

In addition to the policies and guidelines set forth by Lincoln College, Midwest College of Cosmetology students must adhere to the following policies and guidelines.

TRANSFER STUDENTS

Midwest College will not accept more than 250 clock hours from a transfer Cosmetology student, and none in Esthetics, Nail or Instructor courses. In addition, transfer students must meet all regular entrance and registration requirements.

The college expects all students to attend all classes offered by the college. After completing all theory classes and all graduation requirements, the college will determine how many hours will transfer. This is determined by the Director and Cosmetology Education Supervisor.

Students need to submit an official transcript of hours and grades from the previous schools. Students are expected to purchase books and equipment as deemed necessary by the college prior to starting classes.

LICENSURE REQUIREMENTS

Any person is eligible to receive a license as a cosmetologist, esthetician or nail technician who submits proof that he/she is at least 16 years of age, has an education equivalent to the completion of high school; has completed the required clock hours in an approved school for the applicable course; paid the required fees; and has passed the examination conducted by the Illinois Dept. of Financial and Professional Regulation to determine his/her fitness to receive a license. An instructor must be 18 years of age, meet above requirements and have a current Illinois Cosmetology license.

Cosmetologists in the State of Illinois must obtain at least 14 clock hours of continuing education in order to renew their license each renewal year.

Nail Technicians must complete at least 10 clock hours of continuing education each renewal year.

Estheticians must complete at least 10 clock hours of continuing education each renewal year.

Cosmetology Instructors must obtain at least 12 clock hours of continuing education each calendar year.

GRADUATION REQUIREMENTS

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified final transcript of hours and certificate:

- * Successful completion of all phases of study, required tests, practical projects, and clinic assignments
- * Completion of the number of hours for the course required by the Illinois Dept. of Financial and Professional Regulation
- * Pass the written and practical final examinations for the applicable course with an 85% average
(Gold Final for Cosmetology)
- * Complete all required exit paperwork and attend an exit interview
- * Pay all debts owed to the institution

GRADING SCALE

95 - 100%	A	EXCELLENT
89 - 94%	B	ABOVE AVERAGE
82 - 88%	C	SATISFACTORY
75 - 81%	D	UNSATISFACTORY
74 or below	F	FAILING

ACADEMIC PROGRESS

There will be several different areas that will be graded and included in your total GPA. They are as follows:

Practical work: is 40% of your GPA. You will get practical grades based on how many services, lab projects, clinic work; in class services and sanitation are completed. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated satisfactory or better. Practical skills are evaluated according to printed procedures. Sanitation skills are evaluated according to printed procedures. Practical grades for lab projects and clinic are based on attendance for practical work done during theory class. A zero will be given for those absent on practical theory or demo days.

Theory work is 40% of your GPA. This is your test grade average and any other written assignments. Theory is evaluated by written exams administered after each unit of study.

Theory attendance: Attendance for theory class will be graded for each subject and it will be 20% of your total GPA. Most classes have 4 days of theory. Example: If you attend all days on time, you will receive 100%. In order to receive credit and a grade for theory attendance, you must be in the classroom when roll call is taken at the beginning of theory class. For each day you are absent or tardy, you will receive a zero for the attendance grade in that class.

Missed work (theory or practical) can be obtained from the instructor during advising hours.

STUDENTS MUST MAINTAIN A TOTAL CUMULATIVE GPA AVERAGE AND ATTENDANCE AVERAGE OF AT LEAST 82% IN ORDER TO BE CONSIDERED MAKING SATISFACTORY PROGRESS.

PROBATION

All students failing to meet minimum progress requirements (cumulative grade point average of 82% or cumulative attendance average of 82%) will be placed on probation for 30 days. The students will be counseled and told of actions required to meet satisfactory progress by the next evaluation. At the end of the probation, the student's progress will be re-evaluated. Students showing ANY IMPROVEMENT in the area(s) of deficiency, but are still failing to meet minimum requirements, will be placed on a second probation. If at the end of the second probation the student is still not showing improvement in the deficit area(s), **(3 PROBATIONS OF NOT SHOWING AN IMPROVEMENT TOTAL, NOT CONSECUTIVE)** the student will be dismissed.

Students may remain on probation for as long as it takes to meet minimum requirements provided they continue to show an improvement each month.

