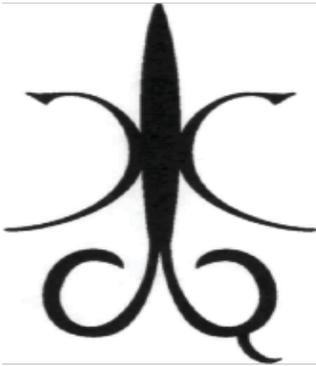


Catalog  
January, 2017



# CHAMPAGNE COSMETOLOGY INSTITUTE



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**CATALOG PUBLISHED**

January, 2017-2018

**LOCATION**

Champagne Cosmetology Institute  
7928 Main Street  
Houma, Louisiana 70360

**LANGUAGE**

Champagne Cosmetology Institute offers the following courses in English only.

- Cosmetology Course
- Esthetic Course
- Instructor Course Course

Any student wishing to enroll in any of the above courses must be able to speak, read, and write English.

All phases of training (theory & practical) are taught in English. The textbooks, exams and the preparation for the State Board Exam are also taught in English. After completion of the course of study, the student will be prepared for the Louisiana State Board exam, which is provided in English.

**MISSION STATEMENT**

Your success is our success.

Champagne Cosmetology Institute will prepare students for an ever-changing industry.

With a primary focus on education and professional development our students will receive exceptional training through our extensive curriculum and advanced facilities.

Our graduates will have the knowledge and skills to succeed in the very demanding and competitive career of choice.

## **ADMISSION REQUIREMENTS / PRE-ENROLLMENT PROCEDURES**

Champagne Cosmetology Institute admission policy identifies all requirements that a prospective student must meet prior to enrolling in and beginning a specific program of study. All required documents must be maintained in each student's file.

All applicants are required to visit the school for an information session with admission personal. An applicant is encouraged to apply for admission in advance of the starting date if possible.

All diplomas must be accredited through the U. S. Department of Education and approved by Louisiana State Board of Cosmetology. Home school students must have completed a home school program approved by the Louisiana Department of Education.

### **Foreign Diplomas**

All Foreign diplomas must be evaluated and translated by a member of The Association of International Credentials Evaluator ([www.aice-eval.org](http://www.aice-eval.org)) or The National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)).

Champagne Cosmetology Institute is not authorized under federal law to admit non-immigrant foreign students.

To be eligible for admission/enrollment to Champagne Cosmetology Institute, a person must have the following.

These are the only documents that will be accepted as of August 2006 according to the Louisiana State Board of Cosmetology. All potential students must successfully complete an admissions interview.

Champagne Cosmetology Institute does not recruit from other schools offering similar programs.

### **Ability to Benefit**

Champagne Cosmetology Institute does not admit Ability to Benefit (ATB) students.

### **Registration Documents**

*Original Documents must be present at the time of enrollment.*

#### **Cosmetology/Esthetic Requirements**

- The completed enrollment agreement
- High School Diploma, Transcript or G.E.D
- Four color pictures (2x2) size
- Social Security Card
- Valid Driver's License or State ID

#### **Instructor Course Requirements**

- The completed enrollment application
- Hold an active Louisiana State Board of Cosmetology Instructor License with one year of employment in the industry.
- High School Diploma, Transcript or G.E.D
- Four color pictures (2x2) size
- Social Security Card
- Valid Driver's License or State ID

### **Transfer Policy**

A transfer student from within the state must first fulfill any financial/contractual agreement with their

previous cosmetology school. Once the previous school provides the necessary documentation to the Louisiana State Board of Cosmetology stating the student has fulfilled the contractual agreement, the student may then seek to register at Champagne Cosmetology Institute. Students wishing to transfer from another state must first provide the required documentation to the Louisiana State of Cosmetology.

### **Transfer Students**

Transfer student are accepted after careful evaluation of the student's academic record. Transfer students are charged the normal \$100.00 non-refundable registration fee to cover the Champagne Cosmetology Institute testing and evaluation cost. If the student is accepted their enrollment agreement will be modified to reflect the transferred hours, tuition cost and registration fee.

Transfers are not possible within the institution. Each course offered holds its own set of admission requirements set by the Louisiana State Board of Cosmetology and cannot be transferred from one course to any other course.

All students that have transferred from our institution to another institution and would like to transfer back must undergo an investigation and/or evaluation from previous files and records from the other institution.

All transfer Student will be tested to see how many hours they will be allowed to keep before they start their training.

### **Transfer Out**

Students transferring out of Champagne Cosmetology must notify the administration, complete required paperwork, and pay any tuition and fees in accordance with the student's contract. The administration will notify Louisiana State Board of Cosmetology when the student has fulfilled the contractual agreement.

Transfer ability of Champagne Cosmetology Institute credits to another institution is at the discretion of the accepting institution. It is the student's responsibility to determine whether or not the institution of the student's choice will accept credits.

### **Re-Admission to Program**

Former students of Champagne Cosmetology Institute who have officially withdrawn or were terminated may reapply for enrollment. It will be at the discretion of the Academy if the student is allowed re-entry.

