decision of the individual whether or not to enroll in massage therapy school if there is a derogatory mark on his or her background.
3. Pass the MBLEx (Massage and Bodywork Licensing Exam) administered by the Federation of State Massage Therapy Boards. Information regarding the MBLEx is found on the Federation's website: <http://fsmtb.org>.
4. Out-of-State Graduates  
Go to <http://med.ohio.gov/pdf/eligibility-requirements.pdf> for licensure requirements if you graduated massage therapy school outside Ohio.
5. The application for licensure may be downloaded at: <http://med.ohio.gov/pdf/Applications/mtapp.pdf>. Applicants may also email the Board to request an application: [med.ct.mt@med.state.oh.us](mailto:med.ct.mt@med.state.oh.us) or call the Medical Board at 614-466-3934.
6. The fee for the application is **\$150.00**. Fees submitted are neither refundable nor transferable. The fee must be submitted with the application before the review process will begin which is typically ten to twelve weeks.

### **CODE OF ETHICS:**

1. This school has its principle objective in the training of qualified cosmetologists to render the best possible service to patrons.
2. The school strives continuously to improve its operation in order to keep abreast with the ever-changing developments and techniques in cosmetology.
3. This school observes all rules and regulations issued by the State Board of Cosmetology and Health Department.
4. This school encourages its instructors to keep abreast of the latest teaching methods in cosmetology in the way of reading educational books and attending teachers' courses, workshops, and classes.
5. This school takes part in educational conferences and regional meetings in order to advance the cosmetology profession.
6. This school makes use of acceptable teaching techniques and training aids (such as textbooks, workshops, videos, and other audio-visual aids) in order to provide the best possible training for its students.
7. This school maintains honest and fair relationships with its staff, students, patrons, other schools and the Ohio State Board of Cosmetology.
8. This school purchases only high grade standard equipment and supplies to be used for the instruction of its students.
9. This school advertises truthfully and makes honest representations to its students.
10. This school refrains from any criticism which reflects unfavorably on other schools and the cosmetology profession.
11. All forms and information contained in the students' files are kept in a locked office and/or locked filing cabinet. No information concerning any student is given to anyone for any reason. If a student wants our school to release any information to anyone, they must provide a signed release form. The student's parent or guardian must also sign a release form if the student is a minor.
12. Students and parent or guardian of a dependent minor have a right to review the student's file at any time. Please contact the school director to set up a file review.

**CAREER CHOICES:**

The following is a list of careers that are available to graduates of the cosmetology course:

Salon Owner	School Owner	Cosmetologist	Salon Manager
School Director	Trichologist	Salon Operator	Hairstylist
Cosmetology Teacher	Hair Colorist	Manufacturer's Rep	Research
Unisex Haircutter	Make-up Artist	Platform Artist	Beauty Editor
Hair and Scalp Specialist	Product Demonstrator	Esthetician	Technical Writer

The following is a list of careers that are available to graduates of the Barbering course:

Shop Owner	School Owner	School Director
Barber Teacher	Manufacturer's Rep	Unisex Haircutter
Platform Artist	Hair and Scalp Specialist	Product Demonstrator

The following is a list of places that are available for practice to graduates of the massage therapy course:

Spas and fitness centers	Sports medicine facilities	Hotels	Cruise ships
Vacation resorts	Corporate workplace	Hospitals	Doctors' offices
Physical therapy facilities	Chiropractors' offices	Nursing homes	Private practice

**LEAVE OF ABSENCE POLICY:**

Students who have completed a minimum of 15% of their contracted hours are permitted to take a leave of absence for any reason for a minimum of 30 days and a maximum of 180 days, as long as the request is made in advance in writing and there is a reasonable expectation that the student will return to school. A leave of absence may be granted to a student who did not request the LOA in advance due to unforeseen circumstances, for example, sudden illness or accident, only with proper documentation supporting the circumstance. In this case, the beginning date of the approved LOA will be determined to be the first date the student was unable to attend because of the circumstance. Students will not be permitted to take more than one leave of absence during any 12-month period unless documented extenuating circumstances exist that are approved by the school director and the student has not exceeded 180 days in a 12-month period. The student's satisfactory progress will be the same when returning from a leave of absence as it was before the leave. Students who receive Veteran's Benefits and take a leave of absence will have their benefits terminated. If extenuating circumstances exist, the school director may make exceptions on a case by case basis to the minimum hours completed requirement. The student will not be charged any additional fees. Upon returning from the leave of absence, the student's contract end date and maximum time frame will be extended by the same number of days taken in the leave of absence. A student who has been granted an LOA is not considered to have withdrawn and no refund calculation is required. If a student does not return on or before the end date indicated on the Leave of Absence form, the student will then be considered to have withdrawn, the proper State Board will be notified and a refund calculation will be required.

**EMPLOYMENT ASSISTANCE:**

Our school does not guarantee placement upon completion of the course, however, our school will assist students in obtaining a job by notifying the student by phone or mail of available positions. Our school obtains their information regarding jobs from salons who have notified our schools of openings. Students are advised that the law prohibits any school from guaranteeing placement as an inducement to enter school.

Our school does not have control of local employment conditions or the economy. Although graduating students and alumni are provided employment opportunities with the industry at graduation and thereafter, this in no way constitutes a promise or guarantee of employment.

**SAFETY PRECAUTIONS (Cosmetology and Barbering):**

It is important that safety must come first when working in a salon or barber shop with different types of chemicals. Throughout your career in the cosmetology or Barber field, you will be working with many types of chemicals and potentially hazardous materials such as hair color, permanent waves, chemical relaxing products, and artificial nail products. As you proceed through your course, you will learn safety precautions that will need to be followed when working with these chemicals to protect yourself as well as your clientele.

There are other safety hazards in the salon or barber shop that may surprise you such as....water. Any water left on the floor is inviting someone to slip and injure themselves. As well as water on the floor, scalding hot water is a potential hazard. Our schools are equipped with vacuum breakers in the shampoo bowls to regulate the water temperature and prevent anyone from being scalded with hot water. All of our schools are equipped with a first aid kit which includes eye wash, bandages, and ointments to treat any injuries that may occur in spite of following safety precautions.

**SAFETY PRECAUTIONS (Massage Therapy):**

In order to provide a relaxing safe-haven for the client, massage therapists need to address safety and security precautions. The best safety measure is prevention. Awareness of the potential hazards is a fundamental to creating a plan to address safety risks. One of the first steps should be to assess what areas of your business could provide potential safety hazards. Physical safety features to the office or building, medical preparedness, and personal security should all be considered. Visit [www.amtamassage.org](http://www.amtamassage.org) for more career guidance.

**PHYSICAL DEMANDS (Cosmetology and Barber):**

There are many factors to think about when you are trying to decide if cosmetology or Barber would be the best career for you. You need to consider physical health. Stylists and barbers usually work on an appointment schedule in a salon/barber shop and once their clientele is developed, their day is many times busy and hectic. Not only are they working with their hands and arms as they perform services on their clients, but they are also standing much of the day. It's also essential that you consider your hand and eye coordination as well as dexterity. Health, endurance and energy level are very important to your success in the field of cosmetology.

Your personality is just as important as your physical abilities. Consider the following: Do you enjoy meeting new people? Do you smile easily? Is it fairly easy for you to talk with people you've just met? DO YOU REALIZE THAT YOUR "PEOPLE SKILLS" WILL ACCOUNT FOR WELL OVER 50% OF YOUR SUCCESS?

At Raphael's School of Beauty Culture, we will spend a great deal of time helping you develop these skills. With practice, you can achieve these stylist/client communication abilities that are so necessary in the salon. They can only be acquired if you sincerely apply yourself, because your attitude and personality truly come from within you, and only you can develop and improve them. To insure your success, make it one of your major goals during the course.

**PHYSICAL DEMANDS (Massage Therapy):**

Excellent training and its proper application is also necessary for massage therapists to be able to cope with the physical demands of the work. Without proper technique, massage therapists themselves are prone to injury. They stand for long periods of time, often in awkward postures. They use repetitive movements. They have to apply so much pressure with their own hands, putting their own nerves, muscles, ligaments and tendons under constant stress. Each session is very tiring.

Because of the nature of the work, massage therapists cannot have themselves booked eight hours a day, seven days a week. Most schedule only three to six hours of massage sessions per day. There has to be enough rest and recovery time between sessions. This will also ensure that the therapist is able to give optimum service.

**EXPECTED JOB COMPENSATION / JOB DEMAND (Cosmetology):**

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey.

The 2007 Job Demand Survey results indicate that salons in Ohio plan to hire 8,459 new employees in the next twelve months. The average annual salary for a salon professional in Ohio is \$33,225. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973.

Most importantly, 73 percent of Ohio salon owners who attempted to hire new employees in 2006 said they were unable to find properly-trained applicants. This means that jobs would be immediately available for salon professionals.

As of January 2007, there were 71,269 professionals employed at Ohio's 11,975 salons. 59 percent of salons in the state are employer-owned, and 18 percent are booth-rental salons. The other 23 percent are a combination of the two.

63 percent of Ohio salons are classified by their owners as full-service salons; 18 percent are listed as haircutting salons. Barbershops make up 6 percent of the total. Nationally, 58 percent of salons are listed as full-service, meaning that Ohio has a somewhat lower percentage of specialized establishments. (*Job Demand in the Cosmetology Industry, Ohio 2007; A State Survey Conducted for NACCAS, December 2007; Copyright 2007, NACCAS*)

**EXPECTED JOB COMPENSATION / JOB DEMAND (Barber):**

According to the U.S. Bureau of Labor Statistics (BLS), employment opportunities for barbers were expected to increase by 12% between 2008 and 2018 ([www.bls.gov](http://www.bls.gov)). This growth in opportunities was due to an increased demand in personal care services coupled with an increase in the number of barbers retiring or leaving the profession.

In 2008, the mean hourly wage for barbers was \$12.79, including tips, reports the BLS. Barbers who worked in local government earned a higher wage at \$16.11 an hour, while those working in personal care service earned slightly less than the national hourly mean at \$12.73.

[http://education-portal.com/barber\\_career.html](http://education-portal.com/barber_career.html)

**EXPECTED JOB COMPENSATION / JOB DEMAND (Massage Therapy):**

With a diploma in massage therapy, you can find work in a broad range of settings:

- Spas and fitness centers
- Sports medicine facilities
- Cruise ships
- Vacation resorts, high-end hotels, and bed and breakfasts
- Chiropractors' offices and rehabilitation centers
- Private practice
- Corporate workplaces
- Hospitals and nursing homes

In 2005, massage therapy was projected to be a \$6 to \$11 billion a year industry.

AMTA estimates that in 2010, massage therapy was a \$12-17 billion industry.

It is estimated that there are 280,000 to 320,000 massage therapists and massage school students in the United States.

According to the U.S. Department of Labor in 2010, employment for massage therapists is expected to increase 19 percent from 2008 to 2018, faster than average for all occupations. However, this is one percentage point lower than their forecast in 2006.

Between July 2009 and July 2010, roughly 48 million adult Americans (18 percent) had a massage at least once.

The economy affected the number of people who had a massage from July 2009 to July 2010 (down 4 percentage points from 2008-2009).

**RE-ENROLLMENT POLICY:**

Any student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry, however, a student failing to meet satisfactory progress requirements at the point of withdrawal will have the same status when they return and they must meet satisfactory progress requirements before receiving financial aid funds. Students who are discontinued from this school for unsatisfactory progress will be permitted to re-enroll one time. If they are discontinued again, they will not be permitted to re-enroll unless they can prove special circumstances for their poor attendance/performance. If a student wishes to re-enroll a second time, they must set up an appointment with the school's manager to explain these circumstances.

A student who is deemed by the school to need additional review work will not be charged for this additional work. An exception to this policy may be made in the case of students who have transferred from another institution which teaches under a different system than does this institution. In that case, the determination of the number of additional hours will be based both on the length of time the student has been out of school as well as the system utilized by the first institution.

**EXTRA INSTRUCTIONAL CHARGES:**

Any student attending beyond their contract ending date will be charged the school's current hourly tuition rate for all of the hours they have left to complete. The hourly tuition rates are \$9.80 for the Managing Cosmetologist course, \$14.00 for the Managing Esthetician course, \$11.17 for the Massage Therapy course, \$9.80 for the Managing Manicurist course, \$12.80 for the Combination Esthetics & Managing Manicuring course, and \$10.15 for the Manager course. These charges cannot be paid from the student's financial aid.

**PAYMENT PLAN:**

Full payment for tuition and fees are due at the beginning of the course, unless the student can demonstrate that he/she is unable to pay the full amount; in that case, cash installment payments are agreed to with a third party processor prior to enrollment. Interest charges may apply, depending on the tuition balance amount or length of time arranged to pay the tuition balance in full. Acceptable forms of payment are Title IV Pell Grants and Direct Student Loans, cash, credit/debit card, money order, and personal or business check.

**STUDENT ADVISING AND EVALUATIONS:**

Students are evaluated for Satisfactory Academic Progress as follows:

Managing Cosmetologist	450, 900, 1350 actual clock hours
Barber	450, 900, 1350 actual clock hours
Combination Managing Esthetics & Managing Manicurist	450, 900 actual clock hours
Massage Therapy	450 actual hours
Managing Esthetician	375 actual clock hours
Managing Manicurist	150 actual clock hours
Manager	150 actual clock hours

Transfer students are evaluated at the midpoint of the contracted hours or the School’s established evaluation periods, whichever comes first.

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

**GRADING POLICY:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A = 90% - 100%	Excellent
B = 80% - 89%	Good
C = 70% - 79%	Satisfactory
F = 69% and below	Failing

Students must maintain a “C” average (a minimum of 70%) in order to be making satisfactory progress. Students are responsible for making up any work missed due to an absence or scheduled day off and may do so on their next scheduled day of attendance.

**SELF IMPROVEMENT POLICY**

All students who are currently enrolled at Raphael’s School of Beauty Culture are entitled to discounted services and products. In order to receive your discount, you must receive the service and/or purchase the product at the campus at which you attend ONLY.

- Students must come in on their own time Tuesday through Friday for services. You cannot be scheduled or clocked in when receiving services.
- Students are not permitted to come in on Saturdays for services.
- All currently enrolled students receive a 15% discount on the purchase of products.
- All currently enrolled students receive a 30% discount on services.
- Services must be paid for when the student signs in. No “in-store credit” will be extended to anyone for any reason.
- When receiving services, students must clock in on the Patron Sign-In Sheet at the front desk and must fill out and sign a chemical card if receiving a chemical service such as a perm or color.
- Students on a Leave of Absence may come in for services and receive the same discount as active students.
- Discontinued, withdrawn, or graduated students are not entitled to any discounts.
- Graduated students are entitled to free Continuing Education classes for the lifetime of their license.



**STUDENT COMPLAINT PROCEDURE:**

*Before a student mails a written complaint to the main office, they should give their instructor and campus manager an opportunity to resolve the problem. If the student feels the problem is not resolved after discussing it with their instructor and manager, the following procedure must be followed.*

It is the policy of Raphael's School of Beauty Culture, that all complaints received from students must be in writing, signed, dated, and mailed to the main office at:

Raphael's School of Beauty Culture  
615 Boardman Canfield Rd.  
Boardman, OH 44512

To ensure all complaints are received properly, complaints sent by facsimile, email or other electronic means will not be accepted. All complaints will be reviewed by the school President, Director, Financial Aid Administrator, and location manager. All plans of action and/or correction will be discussed at the meeting and a written response will be given or mailed to the student within thirty (30) business days. This gives the committee ample time to review the complaint and take appropriate action.

After following the school's published complaint procedure, cosmetology, esthetic, and manicuring students may direct any problem or complaint to:

Executive Director  
Ohio State Board of Cosmetology  
1929 Gateway Circle  
Columbus, OH 43123  
(614) 466-3834.

After following the school's published complaint procedure, Barber students may direct any problem or complaint to:

Executive Director  
Ohio State Barber Board  
77 S. High St., #16  
Columbus, OH 43215-6108  
(614) 466-5003

After following the school's published complaint procedure, massage therapy students may direct any problem or complaint to:

Executive Director  
State Board of Career Colleges and Schools  
35 E. Gay St.  
Suite 403  
Columbus, OH 43215-6127  
(614) 466-2752 or 800-275-4219.

All students may direct any problem or complaint to:

Executive Director  
National Accrediting Commission of Career Arts and Sciences  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302  
(703) 600-7600

**GRADUATION RATES:**

**Niles Campus**

60% of the students who were scheduled to graduate in 2012 did graduate.

**Boardman Campus**

61% of the students who were scheduled to graduate in 2012 did graduate.

**Alliance Campus**

59% of the students who were scheduled to graduate in 2012 did graduate.

**Brunswick Campus**

60% of the students who were scheduled to graduate in 2012 did graduate.

**North Olmsted Campus**

59% of the students who were scheduled to graduate in 2012 did graduate.

**PLACEMENT RATES:**

**Niles Campus**

72% of the students who have graduated in 2012 and were eligible to work found jobs in the cosmetology industry.

**Boardman Campus**

65% of the students who have graduated in 2012 and were eligible to work found jobs in the cosmetology industry.

**Alliance Campus**

84% of the students who have graduated in 2012 and were eligible to work found jobs in the cosmetology industry.

**Brunswick Campus**

72% of the students who have graduated in 2012 and were eligible to work found jobs in the cosmetology industry.

**North Olmsted Campus**

84% of the students who have graduated in 2012 and were eligible to work found jobs in the cosmetology industry.

**LICENSURE RATES:**

**Niles Campus**

100% of the students taking the State Board licensing exam administered by the State of Ohio in 2012 passed that exam.

**Boardman Campus**

85% of the students taking the State Board licensing exam administered by the State of Ohio in 2012 passed that exam.

**Alliance Campus**

100% of the students taking the State Board licensing exam administered by the State of Ohio in 2012 passed that exam.

**Brunswick Campus**

100% of the students taking the State Board licensing exam administered by the State of Ohio in 2012 passed that exam.

**North Olmsted Campus**

100% of the students taking the State Board licensing exam administered by the State of Ohio in 2012 passed that exam.

**MEDIAN LOAN DEBT:**

***Below is the Median Loan Debt our graduates have incurred during each of the Award Years indicated:***

**Niles Campus**

<b>Cosmetology Program</b>	<b>Title IV</b>	<b>Non-Title IV</b>
2012-13 Award Year	\$6500	\$0

<b>Barber Program</b>	<b>Title IV</b>	<b>Non-Title IV</b>
2012-13 Award Year	\$7,861	\$0

<b>Esthetician Program</b>		
2012-13 Award Year	*	\$0

\* Less than 10 graduates received loans. Median amounts re withheld to preserve the confidentiality of the loan recipients.

