



# **Arkansas Beauty School- Little Rock**

TRAINING  
PROGRAM OUTLINES

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**Program Title: COSMETOLOGY**

**Program Description:**

**The 1500-hour Cosmetology Program** consist of training in the following:

- (1) Hygiene and Sanitation – 80 Hours – Instructions in sanitation, sterilization, hygiene, lighting and ventilation, etc... General sanitation duties performed by students shall not exceed more than fifteen (15) minutes per day. Students are required to maintain their stations as warranted and are responsible for their actions or mishaps.
  - (2) Related Science – 120 hours – Physiotherapy or electricity used in cosmetology, Physiology and Histology Anatomy, Neurology, Myology and Osteology, etc.
  - (3) Hairdressing – 1000 hours – A course in cleaning hair, shampooing, haircutting, clipping, singeing, dying, tinting, bleaching, scalp massage, brushing and combing, curling, permanent waving, and reconditioning hair, wiggery, thermal pressing, iron curling, chemical relaxing, etc.
  - (4) Manicuring – 100 hours – A course in the construction, filing and shaping of the nails, loosening and removing the dead cuticle and the art of hand, arm, foot and ankles massage, etc.
  - (5) Aesthetics – 100 hours – A course in the skin, various kinds of facial massage, cosmetics, application of treatment products, the art of makeup, eyebrow shaping, eyebrow and eyelash dying, hair removal, etc.
  - (6) Salesmanship and Shop Management – 50 hours – Instruction in how to keep records, knowledge of business law, cosmetology law, rules and regulations, booking appointments, retailing, etc.
  - (7) Professional Ethics– 50 hours – Courtesy, neatness and professional attitude in meeting the public, etc.
- (B) All schools for Schools of Cosmetology or Postsecondary Schools of Cosmetology shall provide a minimum of five (5) hours each week in theoretical instruction of each student enrolled. This requirement may be modified by prorating the hours when necessary, depending upon the school of cosmetology or postsecondary schools of cosmetology schedule provided the student is receiving quality theoretical instruction to prepare him/her for examination.
- (C) The time of the classroom instruction class shall be registered with the Department.
- (D) Students shall not be permitted to leave the classroom during theoretical instructions to work on clients.
- (E) To qualify for the cosmetology examination, students must acquire a minimum of one-hundred-eighty (180) hours in theoretical instruction.
- (F) A student for a license as a cosmetologist, after one hundred fifty (150) hours of instruction, may engage, in the school as a student, in work connected with any branch or any combination of the branches of cosmetology taught in the school upon a client who is paying for services or materials.
- (G) All schools of cosmetology or post-secondary schools of cosmetology shall provide a minimum of ten (10) services on a client or a mannequin per week, for each student enrolled who has acquired one-hundred-fifty (150) hours of instruction. Students shall be assigned to clients on the basis of respective learning needs.

## **PROGRAM GOALS**

- Students will receive an education in both theory and practical skills and gain knowledge in all phases of cosmetology.
- To prepare students to successfully pass the state board examination.
- To prepare students to work in a professional hairstyling salon as a licensed cosmetologist.
- To perform in cosmetology related occupations.
- To develop an awareness of their professional responsibilities to both the clients and employer employee relationships and effective communication skills.

## **PROGRAM FORMAT: (INSTRUCTIONAL TECHNIQUES AND METHODS)**

- Program outlines and lesson plans
- Lectures
- Practical demonstrations
- Audio-visual materials
- Mannequin and live model practical and clinic workshops
- Written and practical evaluations

## **EVALUATION PROCEDURES**

- Testing in both theory, practical, and clinic areas
- Examinations after each unit of the program
- Monthly practical/clinic workshops
- Mock State Board examination
- Final examination

## **REQUIRED LEVEL OF ACHIEVEMENT**

All students are required to maintain at least a 70% grade point average in theory, practical and clinic subjects. In addition, a minimum grade of 70% must be achieved on the final written examination in order to be eligible to receive a diploma. (Please refer to the Satisfactory Progress Policy for additional requirements.)