## PROGRAM COURSE OUTLINE

### **Cosmetology: 1500 Hours**

**Description:** The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in cosmetology or a related career field.

The Cosmetology Program is thought in English.

**Objectives:** Upon completion of the course requirements, the determined graduate will be able to:

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

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

**References:** Students follow Milady's Standard Fundamentals for Estheticians textbook. A comprehensive library of references, periodicals, books and DVD's are available to support the course of study and supplement the student training.

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

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

90 – 100	EXCELLENT
80 – 90	VERY GOOD
70 – 80	SATISFACTORY
69 and BELOW	UNSATISFACTORY

**Hours/Subjects/Units**

75	THEORY - CLASSROOM INSTRUCTION ORIENTATION AND RULES AND REGULATIONS, the History of Cosmetology, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity
75	BACTERIOLOGY, DECONTAMINATION AND INFECTION CONTROL Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety
75	SHAMPOO, RINSES, SCALP TREATMENTS Shampooing, Rinsing, and Conditioning, Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry; Product Knowledge, use and safety
150	HAIRSTYLING Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs; Product Knowledge, use and safety
200	HAIRCUTTING Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears
125	HAIR COLORING - BLEACHING Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems
200	CHEMICAL REARRANGING (TEXTURE SERVICES) Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing
175	MANICURING, PEDICURING, NAIL EXTENSIONS Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring and Advanced Nail Techniques
175	FACIALS Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy

50	SALON BUSINESS, RETAIL SALES, CAREER AND EMPLOYMENT INFORMATION Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Salon Safety; Interview Preparation, Seeking Employment, On the Job, and Professional Ethics, Resume Development
200	INSTRUCTOR DISCRETION To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training.
1500	TOTAL HOURS

Students in each category must meet the above hour requirements for the earned hours to be accepted by the state licensing board for examination.

**Esthetic: 750 hours**

**Description:** The Esthetics Course offers a complete 750-hour course in the science and art of esthetics. The program is designed to prepare and educate each student in the fundamentals of the basic esthetic education set forth by Louisiana State Board. It will also prepare each student for the practical and theory examination for a Louisiana Esthetic License. In addition, the course will incorporate the knowledge needed for entry-level employment in salons, spas, or clinical esthetics.

**The Esthetic Course is thought in English.**

**Objectives:** Upon completion of the course requirements, the graduate will be able to:

- Perform and meet the standards set by the school and the esthetic industry.
- Perform technical, communication, and servicing skills.
- Successfully complete the State of Louisiana requirements to practice esthetics.
- Exhibit the kind of professionalism necessary to gain and maintain entry-level employment.
- Take and pass the Louisiana State Board of Cosmetology Exam for esthetic licensing.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related career positions.

**Teaching and Learning Methods:** The clock hour education is taught within a set of structured curriculum that prepares students for state board examination, graduation, and entry-level skills. The esthetic course encompasses both theory and practical education for each topic. Clinic equipment and products are comparable to those used in the industry. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Instruction will be supplemented with visual aids, guest speakers, field trips and other instructional techniques.

**References:** Students follow Milady's Standard Fundamentals for Estheticians textbook. A comprehensive library of references, periodicals, books and DVD's are available to support the course of study and supplement the student training.

**Grading Procedures:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the Practical Skills Evaluation Criteria. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 – 100	EXCELLENT
80 – 90	VERY GOOD
70 – 80	SATISFACTORY
69 and BELOW	UNSATISFACTORY

### **Hours/Subjects/Units**

50	ORIENTATION AND RULES AND REGULATIONS: Limited to Orientation, Career Information, State Laws and Regulations, Professional Image and Professional Ethics.
40	SANITATION, SAFETY AND FIRST AID: Bacteria, Virus, How pathogens Enter the Body, Parasites, Immunity, Principals of Prevention, Universal Precautions. Types of Disinfectants and How They Are Used, How to Safety Sanitize and Disinfect Various Esthetic Tools and Equipment, OSHA, MSDS. First Aid for Bleeding and Wounds, Bums, Chocking, Fainting and Eye Injury.
90	ANATOMY AND PHYSIOLOGY: Cells, Tissue, Organs, and Body Systems. Physiology and Histology of the Skin, Skin Disorders and Diseases.
50	CHEMISTRY: Branches of Chemistry, matter, Acidity and Alkalinity, Chemical Reactions, Chemistry as applied to Cosmetics. Cosmetic Ingredients, Natural Ingredients, Product Safety.
75	ELECTRICITY, MACHINES, AND RELATED EQUIPMENT: Electricity, Electrical Equipment Safety, Light Therapy, Machine Facials, Rotary Brush, Spray and Vacuum Machine, Magnifying Lamp, Wood's Lamp, Steamer, High Frequency, Galvanic Current, Electrical Mask, Paraffin Heating Units, Wax Heating Units, Hot Towel Cabinet, Microdermabrasion, Therapeutic Lamp, Contraindications, Safety and Sanitation.
50	CARE OF CLIENT/ANALYSIS: Greeting, Consultation, Form, Ask Questions to Discover Client Needs, Analyze Client's Skin and Assess, Agreement of Treatment, Delivering of the Service, Completion, Client Retention, Handling Difficult Clients, Diplomacy.
225	FACIAL TREATMENT (CLEANSING, MASKING, THERAPY): Equipment and Room Set-Up, Treatment Room Supplies, Products, Product Application,