**Boardman Campus**

<b>Cosmetology Program</b>	<b>Title IV</b>	<b>Non-Title IV</b>
2012-13 Award Year	\$7234	\$0

<b>Esthetician Program</b>	<b>Title IV</b>	<b>Non-Title IV</b>
2012-13 Award Year	*	\$0

<b>Massage Therapy Program</b>	<b>Title IV</b>	<b>Non-Title IV</b>
2012-13 Award Year	*	\$0

\* Less than 10 graduates received loans. Median amounts re withheld to preserve the confidentiality of the loan recipients.

**Alliance Campus**

<b>Cosmetology Program</b>	<b>Title IV</b>	<b>Non-Title IV</b>
2012-13 Award Year	\$7677	\$0

<b>Esthetician Program</b>		
2012-13 Award Year	\$5402	\$0

**Brunswick Campus**

<b>Cosmetology Program</b>	<b>Title IV</b>	<b>Non-Title IV</b>
2012-13 Award Year	\$3400	\$0

<b>Esthetician Program</b>		
2012-13 Award Year	\$6070	\$0

<b>Combination Managing Esthetician &amp; Managing Manicurist Program</b>		
2012-13 Award Year	\$4627	\$0

**North Olmsted Campus**

<b>Cosmetology Program</b>	<b>Title IV</b>	<b>Non-Title IV</b>
2012-13 Award Year	\$7677	\$0

<b>Esthetician Program</b>		
2012-13 Award Year	\$5402	\$0

\* Less than 10 graduates received loans. Median amounts re withheld to preserve the confidentiality of the loan recipients.

**DEPARTMENT OF LABOR—Standard Occupational Classification:**

39-5012 Hairdressers, Hairstylists, and Cosmetologists

**Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes "Makeup Artists, Theatrical and Performance (39-5091), "Manicurists and Pedicurists" (39-5092), and "Skincare Specialists" (39-5094).**

39-5092 Manicurists and Pedicurists

**Clean and shape customers' fingernails and toenails. May polish or decorate nails.**

39-5094 Skincare Specialists

**Provide skincare treatments to face and body to enhance an individual's appearance.**

39-5011 Barbers

**Provide Barber services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves.**

31-9011 Massage Therapists

**Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans.**

**ON-TIME COMPLETION RATES**

***Our institution determines on-time completion for full-time students as 18 months and for part-time students as 24 months.***

**Niles Campus – On-time completion**

*Managing Cosmetology: 92%*

*Managing Esthetician: \* Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.*

*Barber: 87%*

**Boardman Campus – On-time completion**

*Managing Cosmetology: 100%*

*Managing Esthetician: \* Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.*

*Massage Therapy: 100%*

**Alliance Campus – On-time completion**

*Managing Cosmetology: 100%*

*Managing Esthetician: 100%*

**Brunswick Campus – On-time completion**

*Managing Cosmetology: 92%*

*Managing Esthetician: \* Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.*

*Barber: 87%*

**North Olmsted Campus – On-time completion**

*Managing Cosmetology: 100%*

*Managing Esthetician: 100%*

**REFUND POLICY (Cosmetology and Barber):**

1. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing within three business days of the clocking of the enrollment agreement, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school's administration in person. This policy applies regardless of whether or not the student has actually started training. This policy applies to all terminations, for any reason, by either party, including student decision, course or program cancellation, or school closure.
2. If a student cancels his enrollment after three business days after the signing of the enrollment agreement, but prior to entering classes, he shall be entitled to a refund of all monies paid to the school less the registration fee of \$100.00 for the Managing Cosmetologist , Managing Esthetician, Managing Manicurist, Combination Managing Esthetics & Managing Manicurist, and Massage Therapy courses and a registration fee of \$50.00 for the Manager course.
3. For students who receive Federal financial aid and enroll in and begin classes, the school will calculate the Federal Return of Title IV Aid to determine how much Pell Grant funds must be returned to the Department of Education. The school will then calculate a refund using the school's refund method to determine the total charges the student owes. The school will then deduct the net amount of financial aid and any cash payments from what the student owes to determine the balance the student owes, if any. If a balance remains (this includes cash students), the student must pay the amount due or make satisfactory payment arrangements with the school within 30 days or the student's account will be turned over to an independent collection agency. For cash students, the school will calculate a refund using the school's refund method to determine the total charges the student owes and deduct any cash payments to determine the balance due, if any. If a credit balance occurs on a student account, it will be refunded to the student within 14 days.

<u>School Refund Method</u>		<u>Return of Title IV Aid</u>
<b>Scheduled Hrs. Elapsed</b>	<b>Amount of tuition owed to school</b>	<b>Example - 80 hrs. scheduled to complete in 1800-hr program</b>
<b>In Program</b>		
0.001% to 4.9%	20%	Financial aid disbursed      \$ 6407.00
5% to 9.9%	30%	Return of funds to ED <u>- 5254.00</u>
10% to 14.9%	40%	Net Amount                      \$ 1153.00
15% to 24.9%	45%	Total charges owed          \$4665.00
25% to 49.9%	70%	Financial aid applied <u>- 1153.00</u>
50% and over	100%	<b>Amount student owes      \$ 3512.00</b>

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant, student, or Department of Education shall be refunded within 30 days of formal cancellation by the student as defined in item (2) or a formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance. Order in which refunds will be made is Unsubsidized loan, Subsidized loan, Parent Plus loan, then Pell Grant. Formal termination by the school of a student's enrollment shall occur within 30 days of a determination by the school that the student has withdrawn without notifying the school. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days. Enrollment time for the purpose of calculating refunds is defined as the time elapsed between the actual starting date and the student's last day of physical attendance. A refund may account for any absence time that occurs during the student's enrollment period. For a student who is on an approved leave of absence that notifies the school that he or she will not be returning, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

4. In the case of illness or disabling accident, death in the immediate family or other circumstance beyond the control of the student, the school makes a settlement which is fair to both.
5. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has, at its option; a) provide a pro rata refund; or b) participate in a teach-out agreement.
6. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun the school, at its option, may; a) provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or b) provide completion of the course; or c) participate in a teach-out agreement; or d) provide a full refund of all monies paid.
7. A termination fee of \$100.00 or 5% of the tuition, whichever is less, will be charged. This applies to all programs.
8. If a student is absent for a period of 30 days, a re-enrollment fee of \$50 will be charged.
9. If an applicant is not accepted by the school, he is entitled to a refund of all monies paid.
10. If a student is expelled by the school, the above policy applies.
11. Post Withdrawal Disbursement: We will credit the student's account with the post-withdrawal disbursement for current charges within 180 day of the date of determination. We will disburse any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account.

**REFUND POLICY – MASSAGE THERAPY ONLY:**

1. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing within five business days of the signing of the enrollment agreement, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school's administration in person. This provision shall not apply if the student has already started academic classes.
2. If a student cancels his enrollment after five business days after the signing of the enrollment agreement, but prior to entering classes, he shall be entitled to a refund of all monies paid to the school less the registration fee of \$100.00 for the Massage Therapy course.
3. An applicant rejected by the school shall be entitled to a full refund of all monies.
4. For cash students, the school will calculate a refund using the following method to determine the total charges the student owes and deduct any cash payments to determine the balance due, if any.
  - a. A student who withdraws before the first class and after the 5-day cancellation period will be obligated for the registration fee.
  - b. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
  - c. A student who starts class and withdraws after the academic term is 15% complete but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
  - d. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for seventy-five per cent of the tuition and refundable fees plus the registration fee.
  - e. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.
5. For students who receive Federal financial aid and enroll in and begin classes, the school will calculate the Federal Return of Title IV Aid to determine how much Pell Grant funds must be returned to the Department of Education. The school will then calculate a refund using the school's refund method to determine the total charges the student owes. The school will then deduct the net amount of financial aid and any cash payments from what the student owes to determine the balance the student owes, if any. If a balance remains (this includes cash students), the student must pay the amount due or make satisfactory payment arrangements with the school within 30 days or the student's account will be turned over to an independent collection agency. If a credit balance occurs on a student account, it will be refunded within 14 days.

Return of Title IV Aid

**Example - 80 hrs. scheduled to complete in 1800-hr course**

Financial aid disbursed	\$6407.00
Return of funds to ED	- 5254.00
Net Amount	\$ 1153.00
Total charges owed to school	\$4665.00
Financial aid applied to account	- 1153.00
<b>Amount student owes</b>	<b>\$3512.00</b>

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant, student, or Department of Education shall be refunded within 30 days of formal cancellation by the student as defined in item (2) or a formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance. Order in which refunds will be made is Unsubsidized loan, Subsidized loan, Parent Plus loan, then Pell Grant. Formal termination by the school of a student's enrollment shall occur within 30 days of a determination by the school that the student has withdrawn without notifying the school. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days. Enrollment time for the purpose of calculating refunds is defined as the time elapsed between the actual starting date and the student's last day of physical attendance. A refund may account for any absence time that occurs during the student's enrollment period. For a student who is on an approved leave of absence that notifies the school that he or she will not be returning, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6. In the case of illness or disabling accident, death in the immediate family or other circumstance beyond the control of the student, the school makes a settlement which is fair to both.
7. If a school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a Pro-Rated refund of tuition.
8. If a course is canceled subsequent to a student's enrollment, the school shall at its option: a) provide a full refund of all monies paid, or b) provide completion of the course.
9. If a student is absent for a period of 30 days, a re-enrollment fee of \$50.00 will be charged.
10. Post Withdrawal Disbursement: We will credit the student's account with the post-withdrawal disbursement for current charges within 180 day of the date of determination. We will disburse any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account.

**SATISFACTORY ACADEMIC PROGRESS POLICY:**

09/2014

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulation established by the United States Department of Education. Students are evaluated on both cumulative quantitative and qualitative elements at designated period throughout the program.

**1. Evaluation Periods:**

Students are evaluated for Satisfactory Academic Progress as follows:

Managing Cosmetologist	450, 900, 1350 actual clock hours
Barber	450, 900, 1350 actual clock hours
Combination Managing Esthetics & Managing Manicurist	450, 900 actual clock hours
Massage Therapy	450 actual hours
Managing Esthetician	375 actual clock hours
Managing Manicurist	150 actual clock hours
Manager	150 actual clock hours

Transfer students are evaluated at the midpoint of the contracted hours or the School's established evaluation periods, whichever comes first.

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

**2. Attendance Progress Evaluations:**

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

**3. Maximum Time Frame:**

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

COURSE		MAXIMUM TIME ALLOWED	
		WEEKS	SCHED HRS
Managing Cosmetologist	Full Time (24-40 hrs/wk) – 1800 Hours	45-75	2700
Managing Cosmetologist	Part time (19 hrs/wk) – 1800 Hours	104	2700
Barber	Full Time (24-40 hrs/wk) – 1800 Hours	45-75	2700
Barber	Part Time (16 hrs/wk) – 1800 Hours	113	2700
Combination Managing Esthetics & Managing Manicurist	Full Time (24-40 hrs/wk) – 1050 Hours	27-44	1575
Combination Managing Esthetics & Managing Manicurist	Part Time (16 hrs/wk) – 1050 Hours	66	1575
Massage Therapy	Full Time (24-40 hrs/wk) – 900 Hours	23-38	1350
Massage Therapy	Part Time (16 hrs/wk) – 900 Hours	57	1350
Managing Esthetician	Full Time (24-40 hrs/wk) – 750 Hours	19-32	1125
Managing Esthetician	Part Time (16 hrs/wk) – 750 Hours	47	1125
Managing Manicurist	Full Time (24-40 hrs/wk) – 300 Hours	8-13	450
Managing Manicurist	Part Time (16 hrs/wk) – 300 Hours	19	450
Manager	Full Time (24-40 hrs/wk) – 300 Hours	8-13	450
Manager	Part Time (16 hrs/wk) – 300 Hours	19	450

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours. If a student has a period of time when no financial aid is disbursed, those hours that the student attended will count toward the maximum time frame.

#### 4. Academic Progress Evaluations:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A = 90% - 100%	Excellent
B = 80% - 89%	Good
C = 70% - 79%	Satisfactory
F = 69% and below	Failing

#### 5. Determination of Progress Status:

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Copies of all SAP reports are available to students at their request.

#### 6. Transfer Hours

Hours that are transferred by a student from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual hours attended at Raphael's School of Beauty Culture

#### 7. Warning:

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

#### 8. Probation:

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

#### 9. SAP Appeal Process:

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



#### 10. Reinstatement of Financial Aid:

A student's financial aid may be reinstated as soon as they regain satisfactory progress status, or have successfully appealed for reinstatement and have been placed on (SAP) probation until their next scheduled evaluation. The student will receive financial aid for any hours they are eligible to receive for from the date of reinstatement. The student will be responsible to pay for any missed financial aid payments that occurred during the student's termination from financial aid.

#### 11. Leave of Absence:

Students who have completed a minimum of 15% of their contracted hours are permitted to take a leave of absence for medical, personal or other reasons for a maximum of 180 days as long as the request is made in advance and in writing. Students will not be permitted to take more than one leave of absence in any 12-month period. At the discretion of the director, a leave of absence may be granted if unforeseen circumstances exist. The student's satisfactory progress will be the same when returning from a leave of absence as it was before the leave. Students who receive Veterans Benefits and take a leave of absence will have their benefits terminated. Upon returning from the leave of absence, the student's contract end date and maximum time frame will be extended by the same number of days taken in the leave of absence. In the event a student does not return from leave of absence on or before the end date, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

#### 12. Interruptions, Course Incompletes, Withdrawals:

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

#### 13. Noncredit, Remedial Courses, Repetitions:

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

#### 14. Re-enrollment:

Any student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry, however, a student failing to meet satisfactory progress requirements at the point of withdrawal will have the same status when they return and they must meet satisfactory progress requirements before receiving financial aid funds. Students who are discontinued from this school for unsatisfactory progress will be permitted to re-enroll one time. If they are discontinued again, they will not be permitted to re-enroll unless they can prove special circumstances for their poor attendance/performance. If a student wishes to re-enroll a second time, they must set up an appointment with the school's manager to explain these circumstances.

A student who is deemed by the school to need additional review work will not be charged for this additional work. An exception to this policy may be made in the case of students who have transferred from another institution which teaches under a different system than does this institution. In that case, the determination of the number of additional hours will be based both on the length of time the student has been out of school as well as the system utilized by the first institution.

#### 15. Different Program:

If a currently attending student withdraws from a program or completes a program then enrolls in a different program at any campus location, there will be no effect on Satisfactory Academic Progress because hours are not transferable from program to program.

**SATISFACTORY ACADEMIC PROGRESS POLICY FOR VA STUDENTS:**

04/2015

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulation established by the United States Department of Education. Students are evaluated on both cumulative quantitative and qualitative elements at designated period throughout the program.

**1. Evaluation Periods:**

Students are evaluated for Satisfactory Academic Progress as follows:

Managing Cosmetologist	450, 900, 1350 actual clock hours
Barbering	450, 900, 1350 actual clock hours
Combination Managing Esthetics & Managing Manicurist	450, 900 actual clock hours
Massage Therapy	450 actual hours
Managing Esthetician	375 actual clock hours
Managing Manicurist	150 actual clock hours
Manager	150 actual clock hours

Transfer students are evaluated at the midpoint of the contracted hours or the School’s established evaluation periods, whichever comes first.

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

**2. Attendance Progress Evaluations:**

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**3. Maximum Time Frame:**

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

<b>COURSE</b>		<b>MAXIMUM TIME ALLOWED</b>	
		<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
Managing Cosmetologist	Full Time (24-40 hrs/wk) – 1800 Hours	45-75	2700
Managing Cosmetologist	Part time (16 hrs/wk) – 1800 Hours	113	2700
Barbering	Full Time (24-40 hrs/wk) – 1800 Hours	45-75	2700
Barbering	Part Time (16 hrs/wk) – 1800 Hours	113	2700
Combination Managing Esthetics & Managing Manicurist	Full Time (24-40 hrs/wk) – 1050 Hours	27-44	1575
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Massage Therapy	Full Time (24-40 hrs/wk) – 900 Hours	23-38	1350
Massage Therapy	Part Time (16 hrs/wk) – 900 Hours	57	1350
Managing Esthetician	Full Time (24-40 hrs/wk) – 750 Hours	19-32	1125
Managing Esthetician	Part Time (16 hrs/wk) – 750 Hours	47	1125
Managing Manicurist	Full Time (24-40 hrs/wk) – 300 Hours	8-13	450
Managing Manicurist	Part Time (16 hrs/wk) – 300 Hours	19	450
Manager	Full Time (24-40 hrs/wk) – 300 Hours	8-13	450
Manager	Part Time (16 hrs/wk) – 300 Hours	19	450

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours. If a student has a period of time when no financial aid is disbursed, those hours that the student attended will count toward the maximum time frame.

#### 4. Academic Progress Evaluations:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- A = 90% - 100% Excellent
- B = 80% - 89% Good
- C = 70% - 79% Satisfactory
- F = 69% and below Failing

#### 5. Determination of Progress Status:

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Copies of all SAP reports are available to students at their request.

#### 6. Transfer Hours

Hours that are transferred by a student from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual hours attended at Raphael's School of Beauty Culture, Inc.

#### 7. Probation:

Students who fail to meet minimum requirements for attendance or academic progress are placed on probation until the next scheduled evaluation and considered to be making satisfactory academic progress while during the probation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probation period, the student has still not met both the attendance and academic requirements, he/she will be immediately terminated from the program.

**POLICY FOR SAFEGUARDING CUSTOMER INFORMATION:**

Definitions:

*Customers* are prospective students and students who apply to attend Raphael's School of Beauty Culture and apply for private or government grants or loans to finance their educations.

*Nonpublic personal information* is information which is not publicly available on:

- Your name, address, and social security number
- Name of your financial institution, account number
- Information provided on your application to enroll in Raphael's School of Beauty Culture
- Information provided on your application for a grant or loan
- Information provided on a consumer report
- Information obtained from a website

Raphael's School of Beauty Culture is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic).

Raphael's School of Beauty Culture shall be responsible to coordinate the school's information security program. The administrator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including:

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other systems failures

The administrator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in Raphael's School of Beauty Culture shall be held for 3 months then destroyed in a secure manner. Records of students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice on January 15<sup>th</sup> each year.

Raphael's School of Beauty Culture shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.

**NOTICE ON DISCLOSURE OF NONPUBLIC PERSONAL INFORMATION:**

We collect nonpublic personal information about you when you apply to attend Raphael's School of Beauty Culture and/or when you apply for a private or government student grant or loan. This information includes:

- Your name
- Address
- Social security number
- Assets and income
- Name of your bank and account number

We do not disclose this information to any person or institution except to the United States Department of Education, loan guarantee agencies, and/or loan servicing agencies. We may also disclose nonpublic personal information about you to nonaffiliated third parties as permitted by law. For example, accrediting agencies have access to any records we maintain on you pursuant to the Federal Family Educational and Privacy Rights Act.

