
PAUL MITCHELL®

the school

PORTLAND

Institutional Catalog and Student Handbook

Revised – December 2011
Volume I – III

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www.paulmitchelltheschoolportland.com

When People
Come First,
Success Will
Follow...

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PHILOSOPHY AND MISSION STATEMENT

Philosophy: **Paul Mitchell the school Portland** seeks to train all students to their highest potential, and to provide our students with focused instruction, while channeling creative energies and talents in a positive and supportive learning environment.

Mission: **Paul Mitchell the school Portland** has a stated philosophy and mission. Our mission is to provide basic, quality instruction in the necessary theory and practical skills a student will need to master in order to enter the cosmetology profession. We endeavor to train our students in a manner that enhances the development of self-confidence through knowledge, hands-on experience, and repetitive practice.

In order to achieve these goals, we believe in providing our students with:

- A quality curriculum, in compliance with all stated curriculum guidelines and requirements.
- An experienced and knowledgeable instructional staff.
- A clean and safe learning environment.

Our educational and training objective is to provide our students with the training they will need to master entry level skills and speed training, technical training, and the professional attitudes and insights necessary for a successful career in the cosmetology industry.

FIND YOURSELF IN A BEAUTIFUL CAREER

Training as a cosmetology professional opens wonderful career opportunities, and various career paths to students seeking to become members of the cosmetology industry!

Career Paths and Options:

A student who is training at **Paul Mitchell the school Portland** has chosen a profession in which they will be able to use their creative, artistic, and interpersonal skills. The list of career opportunities available to a cosmetology professional is diverse! Some of the career options that a student might consider are:

Hair stylist, Manicurist, Facial technician, Nail Artist, Salon or Spa Owner, Salon or Spa Coordinator, Make-Up Artist, Hair Colorist, Fashion Show Stylist, Barber, Image Consultant, Salon Sales Consultant, Photo and Movie Stylist, Beauty Product Designer. Beauty School Owner, Esthetician Manufacturer Sales Representative, Platform Artist, Beauty Business Consultant, Tradeshow Exhibitor, Beauty Care Product Distributor, Beauty and Personal Care Marketing, Beauty or Personal Care Magazine Writer, Artistic Director, or Beauty School Instructor - just to name a few!

Training and a Career Path in the Cosmetology Industry

Deciding to enroll in a Cosmetology Training Program and to pursue a career in the profession IS an important decision! In addition to the money, time, and practice a student is required to invest in training, there are numerous additional considerations.

<u>Management</u>	<u>Artistry</u>	<u>Related Fields</u>	<u>Education</u>
Retailer	Makeup	Cosmetics	Instructor
Franchise	Styling	Product Research	Researcher
Salon Owner	Color	Health and Beauty	Administrator
Wholesale Sales	Nails	Cruise Ship Salons	Director
Chain Salon Owner	Platform Artistry	Modeling	Admissions
Office Administrator	Competitive Stylist	Photography	Owner
District/ Regional Mgr.		Theatre	

SAFETY AND HEALTH CONSIDERATIONS

A hair stylist, barber, or esthetician must possess hand-to-eye coordination and leg mobility in order to move about while performing services. Clients are shampooed by their stylist at the shampoo bowl, then moved and seated in an adjustable hydraulic styling chair. The stylist moves around the client as the service is performed. Persons unable to stand for long periods of time, or having limited mobility would have difficulty using regular shampoo bowls and hydraulic chairs. Manicuring and the application of artificial nails do not require standing or mobility. Clients are seated for the entire manicure or artificial nail application. Facial Technology (Skin Care) does not require a great deal of physical mobility, however; hand and finger strength is required for the massage portion of a facial skin service. Facial clients generally recline on an adjustable facial chair with the skin technologist seated at the client's head. Make-up, cosmetic applications, and brow shaping are performed while the client is seated and the cosmetology professional is in a standing position.

Hazardous Chemicals:

On a daily basis, students and cosmetology professionals handle and store hazardous chemical solutions and products, which could burn the skin and scalp, damage hair, or produce dangerous fumes if not properly used, mixed, and stored. If a student is, or becomes pregnant at the time of enrollment, or while attending training the school will require a written release from a student's physician before a student is allowed to begin or continue their cosmetology training. *(This policy is intended to protect both the student and student's unborn child.)*

Allergic Reactions:

The products, chemicals, and solutions routinely used by students and cosmetology professionals MAY cause allergic reactions. Students are instructed to follow all manufacturers' instructions to wear disposable gloves, and to protect their clothing by wearing their lab coats during ALL chemical operations. Should any type of allergic reaction occur, a student is required to immediately notify a staff member.

Your Feet and Legs:

In order to work in the Cosmetology Profession, all students and cosmetology professionals must have the use of their feet and legs. In the future work environment, a cosmetology professional is expected to stand for long hours, while performing services. In order to protect from any type of "career –ending" injury or permanent damage to feet and legs, students are advised to wear closed-toed shoes with socks, with non-skid soles, that have a reasonable heel height. Students and cosmetology professionals work on concrete or linoleum floors, and on a daily basis they lift volume containers of shampoos and other products off shelves. In order to support the feet and legs, and protect them from falls, slipping, or other injuries students must wear appropriate footwear.

Skin and Clothing:

Students and cosmetology professionals handle products and chemical disinfectants that can burn skin, enter the body, and damage clothing. To protect, prevent, and minimize the damage that can be caused by chemical spills, splashes, and to promote general cleanliness, students are required to wear protective lab jackets and to protect clients with protective aprons.

Physical Contact

Students and cosmetology professionals maintain close body contact with clients. During the performance of a service skin and hair cells pass from the client to the student. A student **MAY** encounter a parasite or a contagious disease. A student may be exposed to human blood, or other bodily fluids. Students are instructed to wear disposable gloves and their lab coats with the public, and to follow all safety procedures to ensure that a disease or parasite cannot infect the student or additional persons.

Electrical Appliances:

Electrical appliances such as blow dryers and curling irons are used near sink and water areas. These appliances must be properly cared for and maintained so that an electrical shock is not produced. Students are not allowed to use any appliance with a frayed or “taped” cord. All electrical appliances must be plugged into grounded outlets. Electrical cords cannot be stretched across aisle.

VANGUARDS OF ENFORCEMENT OF PUBLIC HEALTH LAWS

The State of Oregon has the reasonable expectation that all trained and licensed cosmetology professionals will be knowledgeable of all public health laws applicable to the profession and that licensed cosmetology professionals will practice and enforce these standards.

Paul Mitchell the school Portland has the reasonable expectation that all students will dutifully and earnestly apply themselves to learning the health laws of Oregon and on a daily basis will practice and demonstrate their knowledge of these rules and accept their professional vanguards and enforcers of public health laws. **EMPLOYEES** are **EXPECTED** to demonstrate and apply these standards and laws **AT ALL TIMES!**

Oregon Department of Health, Board of Barbers, and Hairdresser Website:

Although each student receives copies of the current health and safety rules published by the Oregon Department of Health directly from the school, this institution encourages students to access the Department's website at:

<http://www.oregon.gov/OHLA/COS/index.shtml>

Or by entering: "Oregon Health Cosmetology" into your browser once the website is reached, simply click on "Laws and Regulations."

Students will find this website is a valuable professional resource which provides updates to laws and rules affecting cosmetology, and information regarding forms, license fees, license testing, and additional information for students and professionals.

Total Cost of Tuition
Course Program Name, Length & Description of Charges

Course Name	Clock Hours	Hrs Per Week	Number Of Week	Tuition Cost	Reg Fee	Kit & Supplies	Text Books	Total Cost
Cosmetology	2,300	37.5	61/84	\$15,125	\$150	\$2,000	\$450	\$17,725
Hair Design	1,700	37.5	45/62	\$12,625	\$150	\$1,500	\$450	\$14,725
Barbering	1,350	37.5	36/50	\$11,500	\$150	\$1,500	\$450	\$13,600
Nail Technology	600	37.5	16/22	\$5,625	\$150	\$500	\$450	\$6,725
Esthetics	500	37.5	13/18	\$5,225	\$150	\$400	\$450	\$6,225
Hair Design/Esth.	1,950	37.5	52/71	\$13,875	\$150	\$1,750	\$450	\$16,225
Esthetic/Nail	850	37.5	23/31	\$7,925	\$150	\$700	\$450	\$9,225
Hair Design/Nail	2,050	37.5	55/75	\$14,000	\$150	\$1,850	\$450	\$16,450

ENROLLMENT AND ADMISSION REQUIREMENTS

All students seeking admission to Paul Mitchell the school – Portland MUST satisfy the admission requirements listed below.

1. The prospective student MUST have earned a High School Diploma or its recognized equivalent, a General Equivalency (GED); and provide a copy of the academic credential, or a complete permanent record which shows successful completion of a least a 2 year Program that is acceptable for full credit towards a bachelors degree. If the student cannot provide an ENGLISH version of the Academic Credential, a copy interpreted that clearly acknowledges and states that the non-English document verifies the completion of a secondary educational program and states the date of completion.
2. The prospective Student must be 18 years of age. The student must be no less than 18 years of age at the time the student takes the State of Oregon Board Examination.
3. The prospective student must provide proof of identity and age in the form of their social security card, and a current State of Oregon issued Drivers License or Identity Card; for retention in the students permanent record.
4. The prospective student must provide satisfactory arrangements for the payment of all tuition and institutional charges.
5. If the prospective student is anticipating Agency Sponsorship; a letter or voucher that guarantees payment must be provided; or
6. If the prospective student is anticipating the receipt of Private Student/Career Loan Funds, that prospective student must complete all forms and applications in a timely manner and provide all documents requested by the school.
7. The prospective student must provide or make arrangements for provision of the ***\$150.00 Registration Fee***. The \$150.00 Registration Fee must be paid in full, ***prior to or on the student's Orientation Day***.
8. If the prospective student is NOT a citizen of the United States, that prospective student must provide a copy of BOTH the front and back of their alien Registration Card for verification with the United States Department of Justice, Immigration and Naturalization Service.
9. **Paul Mitchell the school Portland** will NOT knowingly enroll any student already attending or admitted to another school offering a similar program of study.
10. **Paul Mitchell the school Portland** will NOT knowingly admit any prospective student with previously earned cosmetology hours from another institution until such time as the school is in receipt of Official Academic Transcripts from the transfer students previously attended Cosmetology school(s).

Credit for Prior Training (Transfer Student)

Students seeking enrollment at **Paul Mitchell the school Portland**, who have previously attended another post secondary Cosmetology School and desires credit for previously earned clock hours **must request official academic transcripts from all schools previously attended**. **Paul Mitchell the school Portland** must receive the transcripts directly from the previous school(s) and they must be received prior to the enrollment of the student.

Transfer students are advised:

- Upon receipt, the transcript(s) will be evaluated, appropriate credit granted, and the program length shortened proportionately. Institutional charges will be prorated based on the length of program left to complete.
- **Paul Mitchell the school Portland** will **NOT** accept “Safety and Sanitation” from schools which are out-of-state or out-of-country as they may conflict with current State of Oregon Safety and Sanitation laws, rules, and procedures.
- **Paul Mitchell the school Portland** will **NOT** accept previously earned training hours that are OLDER than 10 years.

Re-entering / Re-starting Training

Students who have previously attended **Paul Mitchell the school Portland**, are required to execute a NEW Enrollment Agreement/Contract. The new contract will be based upon the charges and course lengths in effect on the date of re-entry. The previously earned hours will be evaluated, appropriate credit granted, and the program length shortened proportionately. Institutional charges will be prorated based on the length of program left to complete. **At the time of the Enrollment Agreement/Contract is completed and signed, a \$150.00 Registration fee is due.** Students must meet the school’s admissions requirements, and **pay ALL outstanding charges from the previous enrollment**. Students must re-enter assuming the SAME progress averages they had earned at the time of their withdrawal or termination.

Paul Mitchell the school Portland reserves the right to deny re-entry to any student who withdrew or was terminated from this institution for failure to meet student conduct standards and/or satisfactory academic or attendance progress standards. In the instance of such a decision, the student will be notified in writing.

Orientation Day is Required

Prior to beginning training, **all students are required to attend an Orientation Day**. During Orientation Day the Institutional Catalogue, Policies, and Procedures are reviewed, and all Program Curriculums and Requirements are explained.

Ability to Learn In the English Language

All instruction and training is provided in the English Language. All textbooks, videos, reference materials, training materials, product labels, and institutional publications are provided in the English Language.

Student Population and Starting Class Size

Generally, student enrollment fluctuates to a Maximum of 250 students at any given time. Starting class size is limited to 20 “new” students.

Ownership & Location

Paul Mitchell the school Portland is a privately owned and Limited Liability Company, Global Educational Systems, LLC, is the owner of **Paul Mitchell the school Portland**. Mr. John Paul DeJoria II is the CEO of Global Educational Systems.

Paul Mitchell the school Portland is located at 234 SW Broadway in Downtown Portland, Oregon. The facility is located on the main street of downtown Portland, within convenient walking distance of restaurants, banks, shops, and public parking facilities.

Licensing and Accreditation

Paul Mitchell the school Portland is approved for operations by the following agency and association: Any interested party may request to review the schools letters of approval from the state or accrediting agency by requesting an appointment with the school Director.

Licensure: State of Oregon, Department of Education,
Private Career School Division
255 Capitol St. NE
Salem, OR 97310-1300
Phone: 503 947-5600 Fax: 503 378-5156

NACCAS National Accrediting Commission of Career
Arts & Sciences
4401 Ford Avenue Suite 1300
Alexandria, VA 22302
Phone: 703 600-7600 Fax: 703 379-2200

Professional
Association: Oregon Association of Cosmetology Colleges

ADMINISTRATION, FACULTY AND STAFF

John Paul DeJoria II

President and CEO:

Mr. DeJoria is responsible for the administration and operational oversight of **Paul Mitchell the school Portland**, in order to ensure that the school is run in an ethical, professional, and businesslike manner.

Marquita Goldsby

Director:

Ms. Goldsby supervises the daily operations of the entire school and all staff members. A part of their duties include, but are not limited to overseeing of Admissions, Education, Student Services, Student Records, and Student Financial Assistance. Ms. Goldsby performs additional duties as assigned by the President and CEO.

**Kimberly Morrison
Kathleen O’Neill**

Admissions Leaders:

Kimberly and Kathleen perform overall supervisory and administrative duties and functions as the “right-hand, eyes, and ears” of the executive staff. This is a position of enforcement and on-site, daily review to ensure that all Health and Safety, Educational, Personnel, Student, Training and recordkeeping requirements are satisfied and complied with “to the letter” and in a uniform, consistent and even-handed manner. The Office Manager/Admissions Leader supervises the WRITTEN intake of all student questions and requests, schedules, staff meetings and records the notes from those meetings. The Office Manager/Admissions Leader supervises the student admission process, schedules tours, and interviews prospective students. The Office Manager/Admissions Leader not a licensed Cosmetology instructor and does not teach or train students.

Brenda Satchell

Director Of Education:

Coordinates and reviews all matters relevant to the Educational Curriculum, Safety & Sanitation and the overall implementation of the Department of Education rules and regulations. Mrs. Satchell is also responsible for the day-to-day supervision of faculty and student training, daily monitoring of classroom and practical lessons, daily oversight of the clinic floor and front desk, ensuring that required tests are given to students and that the grades are accurately reported, ensuring that monthly progress reports are issued to all students, student advisements, and discipline, and performs additional duties as assigned by the Director, and President and CEO.

**Kristen Newman
Tiffany Brown
Jessica Irvin
Keilee Hoag
Alyson Cheadle
Rosa Washington
Tracy Wright**

Learning Leaders:

Learning Leaders are responsible for the daily theory and practical training of students. Duties are inclusive of, but not limit to the preparation of lesson plans, Theory instruction, Theory testing & grading, practical instruction, practical testing & grading, supervision of the Clinic floor and additional duties as assigned by Director of Education, or the school Director.

Malia Tippetts
Mariana Mauleon

Operations Coordinator:

Malia and Mariana have years of organization development, advertising and business management experience. They both bring years of valuable experience along with their bubbly personality and their kind and gentle way of engaging with the Future Professionals. Malia and Mariana are a great asset to the Paul Mitchell family. They share the task of maintaining the student financial records as well as required reporting, including but not limited to data input and posting, and additional duties as assigned by the Director or President and CEO.