	Cleansing Procedures, Removing Cleanser. Types of Massage, Incorporating Massage During Facial Treatments, Lymphatic Drainage, Pressure Points. Classifications and Benefits of Masks. Chemical Peels - Glycolic, Lactic, Salicylic, Pumpkin Peel. Body Treatments Consultation, Contraindications, Safety and Sanitation.
25	<b>SUPERFLUOUS HAIR REMOVAL:</b> Hair Growth Cycle, Characteristics and Differences in Hair Growth, Methods of Hair Removal, Use of Hard and Soft Wax, Tweezing Brow Design, Client Consultation, Hair Removal Procedures, Contraindications, Safety and Sanitation.
15	<b>AROMATHERAPY:</b> History of Aromatherapy, How Aromatherapy Works, Aromatherapy uses Within the Skin Care Center, Common Aromatherapy Essential Oils, Contraindication, Safety and Sanitation.
10	<b>NUTRITION:</b> Vitamins, Water and the Skin. Basic Nutrition, Enzymes, Proteins, Carbohydrates, Lipids, Minerals, Antioxidants.
10	<b>COLOR PSYCHOLOGY:</b> Color and Emotion, How Skin Gets Its Color, Determining Skin Color, Primary/Secondary/Tertiary Colors, Warm and Cool Colors, Selecting Make- Up Colors
75	<b>MAKE-UP:</b> Products, Tools, Supplies, Daytime Make-Up, Special Occasion Make-Up, Camouflage, Custom Blending, Facial Contouring, Black and White Photo Make-Up, Glamour Eyes, Fantasy Make-Up, Corrective, Bridal, Custom Lip Sticks, Custom Foundations, Body Art, Photo Shoot, Arterial Eyelashes, Lash and Brow Tinting, Body Bronzing, Consultation, Safety and Sanitation.
35	<b>MANAGEMENT:</b> Importance of Keeping Good Records, Operating a Successful Skin Care Business, Professionalism, Resume development, Interview preparation, Job search skills, Public Relations, Know Your Products and Services, Marketing, Building a Clientele, Goal Setting, Networking, Cover Letter, Resume, Job Interviews, Compensation, Life Long Learning.
750	<b>TOTAL HOURS</b>

Students in each category must meet the above hour requirements for the earned hours to be accepted by the state licensing board for examination.

### **Instructor Course: 600 Hours**

**Description:** Our Instructor course is a 600 hour program comprising practical & theoretical instruction, as well as hands on clinical experience in the following areas: lesson planning, lecture delivery, testing, curriculum development, and practical demonstration.

**The Instructor Program is thought in English.**

**Objectives:**

- Inspire students to achieve the highest degree of proficiency possible.
- Provide current materials available for their learning environment.
- By research and lesson development, provide new and challenging learning situations for the students.
- Prepare students to enter the employment market with all necessary skills to achieve success.
- To provide references and advising necessary for students to prepare not only to enter this field, but to be aware of all various areas they may choose to enhance their career path.
- By providing continuing education to all staff members so they may, in turn, have available to them current information for the students.
- Teach the importance of being professional and ethical at all times.
- Teach students to follow lesson plans, give classroom presentations and hands on demonstrations.
- Teach students how to supervise the clinic floor and classroom in a safe and sanitary manner.

**Textbook:** Master Educator Course Book and State Board Review Book

**Reference:** Students follow Milady’s Standard Fundamentals for Estheticians textbook. A comprehensive library of references, periodicals, books and DVD’s are available to support the course of study and supplement the student training.

**Teaching and Learning Methods:** We follow the curriculum designed by Milady for all the programs that we offer. This curriculum involves discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, classroom presentation, and student salon activities.

- What traits will you want to possess to be successful as Cosmetology Instructor?
- Be friendly and outgoing, able to communicate with your students easily.
- Be able to work with all kinds of people and personalities.
- Keep up to date on the newest and best in the nail industry and fashion.
- Be a representation of the beauty industry, always striving to look you’re best and most professional.

Where will you work as an Instructor?

You will likely seek employment in a school as an Instructor. You may even choose to continue to work part-time in a salon environment while working as an Instructor to keep your skills and experience fresh.

**Admission Requirements for Cosmetology Instructor Course:**

In addition to regular admission requirements, you must also hold a current Louisiana license in a field of Cosmetology.

**Curriculum:** Course taught in English only.

Texts: Textbooks required for students in course training to Educate, Milady Master Education Text and Workbook.

**Description:** A study of the principles of Instructor Course, covering content required by most regulatory oversight agencies and national testing agencies for licensure as an instructor, to teach the various disciplines within the field of cosmetology.