Your applications, containing the nonpublic personal information listed above, are maintained and safeguarded against loss or damage. Access to them is restricted to designated employees.

Students must provide to Raphael's School of Beauty Culture detailed, written permission to have any information released to a third party. Written permission must include the student's name at the time of enrollment, dates of enrollment, and specify what information they want released and to whom.

Written permission is valid for each occurrence only. If the student requires information to be released to more than one party, written permission is required for each party and each occurrence.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day Raphael's School of Beauty Culture receives a request for access.

A student should submit to the school manager, director, or other appropriate office official, a written request that identifies the record(s) the student wishes to inspect. The school's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identifying the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Raphael's School of Beauty Culture discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Raphael's School of Beauty Culture in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Raphael's School of Beauty Culture has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Raphael's School of Beauty Culture

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Raphael's School of Beauty Culture to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **Title IX Policy**

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

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

### **Title IX Grievance Procedures**

All students, staff, and members of the public participating in school activities have the right to an environment free from sexual misconduct. Violence, abuse, intimidation and/or retaliation directed toward another person violates Raphael's School of Beauty Culture, Inc.'s Code of Conduct and Ohio's State laws. Members of the school's community are expected to comply with school policies and guidelines in addition to federal, state, and local laws whether on or off campus.

#### **DEFINITIONS**

**Sexual Misconduct** is defined as any activity of a sexual nature that violates another individual's physical and/or emotional well-being or personal space without that person's explicit consent. Sexual misconduct incorporates a range of behaviors including rape, sexual assault (which includes any kind of nonconsensual sexual contact), sexual harassment, relationship violence, stalking, and any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating, or coercing a person(s). Sexual misconduct occurs when there is a lack of mutual consent about sexual activity or if there is ambiguity about whether consent has been given.

**Behaviors that violate the Sexual Misconduct Policy include, but are not limited to the following:**

**Sexual Assault:** Any type of sexual contact or behavior that occurs without the explicit consent of the other person or is obtained through the use of force, threat of force, intimidation or coercion. Defined for the purposes of this policy, "sexual assault" encompasses a wide range of criminalized sexual conduct, including rape and sexual battery. Ohio Revised Code (O.R.C.) section 2907.01 defines "sexual conduct" as "vaginal intercourse between a male and female; anal intercourse, fellatio and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal opening or another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse."

**Rape:** Sexual intercourse by forcible compulsion or threat of forcible compulsion.

- Compulsion can be use of physical, intellectual, moral, emotional or psychological force, either expressed or implied.
- It also includes sexual intercourse with a person who is unconscious or unaware that sexual intercourse is occurring or when their power to resist has been substantially impaired by drugs, alcohol or other means.

**Sexual Contact:** Includes intentional contact with breasts, buttocks, groin, genitals, mouth or other bodily orifices of another person or touch another person with any of these body parts or making another person touch you or themselves with any of these body parts. It also includes intentional contact with any bodily part in a sexual manner.

**Sexual Violence:** Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent.

**Examples include, but are not limited to:**

- Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by any person upon any person without consent.
- Non-consensual sexual contact, defined as any intentional sexual touching, with any body part or object by any person upon any person without consent.
- Sexual exploitation, defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise

consensual sexual activity), engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.

- Sexual harassment, as defined in applicable university policy.
- Indecent exposure, defined as the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

**Stalking:** Defined as in the Ohio Revised Code (O.R.C.) section 2903.211 Menacing by Stalking. (1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's mental distress, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs. (2) No person, through the use of any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, or computer system, shall post a message with purpose to urge or incite another to commit a violation of division of this section. (3) No person, with a sexual motivation, shall violate division (1) or (2) of this section.

**Examples of Stalking behaviors and activities may include, but are not limited to:**

Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are undesired and place another person in fear.

Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim.

Surveillance or other types of observation including staring, and/or peeping.

Trespassing and/or vandalism targeted at a specific person.

Gathering information about an individual from friends, family, and/or co-workers.

**Some examples of cyber-stalking may include, but are not limited to:**

Repetitive nonconsensual or unsolicited emails.

Instant messages and messages posting in on-line bulletin boards.

Unsolicited communications about a person, their family, friends, or co-workers that may be deemed threatening.

Sending/posting unwelcomed and unsolicited messages with another username.

Using electronic devices or software to track and/or obtain private information and to contact and/or post threatening or personal information.

**Relationship Violence: Includes Domestic Violence and Dating Violence: Domestic Violence,** defined as in the Ohio Revised Code (O.R.C.) section 2919.25 Domestic violence. No person shall knowingly cause or attempt to cause physical harm to a family or household member. No person shall recklessly cause serious physical harm to a family or household member. No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member.

**Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of the relationship shall be determined based on a consideration of the following factors: Length of the relationship; Type of relationship; and the frequency of interaction between the persons involved in the relationship.

**Hate Crimes:** Ohio law broadly defines hate crimes as criminal acts motivated by prejudice or intolerance and directed toward a member of a gender, racial, religious or social group. The Ohio statute that speaks directly to hate crimes is the "ethnic intimidation" provision under section 2927.12 of the *Ohio Revised Code*, which prohibits commission of the misdemeanor crimes of aggravated menacing, menacing, criminal damaging, criminal mischief, and some types of telephone harassment, when done "by reason of" the race, color, religion or national origin of another person or group of persons.

**Sexual Harassment:** Involves the behavior of a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature and is so severe, pervasive and objectively offensive that it has the purpose or effect of substantially interfering with a person's academic performance, employment or equal opportunity to participate in or benefit from school programs or activities or by creating an intimidating, hostile or offensive working or educational environment.

**Examples of sexual harassment include, but are not limited to the following behaviors.**

- Sexually degrading words or gestures to describe an individual.
- Unnecessary touching, patting, pinching, or brushing another's body or clothing.
- Comments about an individual's body, clothing or lifestyle which have sexual implications.
- Repeated offensive sexual flirtation, leering or ogling.

- Display of sexually demeaning objects, pictures, or cartoons in hallways, outdoor areas and rooms publicly accessible to members of the school community, including offices.
- Conduct of a sexual nature that interferes with an individual's academic or work performance or creates an intimidating, hostile or offensive environment.
- Implied or direct threats or insinuations that an individual's refusal to submit to sexual advances will adversely affect the individual's status, evaluation, wages, advancement, duties or career development.

**Advisor** – The role of the advisor is to advise and support the student during the course of the complaint process. The advisor may accompany the student to all meetings relating to the disciplinary proceedings. The advisor may not appear in lieu of the student or otherwise represent their advisee during the process.

**Amnesty** – Victims of sexual assault who are using alcohol or drugs at the time of the assault will be given immunity from violations of the school alcohol or drug policy.

**Coercion:** The use of emotional manipulation to persuade someone to do something they do not want to do.

- Can take the form of pressure, threats, intimidation, or the use of physical force, either expressed or implied, which places a person in fear of immediate harm or physical injury.
- Can also take the form of pressure to consume alcohol or other drugs prior to engaging in a sexual act.

**Complaint:** A formal allegation of wrongdoing or violation of the sexual misconduct policy that may result in a formal investigation.

**Complainant:** For the purposes of this policy, the recipient or target of alleged sexual misconduct will be referred to as the complainant. They are also often referred to as the victim or survivor in sexual misconduct investigations. It should be noted that an investigation of sexual misconduct may be initiated by someone who is not necessarily the recipient or target of the sexual misconduct. Filing a complaint does not automatically imply that formal disciplinary charges will occur.

**Consent:** Consent is defined as clear permission between individuals. Consent must be positively established. It is never presumed. To consent to something means you confidently agree to participate based on your own free will without any influence or pressure.

- Consent is informed, knowing, and voluntary.
- Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in sexual activity.
- In the absence of an outward demonstration, consent does not exist.
- Consent to engage in sexual activity may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- A previous sexual relationship, and/or current relationship, may not, in itself, be taken to imply consent.
- Consent does not exist if it results from the use of physical force, intimidation, coercion or incapacitation. If a sexual act is occurring and physical force, intimidation, coercion or incapacitation develops, there is no longer consent.
- Consent cannot be given if a person is impaired, incapacitated by alcohol or drugs, underage, mentally challenged, unconscious, or asleep.
- Use of alcohol or drugs does not diminish one's responsibility to obtain consent, and does not excuse conduct that constitutes sexual misconduct under this policy.

**Incapacitation:** The inability, temporarily or permanently, to give consent, because someone is mentally and/or physically helpless, unconscious, or unaware due to drug or alcohol consumption (voluntarily or involuntarily), or for some other reason. Incapacitation means a person does not have the ability to give consent.

**Investigation:** A fact-finding inquiry into a complaint.

**Investigation Summary:** A summary written, based on interviews with the respondent, witness, complainant and any other source of information obtained during the investigation. This summary will be part of the documentary record and will be presented to the Sexual Misconduct Committee.

**Respondent:** A person against whom a complaint of sexual misconduct is made.

**Retaliation:** Intimidating conduct or other acts against anyone involved in or connected to an allegation of sexual misconduct. This can include, but is not limited to: texts, emails, conversations, phone calls or other contact, whether directly or through a third party, friends or acquaintances. All forms of retaliation are prohibited.

**Sexual Misconduct Committee (SMC):** The school body charged with hearing complaints of student-to-student sexual misconduct.

**Witness:** Any person (as determined by the investigation) who may have information about the incident in question.



## REPORTING: POLICIES AND PROTOCOLS

An individual who believes that he or she is the victim of sexual misconduct or has witnessed an incident of sexual misconduct is encouraged to make a report. The school encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct. This is the best option to ensure preservation of evidence and to begin timely investigative and remedial response.

### CAMPUS REPORTING OPTIONS

Anyone who believes that he or she is the victim of sexual misconduct or has witnessed an incident of sexual misconduct is encouraged to follow these procedures to report the incident. To file a complaint students or staff should first speak to either:

Responsible Employees	Managers of all campus locations
Title IX Coordinator	330-782-3395 Ex. 1107
Carly Allen (Director)	330-782-3395 Ex. 1110

**A Title IX complaint form must be completed, and an investigation will then take place. If you are in immediate danger or an emergency situation you should always call 911.**

A Title IX complaint form is available on-line, or with Responsible Employees and the Title IX Coordinator. The form can be hand delivered to a Responsible Employee, Title IX Coordinator, School Director, e-mailed to [titleix@raphaelsbeautyschool.edu](mailto:titleix@raphaelsbeautyschool.edu), or faxed to 330-953-0034 - Attention Title IX. The form can be mailed to Title IX Coordinator, 615 Boardman Canfield Rd., Boardman, OH 44512. Please make sure all information is completed so that we can contact you as needed.

### **Emergency and External Reporting Options**

<b>Alliance Campus</b>	Alliance Police Dept.	330-821-3131
	Domestic Violence Project Inc.	330-453-SAFE (7233) 24-hr. hotline
	Alliance Community Hospital	330-596-6000
<b>Boardman Campus</b>	Boardman Police Dept.	330-726-4144
	Sojourner House	866-436-6269 24-hr. hotline
	St. Elizabeth Health Center	330-746-7211
<b>Brunswick Campus</b>	Brunswick Police Dept.	330-225-9111
	United Way of Medina County	800-330-2411 or 211 24-hr. hotline
	Medina General Hospital	330-725-1000
<b>Niles Campus</b>	Niles Police Dept.	330-652-9944
	Someplace Safe	330-393-3005 24-hr. hotline
	St. Joseph Health Center	330-841-4000
<b>North Olmsted Campus</b>	North Olmsted Police Dept.	440-777-3535
	Domestic Violence Center	216-391-4357 24-hr. hotline
	Fairview Hospital	216-476-7000

### Interim Measures

At any time during the grievance procedures the Title IX Coordinator may recommend that interim measures be taken such as separating the parties, or placing limitations on contact between the parties. Failure to comply with the terms of interim protections could be considered a separate violation of applicable school policies.

### Confidential Reporting

All reports of sexual misconduct will be handled in confidence to the extent allowed by law. The information reported will be shared only with those school employees who will assist in aiding the victim, conducting the investigation and/or the resolution of the complaint. The school will respect the privacy of all parties involved in a report of sexual misconduct.

The student may request confidentiality when reporting an assault by requesting that his or her identity be omitted from the report. When a victim requests confidentiality, it may limit the schools ability to thoroughly investigate and respond. A witness reporting an assault to the school may remain anonymous by requesting that his or her identity be omitted from the report. The request will be reviewed by the Title IX Coordinator.

Although rare, there are times when the school may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following.

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - ◊ Whether there have been other sexual violence complaints about the same alleged perpetrator;
  - ◊ Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - ◊ Whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - ◊ Whether the sexual violence was committed by multiple perpetrators;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the school possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors may lead the school to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the school will likely respect the victim's request for confidentiality.

If the school (Title IX Coordinator) determines that it cannot maintain a victim's confidentiality, the school (Title IX Coordinator) will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the school's response. The school will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. A safety plan is tailored for the individual depending on the nature of the circumstances. Retaliation against the victim, whether by students or school employees, will not be tolerated and is strictly prohibited under Title IX.

### **False Reporting**

Knowingly filing a false report is cause for disciplinary and potentially criminal and civil action. The school prohibits an individual from knowingly filing a false report or making misrepresentations of sexual misconduct (including sexual assault, sexual discrimination and sexual harassment). However, a report made in good faith is not considered false merely because the evidence of the allegation does not ultimately support the allegation of sexual misconduct.

### **Standard for Determining Responsibility**

The standard used to determine accountability is the preponderance of the evidence that, more likely than not, the accused has violated the sexual misconduct policy.

### **Informal Procedures**

A complainant may elect to pursue an informal resolution for all allegations of sexual misconduct except for sexual assault. An informal resolution is designed to resolve complaints quickly, efficiently and to the mutual satisfaction of all parties involved. Informal resolutions include: but are not limited to,

- Mediation of the complaint conducted by the Title IX Coordinator in appropriate cases.
- Agreement in which one or more of the parties involved agrees to accept discipline in the form of a warning, censure, probation, or other such disciplinary action as may be warranted by the circumstances.
- Both the complainant and accused must agree to engage in informal resolution. Either party can end the informal resolution process at any time, for any reason, and begin the process to pursue formal conduct proceedings. The Director of Operations has the discretion to determine if it would be inappropriate to informally mediate any particular sexual misconduct complaint.

### **Rights of Complainant of Sexual Assault**

1. The right to have any and all alleged violations treated with seriousness, dignity, and confidentiality. This includes an adequate, reliable and impartial investigation by school officials and/or law enforcement adjudication, or mediation to bring closure to the incident.
2. The right to be informed of resources, including, but not limited to, the police and counseling services.
3. The right to a prompt and equitable resolution to the complaint. All investigations will examine the preponderance of the evidence presented.

4. The right to have an advisor present during all meetings relating to the disciplinary proceedings.
5. The right, upon request, to have a no-contact order filed prohibiting any communication or contact including but not limited to verbal, written, electronic or third-party communication.
6. The right to request an academic assignment change and minimize burden on the alleged victim.
7. The right to present witnesses or other relevant evidence during a school investigation.
8. Accommodations will be made for the complainant if they are not comfortable being in the same room as the other party.
9. The right to be notified of the outcome of sexual misconduct committee proceedings in writing.
10. The right to simultaneously file a Title IX and criminal complaint.

#### **Rights of Respondent of a Sexual Assault**

1. The right to have any and all alleged violations treated with seriousness, dignity and confidentiality. This includes an adequate, reliable, and impartial investigation by school officials and/or law enforcement adjudication, or mediation to bring closure to the incident.
2. The right to be informed of resources, including, but not limited to, the police and counseling services.
3. The right to a prompt and equitable resolution to the complaint. All investigations will examine the preponderance of the evidence presented.
4. The right to have an advisor present during all meetings relating to the disciplinary proceedings.
5. The right, upon request, to have a no-contact order filed prohibiting any communication or contact including but not limited to verbal, written, electronic or third-party communication.
6. The right, upon request, to review options for academic assignment changes after an alleged sexual assault.
7. The right to present witnesses or other relevant evidence during a school investigation.
8. Accommodations will be made for the respondent if they are not comfortable with being in the same room as the other party.
9. The right to be notified of the outcome of sexual misconduct committee proceedings in writing.

#### **Formal Procedures**

##### **Investigation**

The school will investigate complaints in a timely manner and aims to complete all sexual misconduct cases within 45 days.

The school strives to complete the investigative process within the time frame listed below. This time period may be shorter or longer depending on the circumstances including, but not limited to, the complexity of the case and the availability of witnesses. If, for any reason, the investigation is not completed within the time frames, a written explanation will be provided to both the complainant and the respondent.

All days listed below are school business days.

Investigation Phase	30 days from the complainant making the initial report
Investigative Report	5 days from the completion of the investigation
Review Process	5 days from completion of the investigative report.

Once a report has been made, an investigation will be conducted. The school aims to complete the investigation within 30 business days. At times the investigation may take longer. The school's investigative process is not a criminal investigation, and it does not take away the complainant's right to pursue a criminal investigation. The school process may be conducted separately or congruently with a criminal investigation.

It will be the complainant's discretion to make a criminal report.

The school will investigate all complaints of sexual misconduct. The steps of the investigative phase are listed below. The school director will meet with the respondent to provide notification of the complaint and the procedures that will follow.

1. The respondent may elect to take responsibility for a violation at the onset of the investigation. The school will still follow the investigative procedures.
2. Respondents may choose not to participate in the investigation; however the investigation will proceed and the findings will be based on all available evidence.
3. The Title IX Coordinator will investigate the complaint and determine and compile the facts.
  - The Title IX Coordinator will meet with the complainant and the respondent to gather facts regarding the incident.
  - The Title IX Coordinator will ask both the complainant and respondent to provide a list of witnesses. It is at the discretion of the Title IX Coordinator to interview witnesses.

- The Title IX Coordinator may meet with other parties who have information regarding the incident as the Title IX Coordinator so elects.
  - All available information relevant to the complaint will be reviewed, including but not limited to emails, videos, text messages, social media, etc.
4. The complainant and respondent will meet separately with the Title IX Coordinator to review the investigative report. The complainant and respondent will review the report and may:
    - Request that additional information be added to the report.
    - Ask questions or request clarification.
    - Recommend additional witnesses to be interviewed.
  5. The Title IX Coordinator will consider the requests of the complainant and respondent and add clarification to the report, add additional information or interview additional witnesses as the Title IX Coordinator deems reasonable.
  6. If any changes are made to the report the complainant and respondent will again review the report. Once the report is reviewed by both parties and no additional changes need to be made as determined by the Title IX Coordinator, the report will be presented to the sexual misconduct committee.
  7. The Title IX Coordinator will submit its report summarizing the information from the investigation to the Sexual Misconduct Committee. The SMC may:
    - Accept the report.
    - Request clarification and ask questions.
    - Request additional information is gathered.
  8. If additional information is requested the Title IX Coordinator will gather the information and repeat steps 4, 5, and 6.

