

Student Handbook

About Us

MISSION

The Mission of Sherrill's University Etc. is to teach students the necessary technical skills, which will enable them to pass the North Carolina Board of Cosmetology or the North Carolina Board of Barber Examiners examination to obtain a license. The ultimate aim of the school is to prepare the students to be skilled technicians so that each graduating student may be licensed as a cosmetologist/barber stylist and obtain profitable employment in his/her field.

VISION

It's the vision of Sherrill's University Etc. to be a leading provider of Cosmetology and Barber Education.

PURPOSES

The following purposes are integral parts to the mission of Sherrill's University Etc.:

- To maximize educational opportunities through fundamental studies and financial support services.
- To recruit and retain highly qualified instructors who are effective in the classroom and are familiar with current business and technical needs.
- To maintain a dynamic organizational model, this is responsible to all its constituents.
- To provide educational courses which stimulate and develop each student's abilities in which enhance individual growth.
- To develop in students a professional attitude and awareness of contemporary business and technical practices through exposure to pragmatic course content and to faculty currently engaged in enterprise.
- To graduate students who are competent, both in their chosen job skills and in interpersonal skills.
- To assist graduates in finding satisfying positions. This goal is paramount for Sherrill's University and is met through an effective career development office.
- To provide support services for the academic endeavor of the students, faculty, and staff through the use of information resources in the library.

Sherrill's University Etc. was first licensed by the state of North Carolina in 1969 as a cosmetology school. Sherrill's began training barbers in 1996 and has produced fine, well-trained barber/stylists. Sherrill's has a proud tradition of producing highly employable cosmetologists, barbers and instructors and remains dedicated to that tradition.

PHYSICAL ADDRESS AND TELEPHONE

3601 Bastion Lane
Raleigh, NC 27604
Telephone: (919) 791-6316

NON-DISCRIMINATION POLICY

Sherrill's University Etc. does not discriminate on the basis of race, color, sex, age, religion, ethnic origin, marital status, personal appearance, sexual preference, physical or mental handicap, family obligation or political affiliation in admitting students.

OCCUPATIONAL PROGRAMS OFFERED

- Cosmetology
- Cosmetology Instructor
- Barber-Styling
- Barber-Styling Instructor
- Natural Hair Styling

LICENSING AGENCY

North Carolina Board of Barber Examiners
5809-102 Departure Dr.
Raleigh, NC 27616
(919) 581-5210

North Carolina State Board of Cosmetic Arts

121 Edinburgh South Drive
Suite 209 Cary, NC 27511
(919) 736-6123
(919)678-3012 Fax

FACILITIES AND EQUIPMENT

Sherrill's University is housed in a clean, well-lit facility which is approximately 10,000 square feet. Modern heating and cooling equipment keep the University at a comfortable temperature year-round. Sherrill's University is a one-story building that is easily accessible to persons with or without disabilities. Sherrill's University is fully equipped with operational equipment and supplies required for educational purposes. The University is strategically located in east Raleigh and easily accessible by highways 64, 70, 401, and Interstate 40.

The goal of the University is to give its students experience on many types of equipment in order to prepare them for all types of shop situations. Sherrill's trains its students on both older equipment and the latest equipment available. All equipment is well- maintained and operable.

STUDENT SERVICES

The staff and faculty of Sherrill's are here to help you succeed. This attitude is sincere and evident as a standard at Sherrill's. Sherrill's University provides academic advising to all students to ensure satisfactory progress is being made throughout the student's program. A student may schedule an advising session with the appropriate school official during business hours or as the staff's schedule permits.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Generally, FERPA requires Sherrill's University (the "University") to obtain written consent from students before disclosing personally identifiable information from such records. This form is intended to satisfy the requirements of FERPA, and assist the University to communicate with parents, guardians, and others, as authorized by its students.

EMPLOYMENT ASSISTANCE

Upon successful completion of the course or sooner, the student may register for employment assistance with the placement officer and the school will use its best efforts to successfully assist the student with scheduling interviews, and other guidance job placement. The student is advised, however that the law prohibits any school, college, etc. from guaranteeing placement.

STUDENT GRIEVANCE & APPEAL POLICY

Any student who feels that unjust treatment has occurred from any employee, instructor, or staff member with regard to any matter should first discuss the matter with that person. If no resolution is found, the following procedures should be followed:

Write a description of the situation or dispute and submit it to the immediate supervisor of the person in question. Information regarding a supervisor's name and title can be obtained at the reception desk. The written letter should be submitted to the school Director within three (3) days of the occurrence. The school Director will investigate the matter and attempt to resolve the situation. The student in all cases will receive a written reply within ten (10) workingdays from the date of the grievance.

If the grievance remains unsolved following inquiry and efforts, the student has the right to appeal to the school Director. The school Director will take whatever steps are deemed necessary with all parties involved. The decisions are both final and binding.

In the event that the situation involves the school Director or the Institution and that every effort has been done to resolve the problem, the student, instructor or employee should submit the Complaint Certification form with supporting documentation to:

ACCESS TO STUDENT RECORDS

This institution keeps Records of Progress on all students, veteran and non-veteran alike. Grade reports are furnished all students at the end of each scheduled school term. Student records for DVA students are maintained for a three year period after completion of program. Public Law 93.300 (also known as the “Buckley Amendment”) permits only the release of “directory information” about the student without the student’s written consent.

This means that all agencies, prospective employers, and other pertinent parties must first procure a signed release from the student before the University can release any non- directional student information. Students may examine all files pertaining to them by a written request to the registrar during regular business hours. The information will be provided within 24 hours of the request. If the student wishes only to view the files, the Director of Education or University Director must be present during the inspection.

STUDENT TEACHER RATIO

- (1) One teacher for every 25 students enrolled in the practice department;
- (2) One teacher for every 20 students during practical work on live models in the clinic department; and
- (3) Each Cosmetic art teacher may have up to five teacher trainees, in addition to the ratios set forth in Subparagraph (j)(1) and (2).

School Retention Rates:

Completion Rate:	74.66%
Placement Rate:	93.00%
Graduation Rate:	61.00%

ADMISSIONS POLICY

These admissions policies have been adopted as of 01/01/2012

The admissions process is designed to emphasize the basic philosophy of Sherrill’s University Etc. It is important that each student be treated as an individual and that care and concern are demonstrated during the enrollment process.

Sherrill’s University reviews applications and admits students on a monthly basis.

To apply for admission, applicants must have a high school diploma, GED or its equivalent. Sherrill’s will accept as students, persons who do not have a high school diploma or GED Certificate, with approval of the Director of Education and School Director.

The Admissions Procedure and Requirements:

- **Prior to Enrolment**
 - Each applicant is required to complete a career profile sheet, interview with an admissions counselor, and tour the facilities.
 - After interviewing with the Admissions office, students are to meet with the financial department for an interview.
- **Enrolling**
 - In order to qualify for admissions at Sherrill’s University, every applicant must be 16 years of age and submit the following to admissions:

- Enrollment Application
 - Proof of earned HS Diploma, GED, or recognized equivalent;
 - North Carolina State ID (Drives license or Standard ID)
 - Social Security Card or Tax ID
- **VA Students**
 - Students who enroll in an approved VA program can begin their enrollment as soon as they furnish a Certificate of Eligibility (COE). Enrollment can commence either when the VA makes the payment to the school or within 90 days after the school certifies the tuition and fees. There will be no penalties, late fees, restrictions on access to classes, libraries, or school facilities, or a requirement for students to take on additional debt because they can't meet their financial obligations to the institution due to delayed payments for education assistance under Chapter 31 or 33, unless the student's coverage is less than 100%.
 - Students who are transferring or have attended other institutions are required to submit all documentation required by the certifying official prior to enrollment.
 - Out of pocket expenses may be required for the difference between the students financial obligation and the amount of the VA education benefit.

All students must attend orientation prior to starting classes.

For teachers training, every applicant must follow the admissions procedure and also submit the following:

- a) Current Cosmetology/Registered Barber License
- b) Certification of High School Diploma/GED or equivalent

REQUIREMENTS for Requesting Transcript

In order to receive hours, grades or achievements, any and all indebtedness to the School must be satisfied in full, and a written request must be made to the registrar.

TRANSFER CREDIT

STUDENT'S FROM OTHER INSTITUTIONS

Clock hours earned at other institutions are accepted by the University provided at least one of the following criteria is met:

- (1) The institution is licensed by an agency or has a state reciprocal agreement with the North Carolina State Board of Cosmetic Arts Examiners.
- (2) A student desiring to transfer from an open Cosmetic Art school must provide the school a NC Cosmetic Art Transfer Form from the school in which they are transferring from. All Transfer students from other institutions must first take an entrance exam to determine competency. Transfer students must submit a certified transcript from all schools in which they have attended to include hours, grades, and achievements/performances. Based on the results of the entrance exam, the School Director will determine how many hours/credits will be accepted.

STUDENT'S TRANSFERING BETWEEN PROGRAMS

A student who transfers from one cosmetic art discipline to another cosmetic art discipline shall not receive credit for hours received in the initial curriculum. (b) Up to

25 percent of all credit earned in an approved esthetician, manicurist or natural hair care teacher training program may be transferred to a cosmetology teacher training program. (c) A maximum of 160 hours earned in either an esthetician, natural hair care or manicurist teacher training program may be transferred between programs once. (d) Licensed estheticians, manicurists and natural hair care stylists may apply up to 25 percent of hours required for licensure by G.S. 88B earned toward the cosmetology curriculum. History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17; Eff. January 1, 2012; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.

RE-ADMISSION POLICY

Students may only be allowed (1) opportunity for re-admission into an eligible program at Sherrill's University Etc. Students who withdraw or are terminated after will not be permitted to re-enter, unless approved by the Director of Education. Once the prospective student is accepted for re-entry, the student will be tested to determine credit for hours previously earned. The student will be charged the current rate for tuition on any hours remaining. Re-enrolling students must purchase book(s), uniform(s), and equipment that are missing from the student kit or no longer in use

START DATES

Cosmetology, Barber, Teacher Trainee Day & Evening Classes

2023

January 17
February 14
March 21
April 18
May 09
June 13
July 18
August 08
September 19
October 17
November 14

2024

January 16
February 11
March 12
April 16
May 14
June 11
July 17
August 13
September 17
October 15
November 12

2025

January 21
February 11
March 11
April 08
May 13
June 10
July 17
August 12
September 09
October 21
November 11

Re-enrollments and transfers may enroll Monthly on the 2nd Monday of each month.

ACADEMIC HOLIDAYS

New Year's Day; Martin Luther King, Jr.'s Birthday; Memorial Day; Independence Day Labor Day; Thanksgiving; Christmas

TUITION AND FEES

COSMETOLOGY PROGRAM	
Registration Fees	\$ 250.00
Lab & *Digital Fee	\$ 2,000.00
Tuition	\$ 7500.00
Total Cost:	\$ 9,975.00
BARBER-STYLING PROGRAM	
Registration Fees	\$ 250.00
Lab & *Digital Fee	\$ 2,200.00
Tuition	\$ 7,640.00
Total Cost:	\$ 10,090.00
NATURAL HAIR PROGRAM	
Registration Fees	\$ 250.00
Lab & *Digital Fee	\$ 1,000.00
Tuition	\$ 2,400.00
Total Cost:	\$ 3,625.00
INSTRUCTOR PROGRAM	
Registration Fees	\$ 250.00
Lab & *Digital Fee	\$ 1,000.00
Tuition	\$ 4,000.00
Total Cost:	\$ 5,250.00

The University will accept personal scholarships.

PAYMENT OPTIONS

1. A student may pay for the full tuition amount at the time of registration via certified check or money order
2. Financial arrangements can be made on a monthly, weekly or bi-weekly basis. Through the institutions *our payment* system.

