



# **POLICIES AND PROCEDURES**

**August 22, 2017**

Prepared By

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## **MISSION STATEMENT**

Our graduates are the best testimony of our school and the education that we provide. Our instructors provide you the student with not only the fundamental techniques and hands-on skills, but also teach you professionalism and the business skills necessary to succeed in the nail technology field. Our program provides inspiration for personal growth and improvement. Prospective employers recognize our commitment to quality and professionalism; we value our reputation for providing the leading technical skills that continually improve the current nail industry standards.

## **OBJECTIVE**

The primary goal of Nail Logic is to offer the highest level of quality education in the nail industry. This will be accomplished by our licensed instructors who will provide training techniques involving the latest nail products, skills and procedures available. Furthermore, our students will not only be educated in the necessary skills to pass the Arizona State Board of Cosmetology exam but will learn the concept of total customer satisfaction and be prepared for a career in nail technology. At Nail Logic, you will have a well-organized course of study, and a professional atmosphere to learn in.

## **1 FACILITIES AND EQUIPMENT**

### **1.1 Facility**

Nail Logic, the Institute of Nail Technology (Nail Logic) sees itself as an educational organization that is the “Hub of the Community” a center of learning that is the pride of the community. We are located in the Fiesta Palms Shopping Center in Mesa Arizona, starting with over 1600 square feet. We carefully chose this location for the convenience for the students and our clientele.

### **1.2 Equipment**

1. Classroom
  - a. Capacity for up to 20 students per class
  - b. White board for instructional use
  - c. Projector-equipped computer
  - d. Wi-Fi internet accessible for instructional use
2. File cabinets
  - a. School business and administrative records
  - b. Student educational records
3. Educational Library
  - a. Standard Dictionary
  - b. Medical Dictionary
  - c. Cosmetology Dictionary
  - d. Charts on Anatomy/Circulatory System
4. Nail stations for each student  
Includes a chair for the student and a chair for the client
5. Dispensary area
6. Sink
7. Storage lockers for each student and instructor
8. Refrigerator/Microwave
9. Handicap accessible restroom
10. Waiting area to hold up to 6 customers
11. Reception desk with retail sales area

### 1.3 Hours of Operation

#### 1.3.1 Daily Business Schedule

**Table 1** presents the daily hours of operation during which Nail Logic is open for business. The daily business hours of operation schedule may be modified to accommodate holidays and school breaks.

**Table 1.**  
**Daily Business Hours of Operation<sup>[1]</sup>**

DAY OF WEEK	BEGIN	END
Sunday	Closed	
Monday	Closed	
Tuesday	9:00 AM	8:30 PM
Wednesday	9:00 AM	8:30 PM
Thursday	9:00 AM	8:30 PM
Friday	9:00 AM	8:30 PM
Saturday	9:00 AM	3:00 PM

<sup>[1]</sup> Schedule may be modified for holidays and school breaks

#### 1.3.2 Daily Client Schedule

**Table 2** presents the daily hours of operation during which Nail Logic is open for client services. The daily client hours of operation schedule may be modified to accommodate holidays and school breaks.

**Table 2.**  
**Daily Client Hours of Operation<sup>[1]</sup>**

DAY OF WEEK	BEGIN	END
Sunday	Closed	
Monday	Closed	
Tuesday	9:30 AM	8:00 PM
Wednesday	9:30 AM	8:00 PM
Thursday	9:30 AM	8:00 PM
Friday	9:30 AM	8:00 PM
Saturday	9:30 AM	2:30 PM

<sup>[1]</sup> Schedule may be modified for holidays and school breaks

### 1.3.3 Daily Classroom Schedule

Table 3 presents the daily schedule for students--Full time and Part time schedules.

**Table 3.**  
**Daily Classroom Hours of Operation[1]**

WEEKDAY	FULL-TIME				PART-TIME			
	DAYS		AFTERNOONS		MORNINGS		NIGHTS	
	BEGIN	END	BEGIN	END	BEGIN	END	BEGIN	END
Sunday	Closed		Closed		Closed		Closed	
Monday	Closed		Closed		Closed		Closed	
Tuesday	9:00 AM	5:30 PM	1:15 PM	8:30 PM	9:00 AM	1:15 PM	4:30 PM	8:30 PM
Wednesday	9:00 AM	5:30 PM	1:15 PM	8:30 PM	9:00 AM	1:15 PM	4:30 PM	8:30 PM
Thursday	9:00 AM	5:30 PM	1:15 PM	8:30 PM	9:00 AM	1:15 PM	4:30 PM	8:30 PM
Friday	9:00 AM	5:30 PM	1:15 PM	8:30 PM	9:00 AM	1:15 PM	4:30 PM	8:30 PM
Saturday	9:00 AM	3:00 PM	9:00 AM	3:00 PM	9:00 AM	3:00 PM	9:00 AM	3:00 PM

<sup>[1]</sup> Schedule may be modified for holidays and school breaks

## 1.4 Contacting Nail Logic

### Telephone Numbers

Nail Logic reception desk	(480) 588-7686
Nail Logic client scheduling	(480) 588-7686
Academic Administration	(480) 588-7686
Fax	(480) 397-2474
Academic registration	(480) 588-7686
Academic attendance	(480) 588-7686
Academic counseling	(480) 588-7686

### Email Address

Administration@NailLogicInstitute.com

## **2 EDUCATIONAL REQUIREMENTS**

### **2.1 Enrollment**

The Arizona State Board of Cosmetology has established the following minimum enrollment requirements for the Arizona State recognized Nail Technology certification program offered by Nail Logic.

1. Proof of education if under the age of 18-  
High school transcript showing passing grades for a minimum of ten (10) credits in English coursework
2. Submit a photocopy (front and back) of a picture identification
3. Submit a photocopy (front and back) of your Social Security Card
4. Submit two (2) passport-size pictures
  - a. These pictures must be professionally prepared
  - b. Since these pictures are not used for a passport document, you are permitted to smile.
  - c. Remember, these pictures will be used for your Nail license

### **2.2 Graduation**

In order to graduate and receive a diploma from Nail Logic, you must satisfy the following requirements:

1. Meet the minimum course requirements
2. Complete the following required education credit hours with a passing grade
  - a. Nail Technician – six hundred (600) credit hours
  - b. Aesthetics to Nail Technician: Three hundred-five (305) credit hours
3. Complete tuition and fee obligations
4. Meet satisfactory progress requirements
5. Complete all education tests, projects and assignments
6. Pass both your written and practical school finals with a minimum grade of 85%

## **3 CONTRACTUAL AGREEMENTS**

Each student who enrolls at Nail Logic will receive a completed copy of his or her application, enrollment contract, policies and procedures, state board laws/rules and kit list on or before the first day of school. Students agree to abide by all of these documents at all times.



Unless prior arrangements have been made, students cannot arrive after (late arrival), or leave before (early departure), their contracted time. Late arrival or early departure time will count as personal time.

Any time a contract requires any alteration, per the student's request, there is a \$100.00 fee for each occurrence.

#### **4 NEW CLASS SCHEDULE**

Nail Logic schedules a new class beginning every four to five weeks, except during the month of December. Nail Logic reserves the right to change this schedule at any time, without prior notice.