## **PRACTICAL GRADING SYSTEM & PROCEDURES**

When students are being graded on their practical, the instructor will grade them with either all or none of the allotted points. (For example: proper draping is allotted 10 points, if the student does not drape properly then they lose all 10 points, they may not earn partial points.) Our grading scale will then explain the letter grade.

## **GRADING SYSTEM**

Grade requirements: Students receive numerical grades in their theory and practical phases. A grade average of:

- 95 - 100 Excellent
- 85 – 94 Good
- 70 – 84 Satisfactory
- 69– Below -Failing

Those students who fall below an average of 70% in theory or practical will be placed on classroom probation (not to be confused with SAP probation) Classroom probation prohibits extracurricular activity and reward program participation until student returns to satisfactory grade standing. If by the end of the probationary period satisfactory progress has not been achieved the student may be discontinued.

**TEXTBOOKS**

1. Milady’s Standard of Cosmetology
2. Theory and Practical Workbooks

**REFERENCES**

<ul style="list-style-type: none"> <li>• Milady’s Cosmetology Management Guide</li> <li>• Milady’s Standard Practical Workbook (Barber)</li> <li>• Milady’s Standard Theory Workbook (Barber)</li> <li>• Milady’s Standard Theory Workbook (Cosmetology)</li> <li>• Milady’s Standard Practical Workbook (Cosmetology)</li> <li>• Milady’s State Exam Review Book (Barber)</li> <li>• Milady’s State Exam Review Book (Cosmetology)</li> <li>• Milady’s Theory and Practices of Therapeutic Massage Workbook</li> <li>• Milady’s Theory and Practice of Therapeutic Massage Textbook</li> <li>• Milady’s Workbook for the Professional Instructor</li> <li>• Milady’s Salon Management for Cosmetology students</li> </ul>	<ul style="list-style-type: none"> <li>• State Exam Review for the Theory and Practice of Therapeutic Massage</li> <li>• Comprehensive textbook of Foot Surgery</li> <li>• Making Faces</li> <li>• Twist Salon</li> <li>• Trend Vision Spring/Summer Journal</li> <li>• 1001 Beauty Solutions</li> <li>• The Color Book Clairol Professional</li> <li>• Forever Young</li> <li>• Milady’s Playing it Safe: Milady’s Guide to Decontamination, Sterilization, and Personal Protection</li> <li>• Color Guide Infectious Disease</li> <li>• Salon Ovations Tax and Financial Primer</li> </ul>
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**PROGRAM CONTENT**

<p>Chapter 1: <i>The History of and Opportunities in Professional Beauty.</i></p> <p>Chapter 2: <i>Life Skills</i></p> <p>Chapter 3: <i>Your Professional Image</i></p> <p>Chapter 4: <i>Communicating for Success</i></p> <p>Chapter 5: <i>Infection Control: Principles &amp; Practices</i></p> <p>Chapter 6: <i>General Anatomy &amp; Physiology</i></p> <p>Chapter 7: <i>Skin Structure and Growth</i></p> <p>Chapter 8: <i>Nail Structure and Growth</i></p> <p>Chapter 9: <i>Properties of the Hair and Scalp</i></p>	<p>Chapter 10: <i>Basics of Chemistry</i></p> <p>Chapter 11: <i>Basics of Electricity</i></p> <p>Chapter 12: <i>Principles of Hair Design</i></p> <p>Chapter 13: <i>Shampooing, Rinsing, and Conditioning</i></p> <p>Chapter 14: <i>Haircutting</i></p> <p>Chapter 15: <i>Hairstyling</i></p> <p>Chapter 16: <i>Braiding and Braid Extensions</i></p> <p>Chapter 17: <i>Wigs and Hair Enhancements</i></p> <p>Chapter 18: <i>Chemical Texture Services</i></p> <p>Chapter 19: <i>Hair Coloring</i></p> <p>Chapter 20: <i>Skin Diseases and Disorders</i></p>	<p>Chapter 21: <i>Hair Removal</i></p> <p>Chapter 22: <i>Facials</i></p> <p>Chapter 23: <i>Facial Makeup</i></p> <p>Chapter 24: <i>Nail Diseases and Disorders</i></p> <p>Chapter 25: <i>Manicuring</i></p> <p>Chapter 26: <i>Pedicuring</i></p> <p>Chapter 27: <i>Nail Tips, Wraps, and No-Light Gels</i></p> <p>Chapter 28: <i>Acrylic (Methacrylate) Nail Enhancements</i></p> <p>Chapter 29: <i>UV Gels</i></p> <p>Chapter 30: <i>Business Skills</i></p> <p>Chapter 31: <i>On the Job</i></p> <p>Chapter 32: <i>The Salon Business</i></p>
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**Program Title: TEACHER TRAINING**