Each student's contract will be extended by 150hrs to supplement for loss time due to sick days, unexpected emergencies, vacations, holidays etc. For attendance beyond the contracted graduation date, students will be

REFUND POLICY

This institution has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. All of the following are elements of the Universities fair and equitable plan:

- Any Student who is not accepted for enrollment will be refunded all monies paid to the school less the enrollment or re-enrollment fee.
- All refunds will be made:
 - (1) To applicant within (30) thirty days of cancellation or failure to appear for any classes;
 - (2) To student within thirty (30) days from the last date of attendance.
- **Enrollment time is defined as all hours scheduled from the first day of attendance to the last day of attendance.**
- Upon beginning classes and after the cooling-off period (if applicable), the following items are non-refundable:
 1. Enrollment fee
 2. Re-enrollment fee
 3. Books
 4. Kit (if purchased through the School)
 5. Lab fee
 6. Permit Fee
 7. Credit Report
 8. Name Badge (if received from School)
 9. Tuition
- **Books and kit become the property of the student upon early termination or program completion, only if tuition and fees are paid in full.**
 - *All property left in possession of the school (regardless of how property was purchased) will be discarded and or liquidated after 30 days of program termination. This institution will not be responsible for any property left in possession of the school after 30 days.*
- No tuition or fee increases will affect the student after he/she has begun classes. Only after a student drops and re-enrolls can a student be charged an increase.
- If a course is cancelled subsequent to enrollment, the student shall be entitled to a full refund
- In the event a student must transfer due to official military orders, a tuition refund will be made on a pro-rata basis. All fees and equipment cost will be retained.
- Any student receiving scholarship must follow scholarship guidelines in order to maintain eligibility status, 90% attendance and 90% GPA. Failure to do so will result in the loss of the scholarship.

- **Refunds for Classes Canceled by the Institution**
 - If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.
 - Refunds will be made within 45 days of the planned start date.
- **Refunds for Students Who Withdraw On or Before the First Day of Class**
 - If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws the first day of classes, the institution retains no more than \$100 of the tuition and fees.
 - Appropriate refunds for a student who does not begin classes are made within 45 days of the class start date.
- **Refunds for Students Enrolled Prior to Visiting the Institution**
 - Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.
- **Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction.**
 - Each course is subject to different refund policies please review your course manual/brochure.
- **Refunds for Withdrawal After Class Commences**
 - **(1) Refund Policy for Programs Obligating Students for Periods of 12 Months or Less**
 - The refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less is as follows:
 - During the first 10% of the period of financial obligation, the institution refunds 90% of the tuition.
 - After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution refunds at least 50% of the tuition.
 - After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution refunds at least 25% of the tuition
 - After the first 50% of the period of financial obligation, the institution shall retain all of the tuition.
- **Refund Policy for Programs obligating Students for Periods Beyond Twelve Months**
 - **(2) Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months**
 - If the student withdraws from the program during the first twelve months, the student will no longer be financially obligated for the period beyond the twelve months.
 - The calculation of the refund for the unused portion of the first 12 months is based on section (1) Refund Policy for Programs Obligating Students for Periods of 12 Months or Less.

WHERE TO GO FOR HELP

Absences	Student Services
Academic Counseling	Student Services
Academics	Student Services
Admissions	Admission Office
Advisors	Director
Books/ Supplies	Student Services
Change of Address/Telephone	Student Services
Change of Major	Admission
Course Changes	Admissions
Delinquent Accounts	Business Office
Student Accounts	Business Office
Grades	Student Services
Graduation	Student Services
Job Placement	Admissions
Library	Student Services
Lost and Found	Concierge
Student Activities	Student Services
Student Success Counseling	Student Services
Transcripts	Bursars Office
Intermediate/Transition	Student Services
Tutorial Services	Student Services
Technical Support	IT Team
Medical Services	IT Team
Custodial Care	Maintenance
Facility Maintenance	Maintenance
Tuition Payments	Business Office

WHO'S WHO AT SHERRILL'S

Mrs. Wanda Short	Director and Owner
Mr. Marcus Short	Business Manager
	Director's Assistant
Gail Boykin	Student Services
Kynneth Baker	Admissions/Placement
Jackie McLean	Instructors Liaison
	Human Resources Officer
Ms. Gail Boykin	Media Service
Mr. Ethan Adams Wendy Lucas Wendy Lucas	Technical Support Bookkeeping Business office
Wanda Short	Instructor
Nakia Evans	Instructor
Nya Hammond	Instructor

COSMETOLOGY COURSE

(1500 Hours)

The objective of the Cosmetology program is to teach each aspiring Cosmetologist the necessary technical skill which will enable him/her to pass the NC State Board of Cosmetic Arts Examination.

In order to graduate, the student must complete 1500 hours of course study and score 70% or better on the written final examination. He/she must also satisfy all financial obligations to the University. After completing this program, the student will receive a diploma and is eligible to take the North Carolina State Board Exam for Licensing as a Cosmetologist and is certified to obtain profitable employment in a beauty salon or any other related field.

COSMETOLOGY CURRICULUM

A Cosmetology training course shall begin with infection control and blood exposure procedures as defined in 21 NCAC Subchapter 14H and consist of at least 1500 hours.

A Cosmetology student will be taught the Statute scope of practice as follows:

§ 88B2. Definitions.

(8) Cosmetologist. - Any individual who is licensed to practice all parts of cosmetic art.

(8a) Cosmetology. - The act of arranging, dressing, curling, waving, cleansing, cutting, singeing, bleaching, coloring, or similar work upon the hair of a person by any means, including the use of hands, mechanical or electrical apparatus, or appliances or by use of cosmetic or chemical preparations or antiseptics.

(11a) Esthetics. - Refers to any of the following practices: giving facials; applying makeup; performing skin care; removing superfluous hair from the body of a person by use of creams, tweezers, or waxing; applying eyelashes to a person, including the application of eyelash extensions, brow or lash color; beautifying the face, neck, arms, or upper part of the human body by use of cosmetic preparations, antiseptics, tonics, lotions, or creams; surface manipulation in relation to skin care; or cleaning or stimulating the face, neck, ears, arms, hands, bust, torso, legs, or feet of a person by means of hands, devices, apparatus, or appliances along with the use of cosmetic preparations, antiseptics, tonics, lotions, or creams.

(12) Manicuring. - The care and treatment of the fingernails, toenails, cuticles on fingernails and toenails, and the hands and feet, including the decoration of the fingernails and the application of nail extensions and artificial nails. The term "manicuring" shall not include the treatment of pathologic conditions.

(14a) Natural hair care. - A service that results in tension on hair strands or roots by twisting, wrapping, extending, or locking hair by hand or mechanical device. For purposes of this definition, the phrase "natural hair care" shall include the use of artificial or natural hair.

The first subjects to be taught in theory and practical application will be the infection control and blood exposure procedures as defined in 21 NCAC subchapter 14H. Once the infection control and blood exposure has been taught we will ensure instruction of theory and practical subjects including:

Professional image; Bacteriology; Anatomy; Electricity as it relates to cosmetic art; Board laws, rules and website; Chemistry as it relates to cosmetic art; Professional ethics; Draping; Shampooing; Roller sets; Pin curls; Ridge curls with C shaping; Finger waves; Braids; Artificial hair; Up-styles; Blow drying; Brush control; Pressing or thermal; Hair cutting; Partings; Perm types and wraps: Relaxer types and sectioning; Color types and application sectioning; Scalp treatments; Manicures; Pedicures; Artificial nails: Styles and techniques of cosmetology services including: Arranging; Dressing; Curling; Waving; Cutting techniques and implements including razors, clippers, thinning shears, and shears; Cleansing; Cutting; Singeing; Bleaching, or coloring hair; Esthetics; Manicuring; Business management; and Salon business.

In addition to the requirements set forth in the above paragraph all students will be trained on the following performance requirements

- (1) Infection Controls;
- (2) Blood exposure procedures;
- (3) Blow drying;
- (4) Hot iron;
- (5) Styles that apply tension (twists, braiding, locs, or knots);
- (6) Solid form cut;
- (7) Elevated cut;
- (8) Cut with tapered or thinning shears;
- (9) Razor cut;
- (10) Clipper cut;
- (11) Shears over comb cut;
- (12) Clippers over comb cut;
- (13) Virgin darker;
- (14) Virgin lightener;
- (15) Retouch;
- (16) Foil;
- (17) Freehand painting;
- (18) Relaxer virgin;
- (19) Relaxer retouch;
- (20) Curl reforming virgin;
- (21) Curl reforming retouch;
- (22) Permanent waving rod placement rectangle;
- (23) Permanent waving rod placement contour;
- (24) Permanent waving rod placement bricklay-overlap;
- (25) Permanent waving rod placement – spiral;
- (26) Basic manicure;
- (27) Artificial nails
- (28) Basic facial;
- (29) Waxing including face and body;
- (30) Hair removal with tweezers;
- (31) Hair removal with razor; and
- (32) Makeup application.

We have developed and will use performance evaluation plans for each of the Board required performances listed in this Paragraph. Evaluation plans include a minimum of infection control, tool safety, draping, and safe application. Students must pass the infection control and blood exposure procedures evaluation plan with a score of 100 percent, received theory and practical instructions and passed each of the evaluations in this Paragraph prior to performing services on a live model:

- (1) Blow drying and hot iron;
- (2) Hair cut with shears, a razor and clipper.
- (3) Color application including virgin and retouch
- (4) Relaxer application including virgin and retouch;
- (5) Permanent waving;
- (6) Basic manicure with pedicure difference;
- (7) Basic facial including steam;
- (8) Waxing;

Teachers will ensure students follow infection control, tool safety, appropriate draping and safe application of products for all service performances.

Theory portion of the curriculum maybe assigned online for no more than 450 hours

We will ensure all requirements set forth in this curriculum will be adhered to and lessons developed from the Board approved curriculum.

We will ensure blood exposure and infection control evaluations are passed with a score of 100 percent before a student performs a mannequin or live model performance.

Before a student performs a live model service, we will ensure the student has passed the respective mannequin performance evaluation plan.

When students provide a service/performance we will ensure it follows the systematic completion of the steps for safe and effective cosmetic art services as outlined in the mannequin performance evaluation plan.

We will ensure all students receive training on Safety Data Sheets prepared by the manufacturer on all products used by the school's in performances.

Natural Hairstyling Course **(400 Hours)**

The objective of the Natural Hairstyling program is to teach each aspiring Natural Hair- Stylist the necessary technical skill which will enable him/her to pass the NC State Board of Examiners Test.

In order to graduate, the student must complete 400 hours of course study and score 70% or better on the written final examination. The student must also satisfy all financial obligations to the University. After completing this program, the student will receive a diploma and is eligible to take the North Carolina State Board Exam for Licensing as a Natural Hair-Stylist and is certified to work in or own and manage his/her own salon.

Natural Hair Care Curriculum

A Natural Hair Care Specialist training course shall begin with infection control and blood exposure procedures as defined in 21 NCAC subchapter 14H and consist of at least 400 hours required by the school. A Natural Hair Care Specialist student will be taught the Statute scope of practice as follows:

§ 88B2. Definitions. (14a) Natural hair care. - A service that results in tension on hair strands or roots by twisting, wrapping, extending, or locking hair by hand or mechanical device. For purposes of this definition, the phrase "natural hair care" shall include the use of artificial or natural hair.

The first subjects to be taught in theory and practical application will be the infection control and blood exposure procedures as defined in 21 NCAC subchapter 14H. Once infection control and blood exposure have been taught, we will ensure instruction of theory and practical subjects including:

Bacteriology; Board laws, regulations, Board website, and licensure scope of practice; Shampooing; Draping; Anatomy; Disorders of the hair and scalp; Client consultation; Twisting; Wrapping; Extending; Locking; Blow dry and thermal iron; Business management; and Professional ethics.