### **Sexual Misconduct Committee**

The sexual misconduct committee is the school body charged with resolving complaints of student-to-student sexual misconduct. The committee is composed of staff and administrators.

### **Investigative Report**

The investigative report will be compiled by the Title IX Coordinator, will be maintained in a confidential manner, and will be made available for review by the hearing committee and complainant and respondent prior to the hearing. The investigative report may include, but is not limited to the following:

- \*Complainant’s written statement
- \*Respondent’s written statement
- \*Investigative summary
- \*Pertinent policies
- \*Other documents utilized by the Title IX Coordinator that he/she deems relevant to the adjudication.

Once the investigation is complete the school strives to complete the investigative report within 5 business days.

The investigative report is made up of confidential information. Therefore, the complainant and respondent may review the report, but it will not be copied, and may not be removed by any party. Those reviewing the investigative report will be permitted to take notes.

### **Sanctions**

The complainant and the alleged perpetrator will be notified in writing of the outcome of the complaint. When considering sanctions the committee will consider whether the sanction will: (a) bring an end to the violation in questions, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the school community. The following represent the range of sanctions. Possible sanctions are not limited to those listed below. Sanctions may be combined.

Counseling	Students may be required to attend counseling. If mandated to attend counseling, the student will be responsible for any costs.
Disciplinary	Students will be placed on probation for a specific period of time. During the time if there are additional violations they may be dismissed from the school.
Formal Apology	A written statement in which the student reflects and apologizes for their behavior.
Education	Students may be required to participate in an educational program or experience.

No-Contact Order	A directive that mandates a student not to contact another student. A no-contact order includes contact, including in person, via e-mail, telephone, text messaging, Facebook or any other method of electronic or direct communication. The order also includes third parties acting on the person's behalf. It warns the student that any contact could be considered a violation of school policy.
Suspension	The student may be excluded from participation in any academic or other activities of the school for a specified period. Students who have been suspended from the school forfeit all school fees, are withdrawn from school courses contingent on the academic calendar (if after the withdrawal date, students receive F grades), and are not permitted on campus or at school sponsored events without the permission of the school Director. Students who are suspended are permitted to reapply to the school as long as they fulfill all requirements of the suspension.
Expulsion	Expulsion is permanent exclusion of the school. Students who have been expelled forfeit all school fees, are withdrawn from school courses contingent on the academic calendar (if after the withdrawal date, students receive F grades), and are not permitted on campus without the permission of the school Director. Students who are expelled are not permitted to reapply at the school.

**Title IX: Discrimination on the basis of sex and sexual misconduct.**

In accordance with Title IX, the school establishes that sexual misconduct incidents are types of sex discrimination. Sex discrimination violates the basic right of each individual to be treated as a person worthy of respect and is in direct contradiction to the school's mission.

Raphael's School of Beauty Culture, Inc. does not discriminate on the basis of race, color, creed, age, gender, sexual orientation, religion, national origin, veteran status, physical or mental disability, genetic information or any other basis of prohibited discrimination its programs and activities. This policy extends to employment with and admission to the school.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Felicia Seifert, Title IX Coordinator  
 615 Boardman Canfield Rd.  
 Boardman, OH 44512  
 330-782-3395 ext. 1107  
[titleix@raphaelsbeautyschool.edu](mailto:titleix@raphaelsbeautyschool.edu)

**Support and Resources:**

There are several offices available to assist survivors/victims of crime and/or students who have experienced harm, such as the police departments, women's shelters, and counseling services.

**Resources Available in Your Area**

<b>Alliance Campus</b>	Alliance Police Dept.	330-821-3131
	Domestic Violence Project Inc.	330-453-SAFE (7233) 24-hr. hotline
	Alliance Community Hospital	330-596-6000
<b>Boardman Campus</b>	Boardman Police Dept.	330-726-4144
	Sojourner House	866-436-6269 24-hr. hotline
	St. Elizabeth Health Center	330-746-7211
<b>Brunswick Campus</b>	Brunswick Police Dept.	330-225-9111
	United Way of Medina County	800-330-2411 or 211 24-hr. hotline
	Medina General Hospital	330-725-1000
<b>Niles Campus</b>	Niles Police Dept.	330-652-9944
	Someplace Safe	330-393-3005 24-hr. hotline
	St. Joseph Health Center	330-841-4000
<b>North Olmsted Campus</b>	North Olmsted Police Dept.	440-777-3535
	Domestic Violence Center	216-391-4357 24-hr. hotline
	Fairview Hospital	216-476-7000

## **CLERY ACT AND VIOLENCE AGAINST WOMEN ACT: POLICIES AND PROCEDURES:**

### **STATISTICAL REPORTING**

Raphael's School of Beauty Culture, Inc. is committed to maintaining the highest standards for the safety and security of every person on campus. Raphael's School of Beauty Culture, Inc. has specific responsibility for all aspects of the campus safety program, but campus safety is also the responsibility of all administrators, staff and faculty in their areas of operation. Staff, students and clients can also help to keep Raphael's School of Beauty Culture, Inc. campus secure by following campus safety policies, reporting crimes immediately to the campus Manager and offering suggestions for improvements. Raphael's School of Beauty Culture, Inc. complies with all requirements of the Clery Act, the federal law that mandates specific details of the security and fire safety programs on all university campuses. Below is a list that provides an inventory of the Clery Act that demonstrates Raphael's School of Beauty Culture, Inc.'s compliance.

### **CLERY ACT REQUIRED POLICY AND PROCEDURE CHECKLIST**

#### **I. Overview of Police/Security Department:**

Raphael's School of Beauty Culture, Inc. does not have on-campus housing, therefore we do not have an on-campus police or security department.

#### **II. Reporting Procedures:**

1. All criminal actions or other emergencies occurring on campus must be brought to the attention of a responsible employee on campus. The designated responsible employee at each campus is the campus manager. If the campus manager is not available, any staff member should be alerted.
2. The responsible employee will determine the severity of the situation and action to be taken. The Corporate Office/ Vice President of Operations will either be notified of the action taken or will decide on the action to be taken, depending on the type of emergency. When necessary, alerts will be sent to students via text or email messages and the proper authorities will be notified.
3. The responsible employee at each campus to whom students and employees should report the criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure. **Note: Report crimes immediately to the campus Manager. The responsible employee for each campus with campus crime reporting responsibilities include:**
  - Henry Foust, Boardman Campus Manager (330-782-3395 ext. 1106, [hfoust@raphaelsbeautyschool.edu](mailto:hfoust@raphaelsbeautyschool.edu))
  - Diane Sigurani, Niles Campus Manager (330-652-1559 ext. 2103, [dsigurani@raphaelsbeautyschool.edu](mailto:dsigurani@raphaelsbeautyschool.edu))
  - Sarah Petrony, Alliance Campus Manager (330-823-3884 ext. 1152, [spetrony@raphaelsbeautyschool.edu](mailto:spetrony@raphaelsbeautyschool.edu))
  - Lori Williams, Brunswick Campus Manager (330-225-0195 ext. 1162, [lwilliams@raphaelsbeautyschool.edu](mailto:lwilliams@raphaelsbeautyschool.edu))
  - Michelle Hines, North Olmsted Campus Manager (440-716-8153 ext. 1171, [mhines@raphaelsbeautyschool.edu](mailto:mhines@raphaelsbeautyschool.edu))
4. Raphael's School of Beauty Culture, Inc. encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.
5. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. See *Confidential Reporting* in the Title IX Procedures and Policy.
6. A list of counseling centers, safe houses and other agencies is available with the campus Manager at each campus location.

#### **III. Timely Warning Procedures:**

1. The circumstances for which a warning will be issued include, but are not limited to, an emergency event affecting the safety of staff, students and clients at an individual campus site that requires a lock-down situation, a weather event that requires immediate attention for closure, evacuation or safe cover, or a local or national event that requires closure, evacuation or safe cover.
2. The individual or office responsible for issuing the warning is the Director of Student Services, Lisa Collins (330-782-3395 ext. 1111, [llcollins@raphaelsbeautyschool.edu](mailto:llcollins@raphaelsbeautyschool.edu)) as ordered by the Vice President of Operations, Carly Allen or the owner, Ralph Delserone III.
3. The manner in which the warning will be disseminated is through text or email messages sent directly to the students to whom the event affects.

#### **IV. Emergency Evacuation Procedures and Policies:**

1. Students provide a cellular phone number and email address during the enrollment process to which the school can send emergency notifications. A test message is sent to the students during their first week of enrollment with instructions on how to confirm the message was received. A campus-wide test is administered each year.
2. Raphael's School of Beauty Culture, Inc. will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus.

3. The owner, Ralph Delserone III, and the Vice President of Operations, Carly Allen are responsible for carrying out the following actions:
  - a. Confirm that there is a significant emergency or dangerous situation by discussing the situation with the campus Manager or other responsible employee;
  - b. Determine the appropriate segment or segments of the campus community to receive a notification;
  - c. Determine the content of the notification;
  - d. Initiate the notification system by instructing the Director of Student Services, Lisa Collins, to send the message to the staff and students.
4. If there is an immediate threat to the health or safety of students or employees occurring on campus—a follow-up message will be disseminated to all staff and students.
5. Raphael's School of Beauty Culture, Inc. will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
6. In the event of school closure or delay, all major television networks in the campus viewing area will notified and a message will scroll along the bottom of the screen advising the staff and students of the school's status.
7. The results of the annual emergency notification test response and evacuation procedures are available upon request.
- V. Local Police Department:** Regarding the monitoring and recording through local police agencies of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution, including student organizations with off-campus housing facilities, Raphael's School of Beauty Culture, Inc. has no off-campus locations for officially recognized student organizations, nor does Raphael's School of Beauty Culture, Inc. sponsor off-campus housing facilities.
- VI. Access to Campus Facilities:** Raphael's School of Beauty Culture, Inc. does not have additional campus facilities or campus residences.
- VII. Maintenance of Campus Facilities:** All Raphael's School of Beauty Culture, Inc. campus locations are continually updated and maintained according to local, state and federal regulations. Evacuation procedures are posted in every school.
- VIII. Education Programs:** During theory class on the first Tuesday of every month, a video is shown and/or literature is available on awareness, security procedures and practices, the prevention of and information on Human Trafficking, Domestic Violence, and Sexual Assault. Instructions are given on who is responsible for reporting crimes and how an individual can confidentially report crimes or seek help, if needed.
- IX. Alcohol and Drug Policies: (Pre-Enrollment Form for All Students, STANDARDS OF CONDUCT - DRUG ABUSE)**  
 This school clearly prohibits the use, possession, or distribution of illicit drugs and alcohol by any student or staff member on this property or as part of any of this school's activities, whether the activity takes place on our school property or elsewhere.  
 The Student understands that as a condition for attending Raphael's School of Beauty Culture, he/she will not, under any circumstances, participate in the use, possession, or distribution of any illicit drug or alcohol. The Student also understands that if he/she does participate in the use, possession, or distribution of any illicit drug or alcohol while attending this school or any of its activities, he/she will be terminated from this school and reported to the proper state or local authorities. If the above does occur, the Student understands that he/she must complete a counseling or rehabilitation program before being considered for re-entry into this school.
- X. Crime Statistics:** Each year, local police departments are requested to provide crime statistics for campus properties and surrounding areas for preparing the annual disclosure of crime statistics.
- XI. Annual Fire Safety Report:** The fire safety report is included in the annual Campus Security Report.
- XII. Missing Students:** Raphael's School of Beauty Culture, Inc. does not have on-campus housing. Therefore, we do not have a policy for reporting missing students.
- XIII. Sexual Assault Policies:** See Title IX Policy and Procedures.

**XIV. Sex Offender Registry:** Information on registered sex offenders can be found on the following websites:

For the Boardman Campus: Mahoning County Sheriff Department

<http://www.mahoningcountyoh.gov/DepartmentsAgencies/Departments/Sheriff/SexOffenders/tabid/1047/Default.aspx>

For the Niles Campus: Trumbull County Sheriff Department

<http://sheriff.co.trumbull.oh.us/>

For the Alliance Campus: Stark County Sheriff Department

<http://www.sheriff.co.stark.oh.us/OffenderLinks.htm>

For the Brunswick Campus: Medina County Sheriff Department

[http://www.medinasheriff.com/important\\_disclaimer.htm](http://www.medinasheriff.com/important_disclaimer.htm)

For the North Olmsted Campus: Cuyahoga County Sheriff Department

<http://sheriff.cuyahogacounty.us/en-us/sexual-offender-unit.aspx>

**DEFINITIONS AND TERMS**

**Sexual Misconduct** is defined as any activity of a sexual nature that violates another individual's physical and/or emotional well-being or personal space without that person's explicit consent. Sexual misconduct incorporates a range of behaviors including rape, sexual assault (which includes any kind of nonconsensual sexual contact), sexual harassment, relationship violence, stalking, and any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating, or coercing a person(s). Sexual misconduct occurs when there is a lack of mutual consent about sexual activity or if there is ambiguity about whether consent has been given.

**Behaviors that violate the Sexual Misconduct Policy include, but are not limited to the following:**

**Sexual Assault:** Any type of sexual contact or behavior that occurs without the explicit consent of the other person or is obtained through the use of force, threat of force, intimidation or coercion. Defined for the purposes of this policy, "sexual assault" encompasses a wide range of criminalized sexual conduct, including rape and sexual battery. Ohio Revised Code (O.R.C.) section 2907.01 defines "sexual conduct" as "vaginal intercourse between a male and female; anal intercourse, fellatio and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal opening or another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse."

**Rape:** Sexual intercourse by forcible compulsion or threat of forcible compulsion.

- Compulsion can be use of physical, intellectual, moral, emotional or psychological force, either expressed or implied.
- It also includes sexual intercourse with a person who is unconscious or unaware that sexual intercourse is occurring or when their power to resist has been substantially impaired by drugs, alcohol or other means.

**Sexual Contact:** Includes intentional contact with breasts, buttocks, groin, genitals, mouth or other bodily orifices of another person or touch another person with any of these body parts or making another person touch you or themselves with any of these body parts. It also includes intentional contact with any bodily part in a sexual manner.

**Sexual Violence:** Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent.

**Examples including but not limited to:**

- Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by any person upon any person without consent.
- Non-consensual sexual contact, defined as any intentional sexual touching, with any body part or object by any person upon any person without consent.
- Sexual exploitation, defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity), engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.
- Sexual harassment, as defined in applicable university policy.
- Indecent exposure, defined as the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.



**Stalking:** Defined as in the Ohio Revised Code (O.R.C.) section 2903.211 Menacing by Stalking. (1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's mental distress, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs. (2) No person, through the use of any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, or computer system, shall post a message with purpose to urge or incite another to commit a violation of division of this section. (3) No person, with a sexual motivation, shall violate division (1) or (2) of this section.

**Examples of Stalking behaviors and activities may include, but are not limited to:**

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim.
- Surveillance or other types of observation including staring, and/or peeping.
- Trespassing and/or vandalism targeted at a specific person.
- Gathering information about an individual from friends, family, and/or co-workers.

**Some examples of cyber-stalking may include, but are not limited to:**

- Repetitive nonconsensual or unsolicited emails.
- Instant messages and messages posting in on-line bulletin boards.
- Unsolicited communications about a person, their family, friends, or co-workers that may be deemed threatening.
- Sending/posting unwelcomed and unsolicited messages with another username.
- Using electronic devices or software to track and/or obtain private information and to contact and/or post threatening or personal information.

**Relationship Violence: Includes Domestic Violence and Dating Violence: Domestic Violence,** defined as in the Ohio Revised Code (O.R.C.) section 2919.25 Domestic violence. No person shall knowingly cause or attempt to cause physical harm to a family or household member. No person shall recklessly cause serious physical harm to a family or household member. No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member.

**Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of the relationship shall be determined based on a consideration of the following factors: Length of the relationship; Type of relationship; and the frequency of interaction between the persons involved in the relationship.

**Hate Crimes:** Ohio law broadly defines hate crimes as criminal acts motivated by prejudice or intolerance and directed toward a member of a gender, racial, religious or social group. The Ohio statute that speaks directly to hate crimes is the "ethnic intimidation" provision under section 2927.12 of the *Ohio Revised Code*, which prohibits commission of the misdemeanor crimes of aggravated menacing, menacing, criminal damaging, criminal mischief, and some types of telephone harassment, when done "by reason of" the race, color, religion or national origin of another person or group of persons.

**Sexual Harassment:** Involves the behavior of a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature and is so severe, pervasive and objectively offensive that it has the purpose or effect of substantially interfering with a person's academic performance, employment or equal opportunity to participate in or benefit from school programs or activities or by creating an intimidating, hostile or offensive working or educational environment.

**Examples of sexual harassment include, but are not limited to the following behaviors.**

- Sexually degrading words or gestures to describe an individual.
- Unnecessary touching, patting, pinching, or brushing another's body or clothing.
- Comments about an individual's body, clothing or lifestyle which have sexual implications.
- Repeated offensive sexual flirtation, leering or ogling.
- Display of sexually demeaning objects, pictures, or cartoons in hallways, outdoor areas and rooms publicly accessible to members of the school community, including offices.
- Conduct of a sexual nature that interferes with an individual's academic or work performance or creates an intimidating, hostile or offensive environment.
- Implied or direct threats or insinuations that an individual's refusal to submit to sexual advances will adversely affect the individual's status, evaluation, wages, advancement, duties or career development.

**Advisor** – The role of the advisor is to advise and support the student during the course of the complaint process. The advisor may accompany the student to all meetings relating to the disciplinary proceedings. The advisor may not appear in lieu of the student or otherwise represent their advisee during the process.

**Amnesty** – Victims of sexual assault who are using alcohol or drugs at the time of the assault will be given immunity from violations of the school alcohol or drug policy.

**Coercion:** The use of emotional manipulation to persuade someone to do something they do not want to do.

Can take the form of pressure, threats, intimidation, or the use of physical force, either expressed or implied, which places a person in fear of immediate harm or physical injury.

Can also take the form of pressure to consume alcohol or other drugs prior to engaging in a sexual act.

**Complaint:** A formal allegation of wrongdoing or violation of the sexual misconduct policy that may result in a formal investigation.

**Complainant:** For the purposes of this policy, the recipient or target of alleged sexual misconduct will be referred to as the complainant. They are also often referred to as the victim or survivor in sexual misconduct investigations. It should be noted that an investigation of sexual misconduct may be initiated by someone who is not necessarily the recipient or target of the sexual misconduct. Filing a complaint does not automatically imply that formal disciplinary charges will occur.