**Program Description:**

The 600-clock hour Teacher Training Program consist of training in the following:

**GENERAL COURSE INFORMATION**

- Course Description: Prerequisite for this course is an Arkansas Cosmetology License in Cosmetology, Manicuring, or Esthetics. This course is designed as an overview of the skills and knowledge necessary for the instruction of cosmetology students.
- Course Learning outcomes: Learning outcomes/objectives are determined by local occupational needs and business/industry trends.  
Specific goals/objectives of this course are to:
- The student will develop an understanding of the rules and regulations of Arkansas Beauty School-Little Rock and the state.
- The student will demonstrate on understanding of teaching methodologies.
- The student will exhibit an understanding of teaching of lesson plan development.

**COURSE COMPETENCIES**

Upon successful completion of this course, the student will:

- Possess knowledge of the rules and regulations of Arkansas Technical School: institutional and the state.
- Demonstrate teaching methodologies.
- Identify major points in lesson plan development

**ACADEMIC INTEGRITY**

It is the aim of the Arkansas Beauty School-Little Rock to foster a spirit of complete honesty and high standard of integrity. The attempt of any student to present as his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the Arkansas Beauty School-Little Rock Catalog policy regarding consequences for cheating and plagiarism (see "Academic Integrity" as well as "Student Conduct" sections in college catalog). At times, working with other students is encouraged for some assignments. If you have a question as to whether you may work with other students on any assignment, ASK YOUR INSTRUCTOR.

**VERIFICATION OF WORKPLACE COMPETENCIES**

Successful completion of this course permits qualified students to enroll for specifically restricted skill courses that can lead to Arkansas Teacher Training Licensure. Students who do not meet criteria for restricted enrollment will be counseled regarding their workplace competencies and career goals/objectives.

## **SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS**

### Textbooks

1. Milady's Master Educator
2. Milady' Master Educator Exam Review Book
3. Cosmetology Statues General Rules and Regulations
4. Milady's Master Educator Student Course Book
5. Guidelines for the Arkansas Department of Health-Cosmetology State Licensure Exam

## **ATTENDANCE POLICY**

Punctual and regular attendance is required of all cosmetology students. There are no excused absences. Unexcused tardiness and absences will not be tolerated. Instructors will monitor students' clock hours and students who have less than a 67% attendance will be placed on probation." A Student Advising form" will be executed and placed in the student's folder. (Probation is a written warning signed by the student and appropriate faculty noting that failure to maintain hours will result in the student's administrative withdrawal from the program).

## **ASSIGNMENT POLICY**

All required work must be turned in on time in order that the student may benefit from the corrections and study for future examinations. Assigned outside work is **due on the class period assigned**. Late work is generally not acceptable; however special consideration is subject to instructor discretion whether or not the work is acceptable. Weekly assignment schedule will be posted on classroom bulletin board.

## **GRADING POLICY/PROCEDURE AND/OR METHODS OF EVALUATION**

Arkansas Beauty School-Little Rock requires a minimum grade of 70 therefore, this course requires the same. An overall grade below 70 is considered a failing grade and failure of the course.

## **SPECIAL REQUIREMENTS—SAFETY POLICY**

Students should adhere to safety standards established in the school handbook. Students enrolled in Cosmetology based training programs must follow all safe practices practical work areas.