In addition to the requirements set forth in the above paragraph all students will be trained on the following performance requirements

- (1) Infection Control;
- (2) Blood exposure procedure
- (3) Twists
- (4) Knots
- (5) Locs
- (6) 2 strand overlap
- (7) 3 strand over braid
- (8) 3 strand under braid
- (9) On the scalp 3 strand braid
- (10) Track and sew weft; and
- (11) Adding hair extensions.
- (12) Shampooing, Conditioning/Treatments
- (13) Draping
- (14) Blow drying

We have developed and will use performance evaluation plans for each of the Board required performances listed in this Paragraph. Evaluation plans include a minimum of infection control, tool safety, draping, and safe application. Students must pass the infection control and blood exposure procedures evaluation plan with a score of 100 percent, received theory and practical instructions and passed each of the evaluations in this Paragraph prior to performing services on a live model:

- 1) Track and sew weft;
- 2) Three strand over braid and under braid.

Teachers will ensure students follow infection control, tool safety, appropriate draping and safe application of products for all service performances.

Theory portion of the curriculum maybe assigned online for no more than 120 of the 400 hours the school requires for completion.

We will ensure all requirements set forth in this curriculum will be adhered to and lessons developed from the Board approved curriculum

We will ensure blood exposure and infection control evaluations are passed with a score of 100 percent before a student performs a mannequin or live model performance.

Before a student performs a live model service, we will ensure the student has passed the respective mannequin performance evaluation plan.

When students provide a service/performance we will ensure it follows the systematic completion of the steps for safe and effective cosmetic art services as outlined in the mannequin performance evaluation plan.

We will ensure all students receive training on Safety Data Sheets prepared by the manufacturer on all products used by the school's in performances.

COSMETOLOGY INSTRUCTOR TRAINING

(800 hours)

Upon completion of this course, the student will receive a diploma and be prepared to take the North Carolina State Board Exam for Teachers. Most of this course will involve student preparation and student teaching. The student should have a desire to teach others and be willing to advance his/her own education by keeping abreast of new methods and technologies in cosmetology.

COURSE OF STUDY

The Career Education
The Teaching Plan and Learning Environment
Basic Learning Styles and Principles
Effective Classroom Management and Supervision
Program Review, Development, and Lesson Planning
Educational Aids and Technology in Classroom
Effective Presentations
Assessing Progress and Advising Students
Making the Student Salon an Adventure
Career and Employment Preparation
Educator Relationships
Achieving Learner Results
Learning is a Laughing Matter
Teaching Study and Testing Skills
Teaching Success Strategies for a Winning Career
Teams at Work
Communicating Confidently
The Art of Retaining Students
Evaluating Professional Performance
Instructor Discretion-Assignment

BARBER/STYLIST **(1528 Hours)**

The objective of the Barber-Stylist program is to teach each aspiring Barber-Stylist the necessary technical skill, which will enable him/her to pass the NC State Board of Barber Examiners Test.

In order to graduate, the student must complete 1528 hours of course study and score 70% or better on the written final examination. The student must also satisfy all financial obligations to the University. After completing this program the student will receive a diploma and is eligible to take the North Carolina State Board Exam for Licensing as a Barber/Stylist and is certified to work in or own and manage his/her own barber-styling shop.

NOTICE:

State law requires Sherrill's to file an up-to-date list of its students along with hours with the Board of Barber Examiners at least once a month.

The Career Education
The Teaching Plan and Learning Environment
Basic Learning Styles and Principles
Effective Classroom Management and Supervision
Program Review, Development, and Lesson Planning
Educational Aids and Technology in Classroom
Effective Presentations
Assessing Progress and Advising Students
Making the Student Salon an Adventure
Career and Employment Preparation
Educator Relationships
Achieving Learner Results
Learning is a Laughing Matter
Teaching Study and Testing Skills
Teaching Success Strategies for a Winning Career
Teams at Work
Communicating Confidently
The Art of Retaining Students
Evaluating Professional Performance
Instructor Discretion-Assignment

ACADEMIC POLICIES

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All students must remain in satisfactory progress with grades in practical completion, clinic completion, lecture material and attendance. This policy applies to all students enrolled in a COE approved program whether receiving Federal Title IV funds, partial funding assistance, or self-pay. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated based on qualitative and quantitative measures. Qualitative satisfactory progress is defined as carrying a Cumulative Grade Average of seventy percent (70%). Quantitative satisfactory progress is achieved by attending at least 67% of all scheduled clock hours.

ACADEMIC PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a grade average of 70% as described above and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

<u>Letter Grade</u>	<u>Definition</u>
A	(90% - 100%) Excellent
B	(80% - 89%) Above Average
C	(70% - 79%) Average
D	(69% - below).....Fail

DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / UNOFFICIAL WITHDRAWAL)

The actual last date of attendance would be the last day the student was physically in attendance and will be considered as the students "withdraw date". A determination date on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

REENTRY STUDENTS/INTERRUPTIONS

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), will pay a \$100 non-refundable re-enrollment fee, \$25 non-refundable ID badge, \$35 Permit fee (Barbers Only) and will be charged for contracted hours at the current tuition rate.

All re-enrolling students will be provided the school's Re-enrollment Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status. A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence or withdrawal does not affect Satisfactory Progress and will extend the contract period and max time frame by the same number of days as the Leave of Absence or withdrawal period. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school

administration.

GRADING SYSTEM

It is the Instructor’s responsibility, under the supervision of the Director of Education, to maintain up-to-date and well documented grades for each student.

1. Justification and documentation for final grades. Final grades MUST be justified on the basis of tests, quizzes, projects, class exercises, etc., as outlined on the course syllabus. The Instructor is to have input into the determining of grading and once the determination has been agreed upon by the Instructor and the Director of Education, the grading system is not to be changed without revising the course syllabus.
2. In no case shall grades be based upon factors which are not documented in some manner.
3. The results (letter grades, numeric scores, etc.) of each evaluation measure must be recorded on the Instructor’s grade sheet.
4. In general, there should never be less than three (3) measures for a subject.

When determining the measure to be used, the weighing of those measures must also be indicated.

Example:	Class Participation..... 10%
Practical Work... ..	45%
Tests.....	45%
Total.....	100%

FINAL GRADE REPORT

A final grade report is to be prepared by all Instructors for each student at the end of each grading term. Entries on the final grade report for each grading term may be handwritten and must contain the following:

- a. Student’s Name
- b. Ending Dates of the Grading Term
- c. Subjects Listed
- d. GPA for the Term

The final grade report is to be given to the Time Keeper for posting of hours. The Time Keeper will give the final grade report to the Director of Education for review. The Director of Education returns the final grade report for all students maintaining satisfactory progress to the Instructors for distribution to each student for their signature. The student retains the white copy and the yellow copy returned to the Director of Education for filing. The Director of Education will counsel students who are not in satisfactory progress and appropriate action will be taken.

GRADE POINT AVERAGE (GPA):

The sum of all chapter scores earned for the term divided by the total number of tests attempted for the term.

	Example: Test 1 = 80
	Test 2 = 90
	Test 3 = 70
Total	240 divided by 3 = 80 GPA for term

If a student’s GPA for a term drops below seventy (70), the student must be put on academic probation for the next term.

GRADE SHEETS

All students are required to have grade sheets. The grade sheet should be thoroughly documented so that anyone looking at it would understand how you arrived at the final grade for each student. You should include:

1. Date of Each Test
2. Name of Test
3. Grade

When computing grade averages during the term, all work missed or not turned in should be counted as zero (“0”) and included in the average.

REPEATING A COURSE

A student must repeat a required course in which he receives an “F”. Both the original and the repeated grade are recorded in the student’s academic record and are reflected in the student’s average.

GRADUATION REQUIREMENTS

In order to graduate students must have a minimum GPA of 70%, complete the minimum number of classroom hours required in the course of study, be free from all debt, and achieve all performance completions

WITHDRAWALS, INCOMPLETES, REPEATED AREAS, LEAVE OF ABSENCE AND MAKEUP WORK

- Please be advised that students may only be allowed (1) opportunity for re- admission into an eligible program at SBCU. Students who withdraw or are terminated will not be permitted to re-enter, unless approved by the Director of Education.
- Students who withdraw from the program prior to completion and return, will return without any academic penalty.
- Incompletes must be completed within one term or be graded zero (“0”).
- A student must repeat those areas that he fails. When an area is repeated, both grades are used to determine the final average.
- An official leave of absence is not considered in calculating the maximum time for completing the program.
- Makeup work must be submitted within one term of when it was originally due or be graded zero (“0”).

ACADEMIC POLICY FOR VA STUDENTS (ADDENDUM)

VA students will be evaluated at the end of each month. If a student failed to meet standards (70% attendance, 70% grade average) during that month, s/he will be placed on probation for the following month. At the end of the month of probation, if the student continued to fail to meet standards (70% attendance, 70% academic standards), s/he will be terminated.

Summary: 1 month below standards; 1 month on probation; then termination.

Re-entry Policy: (Ref SATISFACTORY PROGRESS POLICY, RE-ENTRY PROCEDURES)

Once a student is terminated, the following actions will be accomplished for re-entry:

- Student must be terminated from VA Benefits for a period of 90 days before consideration for re-entry,
- Student will submit a new application for admission into VA Benefits, President / CEO / Director or School Certifying Official will evaluate student's written request and status; determine the student has sufficient ability and potential to warrant a 2nd entry,
- President / CEO / Director or School Certifying Official will provide the student 1) letter of re-entry, 2) contract for re-entry specifying hours of pursuit,
- If the student has not obtained standards of progress at the end of two months, he/she will be terminated and will not receive future consideration for re-entry in VA Benefits.

Cosmetology Board Rules and Regulations

SECTION .0200 - SHOP LICENSING AND PHYSICAL DIMENSIONS 21 NCAC 14H .0201 APPLICATION FOR SHOP LICENSE (a) Rules in this Subchapter apply to all cosmetic art shops making initial application to operate a cosmetic art shop after the effective date of these Rules. (b) Shops licensed prior to March 1, 2012 may choose to comply with Rules .0202, .0203(c), .0204 and .0301 of this Subchapter. (c) Shops licensed prior to March 1, 2012 must comply with Rules .0201, .0203(a)-(b), .0302-.0304 and Sections .0400 and .0500 of this Subchapter. (d) Shops licensed prior to March 1, 2012 that make any structural changes must come into compliance with all rules in this Subchapter. (e) Persons desiring to open a cosmetic art shop in the State of North Carolina shall make application to the North Carolina State Board of Cosmetic Art Examiner on the Board's application form. Persons desiring to change ownership of a cosmetic art shop, relocate or reopen a shop which has been closed more than 90 days shall make application to the North Carolina State Board of Cosmetic Art Examiner on the Board's application form. History Note: Authority G.S. 88B-2; 88B-4; 88B-14; 88B-22; Eff. April 1, 2012; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.