#### **5 PRE-ARRANGED ABSENCES**

Students are encouraged to arrange time off at least two (2) weeks prior to taking the time off. Students who submit a completed pre-arranged absence request form are excluded from calling-in the day of a pre-arranged day off. It is the student's responsibility to make sure that the time off taken will not cause their attendance to fall below the eight-five percent (85%) minimum attendance requirement. Saturday attendance is mandatory for all students. If you request time off on a Saturday, you will owe \$5.00 per hour for each hour you miss.

A form must be filled out requesting the time off, two weeks prior to the date they wish to take off.

#### **6 ATTENDANCE PROCEDURES**

##### **6.1 Reporting an Absence**

You must report any absence by contacting Nail Logic by phone and email prior to being absent. You must call and email Nail Logic reception desk, at (480) 588-7686 [administration@naillogicinstitute.com](mailto:administration@naillogicinstitute.com), before 8:30 AM (Fulltime/Morning students), 12:45 PM (Afternoon Full time students) and 4:00 PM (Evening students) for each occurrence. Refer to Section 1.4 for the Academic Attendance telephone number and Academic email address. Again, it is the student's responsibility to make sure that the time missed will not cause their attendance to fall below the eight-five percent (85%) minimum attendance requirement. If attendance drops below 85%, corrective action will be enforced through disciplinary counseling (section 18). Failure to call and email in, each occurrence will result in suspension. The student will be provided a written notice to notify you of the suspension and a counseling form will be placed in the student's academic file.

##### **NOTE**

Three failures to report an absence will result in the student being terminated from Nail Logic, The Institute of Nail Technology.

A letter will be sent to the address on the student enrollment contract as to their termination. The student must call the school to make arrangement to pick up any items left in the school within five school days or the student lock will be cut off their locker, their kit and belongings will be removed.

You may clock-in from 9:00 to 9:05 AM (Morning class), 1:15-1:20 PM (Afternoon class) and 4:30-4:45 PM (Evening class). At 9:06 AM/ 1:21 PM/ 4:36 PM, all students are expected to be in the building and have the appropriate and necessary materials needed for class. The time clock will be unavailable to clock

in at 9:06/ 1:21 PM/ 4:36 PM. Any student not having the appropriate and necessary class materials will be dismissed for the remainder of the day.

## 6.2 Reporting a Late Arrival

Students are expected to call the Nail Logic reception desk, at (480) 588-7686, by 8:30 AM (Fulltime/Morning students), 12:45 PM (Afternoon Full time students) and by 4:00 PM (Evening students) each day they are to arrive late. Failure to call in to report a late arrival will result in a one-day suspension. The student is not considered suspended until written notice is provided to the student. A counseling form will be placed in the student's academic file.

If the student calls in by 8:30am/12:45pm/4:00pm that they are going to be late, they must be in school and clocked in by 9:30am/1:45pm/5:00pm. The student will not be allowed to clock in after 9:30am/1:45pm/5:00pm. If you are tardy, whether excused or not excused, this time missed is viewed as personal hours.

If a student accumulates 3 late arrivals or absences in one month, the student will receive a counseling form for EACH occurrence. On the 4th day any tardiness or absences there after, within the same month, the student will be suspended for the day and sent home each time. Each time a counseling form will be placed in the student's file.

Students who return late from their lunch break or take more than the permitted 30-minute lunch break without notifying the school or without a pre-arranged request will be sent home for the rest of the day. A counseling form will be placed in the student's file.

## 7 TRACKING HOURS

According to the Arizona State Board of Cosmetology, each student must clock hours by using a time clock. The clocked hours for state board are calculated from the first to the last day of the month. These clocked hours are reported to the state board office by the tenth of the month for the previous month's hours. Each student will sign off on the Monthly Hour Sheet and keep a record of their hours invested in each month. State board hours are posted at the beginning of each month at the front desk. Students are to review their hours, and by signing you are confirming these hours are correct.

Remember this is an official document that will be sent to the Arizona State Board of Cosmetology. If there is a discrepancy of the hours, please check with administration, and the time clock will always prevail.

### **NOTE**

If a student swipes their time card after 9:06 AM/ 1:21 PM/ 4:36 PM, the time clock processes the arrival as 9:30 AM/ 1:45PM/ 5:00PM.

There will be a \$5.00 late fee imposed for each late arrival that must be paid before resuming any school activities.

It is each student's responsibility to keep track of his/her own personal hours. Nail Logic, The Institute of Nail Technology provides the student with 3 different methods of tracking hours:

1. Time clock
2. State Board Monthly Hour Sheets
3. Progress Reports

**NOTE**

It is the student's responsibility to keep track of how many personal hours have been used. If you do not show us proof of how many hours you have you will be automatically charged the fees for missing school.

All students are expected to be in attendance as specified in the enrollment contract. Our training is similar to actual employment, where any absence or late reporting interferes with daily work and reflects upon the students' record.

**8 DAILY SCHEDULES**

• Full-time Days:

9:00 AM		Clock in
9:05 AM	to 9:25 AM	Monitor duties
9:30 AM	to 10:00AM	Theory
10:05 AM	to 1:00PM	Clinic Floor
11:00 AM	to 11:10 AM	Student break
1:00 PM	to 1:30 PM	Lunch break
1:35PM	to 5:00PM	Clinic Floor
3:00 PM	to 3:10 PM	Student break
5:05 PM	to 5:25 PM	Sanitation
5:30 PM		Clock out

**NOTE**

During clocked-in hours, if the student is not in class, the student is expected to either practice on the robotic hands or be with clients.

• Full-time Afternoon:

1:15 PM		Clock in
1:30 PM	to 4:55PM	Clinic Floor
3:00 PM	to 3:10PM	Student break
5:00 PM	to 5:30PM	Lunch break
5:35 PM	to 7:40PM	Clinic Floor
7:00 PM	to 7:10PM	Student break
7:45 PM	to 8:10 PM	Theory
8:15 PM	to 8:25PM	Monitor duties and sanitation
8:30 PM		Clock out

**NOTE**

All Students must clock out on their 10 minute breaks! You must also clock out at any time you leave the building. This includes going out to your car for anything.

**NOTE**

If a student runs over contracted time, chores are still expected to be completed before the student leaves.

- Part-time Morning:

9:00AM	Clock in
9:05AM to 9:25AM	Monitor duties and sanitation
9:30 AM to 10:00 AM	Theory
10:05AM to 1:00 PM	Clinic Floor
11:00AM to 11:10AM	Student break
1:15PM	Clock out

- Part-time Night:

4:30 PM	Clock In
4:35 PM to 7:40 PM	Clinic Floor
6:00 PM to 6:10 PM	Student break
7:45 PM to 8:10 PM	Theory
8:15 PM to 8:25 PM	Monitor duties and sanitation
8:30 PM	Clock Out

\*\* You must check with the front desk when you leave the building for breaks and lunches.