## **COURSE OUTLINE**

Students will demonstrate competencies in the following tasks:

- Understanding of the rules and regulations of Arkansas Technical School
- Understanding of teaching methodologies
- Understanding of lesson plan development

**UNITS OF INSTRUCTION AND HOURS:** The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

## **HOURS/SUBJECT/UNIT**

**50 ORIENTATION:** School Rules and Regulations; Qualities of the Professional Educator; Code of Ethics; Familiarization with School Facilities and Supplies; Licensing Requirements and Regulations, Laws; Fundamentals of Business Management; Professional Ethics; Business Plan; Written Agreements; School Operations, Policies, and Practices; Compensation Packages; Payroll Deductions; Telephone Use; Advertising; Sales; Communications; Public/Human Relations; Insurance; Salon Safety; Seeking Employment

**250 METHODS OF TEACHING AND CLINIC MANAGEMENT:** Principles of Teaching, Learning, and Lesson Plan Development: Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Preparation, Teaching Methods; Presentation Techniques: Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips, Developing and Using Educational Aids, Films or Videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies; Program Development and Review; Program Review

**100 STUDENT SALON/CLINIC MANAGEMENT:** Independent Clinic Supervision; Client Communications; Reception Desk; Inventory Control; Effective Dispensary Procedures; Supervision of Clinic Sanitation and Client Safety; Technical Skills Ability; Independent Classroom Instructing; Administrative Responsibilities; Records and Reports Management; Safety Measures, Classroom Conditions, and Maintenance; Class Supervision and Control; Classroom Problems and Solutions; Organizational and Regulatory Requirements

**200 INSTRUCTION AND THEORY:** Planning; Analysis; Implementation; Benefits; Assessment or Measurement of Student Ability/Achievement/Learning; Diagnosis of Student Weaknesses and Overall Progress; Student Motivation for Study and Learning; Oral and Written Testing; Evaluation of Overall Progress; Development and Use of Testing/ Measurement Instruments; Academic Advising

**600 Total Hours**



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**Program Title: ESTHETICS**

**PROGRAM DESCRIPTION**

**The 600-clock hour Esthetics** consist of training in the following:

The outlined requirements meet the licensure requirements for the Arkansas Department of Health Cosmetology Section. The scheduled finish time for this course is 4-6 months with a schedule of a minimum of 25 hours and maximum of 40 hours per week. Students will attend two phases for this program. Phase I is the initial training; Phase II builds on the skills obtained in Phase I and introduces advanced treatments while giving the student the opportunity to increase speed and become self-sufficient.

**OBJECTIVE**

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

1. Display personal integrity with self-confidence and a positive attitude.
2. Display effective communication skills, visual poise and proper grooming.
3. Display effective employer-employee skills.
4. Perform all skills at or above a basic level.
5. Apply learned theory, technical information and related matter to assure sound judgments and procedures. To continue to grow as an Esthetician, the graduate should continue to learn new and current information related to skills, trends, and methods for career enhancement in cosmetology and related fields.

**REFERENCES**

Instruction methods will come from various sources to include but not limited to: Milady Standards of Esthetics Textbook and Workbook for all Students Milady Library of Books, Magazines, and DVD's

**INSTRUCTION METHODS**

Milady Standards of Esthetics curriculum is used in the program. Specific tasks necessary for state board preparation and entry-level job skills are taught in sequential steps. Clinic equipment, implements and products are comparable to those used in the industry. Each student receives instruction related to performing useful, creative and productive career-oriented activities. Education methods used include lecture, demonstration, textbook study, hands-on practice, audio-visuals, guest speakers, field trips not to exceed 30 hours, projects and activities.

**Phase I:**

Phase I is from the start of the program to 150 hours and completing the first mock state board practical exam. The first three weeks of class are designed to introduce each new enrolling student to both the basic skills of esthetics and to demonstrate practical applications required to complete the Facial License Examination (practical portion). Each day a set of practical skills will be demonstrated in which the students are expected to practice over and over in their non-demonstration time during the first three weeks. Week four will focus the students on practicing, packing, and completing the mock state board practical exam. Students will attend lecture and complete the workbook, assignments, and products of the day for each chapter in Phase I. Part-time students will follow the same schedule except that practice time will be during the following four weeks or until the student reaches 150 hours. An exam guideline will be provided for preparation of the mock state board practical exam.

