



## **Orientation Handbook**

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## **General School Policies:**

### **Time Policy and Procedures**

- On the first day of school, students will be shown where to clock in/out and how the process works.
- When absent, students' must ask the instructor for permission before making up hours. Day time students' makeup days are on Mondays. Night time students' makeup days are on Fridays.
- Students are responsible for clocking in and out at any time that they enter or leave the school, along with lunch breaks.
- Students will not be allowed to go over scheduled hours. Going over scheduled hours will interfere with financial aid.
- If a student forgets to clock in or out, they must let your instructor know.
- An attendance report can be available at the students' request.
- The student will receive a monthly progress report with total hours to date and total absent hours shown. Students are to notify the instructor immediately if there is a potential error with their hours.
- The school will not adjust hours more than 30 days prior to the current date. It is the students responsibility to make sure that all of their hours are being recorded in a timely manner.
- Students cannot receive more than 8 clock hours a day.
- Students are given credit for the exact amount of time they attend, without any rounding up or down.

### **Kit Policy**

Students are issued a kit at the appropriate time for their respective programs. A kit list will be provided at the time of issue and students will sign a kit list, confirming receipt of all items in the kit. Any supplies the student needs for training that is not in their kit, will be provided by the school. Any items lost or damaged must be replaced by the student.

## **School Dress Code**

1. Each student shall be dressed in a washable, tightly woven, crisp fabric that will readily shed hair clippings and/or other airborne particles. During services, students must wear an apron or smock.
2. Tank or tube tops, high heel shoes (higher than one inch), sandals, flip flops or any open toe footwear are considered by the State Board to be unsafe and unsanitary attire for any student while training in the theory and practical practices of cosmetology.
3. Shorts, skorts, pants, dresses or skirts must be mid-thigh. Midriffs must be covered. Clothing must be clean and professional.
4. It shall be the responsibility of the managing instructor to dismiss any student from class (clinic or theory) not in compliance with required dress code.
5. A student may return to class immediately upon correcting any dress code compliance issues.
6. All mobile devices must be turned to vibrate during scheduled class time.

## **Smoking**

Any form of smoking (cigarettes, vapes, etc) and smokeless tobacco are only permitted in the back of the building.

## **Campus Security**

All faculty, staff and President will serve as Campus Security Personnel.

Any and all suspicious activities, crimes, or other security problems should be reported immediately to an available staff member. This person will then take action suited to the nature of the reported activity.

Written reports will be made when appropriate and kept in the administration office. When it is deemed necessary by school personnel, outside law enforcement-Local police, Sheriff's department, Federal Officers, etc. will be contacted. School officials will cooperate in every way possible with any investigation conducted by these entities.

Please note that School Policy prohibits use, sale or possession of illegal drugs or alcohol on school property or at school functions.

Any student or employee with alcohol or drug related issues will be referred to a local support agency for treatment.

As reported to a Federal agency, below are the Campus Crime Statistics for the last three years.

	2020	2021	2022
Murder	0	0	0
Rape	0	0	0
Arson	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Negligent Manslaughter	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Liquor Law Violation	0	0	0
Drug Law Violation	0	0	0
Illegal Weapons Possession	0	0	0

## **Drug Free Workplace Policy**

The School community must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or otherwise controlled by Jenks Beauty College. If an individual associated with the School is apprehended for violating any drug-or alcohol-related law when on School property, or participating in a School activity, the School will fully cooperate with all law enforcement agencies.

Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the School and the state laws will be enforced. Intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the School.

## **Complaint/Grievance Policy**

The school shall receive and process any complaint filed by any party which reasonably suggests that the school may not be in compliance with applicable federal, state, or local laws and regulations, or lack educational quality or a violation of accreditation requirements. The school may at its discretion, refuse to process any complaint which appears to be frivolous or groundless, or which is submitted anonymously. The following procedures outline the specific steps in the complaint process.

- Complaints shall be submitted in writing and signed by the complainant on the designated form provided by the school within 60 days of the date the act which is the subject of the grievance occurred.

- A complaint must state the basis for any allegations of noncompliance.
- A complaint alleging that the school is in noncompliance shall contain all relevant names and dates and briefly describe the actions forming the basis of the complaint. Copies of the supporting documents should accompany a complaint based upon written evidence. Any other documents or materials that support the allegation should also accompany the complaint.
- Receipt of the complaint shall be acknowledged by personally delivering to the office of the President.
- The complaint will be reviewed by school leadership and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
- If the complaint is of such nature that it cannot be resolved by the President, it will be referred to an appropriate agency if applicable. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary the school will appoint a hearing committee consisting of one member selected by the school who has no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
- Students must exhaust the institution's internal complaint process before submitting the complaint to the schools accrediting agency or licensing board, if applicable.
- A complaint form is available through the following agencies: Oklahoma State Board of Cosmetology 405.521.2441 NW. 23<sup>rd</sup>, Suite 84 Oklahoma City, OK 73107 NACCAS 703-600-7600 3015 Colvin Street Alexandria, VA 22314. It is required that all complaints must be addressed through the school's complaint procedure prior to filing a complaint with the above agencies. The school will maintain written records of all complaints filed for the past two (2) years.

## **Counseling Resources and Procedure**

For job leads and job hunting strategies, please see the Director of Education, Tarina Foster. Although we cannot guarantee placement as an incentive for a student to enroll, Jenks Beauty College offers placement assistance to its students. We post notices for area salons looking for qualified stylists and technicians, and we will work toward placing graduates in the salon they prefer. Salon owners and managers are regularly scheduled to make presentations to our students, to demonstrate skills and speak about their salon's career opportunities upon graduation.