**Consent:** Consent is defined as clear permission between individuals. Consent must be positively established. It is never presumed. To consent to something means you confidently agree to participate based on your own free will without any influence or pressure.

- Consent is informed, knowing, and voluntary.
- Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in sexual activity.
- In the absence of an outward demonstration, consent does not exist.
- Consent to engage in sexual activity may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- A previous sexual relationship, and/or current relationship, may not, in itself, be taken to imply consent.
- Consent does not exist if it results from the use of physical force, intimidation, coercion or incapacitation. If a sexual act is occurring and physical force, intimidation, coercion or incapacitation develops, there is no longer consent.
- Consent cannot be given if a person is impaired, incapacitated by alcohol or drugs, underage, mentally challenged, unconscious, or asleep.
- Use of alcohol or drugs does not diminish one's responsibility to obtain consent, and does not excuse conduct that constitutes sexual misconduct under this policy.

**Incapacitation:** The inability, temporarily or permanently, to give consent, because someone is mentally and/or physically helpless, unconscious, or unaware due to drug or alcohol consumption (voluntarily or involuntarily), or for some other reason. Incapacitation means a person does not have the ability to give consent.

**Investigation:** A fact-finding inquiry into a complaint.

**Investigation Summary:** A summary written, based on interviews with the respondent, witness, complainant and any other source of information obtained during the investigation. This summary will be part of the documentary record and will be presented to the Sexual Misconduct Committee.

**Respondent:** A person against whom a complaint of sexual misconduct is made.

**Retaliation:** Intimidating conduct or other acts against anyone involved in or connected to an allegation of sexual misconduct. This can include, but is not limited to: texts, emails, conversations, phone calls or other contact, whether directly or through a third party, friends or acquaintances. All forms of retaliation are prohibited.

**Sexual Misconduct Committee (SMC):** The school body charged with hearing complaints of student-to-student sexual misconduct.

**Witness:** Any person (as determined by the investigation) who may have information about the incident in question.

## STATISTICAL REPORTING

Raphael's School of Beauty Culture, Inc. will report statistics for sex offenses, domestic violence, dating violence and stalking.

- If rape, fondling, incest, or statutory rape occurs in the same incident as a murder, the institution will record both the sex offense and the murder in the statistics.
- For recording reports on stalking, the institution will:
  - Record a crime statistic for each and every year in which the course of conduct is reported to a local police agency or to a campus responsible employee.
  - Record each report of stalking as occurring only at the first location within the school's Clery geography in which a perpetrator engaged in the stalking course of conduct or a victim first became aware of the stalking.
- For hate crimes, Raphael's School of Beauty Culture, Inc. will report additional categories of bias on gender identity and national origin.
  - The school will report to the Department of Education and disclose in our annual security report statistics the total number of crime reports that were "unfounded" and subsequently withheld from the crime statistics.

## ANNUAL SECURITY REPORT POLICY STATEMENTS

**Law Enforcement Relationships & Jurisdiction:** Raphael's School of Beauty Culture, Inc. does not have on-campus security. The local law enforcement agency will be called for crimes committed on the school's property.

**Procedures Victims Should Follow if a Crime of Sexual Assault, Domestic Violence, Dating Violence, or Stalking Has Occurred:** An individual who believes that he or she is the victim of sexual misconduct or has witnessed an incident of sexual misconduct is encouraged to make a report. The school encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct. This is the best option to ensure preservation of evidence and to begin timely investigative and remedial response.

Anyone who believes that he or she is the victim of sexual misconduct or has witnessed an incident of sexual misconduct is encouraged to follow these procedures to report the incident. To file a complaint students or staff should first speak to either:

Responsible Employees	Managers of all campus locations
Title IX Coordinator	330-782-3395 Ex. 1107
Carly Allen (Director)	330-782-3395 Ex. 1110

**Disciplinary Action:** The complainant and the alleged perpetrator will be notified in writing of the outcome of the complaint. When considering sanctions the committee will consider whether the sanction will: (a) bring an end to the violation in questions, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the school community. The following represent the range of sanctions. Possible sanctions are not limited to those listed below. Sanctions may be combined.

Counseling	Students may be required to attend counseling. If mandated to attend counseling, the student will be responsible for any costs.
Disciplinary	Students will be placed on probation for a specific period of time. During the time if there are additional violations they may be dismissed from the school.
Formal Apology	A written statement in which the student reflects and apologizes for their behavior.
Education	Students may be required to participate in an educational program or experience.
No-Contact Order	A directive that mandates a student not to contact another student. A no-contact order includes contact, including in person, via e-mail, telephone, text messaging, Facebook or any other method of electronic or direct communication. The order also includes third parties acting on the person's behalf. It warns the student that any contact could be considered a violation of school policy.
Suspension	The student may be excluded from participation in any academic or other activities of the school for a specified period. Students who have been suspended from the school forfeit all school fees, are withdrawn from school courses contingent on the academic calendar (if after the withdrawal date, students receive F grades), and are not permitted on campus or at school sponsored events without the permission of the school Director. Students who are suspended are permitted to reapply to the school as long as they fulfill all requirements of the suspension.
Expulsion	Expulsion is permanent exclusion of the school. Students who have been expelled forfeit all school fees, are withdrawn from school courses contingent on the academic calendar (if after the withdrawal date, students receive F grades), and are not permitted on campus without the permission of the school Director. Students who are expelled are not permitted to reapply at the school.

**Confidentiality:** All reports of sexual misconduct will be handled in confidence to the extent allowed by law. The information reported will be shared only with those school employees who will assist in aiding the victim, conducting the investigation and/or the resolution of the complaint. The school will respect the privacy of all parties involved in a report of sexual misconduct.

The student may request confidentiality when reporting an assault by requesting that his or her identity be omitted from the report. When a victim requests confidentiality, it may limit the school's ability to thoroughly investigate and respond. A witness reporting an assault to the school may remain anonymous by requesting that his or her identity be omitted from the report. The request will be reviewed by the Title IX Coordinator.

Although rare, there are times when the school may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following.

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - Whether there have been other sexual violence complaints about the same alleged perpetrator;
  - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - Whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - Whether the sexual violence was committed by multiple perpetrators;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the school possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors may lead the school to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the school will likely respect the victim's request for confidentiality.

If the school (Title IX Coordinator) determines that it cannot maintain a victim's confidentiality, the school (Title IX Coordinator) will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the school's response. The school will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. A safety plan is tailored for the individual depending on the nature of the circumstances. Retaliation against the victim, whether by students or school employees, will not be tolerated and is strictly prohibited under Title IX.

**Written Notification:** The investigative report will be compiled by the Title IX Coordinator, will be maintained in a confidential manner, and will be made available for review by the hearing committee and complainant and respondent prior to the hearing. The investigative report may include, but is not limited to the following:

- \*Complainant's written statement
- \*Respondent's written statement
- \*Investigative summary
- \*Pertinent policies
- \*Other documents utilized by the Title IX Coordinator that he/she deems relevant to the adjudication.

Once the investigation is complete the school strives to complete the investigative report within 5 business days.

The investigative report is made up of confidential information. Therefore, the complainant and respondent may review the report, but it will not be copied, and may not be removed by any party. Those reviewing the investigative report will be permitted to take notes.

**Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, & Stalking:** Raphael's School of Beauty Culture, Inc. will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. Raphael's School of Beauty Culture, Inc. utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by officials who receive specific annual training.

Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking.

In these situations, Raphael's School of Beauty Culture, Inc. is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The school's process does not preclude adjudication under state law.

Raphael's School of Beauty Culture, Inc. prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state law, including Title IX and the Campus SaVE Act, or this policy.

### **Prevention Efforts**

Raphael's School of Beauty Culture, Inc. attempts to offer a safe learning environment for all members of the campus community. To accomplish this, Raphael's School of Beauty Culture, Inc. considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services, the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community.

Raphael's School of Beauty Culture, Inc. develops educational programs concerning domestic violence, dating violence, sexual assault, and stalking. For additional information about campus educational programs concerning domestic violence, dating violence, sexual assault, and stalking, contact the Title IX coordinator and/or the campus manager.

Raphael's School of Beauty Culture, Inc. continually reviews and modifies its physical surroundings to enhance security and safety, such as parking lot lighting, locking procedures, signage, etc.

### **How To Be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

*(Bystander intervention strategies adapted from Stanford University)*

### **Risk Reduction Tips**

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don't know where you are going, act like you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.

- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- **Lie.** If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

### **Reporting**

A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. It is recommended that a person who has experienced domestic violence, dating violence, sexual assault, assault, or stalking consider each of the following:

1. Getting to a safe place.
2. Avoiding the destruction of evidence by bathing, douching, changing clothes, or cleaning up in any way. Preserve evidence in a paper bag for possible future action. Also, keep copies of emails, text messages, and voice messages.
3. Pursuing medical treatment. Post-assault medical care can be performed at a local emergency room. Many hospitals have a specialized examiner who can complete an exam for victims of sexual violence. Such an exam can help the victim receive an appropriate medical assessment and treatment, and can preserve evidence for possible future action.
4. Pursuing counseling services with appropriate agencies (a list is available with your campus Manager). Calling someone that is known and trusted, such as a friend or counselor, and discussing with this person the assault can help to evaluate the trauma to sort out next steps.
5. Making a police report. You can initiate a campus and/or criminal complaint for the assault. You may obtain assistance from campus authorities in this notification.
6. Making a report to a campus security authority (CSA), Title IX coordinator, deputy Title IX coordinator, or other responsible employee under Title IX.
7. Making an anonymous report. An anonymous report to the police notifies them that an act of sexual violence has occurred but gives no names or identification.

### **Consider Filing a Police Report**

A report to the police can empower the complainant by exercising her/his legal rights and can aid in the protection of others. Raphael's School of Beauty Culture, Inc. staff will encourage the complainant to file a police report and will assist the complainant in notifying the police if requested. The police will then advise the complainant of the legal process.

- On-campus and off-campus investigations are investigated by the local police department or other law enforcement agency. When an investigation or legal proceedings occurs off-campus, services are still available through the University.

There may be consequences to waiting to file a police report. Early reports may improve the preparation of a viable prosecution. Filing a police report immediately following the incident does not force the complainant to file charges and prosecute the respondent. However, it does aid in the preservation of valuable evidence if the complainant decides to pursue charges at a later date.

The States Attorney makes all decisions regarding the prosecution of alleged crimes reported to law enforcement.

***Alternatives to Immediately Filing a Police Report***

1. Report the crime at a later date.
2. Make a complaint to the Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.
3. Make an anonymous report to the police (a report that notifies the police that a domestic violence, dating violence, sexual assault, or stalking incident has occurred, but gives no names or identification).
4. Contact the Title IX coordinator for help.
5. Contact the Title IX coordinator for more information concerning the administrative process. Faculty and staff may consult with the Title IX coordinator.

If the complainant does not choose to file a police report, he/she may still file an administrative complaint. The complainant will be referred to other agencies if appropriate.



Managing Cosmetologist

Managing Esthetician

Managing Manicurist

Combination Managing Esthetics  
& Managing Manicurist

Manager

Barber\*

\*available only at Niles campus

TUITIONS, CURRICULUM and POLICIES FOR  
PROFESSIONAL DEVELOPMENT





**TUITIONS:** Prices are in effect as of April 1, 2014.

Managing Cosmetologist Course (1800 hours)

Tuition	\$17,640.00
Registration Fee	100.00
Books, Kits and Supply Usage	<u>2640.00*</u>
Total	\$20,380.00

Combination Managing Esthetics & Managing Manicurist Course (1050 hours)

Tuition	\$13,440.00
Registration Fee	100.00
Books, Kits and Supply Usage	<u>2580.00*</u>
Total	\$16,120.00

Managing Esthetician Course (750 hours)

Tuition	\$10,500.00
Registration Fee	100.00
Books, Kits and Supply Usage	<u>1850.00*</u>
Total	\$12,450.00

Managing Manicurist Course (300 hours)

Tuition	\$2940.00
Registration Fee	100.00
Books, Kit and Supply Usage	<u>760.00*</u>
Total	\$3800.00

Manager Course (300 hours)

Tuition	\$3045.00
Registration Fee	100.00
Books and Supply Usage	<u>505.00*</u>
Total	\$3650.00

\* Sales tax must be applied at county tax rates for Books and Supplies. Trumbull County: 6.75%; Mahoning County: 7.25%; Stark County: 6.5%; Medina County: 6.75%; Cuyahoga County: 8.00%.

A down payment is required at the time of enrollment for all courses. We do not accept down payments from third-party sources, with the exception of BVR, VA, scholarships and payments made on behalf of wards of the court. An exception to this policy may be made by the school Director on a case by case basis, provided the prospective student can prove an extenuating circumstance exists.

**MANAGING COSMETOLOGIST - CURRICULUM:** SOC Code: 39-5012

**TEXT:** Milady's Standard of Cosmetology, 2015; ISBN 978-128576-9431; \$112.95; Milady's Standard of Cosmetology Online Test Prep; ISBN 978-128576-9790; \$34.75; Milady's Standard of Cosmetology MindTap; ISBN 978-130563-2028; \$249.95; Raphael's Manager Handbook; \$35.00

For more information on pricing, previous editions and other formats, visit [www.cengage.com/highered](http://www.cengage.com/highered) and search by ISBN #, keyword, title, or author for the material of your choice.

**COURSE DESCRIPTION:** The 1800-hour Managing Cosmetologist course prepares all graduates for the Ohio State Board examination to become a licensed managing cosmetologist. The course study includes haircutting and styling, manicuring, make-up and facials, hair coloring, permanent waving, scalp and hair treatments, and other important areas of cosmetology. This course is also designed to teach students all areas of salon management, such as hiring new employees, payroll taxes, etc. Our school also has a large clinic open to the public and is supervised by licensed instructors. Completion of the subjects listed below will prepare the student to take the State Board examination and become a licensed managing cosmetologist. This course is taught in English.

**COURSE GOALS & EDUCATIONAL OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**GRADING PROCEDURE:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100%	=	A	Excellent
80 - 89%	=	B	Good
70 - 79%	=	C	Satisfactory
69 & below	=	F	Failing

**ATTENDANCE:** The day classes are from 9:00 a.m. to 5:30 p.m. on Tuesday through Saturday. Students may attend full time at 25 hours per week or part time at 16 hours per week. Evening classes are available at the Niles campus only from 4:00 p.m. to 9:00 p.m. All students are required to attend 16 Saturday hours per month. Any students attending less than 67% of their scheduled hours are placed on probation. The minimum attendance length is 45 weeks and the maximum attendance length is 113 weeks.

**COURSE EVALUATION:** The students are evaluated, counseled and graded using written and practical tests at 450, 900 and 1350 hours of attendance or at any time a student or instructor feels the need to counsel the student. The students are informed of evaluations at those times on report cards.

**MANAGING COSMETOLOGIST - CURRICULUM:** *Continued*

SUBJECT AREA	NON-CLINIC HRS	CLINIC HRS
<b>Infection Control &amp; Principles/Practices</b> Bacteriology; Dispensary Requirements & Operations	18	42
<b>Properties of the Hair &amp; Scalp</b> Trichology; Draping Techniques/Client Protection; Shampoos/Rinses/Treatments; Disorders/Diseases/Conditions; Chemistry ( <i>Basics/pH</i> )	36	84
<b>Hair Procedures &amp; Practices</b> Styling & Finishing ( <i>Roller Setting/Hair Molding</i> ); Thermal Styling ( <i>Thermal Iron/Straightening/Blow-dry Techniques</i> ); Formal Styling ( <i>Braiding/Wigs/Hair Pieces &amp; Hair Additions</i> ); Haircutting Basics; Haircutting Techniques & Tools ( <i>Shears/Razor/Texturizing/Clippers/Trimmers</i> )	130	330
<b>Chemical Procedures &amp; Practices</b> Chemical <i>Texturizing</i> ; ( <i>Permanent Wave/Chemical Relaxers/Curl Re-forming/ Corrections</i> ); Hair Coloring ( <i>Dimensional Coloring Techniques/Corrections</i> )	140	340
<b>Manicure &amp; Pedicure Procedures &amp; Practices</b> Structure of Nails ( <i>Anatomy of Bones, Skin and Muscles</i> ); Diseases, Disorders, and Conditions; Basic Manicure and Pedicure; Manicure and Pedicure ( <i>Tools/Equipment</i> ); Hand/Arm/Foot/Leg Massage; Artificial Nail Enhancements/Maintenance	38	82
<b>Skin Care Procedures &amp; Practices</b> Skin Theory ( <i>Anatomy of Skin/Body Systems/Cells/Tissues</i> ); Diseases, Disorders, and Conditions; Basic Facials ( <i>Techniques/Treatments/Facial Make-up/Hair Removal</i> ); Relaxation Treatments/Health History; Electricity ( <i>Principles/Safety/Effects/Therapies</i> )	37	83
<b>Salon Operations &amp; Communications Skills</b> Salon Operation & Management ( <i>Sales/Consultation/Career Development/Professional Image</i> ); Communication Skills ( <i>Listening Skills/Product &amp; Service Education/Consultation</i> )	35	85
<b>Cosmetology Laws and Rules</b> Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement; Continuing Education/Policies & Procedures; Human Trafficking (1 Hour)	6	14
<b>Cosmetology Laws &amp; Rules – Manager</b> Ohio Revised Code Statutes; Ohio Administrative Rules; License & Permit Policy & Procedures; Continuing Education Policies & Procedures; Inspection & Enforcement Policies & Procedures	15	35
<b>Public Health &amp; Safety – Manager</b> Sanitation Practices & Procedures; Sterilization Practices & Procedures; Dispensary Operations & Procedures; Bacteriology, Contagious & Communicable Disease Control; Salon Operations & Procedures; Consumer & Product Safety	15	35
<b>Advanced Techniques – Manager</b> Advanced Anatomy of Hair & Scalp; Advanced Haircutting & Styling; Advanced Chemical Services; Salon Supervision & Management; Specialized Equipment Use & Control; Product & Service Sales Training; Communication Skills	70	130
<b>Total 1800 Hours</b>	<b>540</b>	<b>1260</b>

## **COMBINATION MANAGING ESTHETICS & MANAGING MANICURIST COURSE - CURRICULUM:**

SOC Codes: **39-5094** and **39-5092**

**TEXT:** Milady's Standard Esthetics: Fundamentals, 11<sup>th</sup> Edition; ISBN 978-111130-6892; \$144.95  
Milady's Standard Esthetics: Fundamentals Workbook; ISBN 978-111130-6915; \$79.95  
Milady's Standard Esthetics: Fundamentals Online Test Prep; ISBN 978-111130-7042; \$34.75  
Milady's Standard Esthetics: Fundamentals CourseMate; ISBN 978-113368-6798; \$190.95  
Milady's Standard Nail Technology, 7<sup>th</sup> Edition; ISBN 978-128508-0475; \$119.95  
Milady's Standard Nail Technology Theory Workbook; ISBN 978-128508-0512; \$62.95  
Milady's Standard Nail Technology Exam Review Book; ISBN 978-128508-0543: \$48.95  
Raphael's Manager Handbook; \$35.00

For more information on pricing, previous editions and other formats, visit [www.cengage.com/highered](http://www.cengage.com/highered) and search by ISBN #, keyword, title, or author for the material of your choice.