## 9 HOLIDAY SCHEDULE

Nail Logic observes the following holidays; these holidays are already calculated into your graduation date:

- Easter Weekend-March 30-31, 2018 CLOSED
- Independence Day-July 4, 2018 CLOSED
- Thanksgiving Weekend- November 21, 2018 (Closes at 3PM), November 22-24, 2018 CLOSED
- Christmas Break-December 25, 2018 through January 1, 2019 CLOSED School resumes Wednesday January 2, 2019

The dates we are closed are subject to change according to the calendar year. If any holiday should fall during regular business hours Nail Logic reserves the right to close if it sees fit.

## 10 TUITION PAYMENTS

Tuition payments are due according to each individual contract. A \$5.00 per day late fee is added for each day your payment is late unless special arrangements have been made with administration. It is your responsibility to make your payments on time and make them directly to front desk. If you choose to mail your payment and Nail Logic is scheduled to be closed on your due date, please note that it will be considered late if your payment is not received on the last business day Nail Logic is open, this is true for

all tuition payments. A payment book (with coupons) is given to each student that has payment arrangements; please make sure to turn in the payment coupon with each payment that is made. If your payment is late you will be given 10 calendar days to become current, after 10 days you will not be allowed to clock in until your payment is made, which could result in addition fees for the missed time. After one late payment, the remainder of the student's tuition payments must be made on time otherwise it may result in termination by institution (section 22.4). Nail Logic does not inform you when your payment is due or if your payment is late. There is a \$25.00 NSF Fee for a bounced check. After one NSF check you must make all payments by cash or cashier's check. There is also a \$2.00 fee if you need to pay by credit or debit cards.

Nail Logic – Attention Administration  
2025 South Alma School Road – Suite 2  
Mesa, AZ 85210

## 11 REFUND POLICY

In the event that a student withdraws from Nail Logic, any refund of the tuition or kit that is owed to that student will be satisfied within 30 days of the official withdrawal date. Nail Logic, The Institute of Nail Technology must be notified of the withdrawal to determine such a date. Nail Logic, The Institute of Nail Technology may determine formal termination if the student misses ten consecutive days. Nail Logic will use the following guidelines when calculating a refund.

- Any applicant who is not accepted for training will be entitled to a full refund less the Registration fee of \$100.00.  
The student must withdraw/or cancel in writing
- Cancellation or withdrawals will be determined by the postmarked date on the written notice, or the day the notice is delivered to Academy Director.
- **After the kit has been issued, a student has up to 24 hours**, or until the kit used, whichever comes first, to receive a refund for the kit. There will be no refund of monies for the kit if any part of the kit is missing, damaged, or used. (\$100 registration fee will be retained by Nail Logic, The Institute of Nail Technology)
- Enrollment time is defined as the time elapsed between the actual starting date and the date of the students last day of contractual attendance in Nail Logic, The Institute of Nail Technology.
- Policies apply whether or not the student is training.

Nail Logic, The Institute of Nail Technology reserves the right to modify and change the refund policy in any way it seems fit at any time. The following scheduled of tuition adjustments are authorized for students who enroll in and begin classes based on their enrollment time.

**Table 4.**  
**Partial Attendance Tuition Refund**

TOTAL COURSE ATTENDANCE TIME (%)	TUITION COST-OWED TO NAIL LOGIC (%)
0.01% to 4.90%	20%
5.00% to 9.90%	30%
10.00% to 14.90%	40%
15.00% to 24.90%	45%
25.00% to 49.90%	100%

Should a course be cancelled after a student is enrolled, Nail Logic will at that point refund all monies paid, or provide completion of the course. Should Nail Logic be permanently closed and is no longer offering instruction after a student has enrolled; a pro rate of tuition is entitled.

## 12 OVERTIME FEES

The student will need to complete the hours as stated on the enrollment contract. Overtime is defined as any additional hours that exceeded the contractual course ending date and/or any addendum by using above and beyond your 24 allotted personal hours. When a student reaches overtime, an overtime contract is written by administration at which time you are placed on a pay as you miss (school) payment plan. There will be no personal hours added to the overtime contract. All overtime fees are to be paid the next day you attend school, prior to clocking in. Overtime fees are \$10.00 per hour missed Tuesday-Friday and \$15.00 per hour missed on Saturday.

**NOTE**

It is the student's responsibility to keep track of how many personal hours have been used. If you do not show us proof of how many hours you have you will be automatically charged the fees for missing school.

**NOTE**

Students will not receive a diploma until all overtime fees are paid in full.

## 13 DRESS CODE

Our main goal at Nail Logic, The Institute of Nail Technology is to produce the most knowledgeable and professional looking nail technicians. Nail Logic, The Institute of Nail Technology has strict rules on dress code and appearance. Nail Logic, The Institute of Nail Technology reserves the right to maintain standards for all students. If a student is in violation of school dress code, the student will be given the opportunity to make the corrections at that time or will be sent home by the administration until the correction is made.

**NOTE**

By enrolling in the Institute, you have agreed to adhere and abide by the dress code policy.

Students must wear:

- Lime green Nail Logic, The Institute of Nail Technology shirts with Khaki (tan) pants or capris.
- Hair and makeup should be done every day in a professional manner, as if you were going to work.
- Open toe shoes/embellished sandals are permitted if toe nails are polished or rock-stared, otherwise clean close toed shoes only! (no beach flip flops allowed and no black soled shoes that leave scuff marks)
- Identification badge: The identification badge is supplied in your student kit. The identification badge cannot be modified in any way, such as stickers, pins, etc. If lost, the student must purchase a replacement badge within 3 school days. During the three days, you may use a stick on name tag. Replacement cost is \$15.00 plus tax. After 3 days, if a replacement badge has not been ordered, paid for and receipt given to the administration, the student will be clocked out until the replacement badge is ordered and paid for.
- Observe personal and public hygiene daily--shower, brush your teeth and hair, wear deodorant and have clean, unstained, wrinkle free clothes. If your clothing becomes stained you will be required to purchase new clothing within 24 hours.
- *It is preferred you do not smoke during school hours however, if you chose to smoke please wash your hands immediately, spray your clothes with Febreze (body spray is not appropriate, it does not neutralize the odors) and use breath freshening items. We work in close proximity to others and our clients or coworker could have sensitivities to smoke. This is to be done out back (behind the school) or in your vehicle.*

**NOTE**

Capris must be no shorter than mid-calf.

**NOTE**

Arizona State Board of Cosmetology regulations state that the identification badge is to be worn during all clocked hours and may not be modified in any way (pins, stickers, etc.).

**NOTE**

You must be in full dress code from the time you clock in to the time you clock out.

## 14 LENGTH OF COURSE

- Full Time Day:  
150 hours per month  
(Approximately 4 months to complete)
- Part Time:  
86 hours per month  
(Approximately 7-8 months to complete)

## 15 TIME CLOCK

The time clock is the only legal recorded time in the school. It is the times on the time clock that will prevail if you are late. *Please set your watch to the school's time.*

All students will have an assigned time card that will allow you to clock in and out. If the student loses or breaks the time card it is **\$25.00 to replace** which must be done within 24 hours. If you forget your time clock card at home you will not be able to clock in for the day.

No student will be permitted to clock another student in or out on his or her time card. This will be grounds for termination. No instructor will be allowed to modify any student's time clock. Administration may modify any student's time card that was on an assigned field trip with an instructor, if there was a power outage, or if the student was working on a client past school hours. All students **MUST** clock out on breaks—even if the student is staying on the premises.