Kathie Ghores

Operations Facility Coordinator/Student Records:

Kathie Ghores is a part of the Operations division. She recently joined the team in June of 2008. She has worked in the business industry for 25 years. Her expertise and training in research, communications and office management, is a great asset for our school. She has the task of maintaining the facility, assisting with the maintenance of the student financial files, as well as filling in at the reception desk.

Lorin Arendt

Administrative Assistant:

Lorin is a wonderful addition to our team. He is the kind of person, who has so many skills, that she works well in every department of the school. That's why he is so valued. Lorin is responsible for data entry in the Operations Department, assisting the Admissions Leader when needed, filling in at the reception desk, and any additional duties assigned by the Director.

Morningstar Foucault

Take Home/Service Desk Coordinator:

Jared Juson

MorningStar, comes to our team with loads of experience in sales. MorningStar is responsible for the overall run of the Take-Home Store and Service Desk. She has great customer service skills and is also responsible for making reservations for the guests, and filling in at the reception desk as needed. The Service team also performs additional duties as assigned by the Director, and CEO.

Josh Lane

Samantha Chin

Ashli Evans

Brittany

Kristen Maksymiak

Oregon Law requires that "Each career school shall display its license in a prominent place." ORS 345.030 (5)

Substitute Instructors:

Marquita Goldsby

Danny Cecil

Jessica Satrum

Peggy Dummert

In the instance that a faculty member is ill and cannot be present at the school for the training day, **Paul Mitchell the school Portland** maintains a list of licensed, "emergency instructors" who are qualified to substitute for staff members. These substitute instructors are: to be determined as the instance may arise.

“Substitute Instructor” is required under Oregon law to post their licenses with all the other faculty licenses on the day, or days that they are on-site at the school instructing and training our students.

DESCRIPTION OF FACILITY AND EQUIPMENT

Paul Mitchell the school Portland is a facility that totals approximately 18,000 square feet. The total footage is divided into an upper, lower, and basement levels. The lower level consists of a clinic floor equipped with 70 styling stations and hydraulic styling chairs, manicure and pedicure area, facial area, reception area, dispensary, product store, and restrooms. The upper level consists of three large classrooms, lockers, student lunch room, staff office; these levels are accessible by stairwell and elevator. The training facility is equipped with a complete video system, a large video library, in addition to numerous audio programs and equipment designed to enable students to practice, review lessons, or fine-tune their skills.

Statement of Non-Discriminatory and Handicap Accessibility (USC-ADA):

Paul Mitchell the school Portland in its admission, instruction, and graduation policies and practices does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, financial status, marital status, height weight ratio, sexual orientation, or ancestry. The school does not allow or tolerate bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way you are required to report the matter to the school’s Director immediately in order for appropriate action to be taken.

If a perspective student or current student needs a special accommodation in accordance with the Americans with Disabilities Act (ADA), they should notify the School Compliance Coordinator/Director Marquita Goldsby, as soon as possible in order for the school to assist the student with their accommodation.

Equal Opportunity:

It is a violation of **Paul Mitchell the school Portland** published Policy for any manager, supervisor, faculty member or student to engage in the harassment of, or discrimination against any member of the institutional Community based on gender, age, race, place of national origin, native language, ethnicity, color, financial status, marital status, height weight ratio, disability, sexual orientation, or religion. Inquiries regarding any situation in which the equal opportunity standards or values of this institution may have been violated, should be reported directly and immediately to the CEO, or a managing staff member.

Special Services and Facilities Available to Handicapped Students:

Paul Mitchell the school Portland is handicapped accessible at street level. The upper level of the school is handicapped accessible. The facility has a working elevator that goes from the basement to the 2nd floor. The institution will NOT knowingly enroll any student who could not reasonably be expected to benefit from training however there are no special services or facilities provided beyond handicapped accessibility. The school however, will make a reasonable effort to accommodate the needs of a handicapped or disabled person.

Access to Public Transportation:

Paul Mitchell the school Portland is conveniently located within one block of the MAX train and Tri-Met bus lines. Visit Tri-Met website: <http://www.trimet.org/howtoride/index.htm>

Student Parking:

Student on-street parking is easily accessible to all students utilizing their personal vehicles for commuting to and from training. **Paul Mitchell the school Portland** assumes no responsibility or liability for any student vehicle utilizing private or public parking.

Student Housing:

Paul Mitchell the school Portland does **NOT** provide, furnish, endorse, nor recommend student-housing facilities during a student's period of enrollment. Dormitory facilities are NOT available. Students are responsible for their personal housing arrangements.

Student Locker:

Paul Mitchell the school Portland provides each student with an individual locker, in which the student may keep their personal items, kits, and textbooks. The school is not responsible for lost, stolen, or damaged items. A student is NOT allowed to store any type of hazardous material in their locker. The locker is property of the school. In the instance the student ceases to attend the training and does not empty out their assigned locker, the school will break open and empty the locker after a period of 45 days from the student's last day of attendance has elapsed.

Non-Smoking Environment:

Smoking is not permitted inside the school. The "Smoking Lounge" is located outside the building. Students are not allowed to smoke at the facility entrance.

HOLIDAYS, HOURS OF OPERATION AND EMERGENCY CLOSURE

Paul Mitchell the school Portland is closed in observance of the following holidays.

<u>Month:</u>	<u>Holiday:</u>	<u>Month:</u>	<u>Holiday:</u>
May	Memorial Day	July	Independence Day
September	Labor Day	November	Thanksgiving Day
December	Christmas Eve ½ Day	December	Christmas Day
December	New Years Eve ½ Day	January	New Years Day

In-service Staff Training Days: **Paul Mitchell the school Portland** is closed on pre-announced staff and faculty “in-service” training days. Closures for staff training purposes are announced and posted for all students. Generally these days are scheduled to fall on Tuesdays, to provide students with a three-day weekend.

Emergency Closure:

Snow, ice, and inclement weather conditions, during which time the safety of our students, staff, and clients could be endangered force emergency closure of the school. Emergency closure is announced over local radio and television stations prior to 7:00am and throughout the day. Should threatening weather conditions develop while in school is in progress, students may be dismissed early.

School Hours of Operation:

Tuesday	9:00am – 5:00pm	Sunday	Closed
Wednesday	9:00am – 5:00pm	Monday	Closed
Thursday	9:00am – 5:00pm		
Friday	9:00am – 5:00pm		
Saturday	9:00am – 5:00pm		

Daily Discipline Schedule:

Tue, Thur, Fri	9:00am – 10:00am	Theory/Adaptive & Creative
Tue, Thur, Fri	10:15am – 5:00pm	Clinic Floor Operations
Tue – Sat	9:00am – 5:00pm	Core Classroom Curriculum
Wednesday	9:00am – 12:00pm	Guest Artist / Specialty Class
Saturday	Clinic Floor All Day	Adaptive/Creative

STUDENT TIMES AND SCHEDULES

All students are scheduled to attend **NO LESS** than **27.5 clock hours per week**. Under statutory definition all enrolled students are **FULL TIME** students.

Student Schedules:

All students are **FULL TIME** students. The following full time schedules are available to students.

27.5 scheduled clock hours per week

Start at 9:00am depart at 3:00pm - 30 min. lunch - Tuesday through Saturday

or

32.5 scheduled clock hours per week

Start at 9:00am and depart at 4:00 pm – 30 min. lunch - Tuesday through Saturday

or

35 scheduled work hours per week

Start at 9:00am and depart at 4:30 pm – 30 min. lunch - Tuesday through Saturday

or

37.5 scheduled work hours per week

Start at 9:00am and depart at 5:00 pm – 30 min. lunch - Tuesday through Saturday

Maximum Possible Weekly Hours:

Paul Mitchell the school Portland is open for operations 40 hours each calendar week. In general terms, no student is scheduled to be in attendance in excess of 37.5 clock hours per week.

Exceptions to the maximum 37.5 clock hours per week schedule are:

- A student who is completing institutionally approved “make-up” or remedial clock hours, practical requirements, or tests to meet Satisfactory Attendance Standards.
- A student needing to complete assignments or a client service of that day.

Student Lunch Period:

The 30 minute student lunch period may **NOT** be credited towards or counted as accrued training hours. Students are not allowed to intentionally “skip” lunch, in order to receive clock hours. Students are required to “clock-out” (Swipe the timecard) at the beginning of their lunch period and to “clock-in” (Swipe the timecard) upon return. In addition to swiping your time card you must also sign in and out at the service desk. This supports the Service Coordinator with assigning the future professional accordingly to clients that are being assigned. In the instance that a student fails to clock in or clock out for lunch, the time record must be annotated and signed by a staff member who can assert personal knowledge the student was on or off the clock during the specific time period.

Course and Programs Measured in Clock Hours and Definition of a Clock Hour:

Paul Mitchell the school Portland measures its course length in “Clock Hours”. Each clock hour is measured as sixty minutes during which time the student was engaged in an activity directly related to their training.

Teaching Techniques:

Various teaching techniques are utilized in order to provide our students with a continuously interactive learning environment. These teaching methods and techniques are inclusive of lectures, practical demonstrations, student projects, theory tests, practical tests, video and DVD visual aids, role playing, guest artists, question & answer periods and research/resource periods.

Training Equipment and Supplies provided by the school:

Paul Mitchell the school Portland, provides shampoo bowls, student stations, manicure tables, hair dryers, blow dryers, curling irons, crimping irons, hydraulic styling chairs, towels, cosmetics, skin creams, nail polish, cotton balls, rubber gloves, gauze, orange sticks, files, shampoos, cream rinses, hair conditioners, solutions, tints, bleaches, permanent rods, permanent papers, disinfectants, and all other professional “salon-type” inventory items and equipment that are necessary to serve clients and learn cosmetology skills.

The Esthetics training area provides full beds, 8 in 1 machines & microdermabrasion unit, so that students and clients may experience a professional spa atmosphere.

Student Textbooks and Kits:

Students are advised to **REFRAIN** from loaning any part of their kit or textbooks. The school is **NOT** responsible for items that are lost or stolen. Published Kit lists herein are **subject to change**. Kits are upgraded on a regular basis and certain items or manufacturer brands may be substituted depending upon manufacturer changes. In instances such as this a similar item of comparable value is part of the kit.

Right to Independent Purchase of Kit and Textbooks on First Day:

Any student who desires to independently purchase their Kit or Textbook from a vendor other than **Paul Mitchell the school Portland** has the right to do so. A kit list will be provided to any student wishing to independently purchase their own kit.

TEXTBOOK MATERIALS AND KITS

Textbooks (All Courses – Cost \$450.00)

Each student signs a textbook receipt at the time the text materials are received.
Text/Materials include:

Milady's Standard Esthetic Textbook ISBN 1-4283-1892-5, (Hard) 225.00
Milady's Standard Esthetic Student Workbook ISBN: 1-4283-1894-1, 112.50
Milady's Standard Esthetic Exam Review ISBN: 1-4283-1895-X, 112.50

Milady's Standard Nail Technology Textbook ISBN 1-4354-9768-6 (Soft) 187.65
Milady's Standard Nail Technology Student Workbook ISBN: 1-4354-9764-3, 162.35
Milady's Standard Nail Technology Exam Review ISBN: 1-4354-9763-5 100.00

Milady's Standard Cosmetology Textbook ISBN 1-4180-4935-2 (Soft) 155.75
Milady's Standard Cosmetology Theory Workbook ISBN: 1-4180-4941-7, 101.75
Milady's Standard Cosmetology Exam Review ISBN: 1-4180-4943-3 90.75
Milady's Standard Cosmetology Practical Workbook ISBN: 1-4180-4942-5, 101.75

Hair Design/Barbering Kits – Cost \$1,500.00

CORE students utilize equipment and supplies that are provided by the school. Each student signs a kit receipt at the time the kit is received.

Nail Technology Kit (Nails Only Student) Cost - \$500.00

CORE students utilize equipment and supplies that are provided by the school. Each student signs a kit receipt at the time the kit is received.

Esthetics Kit (Esthetics Only Student) Cost - \$400.00

CORE Students utilize equipment and supplies that are provided by the school. Each student signs a kit receipt at the time the kit is received.

Cosmetology Kit Cost - \$2,000.00

CORE Students utilize equipment and supplies that are provided by the school. Each student signs a kit receipt at the time the kit is received.

COURSE & CURRICULUM DESCRIPTIONS

Mandatory Curriculum Components:

The State of Oregon requires all students enrolled in a cosmetology related training program to actually attend and successfully complete 150 clock hours in Safety, Sanitation & Hygiene and 100 clock hours in Career Development.

State of Oregon Department of Education Curriculum and Website:

Although the school publishes direct citations of the current private career school rules and curriculums that are published by the Oregon Department of Education this institution encourages students to access the Department's website at: www.ode.StateofOregon.or.us

Safety, Sanitation, and Hygiene – 150 Clock Hours:

Dispensary	20 Clock Hours
Hazardous Chemical Awareness	8 Clock Hours
OSHA Regulation/MSDS Sheets	20 Clock Hours
Oregon Law/Oregon Rules and Regulations	20 Clock Hours
First Aid	8 Clock Hours
Safety/Sanitation: Includes Decontamination & Infection Control and Bacteriology	74 Clock Hours
Total Hours:	150 Clock Hours

Career Development – 100 Clock Hours:

Orientation	4 Clock Hours
Debt Management	4 Clock Hours
Professionalism	20 Clock Hours
Salaries/Taxes	16 Clock Hours
Setting Up A Business	10 Clock Hours
Resume Preparation/Interview	6 Clock Hours
Salon and Reception Operations	20 Clock Hours
Advertising/Promotion	4 Clock Hours
Time Management	4 Clock Hours
Discretionary Hours	12 Clock Hours
Total Hours:	100 Clock Hours

Required CORE Testing:

Prior to being allowed to lawfully perform services to members of the public in the school the student must take and pass both written and practical CORE examination. The time frame for these required CORE tests are:

- Hair Design 160 Hours
- Barbering 100 Hours
- Nail Technology 40 Hours
- Esthetics 40 Hours

GRADING PROCEDURES AND GRADE SCALES

Student grades will be based on theory assignments, theory tests, practical assignments, and practical tests. Students **must achieve a grade of “D” (75%) or better** for work to be considered acceptable, according to the following grade scale.

Theory Work will be graded according to the following grade scale:

<u>Percentage</u>	<u>Grade</u>	
100% to 95%	A	Excellent
94.9% to 89%	B	Good
88.9% to 82%	C	Average
81.9% to 75%	D	Below Average
74.9% or Less	F	Failing

Practical & Laboratory work will be graded according to the following grade scale:

<u>Percentage</u>	<u>Grade</u>	
100% to 95%	4	Excellent
94.9% to 89%	3	Good
88.9% to 82%	2	Average
81.9% to 75%	1	Below Average
74.9% or Less	F	Failing

INSTITUTIONAL HAIR DESIGN PRACTICAL REQUIRMENTS

In order for a student to graduate from the **1700 clock-hour Hair Design** course of training, this institution requires the student must complete NO LESS than the number of practical operations listed.

<u>Course Description:</u>	<u>Hours</u>	<u>Required Practical Services</u>	<u>Req</u>
History of Hair Design	5 hrs	CORE Practical Exam	1
Properties of Hair and Scalp	50 hrs	Final Practical Exam	1
Draping, Shampooing and Rinsing	50 hrs	Shampoo	75
Hair Cutting	400 hrs	Conditioners	75
Hair Styling-Finger Wave, Wet Sets, Thermal		Scalp Treatments	25
Styling, Straightening	450 hrs	Scalp Massage	15
Chemical Services-Permanent Waving, Hair		Haircutting – Shears	200
Coloring, Chemical Hair Relaxing, Soft Curl			
Perm	350 hrs	Clipper Cuts	25
Artistry of Artificial Hair & Pieces	10 hrs	Razor Cuts	25
Shaving, Trimming Beard	20 hrs	Men’s Shaves	5
Chemistry	10 hrs	Men’s Beard Trims	5
Anatomy and Physiology	10 hrs	Hair Styles	200
Implements Tools, Equipment	25 hrs	Thermal Hair Styles	75
Electricity and Light Therapy	5 hrs	Perms	60
Discretionary Hours	65 hrs	Relaxers	5
Safety, Sanitation and Hygiene	150 hrs	Frosts	5
Career Development	100 hrs	Tints	40
TOTAL TRAINING HOURS:	1,700 hrs	Bleaches	10
		Weaves	15
		Wiggery/Hair Pieces	5
		Hair Color – Entire Head	10
		Finger Waves	10
		Braids	5
		Up-Do’s	5
		Safety and Sanitation	400

****REQUIREMENT** The clock hours and practical requirements in each category listed MUST be completed in order for the student to accomplish their course of training.**

Hair Design – 1700 Clock Hours

The Hair Design Course consists of 1700 Clock Hours of instruction regarding basic hair care, shampoo, conditioning, cutting, setting, coloring, perms, other chemical services; safety, sanitation & hygiene and career development requirements.