### **Hours/Subjects/Units**

175	ORIENTATION AND RULES AND REGULATIONS	Science of teaching
150	Teacher assistance observation	
25	Performance of demonstrations	
250	Clinic supervised practice teaching, how to seek and obtain employment, Professionalism, Resume development, Interview preparation, Job search skills, Payroll deductions, preparation of employment application, law and regulation governing salon	
	Operation and consumer safety	
600	TOTAL HOURS	

**Grading Procedures:** A theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 90	VERY GOOD
70 - 80	SATISFACTORY
69 and BELOW	UNSATISFACTORY

### **FACILITY DESCRIPTION**

Champagne Cosmetology has 3800 square feet of Student-Training Salon Area, practical area, two facial rooms, offices, reception area, student lounge equipped with a vending machine, dispensary, manicure an pedicure area, two restrooms with running hot and cold water. The facility is centrally heated and air-conditioned. Champagne Cosmetology Institute is handicap accessible. There are two public parking lots that are available to all students and clients. Equipment includes shampoo bowls, manicuring tables, dryers, styling workstations, hot towel caddy, waxing area, mannequins, facial machine, micro-machine, facial chairs, VCR/DVD television, projector, white boards, lockers and other equipment

## SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences, Inc. (NACCAS) and the federal regulations established by the United States Department of Education. This policy is published in the catalog to ensure that all students receive a copy prior to enrollment.

Satisfactory Academic Progress is applied consistently to all students enrolled in a specific program and schedule. Satisfactory Academic Progress in attendance and academic work is a requirement for all students, and students must maintain Satisfactory Academic Progress to continue eligibility for funding.

To determine Satisfactory Academic Progress for students who are attending the listed program the student will be evaluated for both academic and attendance when the student successfully completes the scheduled clock actual hours for that evaluation period. The student must also complete the minimum weeks at the scheduled clock actual hours to have completed an evaluation period.

### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows: The first evaluation will occur before mid-point of the program.

Cosmetology	Esthetic	Instructor Course
17 weeks at 450 clocked (actual) hours	10 weeks at 250 clocked (actual) hours	8 weeks at 200 clocked (actual) hours
34 weeks at 900 clocked (actual) hours	17 weeks at 450 clocked (actual) hours	14 weeks at 350 clocked (actual) hours
46 weeks at 1200 clocked (actual) hours	27 weeks at 700 clocked (actual) hours	19 weeks at 500 clocked (actual) hours

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### MAXIMUM TIME FRAME

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

COURSE		MAXIMUM TIME ALLOWED	
		WEEKS	SCHEDULED HOURS
Cosmetology	(Full time, 26.5 hrs/wk) - 1500 Hours	57	2,145
Esthetics	(Full time, 26.5 hrs/wk) - 750 Hours	29	1,073
Instructor Course	(Full time, 26.5 hrs/wk) - 600 hours	23	858

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

### ACADEMIC PROGRESS EVALUATIONS

Students are assigned theory 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 they have an average of 70%. If the performance does not meet the 70% requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 90	VERY GOOD
70 - 79	SATISFACTORY
69 and BELOW	UNSATISFACTORY

### DETERMINATION OF PROGRESS STATUS

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

### FINANCIAL AID WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress

by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. A student will be notified of any evaluation that impacts eligibility for financial aid.

Champagne Cosmetology Institute will determine that the student did not make satisfactory academic progress during the warning or previous evaluation period.

#### **PROBATION**

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

**Champagne Cosmetology Institute at this time does not participate Title IV, HEA programs.**

#### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. By making up missed tests and assignments and increase cumulative grade point average to 70% and Increase cumulative to 70%

#### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

**Champagne Cosmetology Institute does not offer a Leave of Absence.** If enrollment is temporarily interrupted the Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Hours elapsed will be extend the students contract period and maximum time frame by the same number of days missed

#### **APPEAL PROCEDURE**

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

#### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

#### **TRANSFER HOURS**

Transfer students with hours from another school With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Students re-entering school will enter in the same progress status as when they left.

Transfers are not possible within the institution. Each course offered holds its own set of admission requirements set by the Louisiana State Board of Cosmetology and cannot be transferred from one course to any other course.

All students that have transferred from our institution to another institution and would like to transfer back must undergo an investigation and/or evaluation from previous files and records from the other institution.

All transfer Student will be tested to see how many hours they will be allowed to keep before they start their training.

**-SAP END-**

## **MAKE-UP WORK POLICY**

It is the responsibility of the student to acquire all necessary assignments from the appropriate Instructor. Students will be granted the privilege of make-up work at the convenience of the school and with the permission of the Director. At the completion of the course, as determined by the scheduled graduation date on the Enrollment Agreement, students must have all make-up work completed.

## **TARDY POLICY**

School begins at 8:30 a.m. Students may enter the building at 8:25 a.m. and begin clocking in at 8:25 a.m. Once clocked in, you must gather your items and report to class immediately to be able to start class at 8:45a.m. After clocking in, you may not return to your car, smoke or leave the school building. It is important to get all theory time in order to maintain satisfactory academic progress. You are being trained to work in the beauty profession. Tardiness and/or leaving early are unacceptable habits that can affect employment.