21 NCAC 14H .0202 RESERVED FOR FUTURE CODIFICATION 21 NCAC 14H .0203 NEWLY ESTABLISHED SHOPS (a) A cosmetic art shop shall be separate and apart from any building or room used for any other business or purpose, separated by a solid wall of at least seven feet in height and must have a separate outside entrance. (b) A newly established cosmetic art shop, shall be separate and apart from any building or room used for living, dining or sleeping and shall be separate and apart from any other room used for any other purpose by a solid wall of ceiling height, making separate and apart rooms used for a cosmetic art shop. All entrances to the cosmetic art shop shall be through solid, full length doors installed in solid walls of ceiling height. (c) A residential cosmetic art shop shall furnish bathroom facilities separate and apart from the residence. (d) An entrance to a cosmetic art shop from a passageway, walkway or mall area used only for access to the shop, or to the shop and other businesses, may be open. History Note: Authority G.S. 88B-2; 88B-4; 88B-14; Eff. April 1, 2012; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015. 21

NCAC 14H .0204 DIMENSIONS WITHIN COSMETIC ART SHOPS Within the clinic area each shop shall maintain no less than the following working distances: (1) 48 inches of space from the center to the center of each styling chair, esthetics table or manicuring table; (2) 24 inches from the center of the chair forward; (3) 48 inches from the backrest behind the chair to any other styling chair, esthetics table or manicuring table; and (4) at least 30 inches of space from the back of each styling chair, esthetics table or manicuring table to the wall of the shop. History Note: Authority G.S. 88B-2; 88B-4; 88B-14; Eff. April 1, 2012; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest

Eff. January 13, 2015.

SECTION .0300 - COSMETIC ART SHOP AND EQUIPMENT

21 NCAC 14H .0301 WATER Cosmetic art shops shall have a sink with hot and cold running water in the shop, separate from restrooms. History Note: Authority G.S. 88B-2; 88B-4; 88B-14; Eff. April 1, 2012; Amended Eff. June 1, 2013; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015; Amended Eff. September 1, 2018; March 1, 2018. 21 NCAC 14H .0302 VENTILATION AND LIGHT (a) Ventilation shall be provided at all times in the clinic areas when patrons are serviced in all cosmetic art shops and there must be a continuous exchange of air. (b) Light shall be provided in the service area of a cosmetic art shop. (c) All cosmetic art shops must adhere to any federal, State and local government regulation or ordinance regarding fire safety codes, plumbing

and electrical work. History Note: Authority G.S. 88B-2; 88B-4; 88B-14; Eff. April 1, 2012; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015; Amended Eff. October 1, 2019; March 1, 2018. 21

NCAC 14H .0303 BATHROOM FACILITIES (a) Toilet and hand washing facilities consisting of at least one commode and one hand washing sink with running water, liquid soap and individual clean towels or hand air dryer shall be accessible to each cosmetic art shop. (b) Shops with an initial licensure date on or after March 1, 2012 shall have toilet and hand washing facilities in the bathroom as required in Paragraph (a) of this Rule. History Note: Authority G.S. 88B-2; 88B-4; 88B-14; Eff. April 1, 2012; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015; Amended Eff. September 1, 2018; March 1, 2018. 21

NCAC 14H .0304 EQUIPMENT Cosmetic art shops shall maintain equipment and supplies to safely perform any cosmetic art service offered in the shop. History Note: Authority G.S. 88B-2; 88B-4; 88B-14; Eff. April 1, 2012; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015.

SECTION .0400 - INFECTION CONTROL PROCEDURES AND PRACTICES

1 NCAC 14H .0401 LICENSEES AND STUDENTS

- (a) For purposes of this Section, sanitation, as described in G.S. 88B, is defined as "infection control."
- (b) Notwithstanding Rule .0201 in this Subchapter, this Rule applies to licensees and students in practice in cosmetic art schools and shops.
- (c) Each licensee and student shall wash his or her hands with soap and water immediately after using the restroom. Each licensee and student shall wash his or her hands with soap and water or use of a 62 percent to 70 percent alcohol-based hand sanitizer immediately before and after serving each client.
- (d) Each licensee and student shall wear clean garments and shoes while serving patrons.
- (e) Licensees or students shall not use or possess in a cosmetic art school or shop any of the following:
- (1) Methyl Methacrylate Liquid Monomer, a.k.a. MMA;
 - (2) razor-type callus shavers or blades designed and intended to cut skin and skin growths of skin including skin tags, corns, and calluses;
 - (3) FDA rated Class III devices;
 - (4) carbolic acid (phenol) over two percent strength;
 - (5) animals including insects, fish, amphibians, reptiles, birds, or non-human mammals to perform any service; or
 - (6) a variable speed electrical nail file unless it has been designed for use on a natural nail.
- (f) A licensee or student shall not:
- (1) use any product, implement, or piece of equipment in any manner other than the product's, implement's, or equipment's intended use as described or detailed by the manufacturer;
 - (2) treat any medical condition unless referred by a physician;
 - (3) provide any service unless it falls within the license definition listed in G.S. 88B-2 and unless trained prior to performing the service;
 - (4) perform services on a client if the licensee has reason to believe the client has any of the following:
 - (A) fungus, lice, or nits;
 - (B) an inflamed, infected, broken, raised, or swollen skin or nail tissue in the area to be worked on;or
 - (C) an open wound or sore in the area to be worked on;
 - (5) alter or duplicate a license issued by the Board;
 - (6) advertise or solicit clients in any form of communication in a manner that is false or misleading;

- (7) use any FDA rated Class II device without the documented supervision of a licensed physician;
 - (8) use any product that will penetrate the dermis;
 - (9) make any statement to a member of the public, either verbally or in writing, stating or implying any action is required or forbidden by Board rules when such action is not required or forbidden by Board rules. A violation of this prohibition is considered practicing or attempting to practice by fraudulent misrepresentation is set forth in 21 NCAC 14P .0108;
 - (10) use or possess any product banned by the FDA. A list of banned products is available at www.fda.gov; or
 - (11) use or possess any machine for a cosmetic art service that is not classified by the FDA.
- (g) In using a disinfectant, the user shall wear any personal protective equipment, such as gloves, recommended by the manufacturer in the Safety Data Sheet.
- (h) Licensees may only perform services specifically designated within their licensure field as defined by G.S. 88B-2.

21 NCAC 14H .0402 COSMETIC ART SHOPS AND SCHOOLS

- (a) Notwithstanding Rule .0201 in this Subchapter, this Rule applies to all cosmetic art schools and shops. A cosmetic art school or shop shall be kept clean.
- (b) Waste material shall be kept in receptacles with a disposable liner. The area surrounding the waste receptacles shall be maintained in a sanitary manner.
- (c) All doors and windows shall be kept clean.
- (d) Furniture, equipment, floors, walls, ceilings and fixtures must be clean and in good repair.
- (e) Animals or birds shall not be in a cosmetic art shop or school. Fish in an enclosure and animals trained for the purpose of accompanying disabled persons are exempt from the prohibition in this Paragraph.
- (f) Cosmetic art shops and schools shall designate the entrance by a sign or lettering.
- (g) The owner of a cosmetic art shop or school shall not post any sign that states or implies that some action is required or forbidden by Board rules when such action is not required or forbidden by Board rules. A violation of this prohibition is considered practicing or attempting to practice by fraudulent misrepresentation.

21 NCAC 14H .0403 DISINFECTION PROCEDURES

- (a) Disinfectant, as applicable in this Subchapter, is defined as a disinfectant that is EPA registered as effective against:
 - (1) bacteria including Staphylococcus aureus, MRSA and pseudomonas aeruginosa;
 - (2) viruses including HIV, Hepatitis B and C;
 - (3) fungi including Trichophyton mentagrophytes; and
 - (4) human coronavirus.
- (b) Disinfectants that meet the requirements of Subparagraph (a)(1), (2), and (3) of this Rule may be used if they are listed on EPA list N as effective against pathogen SARS-CoV-2.
- (c) Infection Control rules that apply to towels and cloths are as follows:
 - (1) clean protective capes, drapes, linens, and towels shall be used for each patron;
 - (2) after a protective cape has been in contact with a patron's neck it shall be placed in a clean, closed container until laundered with soap and hot water and dried in a heated dryer. Capes that cannot be laundered and dried in a heater dryer may be disinfected in accordance with the manufacturer directions; and
 - (3) after a drape, linen, or towel has been in contact with a patron's skin it shall be placed in a clean, covered container until laundered with soap and hot water and dried in a heated dryer. A covered container may have an opening so soiled items may be dropped into the container.
- (d) Any paper or nonwoven protective drape or covering shall be discarded after one use.
- (e) There shall be a supply of clean protective drapes, linens and towels at all times. Wet towels used in

services must be prepared fresh each day. Unused, prepared wet towels must be laundered daily.

(f) Clean drapes, capes, linens, towels and all other supplies shall be stored in a clean area.

(g) Bathroom facilities must be kept clean.

(h) All implements shall be cleaned and disinfected after each use in the following manner:

(1) They shall be washed with warm water and a cleaning solution and scrubbed to remove debris and dried.

(2) They shall be disinfected with either:

(A) disinfectant that is mixed and used according to the manufacturer's directions. They shall be rinsed with hot tap water and dried with a clean towel before their next use. They shall be stored in a clean, closed cabinet or container until they are needed; or

(B) by UV-C, ultraviolet germicidal irradiation used in accordance with the manufacturer's directions.

(3) If the implement is shears, a razor, not immersible, or is not disinfected by UV-C irradiation, it shall be cleaned by wiping it with a clean cloth moistened or sprayed with a disinfectant used in accordance with the manufacturer's directions.

(i) All disinfected non-electrical implements shall be stored in a clean, closed cabinet or clean, closed container.

(j) All disinfected electrical implements shall be stored in a clean area separate from other clean implements.

(k) Disposable and porous implements and supplies must be discarded after use or upon completion of the service.

(l) Product that comes into contact with the patron must be discarded upon completion of the service.

(m) Containers with open faces may be covered or closed with plastic wrapping. Disinfected implements must not be stored with any implement or item that has not been disinfected.

(n) Lancets, disposable razors, and other sharp objects shall be disposed in puncture-resistant containers.

(o) All creams, lotions, wax, cosmetics, and other products dispensed to come in contact with patron's skin must be kept in clean, closed containers, and must conform in all respects to the requirements of the Federal Food, Drug, and Cosmetic Act as set forth in PL 75-717.52 accessible at www.fda.gov. Any product apportioned for use and removed from original containers must be distributed in a sanitary manner that prevents contamination of product or container. Any product dispensed in portions into another container must be dispensed into a clean container and applied to patrons by means of a disinfected or disposable implement or other clean methods. Any product dispensed in portions not dispensed into another container must be used immediately and applied to patrons by means of a disinfected or disposable implement or other clean methods. No product dispensed in portions may be returned to the original container.

(p) As used in this Rule whirlpool or foot spa means any basin using circulating water.

(q) After use by each patron each whirlpool or foot spa must be cleaned and disinfected as follows:

(1) all water must be drained, and all debris removed from the basin;

(2) the basin must be disinfected by filling the basin with water and circulating a surfactant or enzymatic soap with a disinfectant used according to manufacturer's instructions through the unit for 10 minutes;

(3) the basin must be drained and rinsed with clean water; and

(4) the basin must be wiped dry with a clean towel.

(r) At the end of the day each whirlpool or foot spa must be cleaned and disinfected as follows:

(1) the screen must be removed, and all debris trapped behind the screen removed;

(2) the screen and the inlet must be washed with surfactant or enzymatic soap or detergent and rinsed with clean water;

(3) before replacing the screen, it must be totally immersed in disinfectant in accordance to the manufacturer's instructions;

(4) the inlet and area behind the screen must be cleaned with a brush and surfactant soap and

water to remove all visible debris and residue; and

(5) the spa system must be flushed with low sudsing surfactant or enzymatic soap and warm water for at least 10 minutes and then rinsed and drained.

(s) A record must be made of the date and time of each cleaning and disinfecting as required by this Rule including the date, time, reason, and name of the staff member who performed the cleaning. This record must be made for each whirlpool or foot spa and must be kept and made available for at least 90 days upon request by either a patron or inspector.

(t) The water in a vaporizer machine must be emptied daily and the unit disinfected daily after emptying.

(u) The area where services are performed that come in contact with the patron's skin including treatment chairs, treatment tables, and beds shall be disinfected between patrons.