Nail Logic, The Institute of Nail Technology does not give or take away hours. Only the documented contractual scheduled hours will be honored for state board recording.

## 16 PERSONAL HOURS

24 personal hours are given to each student at the beginning of their course. There are 24 hours added to the 600 hours on your contract. Students are not charged for these hours. These hours are referred to as personal hours. The personal hours can be utilized for the following reasons:

- Sick days
- Personal days off
- Excused or unexcused tardy
- Excused of unexcused absence
- Suspensions
- Forgetting to clock in and out

Again, these 24 hours are already calculated into your contract graduation date.

**NOTE**

Each student is responsible for clocking in at the beginning of the day, at the beginning and end of their breaks, and at the end of the day.

**NOTE**

If a student forgets to clock in, that student will lose the time for which they were present. Nail Logic will not alter time clock for any student. These lost hours are viewed as personal hours.

**NOTE**

If you go beyond your contract graduation date, you will owe \$10.00 per hour Tuesday-Friday and \$15.00 per hour on Saturday on the next day you return to school.

**NOTE**

Occasionally, students will be given the opportunity to make up personal hours. Check with the administration for these opportunities.



## 17 ACADEMICS

### 17.1 Academic Advising

Nail Logic, The Institute of Nail Technology provides academic advising for students who experience challenges meeting the minimum performance standards and course requirements set by the institute. The student will fill out a request form and place in the box on the wall next to dispensary. The student will be contacted as to a time and date to meet with the administration.

### 17.2 Theory/ Workbooks/ Chapter Tests:

Please know that the first 80 hours of your education will be different than the following schedule.

- Workbooks are due at 12:00 PM or 6:30 PM on Friday (depending on your set schedule).
- Theory hours are from 9:30 AM to 10:00 AM every morning.
- Evening Theory is from 7:30 PM to 8:00 PM every evening.
- Chapter Testing is at 9:00 AM and 7:30 PM on Tuesday (depending on your set schedule).

Please refer to the white board located outside the classroom door for current chapter information.

Theory consists of the written portion of the Arizona State Board Cosmetology Examination. This lecture will provide the student with valuable information that is not only in the textbook but is also in the job place. *Students must be present for theory.*

All students must receive a 75% or higher on all chapter tests. If you do not pass it the first time you will be given a second try, at the chapter test, at a later date. We will then take the average of the two scores and that will be your final grade. If it is a 74% or lower you are responsible for paying \$25 for each test (only one additional attempt per chapter) after the original two, in order to pass at a 75%. Your workbook chapters are also passed with a 75% or higher. Each chapter in the workbook is turned in only once. Therefore, the first time you turn it in, you need to have a 75% or higher on it to pass. This should not be hard, as you are only finding the answers in the book and filling in the workbook. You shouldn't get anything less than a 75%. If this were to occur, extra credit will be needed—see administration.

Final exams need to be passed with an 85% or higher. You will be given two chances to take this exam. If it is an 84% or lower you are responsible for paying \$100 per test (only one additional attempt) after the original two. If a student is unable to pass a chapter exam or the final exam, the student may be terminated or enroll for additional hours to help with academics. In this case, a new contract will be drawn up along with fees associated with the additional hours.

#### **NOTE**

If a student is absent from theory, the student is still responsible for studying and obtaining worksheets that were missed due to the absence.

These grades are required in order for you to pass and graduate Nail Logic Institute!! You will not be given your graduation paper work to turn into boards until everything is passed! These are State Boards requirements.

Even though a student has gone through the entire textbook and theory classes, the student must sit in theory class once a week for the entire 600 hours. The student must also participate on test day and take the examinations given. All test scores will be recorded and count toward your academic GPA. In order to pass your GPA must average to be 75% or higher.

### **17.3 Homework**

Homework assignments will include

- Workbook chapters
- Salon project
- Flashcards
- Chapter outlines
- Chapter questions
- Any other special assignments

Homework that is turned in 1 day late will lose 10 points, homework that is turned in after the second day of being late will receive no credit. All work must be completed/turned in before a student can graduate.

### **17.4 Make-up Work**

A student will be given 1 week to turn in any makeup written work. After 1 week no credit will be given.

### **17.5 Projects and Assignments**

An instructor may assign additional projects and/or homework assignments that will be graded and counts toward your GPA. Projects and/or assignments must be turned in on the assigned due date. A "0" grade will be given for all incomplete projects, assignments, and additional homework assignments by instructors. Projects and assignments are part of your academic GPA grade. In order to pass the course your GPA academic grade must be 75% or higher. A Project or assignment that is one day late will lose 10 points, if it is turned in after day two of being late or it is incomplete you will receive a 0.

### **17.6 Practical Procedures**

Students are assigned a number of practical applications and will be graded on each practical procedure. All practical procedures need to be performed by the student and signed off by an instructor. The practical procedure may be on a client, mechanical hand or student. Practical procedures are part of your average GPA grade.

### 17.7 Grading Criteria

Students will receive grades in the following areas:

- Weekly written theory test
- Daily practical procedures
- Unit projects and assignments if given
- Final school board written and practical exam

### 17.8 Grading Scale

- 94-100%      A
- 87-93%      B
- 81%-86 %    C
- 75-80%      D
- 74%-below    Failing

### 17.9 Academic Satisfactory Progress

Students must achieve academic average of 75% or higher in order to pass all school assignments. An 85% or higher must be achieved on both written and practical finals to graduate.

## 18 DISCIPLINARY COUNSELING

### 18.1 Warning-

- The student is called into the office
- The concern is brought to the student's attention
- The student has the opportunity to respond
- The student recommits on how the situation will be rectified
- The student may or may not be placed on probation or suspended at this time
- The student and staff sign the counseling form
- The student receives a copy of the counseling form and the original is placed in the student file.

**First Counseling Written Warning** – The Student will meet with a staff member to discuss corrective action based on deficiencies. The student will receive a copy of the written warning on a counseling form and the original will be placed in the student's file.

Recommitment of policies is discussed.

**Second Counseling Suspension**- The student's enrollment has been suspended for 1-3 days depending on the specifics of the matter. An appeal is optional at the request of the student. The student has 5 school days to appeal any decision made by the administration. See appeal process. The suspended time will count against the 24 personal hours the student was granted in the original contract and may lead to overtime fees.

\*\* Upon approval of the administration a probation period may be given before suspension, if probation is given the student will receive a written counseling form with the terms of the probation.

## **19 SCHOOL BOARD EXAMINATION**

Nail Logic, The Institute of Nail Technology has prepared a unique method of instruction for the student to better understand the state board examination. The time allotted for theory is dedicated to teaching and testing the information the student will need to know to prepare for the written portion of the School and State Board Exam. The student will learn the following in preparing for the practical part of the School and State Board Exam:

- The kit packing procedure
- The general rules of the State Board Exam
- Sanitation, patron protection, technique, and procedure of each testing section

If the student chooses not to practice on the scheduled school board practice days or is not prepared with supplies and products, they will be clocked out and sent home for the day.

A counseling form will be placed in their student academic file.

