

# Student Handbook



**2017-2018**

***SAN JOAQUIN COUNTY OFFICE OF EDUCATION ROC/P***

3314 Delaware Ave  
Stockton, Ca 95204  
209-953-3401



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On behalf of the administration, faculty and staff of the San Joaquin County Office of Education (SJCOE) Regional Occupational Centers & Programs (ROC/P), I would like to welcome you to our program. First, congratulations for taking this step in your educational and career journey. One of the hallmarks of excellence and leadership is to commit to lifelong learning. At SJCOE ROC/P, our programs provide relevant, rigorous curriculum that is engaging and prepares students for the 21st century. As an institution of higher learning, SJCOE ROC/P values education and the positive changes it can bring to your life. Our team of dedicated instructors looks forward to the opportunity to educate you, our student, by preparing you for a new and exciting career. Our rigorous programs will aid in building your confidence and empower you to take on new challenges. We aim to have our employers value your new skills and employ you as a highly skilled and industry certified individual. In this handbook, you will find program information and related policies and regulations. The SJCOE ROC/P looks forward to helping you pursue your educational goals. If you have any questions or concerns, please call the SJCOE ROC/P Administration Office at (209) 229-4256.

Once again, we welcome you to our school community. We thank you for the opportunity to prepare you for a new and exciting career. We are here to support you and consider it a privilege to have you join our programs.

#### Mission

The San Joaquin County Office of Education's Career Technical Education Career provides an innovative atmosphere committed to 21<sup>st</sup> century skills acquisition through successful, professional, and reputable student-focused programs.

#### Vision

Our program provides a dynamic, challenging, and engaging atmosphere, preparing students for the skilled workforce. Through advanced training, community support, and a high rate of job placement, our graduates achieve personal success. Students graduate with confidence and the competence to be competitive in their chosen industry. In the pursuit of excellence, our student-focused programs inspire and empower 21st century leaders.

Sincerely,



Christopher Kleinert

Director II

Career Technical Education

San Joaquin County Office of Education

Post Office Box 213030, Stockton, CA 95213-9030 | (209) 468.4800 | [www.sjcoe.org](http://www.sjcoe.org)

## School Information

### **History**

San Joaquin County Office of Education ROC/P provides comprehensive postsecondary education that integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rate and readiness for employment. Our program is designed to help students develop the academic, career, and technical skills needed to succeed in this economy

#### San Joaquin County Office of Education ROC/P

3314 Delaware Ave  
Stockton, Ca 95204  
209-953-3401

#### San Joaquin County of Education Superintendent

James A. Mousalimas

#### Board of Education

Area 1—Janet Dyk  
Area 2—Mark Thiel  
Area 3—Peter J. Ottesen  
Area 4—Vernon J. Gebhardt  
Area 5—Dave Sorgent

San Joaquin County Office of Education ROC/P is approved by the California Department of Education.

San Joaquin County Office of Education ROC/P is accredited by the Commission of the Council on Occupational Education

## San Joaquin County Office of Education ROC/P CAC

### **Mission**

The San Joaquin County Office of Education's Career Technical Education programs provides an innovative atmosphere committed to 21st century skills acquisition through successful, professional, and reputable student-focused programs.

### **Vision**

Our program provides a dynamic, challenging, and engaging atmosphere, preparing students for the skilled workforce. Through advanced training, community support, and a high rate of job placement, our graduates achieve personal success. Students graduate with confidence and the competence to be competitive in their chosen industry. In the pursuit of excellence, our student-focused programs inspire and empower 21st century leaders.

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As each student completes our program, the San Joaquin County Office of Education ROC/P strives to ensure students achieve the following outcomes:

- *Earn a Certificate of Completion and Proof of Training*
- *Motivate to be a life-long learner*
- *Build confidence to apply and interview for employment*
- *Display professionalism needed for success*
- *Prepare for State Board Licensure*

## Faculty and Staff

### San Joaquin County Office of Education ROC/P Staff

Name	Title	Education	Experience
Christopher Kleinert	Administrator	University of Pacific - Masters of Education  California State University Sacramento- Bachelors of Science	17 Years - School Administrator  6 Years - Mathematics Instructor
Marlene Avlia	Staff Secretary	Grand Canyon University - BA English Literature	20 Years - Real Estate  6 Years - Clerical
Stephanie Singh	Account Clerk	University of Phoenix - BS Business Administration	3 Years - Clerical/Office Accounting  3 Years - Para-educator
Jordyn Rich	Student Admissions	Adrian's Beauty College - Licensed 11/2015	6 Months - Salon  1 Year - Retail

### Career Academy of Cosmetology Faculty

Name	Year of Employment	Degree	Experience	Schedule
Alex Suliven	1999	California State University Sacramento - Clear Vocational Credential Cosmetology	35 Years - Field  14 Years - Classroom	Full Time Instructor
Sabrina Marquez	2014	California State University Stanislaus - BS Business Marketing  University of California San Diego - Preliminary Credential Cosmetology	7 Years - Field  2 Years - Classroom	Full Time Instructor
Felicia Rossi	2014	University of Phoenix - BS Human Services	19 Years - Field  3 Years - Classroom	Part Time Instructor

## Transfer Students

Please refer to the CAC program page for the transfer policies from another institution.

## Transfer Policy between Programs

The San Joaquin County Office of Education ROC/P does not allow transfer between programs.

## Class Schedules and Program Transfers

At the time of registration, the Student Accounts Representative will assign students a class schedule (day or evening). Student class placement is based on availability; therefore, teacher requests and or transfers are not permissible.

Class schedule transfers (day to evening or evening to day) are allowed; however, based on availability. Students must contact the Student Accounts representative to see if there is an available space for the requested class. We cannot guarantee a space will be available. If a space is not available, students will be put on a waiting list for the next available spot.