In order to clock in *after* 8:30 a.m., you must call in **BEFORE** 8:30 a.m. **NO CALL-NO CLOCK!!** The policy was created to help those who have an emergency that delays them from being on time. Only valid excuses for tardiness will allow a student to clock in after 8:30 a.m. It is never intended for the student to be late just because she/he called in.

The definition of "late" is anything **AFTER** 8:30 a.m. No student is allowed to clock in after 8:45 without calling and providing proper documentation. Excessive tardiness will be addressed by administration.

Students must report to class in proper uniform (this includes presentable hairstyles and make-up.)

## **RE-ADMISSION AND DISCONTINUATION POLICY**

Students may discontinue their course of study either temporarily or permanently. Students who discontinue their course will need only pay for the scheduled hours up to the last date of attendance according to the school contract. All such charges will be computed on the basis of the school's refund policy. Students may apply to be readmitted to the institution after six months and all fees paid. Students reentering after discontinuation will be given full credit for all previous hours received. The student will reenter at the same status of satisfactory progress as at the time of discontinuation. Reentering students will be charged at the current hourly rate of tuition for the remaining hours. The institution offers no non-credit remedial courses and course incompletes and repetitions are not applicable and have no effect on satisfactory progress.

## **LEAVE OF ABSENCE POLICY / PROCEDURES**

Champagne Cosmetology Institute does not offer a leave of absence.

## **OVERTIME COMPLETION BEYOND CONTRACT**

The student agrees that in the event the student has not completed the minimum required hours, they will be charged a \$6.00 per hour fee for remaining hours. Once overtime hours are calculated and fees are determined, the student must make a schedule of regular weekly or monthly payments.

If regular payments are not made, the student's training will be interrupted.

This schedule must be followed and all over time is to be paid in full by 1450 hours.

**All incomplete graduates will be terminated.**

## **FINAL EXAMS WRITTEN AND PRACTICAL**

Students are required to take the written/practical final prior to completion of hours. If the final is not taken within this time frame, an hourly rate will be assessed based on the tuition rate at the time of the retake. The written/practical finals are required to be passed with a 70% or better.

## **PRE-GRADUATION EVALUATION**

An evaluation is conducted after the student's completion of actual 1450 hours. This evaluation, will review the following:

The State of Louisiana requires students to pass all theory class tests with a 70% before being allowed to take the final. Therefore, any written test below 70% will need to be re-taken.

Practical information

- Champagne Cosmetology Institute Pre State Final Exam.
- State Board Examination Information.
- Exit counseling Information.
- Payment Arrangement for overtime charges if any.
- Placement counseling with instructor.

## **GRADUATION REQUIREMENTS**

To graduate and receive an Official Transcript from Champagne Cosmetology Institute, the following are required:

- Complete the documented legal hours in the specific areas of training required by the State of Louisiana and Champagne Cosmetology Institute.
- Complete all school examinations, both written and practical, with an average score of 70% or above.
- Complete all phase requirements, both written and practical, with an average score of 70% or above.

## **AWARD DOCUMENTS**

Upon satisfactorily completion the student will receive a diploma certificate. The diploma will consist of the student name and date on completion with the school seal. The school director and instructor will sign the diploma.

## **TRANSCRIPTS**

A charge of \$25.00 will be charged for each official transcript requested and sent to other institutions. This fee must be paid prior to transcript being completed.

Champagne Cosmetology Institute reserves the right to deny the release of grades and hours for any student who has not paid all charges due to the institution.

## CHAMPAGNE COSMETOLOGY INSTITUTE REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid except a non-refundable application fee.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. Champagne Cosmetology Institute does not offer a LEAVE OF ABSENCE. will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds calculations are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	INSTITUTIONAL TUITION ADJUSTMENT	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	\	20%
5% to 09.9%	\	30%
10% to 14.9%	\	40%
15% to 24.9%	\	45%
25% to 49.9%	\	70%
50% and over	\	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

9. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty days.
10. For a school that is required to take attendance, the required date of the refund is determined by counting from the date the withdrawal was determined. However, for clock hour schools, the refund is calculated based on the student's last date of attendance.
11. Unofficial withdrawals for non-clock hour students are determined by the school through monitoring of students' completion of class participation in learning activities such as class assignments, examinations, tutorials, computer-assisted instruction, participation in academic advisement, or other academically.
12. Students who withdraw or terminate prior to course completion are charged a cancellation or application fee of \$100.00 and a termination fee of \$100.00
13. This refund policy applies to tuition fees only that are charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
14. If the course is cancelled after the student's enrollment, and before instruction in the course has begun, the school will provide completion of the program or a refund of all monies paid.
15. If the school closes permanently and ceases to offer instruction after the course has begun, the school shall at its option.
  - o Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school.
  - o Provide completion of the program.
  - o Provide a full refund of all monies paid d. Participate in a Teach-Out Agreement.
16. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The School has at its option:
  - o Provide a pro-rata refund, or;
  - o Participate in a Teach-Out Agreement.
17. Collection procedures reflect good taste and sound, ethical business practices.
18. The name of the National Accrediting Commission of Career Arts and Sciences is not used in the institution's refund policy or in any of its collection efforts.
19. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy.
20. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

## JOB PLACEMENT

Champagne Cosmetology Institute is dedicated to your success as a professional designer. **Although we do not guarantee job placement, we will help you to find employment in their field of choice after graduation.** Champagne Cosmetology Institute offers free lifetime placement assistance. When you are nearing completion of your hours you will discuss opportunities with the director of Champagne Cosmetology Institute. The director is in constant contact with salons in this area and in other cities. Discussion at this time will be about where employment is available and whether or not the student is interested in relocating or not.