Check the white board located outside of the classroom door for upcoming practical tests. If your hours are above 500 it will be considered your final practical exam, and you must put in a written request for your written practical, after you receive a notice back saying it has been printed please schedule a time with the administration to take your final. You may not schedule time on a Saturday to take your final.

**NOTE**

The School Board Written and Practical Exam must be passed with 85% or higher in each area before the student can schedule an exit interview.

## **20 ACCESS TO STUDENT FILES**

Students have the right to review and inspect their educational records. A written request will need to be submitted before access. The following guidelines must be adhered to before the release of information from a student's academic and financial records:

- A written request on a request form
- Signed and dated
- Reason for review
- 48 hour notice required to review file with a staff member
- 48 hour notice will be required if copies are needed

It is important to remember that, for educational purposes, Nail Logic staff has access to student records.

## **21 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **21.1 General Information**

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment of the Privacy Act, affords students certain rights with respect to their education records. The student's rights are enumerated below.

- The right to inspect and review the student's educational records.
- The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosure of personal identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Nail Logic, The Institute of Nail Technology to comply with the requirements of FERPA
- The right to obtain a copy of Nail Logic, The Institute of Nail Technology student records policy. Copies are available from the Administrative Office.

A parent of a dependent student may challenge denial of such access by producing the most current copy of Internal Revenue Form 1040. If that form lists the student in question as a dependent, the parent will be required to sign an affidavit that affirms that the student is his/her dependent. The Administrative Office will retain the affidavit. Upon the receipt of the affidavit, Nail Logic, The Institute of Nail Technology will make the student records available to the parent.

## 22 LEAVE OF ABSENCE

### 22.1 Effect of a Leave of Absence

When a student has chosen to take a leave of absence for a minimum of 10 calendar days and a maximum of 60 calendar days, the original contract will be frozen and any remaining clocked hours will be recalculated for a new graduation date. A Leave of Absence will not affect the student's satisfactory progress. The student will return with the same status prior to the student's departure. A student may be granted only 1 Medical Leave of Absence and 1 Personal Leave of Absence during their enrollment at Nail Logic, The Institute of Nail Technology. If student withdrawals after a leave of absence, the withdrawal date will be the date of expected return (if a student does not return from a leave of absence). Monies owed to Institution OR student, the refund will be calculated from start date through withdrawal date. If student has payments arrangements, payments are still due according to contract.

**NOTE**

If a Leave of Absence is granted to the student, it will be the student's responsibility to clear out their student locker and take their belongings home. The school will not be responsible for any lost or stolen items left on the school property. Administration reserves the right to deny or approve each request.

### 22.2 Medical Leave of Absence

A Medical Leave of Absence may be requested for documented medical reasons (a minimum of 10 calendar days and a maximum of 60 calendar days). A written request by the student and a Doctor's documentation must specify the physical illness and anticipated time of absence required.

**NOTE**

The Administration reserves the right to deny or approve each request. Only one Medical Leave of Absence may be granted during enrollment at Nail Logic, The Institute of Nail Technology.

In order for the Medical Leave of Absence to be effective the student must request a Leave of Absence by scheduling an appointment with the administration. At that time, the administration will discuss with the student the Medical Leave of Absence process and all forms and documentation will be completed if the Leave of Absence has been granted.

**NOTE**

If the student does not return on the scheduled date of a Medical Leave of Absence, the student will automatically be withdrawn from Nail Logic, The Institute of Nail Technology.

If the student is in need of additional days of Medical Leave, the student must contact the administration and provide additional medical documentation. If the student is withdrawn from school, the administration will complete a withdrawal form that is sent to the Arizona State Board of Cosmetology with the total amount of clocked hours and withdrawal date. A copy will be sent to the student at the last known address.

The school administration will calculate any monies owed to the institute by the student, or if any monies are owed to the student by the institute. The student will be notified of all monies owed.

### **22.3 Personal Leave of Absence**

A Personal Leave of Absence may be requested for a minimum of 5 calendar days and a maximum of 10 calendar days. A student must request a Personal Leave of Absence by scheduling an appointment with the administration and completing all Leave of Absence forms.

If the student does not return on the scheduled return date of a Personal Leave of Absence, the student will automatically be withdrawn from Nail Logic, The Institute of Nail Technology. If the student is withdrawn from school, the School Director will complete a withdrawal form that is sent to the Arizona State Board of Cosmetology with the total amount of clocked hours and withdrawal date. A copy will be sent to the student at the last known address. The school administration will calculate any monies owed to the institute by the student, or if any monies are owed to the student by the institute. The student will be notified of all monies owed.

### **22.4 Termination of a Student by the Institution**

If the student is terminated from Nail Logic, The Institute of Nail Technology for any reason, copies of the withdrawal papers will be given to the student, or by certified mail, within 5 school days. Any other information from the student's file that the student requests must be made in writing with the date of the request, specific copies requested, and a return address. There will be a \$25.00 fee to the student for copies of the file. Once a student is terminated from Nail Logic, The Institute of Nail Technology the student is no longer allowed on the school premises. The student must take with them their personal belongings and clear out their locker. Nail Logic, The Institute of Nail Technology will not house or store any items left in the school after 5 days of the termination. All fees owed to the school must be paid to the school by certified check according to the contract agreement.

### **22.5 Voluntary Withdrawal**

If you choose to withdrawal from Nail Logic you need to schedule an appointment with the administration and state in writing why you are withdrawing from school. Also, the student will need to make an appointment with administration to discuss any monies owed or any refunds. The student will receive within 5 school days, a certified letter through the mail with the withdraw documentation. If fees are still owed to the school, the student must make arrangements with administration to pay the remaining balance within 30 days. The student has 10 business days to make arrangements with administration or the account will be sent to collections at that time.

### **22.6 Re-entry Procedures**

Re-entry is defined as a person that has voluntarily withdrew, or terminated, or fails to return from a leave of absence, and has requested to return to complete their remaining hours. The following procedure is needed in order to re-enter Nail Logic, The Institute of Nail Technology:

- A written recommitment letter
- Scheduled appointment with the school administration to verify hours and establish a return phase

- Meet with administration to clarify any financial obligations and complete a new contract
- Must meet all admission requirements
- All previous hours accrued will be honored

### **22.7 Transfer Students**

Credit may be given for previous training and education if approved by the Arizona State Board of Cosmetology. At the Institute's discretion, the student will be advanced in the course where such credit places them. A student transferring from another licensed cosmetology school will be required to complete the following items:

- Complete Nail Logic's enrollment packet
- Arrange for an interview with administration
- Complete the transfer student competency testing process
- If accepted to Nail Logic there will be a \$100.00 administration fee for all transfer students above the cost of tuition.

A maximum of 300 transfer hours will be accepted for enrollment at Nail Logic.

Acceptance will be determined by completing the above requirements and based on time availability of student capacity or stations at the Institute.

### **22.8 Admission of Currently Enrolled Students**

Nail Logic, The Institute of Nail Technology does not enroll students who are currently enrolled in another institution. We also do not solicit enrollment from another institution. It is our policy to refer the student back to their school to attempt to resolve their problems.