(v) A manufacturer's label for all disinfectant concentrate must be available at all times. If a concentrate bottle is emptied, it must remain available until a new bottle is available.

(w) When mixed disinfectant concentrate is placed in a secondary container such as a spray bottle, tub or jar, that container must be labeled to indicate what chemical is in the container. SDS sheets must be available for all disinfectants in use at all times.

(x) Disinfectants must be stored and disposed of in accordance with all local, State, and federal requirements.

(y) The cabinet and supplies of a towel warmer machine must be emptied daily and the unit dried daily after emptying.

21 NCAC 14H .0404 FIRST AID

(a) Each cosmetic art shop and school shall have individually packaged antibiotic ointment, gloves or finger guards, sterile adhesive bandages, and other necessary supplies available to provide first aid.

(b) If the skin of the licensee or student is punctured, the licensee or student shall upon knowledge of the injury do the following in this order:

(1) wash and dry the punctured area with soap and running water and a disposable towel;

(2) if the cut is still bleeding apply pressure over the wound with a disposable towel;

(3) remove materials from first aid kit;

(4) apply antibiotic ointment or a sterile adhesive bandage;

(5) disinfect any implement or work area exposed to blood per Rule .0403 in this Section;

(6) dispose of all contaminated supplies in the trash;

(7) wash hands with soap and running water; and

(8) if the injured area is on the hands, fingers, or thumb apply disposable, protective glove(s) or a finger guard.

(c) If the skin of the patron is punctured, the licensee or student shall upon knowledge of the injury do the following in this order:

(1) wash and dry hands with soap and running water and a disposable towel and remove materials from first aid kit;

(2) make first aid supplies available to the patron or assist the patron with:

(A) cleansing injured area with soap and water; and

(B) applying antibiotic ointment or a sterile adhesive bandage;

(3) disinfect any implement or work area exposed to blood per Rule .0403 in this Section;

(4) dispose of all contaminated supplies in the trash;

(5) wash hands with soap and running water; and

(6) put on disposable, protective gloves.

SECTION .0500 - ENFORCEMENT, MAINTENANCE OF LICENSURE

21 NCAC 14H .0501 INSPECTION OF COSMETIC ART SHOPS

(a) A newly established cosmetic art shop, a shop which has been closed for more than 90 days, or a

shop which has changed ownership must file an application for licensure with the Board prior to opening. A newly established cosmetic art shop, a shop which has been closed for more than 90 days, a shop which has changed ownership or a shop which has been operating without a license shall be inspected before a license will be issued.

(b) Each cosmetic art shop must pass inspection by an agent of the Board pursuant to this Subchapter. Inspections shall be conducted annually and may be conducted without notice.

21 NCAC 14H .0502 FAILURE TO PERMIT INSPECTION

If an inspector is twice unable to inspect a salon after making an appointment to inspect the salon the Board may initiate proceedings to revoke or suspend the salon license or may refuse to renew the shop license.

21 NCAC 14H .0503 SANITARY RATINGS AND POSTING OF RATINGS

(a) The sanitary rating of a beauty establishment shall be based on a system of grading outlined in this Subchapter. Based on the grading, all establishments shall be rated in the following manner:

- (1) all establishments receiving a rating of at least 90 percent or more shall be awarded a grade A;
- (2) all establishments receiving a rating of at least 80 percent, and less than 90 percent, shall be awarded grade B;
- (3) all establishments receiving a rating of at least 70 percent or more, and less than 80 percent shall be awarded grade C;
- (4) any cosmetic art shop or school with a sanitation grade of 70 percent or below shall be awarded a failed inspection notice.

(b) Every beauty establishment shall be given a sanitary rating. A cosmetic art school shall be graded no less than three times a year, and a cosmetic art shop shall be graded once a year.

(c) The sanitary rating or failed inspection notice given to a beauty establishment shall be posted in plain sight near the front entryway at all times.

(d) All new establishments must receive a rating of at least 90 percent before a license will be issued.

(e) The operation of a cosmetic art shop or school which fails to receive a sanitary rating of at least 70 percent (grade C) shall be sufficient cause for revoking or suspending the license.

(f) A re-inspection for the purpose of raising the sanitary rating of a beauty establishment shall not be given within 30 days of the last inspection unless the rating at the last inspection was less than 80 percent.

(g) A whirlpool and footspa sanitation record must be kept on each whirlpool and footspa for inspection on a form provided by the Board.

(h) All cosmetic art shops and schools with a failed inspection report shall be sufficient cause for the immediate suspension of licensure. All cosmetic art shops and schools with a failed inspection report must close until the sanitation conditions have improved to be awarded a passing grade.

(i) Mobile cosmetic art shops and schools are prohibited.

(j) A copy of the itemized and graded inspection report must be provided to the operator at the time of the inspection.

21 NCAC 14H .0504 SYSTEMS OF GRADING BEAUTY ESTABLISHMENTS

The system of grading the sanitary rating of cosmetic art schools and shops based on the rules set out in this subchapter shall be as follows, setting out areas to be inspected and considered, and the maximum points given for compliance:

Sanitation	Point Value
Each licensee and student shall wash his or her hands with soap and water or hand sanitizer with the active ingredient of 70 percent alcohol or higher before and after serving each client.	2

Each licensee and student shall wear clean garments and shoes while serving patrons.	2
The cosmetic art facility shall be kept clean.	3
Waste material shall be kept in receptacles with a disposable liner.	4
All doors and windows shall be kept clean.	2
Furniture, equipment, floors, walls, ceilings and fixtures shall be clean and in good repair.	3
Clean protective capes, drapes, linens, and towels shall be used for each patron.	3
After a cape, drape, linen, or towel has been in contact with a patron's skin, it shall be placed in a clean, closed container until laundered with soap and hot water and dried in a heated dryer.	5
Any paper or nonwoven protective drape or covering shall be discarded after one use.	2
There shall be a supply of clean protective drapes, linens and towels at all times.	2
Clean drapes, capes, linens, and towels shall be stored in a clean area.	5
Bathroom facilities shall be kept clean.	3
All implements shall be washed with warm water and a cleaning solution and scrubbed to remove debris and dried.	2
All implements shall be disinfected per Rule .0403 of this Subchapter.	10
All disinfected electrical implements shall be stored in a clean area.	2
Disposable and porous implements and supplies shall be discarded after use or upon completion of the service.	10
Any product that comes into contact with the patron shall be discarded upon completion of the service.	3
Disinfected implements shall be kept in a clean closed cabinet or clean closed container and shall not be stored with any implement or item that has not been disinfected.	10
Lancets, disposable razors, and other sharp objects shall be disposed in puncture-resistant containers.	1
The presence of animals or birds shall be prohibited as set forth in Rule .0402 of this Subchapter. Fish in an enclosure and animals trained for the purpose of accompanying disabled persons are exempt.	1
All creams, lotions, wax, cosmetics, and other products dispensed to come in contact with patron's skin shall be kept in clean, closed containers and dispensed with a clean implement. No product dispensed in portions shall be returned to the container.	10
After each patron's use each whirlpool or footspa shall be cleaned and disinfected.	10
The water in a vaporizer machine shall be emptied daily and the unit disinfected daily.	2
The area where services are performed that come in contact with the patron's skin including chairs, tables, and beds shall be disinfected between patrons.	3

21 NCAC 14H .0505 RULE COMPLIANCE AND ENFORCEMENT MEASURES

(a) The use of or possession of the following products or equipment in a school or shop shall result in civil penalty in the amount of three hundred dollars (\$300.00) per container of product or piece of equipment:

- (1) Methyl Methacrylate Liquid Monomer a.k.a. MMA; or

- (2) razor-type callus shavers designed and intended to cut growths of skin including skin tags, corns, and calluses.
- (b) The use of or possession of the following in a school or shop shall result in civil penalty in the amount of one hundred dollars (\$100.00) per use or possession:
- (1) animals including insects, fish, amphibians, reptiles, birds, or non-human mammals to perform any service; or
 - (2) variable speed electrical nail file unless it has been designed for use on the natural nail.
- (c) The action of any student or licensee to violate the Board rules in the following manner shall result in civil penalty in the amount of one hundred dollars (\$100.00) per instance of each action:
- (1) use of any product, implement, or piece of equipment in any manner other than the product's, implement's, or equipment's intended use as described or detailed by the manufacturer;
 - (2) treatment of any medical condition unless referred by a physician;
 - (3) use of any product that will penetrate the dermis;
 - (4) provision of any service unless trained prior to performing the service;
 - (5) performance of services on a client if the licensee has reason to believe the client has any of the following:
 - (A) fungus, lice, or nits;
 - (B) inflamed infected, broken, raised, or swollen skin or nail tissue in the area to be worked on; or
 - (C) an open wound or sore in the area to be worked on;
 - (6) alteration of or duplication of a license issued by the Board;
 - (7) advertisement or solicitation of clients in any form of communication in a manner that is false or misleading; or
 - (8) use of any FDA rated Class II device without the documented supervision of a licensed physician.
- (d) The failure to record the date and time of each cleaning and disinfecting of a footspa in a cosmetic art school or shop as required by this Subchapter including the date, time, reason, and name of the staff member who performed the cleaning or the failure to keep or make such record available for at least 90 days upon request by either a patron or inspector shall result in civil penalty in the amount of twenty-five dollars (\$25.00) per foot spa.
- (e) The failure to clean and disinfect a foot spa in a cosmetic art shop or school as required by this Subchapter shall result in civil penalty in the amount of one hundred dollars (\$100.00) per foot spa.
- (f) The failure to maintain in a cosmetic art shop and school antiseptics, gloves or finger guards, and sterile bandages available to provide first aid shall result in civil penalty in the amount of twenty-five dollars (\$25.00) per item.
- (g) The failure to maintain a sink with hot and cold running water in the clinic area, separate from restrooms, shall result in civil penalty in the amount of one hundred dollars (\$100.00).
- (h) The failure to provide ventilation at all times in the areas where patrons are serviced in cosmetic art shops shall result in civil penalty in the amount of twenty-five dollars (\$25.00).
- (i) The failure to maintain equipment and supplies necessary to perform any cosmetic art service offered in the shop shall result in civil penalty in the amount of one hundred dollars (\$100.00).
- (j) The failure to maintain a sanitation grade of 80 percent or higher shall result in a civil penalty in the amount of two hundred dollars (\$200.00).
- (k) Repeated violations of the rules in this Subchapter exceeding three written notifications of any one rule documented to any one individual, shop, or school shall result in a mandatory disciplinary hearing in accordance with 21 NCAC 14C.

21 NCAC 14T .0703 EXPIRATION OF STUDENT CREDIT Students and graduates who fail to file an application for the examination after graduation and within five years of the initial enrollment shall not be credited any hours or performances previously earned. History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17; 88B-19; Eff. January 1, 2012; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 13, 2015; Amended Eff. October 1, 2019.

GENERAL GUIDELINES

The following rules and policies that are expected to be maintained by Barber, Natural Hair, Teacher Trainee and Cosmetology students and will be rigorously enforced by the faculty and staff for the mutual benefit of everyone at Sherrill's University Etc.

YOUR FIRST RESPONSIBILITY

As a student, you are responsible for your personal contribution to your education. You should arrive at School, leaving all personal matters outside the School. We discourage gossip and burdening personal problems on fellow students. Each of the hours required for graduation (1500 for Cosmetology, 1528 for Barbering, 800 Teacher Trainee 400 Natural Hair) should be dedicated to studying, experiencing and practicing Barbering or Cosmetology.

PROFESSIONAL STANDARDS

Only when a student complies with all the following rules and regulations are they eligible to receive credit hours towards their Barber or Cosmetology diploma. A student who breaks a rule is subject to the appropriate reprimand. Your first responsibility as a professional is to totally meet the standards set forth in this catalog.