****Oregon Department of Education 1700 Clock-Hour Hair Design Curriculum****

The State of Oregon mandates that during the course of study the student will receive THEORY instruction; classroom instruction demonstrations, guided PRACTICE, and CLINIC experience while under the supervision of a licensed instructor. The State of Oregon provides all cosmetology institutions with a published curriculum.

Hair Design Course Goal and Objective:

The Hair Design Course is designed to provide students with adequate preparation in Hair Design to take the State of Oregon Board of Examination and work as a licensed entry level hair stylist in this State of Oregon.

Hair Design Course Format:

The clock hour education is provided through a sequential set of learning steps addressing specific knowledge and tasks necessary for the State of Oregon board preparation, graduation, and job entry skills. Clinic equipment, supplies and products are comparable to those used in the industry. Throughout the course, subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, theory & practical testing, class discussion & projects, audio-visual aids, guest speakers and other related learning methods.

Hair Design Course Length:

The **Hair Design** Course is **1700** clock hours in length. The length of time needed for the student to actually attend all scheduled course hours is based upon the students schedule and that student's attendance.

- If a student is scheduled for **27.5** clock hours each week and maintains 100% attendance, the student will complete the Hair Design Course in **62 weeks**.
- If a student is scheduled for **32.5** clock hours each week and maintains 100% attendance, the student will complete the Hair Design Course in **52 weeks**.
- If a student is scheduled for **35** clock hours each week and maintains 100% attendance, the student will complete the Hair Design Course in **49 weeks**.
- If a student is scheduled for **37.5** clock hours each week and maintains 100% attendance, the student will complete the Hair Design Course in **45 weeks**.

Minimum Training and Practical Testing Required

Prior to Assignment on the Clinic Floor:

In the State of Oregon “no student shall perform a task in a clinic lab without first having achieved verifiable minimum competence.” In the Hair Design Course the student recommended minimum guideline for classroom and laboratory instruction is 160 clock hours prior to any assignment on the clinic floor. In addition to this State of Oregon requirement **Paul Mitchell the school Portland** REQUIRES each student to take and pass a theory & practical examination prior to any assignment on the clinic floor.

Regularly Scheduled Practical Testing:

The training provided by **Paul Mitchell the school Portland** is “vocational” or “hands-on”. In order to determine a student’s mastery of practical skills, the school administers a series of timed practical tests. The Hair Design course includes a series of practical tests in addition to a CORE Practical Final Examination.

Levels of Training:

- First Level – CORE Status – the first 160 clock hours of training and successful completion of all CORE Theory Tests and the CORE Practical Examination
- Second Level – ADAPTIVE Status – successfully complete the CORE Level Course, assignment to Clinic Floor, perform actual services upon clients must successfully complete half Theory and Practical Tests
- Pending Graduate – CREATIVE Status - must actually complete all course hours, take and pass Final Theory and Practical Examinations

GRADING PROCEDURES AND GRADE SCALES

Student grades will be based on theory assignments, theory tests, practical assignments, and practical tests. Students must achieve a grade of “D” (75%) or better for work to be considered acceptable, according to the following grade scale.

THEORY WORK WILL BE GRADED ACCORDING TO THE FOLLOWING GRADE SCALE:

<u>Percentage</u>	<u>Grade</u>	
100% to 95%	A	Excellent
94.9% to 89%	B	Good
88.9% to 82%	C	Average Below
81.9% to 75%	D	Average
74.9% or Less	F	Failing

PRACTICAL & LABORATORY WORK WILL BE GRADED ACCORDING TO THE FOLLOWING GRADE SCALE:

<u>Percentage</u>	<u>Grade</u>	
100% to 95%	A	Excellent
94.9% to 89%	B	Good
88.9% to 82%	C	Average Below
81.9% to 75%	D	Average
74.9% or Less	F	Failing

INSTITUTIONAL NAIL TECHNOLOGY

PRACTICAL REQUIRMENTS

In order for a student to graduate from the **600 clock hour Nail Technology Course** of training, this institution requires the student must complete NO LESS than the number of practical operations listed.

<u>Course Description:</u>	<u>Hours</u>	<u>Required Practical Services</u>	<u>Req</u>
Manicuring	40 hrs	CORE Practical Exam	1
Pedicuring	40 hrs	Final Practical Exam	1
Nail Wrap Systems	30 hrs	Various Practical Skills Test	7
Nail Tips	20 hrs	Manicuring	25
Acrylic Nail Forms	50 hrs	Hot Oil Manicure	10
Artificial Nail Removal	10 hrs	Pedicuring	25
Artificial Nail Repairs	15 hrs	Hand & Foot Massage	50
Artificial Nail Fills	20 hrs	Acrylic Nail Tips	15
Hand & Foot Massage	30 hrs	Gels	5
Nail Disorder & Diseases	20 hrs	Nail Wrap Systems	5
Equipment, Implements, Cosmetics		Acrylic Nail Forms	10
Chemistry, Materials	15 hrs	Artificial Nail Removal	5
Discretionary Hours	60 hrs	Artificial Nail Repairs	5
Safety, Sanitation & Hygiene	150 hrs	Artificial Nail Fills	5
Career Development	100 hrs	Nail Art	5
TOTAL TRAINING HOURS:	600 hrs	Safety & Sanitation	400

****REQUIREMENT**** The clock hours and practical requirements in each category listed **MUST** be completed in order for the student to accomplish their course of training.

Nail Technology – 600 Hours:

The Nail Technology course consists of 600 clock hours of instruction regarding basic manicure, pedicure, hand & foot massage, artificial nails & tips; safety, sanitation & hygiene and career development requirements.

****Oregon Department of Education 600 Clock Hour Nail Technology Curriculum****

The State of Oregon mandates that during the course of study the student will receive THEORY instruction, classroom instructor demonstrations, guided PRACTICE and CLINIC experience while under the supervision of a licensed instructor. The State of Oregon provides all cosmetology institutions with a published curriculum.

Nail Technology Course Goal and Objective:

The Nail Technology Course is designed to provide students with the adequate preparation in Nail Technology to take the State of Oregon Board of Examination and work as a licensed entry level Manicurist or Nail Technician in Oregon.

Nail Technology Course Format:

The clock hour education is provided through a sequential set of learning steps addressing specific knowledge and tasks necessary for the State of Oregon board preparation, graduation, and job entry skills. Clinic equipment, supplies, and products are comparable to those used in the industry. Throughout the course subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, theory and practical testing, class discussion and projects, audio-visual aids, guest speakers, and other related learning methods.

Nail Technology Course Length:

The **Nail Technology Course** is **600 clock hours in length**. The length of time needed for the student to actually attend all scheduled course hours is based upon the student's schedule and that student's attendance.

- If a student is scheduled for **25 clock hours each week**, and maintains 100% attendance, the student will complete the Nail Technology Course in **22 weeks**.
- If a student is scheduled for **32.5 clock hours each week**, and maintains 100% attendance, the student will complete the Nail Technology Course in **18 weeks**.
- If a student is scheduled for **35 clock hours each week**, and maintains 100% attendance, the student will complete the Nail Technology Course in **17 weeks**.
- If a student is scheduled for **37.5 clock hours each week**, and maintains 100% attendance, the student will complete the Nail Technology Course in **16 weeks**.

Minimum Training and Practical Testing

Required Prior to Assignment on the Clinic Floor

In the State of Oregon *“no student shall perform any task in a clinic lab without first having achieved verifiable minimum competence.”* In the Nail Technology Course the student recommended minimum guidelines for classroom and laboratory instruction is 40 clock hours prior to any assignment on the clinic floor. In addition to this State of Oregon requirement, **Paul Mitchell the school Portland REQUIRES that each student take and pass a theory & practical examination prior to any assignment on the clinic floor.**

Regularly Scheduled Practical Testing

The training provided by **Paul Mitchell the school Portland** is “vocational” or “hands-on.” In order to determine a student’s mastery of practical skills the school administers a series of timed practical tests. The Esthetics course includes a series of practical tests in addition to a CORE Practical and Final Examination Practical.

GRADING PROCEDURES AND GRADE SCALES:

Student grades will be based on theory assignments, theory tests, practical assignments, and practical tests. Students must achieve a grade of “D” (75%) or better for work to be considered acceptable, according to the following grade scale.

THEORY WORK WILL BE GRADED ACCORDING TO THE FOLLOWING GRADE SCALE:

<u>Percentage</u>	<u>Grade</u>	
100% to 95%	A	Excellent
94.9% to 89%	B	Good
88.9% to 82%	C	Average
81.9% to 75%	D	Below Average
74.9% or Less	F	Failing

PRACTICAL & LABORATORY WORK WILL BE GRADED ACCORDING TO THE FOLLOWING GRADE SCALE:

<u>Percentage</u>	<u>Grade</u>	
100% to 95%	4	Excellent
94.9% to 89%	3	Good
88.9% to 82%	2	Average
81.9% to 75%	1	Below Average
74.9% or Less	F	Failing

INSTITUTIONAL ESTHETICS PRACTICAL REQUIRMENTS

In order for a student to graduate from the **500 clock hour Esthetics course** of training, this institution requires that the student must complete NO LESS than the number of practical operations listed.

<u>Course Description:</u>	<u>Hours</u>	<u>Required Practical Services</u>	<u>Req</u>
Massage	35 hrs	CORE Practical Exam	1
Facials	45 hrs	Final Practical Exam	1
Facial Make Up	35 hrs	Various Practical Skills	7
Skin Disorders	40 hrs	Facial Massage	15
Hair Removal	15 hrs	Facials – Plain	25
Chemistry & Anatomy	30 hrs	Facials – Make-up	25
Electricity & Light Therapy	5 hrs	Hair Removal	20
Body Treatments	8 hrs	Brow Arching	20
Discretionary	37 hrs	Chemical Exfoliation	10
Safety, Sanitation and Hygiene	150 hrs	Facial Treatments	15
Career Development	100 hrs	Body Wrap/Treatments	3
TOTAL TRAINING HOURS:	500 hrs	Safety & Sanitation	400

****REQUIREMENT** The clock hours and practical requirements in each category listed MUST be completed in order for the student to accomplish their course of training.**

Esthetics 500 Clock Hours:

The Esthetics course consists of 500 clock hours of instruction regarding basic massage, facial treatments, skin care and skin disorders, cosmetic products and application, removal of unwanted hair from lower limbs, body wrap treatments; safety, sanitation & hygiene and career development requirements.

****Oregon Department of Education 500 Clock Hours Esthetics Curriculum****

The State of Oregon mandates that during the study a student will receive THEORY instruction, classroom instructor demonstrations, guided PRACTICE and CLINIC experience while under the supervision of a licensed instructor. The State of Oregon provides all cosmetology institutions with a published curriculum.

Esthetics Course Goal and Objective:

The Esthetics Course is designed to provide students with adequate preparation in esthetics to take portions of the State of Oregon Board of Examination in conjunction with their Nail Technology and/or Hair Design Course and work as a licensed entry level Cosmetologist or Esthetician in Oregon.

Esthetic Course Format:

The clock hour education is provided through a sequential set of learning steps addressing specific knowledge and tasks necessary for State of Oregon Board preparation, graduation and job entry skills.

Clinic equipment, supplies, and products are comparable to those used in the industry. Throughout the curriculum subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, theory & practical testing, class discussion & projects, audio-visual aids, guest speakers, and other related learning methods.

Esthetic Course Length:

The Esthetic Course is 500 clock hours in length. The length of time needed for the student to actually attend all scheduled course hours is based upon the student's schedule and that student's attendance.

- If a student is scheduled for **25 clock hours each week**, and maintains 100% attendance, the student will complete the Esthetic Course in **18 weeks**.
- If a student is scheduled for **32.5 clock hours each week**, and maintains 100% attendance, the student will complete the Esthetic Course in **15 weeks**.
- If a student is scheduled for **35 clock hours each week**, and maintains 100% attendance, the student will complete the Esthetic Course in **14 weeks**.
- If a student is scheduled for **37.5 clock hours each week**, and maintains 100% attendance, the student will complete the Esthetic Course in **13 weeks**.

Minimum Training and Practical Testing

Required Prior to Assignment on the Clinic Floor

In the State of Oregon “no student shall perform a task in a clinic lab without first having achieved verifiable minimum competence.” In the Esthetics Course the student recommended guideline for classroom and laboratory instruction is 40 clock hours prior to any assignment on the clinic floor. In addition to this State of Oregon requirement **Paul Mitchell the school Portland** REQUIRES each student to take and pass a theory & practical examination prior to any assignment on the clinic floor.

Regularly Scheduled Practical Testing

The training provided by **Paul Mitchell the school Portland** is “vocational” or “hands-on.” In order to determine a student's mastery of practical skills the school administers a series of timed practical tests. The Nail Technology course includes of a series of practical tests in addition to a CORE Practical and Final Examination Practical.

GRADING PROCEDURES AND GRADE SCALES

Student grades will be based on theory assignments, theory tests, practical assignments, and practical tests. Students must achieve a grade of “D” (75%) or better for work to be considered acceptable, according to the following grade scale

THEORY WORK WILL BE GRADED ACCORDING TO THE FOLLOWING GRADE SCALE:

<u>Percentage</u>	<u>Grade</u>	
100% to 95%	A	Excellent
94.9% to 89%	B	Good
88.9% to 82%	C	Average
81.9% to 75%	D	Below Average
74.9% or Less	F	Failing

PRACTICAL & LABORATORY WORK WILL BE GRADED ACCORDING TO THE FOLLOWING GRADE SCALE:

<u>Percentage</u>	<u>Grade</u>	
100% to 95%	A	Excellent
94.9% to 89%	B	Good
88.9% to 82%	C	Average
81.9% to 75%	D	Below Average
74.9% or Less	F	Failing

INSTITUTIONAL BARBERING PRACTICAL REQUIRMENTS

In order for a student to graduate from the **1350 clock-hour Barber Course** training, this institution require that the student must complete NO LESS than the number of practical operations listed.

<u>Course Description:</u>	<u>Hours</u>	<u>Required Practical Services</u>	<u>Req</u>
History of Barbering	5 hrs	CORE Practical Exams	1
Implements, Tools, and Equipment	25 hrs	Final Practical Exams	1
Properties and Disorders of the Skin,	50 hrs	Various Practical Skills Tests	9
Scalp & Hair	50 hrs	Shampoo	250
Draping, Shampooing, & Rinsing	50 hrs	Conditioners & Rinses	200
Facial Massage and Treatments	10 hrs	Scalp Treatment	20
Haircutting	580 hrs	Scalp Massage	15
Hairstyling	300 hrs	Facial Massage and Treatments	25
Shaving, Moustache and Treatments	10 hrs	Haircutting	400
Artificial Hair/ Hair pieces	5 hrs	Clipper Cuts	25
Electricity and Light Therapy	5 hrs	Razor Cuts	25
Chemistry	10 hrs	Men's Shaves	15
Anatomy & Physiology	10 hrs	Men's Beard Trim	15
Safety, Sanitation, and Hygiene	150 hrs	Hairstyling	175
Career Development	90 hrs	Thermal Styles	75
TOTAL TRAINING HOURS	1350 hrs	Artificial Hair / Hairpieces	5
		Braids	5
		Safety & Sanitation	400

****REQUIREMENT** The clock hours and practical requirements in each category listed MUST be completed in order for the student to accomplish their course of training.**

Barbering 1350 Clock Hours:

The Barbering course consists of 1350 clock hours of instruction regarding basic barbering, hair cutting, hair styling, shaving, skin and scalp care; safety, sanitation & hygiene and career development requirements. This course does not include chemical services such as hair coloring or permanent waving.