## **23 APPOINTMENTS FOR SERVICES**

Our students learn a variety of clinic floor training by continuous practice. We provide this training in all phases of the curriculum. Students may begin to build their clientele base from school. We encourage students to inform their clients of their upcoming employment at the salon or spa.

All students are to be assigned clients until all 600 hours are completed or have graduated. **If any student refuses a client, they will be sent to the administration office.** It is the administrator's discretion to send the student home.



Children not receiving services will not be allowed past the reception area. All children will need to be in the company of an adult. No student or staff member will be asked to watch the child while the adult is receiving a service. This will be instructed to the adult at the front desk when he/she checks in for the service.

Children under the age of 16 will need to be in the company of a parent in order to receive a service at Nail Logic, The Institute of Nail Technology this is both clinic floor and models in the classrooms. The adult will need to sign the consent forms and history forms for the child. All services are the same charge for both children and adults.

There is a 50% clinic discount (not valid with other coupons) for ONE special friend of enrolled students. Not valid on Saturdays.

Students may book appointments for their selves outside of their contract hours. The student will be charged the full price for the clinic service.

## 24 EQUIPMENT

Nail Logic, The Institute of Nail Technology supplies the student with many of the latest update in supplies and equipment for the experience in learning. Because of the delicacy of the equipment and its parts, the cost of replacing them is overwhelming. It is the student's responsibility to use the equipment with care and to clean and return the equipment when finished.

## 25 STUDENT KIT

Each student is supplied with a student kit that includes all necessary tools that will be used during the 600 hours of training. The student will be provided with a list of items that will need to be purchased such as paper, pencils, a few state board items, uniforms etc. Part of your kit will be supplies used during the course such as nail polish etc. In the event of you losing, breaking or spilling product in your kit a list of prices will be kept in the dispensary; you will be required to report in writing and pay for the item within 24 hours.

You must purchase the Young Nails brand x-cut and safety bit by the Friday of your first week. They can be purchased at the Bewitched Nails Supply Store.

**NOTE**

The student receiving the service will need to be clocked out and are now considered a paying client. NO HOURS will be given to the student receiving the service.

**NOTE**

Please take care of equipment and its attachments.  
Misuse of equipment may result in terminating the use of all of Nail Logic equipment, thereby requiring the student to purchase the needed equipment, or be terminated.  
Borrowing or sharing equipment is strictly prohibited.  
Please do not ask.

Kits will change from time to time. This may or may not affect you individually. Each student will receive a list of kit items and will initial each item received.

Student kits are NOT to leave the school at any time during your training. If your kit leaves school, you will be responsible to replenish your kit from that day forward. If you come to school without the tools to do your work, you will be sent home.

**NOTE**

Do not ask to borrow or share a fellow student's equipment or tools at any time.

## 25.1 Lockers

Each student is assigned a locker number. The lockers are for the student's use for school materials, supplies, purse, cell phone, etc. The lockers are not to be written on or defaced in any manner. It is Nail Logic, The Institute of Nail Technology policy that the locker can and will be searched if needed. Students are responsible for providing locks for their locker. Please keep lockers locked at all times. We do require that if you lock your locker you give the administration of Nail Logic the locker combination so we do not have to cut your lock as a result of inspection.

## 25.2 Field Trips

The Arizona State Board allows the Institute to schedule 16 hours of field trip time. If and when the Institute chooses to adapt these hours, the following rules will apply:

- The student must be in proper school dress code
- Those students choosing not to attend the field trip will not be allowed to stay at the institute for the day. No clocked hours will be assessed
- Instructors will attend the field trip with the students
- An instructor must sign students in and out at the location of the field trip
- Students not signing in or out with an instructor will not get credit hours for the day
- Field trips must be approved by the Arizona State Board of Cosmetology

## 26 EMERGENCY PROCEDURES

### 26.1 MEDICAL EMERGENCIES

In case of medical emergency such as: serious falls, apparent heart attack, unconsciousness, chemical product spills, notify an instructor immediately, who will call 911. The instructor must provide the following information:

- Nature of medical problem
- Address of the building
- Location of person in the building

The instructor should:

- Notify the front desk and the Administrative personnel of the location and nature of the accident
- Stay with the injured person
- Have someone meet the emergency personnel and keep the area clear of bystanders
- Complete an incident report form

## **26.2 NON-MEDICAL EMERGENCIES**

All accidents must be reported to an instructor. The instructor will attend to the injured person and determine if professional medical attention is required. If there is any doubt, we recommend the injured person see a doctor. The instructor must complete an incident report.

## **26.3 FIRST AID KITS**

Nail Logic, The Institute of Nail Technology provides first aid kits that are kept with the instructor. Please take time to review the first aid kits in case of an emergency.

## **26.4 FIRE**

In case of a fire, students and staff must:

- Instruct all clients to evacuate the building
- Assist clients who need help
- Walk to the farthest end of the parking lot to avoid injury and to allow room for emergency vehicles
- Do not re-enter the building until clearance has been given by the emergency crews

## **26.5 Incident Report**

For all accidents, the staff person called to the scene must gather the following information and submit a written incident report to the administration as soon as possible, include:

- Name, address, and phone number of the injured person
- Name of student(s) and instructor working on the injured person
- Date and time of accident
- Description on how the incident happened
- Name, address, and phone number of other witnesses to the accident

## **27 SAFETY**

All students and staff are encouraged to take an active role in maintaining a safe environment. To avoid accidents, injuries, or falls, students and staff are required to take preventative measures by:

- Using equipment properly
- Following manufacturer's directions when using chemicals and products
- Immediately wipe spills found on the floor
- Dispose of small objects found on the floor
- Assist elderly and handicapped clients
- Keep work areas free from personal items and debris
- Immediately report building and equipment safety hazards to school administration

## **28 SEARCH POLICY**

If a staff member has reasonable reason to believe that a student has stolen an item or items from the school or other fellow classmates or staff, Nail Logic, The Institute of Nail Technology reserves the right to search the student's locker, kit, bags, purse, or vehicle.

## **29 DRUG FREE CAMPUS**

It is the goal and policy of Nail Logic, The Institute of Nail Technology to provide a drug-free environment for all students and employees. To achieve this goal and to comply with the federal law, Nail Logic, The Institute of Nail Technology prohibits the unlawful sale, manufacture, distribution, dispensation, possession, and use of controlled substances on its property or as a part of any of its activities.

Nail Logic, The Institute of Nail Technology recognizes that drug and alcohol abuse and dependence can cause harmful effects to virtually every aspect of a person's life: i.e. relationships, family, job, school, physical and emotional health.

Recent federal anti-drug laws could affect a number of areas of the lives of our students and employees. Students could lose eligibility for financial aid, could be denied other federal benefits such as Social Security, retirement, welfare, health, disability, and veteran's benefits. The Department of Housing and the Urban Development, which provides funds to states and communities of their household who are involved in drug-related crimes on or near the public housing premises. Business could lose federal contracts if the company does not promote a drug-free environment. Finally a record of a felony or conviction of a drug-related crime may prevent a person from entering certain careers.

Any student or employee who suspects either they or someone else may be at risk is invited to seek services that can be of help. The school maintains drug and alcohol education information and a list of counseling and support services which can be obtained in the Administrative Office.