**COURSE DESCRIPTION:** The 750-hour Managing Esthetics portion of the course prepares all graduates for the Ohio State Board examination to become a licensed managing esthetician. The course study includes skin care, make-up, facials, massage, and other important areas of esthetician. This course is also designed to teach students all areas of salon management, such as hiring new employees, payroll taxes, etc. Our school also has a large clinic open to the public and is supervised by licensed instructors. Completion of the subjects listed below will prepare the student to take the State Board examination and become a licensed managing esthetician.

During the 300-hour Managing Manicuring portion of the course, each student will be introduced to nail structure and manicuring techniques with ample opportunity to apply these techniques to patrons in the clinic. Advanced training with artificial nail application and maintenance nail wrapping and nail tips is included in the course. In the Manager's portion of the course the students are trained to deal with common management problems and issues. They are also taught good business techniques and practices as well as potential salon problems and their correction and prevention. This course will prepare the student to take the Ohio State Board exam to become a licensed Managing Manicurist. Both portions of this course are taught in English.

**COURSE GOALS & EDUCATIONAL OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- At the end of the 750-hour Managing Esthetics portion of the course, the student will perform the basic manipulative skills in the areas of cleansing the face, steaming the face, massaging the face, application of a mask, tweezing, waxing, and make-up application.
- At the end of the Managing Manicurist portion of the course, the student will perform the basic manipulative skills in the areas of a manicure, pedicure and several different types of artificial nails, as well as manage a manicuring salon.
- After completion of this course and the State Board examination, the student will be able to gain entrance into a beginning-level or a management position in a salon.
- To provide to the student "real life" exposure to the roles of a manicurist and an esthetician.
- Perform the basic analytical skills to advise clients in the skin and nail look concepts.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetic, nail technology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURE:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 90 - 100% = A Excellent
- 80 - 89% = B Good
- 70 - 79% = C Satisfactory
- 69 & below = F Failing

**ATTENDANCE:** The day classes are from 9:00 a.m. to 5:30 p.m. on Tuesday through Saturday. Students may attend full time at 25 hours per week or part time at 16 hours per week. All students are required to attend 16 Saturday hours per month. Any students attending less than 67% of their scheduled hours are placed on probation. For the Managing Esthetician portion of the course, the minimum attendance length is 19 weeks and the maximum attendance length is 47 weeks. For the Managing Manicurist portion of the course, the minimum attendance length is 8 weeks and the maximum attendance length is 19 weeks.

**COURSE EVALUATION:** During the Managing Esthetician portion of the course, the students are evaluated, counseled and graded using written and practical tests at 450 and 900 hours of attendance or at any time a student or instructor feels the need to counsel the student. During the Managing Manicurist portion of the course, the students are evaluated, counseled and graded using written and practical tests at 900 total hours of attendance or at any time a student or instructor feels the need to counsel the student. The students are informed of evaluations at those times on report cards.

<b>(Managing Esthetics Portion-750 hours)</b> <b>SUBJECT AREA</b>	<b>NON-CLINIC HRS</b>	<b>CLINIC HRS</b>
<b>Infection Control &amp; Principles/Practices</b> Bacteriology; Dispensary Requirements & Operations	20	40
<b>Anatomy</b> Head; Bones ( <i>Full Body</i> ); Muscles, Nerves, Cells, Tissues ( <i>Full Body</i> )	10	20
<b>Specialized Equipment</b> Electricity (Principles/Safety/Effects/Therapies); Ultra-Violet & Infra-red Light Therapies; Safety & Effects	8	22
<b>Massage</b> Client Health Issues & Pre-Screening; Preparation; Manipulations; Relaxation Treatments	20	40
<b>Chemistry</b> Compounds and Mixtures; Water, Chemistry and Effects; Ingredients; Cosmetics	10	20
<b>Skin Care Procedures &amp; Practices</b> Skin Theory ( <i>Anatomy of Skin/Body Systems/Cells/Tissues</i> ); Diseases, Disorders, and Conditions; Basic Facials ( <i>Techniques/Treatments/Facial Make-up/Hair Removal</i> ); Health History; Brow Tinting; Hair Removal	60	140
<b>Study of Skin</b> Skin Theory ( <i>Histology, Structure, Functions</i> ); Nutrition; Skin Analysis; Diseases and Disorders	18	37
<b>Make-Up</b> Equipment, Implements and Products; Artificial Lashes/Extensions; Theory; Application ( <i>Corrective, Day/Night, Theatrical</i> )	20	55
<b>Salon Operations &amp; Communications Skills</b> Salon Operation & Management ( <i>Sales/Consultation/Career Development/Professional Image</i> ); Communication Skills ( <i>Listening Skills/Product &amp; Service Education/Consultation</i> )	10	30

<b>(Managing Esthetics Portion-750 hours)</b> <b>SUBJECT AREA (continued)</b>	NON- CLINIC HRS	CLINIC HRS
<b>Cosmetology Laws and Rules</b> Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement; Continuing Education/Policies & Procedures; Human Trafficking (1 Hour)	10	10
<b>Cosmetology Laws &amp; Rules – Manager</b> Ohio Revised Code Statutes; Ohio Administrative Rules; License & Permit Policy & Procedures; Continuing Education Policies & Procedures; Inspection & Enforcement Policies & Procedures	13	37
<b>Public Health &amp; Safety – Manager</b> Sanitation Practices & Procedures; Sterilization Practices & Procedures; Dispensary Operations & Procedures; Bacteriology, Contagious & Communicable Disease Control; Salon Operations & Procedures; Consumer & Product Safety	13	37
<b>Advanced Techniques – Manager</b> Advanced Anatomy of the Skin; Advanced Treatment of Muscles and Nerves; Advanced Facial and Body Treatments; Salon Supervision & Management; Specialized Equipment Use & Control; Product & Service Sales Training; Communication Skills	13	37
<b>(Managing Manicurist Portion-300 hours)</b> <b>SUBJECT AREA</b>	NON- CLINIC HRS	CLINIC HRS
<b>Infection Control &amp; Principles/Practices</b> Bacteriology; Dispensary Requirements & Operations	10	20
<b>Anatomy</b> Bones, Muscles, Systems; Nervous System; Joints, Cartilage; Ligaments of Hand, Arm, Foot & Leg	4	6
<b>Massage</b> Client Health Issues & Pre-Screening; Preparation; Manipulations (Hand/Arm, Feet/Legs); Relaxation Treatments	3	7
<b>Nail Care Procedures &amp; Practices</b> Safety Precautions; Basic & Advanced Manicures; Basic & Advanced Pedicures; Polish Application Techniques; Structure of the Nail; Diseases, Disorders, and Conditions (Hand, Arm, Foot & Leg)	20	35
<b>Chemistry</b> Compounds and Mixtures; Nail Enhancement Composition; Ingredients; Nail Cosmetics	4	6
<b>Nail Enhancements</b> Application Procedures; Artificial Nail Structure; Preparation; Application; Removal; Nail Repairs	10	25
<b>Specialized Equipment</b> Curing Methods; Drill/Advanced Tools; Safety & Effects	4	6
<b>Salon Operations &amp; Communication Skills</b> Salon Operation & Management ( <i>Sales/Consultation/Career Development/Professional Image</i> ); Communication Skills ( <i>Listening Skills/Product &amp; Service Education/Consultation</i> )	7	13
<b>Cosmetology Laws &amp; Rules</b> Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement; Continuing Education/Policies & Procedures; Human Trafficking (1 Hour)	8	12
<b>Cosmetology Laws &amp; Rules – Manager</b> Ohio Revised Code Statutes; Ohio Administrative Rules; License and Permit Policy & Procedures; Continuing Education Policies & Procedures; Inspection and Enforcement Policy & Procedures	12	28
<b>Public Health &amp; Safety – Manager</b> Sanitation Practices & Procedures; Sterilization Practices & Procedures; Dispensary Practices & Procedures; Bacteriology, Contagious & Communicable Disease Control; Salon Operations & Procedures; Consumer & Product Safety	12	28
<b>Advanced Techniques – Manager</b> Advanced Anatomy of Nail & Skin; Advanced Muscle & Massage Techniques; Advanced Pedicure Care & Service; Salon Supervision & Management; Specialized Equipment, Use & Control; Product & Service Sales Training; Communication Skills	6	14
<b>Total 1050 Hours</b>	<b>325</b>	<b>725</b>

## **MANAGER - CURRICULUM:**

**TEXT:** Raphael's Manager Handbook; \$35.00  
Milady's Standard of Cosmetology, 2015; ISBN 978-143905-9305; \$114.95

For more information on pricing, previous editions and other formats, visit [www.cengage.com/highered](http://www.cengage.com/highered) and search by ISBN #, keyword, title, or author for the material of your choice.

**COURSE DESCRIPTION:** In this course the students are trained to deal with common management problems and issues. They are also taught good business techniques and practices as well as potential salon problems and their correction and prevention. This course will prepare the student to take the Ohio State Board exam to become a licensed salon manager. This course is taught in English.

**COURSE GOALS & EDUCATIONAL OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the advanced analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

### **GRADING PROCEDURE:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100%	=	A	Excellent
80 - 89%	=	B	Good
70 - 79%	=	C	Satisfactory
69 & below	=	F	Failing

**ATTENDANCE:** The day classes are from 9:00 a.m. to 5:30 p.m. on Tuesday through Saturday. Students may attend full time at 25 hours per week or part time at 16 hours per week. All students are required to attend 16 Saturday hours per month. Any students attending less than 67% of their scheduled hours are placed on probation. The minimum attendance length is 8 weeks and the maximum attendance length is 19 weeks.

**COURSE EVALUATION:** The students are evaluated, counseled and graded using written and practical tests at 150 hours of attendance or at any time a student or instructor feels the need to counsel the student. The students are informed of evaluations at those times on report cards.



**MANAGER - CURRICULUM:** *Continued*

SUBJECT AREA	NON-CLINIC HRS	CLINIC HRS
<b>Cosmetology Laws &amp; Rules</b> Ohio Revised Code Statutes; Ohio Administrative Rules; License & Permit Policy & Procedures; Continuing Education Policies & Procedures; Inspection & Enforcement Policies & Procedures	15	35
<b>Public Health &amp; Safety</b> Sanitation Practices & Procedures; Sterilization Practices & Procedures; Dispensary Operations & Procedures; Bacteriology, Contagious & Communicable Disease Control; Salon Operations & Procedures; Consumer & Product Safety	15	35
<b>Advanced Techniques</b> Advanced Anatomy of Hair & Scalp; Advanced Haircutting & Styling; Advanced Chemical Services; Salon Supervision & Management; Specialized Equipment Use & Control; Product & Service Sales Training; Communication Skills	70	130
<b>Total 300 Hours</b>	<b>100</b>	<b>200</b>

**MANAGING ESTHETICS—CURRICULUM:** SOC Code: 39-5094

**TEXT:** Milady's Standard Esthetics: Fundamentals, 11<sup>th</sup> Edition; ISBN 978-111130-6892; \$144.95  
Milady's Standard Esthetics: Fundamentals Workbook; ISBN 978-111130-6915; \$79.95  
Milady's Standard Esthetics: Fundamentals Online Test Prep; ISBN 978-111130-7042; \$34.75  
Milady's Standard Esthetics: Fundamentals CourseMate; ISBN 978-113368-6798; \$190.95  
Raphael's Manager Handbook; \$35.00

For more information on pricing, previous editions and other formats, visit [www.cengage.com/highered](http://www.cengage.com/highered) and search by ISBN #, keyword, title, or author for the material of your choice.

**COURSE DESCRIPTION:** The 750-hour Managing Esthetician course prepares all graduates for the Ohio State Board examination to become a licensed managing esthetician. The course study includes skin care, make-up, facials, massage, and other important areas of esthetician. This course is also designed to teach students all areas of salon management, such as hiring new employees, payroll taxes, etc. Our school also has a large clinic open to the public and is supervised by licensed instructors. Completion of the subjects listed below will prepare the student to take the State Board examination and become a licensed managing esthetician. This course is taught in English.

**COURSE GOALS & EDUCATION OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of cleansing the face, steaming the face, massaging the face, application of a mask, tweezing, waxing, and make-up application.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetic and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-

**MANAGING ESTHETICS—CURRICULUM:** *Continued*

**GRADING PROCEDURE:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 90 - 100% = A Excellent
- 80 - 89% = B Good
- 70 - 79% = C Satisfactory
- 69 & below = F Failing

**ATTENDANCE:** The day classes are from 9:00 a.m. to 5:30 p.m. on Tuesday through Saturday. Students may attend full time at 25 hours per week or part time at 16 hours per week. All students are required to attend 16 Saturday hours per month. Any students attending less than 67% of their scheduled hours are placed on probation. The minimum attendance length is 19 weeks and the maximum attendance length is 47 weeks.

**COURSE EVALUATION:** The students are evaluated, counseled and graded using written and practical tests at 375 hours of attendance or at any time a student or instructor feels the need to counsel the student. The students are informed of evaluations at those times on report cards.

<b>SUBJECT AREA</b>	<b>NON-CLINIC HRS</b>	<b>CLINIC HRS</b>
<b>Infection Control &amp; Principles/Practices</b> Bacteriology; Dispensary Requirements & Operations	20	40
<b>Anatomy</b> Head; Bones ( <i>Full Body</i> ); Muscles, Nerves, Cells, Tissues ( <i>Full Body</i> )	10	20
<b>Specialized Equipment</b> Electricity (Principles/Safety/Effects/Therapies); Ultra-Violet & Infra-red Light Therapies; Safety & Effects	8	22
<b>Massage</b> Client Health Issues & Pre-Screening; Preparation; Manipulations; Relaxation Treatments	20	40
<b>Chemistry</b> Compounds and Mixtures; Water, Chemistry and Effects; Ingredients; Cosmetics	10	20
<b>Skin Care Procedures &amp; Practices</b> Skin Theory ( <i>Anatomy of Skin/Body Systems/Cells/Tissues</i> ); Diseases, Disorders, and Conditions; Basic Facials ( <i>Techniques/Treatments/Facial Make-up/Hair Removal</i> ); Health History; Brow Tinting; Hair Removal	60	140
<b>Study of Skin</b> Skin Theory ( <i>Histology, Structure, Functions</i> ); Nutrition; Skin Analysis; Diseases and Disorders	18	37

<b>MANAGING ESTHETICS SUBJECT AREA (continued)</b>	<b>NON- CLINIC HRS</b>	<b>CLINIC HRS</b>
<b>Make-Up</b> Equipment, Implements and Products; Artificial Lashes/Extensions; Theory; Application (Corrective, Day/Night, Theatrical)	20	55
<b>Salon Operations &amp; Communications Skills</b> Salon Operation & Management (Sales/Consultation/Career Development/Professional Image); Communication Skills (Listening Skills/Product & Service Education/Consultation)	10	30
<b>Cosmetology Laws and Rules</b> Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement; Continuing Education/ Policies & Procedures; Human Trafficking (1 Hour)	10	10
<b>Cosmetology Laws &amp; Rules – Manager</b> Ohio Revised Code Statutes; Ohio Administrative Rules; License & Permit Policy & Procedures; Continuing Education Policies & Procedures; Inspection & Enforcement Policies & Procedures	13	37
<b>Public Health &amp; Safety – Manager</b> Sanitation Practices & Procedures; Sterilization Practices & Procedures; Dispensary Operations & Procedures; Bacteriology, Contagious & Communicable Disease Control; Salon Operations & Procedures; Consumer & Product Safety	13	37
<b>Advanced Techniques – Manager</b> Advanced Anatomy of the Skin; Advanced Treatment of Muscles and Nerves; Advanced Facial and Body Treatments; Salon Supervision & Management; Specialized Equipment Use & Control; Product & Service Sales Training; Communication Skills	13	37
<b>Total 750 Hours</b>	<b>225</b>	<b>525</b>

**MANAGING MANICURIST—CURRICULUM:** SOC Code: 39-5092

**TEXT:** Milady's Standard Nail Technology, 7<sup>th</sup> Edition; ISBN 978-128508-0475; \$119.95  
 Milady's Standard Nail Technology Theory Workbook; ISBN 978-128508-0512; \$62.95  
 Milady's Standard Nail Technology Exam Review Book; ISBN 978-128508-0543; \$48.95  
 Raphael's Manager Handbook; \$35.00

For more information on pricing, previous editions and other formats, visit [www.cengage.com/highered](http://www.cengage.com/highered) and search by ISBN #, keyword, title, or author for the material of your choice.

**COURSE DESCRIPTION:** The Manicuring course has been established for students who are only interested in the nail care area of cosmetology. During this course, each student will be introduced to nail structure and manicuring techniques with ample opportunity to apply these techniques to patrons in the clinic. Advanced training with artificial nail application and maintenance, nail wrapping and nail tips are included in the course. This course is also designed to teach students all areas of salon management, such as hiring new employees, payroll taxes, etc. They are taught good business techniques and practices as well as potential salon problems and their correction and prevention. This course will prepare the student to take the Ohio State Board exam to become a licensed managing manicurist. This course is taught in English.

**COURSE GOALS & EDUCATIONAL OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of a manicure, pedicure and several different types of artificial nails, as well as manage a manicuring salon.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in nail technology and related fields.

**MANAGING MANICURIST—CURRICULUM:** *Continued*

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURE:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100%	=	A Excellent
80 - 89%	=	B Good
70 - 79%	=	C Satisfactory
69 & below	=	F Failing

**ATTENDANCE:** The day classes are from 9:00 a.m. to 5:30 p.m. on Tuesday through Saturday. Students may attend full time at 25 hours per week or part time at 16 hours per week. All students are required to attend 16 Saturday hours per month. Any students attending less than 67% of their scheduled hours are placed on probation. The minimum attendance length is 8 weeks and the maximum attendance length is 19 weeks.

**COURSE EVALUATION:** The students are evaluated, counseled and graded using written and practical tests at 150 hours of attendance or at any time a student or instructor feels the need to counsel the student. The students are informed of evaluations at 150 hours of attendance.