## CAREER OPPORTUNITIES

Graduates are encouraged to continue contact with the school and follow up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

Upon completion of the program graduate and employer follow-up are to be turned in to receive your Diploma/Certificate from Champagne Cosmetology Institute.

## COURSE/PROGRAM & NATURE/LEVEL OF OCCUPATIONS FOR GRADUATES

The following career opportunities exist in this exciting field:

### **Cosmetologist**

Stylist	Salon Supply Sales	Salon Supply Management
Salon Manager	Salon Booth Rental	Makeup artist
Product Companies	Cosmetology Instructor	Cosmetology School Director
Cosmetology School Manager	Salon Owner	Manicurist
SPA	Salon Educator	

### **Esthetic**

SPA Owner	Beauty Supply Sales	Beauty Supply Management
SPA Manger	SPA Booth Rental	Makeup Artist
Product Companies	Esthetic Instructor	Dermatologists
Med-SPA	Waxing Salon	Esthetic Educator

### **Instructor**

Cosmetology School	Cosmetology Instructor	Instructor
Esthetic Instructor	Cosmetology School Director	Cosmetology School Man
Cosmetology Senior Instructor	Cosmetology Educator	

## CALENDER OF OPERATION

**Enrollment:** A student may apply for enrollment at any time during the regular hours operation. Standard enrollment dates usually fall on the first Wednesday of each month. Call for exact dates. Start dates will depend on the availability of space within the class. If the class is full, the student will be assigned to the very next class start date with space available.

**Our new classes start every first Wednesday of the Month.**

## SCHOOL HOURS

Tuesday - Thursday – 8:30 a.m. to 5:00 p.m. & Friday - 8:30 a.m. to 12:30 p.m.

- Allowing for a 26.5 hours per week.
- 30 minutes lunch.
- 2 fifteen minutes breaks.

Champagne Cosmetology Institute only offers full-time courses and is daytime basis only.

## HOLIDAYS SCHEDULE

The school is not in session during the following holidays.

### Dates TBA

#### 2016

- New Year
- Mardi Gras
- Good Friday
- July 4th
- Thanksgiving
- Christmas Break

#### 2017

- New Year
- Mardi Gras
- Good Friday
- July 4th
- Thanksgiving
- Christmas Break

## UNEXPECTED CLOSURE

In the event of a need for unexpected closure due to hurricanes, flood, tornadoes or other, the school will follow the **Terrebonne Parish School Board Closure, which broadcast on the local TV and radio channels. For closure, updates and opening on school, students should follow Champagne Cosmetology Institute's website ([www.champagnecosmetologyinstitute.com](http://www.champagnecosmetologyinstitute.com)) and FACEBOOK.**

*Champagne Cosmetology Institute reserves the right to close due to unusual circumstances.*

## STATEMENT OF NON-DISCRIMINATION

Champagne Cosmetology Institute does not discriminate on the basis of Sex, Race, Age, Color, Ethnic Origin, and Religion in its admission, instruction, graduation or any other policies.

This policy extends to both employment and admissions to the school.

## OWNERSHIP

**Owners:** Elizabeth and Robert Champagne III.

## **STUDENTS RIGHTS OF PRIVACY**

Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request.

## **CONFIDENTIALITY**

Every student has a financial/personal file that is kept in a secure location. The files are stored in the office, in a locked, fireproof cabinet. To ensure the security of privacy, only staff members or administration dealing with enrollment have access to the files.

Any **third party** request for information will require written authorization from the student or parent/guardian of a dependent minor. Champagne Cosmetology Institute requires a release form be completed for each third party request of information. Champagne Cosmetology Institute provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and any other school official. The institution maintains a record of all release forms and requests for information.

## **STUDENT HOUSING**

Champagne Cosmetology Institute does not provide student dormitory facilities.

## **STUDENT ADVISING**

Each student is counseled after each evaluation period. A progress reports are issued. Should a student fail to achieve the minimum passing grades or fail to meet other fundamental standards of the school (attendance, attitude, cooperation, etc.), he/she is privately advised. When a student is privately advised concerning academic progress, attendance, or any other school related problem, a record of the session shall be made and kept on file. A list of support services is available in the administration office and student handbook. Students who need more help the school instructor can provide are referred to the list of support services.

## **SCHOLARSHIO POLICY**

At this time Champagne Cosmetology does not offer a scholarships program.