For counseling resources, please report to the Director of Education or the President's office. There is a student resource board which lists public health, charity and mental health resources located in the student break room.

## **Reference Materials and Library**

Jenks Beauty College maintains reference materials throughout the school to supplement the learning materials provided to the student.

## **Safety and Evacuation Policy**

Please see posted floor plans with exits throughout the school.

### **Basic Requirements for a Safe Workplace**

- Proper Ventilation-Some fumes can be harmful
- Proper Use of Flammables- Read labels and always follow precautions
- Designated Smoking Areas-Never smoke or permit clients to smoke while being served. Avoid other sources of open flames.
- Safe Product Storage-Store products in closed containers and prevent spills or leakage. Store in an adequately ventilated area and in moderate temperature.
- Protection during application- Follow directions, wear gloves and/or goggles as directed, properly drape clients. Apply your professional training.
- Proper use of first aid- A First Aid Kit is available at the front desk.

## **Emergency Response and Evacuation Procedures**

### **FOR ALL EMERGENCIES CALL 911**

A fire emergency evacuation is initiated when a fire incident occurs.

The objective: all building occupants are safely evacuated to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Fire evacuation procedures:

- Evacuation is mandatory when a fire alarm is activated.
- Designated staff or faculty check the affected building(s) to ensure all personnel are appropriately evacuating.
- Assist people with disabilities if possible.
- Ensure all doors and windows are closed as a room and building are evacuated.
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel. Evacuated persons are directed to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

The National Fire Protection Association recommends that you should only stand and fight a fire if all of the following are true:

- Everyone is leaving the premises and fire department has been called
- The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)
- You can fight the fire with your back to an escape route.
- Your extinguisher is rated for the type of fire you are fighting and is in good working order.
- You know how to operate the extinguisher.

### **LOCATION AND USE OF FIRE EXTINGUISHERS**

Fire Extinguishers are located throughout the school, usually near an escape route.

Follow the instructions on the Fire Extinguishers

- Pull the pin
- Aim the Nozzle
- Squeeze the Handle
- Sweep from side to side at base until fire goes out.

### **EMERGENCY EVACUATION FOR BOMB THREAT OR OTHER NON-FIRE SITUATION**

Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

The objective: Move all campus occupants to a remote, and controlled location. Other Evacuation Procedures: Staff will assess the situation and direct students accordingly.

### **EMERGENCY LOCKDOWN**



Emergency Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or in the facility to gain access to staff and students.

Note - locking doors should not eliminate immediate egress possibilities from the facility  
The objective: create as many physical layers of separation between you and the potential aggression. Emergency Lockdown Procedures:

1. Make sure entrance points to the building near your location are locked immediately.
2. If you are located in an area with a door that can be locked, gather all students and clients in the vicinity into the room and lock the door.
3. Improvise additional door blocking if possible.
4. Close blinds and cover additional windows, e.g., with a shirt, up-turned table, paper, etc.
5. Turn off lights in the room.
6. If possible, report your status to the lead administrator or designee by telephone or intercom.
7. Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize

### **Department of Homeland Security**

"Active shooter awareness - options for consideration"

<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

### **Shelter in Place**

Sheltering in place procedures are traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to, a facility and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.

Objective: seek immediate shelter away from doors and windows and remain there during an emergency.

### Staff Response

1. All staff that are outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, if possible, instruct everyone to move to an interior area without windows and doors.
2. Close all windows and doors.
3. In chemical spills/ biological incidents - if available, use tape to cover all windows and doors with sheets of plastic to help reduce airflow into the area. Wet towels can be used to reduce airflow under doors. Close all outside air vents. Turn off all heating or ventilation systems. Use damp towels or cloths to cover any openings in walls or doors. Tape can also be used to cover any cracks, crevices, electrical outlets, cable television connections or other openings that might allow air to flow into the shelter area.
4. Listen to local radio or television news for instructions from emergency management and public safety officials.
5. Review emergency evacuation protocols.

### Causes for Discipline

Some types of behavior keep you and your fellow students from learning and are not acceptable. Some types of behavior are considered unprofessional and are unacceptable in the job market. Any student exhibiting the following behavior(s) may be reprimanded, suspended or terminated.

- Refusing to provide a service to an assigned client or refusing to comply with an instructor's assignment
- Cursing or using foul language or profanities
- Engaging in disruptive behavior
- Immoral conduct
- Cheating
- Failure to clock in/out
- Tardiness and/or excessive absences
- Not calling in when absent or late, not notifying the instructor if you will not be returning from lunch.
- Discussing inappropriate activities/controversial topics, with anyone during school hours.
- Criticizing another student's work
- Arguing with an instructor in the presence of another student or client
- Gossiping
- Leaving the facility without permission other than lunch or closing
- Using a cell phone for personal business while clocked in

The following will result in immediate termination as a student at Jenks Beauty College:

- Stealing from a student, client, instructor or school property/money
- Exhibiting violent behavior or destroying property
- Consuming, possessing or distributing alcoholic beverages and/or illegal substances during school hours or on school property
- Possession of a gun, knife, or deadly weapon, exploding device or device which can be used to harm or immobilize on school property
- Committing fraud or falsification of records
- Clocking another student in or out
- Insubordination to instructors or administration

Students have the right to appeal to the President for readmission.