Students enrolled in the Instructors or Nail courses can only be placed on probation once.

ABSENCES/TARDINESS POLICY

All students must contact the school no later than 9:00am for day students, and 5:30pm for evening students, if they are going to be late or absent. All students must be clocked in and in their scheduled room when attendance is taken in order to stay in school for the day. Any students arriving later than their scheduled starting time will be asked to leave. Example: Daytime Cosmo students start at 8:30 am. They must be clocked in by 8:30 am and in their classroom in order to stay. Evening students must be clocked in by 5:00pm. Consideration for emergencies will be at the discretion of the Instructor. Esthetics and Nail Technology students will follow their designated schedules.

WITHDRAWAL POLICY

Students not receiving Title IV funds who are attending Midwest College of Cosmetology

Any applicant not accepted by the school will receive a refund of all tuition and fees paid.

When written notice of cancellation is given to the director within 5 days of signing enrollment agreement, all charges, except books and materials received by the student, will be refunded.

When written notice of cancellation is given after 5 days of signing enrollment agreement, but before the completion of the student's first day of attendance, the school will retain the application and registration fees, plus the cost of all books and materials received by the student.

When written notice of cancellation is given to the Director after the completion of the student's first day of attendance the following tuition adjustment shall be followed.

PERCENTAGE OF TIME TO TOTAL LENGTH OF COURSE	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
.01% - 4.9%	10%
5.0% - 9.9%	30%
10.0% - 14.9%	40%
15.0% - 24.9%	45%
25.0% - 49.9%	70%
50.0% AND OVER	100%

A student must give notice of cancellation to the Director in writing. The unexplained absence of a student from school for more than **15 consecutive days** will constitute constructive notice of cancellation to the school. For purposes of cancellation, the cancellation date will be the last day of attendance.

If the school cancels or discontinues a course, the student will be entitled to receive from the school a refund or partial refund of the tuition, fees and other charges paid by the student as is provided under the rules above.

INTERNAL SCHOOL COMPLAINT PROCEDURE

A student, teacher, or interested party may file a complaint against the school. This complaint must be in writing addressed to the school Director. It must outline the allegation or nature of the complaint with information or documentation backing up the complaint.

A school representative will meet with the complainant within 10 calendar days of receipt of the written complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's Complaint Committee. The school will document the meeting between the school representative and complainant in writing. The complainant will receive a copy of this written record at the time of the meeting.

The school's complaint committee will be comprised of the Vice-President, the Director and the Director of Admissions. This committee will meet within 21 calendar days of receipt of the complaint and review the allegations. Should the committee need additional information from the complainant, a letter will be written outlining the additional information needed. If no additional information is needed, the Complaint Committee will send a written letter within 15 calendar days to the complainant stating the steps that need to be taken to resolve the problem, or information to show that the allegations were not warranted or based on fact. At any time prior to filing a complaint, or while a formal proceeding is in progress, a complainant may file his or her charge with the IL. Dept. of Professional Regulation, 320 W. Washington St. Springfield, IL 62786 or 100 W. Randolph 9th floor, Chicago, IL 60601. As most resolutions can be made at the school level, a complainant is encouraged to try to resolve the problems through the school's complaint process.

ADDITIONAL LAB HOURS

Hours are available to help students earn hours they may have lost due to absences.

Students must sign up to be secured a station. (Additional lab hour privileges will be revoked for 2 weeks if a student signs up & DOES NOT STAY OR DOES NOT ATTEND SCHOOL FOR THAT SHIFT.

SANITATION MUST BE PERFORMED ON ADDITIONAL LAB HOURS; NOT DOING SO WILL RESULT IN 30 MINS UNEARNED TIME.

Additional lab hours are for practical practice only. No test taking, homework, video watching or library time is allowed during these hours. The hours available for each course are as follows.

DAYTIME COSMETOLOGY MAKE UP HOURS

Additional lab hours may be started when a student has at least 150 clock hours and after shampooing class has been taken. To qualify to make up any hours, the following guidelines are in place.

On weekdays, the student must be in attendance for theory class.

Students need to sign up for make up hours no later than 12 noon.

Students must use the time clock after clocking in for the day and put in a full scheduled day. i.e. no extended breaks.