SUBJECT AREA	NON-CLINIC HRS	CLINIC HRS
<b>Infection Control &amp; Principles/Practices</b> Bacteriology; Dispensary Requirements & Operations	10	20
<b>Anatomy</b> Bones, Muscles, Systems; Nervous System; Joints, Cartilage; Ligaments of Hand, Arm, Foot & Leg	4	6
<b>Massage</b> Client Health Issues & Pre-Screening; Preparation; Manipulations (Hand/Arm, Feet/Legs); Relaxation Treatments	3	7
<b>Nail Care Procedures &amp; Practices</b> Safety Precautions; Basic & Advanced Manicures; Basic & Advanced Pedicures; Polish Application Techniques; Structure of the Nail; Diseases, Disorders, and Conditions (Hand, Arm, Foot & Leg)	20	35
<b>Chemistry</b> Compounds and Mixtures; Nail Enhancement Composition; Ingredients; Nail Cosmetics	4	6
<b>Nail Enhancements</b> Application Procedures; Artificial Nail Structure; Preparation; Application; Removal; Nail Repairs	10	25
<b>Specialized Equipment</b> Curing Methods; Drill/Advanced Tools; Safety & Effects	4	6

<b>MANAGING MANICURIST SUBJECT AREA (continued)</b>	<b>NON- CLINIC HRS</b>	<b>CLINIC HRS</b>
<b>Salon Operations &amp; Communication Skills</b> Salon Operation & Management ( <i>Sales/Consultation/Career Development/Professional Image</i> ); Communication Skills ( <i>Listening Skills/Product &amp; Service Education/Consultation</i> )	7	13
<b>Cosmetology Laws &amp; Rules</b> Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement; Continuing Education/ Policies & Procedures; Human Trafficking (1 Hour)	8	12
<b>Cosmetology Laws &amp; Rules – Manager</b> Ohio Revised Code Statutes; Ohio Administrative Rules; License and Permit Policy & Procedures; Continuing Education Policies & Procedures; Inspection and Enforcement Policy & Procedures	12	28
<b>Public Health &amp; Safety – Manager</b> Sanitation Practices & Procedures; Sterilization Practices & Procedures; Dispensary Practices & Procedures; Bacteriology, Contagious & Communicable Disease Control; Salon Operations & Procedures; Consumer & Product Safety	12	28
<b>Advanced Techniques – Manager</b> Advanced Anatomy of Nail & Skin; Advanced Muscle & Massage Techniques; Advanced Pedicure Care & Service; Salon Supervision & Management; Specialized Equipment, Use & Control; Prod- uct & Service Sales Training; Communication Skills	6	14
<b>Total 300 Hours</b>	<b>100</b>	<b>200</b>

**ATTENDANCE POLICY:**

Raphael’s School of Beauty Culture does not, in any way, take away or deduct hours earned by any student for any reason. Raphael’s School of Beauty Culture does not give credit for hours not properly earned. Students are responsible for properly clocking in and out to the nearest ¼ hour each the day.

- Students must follow the schedule they have indicated on the attendance schedule form or contract.
- Students are permitted to be tardy no more than 3 times per calendar month. More than 3 tardy arrivals in a month could put the student’s education in jeopardy for not meeting the number of theory hours required by the Ohio State Board of Cosmetology. This could delay graduation or cause the student to not meet the graduation requirements set forth by the school.
- Students who arrive at school tardy are required to **call the school prior to their scheduled start time**. No one will be permitted to clock in later than 30 minutes past their scheduled start time without a professional note excusing the tardiness.
- Morning theory class starts promptly at 9:00 A.M. If a student calls prior to their scheduled start time but arrives tardy they will not be permitted into theory class but instead will take tickets on the Student Clinic floor.
- Students are responsible to make up any work missed in theory and practical classes they do not attend.
- Students are permitted to be absent no more than 10% of their monthly contracted scheduled hours. Any hours missed exceeding 10% of their monthly contracted scheduled hours are required to have a professional excuse. An absence is defined as missing all or part of your contracted scheduled hours, including, but not limited to being tardy, sent home, leaving by your own decision, vacation, illness, or appointments. All hours missed, whether excused, unexcused, or vacation, must be made up prior to student’s contract ending date to avoid Extra Instructional charges.
- There will be a \$50.00 charge for any additional schedule change after your contract is signed. Schedule changes are not permitted once the student has been scheduled 50% of the of their original contracted scheduled hours.
- The office must be notified in writing of vacation days prior to the dates.
- If you do not come to school in the proper school uniform, you will be sent home.
- Students are obligated to attend school for 16 Saturday hours each calendar month. Failing to fulfill this obligation will result in a mandatory schedule change so that the student will meet the graduation requirements or termination.
- If a student is scheduled off for any particular day, they may come in for extra hours at any time.
- Daily service sheets are to be filled in by the student and signed by the instructor in charge at the end of every day.
- Please be aware that 30 consecutive days of absences is cause for termination unless extenuating circumstances acceptable to the administration of the school can be shown to exist.

**POLICIES FOR PROFESSIONAL DEVELOPMENT:**

- Daily service sheets are to be filled in by the student and signed by the instructor EVERY DAY. Students must follow the attendance schedule they gave the school during enrollment. You must call off if you need to miss a scheduled day. It is the responsibility of the student to make up any missed work.
- Students are responsible for their own educational equipment and personal belongings while in school and items left on school property. Be prepared for theory class and the Student Salon by having all tools and supplies required to complete class assignments and client services each day. Lockers are the property of Raphael's School of Beauty Culture and each student is given access to a locker for personal and educational belongings. Students are responsible for providing their own lock. The School reserves the right to inspect lockers without notice. If a student is discontinued or withdraws from the school, their personal property must be removed from the school within 30 days from the date of discontinuance/withdrawal or the items will be disposed of by the school.
- Music in the Student Salon is set to a station to be enjoyed by most clients and students. Only instructors may change the station; however, they do accept suggestions for music enjoyment.
- The state of Ohio requires that you come to school in clean washable outer garments and shoes. The school provides aprons to all students that must be worn every day. Students are to wear clean, solid black tops and bottoms. No leggings, jeggings (jeans-like leggings), or jeans or capris that are not solid black.
- It is required that all students groom themselves in a manner befitting the highest professional standards established by the school and the profession. Hats, scarves, or head-coverings of any kind are not permitted. Shoes must be black or white, comfortable, clean and cleanable, and must be closed-toed.
- Raphael's School of Beauty Culture reserves the right to prohibit the use of any form of clothing, hair or face covering, jewelry, or any form of visible attire which we believe, at its sole discretion, to be offensive, disruptive, unsanitary, unsafe, restrictive, unprofessional, or generally not consistent with the mission of Raphael's School of Beauty Culture or the cosmetology profession.
- Family and friends may visit students during school hours as clients only.
- Each student is responsible for the cleanliness and sanitation of their surrounding work area including but not limited to: chair and station; manicuring tables and area; pedicure stations and area; dispensary; facial and waxing areas; and massage areas. Each student is also required to perform one cleaning duty each day as assigned by an instructor prior to clocking out for the day.
- Students attending school for 3 to 4 ¼ hours are permitted one 10-minute break. Students attending 5 to 6 ¾ hours are permitted one 15-minute break. Students attending school for 7 to 10 hours are permitted to take two 15-minute breaks. Students over the age of 18 are not required to take 30-minute lunch breaks, but lunch breaks are permitted for students who wish to take them. Students must sign out for all breaks and breaks may not be split up. Lunch breaks may be assigned by instructors to ensure fair scheduling for all students and smooth operation of the classrooms and student salon. The state of Ohio requires students to attend a minimum of 3 hours on a day they are not scheduled for class to get credit for the day and students are not permitted to accrue more than 10 hours aggregate in one day.
- Students not earning credit hours are not permitted in the school. Students must leave the premises promptly after clocking out for the day.
- All students are required to attend school a minimum of 16 Saturday hours each month in order to graduate, as agreed to at the time of enrollment. Students who do not attend their required Saturday hours will have their schedule changed by the school director in order to fulfill this obligation. Restricted students will be required to attend every Saturday from 9:00 a.m. to 5:30 p.m. until all Saturday hours are current. When calculating Saturday hours, the school applies attended hours to the hours required for the month first, then all subsequent hours attended are applied to the deficit hours. This schedule change may result in attending beyond the student's contract ending date at which time Extra Instructional charges will apply.

Ohio State Board rules and regulations must be adhered to at all times.

At the discretion of the Director, these rules may be changed and subsequently posted on the bulletin board. Students not observing all rules and regulations will be terminated.

**COSMETOLOGY SERVICES OUTSIDE THE SCHOOL:**

State Board Rules and Regulations state, "A student in a school of cosmetology who performs cosmetology services for the public outside such school is liable to prosecution under Section 4713.99 of the Revised Code."

### **PROFESSIONAL DEVELOPMENT CODE OF CONDUCT**

Raphael's School of Beauty Culture reserves the right to suspend or dismiss a student for any reason, including but not limited to the following: failure to attend classes regularly; breach of School's Policies for Professional Development; breach of Ohio State Board's rules and regulations; falsification of school records or timesheets; and failure to make cash payments. In addition:

- Stealing is a serious offense. Stealing of any kind from the school, fellow students, clients or anyone else will not be tolerated and will result in immediate termination and legal prosecution. In addition, the reason for termination will be recorded on the termination form that is forwarded to the Ohio State Board of Cosmetology.
- The use or possession of any item that is, or resembles, a firearm, explosive, or weapon of any kind that can be used to cause physical injury is prohibited on school property or school sponsored or sanctioned events, including written, spoken, or implied threats of violence against the school, it's students, employees, and clients. The result will be immediate dismissal and the proper authorities will be notified.
- Using foul or abusive language, profane language, sarcastic remarks, inappropriate, disruptive or unprofessional conduct.
- Using electronic, verbal and/or physical abuse of an instructor, a client or another student, threats or intimidation.
- Sexual harassment, innuendoes, conversations, or acts, and racial, ethnic or religious slurs or references will not be tolerated and are means for immediate dismissal without previous warning.
- Intentional defacing or destruction of school, student, client, or staff member's property.
- Using, distributing or trafficking drugs or alcohol on school property, during school hours, or at school sponsored functions is strictly prohibited. The use of tobacco products, whether smoke or smokeless, inside any school building is strictly prohibited. The result is immediate termination. We reserve the right to send home any student suspected of being under the influence.
- Students who perform services that are not on the ticket will be responsible to pay for such services.
- Student Salon services are assigned by an instructor based on the Ticket Log. The Ticket Log is filled in each morning during theory class. Raphael's School of Beauty Culture does not assign services based on race or ethnicity. Clients may request a student by name or referral.
- No one may refuse to serve a client at any time for any reason. Refusing a ticket will result in being sent home for the day for the first refusal, and terminated from the program and discontinued from the school for the second refusal.
- Falsifying school records, including but not limited to, applications, timesheets, clock punches, or forging a staff member's signature or initials, is cause for suspension or termination.
- While in school, students must be in a condition to actively learn and take clients in a safe, professional manner. Students who are visibly ill, dizzy, on medication (whether prescribed or non-prescribed), or otherwise unable to reasonably benefit from the day's lessons will be sent home. Medical conditions that prevent students from completing the required book/clinic work needed for graduation will be considered reasons for discontinuance.
- Use of cell phones, MP3 players, PDA's, or any other electronic device not approved by the School Administration is not permitted in the classroom or Student Salon. All cell phones must be turned off and put away while in school. You may use your cell phone when signed out on a break or lunch in designated areas only.
- Raphael's School of Beauty Culture prohibits video, audio or other electronic recording of any Raphael's School of Beauty Culture classroom lectures or discussions, Student Salon, proprietary teaching techniques, or practical and theory teaching lessons without prior written consent of the school owner. Raphael's School of Beauty Culture may authorize such recordings only to the extent to reasonably accommodate a student's documented disability.
- Students shall not, under any circumstances, whether during school and on school premises, or off school premises and not during school hours, use their own or another person's electronic device, internet chat rooms, "facebook", or "twitter", or similar internet media communications, either directly or indirectly, to disparage, threaten, ridicule, make derogatory comments, or otherwise speak ill of the school, its instructors, employees, independent contractors, students, or any other third party associated with the school. The student understands that should he or she participate in such conduct that they may be subject to immediate suspension and/or dismissal. The student also understands that such conduct could result in criminal charges or a civil lawsuit for defamation of character.

**INTERNSHIP POLICY (Managing Cosmetologist, Combination Managing Esthetics & Managing Manicurist, Managing Esthetician, & Managing Manicurist programs only)**

The Ohio Administrative Code, Rules Governing the Practice of Cosmetology states:

**4713-6-02 Eligible participants**

(A) All schools in good standing with the board may participate in the internship program at their sole discretion. Schools may direct and set limits on total hours and days of the week.

(B) Students shall have completed at least fifty per cent of their base license course outlines before they shall participate as an intern.

The following additional restrictions apply:

(1) Interns with less than seventy per cent of their program complete shall not provide chemical services.

(2) Students shall be in good standing at the school.

(3) Students shall have written permission from their parents, if they are minors, and

(4) Students shall have met the schools eligibility requirements.

(C) Salons may have either a managing cosmetologist who has at least five years of experience within the scope of practice of cosmetology of the intern when an intern is present in the salon. In the alternative, a salon may have one other licensee with at least five or more years of experience within the scope of practice of cosmetology of the intern present when an intern is present in the salon.

(1) At no time shall an intern work in a salon without either a managing cosmetologist or an experienced licensee as set forth in this rule being present and being in direct and immediate supervision of the work of the intern.

(2) For each intern in a salon, the salon shall have in direct and immediate supervision of the intern either one managing cosmetologist or one experienced licensee as set forth in this rule. No manager or licensee shall supervise more than one intern at a time.

(D) Schools or salons that violate any part of Chapter 4713-6 of the Administrative Code shall be ineligible to participate in the internship program for one year after the violation has been resolved.

**School's Eligibility Requirements**

1. Students must be in Satisfactory Progress in all areas as follows:

- *Current on attendance.* Full time is a minimum of 100 hours per month and part time is a minimum of 64 hours per month.

- *Current on Saturday hours.* Each student is required to attend school 16 Saturday hours per month. This is averaged from the students start date to the time they are applying for internship.

- *Current and satisfactory on all chapter tests and scheduled counselings.* This will be verified by instructors.

- Cosmetology students must have accumulated a minimum of 900 hours to perform non-chemical only services and 1260 hours to perform chemical services.

- Esthetician students must have accumulated a minimum of 375 hours to perform non-chemical only services and 525 hours to perform chemical services.

- Manicurist students must have accumulated a minimum of 150 hours to perform non-chemical only services and 210 hours to perform chemical services.

- Student must maintain their contracted schedule. The schedule at the salon/spa must not be during contracted school hours.

- If a student transferred hours to Raphael's School of Beauty Culture, Inc. from another school that is located in the state of Ohio and licensed by the Ohio State Board of Cosmetology, or if the student holds a valid current license from the state of Ohio whose hours were given as credit at the time of enrollment, those hours will be included in the accumulative hours. Hours transferred from a school located in another state, or hours credited at the time of enrollment from an existing license from another state will not be included accumulative hours.

- If a student who is participating in the internship program drops below satisfactory status, they will be pulled from the program.

2. The salon must add Raphael's school to their insurance as a rider (certificate holder) for *liability only*. This is to protect the school since the student is not an employee of the salon while interning, but rather belongs to the school. The fee for this is usually minimal. However, please check with your insurance agent. If your agent has any questions, please invite him/her to call me.

3. The salon must request a copy of the "Certificate of Insurance" showing that Raphael's has been added. This is usually shown in the lower left-hand corner of the Certificate of Insurance. Please fax or mail a copy of the certificate to our Niles location to my attention.

4. Once the certificate is received, I will send an application with the student for you to fill out. Please be sure to include your salon's address and phone number at the top of the first page and to sign the last page. When I receive the completed application, I will finish the paperwork and send everything needed to State Board. The approved name badge usually arrives at our Niles office in 1 to 3 weeks, depending on how busy they are at State Board.

5. Students must wear their name badge sent from State Board at all times while in the salon.

6. Students are to keep a record of time spent in the salon on the forms provided to them and it must be initialed by the salon owner or manager. These records must be turned in to the school by the student on the *first of each month* in order to receive credit for the hours. Also, it is important to follow the schedule that we turn in to State Board in case of a surprise State Board inspection.

We have had much success with this program in the past years. Students who have been able to participate in the Internship Program are better prepared for the transition from school to salon. And that makes all of us successful!



**TUITIONS:** Prices are in effect as of February 1, 2015.

Barbering Course (1800 hours) - available at the Niles location only

Tuition	\$17,640.00
Registration Fee	100.00
Books, Kits and Supply Usage	<u>2640.00*</u>
Total	\$20,380.00

\* Sales tax must be applied at county tax rates for Books and Supplies. Trumbull County: 6.75%.

A down payment is required at the time of enrollment for all courses. We do not accept down payments from third-party sources, with the exception of BVR, VA, scholarships and payments made on behalf of wards of the court. An exception to this policy may be made by the school Director on a case by case basis, provided the prospective student can prove an extenuating circumstance exists.

**BARBERING COURSE (1800 hours) \*available at the Niles location only:** SOC Code: 39-5011

Text: Milady's Standard Professional Barber Text; ISBN 978-1-4018-7395-0; \$112.95

Milady's Standard Professional Barber Workbook; ISBN 978-1-4354-19713-9; \$54.95

Milady's Standard Professional Barber Exam book; ISBN 978-1-4354-9712-2; \$37.95

Course Description: The 1800-hour Barbering course prepares all graduates for the Ohio State Board examination to become a licensed barber. The course study includes men's haircutting, razor cutting, styling, coloring, hair relaxing, permanent waving, long haircutting, hot oil shampoo, facials and other important areas of Barbering. This course is also designed to teach students all areas of being a shop manager such as hiring new employees, payroll taxes, etc. Our school is supervised by licensed instructors. Completion of the subjects listed below will prepare the student to take the State Board examination and become a licensed Barber. This course is taught in English.

Instructional Method: Instruction is comprised of demonstrations, practical/hands-on, field trips, guest speakers, and audio/visual demonstrations.

Course Objective: To provide a well-rounded educational program which will fit the needs and demands of the barber profession, which includes all services that may be requested by the clientele of a barber shop. To provide students with the theory and practical knowledge of regular haircuts, the creation of modern hairstyles with unity and balance, the hair and scalp care, permanent hair coloring, shaving, and all other important areas of Barbering. To prepare the students to successfully pass the Ohio State Barber licensing examination and train students to become successfully employed as a barber stylist, including training in the business methods required for operating a barber shop.