****Oregon Department of Education 1350 Clock Hours Barbering Curriculum****

The State of Oregon mandates that during the study a student will receive THEORY instruction, classroom instructor demonstrations, guided PRACTICE and CLINIC experience while under the supervision of a licensed instructor. The State of Oregon provides all cosmetology institutions with a published curriculum.

Barbering Course Goal and Objective:

The Barbering course is designed to provide the students with adequate preparation in Barbering to take the State of Oregon Board of Examination and work as a licensed entry level hair stylist in this State of Oregon.

Barbering Course Format:

The clock hour education is provided through a sequential set of learning steps addressing specific knowledge and tasks necessary for the State of Oregon board preparation, graduation, and job entry skills. Clinic equipment, supplies and products are comparable to those used in the industry. Throughout the course, subjects are presented in the form of lecture, class assignments, hands-on demonstration, student participation, theory & practical testing, class discussion & projects, audio-visual aids, guest speakers and other related learning methods.

Chemical Services:

Students in the Barbering Course do not receive training in chemical services. Barbering training does not include permanent waving, texture services, or any other type of hair color services.

Barbering Course Length:

The Barbering course is **1450 clock hours in length**. The length of time needed for the student to actually attend all scheduled course hours is based upon the students schedule and that student's attendance.

- If a student is scheduled for **27.5 clock hours each week**, and maintains 100% attendance the student will complete the Barbering Course in **53 weeks**.
- If a student is scheduled for **32.5 clock hours each week**, and maintains 100% attendance the student will complete the Barbering Course in **43 weeks**.
- If a student is schedules for **35 clock hours each week**, and maintains 100% attendance the student will complete the Barbering Course in **41 weeks**.
- If a student is schedules for **37.5 clock hours each week**, and maintains 100% attendance the student will complete the Barbering Course in **39 weeks**.

Minimum Training and Practical Testing

Required Prior to Assignment on the Clinic Floor:

In the State of Oregon **“no student shall perform a task in a clinic lab without first having achieved verifiable minimum competence.”** In the Barbering course the student recommended minimum guideline for classroom and laboratory instruction is 100 clock hours prior to any assignment on the clinic floor. In addition to this State of Oregon requirement, **Paul Mitchell the school Portland REQUIRES** each student take and pass a theory & practical examination prior to any assignment on the clinic floor.

Regularly Scheduled Practical Testing:

The training provided by **Paul Mitchell the school Portland** is “vocational” or “hands on.” In order to determine a student’s mastery of practical skills, the school administers a series of timed practical tests. The Barbering Course includes a series of nine practical tests in addition to a CORE Practical and Final Examination Practical.

GRADING PROCEDURES AND GRADE SCALES

Student grades will be based on theory assignments, theory tests, practical assignments, and practical tests. Students must achieve a grade of “D” (75%) or better for work to be considered acceptable, according to the following grade scale.

THEORY WORK WILL BE GRADED ACCORDING TO THE FOLLOWING GRADE SCALE:

<u>Percentage</u>	<u>Grade</u>	
100% to 95%	A	Excellent
94.9% to 89%	B	Good
88.9% to 82%	C	Average
81.9% to 75%	D	Below Average
74.9% or Less	F	Failing

PRACTICAL & LABORATORY WORK WILL BE GRADED ACCORDING TO THE FOLLOWING GRADE SCALE:

<u>Percentage</u>	<u>Grade</u>	
100% to 95%	A	Excellent
94.9% to 89%	B	Good
88.9% to 82%	C	Average
81.9% to 75%	D	Below Average
74.9% or Less	F	Failing

INSTITUTIONAL COSMETOLOGY “COMBINATION” REQUIRMENTS

In order for a student to graduate from the 2300 clock-hour Cosmetology course training, this institution require that the student must complete NO LESS than the number of practical operations listed.

<u>Course Description:</u>	<u>Hours</u>
Hair Design	1,450 hrs
Esthetics	250 hrs
Nail Technology	350 hrs
Safety, Sanitation & Hygiene	150 hrs
Career Development	100 hrs
TOTAL TRAINING HOURS	2,300 hrs

The **2300 Cosmetology** course is a “combination” Program. The curriculum of this program is a combination of the non-repetitive units of the Hair Design 1450, Esthetics 250, and Nail Technology 350 curriculums.

****REQUIREMENT** The clock hours and practical requirements in each category listed MUST be completed in order for the student to accomplish their course of training.**

Cosmetology 2,300 Clock Hours “Combination Course”:

The Cosmetology course consists of 2,300 clock hours of instruction regarding basic hair cutting, coloring, perms, other chemical services; Esthetics, Nail Technology; safety, sanitation & hygiene and career development requirements.

****Oregon Department of Education 2,300 Clock Hours Cosmetology Curriculum****

The State of Oregon mandates that during the study a student will receive THEORY instruction, classroom instructor demonstrations, guided PRACTICE and CLINIC experience while under the supervision of a licensed instructor. The State of Oregon provides all cosmetology institutions with a published curriculum.

Cosmetology Course Goal and Objective:

The Cosmetology Course is designed to provide the student with adequate preparation in Cosmetology to take the State of Oregon board of Examination and work as a licensed entry level Cosmetologist, Hair stylist, Nail Technician, and Esthetician in this State of Oregon.

Cosmetology Course Format:

The clock hour education is provided through a sequential set of learning steps, addressing specific knowledge and tasks necessary for State of Oregon board preparation, graduation, and the job entry skills. Clinic equipment, supplies, and products are comparable to those used in the industry. Throughout the course subjects are presented in the form of lecture, class assignments, hands-on demonstration student participation, theory & practical testing, class discussion and projects, audio-visual aids, guest speakers, and other related learning methods.

Cosmetology Course Length:

The Cosmetology Course is **2300 clock hours** in length. The length of time needed for the student to actually attend all scheduled course hours is based upon the students schedule and that student's attendance.

- If a student is scheduled for **27.5 clock hours each week** and maintains 100% attendance, the student will complete the Cosmetology Course in **84 weeks**.
- If a student is scheduled for **32.5 clock hours each week** and maintains 100% attendance, the student will complete the Cosmetology Course in **71 weeks**.
- If a student is scheduled for **35 clock hours each week** and maintains 100% attendance, the student will complete the Cosmetology Course in **66 weeks**.
- If a student is scheduled for **37.5 clock hours each week** and maintains 100% attendance, the student will complete the Cosmetology Course in **61 weeks**.

GRADING PROCEDURES AND GRADE SCALES

Student grades will be based on theory assignments, theory tests, practical assignments, and practical tests. Students must achieve a grade of "D" (75%) or better for work to be considered acceptable, according to the following grade scale.

THEORY WORK WILL BE GRADED
ACCORDING TO THE FOLLOWING
GRADE SCALE:

<u>Percentage</u>	<u>Grade</u>	
100% to 95%	A	Excellent
94.9% to 89%	B	Good
88.9% to 82%	C	Average
81.9% to 75%	D	Below Average
74.9% or Less	F	Failing

PRACTICAL & LABORATORY WORK WILL BE
GRADED ACCORDING TO THE FOLLOWING
GRADE SCALE:

<u>Percentage</u>	<u>Grade</u>	
100% to 95%	A	Excellent
94.9% to 89%	B	Good
88.9% to 82%	C	Average
81.9% to 75%	D	Below Average
74.9% or Less	F	Failing

INSTITUTIONAL HAIR DESIGN & NAIL TECHNOLOGY “COMBINATION” Course

In order for a student to graduate from the **2,050 clock hour Hair Design and Nail Technology** course training, this institution require that the student must complete NO LESS than the number of practical operations listed.

<u>Course Description:</u>	<u>Hours</u>
Hair Design	1,450 hrs
Nail Technology	350 hrs
Safety, Sanitation & Hygiene	150 hrs
Career Development	100 hrs
TOTAL TRAINING HOURS	2,050 hrs

****REQUIREMENT** The clock hours and practical requirements in each category listed MUST be completed in order for the student to accomplish their course of training.**

The 2,050 clock-hour Hair Design and Nail Technology Course is a “combination” Program. The curriculum of this program is a combination of the non-repetitive units of the Hair Design 1,450 and Nail Technology 350 curriculums.

Hair Design and Nail Technology “Combination” - 2050 Clock Hours

The Hair Design and Nail Technology Course consists of 2,050 clock hours of instruction regarding basic hair cutting, coloring, perms, other chemical services; Nail Technology; safety, sanitation & hygiene and career development requirements.

****Oregon Department of Education 2,050 Clock Hours Cosmetology Curriculum****

The State of Oregon mandates that during the study a student will receive THEORY instruction, classroom instructor demonstrations, guided PRACTICE and CLINIC experience while under the supervision of a licensed instructor. The State of Oregon provides all cosmetology institutions with a published curriculum.

Hair Design and Nail Technology Course Goal and Objective:

The Hair Design and Nail Technology Course is designed to provide students with adequate preparation in Hair Design and Nail Technology to take the State of Oregon Board Examination and work as a licensed entry level Hair Stylist, and Nail Technician in this State of Oregon.

Hair Design and Nail Technology Course Format:

The clock hour education is provided through a sequential set of learning steps, addressing specific knowledge and tasks necessary for State of Oregon board preparation, graduation, and the job entry skills. Clinic equipment, supplies, and products are comparable to those used in the industry. Throughout the course subjects are presented in the form of lecture, class assignments, hands-on demonstration student participation, theory & practical testing, class discussion and projects, audio-visual aids, guest speakers, and other related learning methods.

Hair Design and Nail Technology “Combination” Course Length:

The Hair Design and Nail Technology course is 2,050 clock hours in length. The length of time needed for the student to actually attend all scheduled course hours is based upon the students schedule and that student’s attendance.

- If a student is scheduled for **27.5 clock hours each week**, and maintains 100% attendance the student will complete the Hair Design and Nail Technology Course in **75 weeks**.
- If a student is scheduled for **32.5 clock hours each week**, and maintains 100% attendance the student will complete the Hair Design and Nail Technology Course in **63 weeks**.
- If a student is scheduled for **35 clock hours each week**, and maintains 100% attendance the student will complete the Hair Design and Nail Technology Course in **59 weeks**.
- If a student is scheduled for **37.5 clock hours each week**, and maintains 100% attendance the student will complete the Hair Design and Nail Technology Course in **55 weeks**.

GRADING PROCEDURES AND GRADE SCALES

Student grades will be based on theory assignments, theory tests, practical assignments, and practical tests. Students must achieve a grade of “D” (75%) or better for work to be considered acceptable, according to the following grade scale.

THEORY WORK WILL BE GRADED
ACCORDING TO THE FOLLOWING GRADE
SCALE:

PRACTICAL & LABORATORY WORK WILL BE
GRADED ACCORDING TO THE FOLLOWING
GRADE SCALE:

<u>Percentage</u>	<u>Grade</u>	
100% to 95%	A	Excellent
94.9% to 89%	B	Good
88.9% to 82%	C	Average
81.9% to 75%	D	Below Average
74.9% or Less	F	Failing

<u>Percentage</u>	<u>Grade</u>	
100% to 95%	A	Excellent
94.9% to 89%	B	Good
88.9% to 82%	C	Average
81.9% to 75%	D	Below Average
74.9% or Less	F	Failing

INSTITUTIONAL HAIR DESIGN & ESTHETICS

“COMBINATION” Course

In order for a student to graduate from the **1950 clock-hour Hair Design and Esthetics** course training, this institution require that the student must complete NO LESS than the number of practical operations listed.

<u>Course Description:</u>	<u>Hours</u>
Hair Design	1450hrs
Esthetics	250 hrs
Safety, Sanitation & Hygiene	150 hrs
Career Development	<u>100 hrs</u>
TOTAL TRAINING HOURS	1950 hr

The 1950 clock-hour Hair Design and Esthetics Course is a “combination” Program. The curriculum of this program is a combination of the non-repetitive units of the Hair Design 1450 and Esthetics 250 curriculums.

****REQUIREMENT** The clock hours and practical requirements in each category listed MUST be completed in order for the student to accomplish their course of training.**

Hair Design and Esthetics “Combination” – 1,950 Clock Hours

The Hair Design and Esthetics Course consists of 1,950 clock hours of instruction regarding basic hair cutting, coloring, perms, other chemical services; Esthetics, safety, sanitation & hygiene and career development requirements.

****Oregon Department of Education 1,950 Clock Hours Cosmetology Curriculum****

The State of Oregon mandates that during the study a student will receive THEORY instruction, classroom instructor demonstrations, guided PRACTICE and CLINIC experience while under the supervision of a licensed instructor. The State of Oregon provides all cosmetology institutions with a published curriculum.

Hair Design and Esthetics Course Goal and Objective:

The Hair Design and Esthetics Course is designed to provide students with adequate preparation in Hair Design and Esthetics to take the State of Oregon Board Examination and work as a licensed entry level Hair Stylist, and Esthetician in the State of Oregon.

Hair Design and Esthetics Course Format:

The clock hour education is provided through a sequential set of learning steps, addressing specific knowledge and tasks necessary for State of Oregon board preparation, graduation, and the job entry skills. Clinic equipment, supplies, and products are comparable to those used in the industry. Throughout the course subjects are presented in the form of lecture, class assignments, hands-on demonstration student participation, theory & practical testing, class discussion and projects, audio-visual aids, guest speakers, and other related learning methods.

Hair Design and Esthetics “Combination” Course Length:

The Hair Design and Esthetics course is 1950 clock hours in length. The length of time needed for the student to actually attend all scheduled course hours is based upon the students schedule and that student’s attendance.

- If a student is scheduled for **27.5 clock hours each week**, and maintains 100% attendance the student will complete the Hair Design and Esthetics Course in **71 weeks**.
- If a student is scheduled for **32.5 clock hours each week**, and maintains 100% attendance the student will complete the Hair Design and Esthetics Course in **60 weeks**.
- If a student is schedules for **35 clock hours each week**, and maintains 100% attendance the student will complete the Hair Design and Esthetics Course in **56 weeks**.
- If a student is schedules for **37.5 clock hours each week**, and maintains 100% attendance the student will complete the Hair Design and Esthetics Course in **52 weeks**.

THEORY WORK WILL BE GRADED
ACCORDING TO THE FOLLOWING GRADE
SCALE:

PRACTICAL & LABORATORY WORK WILL
BE GRADED ACCORDING TO THE
FOLLOWING GRADE SCALE:

<u>Percentage</u>	<u>Grade</u>		<u>Percentage</u>	<u>Grade</u>	
100% to 95%	A	Excellent	100% to 95%	A	Excellent
94.9% to 89%	B	Good	94.9% to 89%	B	Good
88.9% to 82%	C	Average	88.9% to 82%	C	Average
81.9% to 75%	D	Below Average	81.9% to 75%	D	Below Average
74.9% or Less	F	Failing	74.9% or Less	F	Failing

INSTITUTIONAL NAIL TECHNOLOGY & ESTHETIC “COMBINATION” COURSE

In order for a student to graduate from the **850 clock-hour Nail Technology and Esthetic** course training, this institution require that the student must complete NO LESS than the number of practical operations listed.

<u>Course Description:</u>	<u>Hours</u>
Facial Technology	250 hrs
Nail Technology	350 hrs
Safety, Sanitation & Hygiene	150 hrs
Career Development	<u>100 hrs</u>
TOTAL TRAINING HOURS	850 hrs

The **850 clock hour Nail Technology and Esthetic** course is a “combination” Program. The curriculum of this program is a combination of the non-repetitive units of the Nail Technology 600 and Esthetic 250 curriculums.