ATTITUDE

A student who is distracted by personal matters, upset by personality conflicts in the School or is unable to maintain a professional prospective of the participation in the School is unable to assimilate the required information needed to earn credit hours. As a professional, you will be expected to provide your services consistently with order and discipline and without personal or emotional involvement.

ATTENDANCE POLICY

Students are expected to attend all scheduled classes as per their enrollment agreement. Students are required to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system. Any student who is missing for ten (10) consecutive days without communicating with the school may be terminated on the 11th consecutive school day. Students with poor attendance will be counseled and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school. Students who do not meet the minimum standard of satisfactory attendance requirements will be dismissed. Instructors develop their own student tardiness policy. It is the student's responsibility to check with the Instructor concerning missed class work and to follow instructions given concerning making up class work.

MANDATORY ATTENDANCE DAYS

Due to the importance of Saturdays and test days, students are required to make a special effort not to be absent or late on these days. Students who miss these days will have difficulty meeting requirements for graduation and completing skill achievements.

LEAVING SCHOOL EARLY

Students who repeatedly leave School early will be scheduled for a Director's conference to determine an appropriate reprimand.

INCLEMENT WEATHER

Weather-related school closings will be announced on WRAL and WTVD televisions stations or call the School's voice mail.

LATE POLICY

One (1) Saturday missed in any month – Next schedule day suspension

Two (2) or more Saturdays missed in any month – -Three (3) days suspension

DAY CLASSES

9:00 a.m.- 10:00a.m.

Can enter class.

10:01a.m.

LATE. Cannot enter unless approved by Administrator

EVENING CLASSES

5:30 p.m. to 6:00 p.m.

Can enter class.

6:01 p.m.

LATE. Cannot enter until 6:55 p.m. to 7:00 p.m.

7:01 p.m.

LATE. Cannot enter unless approved by Administrator

SATURDAY

CLASSES 8: a.m. to

Can enter class.

8:30 a.m. 8:31 a.m.

LATE. Cannot enter until 9:25 a.m. to 9:30 a.m.

9:31 a.m.

LATE. Cannot enter unless approved by Administrator

ALL TIME STARTS WHEN STUDENT CLOCKS IN.

MAXIMUM TIME ALLOWED FOR ABSENCE

The maximum time frame is equal to 1.5 times the published length of the course. Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period and max time frame by the same number of days taken in the LOA. Maximum time frame for transfer students needing less than full course requirements will be determined based on 67% of the scheduled hours. Transfer hours accepted by the school are counted as both attempted and completed hours. Students will be notified of SAP Evaluation results.

REPRIMAND FOR RETURNING LATE FROM LUNCH

First Late Return – Written Warning

Second Late Return – Three (3) Days Suspension

BREAKS

Students are allowed two (2) 10-minute breaks and a one hour lunch per eight (8) hours. Students are required to clock out during their lunch period. One 10-minute break will be provided for each four (4) hours of attendance. Students are not permitted to leave School during breaks. Each student is responsible for cleaning up and clearing away his debris in the break room and School areas.

LEAVE OF ABSENCE

The University realizes that extenuating circumstances may arise which would make it a disadvantage for a student to remain enrolled. In such instances, a leave of absence will be granted. The student must request a leave of absence in writing to the Director of Education. A leave of absence indicates that the student sincerely intends to resume his/her education. The student will be dropped from the University if he/she does not reenroll on the agreed upon date. The student will be granted only one leave of absence.

A leave of absence will be for a maximum of 45 days for personal sickness or military purposes only.

Students may request an excused leave of absence for a serious medical problem or military matters. The leave time will be excused if the student shows reasonable evidence that the leave of absence is or was necessary. The enrollment time will be extended for the length of the excused leave. Maximum time for a leave of absence is sixty (45) days.

CONDUCT POLICIES

- (1) Cheating in any form on academic work is a violation of the University's policy.
- (2) The use of indecent or profane language, the possession, use or sale of alcoholic beverages (whether of legal age or under legal age) or drugs is prohibited at all times on School property. If caught the student may face criminal charges, and suspension/expulsion from the University.
- (3) It is the responsibility of each student to familiarize himself with the posted regulations pertaining to fire exits, warnings, and drills.
- (4) Smoking, eating, and drinking are not permitted in classrooms at any time.
- (5) The University reserves the right to dismiss any student when his attitude, conduct, attendance, or academic progress is not consistent with University requirements. The actual termination of a student is based upon the recommendation of the Instructor along with the approval of the Director of Education or University Director.
- (6) A list of University rules and regulations will be presented to each student on the first day of classes.
- (7) A student who has been dismissed from the University and desires to re-enter must apply for readmissions. The application for re-entry must be approved by the Director of Education or the University Director.

COMPUTER LOG-ON/LOG OUT

- (1) Each student will be responsible for the operation of logging on and off the computer.
Anyone found logging on/off for someone else will be suspended from School.
- (2) Once you log on, you must be in the building ready for class. This means:
 - (a) You are ready and willing with tools, mannequin, and text books.
 - (b) You are in a clean, pressed uniform consisting of a (Cosmetology students) or a black barber jacket, white shirt, tie and appropriate color slacks (Barber students) and have on a nametag – no sweat pants, hats of any kind, scarves, etc.
 - (c) You must have a clear book bag.
- (3) If it becomes necessary for you to leave School at any time other than at your normal time, see your Instructor before clocking out.
 - (a) The maximum time a student is allowed to stay in School in any one day is Eight (8) hours.
 - (b) The maximum time a student is allowed to stay in School in any one week is forty (40) hours.

(4) Students are responsible for the daily recording of their time on the approved School form. Students should have an up-to-date record of their hours at all times

IF YOU DO NOT MEET THE ABOVE REQUIREMENTS, DO NOT LOG IN.

UNIFORMS

All cosmetology students are required by the North Carolina State Board of Cosmetic Arts to wear a uniform type attire including shoes. Uniform should consist of a Black or Red Sherrill's Shirt. Black pants or skirt (Skirts must come to knee caps), black shoes, black lab jacket and name tag. Style and design should be simple and without frills. Students are permitted to wear under garments (must be black or white).

Barber students are required to wear black barber jackets, white shirts and a tie. There is no color restriction for the tie. Slacks should be navy or black. Barbers and barbers only may dress down on Saturdays. Any color slacks are allowed along with oxford type shirts and a black lab jacket. No jeans are allowed.

AUTHORIZED PRODUCTS

The School encourages the student to learn and be aware of various products on the market. The School endorses no particular products and seeks to prepare the student to make judgments regarding products in a knowledgeable and professional manner.

The School provides access to all products required for use in the School. Students may not bring in products for use in the School unless the School authorizes the products.

Students are not encouraged to bring in products; however, it is acceptable if the student brings in products, such as hairspray, setting lotion or styling mousse. These items are available to the student at the supply desk for use in the School. All kits must remain in the School in the kit closet or in a locker. Kits cannot be taken in and out of the School.

BORROWING EQUIPMENT FROM OTHER STUDENTS

Going into another student's station to borrow equipment or into their equipment bag is strictly prohibited.

Students are required to maintain an inventory of required equipment. The equipment must be in good working condition. A student who does not have the required equipment may not participate in the School's clinic until such equipment is obtained and is in good working condition.

LENDING EQUIPMENT

Students may not lend equipment unless authorized by an Instructor. Lending equipment without authorization is subject to the same reprimand as for unauthorized borrowing of equipment or unauthorized entry into another student's station or equipment bag.

AUTHORIZED EXCEPTIONS FOR LENDING AND BORROWING

In the event an item is broken, lost or misplaced during School hours, the student may request that an Instructor assist in making arrangements. Under such circumstances, students may lend as authorized.

REFUSAL TO ACCEPT CLINIC ASSIGNMENTS

Students are required to accept clinic assignments without comment and to demonstrate a professional attitude toward the client at all times. If the student is concerned about the assignment, he should ask the Instructor for assistance. A student who demonstrates hesitation or disagreement during the assignment or in the presence of the client will be given an automatic three (3) days suspension.

SANITATION AND CLEANUP RESPONSIBILITIES

The State Board requires that each student maintain his area and equipment in a clean and sanitary manner. Throughout the student's career as a Barber or Cosmetologist, the State Board sanitation requirements must be upheld.

All students must join together to help keep the School clean and must participate in the end-of-the-day cleanup program. Each student must have his/her area checked by an Instructor before clocking out of School. Hair should be swept immediately after the service is completed. Failure to abide by this policy could cause the school to take actions that may include a 3 day suspension.

VISITORS

Students are encouraged to invite relatives and friends to the School. Tours of the School can also be arranged for the students' family by notifying the School Administrator.

Unexpected personal visits in the School are prohibited. A visitor may request to see a student momentarily by asking for the student at the reception desk. The student will be excused to meet with the visitor briefly in the lobby area only. Such interruptions are discouraged and should be kept to a minimum. A personal visitor may not walk into the School without staff authorization. Personal visitors will not be allowed to loiter around the School lobby.

PHONE PRIVILEGES

In case of a serious emergency, a student may be reached through the School business phone. A message will immediately be given to the student. Personal calls to the student, however, will not be accepted through the school business phone and students are not permitted to use the business phone for personal calls. Only essential personal calls should be received or made at the student's phone. A student who is distracted by the use of the phone will be restricted from phone use in the School. A student may not leave a client during the performance of a service to answer a phone call. Students are limited to five (5) minutes on the phone. Any student who violates this rule will be suspended from School for at least the rest of the day, if not more. Students must pay required fee to use the phone.

ADDRESSING SCHOOL STAFF

All members of the staff should be addressed as Miss, Ms., Mrs., or Mr.

DISCIPLINE

The School reserves the right to take appropriate measures for insubordination, refusal to cooperate with Instructors, failure to maintain class schedules or in any incidence where the staff feels the student is not appearing or conducting themselves in a manner that is a credit to this School or profession.

PERMANENT SUSPENSION

Fighting, using drugs or alcohol, and stealing are grounds for permanent suspension from the University, and could also include criminal charges. Sherrill's University does not tolerate unprofessional behavior.

AWARD FOR EXCELLENCE

Students are recognized for:

- (1) Attending classes regularly and on time

(2) Making the honor roll

STUDENT ACTIVITIES

Extracurricular activities, such as social functions and field trips are initiated and organized by student committees and vary from year to year. The Administration encourages participation and provides support and guidance for the students.

SCHOLARSHIPS

The University may offer full or partial scholarships at certain times of the year.

HOUSING

Housing is not provided for non-local students. The University has found this unnecessary since all recruiting efforts are currently conducted within a commutable radius of the site.

FINES FOR NOT FOLLOWING SCHOOL RULES/REGS

There are fines for not following School rules and regulations. If fines are not paid, student will be suspended. A staff person will decide suspension. Fines must be paid before the student can re-enter class. Normal fines are \$5.00 unless otherwise specified. If the student is caught committing the same offense in the same day, the fine will be double plus the original fine. You are subject to the fine and the suspension. The following are examples of violations that will be fined. Violations are not limited by this list.

1. Not doing cleanup duty
2. No name tag
3. Horse playing
4. No books, school supplies, pens, paper, etc.
5. Exchanging tickets without Instructor's approval
6. Returning late from break/lunch
7. Hair not groomed
8. Performing student services without a ticket and/or authorization
9. Not in proper uniform
10. Refusing client (\$20.00 fine)
11. Outside and not clocked out (\$20.00 fine)
12. Not signed in at the Front Desk
13. No tissue paper when marceling
14. Chewing gum on Clinic Floor
15. Eating or drinking on Clinic Floor
16. No mat on floor when doing color service (\$20.00 fine)

17. Profane language (\$20.00 fine)
18. Talking on cell phones in the building (\$20.00 fine)

SALON SERVICES FOR STUDENTS

Student service is a privilege and must be done on after receiving permission from the Instructor. Any student giving or receiving a service without following the proper procedure will be charged the full price of the service, and if unable to pay full price, the offending students will be suspended until such fees have been paid. Student service times are as follows:

Freshmen students will be permitted only on Saturday after 1:00 p.m. Advance students are permitted to receive services during the week day after 2:00 p.m. and after 3:00 p.m. on Saturday.

