

**ARNOLD'S BEAUTY SCHOOL
OCCUPATIONAL EDUCATION PROGRAMS POLICY (COSMETOLOGY)**

Governing Organizations:

Arnold's Beauty School is owned by Arnold's Inc

Norma Arnold, President
Andy Arnold, Chairman of the Board
Debbie Arnold, Secretary

Licensed by:

State of Tennessee Board of Cosmetology and Barber Examiners
First Floor, 500 James Robertson Parkway
Nashville, Tennessee 37243-1147
(615)741-2414

Accredited by:

Council on Occupational Education
7840 Roswell Rd, Building 300, Suite 325
Atlanta, Ga 30350
(770)396-3893/(800)917-2081

Arnold's Beauty School is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an elevation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Tennessee Higher Education Commission
Parkway Towers, Suite 1900
Nashville, Tennessee 37243-0830
(615)741-3605

Mission of the Institution

Arnold's Beauty School is dedicated to educating quality students with the fundamental knowledge to meet the present and future needs of the industry. Each student admitted to the school receives individual instruction in technical skills, professional services, business and job related information. Each student also participates in closely supervised services while apprenticing in the clinic. Each unit of study offered by the school is designed to provide a broad base to maximize the employability of its graduates.

Program Objectives

To develop technical abilities to the highest level of each student
To develop professional qualities within each student
To counsel each student in the variety of opportunities within the field
To introduce and teach the techniques involved in the latest products, equipment and styling trends
To fulfill the requirements of the Tennessee State Board of Cosmetology

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Occupational Needs of Cosmetology Students

The successful completion of the Cosmetology course will allow the licensed graduate to practice arranging, dressing, curling, waving, cleansing, cutting, singeing, bleaching, coloring or similar work upon the hair of any person by any means; caring and servicing of wigs and hair pieces; manicuring; massaging, cleansing, stimulating, manipulating, exercising, beautifying or similar work upon the hands, arms, face, neck or feet with hands or by the use of cosmetic preparations, antiseptics, tonics, lotions or creams; placing or applying false eyelashes; and, giving facials, applying makeup, giving skin care or removing superfluous hair by tweezing, depilatories or waxing.

Program Enrollment

The Cosmetology program start dates are offered six times per year. Students must enroll in advance of each starting date through the Admission's Office.

The Cosmetology program only offers full-time enrollment and consists of clock hours. Courses required for each program are offered with intentions of the student completing the program within 14 months.

Class Schedule:

Monday.....8:00am-1:30pm
Tuesday-Thursday.....8:00am-5:00pm
Friday.....8:00am-3:00pm

Non-discrimination Policy

Arnold's Beauty School is in compliance with the Civil Rights Act of 1974, as amended, which prohibits discrimination on the basis of race, sex, religion, age and national origin. The school is in compliance with the Rehabilitation Act of 1973 in that no qualified person, by reason of handicap, will be excluded from enrolling in the course of instruction. The school will work with any handicapped applicant to ensure that needed or special services are available.

Cosmetology Curriculum Content

Cosmetology hours shall be apportioned as follows:

General.....300 hours
Sterilization, sanitation and bacteriology
Anatomy and physiology
Shop ethics, personality and salesmanship
State Law
Chemical.....600 hours
Permanent waves
Hair relaxing
Hair coloring, bleaching and toning
Sculptured nails
Hair structure and chemistry
Physical.....600 hours
Shampooing and rinses

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Hair and scalp care
Hair shaping
Hairdressing and styling
Facials, eyebrow arching, lash and brow tinting
Manicures and pedicures

Student Assessment

Assessment of student achievement based on the program objectives and content is determined by theory tests grades, practical worksheets, and attendance.

In order to be making satisfactory academic progress toward a diploma, students must maintain specified grade averages and proceed through the program at a pace leading completion in a specified time frame (one and one-half times the length of the program).

Satisfactory progress will be measured as follows

- 1) at midpoint of first academic year (after completion of 450 hours)
- 2) at the end of the first academic year (after completion of 900 clock hours)
- 3) at midpoint of second academic year (after completion of 1350 clock hours).

Required Grade Averages

At the end of each increment, the grade point average will be determined and documented in each student's file. At graduation time, students must receive an average of 70 out of 100 on all tests to be able to receive their diploma. Student's achieving the averages specified in the chart below will be considered to be making satisfactory progress:

Required Clock Hours

1500 clock hours 50 weeks @ 30 per

Maximum time frame - 75 weeks

After this # of weeks	22.5	45	67.5	75	
Students must have at least this cumulative	65%	65%	70%	70%	grade average

Required Completion Rate

In addition to the grade averages listed above, students must also be progressing toward successful completion of the program within the maximum time frame at the following rate:

After this # of weeks	22.5	45	67.5	75
Students must have completed at least this # of clock hours	450	900	1350	1500

Gainful Employment

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Arnold's Beauty School annually reports our Gainful Employment rates to our governing agencies in an effort to ensure that the length and tuition of the Cosmetology program benefits our completers.

Administration

The Cosmetology is approved and administered under established policies and procedures and is supervised by the Administrative Staff. The Administrative Staff are continually involved in Strategic Planning and approval, and evaluation of student competencies.

Senior Instructors are licensed with the Tennessee State Board of Cosmetology and Barber Examiners. Each Senior and Junior Instructor received their Cosmetology and Instructor Trainee diplomas from Arnold's Beauty School.

The administration and staff are readily available to assist students during school hours. Students are encouraged to keep an open line of communication during their enrollment period and continuing on after graduation or withdrawal.

DIRECTOR - Norma Arnold
ADMISSIONS/FINANCIAL AID - Debbie Arnold
ASSISTANT DIRECTOR – Tammy Glenn

STAFF OF SENIOR INSTRUCTORS – Norma Arnold
Debbie Arnold
Leslie Graves
Donna Sanders-Lewis

STAFF OF JUNIOR INSTRUCTORS - Tammy Glenn
Laurie Jarnigan
Ali Dunn
Olivia Hensley

Student Files

Arnold's will allow students access to their individual files upon request from the student. Each file is confidential and no information is given out without the permission of the student. Files enrollment, financial and educational records. All records are permanently maintained by the institution.

This policy is publicly available in our catalog, website and Policies and Procedures Notebook, and is consistently applied. Program objectives are evaluated annually by staff, the Advisory Committee Board Members, governing agencies, and employers to make sure the objectives and content of the program are current and measurably relevant.