****REQUIREMENT** The clock hours and practical requirements in each category listed MUST be completed in order for the student to accomplish their course of training.**

Nail Technology & Esthetic “Combination” - 850 Clock Hours

The combination Nail Technology and Facial Technology course consists of 850 clock hours of instruction regarding Facial Technology, Nail Technology, sanitation and occupational requirements

****Oregon Department of Education 850 Clock Hours Cosmetology Curriculum****

The State of Oregon mandates that during the study a student will receive THEORY instruction, classroom instructor demonstrations, guided PRACTICE and CLINIC experience while under the supervision of a licensed instructor. The State of Oregon provides all cosmetology institutions with a published curriculum.

Nail Technology & Esthetic Course Goal and Objective:

The Nail Technology & Esthetic Course is designed to provide students with adequate preparation in Hair Design and Esthetics to take the State of Oregon Board Examination and work as a licensed entry level Esthetic and Nail Technician in the State of Oregon.

Nail Technology & Esthetic Course Format:

The clock hour education is provided through a sequential set of learning steps, addressing specific knowledge and tasks necessary for State of Oregon board preparation, graduation, and the job entry skills. Clinic equipment, supplies, and products are comparable to those used in the industry. Throughout the course subjects are presented in the form of lecture, class assignments, hands-on demonstration student participation, theory & practical testing, class discussion and projects, audio-visual aids, guest speakers, and other related learning methods.

Nail Technology & Esthetic “Combination” Course Length:

The Nail Technology & Esthetic course is 850 clock hours in length. The length of time needed for the student to actually attend all scheduled course hours is based upon the students schedule and that student’s attendance.

- If a student is scheduled for **27.5 clock hours each week**, and maintains 100% attendance the student will complete the Nail Technology & Esthetic Course in **31 weeks**.
- If a student is scheduled for **32.5 clock hours each week**, and maintains 100% attendance the student will complete the Nail Technology & Esthetic Course in **26 weeks**.
- If a student is schedules for **35 clock hours each week**, and maintains 100% attendance the student will complete the Nail Technology & Esthetic Course in **24 weeks**.
- If a student is schedules for **37.5 clock hours each week**, and maintains 100% attendance the student will complete the Nail Technology & Esthetic Course in **23 weeks**.

THEORY WORK WILL BE GRADED
ACCORDING TO THE FOLLOWING GRADE
SCALE:

PRACTICAL & LABORATORY WORK WILL
BE GRADED ACCORDING TO THE
FOLLOWING GRADE SCALE:

<u>Percentage</u>	<u>Grade</u>		<u>Percentage</u>	<u>Grade</u>	
100% to 95%	A	Excellent	100% to 95%	A	Excellent
94.9% to 89%	B	Good	94.9% to 89%	B	Good
88.9% to 82%	C	Average	88.9% to 82%	C	Average
81.9% to 75%	D	Below Average	81.9% to 75%	D	Below Average
74.9% or Less	F	Failing	74.9% or Less	F	Failing

STUDENT SERVICES

Student Advisement:

Paul Mitchell the school Portland does not provide student counseling, nor does the school employ a licensed counselor or therapist. Student advisement is limited to student progress, attendance, performance, and recommendations for improvement and career planning. In the instance that a student would communicate to a staff member that problems or issues beyond the expertise of staff and faculty members, the representative of **Paul Mitchell the school Portland** will provide that student with referrals to a licensed or recognized professional agency equipped to assist the student.

Institutional Policy Regarding Student Advisement:

- All referrals are confidential. The sole exception to this policy is a referral considered a “public record” such as the filing of a police incident report. All police reports and complaints are legally considered public information in the State of Oregon, as are all and any Court related cases.
- Staff and faculty members are not allowed to discuss or recommend the resolution of personal, legal, or health issues with any student.
- A staff or faculty member may recommend a leave of absence to a student if it is determined that the student will need a period of time in which to resolve their issues through avenues or with professionally licensed agencies that are not connected to this school.

Instructor and Staff Contact with Students:

In order to provide a high level of professional and impartial service to our students, staff and faculty members are not allowed to have personal contact, friendships, socialize, email correspondence, or any other sort of relationship, beyond the instructor-student relationship with any student during the entire period of the student’s enrollment. A staff or faculty member’s contact with an enrolled student is limited to; contact during the scheduled training day, and reasonable contact when supervising students at shows or off site trainings.

Due to very real liability concerns, staff and faculty members are not allowed to travel in the same vehicle with students, whether to train or to a show or continuing education class.

Additionally, Staff and faculty members are not allowed to:

- Visit a student’s home or residence nor, to have any type of contact outside of the school that a reasonable person could determine was of any type of personal nature.
- Invite students to their home or personal living area.
- Ride in a student’s vehicle or to have students in their vehicle.
- Attend or participate in parties, functions, or any other type of activity not related to the business of this school with a student or a group of students
- Take a cigarette, lunch, or any other type of break with a student, or a group of students.

- To otherwise “hang-out” with students while involved in activities not related to the business of this school.
- Staff or faculty members are not allowed to date or become romantically or sexually involved with a student. This school considers any relationship of this nature to be predatory.

In the instance of a pre-existing relationship the school will review the relationship and any potential for infringement of professional standards on a case-by-case basis. However; in the instance of a pre-existing relationship the staff member is not allowed to grade tests, post test scores, determine satisfactory progress, or to disburse student assistance to a student with whom a pre-existing relationship exists. All students have the right to be treated in a professional manner. Staff and faculty fraternization with students severely compromises this value.

****This policy is published and provided to all students so that a student does not misinterpret the “professional distance” that this school insists its employees provide to all students.****

Conduct:

Each student is responsible to conduct themselves in an orderly, sensible, and professional manner while on school property. Professional decorum standards are inclusive of, but not limited to: consideration and respect for fellow students; clients and school staff; reliable and punctual attendance; earnest pursuit of studies; cheerful and cordial relations with all members of the school community and willing compliance with all school rules and regulations.

Bullying, Harassment and Discrimination Policy

Paul Mitchell the School is committed to maintaining a working and learning environment which provides for fair and equitable treatment, including freedom from bullying, harassment and discrimination of any kind. This policy includes anyone who engages in such behavior on school property or at school activities.

Harassing, bullying, and discrimination may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment, bullying and discrimination do not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment, bullying, and discrimination creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile or offensive work or school environment. Bullying, harassment or discrimination can occur between staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in any of these acts will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in bullying, harassment or discrimination on school property or at school activities will have access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations, and to take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report false allegations or corroborate false allegations will be subject to appropriate disciplinary action. Each staff member is responsible for reporting alleged bullying, harassment or discrimination to his/her supervisor or other appropriate school personnel immediately. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

SCHOOL RULES AND REGULATIONS

1. This institution strives to maintain an environment that is harassment-free. In order to achieve this goal, threatening language, gestures, or actions that a reasonable person would agree would result in the intimidation of or raising fear in another person are prohibited. Foul language, sexual harassment, physical and/or verbal abuse of any kind of a personal or of a group of persons is prohibited. If the incident is deemed to be a “hate crime” offenders will be prosecuted.
2. Obscene, indecent, or grossly inconsiderate behavior, exposure of others to highly offensive conditions, gossip, disregard for the privacy of self and others are prohibited.
3. Disruption of class or training, failure to follow the reasonable request of a staff member, refusal to discontinue any behavior that is judged to be offensive, disruptive or threatening is grounds for immediate dismissal.
4. Students must attend all required schedule classes, and must report to the classroom in a prompt fashion. Students may not be excused from class to work on a client.
5. “Cutting Class” is not allowed. If a student leaves school during the day to attend to personal business, a staff member must be notified. The student’s name will be deleted from the appointment schedule. **When a student leaves the school for any reason that student must punch out on the time clock.**
6. Students are not allowed to receive personal telephone calls while working on a patron or in class. Cellular phones must be kept in their personal locker. A student is not allowed to talk on a cellular telephone while performing a service on a client. Personal telephone calls must be made from personal cellular telephone on either a lunch break or scheduled break time. The front desk will take emergency telephone calls and notify the student.
7. Theft or malicious damage to the school, its property, or the property of any staff member, student or client is grounds for immediate dismissal.
8. Unauthorized use of school property or facilities, inclusive of unauthorized entry into school facilities is grounds for dismissal.
9. Deliberate or reckless endangerment, tampering with fire alarms or equipment, violations of safety regulations and laws, failure to render reasonable cooperation in an emergency situation are grounds for immediate termination.
10. Possession of firearms, weapons of any sort, fireworks, explosives, or any item that might be utilized to threaten, harm or endanger the safety of another while on school property, are grounds for immediate termination. Offenders will be prosecuted.
11. Gambling or games of chance are not allowed on school property.
12. This is a non-smoking environment. The smoking area is located outside.
13. Possession of, distribution of, or being under the influence of illegal drugs, non-prescribed controlled substances or alcohol on school property, or while representing the school is grounds for dismissal. Offenders will be prosecuted.
14. Dishonesty, inclusive of but not limited to: provision of false information, alteration or misuse of a document, plagiarism and other forms of cheating, impersonation, misrepresentation, or fraud are grounds for dismissal.

15. Failure to maintain this institution's published standards of satisfactory progress in academic, theory, and attendance is grounds for dismissal.
16. Failure to maintain this institution's published Attendance Policy is grounds for dismissal.
17. Students are expected to arrive at school attired in a manner that is consistent with this institutions published dress code, hair and make-up must be done before entering school.
18. Clocking in or clocking out on another students electronic time badge is not permitted. Students are not allowed to electronically punch in or punch out for each other.
19. Free Services are not allowed.
20. Work stations and work areas must be kept clean and orderly at all times. All stations and work areas must satisfy the health and safety standards of the State of Oregon. All sanitation and disinfection of implements and areas must be completed.
21. A student is not allowed to leave a client during a service, unless it is to get an instructor.
22. Each service performed on a client must be checked by a licensed instructor. There are no exceptions to this rule.
23. **Non-payment of institutional charges or failure to arrange for satisfactory payment of institutional charges is grounds for dismissal.** Academic Transcripts are not released on non-paid accounts.
24. Student's children do not belong in this school unless they are scheduled for a service and have a valid appointment. Students do not earn clock hours while they are watching or babysitting their children. A student's acquaintances, friends, and family members do not belong in this school and are not allowed to hang out. Students do not earn clock hours for social activities.
25. In the instance of an emergency or illegal activity occurring at the school, a student is expected to immediately notify a staff member, or contact 911 for emergency situations. The student is not to engage a perpetrator, and should not place themselves or others in danger.
26. Deliberate incitement or encouragement of others to commit the acts listed in these Institutional School Rules and Regulations; or involvement as an accessory to commit any of the prohibited acts by providing assistance, encouragement, or covering up for others engaged, is grounds for dismissal.

INSTITUTIONAL DRESS CODE

All students at **Paul Mitchell the school Portland** represent an **IMAGE INDUSTRY**. Therefore, it is consistent with a student's training responsibilities to project an **IMAGE** that is clean, professional and fashionable. The institutional dress code has been developed based upon the input provided by the professional publications, such as the Milady's Instructors Guide, salon owners, industry professionals, and current State of Oregon and Federal Safety Laws. At the school's discretion, these dress code standards would be interpreted to be appropriate, reasonable, and safe; and intended to prepare the student for an **IMAGE** in the **INDUSTRY**.

1. Lab coats and lab jackets or aprons must be worn at all times when a student is in the school. The lab coats and lab jackets must be of washable material and completely cover the armpits and chest. Lab aprons must be of washable material. If a student is wearing a lab apron, their armpits, shoulders, and waist area must be completely covered by a garment.
2. Footwear, shoes, and socks must be professional and designed to protect the student's feet. Lower black heels and non-skid soles are recommended. Footwear must be professional in appearance. The school SPECIFIES: **NO** sandals, **NO** open toe shoes, and **NO** open sides on the footwear. "Flip-flop" sandals are not allowed. Students are allowed to wear **CLEAN** solid black or white tennis style shoes.
3. Disposal plastic gloves must be worn during chemical applications and procedures.
4. **NO BARE SKIN** is to be shown on the shoulders, back, belly, midriff, derriere, upper thighs, upper chest cleavage, or underarm area. Underwear **CAN NOT** be exposed or show above or below shirts, pants, or skirts.
5. Hip Hugger or Low waist pants and skirts cannot expose a student's derriere, thong, or underwear at any time, specifically when the student bends over or sits down.
6. Lingerie type, see through clothing is not allowed. No spaghetti-strap tops. All shirts must have sleeves that completely cover the armpit area.
7. No denim jeans are allowed. This policy is inclusive of all vests, skirts, pants, and or any jean-like material. If a student is wearing a full black lab coat the student may wear black "jean style pants" as long as the pant top is covered.
8. Skirts and shorts cannot be more than 3 inches above the knee.
9. No "short shorts" Unless worn with non-see through black **LEGGINGS**.
10. No exercise clothes. No sweat suits. Leggings/spandex cannot be worn by themselves (must have skirt or shorts over the top).
11. Tee shirts with profanity, or with any type of printed message that a reasonable person would deem offensive, are not allowed.
12. Students must always look professional, clean, neat, and maintain personal hygiene.
13. Hair **MUST** be styled upon entering the school.
14. Hair, make-up, and nails, must be professional. **NO** ponytails!
15. The overall appearance of each student must be professional and in the standard Paul Mitchell "black and white" colors.

This institution anticipates that each student will exercise COMMON SENSE, GOOD JUDGEMENT, and GOOD TASTE in compliance with the dress code. **If a student is “in doubt” about their appearance, common sense dictates that the attire should not be worn to school.** Based upon the discretion of the school, any student deemed not in compliance with the dress code will be asked to clock out, leave the school, return to their residence, change their attire to dress that is presentable, and return to the school. Upon the student’s return they will clock back in on the time clock and resume training and earning clock hours.

STUDENT STATIONS AND TRAINING AREAS

Station Presentation – The student’s stations is the first impression that a client has of that student.

- The station shall be clean, sanitary, and well maintained- in full compliance with all Oregon Health Rules and Regulations.
- Nothing is allowed on a student’s mirror. The mirror **MUST** be clean and clear of all dust, drips, etc.
- Food is not allowed at any time on the clinic floor, at the station, in the station drawers, or in roll about containers.
- Drink is **ONLY** allowed if it is in a covered and spill-proof, and unbreakable container. This means **NO GLASS** containers for drinks.
- High grade disinfectant **MUST** comply with Oregon Health Law. The disinfectant must be clean, with no dirt, dust, or particles and must not be “cloudy.”
- Students are not allowed to possess on school property, nor store at their stations any type of profanity or profane documents, whether that material is commercial or hand written by the student. Violation is grounds for immediate termination!
- The **FLOOR** surrounding the station must be swept and free of hair and all dirt.
- Equipment and supplies **MUST** be off the floor in the area surrounding the station, with the exception of a student’s roll about cart or kit.
- Equipment **MUST** be stored in full compliance with Oregon Health Law. Clean and disinfected items **MUST** be separated from dirty and or soiled items.
- Station shelves and cabinets may **NOT** contain any type of flammable/combustible product.
- Station shelves and cabinets may **NOT** contain or be used to store any type of product that requires an MSDS sheet. These products are maintained in the dispensary area.
- Station and chair must be cleaned and wiped at the end of each service and at the end of each day.
- Station shelves and cabinets must be clean, dust, and spill free.
- Roll-about storage bins must be black, white or silver PM kit. Students are advised to keep their storage bins locked to prevent theft.
- Station counter tops must be clean, dust free, spill free, and have no clutter. The only items allowed on the station countertop are: the implements and equipment that a student is using on a current service, and a small container for clean implements.

****THE SCHOOL OWNS THE STATIONS AND CAN IMPLEMENT REGULARLY SCHEDULED “STATION INSPECTIONS” TO ENSURE THAT ALL APPLICABLE HEALTH AND SAFETY LAWS ARE BEING FOLLOWED BY ALL STUDENTS. THESE INSPECTIONS OCCUR WITH OR WITHOUT THE STUDENT PRESENT.**

HEALTH - DAILY SAFETY AND SANITATION DUTIES

Each student is responsible for the maintenance, disinfection, and sanitation of their training areas, workstations, work areas, implements, and tools on a daily basis. Each student is required to maintain compliance with all applicable State of Oregon laws requiring the disinfection of professional tools that are routinely used upon numerous clients. Health, safety, and sanitation rules and procedures are intended to protect the student and clients. Students are required to do daily sanitations and to cooperate in maintaining the general cleanliness of the school.