	<u>Minimum Hours</u>
<b>THEORETICAL STUDY</b>	<b>100</b>
Scientific Fundamentals of Barber; Hygiene and Bacteriology; Histology of the Hair, Skin, and Nerves; Structure of the Head, Face, and Neck; Anatomy & Physiology, including: Elementary Chemistry Relating to Barber Sterilization and Antiseptic; Diseases of the Skin, Hair, and Glands; Barber History; Law Pertaining to Barber; Salesmanship, Advertising, Public Relations, and Human Relations; Barber Ethics and Shop Management	
<b>SCIENTIFIC BARBER PRACTICE</b>	<b>200</b>
Facial Treatments (Rolling Cream; Rest Facial; Packs; Bleach; Clay); Shampoo Treatments (Plain Shampoo & Tonic / Hot Oil Shampoo); Tinting; Bleaching; Facial Shaving; Haircutting I (Tapers); Haircutting II (Style / Trend Cuts); Haircutting III (Styling); Straightening & Relaxing; Permanent Waving; Hairpieces; Barber Implements	
<b>GENERAL BARBER PRACTICE</b>	<b>1200</b>
Facial Treatments; Scalp Treatments; Shampoo Treatments; Tinting; Bleaching; Facial Shaving; Haircutting I (Tapers); Haircutting II (Style / Trend Cuts); Haircutting III (Styling); Hair Straightening and Relaxing; Permanent Waving; Shop Duties; Shop Management; Hair Pieces	
The remaining 300 hours will be allocated by Raphael's to Theory, Practice, or Clinic as necessary.	<u>300</u>
<b>TOTAL</b>	<b>1800 hours</b>

**POLICIES FOR PROFESSIONAL DEVELOPMENT (Barbering):**

- Daily service sheets are to be filled in by the student and signed by the instructor EVERY DAY. Students must follow the attendance schedule they agreed to at enrollment.
- Missing class is not permitted. Doing so will cause you to miss important lecture and/or hands-on lessons needed to graduate. At the discretion of the director and the instructors, extenuating circumstances may allow a student to remain in the program after missing class.
- Students are responsible for their own educational equipment and personal belongings while in school and for items left on school property. Be prepared for class and hands-on massage practicals by having all tools and supplies required to complete class assignments and client services each day. Lockers are the property of Raphael's School of Beauty Culture, Department of Barbering and each student is given access to a locker for personal and educational belongings. Students are responsible for providing their own lock. The School reserves the right to inspect lockers without notice. If a student is discontinued or withdraws from the school, their personal property must be removed from the school within 30 days from the date of discontinuance/withdrawal/Leave of Absence or the items will be disposed of by the school.
- The school provides scrubs to all students that must be worn every day. Additional sets of scrubs may be purchased by students at the school's cost.
- It is required that all students groom themselves in a manner befitting the highest professional standards established by the school and the profession. Hats, scarves, or head-coverings of any kind are not permitted. Shoes must be black or white, comfortable, clean and cleanable, and must be closed-toed.
- Raphael's School of Beauty Culture, Department of Barbering reserves the right to prohibit the use of any form of clothing, hair or face covering, jewelry, or any form of visible attire which we believe, at its sole discretion, to be offensive, disruptive, unsanitary, unsafe, restrictive, unprofessional, or generally not consistent with the mission of Raphael's School of Beauty Culture, Department of Barbering or the medical profession.
- Family and friends may visit students during school hours as clients only.
- Each student is responsible for the cleanliness and sanitation of their surrounding work area including but not limited to: massage tables and area; and client changing area. Each student is also required to perform one cleaning duty each day as assigned by an instructor prior to clocking out for the day.
- Barber students are permitted one 15-minute break.
- All students are required to attend school every Saturdays each month in order to graduate, as agreed to at the time of enrollment. Students who do not attend their required Saturday hours will not graduate until these Saturday hours are made up. This may result in attending beyond the student's contract ending date at which time Extra Instructional charges will apply.
- Students not earning credit hours are not permitted in the school. Students must clock in promptly when arriving and leave the premises promptly after clocking out for the day.
- Ohio State Barber Board rules and regulations must be adhered to at all times.

At the discretion of the Director, these rules may be changed and subsequently posted on the bulletin board. Students not observing all rules and regulations will be terminated.

### **ATTENDANCE POLICY (Barbering):**

Raphael's School of Beauty Culture, Department of Barbering does not, in any way, take away or deduct hours earned by any student for any reason. Raphael's School of Beauty Culture, Department of Barbering does not give credit for hours not properly earned. Students are responsible for properly clocking in and out to the nearest ¼ hour each the day.

- Students must follow the schedule they have indicated on the attendance schedule form or contract.
- Students who arrive at school tardy are required to **call the school prior to their scheduled start time**. No one will be permitted to sign in later than 30 minutes past their scheduled start time without a professional note excusing the tardiness.
- If you arrive less than 30 minutes after your scheduled start time and you do not have a professional note to excuse the tardiness the day will be documented as an unexcused absence.
- Class begins promptly at 9:00 a.m. If you arrive after 9:00 a.m. you will take tickets on the Student Clinic floor.
- Students are responsible to make up any work missed in theory and practical classes they do not attend.
- If you are sent home or if you leave by your own decision prior to your scheduled end time for any reason the day will be documented as an unexcused absence and may result in being discontinued from the program,
- If you do not come to school in the proper school uniform, you will be sent home.
- Students are obligated to attend school 16 Saturday hours each calendar month. Failing to fulfill this obligation will delay graduation and taking the Ohio State Barber Board licensing examination.
- Class starts promptly at 9:00 A.M. All students must be signed in by 9:15 A.M. to be permitted into the class. Any students arriving after their scheduled start time will not be permitted to sign in. They will be sent home and the day will be documented as an unexcused absence which could result in being discontinued from the program.
- Daily time sheets are to be filled in by the student and signed by the instructor in charge at the end of every day. Please be aware that 30 consecutive days of unexcused absences is cause for termination.

### **PROFESSIONAL DEVELOPMENT CODE OF CONDUCT (Barbering):**

Raphael's School of Beauty Culture, Department of Barbering reserves the right to suspend or dismiss a student for any reason, including but not limited to the following: failure to attend classes regularly; breach of School's Policies for Professional Development; breach of Ohio State Barber Board's rules and regulations; falsification of school records or timesheets; and failure to make cash payments. In addition:

- Stealing is a serious offense. Stealing of any kind from the school, fellow students, clients or anyone else will not be tolerated and will result in immediate termination and legal prosecution.
- The use or possession of any item that is, or resembles, a firearm, explosive, or weapon of any kind that can be used to cause physical injury is prohibited on school property or school sponsored or sanctioned events, including written, spoken, or implied threats of violence against the school, it's students, employees, and clients. The result will be immediate dismissal and the proper authorities will be notified.
- Using foul or abusive language, profane language, sarcastic remarks, inappropriate, disruptive or unprofessional conduct.
- Using electronic, verbal and/or physical abuse of an instructor, a client or another student, threats or intimidation.
- Sexual harassment, innuendoes, conversations, or acts, and racial, ethnic or religious slurs or references will not be tolerated and are means for immediate dismissal without previous warning.
- Intentional defacing or destruction of school, student, client, or staff member's property.
- Using, distributing or trafficking drugs or alcohol on school property, during school hours, or at school sponsored functions is strictly prohibited. The result is immediate termination. We reserve the right to send home any student suspected of being under the influence.
- No one may refuse to serve a client at any time for any reason. Refusing a ticket may result in suspension or termination.
- Use of cell phones, MP3 players, PDA's, or any other electronic device not approved by the School Administration is not permitted in the classroom or the massage area. All cell phones must be turned off and put away while in school. You may use your cell phone when signed out on a break or lunch in designated areas only.
- Students shall not, under any circumstances, whether during school and on school premises, or off school premises and not during school hours, use their own or another person's electronic device, internet chat rooms, "facebook", or "twitter", or similar internet media communications, either directly or indirectly, to disparage, threaten, ridicule, make derogatory comments, or otherwise speak ill of the school, its instructors, employees, independent contractors, students, or any other third party associated with the school. The student understands that should he or she participate in such conduct that they may be subject to immediate suspension and/or dismissal. The student also understands that such conduct could result in criminal charges or a civil lawsuit for defamation of character.
- Falsifying school records, including but not limited to, applications, timesheets, clock punches, or forging a staff member's signature or initials, is cause for suspension or termination.



## Massage Therapy\*

\*only at Boardman campus

TUITIONS, CURRICULUM and POLICIES FOR  
PROFESSIONAL DEVELOPMENT



**TUITIONS:** Prices are in effect as of April 1, 2014.

Massage Therapy Course (900 hours) - available at the Boardman location only

Tuition	\$10,050.00
Registration Fee	100.00
Licensing Fee	400.00
Books, Kit and Supply Usage	<u>1200.00*</u>
Total	\$11,750.00

\* Sales tax must be applied at county tax rates for Books and Supplies. Mahoning County: 7.25%.

A down payment is required at the time of enrollment for all courses. We do not accept down payments from third-party sources, with the exception of BVR, VA, scholarships and payments made on behalf of wards of the court. An exception to this policy may be made by the school Director on a case by case basis, provided the prospective student can prove an extenuating circumstance exists.

**ACADEMIC TERM—Massage Therapy (available at Boardman campus only)**

*Term 1: 0-250 Hours*

Kinesiology	20 hours
Massage	115 hours
Hygiene/Sanitation	8 hours
Reflexology	6 hours
Nervous System	8 hours
Anatomy/Physiology	93 hours

*Term 2: 251-500 Hours*

Kinesiology	20 hours
Massage	98 hours
Hygiene/Sanitation	8 hours
Reflexology	6 hours
Nervous System	8 hours
Hydrotherapy	16 hours
Anatomy/Physiology	94 hours

*Term 3: 501-750 Hours*

Massage	56 hours
Ethics/Ohio Statutes/Laws	29 hours
Business/Appointments	17 hours
Insurance	4 hours
Aroma Therapy	8 hours
Herbology	16 hours
Medical Errors	6 hours
HIV/Aids	8 hours
Shiatsu	12 hours
Anatomy/Physiology	<u>94 hours</u>
Total	750 hours

**MASSAGE THERAPY COURSE – CURRICULUM:** available at Boardman campus only

SOC Code: 31-9011

	<u>NON-CLINIC HRS</u>	<u>CLINIC HRS</u>
I. BASIC MASSAGE	42	85
II. KINESIOLOGY	13	27
III. SPORTS MASSAGE	8	16
IV. DEEP TISSUE MASSAGE	10	20
V. PREGNANCY MASSAGE	4	8
VI. INFANT MASSAGE	5	11
VII. ORIENTAL MASSAGE	9	19
VIII. SWEDISH MASSAGE	10	22
IX. HYGIENE/SANITATION	5	11
X. ANATOMY/PHYSIOLOGY	80	201
XI. REFLEXOLOGY	4	8
XII. HYDROTHERAPY	4	12
XIII. NERVOUS SYSTEM	4	12
XIV. ETHICS	25	
XV. OHIO STATUTES/LAWS	4	
XVI. BUSINESS/APPOINTMENTS	17	
XVII. INSURANCE	4	
XVIII. AROMA THERAPY	2	6
XIX. HERBOLOGY	4	12
XX. MEDICAL ERRORS	6	
XXI. HIV/AIDS	8	
XXII. SHIATSU		
XXIII. CHAIR MASSAGE	5	16
XXIV. TONING FACIAL MASSAGE	4	10
XXV. RELAXATION FACIAL MASSAGE	5	10
XXVI. PROGRAM REVIEW/EXAM PREP	<u>100</u>	
TOTAL	385	515

Text: Anatomy and Physiology for the Manual Therapies, 1st Edition; ISBN 978-0-470-04496-4; \$115.91

Fundamentals of Therapeutic Massage; ISBN 978-0-323-02026-8; \$52.72

Theory & Practice of Therapeutic Massage, 5th Edition (bundle includes text book, workbook, exam review and Student CD); ISBN 978-1-43-548524-2; \$134.67

Trail Guide to the Body; ISBN 978-0-9826634-1-7; \$21.95

For more information on pricing, previous editions and other formats, visit [www.cengage.com/highered](http://www.cengage.com/highered) and search by ISBN #, keyword, title, or author for the material of your choice.

Course Description: This curriculum and program of study is designed to instruct a student in massage therapy, and prepare the student for employment as a massage therapist.

Instructional Method: Instruction is comprised of demonstrations, practical/hands-on, field trips, guest speakers, and audio/visual demonstrations.

Program Objective (Massage Therapy): The objective of the Massage Therapy program is to provide instruction in this growing service area in the beauty salon. After completing this program, a student will be qualified to be employed in a salon as massage therapist providing massage services.

**POLICIES FOR PROFESSIONAL DEVELOPMENT (Massage Therapy):**

- Daily time sheets are to be filled in by the student and signed by the instructor EVERY DAY. Students must follow the attendance schedule they agreed to at enrollment.
- Missing class is not permitted. Doing so will cause you to miss important lecture and/or hands-on lessons needed to graduate. At the discretion of the director and the instructors, extenuating circumstances may allow a student to remain in the program after missing class.
- Students are responsible for their own educational equipment and personal belongings while in school and for items left on school property. Be prepared for class and hands-on massage practicals by having all tools and supplies required to complete class assignments and client services each day. Lockers are the property of Raphael's School of Beauty Culture and each student is given access to a locker for personal and educational belongings. Students are responsible for providing their own lock. The School reserves the right to inspect lockers without notice. If a student is discontinued or withdraws from the school, their personal property must be removed from the school within 30 days from the date of discontinuance/withdrawal/Leave of Absence or the items will be disposed of by the school.
- The school provides scrubs to all students that must be worn every day. Additional sets of scrubs may be purchased by students at the school's cost.
- It is required that all students groom themselves in a manner befitting the highest professional standards established by the school and the profession. Hats, scarves, or head-coverings of any kind are not permitted. Shoes must be black or white, comfortable, clean and cleanable, and must be closed-toed.
- Raphael's School of Beauty Culture reserves the right to prohibit the use of any form of clothing, hair or face covering, jewelry, or any form of visible attire which we believe, at its sole discretion, to be offensive, disruptive, unsanitary, unsafe, restrictive, unprofessional, or generally not consistent with the mission of Raphael's School of Beauty Culture or the medical profession.
- Family and friends may visit students during school hours as clients only.
- Each student is responsible for the cleanliness and sanitation of their surrounding work area including but not limited to: massage tables and area; and client changing area. Each student is also required to perform one cleaning duty each day as assigned by an instructor prior to clocking out for the day.
- Massage Therapy students are permitted one 15-minute break.
- All students are required to attend school an average of 16 Saturday hours each month in order to graduate, as agreed to at the time of enrollment. Students who do not attend their required Saturday hours will not graduate until these Saturday hours are made up. This may result in attending beyond the student's contract ending date at which time Extra Instructional charges will apply.
- Students not earning credit hours are not permitted in the school. Students must sign in promptly when arriving and leave the premises promptly after clocking out for the day.
- Ohio State Medical Board rules and regulations must be adhered to at all times.

At the discretion of the Director, these rules may be changed and subsequently posted on the bulletin board. Students not observing all rules and regulations will be terminated.



### **ATTENDANCE POLICY (Massage Therapy):**

Raphael's School of Beauty Culture does not, in any way, take away or deduct hours earned by any student for any reason. Raphael's School of Beauty Culture does not give credit for hours not properly earned. Students are responsible for properly clocking in and out to the nearest ¼ hour each the day.

- Students must follow the schedule they have indicated on the attendance schedule form or contract.
- Students who arrive at school tardy are required to **call the school prior to their scheduled start time**.
- Students are responsible to make up any work missed in theory and practical classes they do not attend.
- If you are sent home or if you leave by your own decision prior to your scheduled end time for any reason the day will be documented as an unexcused absence and may result in being discontinued from the program,
- If you do not come to school in the proper school uniform, you will be sent home.
- Students are obligated to attend school two 8-hour Saturdays each calendar month. Failing to fulfill this obligation will delay graduation and taking the Ohio State Medical Board licensing examination.
- Class starts promptly at 6:00 P.M. All students must be signed in by 6:15 P.M. to be permitted into the class. Any students arriving after their scheduled start time will not be permitted to sign in. They will be sent home and the day will be documented as an unexcused absence which could result in being discontinued from the program.
- Daily time sheets are to be filled in by the student and signed by the instructor in charge at the end of every day. Please be aware that 30 consecutive days of unexcused absences is cause for termination.

### **PROFESSIONAL DEVELOPMENT CODE OF CONDUCT (Massage Therapy):**

Raphael's School of Beauty Culture reserves the right to suspend or dismiss a student for any reason, including but not limited to the following: failure to attend classes regularly; breach of School's Policies for Professional Development; breach of Ohio State Medical Board's rules and regulations; falsification of school records or timesheets; and failure to make cash payments. In addition:

- Stealing is a serious offense. Stealing of any kind from the school, fellow students, clients or anyone else will not be tolerated and will result in immediate termination and legal prosecution. In addition, the reason for termination will be recorded on the termination form that is forwarded to the Ohio State Board of Cosmetology.
- The use or possession of any item that is, or resembles, a firearm, explosive, or weapon of any kind that can be used to cause physical injury is prohibited on school property or school sponsored or sanctioned events, including written, spoken, or implied threats of violence against the school, it's students, employees, and clients. The result will be immediate dismissal and the proper authorities will be notified.
- Using foul or abusive language, profane language, sarcastic remarks, inappropriate, disruptive or unprofessional conduct.
- Using electronic, verbal and/or physical abuse of an instructor, a client or another student, threats or intimidation.
- Sexual harassment, innuendoes, conversations, or acts, and racial, ethnic or religious slurs or references will not be tolerated and are means for immediate dismissal without previous warning.
- Intentional defacing or destruction of school, student, client, or staff member's property.
- Using, distributing or trafficking drugs or alcohol on school property, during school hours, or at school sponsored functions is strictly prohibited. The result is immediate termination. We reserve the right to send home any student suspected of being under the influence.
- No one may refuse to serve a client at any time for any reason. Refusing a ticket may result in suspension or termination.
- Use of cell phones, MP3 players, PDA's, or any other electronic device not approved by the School Administration is not permitted in the classroom or the massage area. All cell phones must be turned off and put away while in school. You may use your cell phone when signed out on a break or lunch in designated areas only.
- Students shall not, under any circumstances, whether during school and on school premises, or off school premises and not during school hours, use their own or another person's electronic device, internet chat rooms, "facebook", or "twitter", or similar internet media communications, either directly or indirectly, to disparage, threaten, ridicule, make derogatory comments, or otherwise speak ill of the school, its instructors, employees, independent contractors, students, or any other third party associated with the school. The student understands that should he or she participate in such conduct that they may be subject to immediate suspension and/or dismissal. The student also understands that such conduct could result in criminal charges or a civil lawsuit for defamation of character.



We Change Lives  
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