50% off any service offered if in current financial standing with the School.

FAMILY DISCOUNTS

Five (5) members of your family or friends may receive 20% off the regular service price. Family discounts become effective when a student transitions into the advance program. The clinic floor manager must approve any changes or updates to this list.

DISCOUNT SUSPENSIONS

Effective immediately, no persons who are delinquent in their tuition shall be eligible for privileges of Sherrill's. Only those individuals who are in good standing financially will be allowed to receive the following:

Family Discounts

Student Service Discounts 1200 hour Discounts

If you are interested in being eligible for these services, you must be current in your tuition. An updated list of delinquent students will be provided by the Finance Administrator weekly to the front desk person and kept in a binder.

DRUG FREE SCHOOL POLICY

Philosophy:

Sherrill's University of Barber & Cosmetology is committed to the concept of compliance to the Drug-Free Communities Act Amendment of 1989. In this pamphlet we will endeavor to outline to employees and student Sherrill's standards of conduct as the relate to alcohol and illegal drugs; local, state and federal statues for the possession and/or distribution of illegal drugs; health risked of "mind-altering" substances; and the availability of local drug/alcohol counseling and/or treatment.

Standards of Conduct:

The sanctions below apply to all employees and students whose violation occurs on school property or as part of a school activity.

Employees and students will not be allowed on school property under the influence of any type of mood-altering substance. Alcohol should not be ingested at least eight hours prior to arrival to school. Any employee/student taking prescription drugs that have mood-altering side effects should inform the teacher or supervisor immediately upon their arrival at school and be able to provide prescription documentation on request. Any employee/student found to be under the influence of alcohol or prescription mood- altering drugs (without proper notification) will be given a written notification or their violation will cause the person to be suspended until the employee/student can provide proof that he/she has enrolled in an appropriate counseling/treatment program. A third violation will result in permanent suspension.

Any employee/student found in possession of illegal drugs will be permanently suspended and local police will be notified. We reserve the right to notify the authorities should we suspect any employee/student to be in possession of illegal narcotics and to suggest search of same.

State and Federal Statutes:

There are state and federal laws dealing with possession and the possession to sell controlled substances. Here and in other sections of this program, we will refer to the predominantly abused controlled substance of marijuana and cocaine/crack.

North Carolina Statutes:

Anyone convicted for possession of .5 ounce or less of marijuana may be sentenced to no more than 30 days imprisonment, \$100 fine, or both.

Anyone convicted for possession of small amount of cocaine/crack may be sentenced to no more than 2 years imprisonment, \$2,000 fine, or both. Anyone convicted for "trafficking" while in the possession of 4 grams or more of cocaine will be sentenced for no less than 14 years minimum 50,000 fine.

U.S. Statutes:

It is unlawful to participate in the use, distribution, or manufacture of a controlled substance while receiving federal financial aid.

The sentence for conviction of the possession of marijuana is for no more than 5 years imprisonment, \$15,000 fine, or both.

Anyone convicted for the possession of cocaine/crack will receive a sentence of no more than 15 years in a federal penitentiary, \$25,000 fine, or both

Health Risk of Alcohol and Drug Abuse:

Alcohol abuse is drinking that harms or endangers the drinker and/or others. It is the number one drug problem in the United States. Continued excessive drinking can damage:

- Body organs (leading to liver, heart, and digestive tract problems)
- Physiological processes (leading to impairment of brain activity, digestion, and blood circulation)
- Mental and emotional health (leading to loss of memory and impaired judgment contributing to personality disorders)

Cocaine is one of the most powerfully addictive of the drugs of abuse. Health dangers are:

- Accelerated heart rate while blood vessels constrict. This can cause seizures, cardiac arrest, respiratory arrest, or stroke.
- Nasal Problems with heavy use, possibly causing collapse of the nasal septum.
- Mental and emotional health (leading to loss of memory and impaired judgment contributing to personality disorder)
- Anxiety leading to paranoia.
- Possible depression when deprivation occurs
- Leading Counseling/Treating Centers

SEX OFFENSE POLICY

Educational Programs to Promote Awareness and Prevention of Sex Offenses

There are on-going programs, workshops, and seminars sponsored by the University, student organizations, and administration that are designed to promote awareness of rape, acquaintance rape, and other sex offenses.

Additionally, the Department of Public Safety has periodic lectures conducted by investigators from the Raleigh Police Department's Sex Crimes Squad and issues Sexual Awareness bulletins and disseminates any current information on sex abuse offenses.

Students should look for notices of such events on the universities website or bulletin board or the universities calendars of events.

The university and Public Safety Department encourage students to take advantage of these programs and seriously consider the information provided.

Procedures for Victims of Sex Offenses

(1) Know the definition of sex crimes and what they encompass. *A sex crime is any unwanted sexual act without consent.*

- a. Sexual assault includes rape, attempted rape, sodomy, molestation and fondling.
- b. Sex crimes don't occur just by force, they can also occur by tricks, manipulation or pressure.

(2) Find a safe place away from an attacker after being assaulted sexually.

- a. Contact a trusted friend. It is often easier to tell a friend about crimes such as rape.
 - i. The moral support of a friend tends to make reporting to the legal system a little easier.
- b. Contact a university Campus Security Authority (CSA)
 - i. The student has the option to notify appropriate law enforcement authorities if it is his/her desire. The university will extend all resources available to assist the student in notifying these authorities if the student requests the assistance of the university's personnel.

(3) Preserve evidence in order to prosecute a sexual assailant. The urge to bathe and throw away clothing is strong, but your body and clothing contain evidence. It is recommended that victims of a sex crime not:

- a. Change clothing or throw away clothing from the time of the attack.
- b. Shower, bathe or douche.
- c. Brush teeth or hair.
- d. Eat or drink anything.
- e. Clean or straighten up the scene of the attack.

(4) Immediately write down all the details you can remember about the sexual assault and the attacker. Trauma and time sometimes affect memory.

- a. Recall details about the attacker's appearance, way of speaking and any odors.
- b. Important details to recall about the attack are anything that was said, sexual activities, any weapons and unique traits.
- c. Taking a role in the investigation of the sex crime often gives a victim a feeling of empowerment.
- d. The university will make available on and off campus counseling, mental health or other student services for victims of sex offenses.

After an Alleged Sex Offense

(1) The university will change a victim's academic situation after an alleged sex offense, and the options for those changes if those changes are requested by the victim and are reasonably available.

(2) Disciplinary action will immediately proceed the report of a Sex Offense occurring on campus. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding to be conducted by the school's director at an immediate yet appropriate time following the occurrence of a sex offense.

- a. During the disciplinary proceedings the accuser and accused will have an opportunity to present a statement regarding the circumstances around the alleged sex offense.
- b. The school's director will take into consideration both statements, statements from university CSA's, the police report if necessary, and any eyewitnesses to the offense. A decision will be rendered and both the accused and the accuser will be informed of the outcome of the institutional disciplinary proceeding.
- c. Each student will be notified of any sanctions the school has decided to impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape or other forcible or non-forcible sex offenses.

Registered Sex Offenders

State law does not prohibit the acceptance of registered sex offenders into local universities; therefore the school will keep an open enrollment policy. Information concerning registered sex offenders may be obtained from the Raleigh Police Department.

Jeanne Clery Act Compliance Policy

Policy Number:
Classification:
Responsible University Official

Version Number:001
Effective Date: 12/1/2013
University Director

1.0 INTRO

The Jeanne Clery Disclosure of Campus Crime Security Policy and Campus Crime Statistics Act of 1998, a part of the Higher education Act of 1965, was extended by the Higher Education Opportunity Act of 2008 (collectively known as the “Clery Act”) and requires colleges and universities receiving federal financial assistance to gather and make public information about certain crimes on or near their campuses and publish policy statements concerning campus safety and security.

2.0 POLICY

Sherrill’s University of Barber and Cosmetology shall comply with all requirements of the Clery Act. This policy sets forth guidelines and procedures intended to ensure the University’s ongoing compliance with the Clery Act’s Crime and fire reporting and disclosure obligations, and its obligation to make available to the campus community and the public, campus security and safety policy statements as prescribed by law.

3.0 PURPOSE

The purpose of this policy is to ensure the University’s compliance with the Clery Act. Compliance requires that the University:

- Compile and disclose statistics of reports of the types of crimes specified in the Clery Act (“Clery Crimes”) for its campuses, the immediately adjacent public areas and certain non-campus facilities;
- Collect reports of Clery Crimes made to security, local law enforcement, school officials, and others associated with the University who have “significant responsibility for student and campus activities”;
- Make an annual report to the Department of Education with statistics of Clery crimes for the last three years and University policy statements addressing campus security and safety (“Clery Report”)
- Issue warnings of Clery Crimes that may be an ongoing threat to the campus in a timely manner, so that individuals may take steps to protect themselves and to aid in the prevention of similar crimes;
- Maintain a daily crime log, available to the public, of all crimes reported to campus security;
- Maintain a daily fire log available to the public, of all incidents occurring on campus
- Conduct educational programs to promote awareness

4.0 PERSONNEL AFFECTED

This policy applies to all University personnel who have responsibility for an aspect of campus security, and offices and individuals with “significant responsibility for student and campus activities.” Individuals responsible for student and campus activities and

others who, as a result of their role at the University, may be classified as Campus Security Authorities (“CSA”) under the Clery Act have specific crime reporting obligations under the law.

The following is a list of some University offices and individuals with an obligation to assist with the University’s Clery Act compliance: Administrative officers, Instructional staff, Maintenance Personnel, and all support staff on or off duty. Details may be found in the “Who’s who section” of the universities catalog.

5.0 DEFINITIONS

Clery Reports- The Clery Act requires the University to annually submit a report to the Department of Education containing the following: statistics for Clery Crimes by type location and year; statistics of fires in on-campus student housing; campus safety and security related policy statements that address crime reporting and prevention; law enforcement data bases of registered sex offenders; drug, alcohol and sex offenses; procedures for issuing timely warning to the campus of potentially dangerous criminal and emergency situations; and campus evacuation procedures.

Crimes that must be reported are:

- Criminal homicide
- Murder and non-negligent manslaughter
- Negligent Manslaughter
- Sex Offenses
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests for liquor law violations, drug law violations, and illegal weapons possession
- Include persons who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

Arrest- Persons processed by arrest, citation or summons. The University shall compile Statistics for and specifically disclose arrests related to weapons and drug and alcohol abuse. If an individual is both arrested and referred for disciplinary action for an offense, only the arrest will be disclosed.

Referral for Disciplinary Action – The University shall compile statistics for and specifically disclose students’ referrals for disciplinary action related to weapons’ and drug and alcohol abuse. If an individual is both arrested and referred for disciplinary action for an offense, only the arrest will be disclosed.

Emergency Notification – Requirement to make emergency notifications of emergency events and dangerous conditions then occurring on campus or that present an imminent threat to the campus..

Campus Security Authority (“CSA”) – Used in the Clery Act to identify persons at the University who, as a result of their functions at the University, have an obligation under the law to notify the LCSA of alleged Clery Crimes that are reported to them, which they conclude have been made in good faith. Such persons need not be an employee of the University, such as students and outside volunteers. CSA’s are defined by their University function; not by job title. While an individual’s ordinary responsibilities and functions at the University would not classify them as a CSA, for example, if an employee or volunteer who organizes or helps lead a student trip or outing.