## **SCHOOL LICENSE & ACCREDITATION**

Champagne Cosmetology Institute is licensed by the Louisiana State Board of Cosmetology. Champagne Cosmetology Institute has adopted the Louisiana State Board of Cosmetology policies and procedures.

**Louisiana State Board of Cosmetology.**  
11622 Sunbelt Court Baton Rouge,  
Louisiana, 70809-9013  
(225) 756-3404

Champagne Cosmetology Institute is in **Candidacy status with NACCAS**

## **AGE NO BARRIER**

The field of cosmetology offers various career opportunities to men and women of all ages. Champagne Cosmetology Institute will accept students from ages 16 and up. Age is no barrier to any mature adult seeking a new career.

## **HANDICAP**

The field of Cosmetology can be a very exciting and rewarding career with an excellent future, but it can also be physically demanding; requiring the stylist to spend much of the day on his/her feet or leaning over the shampoo bowl, etc. . . . People with physical disabilities should strongly consider these requirements before deciding upon this career. Handicapped people wanting to pursue this career will be counseled and a determination will be made as to whether it is possible for that person to successfully complete the program and if any adjustments are needed to accommodate a successful completion.

## **PHYSICAL DEMANDS**

The Cosmetology profession is very physically demanding. It requires stamina and often a high level of energy. If the student is prone to allergies, he/she may want to be tested for products commonly used in the field. Other occupational hazards may include problems with back, legs, feet, shoulders, and wrists

## **ABSENT**

Students are expected to attend school daily. The school will not tolerate class cutting, tardiness, and chronic absences.

## **EXCUSED/UNEXCUSED ABSENCES**

An excused absence is one that is due to illness, death in the immediate family, or any other unavoidable circumstance. The school must be notified of the reason for said absence within 24 hours, and the reason must be supported by documentary evidence or said absence will be recorded as unexcused. After 14 consecutive days absent students will be terminated (excused or unexcused).

## **CONDUCT**

Students agree to comply with all school rules and regulations, state laws and regulations, and education requirements including clinic assignments. Students must comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.

## **TERMINATION**

Any student wishing to withdraw from school must do so through the Director's office. Any such withdrawal must be made in writing or in person. When the student is under legal age the notice of withdrawal must be submitted by the parent or guardian. The school may terminate a student's enrollment for noncompliance with school rules and regulations, the contract, or state laws and regulations; improper conduct or action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of the school property; theft or any illegal act.

## ADMINISTRATIVE/INSTRUCTIONAL STAFF

<b>Management:</b>	Elizabeth Champagne Elizabeth Champagne	Director Admissions
<b>Instructional Staff:</b>	Elizabeth Champagne Katie Champagne	Instructor Instructor

## TUITION AND FEES

### COSMETOLOGY COURSE

1500 clock hours = 57 weeks = 14.25 months

The cost of the Cosmetology program is \$8,000.00. A breakdown of this cost is as follows:

Application fee	\$100.00 (non-refundable)
Tuition	\$7300.00
Books and Kit	\$600.00 (non-refundable)
<b>TOTAL COST</b>	<b>\$8000.00</b>

### ESTHETIC COURSE

750 clock hours = 29 weeks = 7.25 months

The cost of the Esthetic program is \$6,000.00. A breakdown of this cost is as follows:

Application fee	\$100.00 (non-refundable)
Tuition	\$5400.00
Books and Kit	\$500.00 (non-refundable)
<b>TOTAL COST</b>	<b>\$6000.00</b>

### INSTRUCTOR COURSE COURSE: Sate requires you to complete 500 clock hours and NACCAS requires 600 clock hours. The Institute must comply with NACCAS requirement.

600 clock hours = 22 weeks = 6 months

The cost of the Instructor Course program is \$2250.00. A breakdown of this cost is as follows

Application fee	\$100.00 (non-refundable)
Tuition	\$2050.00
Books	\$100.00 (non-refundable)
<b>TOTAL COST</b>	<b>\$2250.00</b>

## PAYMENT PLAN

Champagne Cosmetology Institute will Finance in-house at 0% interest. Payment plan is determined at the time of enrollment. The school accepts cash, credit cards, and checks.

## LATE PAYMENT

Monthly payments are due on the 1<sup>st</sup> of each month. If the 1<sup>st</sup> falls on a weekend or holiday, a student has five (5) business days to make the payment. A \$25.00 late fee is charged for any payment received after five (5) business days.

## OTHER RULES AND REGULATIONS

### DRESS CODE

#### **Cosmetology:**

- Black Scrubs
- Black Scrub Pants with Champagne Cosmetology Institute shirts (Champagne Cosmetology Institute shirts may be purchased through the school prices may vary).
- Closed LOW heel BLACK shoe
- Socks
- NAME TAG MUST BE WORN AT ALL TIMES

#### **Instructor Course:**

- Black Pants
- White Blouse
- Closed LOW HEEL BLACK shoe
- Socks
- NAME TAG MUST BE WORN AT ALL TIMES

#### **Esthetic:**

- White Scrubs
- White Scrub Pants with Champagne Cosmetology Shirts (Champagne Cosmetology Institute Shirts may be purchased through the school prices may vary).
- Closed LOW HEEL WHITE shoe
- Socks
- NAME TAG MUST BE WORN AT ALL TIMES

### TEXTBOOKS AND EQUIPMENT

Textbooks and the student kit are issued on the 1st day.