**Phase II:**

Upon completion of Phase I until graduation from the program, the student will continue to attend lecture and complete the entire workbook, projects/assignments and products of the day until all chapters are complete. All missing and late work will be required before the student will be allowed to take their final exams. Students will complete two final written exams with a grade of 80% or higher and complete 2 mock state board practical exams. Student practical work will be guided by a calendar

of applications. Students will focus on clients and become self-sufficient on clients and their care. Students will learn independence and explore advanced techniques. Students will be scheduled clients to practice some of their applications. All other work is to be completed on a manikin or fellow student. All student work must be approved and checked by an instructor.

**GRADUATION REQUIREMENTS**

- To complete the Esthetics program, each student will:
- Complete all written work including tests, assignments, projects and all required practical and clinic work.
- Complete two comprehensive finals: written and practical with a minimum grade of 70%
- Complete three mock state board practical exams with a minimum grade of 70%
- Complete 600 clock hours and all technical requirements required by Arkansas Department of Health-Cosmetology Section
- Complete an exit interview and exit paperwork
- Make satisfactory arrangements for payment of all debts to the school

**GRADING POLICY/PROCEDURE AND/OR METHODS OF EVALUATION**

Arkansas Beauty School-Little Rock requires a minimum grade of 70; therefore, this course requires the same. An overall grade below 70 is considered a failing grade and failure of the course.

**PRODUCT USAGE**

When working on a manikin, students will be required to use manikin quality products.

**UNITS OF INSTRUCTION**

Units	Unit Description	Total Weeks
Unit 1	Personal Development	1
Unit 2	Professional Development	1
Unit 3	Business Basics	1
Unit 4	Skin Care Center Ecology	1
Unit 5	Anatomy	1
Unit 6	Electricity and Electrical Equipment	1
Unit 7	Chemistry	1
Unit 8	Skin Physiology	1
Unit 9	Client Care	1
Unit 10	Facials	1
Unit 11	Hair Removal	1
Unit 12	Makeup	1
Unit 13	Advanced Treatments	1
Unit 14	Estheticians in the Medical Field	1
Liability and Risk Reduction	Risk Management and Insurance	1
ADH-Cosmetology	Laws and Rules	1

- Units 1-4 (60 hours)
- Unit 5 (100 hours)
- Unit 6-7 (40 hours )
- Units 8-10 (200 hours)
- Units 11-14 (180 hours)
- Liability and Risk Reduction (10 hours)
- ADH Cosmetology (10 hours)

**Total 600 Clock hours**



**Program Name: MANICURING**

**Program Description:**

The 600-hour manicuring program consists of training in such topics as manicuring, pedicuring, acrylics, and gel nails. The primary purpose of the program is to train students in both theory and practical skills, which will prepare them for state licensure and enhance their employment opportunities. The program also provides information about career opportunities, seeking and obtaining employment and laws and regulations governing salon operation. The program is particularly directed toward developing in the student desirable habits and attitudes with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others, and ethical approach to this profession, as well as the business and legal aspects of salon operations.

**PROGRAM GOALS**

- Students will receive an education in both theory and practical skills and gain knowledge in all phases of manicuring.
- To prepare student to successfully pass the state board examination.
- To prepare students to work in a professional hairstyling salon as a licensed manicurist.
- To perform in manicuring related occupations.
- To develop an awareness of their professional responsibilities to both the clients and employer/employee relationships and effective communication skills.

**PROGRAM FORMAT: (INSTRUCTIONAL TECHNIQUES AND METHODS)**

- Program outlines and lesson plans
- Lectures
- Practical demonstrations
- Audio-visual materials
- Mannequin and live model practical and clinic workshops
- Written and practical evaluations

**EVALUATION PROCEDURES**

- Testing in both theory, practical, and clinic areas
- Examinations after each unit of the program
- Monthly practical/clinic workshops
- State Board Class
- Final Examination

**REQUIRED LEVEL OF ACHIEVEMENT**

All students are required to maintain at least a 70% grade point average in theory, practical and clinic subjects. In addition, a minimum grade of 70% must be achieved on the final written examination in

order to be eligible to receive a diploma. (Please refer to the Satisfactory Progress Policy for additional requirements.)