INSTITUTIONAL POLICY OF OFFICIAL NOTIFICATION

All currently enrolled students are required to maintain accurate and current names, address, and telephone numbers with the Administrative Office. Students are also advised to keep their “Emergency Contact” information updated, so that a family member can be notified in a timely manner, should notification be necessary.

ANTI-DRUG, CONTROLLED SUBSTANCE AND ALCOHOL ABUSE POLICY

Paul Mitchell the school Portland insists upon the maintenance of a training and work environment that is DRUG and ALCOHOL FREE. For this reason the school has adopted and strictly enforces a policy that provides a **ZERO TOLERANCE LEVEL of any illegal drugs, controlled substances, non-prescribed drugs, and alcohol while on school property, or while representing the school.**

This institution has a strong commitment to provide a safe and healthy environment to all students, staff members, clients, and to the community. **Paul Mitchell the school Portland** accepts its role in and responsibility to the larger community and expects all students and staff members to reflect this standard while within the school. The presence and use of illegal drugs, non-prescribed drugs, controlled substances and alcohol is deemed inconsistent with institutional values and objectives.

****Persons under the influence of all drugs or alcohol while in attendance at this school, pose a substantial risk and hazard to all persons in the building.****

****A person with illegal drugs or controlled substances in their possession while on school property or while representing this institution will be immediately terminated with cause, and PROSECUTED to the fullest extent of the law. The school will contact local law enforcement and provide all statements and appearances necessary for prosecution.***

This institution will automatically terminate a student or employee who is under the influence of drugs or alcohol, or in possession of an illegal or non-prescribed controlled substance, during training. Pursuant to the provisions of the American's with Disabilities Act, that student will NOT be allowed to return to training until such time as they are enrolled in a certified rehabilitation program, and provide proof of on-going or completed rehabilitation to the school.

In the instance that a staff member or student has a **PRESCRIPTION for a controlled substance**, such as pain-killing drugs or medical marijuana, **this institution INSISTS that these substances do NOT enter and are not present on school premises.** Any staff member or student with a lawful prescription for these substances must take care of their health needs and store their prescription substances – at their residence.

Should the situation arise that any staff member or student IN POSSESSION of any controlled substance or alcohol while on school property – whether or not that person has a prescription, **Paul Mitchell the school Portland** will contact local law enforcement and **give permission to the responding authority to SEARCH the person(s) locker and any other possessions located on institutional property.**

Students and staff are reminded that in the State of Oregon it is a crime for any person to give, or otherwise distribute medication to another person. This includes, but is not limited to, the distribution of prescribed medical marijuana, pain pills, allergy medication, and all other prescribed medications.

In the instance that any person has shared or otherwise distributed prescription medication with another person, this institution will contact local law enforcement and vigorously prosecute the person or groups of people who have any involvement in distributing prescription substances while at this institution.

Community assistance is available. This School will provide a confidential referral to any student requesting assistance to a local health care agency. **Paul Mitchell the school Portland's** attempt to maintain an environment that is supportive to any person who is recovering from an addiction to a controlled substance or alcohol. **However; the school will NOT allow any student to compromise the health and safety of, or endanger members of the academic community.**

Any person seeking professional assistance in recovery is encouraged to contact the following professional organizations. Rehabilitation referral and treatment is confidential.

A-1 Call Answer	1.800.511.9225
Alcohol & Drug Hotline	1.800.923.help (4357)
Oregon Human Development	1.503.640.5223
CODA	1.503.642.0312

SCHOOL SAFETY AND SECURITY

Paul Mitchell the school Portland does NOT employ a private security force, in the event of any threatening criminal situation all students and staff members are directed to remove themselves to a safe area, if possible, and telephone 911 for emergency assistance as soon as it is safe to do so. Do not attempt to be a hero. The Portland Police Department is the law enforcement agency authorized by jurisdiction to respond to calls and critical emergencies at this institution. Students and staff members are EXPECTED to render reasonable assistance and cooperation with all responding law enforcement and emergency responders, including the provision of eyewitness statements if requested. This institution, its student body, and all staff members shall cooperate fully with local law enforcement in both the immediate and timely reporting of any criminal activity occurring on institutional property. This institution will report all violations of State of Oregon underage drinking laws, and use or possession of illegal drugs or controlled substances occurring on institutional property immediately and directly to the Portland Police Department.

The designated person to advise of criminal acts is Ms. Marquita Goldsby, Director.

Paul Mitchell the school Portland is PRIVATE property. Access to the facility is limited to students, staff, patrons, and persons conducting legitimate business with the school. Trespassers and loitering will not be tolerated. Security of the facility is maintained through controlled entry, via the front door, institutional security and procedures, personal safety tips, prevention of sex offenses, and crime prevention tips are reviewed during the Orientation Day.

****IMMEDIATE TERMINATION****

Any person who enters school property while in possession of illegal drugs, controlled substances, alcohol or weapon of any kind will be immediately terminated with cause. There are no exceptions to this policy. The incident will be reported to law enforcement and the offender will be prosecuted. The offender will be legally restrained from re-entering the facility.

First Aid, Emergency and Evacuation:

Should a First Aid, Emergency, or Evacuation situation occur, all students and staff are expected to follow the reasonable requests of an institutional representative or professional Emergency Medical Technician.

- First-Aid – All students are advised of the location of the First Aid Kit and supplies on Orientation Day.
- Evacuation Routes – are posted in all areas on the clinic floor.
- Medical Emergency – students and staff are instructed to dial 911 to request.
- Emergency assistance- DO NOT administer Emergency Medical Assistance unless you are qualified to do so.
- Fire – students and staff are instructed to dial 911 to request emergency medical assistance, and to immediately evacuate the building.
- Earthquake – students and staff are instructed to remain inside the building, and to place themselves under desks or other secure areas. Do not leave the building for a period of less than 30 minutes AFTER all shaking has ceased.
- Criminal Incident – Do not be a hero! Students and staff are instructed to dial 911 when it's safe to do so

PROTECTION OF STUDENT PRIVACY AND PERSONALLY IDENTIFIABLE INFORMATION

Direct Information:

Paul Mitchell the school Portland DOES NOT release any direct information regarding students. All information is regarded as personally identifiable and will not be released unless the expressed written permission of the student is received.

The student does not have the right to:

- If a dependant student, review any information or payments provided by their parents, unless the written permission of that student's parent is on file at this school.
- Review any information regarding or concerning any other student.
- Request contact information regarding any other student.
- Be in the Administrative Office at any time that a staff member is NOT present to supervise their actions.

Solomon Act:

Federal Law requires the school to release your name and personally identifiable information to the United States Military for recruitment purposes. If you would like your name withheld, you must submit a written request to the Registrar's Office.

Family Rights and Privacy:

Pursuant to State of Oregon law and to protect the privacy of our students, the personally identifiable information and training records of each student are protected and will not be provided to any third party unless the student provides clear and written permission and consent to the school. The written permission statement must be provided each time an outside request is made.

The sole exceptions to this policy are:

1. An outside party acting on behalf of the school's proper and accurate maintenance of institutional records.
2. The State of Oregon licensing and education agency or other State of Oregon Representative as well as any accreditation process initiated by the school or the National Accreditation of Career Arts and Sciences.
3. A duly authorized local law enforcement agency, acting within its jurisdiction and in the public interest to investigate a crime or criminal activity that has provided a lawful subpoena to the school or is acting based upon the school's request.
4. Any criminal conduct occurring on school property is NOT considered a part of a student's educational record.
5. Under the United States "Patriot Act / Homeland Security Act" student records of a student suspected of terrorist activity may be inspected without the student's knowledge or permission.

Student and Parental Rights under the Privacy Act:

All students have the right to inspect and request copies of records that are maintained by the school. The school requests each student, planning to review training records notify the school – in advance – and arrange an appointment, so that the student’s file may be reviewed in privacy and a reasonable amount of time dedicated to the review and any questions that the reviewer might have.

1. Any student may request and will receive a complete copy of the students records. The request must be made in writing and a fee in the amount of .25 a page must be paid. Within thirty days of receipt of the written request and payment of the per page fee , the complete student record will be delivered directly to the requestor. Students are reminded that complete students records are maintained for a period of five years. After the five year period has elapsed, the complete record is no longer available.
2. A student may request that a record be amended if they believe that the record is inaccurate, misleading, or otherwise in violation of their privacy rights.
3. Each student may obtain a copy of the Family Rights and Privacy Act upon request, from the Administrative Office. This publication represents the policy that **Paul Mitchell the school - Portland** adheres to in its enforcement of the Family Rights and Privacy Act. Our Institution policy and procedure is consistent with the Act.
4. This institution will obtain written consent to disclosing personally identifiable information about the student from their educational records, unless such consent is NOT required under the FERPA Laws.
5. A student may consent to the release of personally identifiable information that is retained in their student record. An example of this is a written consent provided to the school that would assist a student in obtaining employment.
6. Should any student feel that this institution has failed to comply with the requirements of FERPA, or that the student has been denied access to their records, that student may file a complaint with the State of Oregon Department of Education. Violations regarding student records PRIOR to April 27, 2007, may be sent to the United States Department of Education.

Retention of Student Records:

Student admissions and academic records are maintained for a period of six years. At the expiration of the six year period the student records are destroyed. After the six year period elapses the school maintains the Academic Transcript of student enrollment for a twenty-five year period.

Maintenance of Student Records during the Six-Year Period:

During the statutory retention period, student records are maintained in locked, fireproof filing cabinets. At the end of the retention period student files are shredded prior to discard. The school maintains a copy of a student’s Official Transcript for a period of twenty-five years. Should an institution close or cease to operate in this State of Oregon, Department of Education maintains transcript records.

Academic Transcripts:

Paul Mitchell the School -Portland does NOT release Official Academic Transcripts until such time as the student account is “paid in full.” Academic Transcripts are issued in a State of Oregon standardized format. Within 10 calendar days that a graduating student completes all course requirements and the student account is paid in full, official academic transcripts are sent directly to the State of Oregon.

- For purposes of State of Oregon Board Examination – transcripts are NOT accepted by the State of Oregon Board if they are hand delivered by a student in an envelope with a broken seal, or if the transcript contains any whiteout erasures or changes to the original information.
- Additional Official Transcripts – a student must make all requests for additional transcripts in writing and pay a \$25.00 Transcript Fee. Within ten days of receipt of the written transcript request an Official Transcript will be forwarded to the student, provided the student’s account is paid in full, and the \$25.00 Transcript fee has been paid. A student is advised to refrain from opening the envelope, as the sealed envelope and U.S. Postmark document that the transcript was sent by the school.
- Third party request of Official Transcript – **Paul Mitchell the School Portland** does NOT release Official Transcripts to the third parties unless the student has requested and authorized the release to a specified third party. The written permission and signature of the student must be affixed to the release. In order to release third party transcripts the student must make the request, the student’s account must be paid in full, and the student must pay a \$25.00 Transcript Fee.

Un-Official Academic Transcript:

Paul Mitchell the school Portland does NOT recognize, nor release unofficial academic transcripts.

ABSENCE:

A student is required to telephone the school on each day of absence. A student whose cumulative attendance drops below 75% of scheduled hours, will receive formal advisement from a staff member, be placed on a formal probation and required to make up the clock hours that have missed, in order to bring their attendance percentage to the satisfactory attendance standard. Failure, on the student’s part to maintain a cumulative attendance percentage of no less than 75% may result in separation from the school.

Exception to policy - Pre-Arranged Absence:

Students are asked to pre-arrange absences or to call-in if they are going to be out for the day, in the same manner they would need to contact and advise an employer, were they to miss a day of work. The Front Desk will need to shift all of the student’s scheduled appointments to other student’s. The student does not accrue actual clock hours during the absence. However; scheduled clock hours are accrued, and will affect the cumulative attendance percentage. If a student is aware they will need time off from their scheduled training hours, such as a doctor appointment, they are to notify the school – prior to absence. At the time of notification the student should be prepared to inform the school of the length of the absence.

Failure to Call in Absence for 14 Consecutive Days:

This institution reserves the right to automatically terminate any student that fails to notify the school of absence for a period of fourteen days. Notification of termination will be delivered to the student in writing. This policy parallels current employer policies and employment Laws. This policy is intended to prepare students for the workplace. This is also a Title IV requirement.

ABSENCE DURING SCHEDULED THEORY OR PRACTICAL TESTS:

In the instance that a student is absent for a scheduled Practical or Theory test, the instructor will enter a grade of zero. The Zero grade will be entered onto the student's grade/progress report and counted when the student's cumulative average is calculated. **Missed tests with a zero grade do have a detrimental effect upon a student's grade point average and satisfactory progress.**

If a student is absent for a test, it is the responsibility of the student to contact the instructor and make arrangements to take the make-up test while under supervision of a faculty member. Students are advised that a low test score is much better than a zero test score.

An Absence is an Absence:

For purposes of determining a student's cumulative satisfactory attendance percentage there is no difference between and unexcused absence and an excused absence. The only type of absences which would hold a student's attendance percentage static would be an institutionally approved leave of absence or a school closure, such as an emergency weather condition day.

Leaving the school:

When a student leaves school for any reason, that student must punch out on the time clock, sign out at front desk & check with front desk co-coordinator to make sure any appointments are covered.

Punching In and Out on the Time Clock:

All students are required to punch in upon arrival for training and to punch out whenever they leave the school. Students ARE NOT allowed to punch in or out for each other. Any student handling another student's electronic time badge is subject to immediate termination, with cause.

Institutional Policy on "Repeat or Retake" Tests:

All tests taken by a student are entered into the student grade/progress report record. In the instance that a student retakes or repeats a test – the computer program will average the grade to calculate the student's cumulative grade point average

Tardiness Policy:

If a student is planning to arrive after 9:30am on any scheduled training day, that student MUST follow this procedure:

1. The student must telephone the school and speak with a staff member **prior to 9:00am.**
2. The student must provide **proof** to the school of a **valid reason for arriving after 9:30am.**

Examples of types of proof that this institution deems acceptable are:

- A. A doctor or medical providers note
 - B. The written citation if you were stopped for driving infraction.
 - C. A Note from your child's daycare provider clearly stating that the reason for the late arrival was due to the child-care provider.
3. **A student who arrives after 9:30am** has failed to telephone and advise the school, and who fails to produce the required document as they walk in the door, **will be sent home for the day and will not be allowed to earn training hours.**

INSTITUTIONALLY APPROVED LEAVE OF ABSENCE:

At its discretion, **Paul Mitchell the school Portland** will grant a student a **leave of absence**, which **does not exceed 180 days in any 12 month-period**. This institution allows an institutionally approved leave of absence under a formal policy; **the request for a Leave of Absence and approval must be made in advance, except in extraordinary circumstances such as a car accident**, which allows no more than a 180 day leave of absence, based upon medical, emergency, crisis or other personal mitigating situations. **In order to receive an institutionally approved leave of absence the student must request the leave according to the following policy and procedure utilizing this institution's standard leave form**, and this institution must approve the request for a leave of absence in accordance with this published policy and procedure:

1. The student must make a **written request for the leave**. In the instance the student is unable to make the request in writing, their authorized representative such as a spouse or parent may make the written request.
2. The written request must be approved by this institution.
3. Should the student require additional leave of absence time, and the 180 day time frame has not elapsed during the 12-month period, the student may apply for additional leave time. However, institutional policy clearly demands that the **maximum allowable time frame of 180 days may not be exceeded within any 12- month period**.
4. During the leave, the student shall not be considered withdrawn.
5. The Leave does not involve any additional charges from the institution to the student. A leave of absence may extend the student's contract period and maximum time frame by the same number of days in the leave of absence.
6. This institution will approve the written leave request **only in the instance of medical emergency, crisis or personal mitigating circumstances, which the student can document. In the instance of a medical condition written documentation from a Health Care Professional is required**. In all other circumstances a written explanation from the student or the student's representative shall suffice.
7. The student or the student's guardian is required to utilize this institution's Request For A Leave Of Absence form, when requesting the leave. This form must be signed and dated.

Upon return from a Leave of Absence the student will assume the same status and progress as held prior to the leave.