There are four general categories of CSA:

1. **Campus Police or Security Department** – The Department of Public Safety and Security Services is the University’s Campus Security Department and all of its members are CSA’s.
2. **Any individual(s) who is responsible for an aspect of campus security but who does not constitute or is not a the LCSA** – These individuals are responsible for monitoring access to University property including, without limitation; front desk workers; parking facility attendants; persons monitoring access to University events, Safety Escorts and ELU Ride.
3. **Any individual or organizational unit at the University identified in a University campus safety or security policy as an individual or organizational unit to which students and employees should report criminal offenses.** Only representatives of the LCSA that have been so designated.
4. **University officials who have significant responsibility for students and campus activities.** The Clery Act broadly Defines the term “official” as “any person who has the authority and duty to take action or respond to a particular issue on behalf of the institution.”

Clery Crimes – The University must compile statistics of reports made to DPSS, CSA’s and local law enforcement of the following types of crimes: aggravated assault; arson; burglary, motor vehicle theft, murder and non negligent manslaughter, negligent manslaughter, robbery, forcible an non-forcible sex offenses, and hate crimes.

Daily Crime Log – The LCSA maintains for public inspection a Daily Crime Log of any and all alleged criminal incidents that are reported to the LCSA. Incidents are recorded in the Daily Crime Log with the date and time the alleged crime is reported, the date and time the alleged crime occurred , the nature of the alleged crime, and general location.

Fire Log – The LCSA maintains for public inspection a fire log. Any report to a University official of a fire occurring in on-campus student housing must be documented in the Daily Fire Log with the following information: date the incident was reported; time and date of the incident; nature of the fire, and general location.

Hate Crime – Clery Crimes and any incidents of larceny-theft, simple assault, intimidation, of destruction/damage/vandalism of property that are motivated by bias toward race, gender, religion, sexual orientation, ethnicity/national origin, and

disability.

Missing Student Notification – If a student who resides in on-campus student housing is determined to have been missing for 24 hours, the University has 24 hours following the receipt of a report of a missing student to initiate specified notification procedures to notify the student’s designated contact, parent or legal guardian, and the law enforcement agency with jurisdiction. The University is not precluded from initiating Missing Student Notification Procedures if the student has missing less than 24 hours or as soon it determines the student is missing.

Non Campus Property – Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

On Campus Property – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to that described in the first part of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Pastoral Counselor – A person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. Pastoral Counselor, when acting within the scope of the official responsibilities are not Campus Security Authorities.

Professional Counselor – A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. Professional Counselors, when acting within the scope of the official responsibilities are not Campus Security Authorities.

Public Property – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Reported Crime – The University shall compile and publish statistics of “reported” Clery Crimes. For purposed of the Clery Act a crime is reported when it is brought to the attention of a CSA or local law enforcement by a victim, witness, other third party or even the offender. Information about the crime does not need to be explicit. It does not matter whether the persons involved with the crime or making a report are associated with the University. If a CSA believes that there is a reasonable basis to concluded the information is not just rumor or hearsay (the information about the crime was provided in “good faith”) he or she should document the reported information pursuant to University procedure.

Sex Offenses (Forcible) – Any sexual act directed against another person, forcibly and /or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent (e.g. forcible rape, forcible sodomy (oral or anal intercourse), sexual assault with an object, and forcible fonding (touching of the private body parts of another person for the purpose of sexual gratification). Disclosure of reported offenses is required.

Sex Offenses (non-forcible) – Unlawful non-forcible sexual assault (e.g. incest, statutory rape). Disclosure of reported offenses is required.

Timely Warning – The University must timely alert the campus community to Clery Crimes. Even if all of the facts surrounding the criminal incident(s) are not yet available a warning will be issued as soon as pertinent information is available, to enable individuals to take precautions to protect themselves and to prevent similar crimes from occurring.

The LCSA will notify students and staff through verbal communication, email, text message, when necessary flyers.

6.0 RESPONSIBILITIES

Lead CSA (LCSA):

LCSA Compiles statistics of Reported Crimes from CSA’s and local law enforcement for the University’s annual crime report to the Department of Education. LCSA provides copies of the annual report to Human Resources , Student Life and individuals to identify individuals whose functions qualify as a CSA and informs the University and information about Reported Crimes

LCSA maintains the Daily Crime Log and Fire Log.

LCSA issues Timely Warnings and Emergency Notifications to the campus community.

LCSA assists in the development of procedures for the University community to follow when a sex offense or alleged sex offense occurs and assists the administration in notifying students of on and off campus counseling and other services available to victims of sex offenses. LCSA may assist appropriate University divisions to develop and present educational programs to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses.

LCSA provides University officials information concerning the State of North Carolina’s registered sex offender database for them to disseminate to the campus community.

LCSA directly supports and advise appropriate University officials in developing procedures to disclose Missing Student Notification procedures pertaining to the University’s students residing in on campus student housing facilities.

Campus Security Authorities (CSA):

The University Campus Security Authorities must record information about Reported Crimes and submit the information to the Department of Public Safety and Security Services in accordance with University procedure for inclusion in the annual security report. The University encourages all students, employees, volunteers and guests of the University to report promptly any and all crimes to the Department of Public Safety and Security Services and/or local law enforcement as soon as possible.

CSA's are required to notify the Department of Public Safety and Security Services in writing (e.g. e-mail, memo or letter) of all reports of Clery Act Crimes. Notice to the Department should be made orally where circumstances demand but shall be followed with written notice.

University Vice Presidents, deans and department shall assist the Department of Public Safety and Security Services in identifying persons within their areas who may be characterized as a CSA for purposes of the Clery Act.

Professional and Pastoral Counselors are exempt from disclosing offenses reported to them for the purposes of Clery Act compliance. The Professional and Pastoral Counselor exemptions are intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes about which they may have learned.

Student Development:

Student Development is responsible for the publication and disclosure of Missing Student Notification procedure. Student Development coordinates with the LCSA to establish and support educational programs to promote awareness of sex offenses, establish procedures to follow when a sex offense or alleged sex offense occurs, and notify students of on- campus and off campus counseling and other services available to victims of sex offenses.

Student Development ensures that required supporting records used in compiling the Clery Report are maintained for three years from the latest publication of the report to which they apply. Records to be kept include referrals for disciplinary action.

7.0 PROCEDURES

CSA Identification:

Because personnel and job positions change, someone who is a CSA one year may not be a CSA the following year. To determine which individuals are CSAs, the function served by that individual must be considered. If someone has significant responsibility for student and campus activities, he or she is a CSA. To ensure, that the University maintains its list of CSA's current, LCSA will conduct an annual review of job duties and post in the school catalog a current list of CSA's.

CSA Reporting:

CSA's shall make written reports to the LCSA all Reported Crimes. CSA's who are unsure whether an incident is a Clery Act crime should report it. CSA's are not

responsible for determining authoritatively whether a crime took place. The University will allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report.

CSA Training:

CSAs shall receive Clery Act training on a regular basis from the LCSA.

Gathering and Compiling Statistics of Clery Crimes:

The LCSA will collect and compile statistics regarding Clery Crimes.

Clery Report:

The Clery Report will be published and distributed by **October 1st** of each year. The Clery must be distributed to all currently enrolled students and all employees in one of two ways: 1) Directly by publications and mailings via the US Postal Service; campus mail, email, or a combination of these methods; or 2) Posting the Annual Security and Fire Safety Report on an Internet or Intranet website that is reasonably accessible to enrolled students and to current employees. This method may be used only if individual notices about the Clery Report are distributed to each student and employee by October 1. The notice should include: a statement of the report's availability; a list and brief description of the information contained in the report; the exact address (URL) of the Internet or Intranet website at which the report is posted (a direct link to the annual security report must be provided); and a statement that the school will provide a paper copy of the annual security report without fee upon request, written or otherwise.

The Clery Report must also be provided to prospective students and prospective employees upon request. If the Annual Security and Fire Report is provided to prospective students and prospective employees by posting the report on an Internet site, the notice provided to each individual must include: the exact URL where the report is posted; a brief description of the report; and a statement that the institution will provide a paper copy of the report upon request.

Records Retention:

The supporting records used in compiling the report shall be retained for three years from the latest publication of the report to which they apply. Records to be kept include, but are not limited to, copies of crime reports; the daily crime logs; records for arrests and referrals for disciplinary action; timely warning and emergency notification reports; documentation, such as letters to and from local police having to do with Clery Act compliance; letters to and from Campus Security Authorities; correspondence with the Department of Education regarding Clery Act compliance; and copies of notices to students and employees about the availability of the annual security report. All documentation should be dated.

Submitting Crime Statistics to the Department of Education (DOE):

Sherrill's University is not required to send the Clery Report to the DOE; the University is required to submit the crime statistics from the Clery Report. During late

summer, DOE conducts the annual Campus Safety and Security Survey. This Web-based survey is used to collect the statistical data from the Annual Security and Fire Safety Report. The data is then posted on the DOE public website for use by higher education consumers. The site is located at <http://www.ope.ed.gov/security>. Each year a few weeks prior to the collection, DOE sends a letter and a registration certificate to the Chief Executive Officer of Sherrill's University. The certificate contains information necessary to access the survey and enter data. The letter and registration certificate will be routed to the person in charge of Public Safety and Security Services, for appropriate handling.

8.0 REFERENCES

Handbook for Campus Safety and Security Reporting, Department of Education,
February 2011
Higher Education Act
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Higher Education Opportunity Act

APPROVAL SIGNATURES

WANDA B. SHORT DIRECTOR

Academic Calendar
Sherrill's University of Barber & Cosmetology (2023-2025)

WINTER QUARTER			2023	2024	2025
Registration/Orientation (new students)			January 17	January 16	January 21
Classes Begin			January 17	January 16	January 21
Martin Luther King, Jr. Day			January 16	January 15	January 20
Registration/Orientation (new students)			February 14	February 13	February 11
Classes Begin			February 14	February 13	February 11
Registration/Orientation (new students)			March 21	March 12	March 11
Classes Begin			March 21	March 12	March 11
End of Term			April 11	April 16	April 15
Easter Sunday			April 09	March 27	April 16
SPRING QUARTER			2023	2024	2025
Registration/Orientation (new students)			April 18	April 16	April 15
Classes Begin			April 18	April 16	April 15
In-Service Training			April 16	April 15	April 21
Registration/Orientation (new students)			May 09	May 14	May 13
Classes Begin			May 09	May 14	May 13
Memorial Day			May 29	May 27	May 26
Registration/Orientation (new students)			June 13	June 11	June 10
Classes Begin			June 13	June 11	June 10
Independence Day Observed				July 15	July 16
Independence Day			July 04	July 04	July 14
End of Term			July 11	July 09	July 08
SUMMER QUARTER			2023	2024	2025
Registration/Orientation (new students)			July 18	July 17	July 17
Classes Begin			July 18	July 17	July 17
In-Service Training			July 16	July 15	July 21
Registration/Orientation (new students)			August 08	August 13	August 12
Classes Begin			August 08	August 13	August 12
Labor Day			September 04	September 02	September 01
FALL QUARTER			2023	2024	2025
Registration/Orientation (new students)			September 19	September 17	September 09
Classes Begin			September 19	September 17	September 09
End of Term			October 10	October 08	October 14
Registration/Orientation (new students)			October 17	October 15	October 21
Classes Begin			October 17	October 15	October 21
In-Service Training			October 15	October 21	October 20
Registration/Orientation (new students)			November 14	November 12	November 11
Classes Begin			November 14	November 12	November 11
Thanksgiving Day			November 22	November 28	November 27
Christmas Eve			December 26	December 24	December 24
Christmas Day			December 25	December 25	December 25
New Year's Day			January 1	January 1	January 1