The kit contains the instruments and equipment necessary to complete the course. Students are expected to maintain the kit by replacing lost or broken articles. The kit should remain in school until graduation. A locker is furnished to each student for personal items. Students will supply their own padlock for locker and kit.

### STATE BOARD TESTING

It is a requirement of the Louisiana State Board of Cosmetology for anyone providing cosmetology, esthetics, manicuring or Instructor Course. Theory and Practical exams are taken in Baton Rouge Louisiana.

**Cosmetology** Licensure exam is comprised of two parts – theory and practical. The theory portion of the licensure exam will be taken upon completion of 1,000 clock hours and fulfilling certain requirements. The practical exam is taken after a student completes all 1,500-clock hours and has paid all tuition and fees.

**Esthetics** students take the theory and practical portions of the licensure exam upon completion of all course requirements, have accumulated 750 clock hours and have paid all tuition and fees.

**Instructor Course** Students take the theory and practical portions of the licensure exam upon completion of all course requirements, accumulation of 500 clock hours and payment of all tuition and

fees.

To sign up for either portion of the licensure exam, a cosmetology student must turn in to the admission office one \$83.00 and one \$50.00 money orders once they have met the course required hours for testing. All money orders are to be made out to the Louisiana State Board of Cosmetology. The admission office will mail the exam application to the Louisiana State Board of Cosmetology and notify the student of the test date. The Louisiana State Board of Cosmetology will notify the school of exam results, and the school in turn will notify the student.

The State Board of Cosmetology has a “no call” policy for students: students are not to call the state board to inquire about testing dates or test results. All correspondence should be done through the school.

### **STATE BOARD RE-TESTING**

If a student fails any portion of the test, he/she must fill out an application and pay the appropriate fees per test. Payment should be in the form of a money order made out to the Louisiana State Board of Cosmetology. If a student fails the theory test three times, he/she must return to school for a minimum of 300 hours. Champagne Cosmetology Institute does offer this program.

Students caught cheating will not be allowed to receive a license with Louisiana State Board and risk losing their hours earned.

### **CHAMPAGNE COSMETOLOGY INSTITUTE GRADING SYSTEM**

Numerical grades are considered according to the following scale:

90 – 100	EXCELLENT
80 – 90	VERY GOOD
70 – 80	SATISFACTORY
69 and BELOW	UNSATISFACTORY

### **GRIEVANCE PROCEDURE**

Champagne Cosmetology Institute utilizes a “suggestion box” located in a locker at the rear of the building. A student may drop in a suggestion or complaint in the box at any time and still remain anonymous. Only members of the staff are allowed to empty the locker. Only the staff reads the suggestions and if the School Director feels it is necessary to alert the student body, it is discussed during roll call the following morning. If the student does not wish to use the suggestion box, they can speak to a member of the staff in private at any time. The School Director makes all final decisions on school and/or academic matters. The School Director will discuss any complaints/grievances with the entire staff during staff meetings.

### **FIRST AID**

A safe environment is of the most importance, but in case of an accident, a first aid kit is located at the front desk. The students are asked to contact an instructor immediately if there is an accident requiring medical attention.

**SUPPORT SERVICES**

<b>EMERGENCY</b>	<b>911</b>
<b>HOUMA POLICE DEPARTMENT</b>	<b>985-873-6306</b>
<b>TERREBONNE PARISH SHERIFF'S OFFICE</b>	<b>985-876-2500</b>
<b>LOUISIANA STATE POLICE TROPP "C"</b>	<b>985-857-3680</b>
<b>ACADIAN AMBULANCE</b>	<b>800-252-5522</b>
<b>TERREBONNE GENERAL MEDICAL CENTER</b>	<b>985-873-4141</b>
<b>OSCHNER (CHABERT) HOSPITAL</b>	<b>985-873-2222</b>
<b>ST.ANN HOSPITAL</b>	<b>985-573-6841</b>
<b>THIBODEAUX HOSPITAL</b>	<b>985-493-4727</b>
<b>HEALTH UNIT FAMILY PLANNING</b>	<b>985-876-1540</b>
<b>POISON CONTROL</b>	<b>800-222-1222</b>
<b>RAPE CRISIS CENTER</b>	<b>800-915-0045</b>
<b>SUICIDE CRISIS LINE</b>	<b>800-749-2673</b>
<b>CRISIS PREGANCY CENTER</b>	<b>985-346-3850</b>
<b>AMERICAN CANCER SOCIETY</b>	<b>985-851-7776</b>
<b>AMERICAN HEART ASSOCIATION</b>	<b>888-352-3824</b>
<b>SOCIAL SERVICES</b>	<b>985-857-3630</b>
<b>AMERICAN RED CROSS</b>	<b>504-620-3150</b>
<b>FEMA</b>	<b>800-621-3362</b>