Must stay until 8 pm on Tuesday, Wednesday, & Thursday with the exception of being enrolled at Lincoln College. Class schedule should be provided for verification. Director will OK the schedule.

On Saturday student must be in attendance no later than 8:30 and stay the entire day.

Must attend the full day Friday before the Saturday wanting to attend.

Additional lab hours available for those in the Daytime Cosmetology course are:

Tuesday, Wednesday & Thursday evenings until 8pm

And Saturday 8:30am – 3:30 pm

Full time Cosmetology students may not complete their hours prior to 45 weeks from their starting date.

EVENING COSMETOLOGY MAKE UP HOURS AVAILABLE

Additional lab hours may be started when a student has at least 150 clock hours and after shampooing class has been taken. On Friday, students must be in attendance no later than 9:00 and stay until 2:00 p.m.

Additional lab hours available for students in the Part time Cosmetology course are:

Tuesday or Wednesday 1:00pm- 4:00pm Thursday from 1:00pm until 8:00 pm,

and on Friday from 8:30am until 3:30pm.

Part time Cosmetology students may not complete their hours prior to 18weeks from their starting date.

ESTHETICS COURSE MAKE UP HOURS AVAILABLE

Starting second semester, a student may come to school extra hours in order to graduate early or to make up hours they may have missed.

Make up hours available for students in the Esthetics course are:

Day time students:

Tuesday, Wednesday from 5:00pm until 8:30 pm

& Thursday 5:00pm-8:00pm

Friday 9:00am-3:00pm

Evening students:

Tuesday, Wednesday 12:00 noon-4:40pm

Thursday 1:00pm-8:00pm

Day time Esthetics students may not complete their hours prior to 33 weeks from their starting date.

Evening Esthetics students may not complete their hours prior to 44 weeks from their starting date.

NAIL TECHNOLOGY MAKE UP HOURS AVAILABLE

Additional lab hours may be started when a student has at least 85 clock hours. On Friday, students must be in attendance no later than 9:00 and stay a minimum of 3 hours.

Additional lab hours available for students in the Nail technology course are:

Tuesday or Wednesday from 4:30pm until 7 pm AND on

Friday from 8:30am until 3:30pm.

Nail students may not complete their hours prior to 15 weeks from their starting date

REGARDING MAKE UP HOURS FOR ****ALL STUDENTS****

- If student has a non-excused absence they can not have make up hours that week.

- If student does not attend school or stay a full shift on Friday, they can not work extra hours that same Saturday or the following week.
- If student signs up for extra hours and does not stay, they can not sign up again for two weeks.

TIME CLOCK POLICY

Student's time is recorded by an electronic time clock for each day of attendance.

It is the student's responsibility to use the time clock correctly. Failure to do so will result in a loss of time. In order for students to receive full clock hour credit, students must clock in and out at the beginning and end of each day, as well as the beginning and end of lunch. Breaks are recorded on sign out sheets. Any time students are not in class or the lab floor; they must be clocked out on break or clocked out for lunch.

According to state law, **no student, teacher or any other person shall clock the time of another student.** Therefore, if a student forgets to clock in or out (using the time clock incorrectly), a loss of time will occur because no one is allowed to punch the time except for that student. No other verification of time will be accepted. **Staff members, other students or other person(s) cannot verify a student's attendance.** Student will be allowed three exceptions to using their badge. For example: If a student forgot their badge, they need to notify their teacher or the Director's assistant. After three (3) occurrences a loss of time will occur. The only exception that may be considered is if the student has an emergency that requires them to leave the building immediately. It will be at the discretion of the school Director to allow the hours of attendance to be credited and will be recorded on a guidance form that includes the school seal. This will be kept in the student's file. Students must use their badge to clock in or out at the time clock. If the badge is lost, stolen, destroyed or otherwise not usable, it is the student's responsibility to replace it at a cost of \$5.00. A loss of time will occur until the student purchases another badge.

The maximum time a student may be in attendance on any day is 11 hours.

Credit for hours earned away from school premises where the time clock cannot be used shall be awarded only if students are supervised by a licensed instructor employed by the school. These hours are recorded on forms provided by the school that includes a school seal.

Credit hours earned in the case of a time clock malfunction shall be recorded on a sign in/out sheet provided by the school.

Any student found intentionally misusing the time clock will be written up on a guidance form, which will be kept in the student's file. More than one write up will result in suspension or dismissal from the school.