SATISFACTORY PROGRESS POLICY
Standards of Satisfactory Progress:

- Attendance: The student has attended no less than a cumulative average of 75 % of all scheduled hours.
- Theory: The student has maintained a cumulative grade point average of no less than 75 % of all required theory/academic work. Theory tests are weighed at 33% of a student’s cumulative Grade Point Average.
- Practical: The student has maintained a cumulative grade point average of no less than 75 % of all required practical tests, inclusive of the grade received for the CORE Practical and Final Practical Examinations. Practical Tests are weighed at 34% of a student’s cumulative grade point average.
- Practical Requirements: The student has maintained a cumulative grade point average of no less than 75 % of all required practical requirements/ operations, practical operations are weighed at 33% of a student’s cumulative grade point average.

All Satisfactory Academic Progress evaluations are cumulative academic requirements that encompass both theory and practical work for a minimum academic cumulative rate of 75%. A student who has not achieved the minimum cumulative GPA of 75% or who has not successfully completed at least a cumulative rate of attendance of 75% is not eligible for Title IV assistance, if applicable. In order to determine your rate of attendance divide the cumulative number of hours completed by the scheduled hours to date.

GRADING

In order to determine the progress of a student, attendance and grades are averaged to indicate a cumulative percentage value. The following grading scale is used:

THEORY WORK WILL BE GRADED ACCORDING TO THE FOLLOWING GRADE SCALE:

PRACTICAL & LABORATORY WORK WILL BE GRADED ACCORDING TO THE FOLLOWING GRADE SCALE:

<u>Percentage</u>	<u>Grade</u>	<u>Percentage</u>	<u>Grade</u>
100% to 95%	A	100% to 95%	4
94.9% to 89%	B	94.9% to 89%	3
88.9% to 82%	C	88.9% to 82%	2
81.9% to 75%	D	81.9% to 75%	1
74.9% or Less	F	74.9% or Less	F

Academic Year

An academic year is a period of measurements determined by a school. **Paul Mitchell the School Portland** defines an academic year as 900 clock hours and 30 weeks of training.

Satisfactory Progress Evaluations

After completion of monthly grading/progress reports, a satisfactory progress evaluation is calculated and printed for each student. The student is required to sign an acknowledgement since this report is retained in their permanent record. Based upon this evaluation schedule, each student receives at least one satisfactory progress evaluation prior to the mid-point of the academic year. Each student is required to maintain a cumulative average in all grades and attendance, from the student's first day of attendance until the closing period of the Grade/Progress Reports. All theory and practical test grades and practical work grades are added together to come up with a cumulative grade point average. In addition, the student's hours of attendance are added together to determine the student's cumulative rate of attendance. Only students who maintain satisfactory progress are eligible to receive Title IV assistance. A student who meets the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation. The 500 hour Esthetics program, and the 850 hour Esthetic and Nail program will be evaluated at the midpoint.

Students are provided with a satisfactory progress report at the following intervals:

<u>Clock Hours</u>	<u>EVAL</u>	<u>EVAL</u>	<u>EVAL</u>	<u>EVAL</u>	<u>EVAL</u>
2300 Hours	450	900	1350	1800	2300
2050 Hours	450	900	1350	1800	2050
1950 Hours	450	900	1350	1800	1950
1700 Hours	450	900	1300	1700	
1350 Hours	450	900	1125	1300	
850 Hours	425	800			
600 Hours	250	600			
500 Hours	250	500			

Satisfactory Academic Progress Policy for Non Title IV Students **Failure to Meet Satisfactory Progress Standards**

Any student failing to meet the satisfactory progress standards of this institution will be placed on probation until the next scheduled evaluation. Students who are not meeting the minimum requirements for attendance or academic progress are considered to be making satisfactory progress while on the first probation. During this time, the student must make-up the hours and work to regain satisfactory progress.

If placed on probation for failure to meet the satisfactory progress of **Paul Mitchell the School Portland**, the student shall meet with their instructor to receive a full explanation of the reason they are being placed on probation. The Student will receive instructor coaching, sign their probation notice, and receive a copy of their probation notice. The original probation notice will be placed in their permanent record

Extension of Probation Period

A student may be continued on probation in the circumstance that minimum satisfactory standards are not satisfied during that period. Students who remain on probation are not eligible to receive any further Title IV assistance if applicable until such time as the meet satisfactory progress requirements. If the student does not meet satisfactory progress upon completion of the second probation period the school may terminate the student if they have not made a marked improvement.

Appeal Process

If a student is determined as not making satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination. The student must submit a written appeal to the school administration within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. If the students fail to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within fifteen (15) business days of receipt of the written appeal. This hearing will be attended by the student, the students instructor, and the Director of Education. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final.

Should a student prevail on his or her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course.

Course incompletes, repetitions, and non-credit remedial courses have no

effect upon the school's satisfactory progress standards.

Satisfactory Academic Progress Policy for Title IV Students
Failure to Meet Satisfactory Progress Standards

Any student failing to meet the satisfactory progress standards of this institution will be placed on Financial Aid Warning until the next scheduled evaluation period. The student will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the Financial Aid Warning period, the student has still not met both the attendance and academic progress requirements, he/she will be determined as not making satisfactory progress and will be ineligible for Title IV assistance. A student may appeal the decision if they have a reason as to why they did not make satisfactory progress and if they can document that the circumstances which caused them to have an unsatisfactory progress determination have in some way changed. The basis for filing an appeal, such as death of a relative, injury or illness of the student, or other special circumstances must be documented. If the school grants the appeal they may impose conditions for the student's continued eligibility to receive Title IV, such as changing schedules. If such an appeal is granted the student is placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation the student has not met both academic and attendance requirements all Federal aid will be suspended until such time that the student re-establishes satisfactory progress. Federal financial aid, if applicable, will not be disbursed to students on Financial Aid Probation unless the student appeals and prevails on appeal. Students may re-establish satisfactory progress by meeting minimum attendance and academic requirements at the next evaluation period. If the student has not met academic and attendance requirements for two consecutive evaluation periods, the student will be determined as not making satisfactory progress and will be terminated.

If placed on Financial Aid probation for failure to meet the satisfactory progress of **Paul Mitchell the School Portland**, the student shall meet with their instructor to receive a full explanation of the reason they are being placed on Financial Aid probation. The Student will receive instructor coaching, sign their Financial Aid probation notice, and receive a copy of their probation notice. The original Financial Aid probation notice will be placed in their permanent record

Extension of Financial Aid Probation Period

A student may be continued on Financial Aid probation in the circumstance that minimum satisfactory standards are not satisfied during that period. Students who remain on Financial Aid probation are not eligible to receive any further Title IV assistance until such time as they meet satisfactory progress requirements. If the student does not meet satisfactory progress upon completion of the second Financial Aid probation period the school may terminate the student if they have not made a marked improvement.

Course incompletes, repetitions, and non-credit remedial courses have no effect upon the school's satisfactory progress standards.

Appeal Process

Any student seeking to appeal an academic or attendance action by this institution must do so in writing within 10 business days. The student's written appeal must be delivered to the Administrative office. The school's Director and Learning Leader Advisor will consider the student's appeal and will notify the student of their decision within 10 days of the appeal being filed.

Those students who re-establish satisfactory progress based on meeting attendance and academic requirements will have Title IV assistance reinstated.

Temporary Interruption of Training:

A student returning from an institutionally approved leave of absence or other interruption of training must return to the school in the same satisfactory progress status, as prior to their departure. An approved leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence.

Maximum Time Frame for Course / Program Completion:

Based upon this institution's minimum satisfactory attendance policy standard of 75% the maximum time frame for completion of a student's program of study is 1.33 times the course length.

Students whose transfer hours are accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours.

Cosmetology Course Length:

The Cosmetology Course is **2300 clock hours** in length. The length of time needed for the student to actually attend all scheduled course hours is based upon the student's schedule and that student's attendance.

- If a student is scheduled for **27.5 clock hours each week** and maintains 100% attendance, the student will complete the Cosmetology Course in **84 weeks**. The maximum time frame is 112 weeks.
- If a student is scheduled for **32.5 clock hours each week** and maintains 100% attendance, the student will complete the Cosmetology Course in **71 weeks**. The maximum time frame is 94.6 weeks.
- If a student is scheduled for **35 clock hours each week** and maintains 100% attendance, the student will complete the Cosmetology Course in **66 weeks**. The maximum time frame is 88 weeks.
- If a student is scheduled for **37.5 clock hours each week** and maintains 100% attendance, the student will complete the Cosmetology Course in **61 weeks**. The maximum time frame is 81.33 weeks

Hair Design and Nail Technology “Combination” Course Length:

The Hair Design and Nail Technology course is 2,050 clock hours in length. The length of time needed for the student to actually attend all scheduled course hours is based upon the students schedule and that student’s attendance.

- If a student is scheduled for **27.5 clock hours each week**, and maintains 100% attendance the student will complete the Hair Design and Nail Technology Course in **75 weeks**. The maximum time frame is 100 weeks.
- If a student is scheduled for **32.5 clock hours each week**, and maintains 100% attendance the student will complete the Hair Design and Nail Technology Course in **63 weeks**. The maximum time frame is 84 weeks.
- If a student is scheduled for **35 clock hours each week**, and maintains 100% attendance the student will complete the Hair Design and Nail Technology Course in **59 weeks**. The maximum time frame is 78.66 weeks.
- If a student is scheduled for **37.5 clock hours each week**, and maintains 100% attendance the student will complete the Hair Design and Nail Technology Course in **55 weeks**. The maximum time frame is 73.33 weeks.

Hair Design and Esthetics “Combination” Course Length:

The Hair Design and Esthetics course is 1950 clock hours in length. The length of time needed for the student to actually attend all scheduled course hours is based upon the students schedule and that student’s attendance.

- If a student is scheduled for **27.5 clock hours each week**, and maintains 100% attendance the student will complete the Hair Design and Esthetics Course in **71 weeks**. The maximum time frame is 94.66 weeks.
- If a student is scheduled for **32.5 clock hours each week**, and maintains 100% attendance the student will complete the Hair Design and Esthetics Course in **60 weeks**. The maximum time frame is 80 weeks.
- If a student is schedules for **35 clock hours each week**, and maintains 100% attendance the student will complete the Hair Design and Esthetics Course in **56 weeks**. The maximum time frame is 74.66 weeks.
- If a student is schedules for **37.5 clock hours each week**, and maintains 100% attendance the student will complete the Hair Design and Esthetics Course in **52 weeks**. The maximum time frame is 69.33 weeks.

Hair Design Course Length:

The **Hair Design** Course is **1700** clock hours in length. The length of time needed for the student to actually attend all scheduled course hours is based upon the students schedule and that student's attendance.

- If a student is scheduled for **27.5** clock hours each week and maintains 100% attendance, the student will complete the Hair Design Course in **62 weeks**. The maximum time frame is 82.66 weeks.
- If a student is scheduled for **32.5** clock hours each week and maintains 100% attendance, the student will complete the Hair Design Course in **52 weeks**. The maximum time frame is 69.33 weeks.
- If a student is scheduled for **35** clock hours each week and maintains 100% attendance, the student will complete the Hair Design Course in **49 weeks**. The maximum time frame is 65.33 weeks.
- If a student is scheduled for **37.5** clock hours each week and maintains 100% attendance, the student will complete the Hair Design Course in **45 weeks**. The maximum time frame is 60 weeks.

Barbering Course Length:

The Barbering course is **1350 clock hours in length**. The length of time needed for the student to actually attend all scheduled course hours is based upon the students schedule and that student's attendance.

- If a student is scheduled for **27.5 clock hours each week**, and maintains 100% attendance the student will complete the Barbering Course in **50 weeks**. The maximum time frame is 67.66 weeks.
- If a student is scheduled for **32.5 clock hours each week**, and maintains 100% attendance the student will complete the Barbering Course in **42 weeks**. The maximum time frame is 56.33 weeks.
- If a student is schedules for **35 clock hours each week**, and maintains 100% attendance the student will complete the Barbering Course in **39 weeks**. The maximum time frame is 52.66 weeks.
- If a student is schedules for **37.5 clock hours each week**, and maintains 100% attendance the student will complete the Barbering Course in **36 weeks**. The maximum time frame is 49 weeks.

Nail Technology & Facial "Combination" Course Length:

The Nail Technology & Facial course is 850 clock hours in length. The length of time needed for the student to actually attend all scheduled course hours is based upon the students schedule and that student's attendance.

- If a student is scheduled for **27.5 clock hours each week**, and maintains 100% attendance the student will complete the Nail Technology & Facial Course in **31 weeks**. The maximum time frame is 41.33 weeks.
- If a student is scheduled for **32.5 clock hours each week**, and maintains 100% attendance the student will complete the Nail Technology & Facial Course in **26 weeks**. The maximum time frame is 34.66 weeks.
- If a student is schedules for **35 clock hours each week**, and maintains 100% attendance the student will complete the Nail Technology & Facial Course in **24 weeks**. The maximum time frame is 32 weeks.
- If a student is schedules for **37.5 clock hours each week**, and maintains 100% attendance the student will complete the Nail Technology & Facial Course in **23 weeks**. The maximum time frame is 30.66 weeks.

weeks.

Nail Technology Course Length:

The **Nail Technology Course** is **600 clock hours in length**. The length of time needed for the student to actually attend all scheduled course hours is based upon the student's schedule and that student's attendance.

- If a student is scheduled for **25 clock hours each week**, and maintains 100% attendance, the student will complete the Nail Technology Course in **22 weeks**. The maximum time frame is 29.33 weeks.
- If a student is scheduled for **32.5 clock hours each week**, and maintains 100% attendance, the student will complete the Nail Technology Course in **18 weeks**. The maximum time frame is 24 weeks.
- If a student is scheduled for **35 clock hours each week**, and maintains 100% attendance, the student will complete the Nail Technology Course in **17 weeks**. The maximum time frame is 22.66 weeks.
- If a student is scheduled for **37.5 clock hours each week**, and maintains 100% attendance, the student will complete the Nail Technology Course in **16 weeks**. The maximum time frame is 21.33 weeks

Esthetic Course Length:

The Esthetic Course is 500 clock hours in length. The length of time needed for the student to actually attend all scheduled course hours is based upon the student's schedule and that student's attendance.

- If a student is scheduled for **25 clock hours each week**, and maintains 100% attendance, the student will complete the Nail Technology Course in **18 weeks**. The maximum time frame is 24 weeks.
- If a student is scheduled for **32.5 clock hours each week**, and maintains 100% attendance, the student will complete the Nail Technology Course in **15 weeks**. The maximum time frame is 20 weeks.
- If a student is scheduled for **35 clock hours each week**, and maintains 100% attendance, the student will complete the Nail Technology Course in **14 weeks**. The maximum time frame is 18.66 weeks.
- If a student is scheduled for **37.5 clock hours each week**, and maintains 100% attendance, the student will complete the Nail Technology Course in **13 weeks**. The maximum time frame is 17.33 weeks.