### **TEXTBOOKS**

- Milady Standard Nail Technology Textbook
- Milady Standard Nail Technology Theory and Practical Workbooks
- Milady Standard Nail Technology Exam Review

### **REFERENCES**

- Milady's Standard Practical Workbook
- Making it Count: Math for the Beauty and Wellness Industry
- Beauty and Wellness Dictionary

### **PROGRAM CONTENT**

<b>SUBJECT/TOPIC</b>	<b>HOURS</b>
Orientation	
School Rules and Regulations	
History and Career Opportunities	5
Life Skills	5
Your Professional Images	5
Communicating for Success	5
Infection Control: Principals and Practices	70
General Anatomy and Physiology	10
Skin Structure, Growth, and Nutrition	10
Nail Structure, Growth	10
Nail Disorders and Diseases	10
Basics of Chemistry	10
Nail Product Chemistry (Simplified)	15
Basics of Electricity	50
Manicuring	100
Pedicuring	100
Electric Filing	30
Nail Tips and Wraps	30
Monomer Liquids and Polymer Powder Nail Enhancements	30
UV and LED Gels	35
The Creative Touch	30
Seeking Employment	20
On the Job	10
The Salon Business	10

**TOTAL UNITS: 600**

## Salon Floor Orientation Outline

All students enrolled in a training program at Arkansas Beauty School-Little Rock must complete clinic floor services before graduation. Students enrolled in the Cosmetology Program after completing 250 hours of theoretical and practical learning in the classroom before transitioning to the clinic floor. Students enrolled in the Manicuring and Esthetics program must complete 150 hours of theoretical and practical learning in the classroom before transitioning to the clinic floor. Training in the following is required prior to clinic floor transition:

### Cosmetology:

Hygiene and Sanitation	25 hours
Hairdressing	150 hours
Aesthetics	15 hours
Professional Ethics	10 hours
Client Care	10 hours
Properties/Disorders of the Skin	20 hours
Properties/Disorders of the Hair	20 hours

### Manicuring:

Hygiene and Sanitation	15 hours
Manicuring	45 hours
Pedicuring	45 hours
Nails/Tips/Gels	15 hours
Professional Ethics	5 hours
Salesmanship/Shop Management	5 hours
Properties/Disorders of the Skin	10 hours
Properties/Disorders of the Nail	10 hours

### Esthetics:

Hygiene and Sanitation	15 hours
Facials	25 hours
Skin Care & Physiology	45 hours
Make-Up	25 hours
Hair Removal	15 hours
Professional Ethics	5 hours
Client Care	10 hours
Properties/Disorders of the Skin	10 hours

Students transitioning to the clinic floor will receive instructions on the following:

**1. Tour of Salon Floor**

- ✚ Dispensary
  - Receiving products from dispensary
  - Towels
  - Product Knowledge

**2. Shampoo/Tubs/Disinfecting Area**

- Proper etiquette with client
- Sanitizing shampoo bowls and bowls before and after use

**3. Salon Floor**

- Proper sanitation of station
- Sanitation Duty Roster
- Proper Communication with instructor, fellow students, and clients

**4. Receptionist Desk**

- ✚ Receiving tickets
- ✚ Refusal of ticket policy
- ✚ Proper etiquette for greeting client
- ✚ Scheduling appointments
- ✚ Referral policy and receiving credit
- ✚ Reception Area for Clients
- ✚ Requirement Sheets
- ✚ Marketing Exams
- ✚ Student Advising

**5. Advising Hours**

- Financial Aid
- Admissions
- Instructor

**6. Management**

- Chain of Command
- Grievance Policy and Procedure
- Advising: Manager

**7. Review**

- Time Clock Procedures
- Uniform Policy
- Attendance Policy
- Planned Absence/Calling in
- Schedule Change
- Make-up Hours
- Mandatory Attendance
- School Advising Form
- Leave of Absence
- Progress Reports
- School Catalog