In the case of a student refusing to clock out when asked to for a violation of any school policy, the ending time of the day will be at the exact time a staff member asked the student to leave. This will be recorded on a guidance form that will be kept in the student's file.

The time clock is attached directly to the computer. The digital clock by the time clock is there only for your convenience. It is not necessarily computer time. The Director's Assistant will check this clock weekly for any discrepancies.

CODE OF PROFESSIONAL CONDUCT/ACADEMIC AND SOCIAL POLICIES

Attendance: We cannot teach absent students. The Illinois Dept. of Finance and Professional Regulation states that students complete a minimum number of clock hours to apply for state board exam. Therefore, attendance is very important. Any student who is asked to leave the facility for any reason will not earn any hours/minutes from the time they left is recorded.

Theory class: All students must attend theory classes according to the assigned schedule. In the case of missed classes, (50% of theory attendance & failed chapter test) the student must wait to take the class when it is offered again. This could affect their graduation date. Sleeping in class will not be tolerated. If you sleep in class, you will be asked to clock out for the remainder of the day. Any student needing any special provisions or additional help with class work is required to inform the Director prior to starting school.

Breaks/lunch: In the case of serving clients, the student will notify a teacher that they have not taken lunch. When an appropriate time of the service has been reached, the teacher will find another student to take over the service. It is the student's responsibility to make sure a lunch is taken any day they are in attendance for 5 or more hours. **Smoking** is only allowed according to city ordinance, in the designated compliance area outside of the building. The City of Normal requires smokers to be a distance of 15 feet away from any public building entrance. Dispose of butts in provided receptacles. Backdoors are locked during certain times for the student's protection. Do not place anything in doorway to prevent it from locking.

Professionalism: Show respect and practice courtesy and professionalism at all times when dealing with other students, clients, visitors to the school and staff of the school. Discuss only ethical and professional subject matter while on Lincoln College – Normal grounds. Chew gum, eat or drink in the lunch room only. Refrain from using profanity, obscene gestures, fighting or yelling in or around school premises.

State regulations: Follow all state laws and regulations at all times during school. State regulations forbid a student to practice cosmetology/esthetics/nail technology without a license unless under the direct supervision of a licensed instructor. Violators will be reported to the State Dept. of Financial & Professional Regulation. Be involved in curriculum related activities at all times when clocked in. All students must be clocked out to be allowed in the student lounge. Students not clocked in may not linger in the facility and distract other students from training responsibilities. Inactivity produces no progress. Inactive students will be warned once, and then asked to leave. No student may refuse an assignment in either their practical work or on a client. Students are expected to accept lab work graciously and with a professional positive attitude. A student refusing an assignment will be asked to leave until such time as they are willing to accept assignments. ALL WORK MUST BE CHECKED BY AN INSTRUCTOR for credit to be given. All students must take the theory class prior to performing the service on a client. They must also have the minimum required hours; 150 for Cosmetology, 85 for Nail Technology and 75 for Esthetics.

Sanitation: Training involves sanitation, cleanliness and care of equipment. Students are responsible for personal work stations and work area. All students are assigned sanitation duties on a rotating basis. The Dept. of Finance and Professional Regulation requires that all students follow sanitation rules and regulations. All sanitation duties must be completed and checked before the instructor will dismiss students for the day. Refer to daily responsibilities handout and posted rules in the dispensary.

Personal Visitors: Refrain from having personal visitors to the school. If it is absolutely necessary, the visitor must enter through the front entrance and register with the receptionist. They are allowed in the reception room only. They may be asked to leave unless they are here for a service. Remember: the lab floor is a classroom.

Telephone: Students must use the student lounge area to make any type of phone call only during breaks or lunch. Incoming calls to students will be forwarded only in the case of an emergency. For other incoming calls, messages will be given to the student. NO "BEEPERS" or CELLULAR PHONES ARE ALLOWED IN CLASSROOMS OR LAB FLOOR.

Parking: Park only in designated areas for student parking as shown in orientation.

Preparedness: All students must be prepared for class and lab work. Students must have ALL equipment, books, and supplies issued to them at all times in school. If any items are missing, the student is considered unprepared and will be asked to leave until they have replaced the missing item.