Disciplinary Actions:

1. VERBAL WARNING – Given to a student by a staff member. A verbal warning is intended to warn a student that performance or behavior is not acceptable. A note of the verbal warning may be made and placed in the student’s permanent record.
 2. WRITTEN WARNING – Given to a student when previous verbal warnings have failed. The student signs and receives a copy of the written warning. A written warning may be included on an advisement report. A copy is retained in the student’s permanent record. This type of warning is intended to inform a student of unacceptable performance of behavior or performance problems. The student must sign the official probation notice and receives a copy. The original notice is retained as a part of the student’s permanent record.
 3. OFFICIAL PROBATION – Given to a student when disciplinary action occurs only after all previous verbal and written warnings have failed. Any student placed on probation for failing to achieve satisfactory progress for attendance and/or academics is allowed a maximum period of thirty days in which to correct the listed behavior or performance problems. The Probation Notice is reviewed with the student. The reasons for and conditions of the Probation are clearly listed. The student must sign the official probation notice and receives a copy. The original notice is retained as part of the student’s permanent record.
 - a) A student on probation is expected to attend all scheduled clock hours of training. If the student has made significant advancement towards meeting the schools satisfactory compliance standard(s) and the school management can be reasonably certain that compliance can be achieved with 30 days, the school will extend probation for one 30 day progress period. Failure, on the students’ part, to meet published satisfactory progress standards within this period will result in termination.
 4. NOTICE OF SUSPENSION – Generally this type of Disciplinary Action is utilized based upon behavioral issues (see pages 50 - 55). However, this institution reserves the right to issue a notice of suspension, pending an investigation of the issues presented to the school. A student reviews and signs the notice of suspension with a staff member, and receives a copy. The reason for and terms of suspension are carefully listed on the Notice. The original notice of suspension is retained in the student’s permanent record. **The length of all suspensions is 5 training days.** During the period of suspension the student **does NOT accrue hours or practical operations.** Suspended students are not allowed on school property, unless they have the prior consent of a staff member. ***Failure on the part of the student to resolve the issue related to the notice of suspension will lead to separation from the school.***
 5. EXPULSION/TERMINATION – This disciplinary action occurs when all other mechanisms and warnings have failed. A copy of the Expulsion/Termination notice is delivered to the student. The reasons for expulsion/termination are clearly listed and an institutional earnings/refund calculation is attached. The notice advises the student they retain the right to appeal their termination.
 6. APPEAL PROCESS – Any Student seeking to appeal an academic, administrative, or disciplinary action by this institution, **must do so in writing within 10 business days.** ***The student’s written appeal must be delivered to the Administrative office.***
-

Student Appeal of Disciplinary Suspension Length:

This institution anticipates that a suspended student will demonstrate a desire to address the issues of a disciplinary suspension and correct or acknowledge the reasons for the suspension. In order to create a resolution process all suspended students are offered the opportunity to appeal the length of the **ten-training day suspension**, in the following manner:

- A. The student must write, sign, and date a letter to the Executive Director. The letter must be mailed or faxed to the school, suspended students are not allowed on school property.

As the Executive Director reviews the letter, certain criteria and information are sought. Such as, accountability, truthfulness, an explanation or example of the manner in which the situation could have been better handled, a direct citation of the school rule or policy that was the basis for the suspension, and an assurance on the part of the student that there will be no future reoccurrence of the behavior or situation that lead to the suspension. After receipt and review of the student's correspondence, the Executive Director will determine if the probation will be reduced.

Student Appeal of Disciplinary Expulsion:

This institution anticipates that a expelled student will demonstrate a desire to address the issues of a disciplinary expulsion and correct or acknowledge the reasons for the expulsion. In order to create a resolution process all expelled students are offered the opportunity to appeal within the first 10 days of their **mandatory 60 day expulsion** in the following manner:

- A. The student must write, sign, and date a letter to the Executive Director. The letter must be mailed or faxed to the school, Expelled students are not allowed on school property.
- B. As the Executive Director reviews the letter, certain criteria and information are sought. Such as accountability, truthfulness, an explanation or example of the manner in which the situation could have been better handled; a direct citation of the school rule or policy that was the basis for the expulsion; and an assurance on the part of the student that there will be no future reoccurrence of the behavior or situation that lead to the expulsion.
- C. After receipt and review of the student's correspondence, the Executive Director will determine if the student will be returned to training.

Grievance and Complaint Policy:

Any student aggrieved by the actions of this institution should first attempt to resolve these issues with the Director of Education or the school Director. This policy applies to any fee disputes that may occur as well. The grievance procedure is posted in the classroom of the school. Should this procedure fail, the student may contact either by fax or in writing the following agency:

Oregon Department of Education

Public Service Building

255 Capitol Street NE

Salem, OR 97310

503.947.5600

FAX 503.378.5156

National Accrediting Commission of Career Arts & Sciences

4401 Ford Ave.

Suite 1300

Alexandria, VA 22302

703.600.7600

FAX 703.379.2200

Graduation Requirements:

In order to graduate from **Paul Mitchell the school Portland**, and be able to take the State of Oregon Board Exams, each student must:

1. Complete all hours in their program of study.
2. Take and receive a passing grade for all Theory tests.
3. Take and receive a passing grade for all Practical tests.
4. Maintain a Cumulative Theory Average of no less than 75 %.
5. Maintain a Cumulative Practical Test and Requirements Average of 75%.
6. Maintain Cumulative Attendance Average of no less than 75%.
7. Complete all Practical Operations required by **Paul Mitchell the school Portland**.
8. Pass all State of Oregon mandated, institutionally administered Final Exams with a grade of no less than 75%.
9. Complete the institutional Exit Interview.
10. Have **no outstanding financial obligations** to **Paul Mitchell the school Portland**.

Academic Credentials:

Upon Student's completion of all listed Graduation Requirements and **PAYMENT IN FULL OR PAYMENTS CURRENT OF THEIR STUDENT ACCOUNT** a signed dated diploma will be issued by **Paul Mitchell the school Portland**.

Transferability of Clock Hours: Earned At Paul Mitchell the school Portland:

This institution makes **no guarantee of the transferability of the clock hours earned at this school**, to another postsecondary institution.

STATE OF OREGON BOARD EXAMINATION

Qualifying for the State of Oregon Board Examination:

To obtain an Oregon license /certificate the applicant shall complete all clock hours and pass all tests administered in an approved program, at a school approved by the Oregon Department of Education. If you are currently on probation or parole, please provide a letter from your parole or probation officer stating that you are not currently on any restrictions that would prevent you from entering into this career. Submit this letter to the Oregon Health Licensing Office.

Examination Information:

The Oregon Board of Cosmetology administers a computerized examination at its office in Salem, OR. The examination is divided into several categories such as safety and sanitation, barbering, hair design, manicuring, and esthetics. Each section of the examination is scored separately. A student must pass with a 75% or higher to receive a license.

State of Oregon board examination questions are based upon Milady Standard Textbook and review book question, Oregon Administrative Rules, and industry standards. All sections of the examination test the student knowledge of:

1. Basic principles of safety and sanitation
2. Licensure requirements as in OAR Ch 817
3. Sanitation rules as in OAR Ch 817
4. Standard practice (Workers Comp & OSHA)
5. Safe chemical use and storage
6. Practical applications and procedures
7. Equipment, tools, implements, articles
8. Chemistry

Employment Referral and Assistance:

Paul Mitchell the school Portland does not guarantee any student employment. The school makes every effort to assist graduates in finding suitable employment related to training.

PAYING FOR TRAINING

Cash Payment/Retail Installment Contract:

Students arrange an interest free cash payment plan with the school. Each student is provided with a detailed schedule of the number or payments, payment amounts, and due dates as part of their enrollment contract. In many situations a co-signer is required. **Failure on the students behalf to adhere to the terms of the cash payment agreement, may lead to separation from the school for non-payment.**

Additional Charges Associated with Training:

1. OVERTIME CHARGES – Are billed at the rate of **\$5.00 for each hour** in which a student has *exceeded the contractual maximum time frame* of their course study.
2. IN SCHOOL COURSE TRANSFER – Any student who wished to transfer to another program offered by this institution, while enrolled and in attendance, may do so providing a **written request** and a **transfer fee in the amount of \$25.00** to the school. The student will be required to complete a new Enrollment Agreement. A student desiring a course transfer **after more than 5 days** from the start date of their originally contracted course of study, will be **charged** an Administrative Course Transfer Fee in the amount of **\$25.00**. The course transfer fee **must be paid by the student prior to transfer**.
3. SCHEDULE CHANGES – Any student who wishes to change their weekly hour schedule may do so by providing a **written request** and payment of **Schedule Change Fee in the amount of \$25.00** to the school. Changing weekly scheduled hours directly affects a student's anticipated completion/graduation date. **The schedule change fee is due at the time of request.** A student is allowed **two (2) schedule changes during enrollment**. A student who is **within 90 days of their scheduled graduation date is not allowed to change their schedule**.
4. RETURNED CHECK FEES – Any student, whose check is returned to the school for non-sufficient funds, closed account, or any other reason, will be charged a **\$35.00 fee for each time a check is returned**.
5. UNPAID STUDENT ACCOUNTS – Are turned over to the National Collection Agency.

Withdrawal from Program or Incomplete:

Any student who withdraws from their contracted course of study or who fails to complete training will have notice placed in their student file as to the progress of the student at the time of withdrawal.

Withdrawal Requirement:

A student seeking to withdraw from, or otherwise terminate their contracted course of study, is requested to provide a **written, signed and dated notice of withdrawal to the school**. In lieu of a written notice of withdrawal from the student, **formal termination will occur and result in the assignment of an official withdrawal date after thirty days of non-attendance**. A withdrawn student will receive a refund calculation via US mail no later than 40 days after the withdrawal date.

Expelled/Terminated Students:

A student who is expelled from school and does not appeal or is not awarded re-entry upon appeal will be provided with a written notice of expulsion/termination as of the student's last day of attendance. This is the official termination date. An expelled student will receive a refund calculation via US mail no later than 40 days after the termination date. **Any student who is expelled by the school for disciplinary, academic, attendance, or other violations will not be entitled to a refund other than as specified in the Refund and Settlement Policy**.

Return to Training After Expulsion/Termination:

Institutional policy requires if an expelled/terminated student appeals and is awarded re-entry into training a **mandatory waiting period of 60 days** must pass before the student can return to training.

Refund Policy

REFUND POLICY – REFUND SCHEDULE FOR PRIVATE CAREER SCHOOLS (OAR 581-045-0036)

1. You may cancel enrollment prior to entering classes by giving written notice to the school.
2. If cancellation occurs within 5 business days of registration, you will receive a 100% refund.
3. If cancellation occurs after 5 business days the \$150.00 registration fee will be charged.
4. If the student wishes to reschedule for the next class, the fees will forward to that date.
5. If a student terminates enrollment after class commences:
 - a) If a student withdraws **prior to completion of 50%** of the instructional program contract, the **student shall be entitled to a pro-rata refund** of the total tuition paid, less registration fee and student supplies fees, charged for such instruction program.
 - b) If a student withdraws **after completion of 50%** of instruction, there are **no refunds and the student is obligated to the school for the entire tuition fee**.
 - c) No refunds will be made for equipment or supplies purchased for the student.

NOTE: WHEN A CANCELLATION, TERMINATION, OR COMPLETION OCCURS, A CALCULATION OF ALL ALLOWABLE CHARGES SHALL BE MADE, USING THE LAST RECORDED DATE OF ATTENDANCE, IF ANY, AS A BASELINE.

Oregon Consumer Protection – 5 day Buyer’s Right to Cancel:

1. An applicant not accepted by this institution shall be entitled to a refund of all monies paid.
2. If the student cancels within 5 business days of signing their contract, all monies collected by the institute shall be refunded.
 - A. The student must cancel in writing
 - B. US Mail postmark determines cancellation date, or by the notification of cancellation is delivered in person
3. This policy applies whether or not the student has begun training
4. If a course is cancelled subsequent to a student’s enrollment, and before instruction in the course has begun, the school shall at its option: provide a full refund of all monies paid; or provide completion of the course.

Refund Priority Policy:

Monies due are refunded in a priority manner, within 40 days of formal cancellation, withdrawal or termination as follows:

1. Scholarship
2. Agency
3. Student Cash Payment

Credit for Kits and Textbooks when a Student Withdraws:

This policy applies ONLY in the instance that a student has purchased their kit and textbooks directly from the school. If a student retains their kit and textbooks at the time of their withdrawal these items will not be considered for credit to the students account:

1. Any item that has not yet been received by the student will be automatically credited to the students account.
2. The school reserves the right to determine the Health and Sanitary conditions of all items returned for account credit.
3. Textbooks are not returnable once a student has written inside.

The school reserves the right to refuse return of kit and textbooks, if the following conditions apply:

1. More than 20 days have elapsed since the student’s last recorded day of attendance
2. Equipment or kit items have been exposed to human blood
3. Product seals are broken, items are damaged, or equipment does not operate
4. The item or equipment is in a condition which it could not be safely utilized by the school
5. Completing and graduated students are not allowed to return their kit, equipment, or textbooks for account credit.

School Closure and Teach-Out Plan:

In the event that the school should close, enrolled students will be entitled to a refund as specified earlier in the catalogue. The school TEACH-OUT plan offers the student a reasonable opportunity to promptly resume and complete their cancelled course, or a similar course at an institution with no business connection to this institution; within the same geographic area as this school.

- In the event a teach-out would be offered, the teach-out school cannot charge any more than the original school would have been entitled to for the period covered by the teach-out and for which the student has not paid.
- Pursuant to the approved teach-out plan, each individually affected student would have 60 days in which to contact their institution of choice and enroll.
- After the 60 day period has elapsed, student records will be made available through the State of Oregon Department of Education

State of Oregon – Refund Policy – 50% Pro-Rata

Refund is based upon scheduled hours until the students last day of recorded attendance. If a student withdraws prior to completion of 50% of the contracted program, the student shall be entitled to a pro-rata of the tuition charged and paid for such instructional program, less registration fees, supply fees, and any other legitimate charges owed.

If a student withdraws upon the completion of 50% or more, of their scheduled contracted instructional program, the student shall be obligated for the entire instructional program, and shall not be considered entitled to a refund.

In calculating a pro-rata refund, for schools measuring the period of enrolled in clock hours; the amount the student will be charged is determined by dividing the total clock hours into the number of hours accrued according to the published class schedule as of the last recorded day of attendance by the student.

The “Published Class Schedule” is equal to the number of scheduled clock hours that this institution has made available and provided to the student had the student maintained 100% attendance.

State of Oregon Pro-Rata Schedule

Scheduled Hours of Enrollment:

.01% to 49.99%
50% to 100%

% Earned by School:

Actual Percentage
100% of Institutional Charges

Return to Title IV Policy

For students who have received Title IV financial assistance, the federal Return of Title IV calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.

The Federal Return of Title IV Funds formula dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period.

The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Direct Loans, Pell Grants, or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g. if 40% was earned, 60% was unearned).

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of calendar days scheduled to complete in the period as of the withdrawal date.

If a student has received less aid than that student earned, he/she may be eligible for a Post-Withdrawal Disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount they are eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this timeframe, the institution will not make the Post-Withdrawal Disbursement to the student.

NOTE: A student who withdraws prior to completion of 60% of charging period may be required to repay some of the funds released to the student because of credit balance on the student's account.

The following Title IV refund distribution is used for all financial aid applicants/students due a refund:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Plus Loan
4. Federal Pell Grant

STUDENT ACKNOWLEDGEMENT FORM

(Future Professional Copy)

This Institutional Catalogue and Student Handbook has been prepared for your information and understanding of the policies, philosophies and practices and benefits of **Paul Mitchell the school Portland**. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to your Learning Leader Advisor. The “Future Professional Copy” of this acknowledgment is for **YOUR** records, the “Paul Mitchell the school - Portland Institutional Copy” shall be retained in your **Paul Mitchell the school Portland** permanent record.

I, _____, have received and read a copy of the **Paul Mitchell the school - Portland Institutional Catalogue and Student Handbook** which outlines the goals, policies, benefits and expectations of **Paul Mitchell the school Portland**, as well as my responsibilities as a student.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the **Paul Mitchell the school Portland Institutional Catalogue and Student Handbook** provided to me by **Paul Mitchell the school Portland**. I understand this handbook is not intended to cover every situation which may arise during my enrollment, but is simply a general guide to the goals, policies, practices, benefits and expectations of **Paul Mitchell the school Portland**.

I understand that the **Paul Mitchell the school Portland Institutional Catalogue and Student Handbook** is not a contract of enrollment and should not be deemed as such.

Revised December 2011 Volume I – III

(Future Professional Name)

(Future Professional Signature)

Dated: _____

STUDENT ACKNOWLEDGEMENT FORM

(Paul Mitchell the school Portland Institutional Copy)

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Revised December 2011 Volume I – III

(Future Professional Name)

(Future Professional Signature)

Dated: _____

Office Use Only: _____ Date Received for Permanent File Revised December 2011 Vol I-III

2012 Start Dates

January 31, 2012	Hair & Esthetics
February 21, 2012	Nails
March 27, 2012	Hair & Esthetics
April 17, 2012	Nails
May 29, 2012	Hair & Esthetics
June 19, 2012	Nails
July 31, 2012	Hair & Esthetics
August 21, 2012	Nails
September 25, 2012	Hair & Esthetics
October 16, 2012	Nails
November 27, 2012	Hair & Nails