Nail Logic, The Institute of Nail Technology reserves the right to do random drug testing to any student or staff member. This policy will be enforced.

### **30 SEXUAL HARASSMENT**

The following conduct shall constitute a violation of Nail Logic, The Institute of Nail Technology sexual harassment:

- Making sexual advances or requesting sexual favors if submission to or rejection of such conduct is the implicit or explicit basis for imposing or granting terms and conditions of employment or education at Nail Logic, The Institute of Nail Technology
- Making sexual advances, requesting sexual favors, or otherwise discriminating on the basis of gender in a manner that unlawfully creates an intimidating, hostile, or offensive working or educational environment at the Academy or that otherwise unlawfully interferes with an individual's work or education performance
- Engaging in any sexual contact against a person who has not given consent or committing any act of sexual assault, public sexual indecency, or sexual abuse against a person who has not given consent, if the act is committed on the Institute's property or in connection with any institute sponsored event or activity
- Acting, recommending action, or refusing to take action in a supervisory position in return for sexual favors, or as a reprisal against a person who has rejected, reported, filed a complaint regarding, or been the object of sexual harassment
- Disregarding, failing to investigate, or delaying investigation of allegations of sexual harassment to the extent that action, reporting or investigation is appropriate or required by one's supervisory position
- Also, when an individual is involved in an amorous relationship with someone over whom he or she has supervisory authority, the individual must remove himself or herself from any participation in the following: 1) recommendations or decisions affecting evaluation 2) employment conditions 3) instruction or the academic status of the other person in the relationship 4) must inform his or her immediate supervisor of the action taken Information on sexual assault and rape awareness is located in the Administration's Office and is available upon request. Should anyone on Nail Logic, The Institute of Nail Technology premises become a victim of a sex offense, a member of the Administrative Staff should be immediately notified. The victim will be informed of opportunities for counseling. Should that person be a student, Nail Logic, The Institute of Nail Technology will make changes in the victim's academic situation if reasonably possible. Contact the following for information or assistance: Center Against Sexual Abuse at (602) 254-9000 or (808) 446 2272. You may also speak with the administrative office personnel for more information.

### 31 SUGGESTIONS/REQUESTS/CONCERNS

Most of Nail Logic, The Institute of Nail Technology policies were result of student suggestions. We welcome any and all suggestions from our student body. All suggestions should be in written form and placed in the box on the wall next to the dispensary door. Any derogatory suggestions will not be tolerated. Administration is here for the students, if you are having any trouble or need something to help your experience here be better please come talk to us!

Please direct suggestions, requests, and concerns as follows:

- All suggestions, requests, and concerns must be in writing
- If you do not wish to be contacted, it is not necessary to sign your name or you may type it
- To be contacted for notification of the outcome, you must include your name
- The written notice should be given to administration or placed in the box on the door
- The administrative board will review your suggestions and there will be a response within **ten (10) business days**

### 32 GENERAL SCHOOL STANDARDS

The purpose of the following policies and standards are to guide each student in the pursuit of excellence as a professional in the field of Nail technology. Our concept of beauty and wellness are to transform daily challenges into positive work habits.

Your objective as a student at Nail Logic, The Institute of Nail Technology is to successfully complete each day on instruction by achieving the following standards:

1. Mentally and physically participate in all classes, lectures, demonstrations, clinic activities, and special events. Students who fall asleep in class will be asked to clock out and go home for the day. Students who are disruptive to the learning environment will be counseled and further action will take place if necessary.
2. Students who refuse to participate as models for other students will be clocked out and sent home for the day. If the student wants to get the practice by using one of their fellow classmates, then they must be prepared to be a model for that student otherwise they will be sent home.
3. Maintain a sober state of mind without the use of alcohol or non-prescription drugs (to include lunch hours). Nail Logic, The Institute of Nail Technology *strongly supports the National Drug Prevention Program. Nail Logic, The Institute of Nail Technology does not support the use of controlled substances and intoxicants.*

4. Observe time allotted for lunch is 30- minutes and two 10- minute breaks. Lunch breaks are already scheduled in the books. Your ten minute breaks are not scheduled and can be taken at any time. You must clock out for lunch and your 10 minute breaks.
5. Do not leave the school premises without notifying your instructor or front desk.
6. Follow prescribed sanitation procedures before, during, and after all services performed.
7. Assigned sanitation duties must be completed every day before clocking out to leave the school. The instructor may hold the time cards until the area of use has been cleaned and ready for the next day.
8. Food and beverages are allowed in the lunchroom only.
9. Smoking is not allowed in the building.
10. Telephone calls must not be allowed to interrupt the educational process. Cell phones can be used on breaks in the break area.
11. Students are not allowed to refuse an assigned client. The student will be dismissed for the day and will receive credit for hours in attendance only.
12. Most of our clients are scheduled clients. Sometimes clients will arrive late. Once the client has not shown up for the appointment, the front desk personnel will call the client to see if they are still coming or if they need to reschedule. As a rule, the student
13. Will wait 15 minutes for a late client if the student is scheduled with another client or it is getting close to lunchtime or the end of the day, the student may go ahead and clean up after 15 minutes.
14. All work done by students is to be under the supervision of an instructor within an educational situation.
15. Students and/or clients are not allowed to bring in their own products or equipment. This is due to the insurance policy of the school. If a client says she has allergies to everything then we need to refuse the client services in a tactful way. An instructor will do this.
16. Students are responsible for their personal property and having a complete kit.

**NOTE**

Students must clock out for lunch and all breaks whether leaving campus or not.

**NOTE**

A designated area of the parking lot and your automobile will be the only place you will be able to smoke.

**NOTE**

All cell phones must be turned off before entering the building, unless prearranged with administration and the instructor on the floor.  
Anyone using the cell phone during class time or inside the building will be clocked out and sent home.

**NOTE**

All supplies and equipment from your kit must be at school every day.  
Students must secure property in their locker.

17. Students are prohibited from misusing or stealing school and/or fellow students' equipment and property. Borrowing or sharing other student's equipment is prohibited. All items should be marked with permanent marker.
18. Students are prohibited from littering or defacing school property. This includes the surrounding businesses. Students must support Nail Logic, The Institute of Nail Technology image with respect in these areas.....
19. Rudeness, lack of professionalism, disrespectful, foul language, and verbal threats are prohibited at all times. Students with negative attitude will be counseled. If this situation continues, the student will be suspended or terminated.
20. During school hours, students are prohibited from soliciting products, merchandise, or services for personal gain from any Nail Logic student or client.
21. Students are prohibited from forging staff signatures or falsifying and school records.
22. Students and staff are prohibited from socializing during off-hours. Student/staff interaction shall remain on a professional level. This is to include lunch hours and after school.
23. Sexual harassment such as propositions, flirtations, or advances either physical or verbal should be brought to the attention of the School Administration and will be dealt with on an individual basis.
24. Any student disrupting the learning environment will be counseled and if disruption continues, the student will be terminated.
25. Each student is responsible to keep his/her work area and kit clean at all times. All kits are to be kept in the assigned areas.
26. No student will be allowed or required to leave theory to work on the clinic floor.
27. No student will be allowed to perform any services on clients until successful completion of 15% of the course hours and a satisfactory competency evaluation.