Lockers: Personal belongings and purses must be kept in a student locker. The school will not be responsible for personal items. Back packs, duffel bags, any personal items etc. are not allowed on the lab floor and must be removed from school premises daily. The school will provide a lock for each student. If the lock is lost or destroyed, the student will be charged \$15.00 for the replacement lock.

Equipment & Supplies: Equipment and supplies not issued by the school must be approved by the Director BEFORE the student will be allowed to use them. The school is not responsible for lost or stolen items. All cases

must be kept closed and locked at all times. **Students must furnish padlocks for their case.** The school will hold any books, equipment, or supplies left at the school for 60 days from the last day of attendance. After that date, they will be disposed of.

Student ID/copies: Students needing a replacement student I.D. card must pay \$15.00 to receive a new card.

Radios/tape recorders: Playing of radios or “jam” boxes is not allowed on school premises. A student may be allowed to record a theory class lecture with the permission from the instructor.

Tests: TEST TIMES: **Missed tests** must be made up prior to taking final exams. **Tests under a 75%** may be re-taken (at your option) only one time within 1 week of the original test day but not again on the original test day. The 2 scores will be averaged. Any make up tests that need to be taken may only be taken at the convenience of the instructors. They cannot be taken during additional lab hours. A maximum of 2 make up tests in a day may be taken and never on the same subject.

THE FINAL EXAM: Must be passed with an average of 85%, taken as many times as necessary to average an 85%. The written final must be passed with an 85% average prior to taking the practical final. All graduation requirements must be completed prior to the last day of attendance.

Student services: Each student may receive one service per week during school hours, but only as time allows, at the discretion of the instructors and the Front Desk Personnel. To qualify to receive a service, the student must have attended all possible hours for the previous week. Students receiving a service must have the service approved and signed off by the instructor working on the lab floor and the Front Desk Personnel immediately before having it started. Students may be prohibited from receiving services for poor attitude, if they are behind in any work, or policy violations.

Full time day Cosmetology student service days are Monday, Tuesday & Thursday only. **All services must be completed by 3:00 pm.** No services are allowed during additional lab hours (Tues. & Wed., Thurs. evenings or Saturday).

Part time evening Cosmetology students may receive one service per week during school hours if they qualify by attendance the previous week. These services happen at the discretion of the instructors on Tuesday, Wednesday or Thursday evenings. All services must be **completed by 8pm.** No services during additional lab hours. No services on Friday or Saturday.

Part time nail students may receive one service per week during school hours, only as time is allowed by the instructor. All services must be **completed by 3 pm.** No services during additional lab hours. No services on Friday or Saturday.

Part time Esthetic students may receive one service per week during school hours at the discretion of the instructors or as time is allowed by the instructor. All services must be **completed by sanitation time.** No services during additional lab hours or Friday or Saturday.

REMEMBER receiving a service is not a required part of training. It is a privilege that is earned. **CLIENTS ARE ALWAYS SERVED FIRST.**

For students who do not qualify to receive a service but want to receive one, they must clock out and pay for the service. **All student services are to be finished by scheduled sanitation time.**

Free or discounted services for students are available based on the following guidelines:

MCC students will only pay ½ of the current listed price for the following services: facial, body wraps, hydrotherapy, spa manicure, spa pedicure, artificial nails, perm, relaxer, color, highlighting and body waxing. The other services are free. Services must be paid for before the service begins. **No student is allowed to service themselves.**

Spa Day guidelines: on the last day of school, a student is able to receive whatever services they would like and have time to receive, at NO CHARGE. These services must be Monday, Tuesday or Thursday only. If a student would like to have a spa partner, the spa partner would have to pay full price for any services they receive.

SPA DAY IS FORFEITED IF STUDENT GRADUATES AFTER THEIR CONTRACT DATE.

Student service procedure:

1. Student must be on the posted service list.
2. Student must ask floor instructor and Front Desk Personnel if it is an ideal time to receive a service.

3. If approved by instructor and Front Desk Personnel, students must get a service ticket from persons working the front desk immediately prior to receiving the service. The service must be paid for (if not a free service) at this time.
4. This ticket must be brought to the instructor to have it signed off on service board.