**NOTE**

Misusing or stealing Nail Logic or other student's property or equipment is grounds for suspension or termination.

**NOTE**

Kits must be kept up to sanitation standards at all times!

**NOTE**

Absolutely no chewing gum popping or chomping is permitted in the building during clocked-in hours.

**33 PROFESSIONAL STANDARDS AND SANITATION**

- Noise level shall be kept at a minimum
- Radios, stereos will not be in use at any time
- All items such as books, binders, and purses must be put in lockers after theory class each day



- Students will leave the classroom area neat and organized, all chairs should be straightened and all books and equipment
- Each student is responsible for removing his/her items from the refrigerator at the end of each day
- Any items left of Saturday after 3:00 PM including lunch boxes, dishes, utensils, and food and drinks will be thrown away
- Countertops and tables are to be wiped down after each use
- All trashcans will be emptied and taken outside to trash bin at the end of the day. New trash bags shall be replaced
- Kits must be kept clean on the outside as well as the inside. Kits need to be wiped down each day
- Loitering shall not be permitted
- Students must refrain from loitering in front of Nail Logic, The Institute of Nail Technology
- Courtesy, diplomacy, and professionalism must be displayed at all times

### **34 COURSE OUTLINE**

#### **34.1 Nail Technology Course**

The Nail Technology course is a 600 hour course that takes approximately 4 months to complete. Nail Logic, The Institute of Nail Technology is designed to prepare students for 2 major goals:

1. To pass the Arizona State Board of Cosmetology exam for nail techs
2. To prepare a student for the entry level of employment in 4 different types of salons (according to each individual students goals and abilities)
  - a. Specialty Salons which pay hourly wages with continued education and benefits
  - b. Commissioned Salons which pay on a percentage
  - c. As an assistant in a full service salon
  - d. independent position in a booth rental salon

Nail Logic, The Institute of Nail Technology will help each student understand the pros and cons of each type of employment and which would be your best choice upon graduation. The curriculum will prepare you for the 2 types of testing from the Arizona State Board of Cosmetology. They administer a pass/fail exam for both written and practical. Workbook assignments, tests, chapter questions, flash cards, and other homework will be assigned. For full-time students, class will begin at 9:00am with theory work in the classroom to 10:30pm for one hour and 1/2. The other 7 hours will be spent on the clinic floor learning by demonstrations and hands on experience. Students are required to perform as full-time student nail technicians. Part-time Nail Logic, The Institute of Nail Technology students will start at 9:00 AM.

Class will include at least 1 ½ hours of theory per week and the remaining hours will be spent on the clinic floor.

There are 2 phases in our program. At the end of each phase there will be testing done, at which time a 75% or higher must be achieved on the written and the clinic floor to move onto the next phase. These phases are titled as follows:

Phase I – Freshman/Sophomore	0–80 hours
Phase II – Junior/Senior	81–600 hours

The last 80 hours will be used to prepare you for State Boards according to your needs, and according to the grade on your mock board final exam. If a student fails the written school exam, (they must receive an 85% or higher), they will be given a second chance. If the student need to retest for a third time, there will be a fee of \$100.00 per attempt (after 2<sup>nd</sup> failed attempt). Once the written exam has been passed with an 85% or better, the student will be approved for graduation.

1. Theory of Nail Technology-including Arizona laws and rules. (80 hours)  
The foundation of everything you will earn.
  - a. Professional Image
  - b. Anatomy & Physiology
  - c. Physically & history of the limbs, nails & skin structure
  - d. Diseases & disorders of the nail
  - e. Diseases & disorders of the skin
  - f. Infection control
  - g. Sanitation & disinfection
  - h. Pedi curing
  - i. Artificial nail enhancements
2. Practical nail technology and practical theory involving nails, skin and limbs
  - a. Monitor duties, salesmanship, ethics, and 7 salon management
  - b. Principles & practices of infection control and safety
  - c. Massage and manipulation of limbs
  - d. Interpersonal skills & professional ethics
  - e. Product pharmacology and chemistry interaction, formations, compositions, and hazards
  - f. Nail technology machines, tools, & instruments and their related uses
  - g. Clinical & laboratory practice that includes nails, skin, and limbs
  - h. Client consultation

- i. Manicuring with use if nippers
- j. Pedi curing with use of nippers
- k. Artificial nail enhancements (application & removal) including nail tips, nail wraps, acrylic nails, gel nails, & nail art
- l. Electric Nail filing
- m. Pedicuring spa modalities

The total number of hours received shall be at least 600 hours.

### **35 PROGRAM SUMMARY**

The opportunities for employment give the student a choice of many careers, from full service spa salons, to the high fashion world of modeling and entertainment. Listed below are many other careers that are also obtainable through Nail Technology.

- Educational Director
- Platform Artist
- Instructor of Nail Tech
- Owner
- State Board Member
- Salon Owner
- Supervisor
- Manufacturer
- Product Sales Representative
- Admission Director
- State Board Inspector/Examiner
- Nail Professional
- Salon Manager

The sky is the limit in this fantastic field of NAIL TECHNOLOGY; Salaries can range from \$8.00 per hour on up to \$1000.00 per day. Work schedules can be arranged for part time or full time employment. At the Institute, we will cover the basics of nail technology.

These basics include the state required 600 hour of classroom theory, lab work, and actual clinic floor training. All within the regulations set forth by the State Board of Cosmetology. The Institute does not guarantee job placement, salary level, or compensation. However, the Institute will assist in the training for job interviews.

## **EXIT INTERVIEW**

The following activities must be completed before a student requests an exit interview.

1. You must check with the administration to verify 500 hours have been completed
2. Must have passed your final school board test with a minimum of 85% in both written and practical exams
3. All tests, projects, and assignments have been completed.
4. All fees and payments have been audited with the administration
5. All fees/tuition/overtime have been paid in full by cashier's check /money order/credit card or cash before exit interview.

You can expect your exit interview to occur 3-5 days after you have completed all of the above requirements. During the exit interview you will receive all necessary forms to submit to Arizona State Board of Cosmetology. If you fail to show up for your scheduled exit interview—your name will be placed on the bottom of the list. To avoid delays, please show up on your scheduled date of exit interview. After 1 month if you have not scheduled an exit interview, it will be reported to State Board that you have completed your hours but have not graduated.

## **DISCLAIMER**

The purpose of this student manual is to inform and enforce the rules, regulations and policies of Nail Logic, Institute of nail technology fairly to each enrolled and student no age, sex, religion creed, or color. This manual will be enforced at all times by the staff and students of Nail Logic, The Institute of Nail Technology. All students will need to read and understand the rules and regulations set forth by the Nail Logic, The Institute of Nail Technology and the Arizona State Board of Cosmetology.

Nail Logic, The Institute of Nail Technology reserves the right to change, modify, delete, or add to this student manual at any time. All changes will be followed by a memo to each student and staff member. Changes occur only when needed. All memos distributed throughout your enrollment should be kept with this manual.

I have read and I understand the rules, regulations, and policies as outlined in this manual

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_