Client services: All clients are to check in with the receptionist and receive a ticket. Clients are served on a first come, first serve basis. This means that if you bring someone in with you, that person needs to get a ticket and wait their turn just like anyone else. All client tickets, even request tickets, are to be given to an instructor so the client can be assigned to a student. All students must take theory class and test prior to performing the service on a client. They must also have the minimum required hours per Illinois State, 150 for Cosmetology, 85 for Nail Technology and 75 for Esthetics.

SCHOOL POLICIES: The school reserves the right to change or add to any of the school policies or rules whenever deemed necessary. All changes will be posted prior to their enforcement.

DRESS CODE

From the first day of class through the last, and even after a student enters into the field professionally, a student's attitude, poise, professionalism, and ability to perform technical applications will be judged by his or her appearance. It has been a proven theory that appearance has a psychological impact on the people we deal with. Since most people enter this profession because they enjoy making others feel good about the way they look, it is just as important to project themselves as the "professional" who has the ability to do just that. It would be impossible if the "professional" did not concern themselves with their own appearance.

The following is an outline of the dress code we expect our students to follow everyday they are in school.

Note:

Clothing must be clean and pressed at all times. We expect our students to be concerned with daily habits of good grooming and hygiene.

WE HAVE DRESS CODE INSPECTION DAILY AND WILL SEND ANY STUDENT HOME TO CHANGE THAT IS NOT IN COMPLIANCE. THESE STUDENTS MUST CLOCK OUT ON BREAK AND MAY RETURN AFTER CHANGING. DRESS CODE IS AT THE DISCRETION OF THE INSTRUCTOR.

A. BLOUSES/SHIRTS/TOPS

1. Must be the MCC issued (purchased) color polo shirt. You may wear a black or white long sleeve shirt Or camisole underneath your MCC issued polo shirt.

No T-shirts. No sweatshirts (MCC sweatshirts also are not allowed)

2. Midriff, bust and rear midriff must be covered. (no underwear lines should be seen)

B. SLACKS/SKIRTS/SKORTS/SHORTS

1. Black only (plain, no designs) dress slacks. Tan, khaki color are for esthetic students only.
2. No jeans or jean material or look alike.
3. Skirts, skorts, or shorts must be dressy black & an appropriate professional length. This means no shorter than your fingertips when arms are held down at your side.
4. No legging type pants that are skin tight.
5. No oversized pants.

C. APRON – SCHOOL ISSUED

1. One is included in the kit cost. Apron should be kept clean and closed.

D. SWEATERS CANNOT BE WORN AT ANY TIME.

E. SHOES

1. Black only (plain, no designs or stripes) White or tan only for esthetic students.
2. Must be tennis shoes or dress shoes
3. No open toes or open heel
4. Must be kept clean and polished.
5. Bare feet are not allowed. Hose or socks (white, black or tan) must be worn.

F. UNDERCLOTHING

1. Female students must wear bras. This does not include T-shirts or camisoles as a substitute.
2. Socks or hose must be worn, no bare feet.
3. Be sure no "bikini or thong line" can be seen.
4. A solid color turtleneck or long sleeve shirt may be worn over underclothes but under a blouse/shirt for Warmth. It is NOT a substitute for underclothes OR shirts/blouses.
5. Undergarments or bras must not be seen.

G. HAIR

1. Hair is to be clean and neat at all times.
2. Hair care is to be done before arriving at school.
3. Long hair should be secured to avoid hanging in the clients' face. Ponytails should be stylish/finished.
4. Hair ornaments should be in good taste. No bandanas or hats.

H. MAKE UP

1. Should be worn in the daytime makeup category.
2. At times an instructor may suggest some correction in application of makeup to enhance a student's appearance.
3. Makeup application is to be done before arriving at school.

I. NAILS

1. Nails should be well trimmed and manicured.
2. Artificial nails are acceptable if trimmed to a practical length.
3. Any nail color, design, or art is acceptable if done in good taste, at the discretion of the instructor.

J. BODY TATTOOS/PIERCING

1. Body tattoos must be kept covered.
2. Facial piercing jewelry and neck piercing jewelry are not allowed while student is on the clock. Ear piercing jewelry is allowed.

NOTE: REPAIR OF HAIR, MAKEUP OR NAILS AS NEEDED MUST BE DONE IN THE RESTROOM DURING BREAKS OR LUNCH. STUDENT TEACHERS will adhere to the same dress code as all staff members. This is shown during the initial interview.

January 2007