## Contracted Time

Students will be given a contracted time to complete the program at the time of registration. Please refer to CAC program page for the contracted time policy. Failure to complete the program requirements within the contracted time (excluding holidays) as defined under "Clock Hours Requirements" may be required to pay additional fees.

## School Calendar

Our program follows the San Joaquin County Office of Education's County Operated Schools and Program (COSP) Calendar. Instructors observe board approved holidays and Teacher Development in-service days at which time, classes will not be held. For current School Calendar, see Insert A.

## Dress Code

Appearance must be neat and clean; appropriate clothing and shoes must be worn at all times. Student must follow the dress code for their program. Please refer to CAC program page for the dress code policy. The San Joaquin County Office of Education ROC/P reserves the right to change the dress code as appropriate.



# PROGRAM



The San Joaquin County Office of Education (SJC OE) Regional Occupational Centers & Programs (ROC/P) Career Academy of Cosmetology (CAC) provides, for those who enjoy the latest styles in fashion, makeup, and hairdressing, an opportunity to excel in their chosen field. More than just classrooms and technical instruction, the CAC provides a hands-on environment that includes all the tools needed to build confidence and talents. The student is immersed in a learning experience that includes two certificated instructors. The instructors, themselves, have attended academies from such noted professionals as Vidal Sassoon, Tony and Guy, Sebastian, Robert Cromeans, and Trevor Sorbie.

CAC prepares its students to enter the workforce as talented and well-trained hairdressers through an intense 1600-hour course incorporating manicures, pedicures, facials, perms, hair coloring, and haircutting. We assess regularly the students' progress through mock state board exams and provide an advisory board comprised of educators, counselors, student representatives, staff, administrator and business owners who meet twice a year to review curriculum, employment standards, and workplace trends from the world of cosmetology. The students are also able to practice on clients through inviting the public to make appointments for services at a reduced rate. This not only allows the student to practice their skills but to start building professional relationships as well.

### Location

Career Academy of Cosmetology  
 3314 Delaware Ave, Stockton, Ca, 95204.

Our 10, 000 square foot facility is newly renovated with 100 cosmetology stations, lab, theory room, facial/pedicure room and has the capacity for 150 students.

Name	Title	Phone Number	Email
Christopher Kleinert	Program Administrator	(209) 468-9005	ckleinert@sjcoe.net
Marlene Avila	Staff Secretary	(209) 953-3401	mavila@sjcoe.net
Stephanie Singh	Account Clerk	(209) 207-5794	stsingh@sjcoe.net
Jordyn Rich	Student Admissions	(209) 229-4258	jrich@sjcoe.net
Alex Suliven	Instructor	(209) 468-4963	asuliven@sjcoe.net
Sabrina Marquez	Instructor	(209) 953-5963	smarquez@sjcoe.net
Felicia Rossi	Instructor	(209) 953-5963	frossi@scjoe.net

### **Dress Code**

Students enrolled in CAC are required to wear all black clothing including all jackets and sweaters, with no other colors, logos or emblems. Only Career Academy of Cosmetology emblems will be allowed.

- All shirts and blouses must have sleeves
- Armpits, chest and midriffs must be covered at all times
- Black closed toed shoes
- Bandanas, hats or hoodies will not be allowed
- Tank tops, lingerie, and see-through fabrics are not allowed
- Skirt and shorts lengths must not be shorter than fingertip with arm fully extended
- Career Academy of Cosmetology apron must be worn over clothing at all times

If a student does not meet dress code, they will be asked to clock out until the appropriate dress code is met.

San Joaquin County Office of Education ROC/P reserves the right to change dress code as appropriate.

### **Client Services**

As a learning establishment, students are required to perform practical procedures. The CAC program offers service to the public; therefore refusing service to a client and trading clients with other student will result in corrective action. Instructors supervise students during client service days to provide assistance and guidance. As a program, clients are not allowed to request students for services, with the exception of designated dates, i.e. Family and Friends days, etc. Clients are assigned to students based on student's educational needs, availability and at the discretion of the faculty/staff. All services performed on clients should result in a consultation with a student/instructor.

### **Time Badges**

Career Academy of Cosmetology is a clock hour program and a Badge Swipe machine is used to determine the number of clock hours students have completed on a daily basis. Students will be issued a time badge on the first day of their assigned class schedule. It is the students' responsibility to have their badge with them at all times. Time badges are needed to clock in and out on a daily basis. Students who do not have their badge will not be allowed to clock in and will be charged for lost time. It is the student responsibility to ensure that he/she has clocked in and out correctly. Instruction for the Badge Swipe Machine is give on the first day of class. Lost time due to incorrect use of the Badge Swipe Machine is the responsibility of each student and any lost time will be charged to the student. If the time badge is lost or stolen, a \$10.00 replacement fee will be charged to the student. Time badges are the property of the San Joaquin County Office of Education ROC/P Career Academy of Cosmetology and must be returned upon completion or withdrawal from the program.

### **Gratuities**

Students may receive gratuities from clients. However, students are not allowed to solicit gratuities from the clients. Receiving gratuities is a compliment to a student but it is strictly the client's choice and should not be expected.

### **Station, Roll-about and Key**

Station or a “roll-about” and a key is a requirement of the CAC program. If a key is lost, broken or bent, the student will be charged \$10.00 to replace the key. If the student is issued a new station or “roll-about”, the key must be returned and a new key will be issued. It is the responsibility of the student to lock their station or “roll-about”. Any items left in the station or “roll-about” after completion or termination from the program will be discarded after 15 days.

### **Daily Duties**

All students will be assigned daily duties, which is a requirement of the program. Students should take pride in fulfilling the assigned duties. Styling stations and mirrors need to be cleaned and sanitized every day. Personal items should not be left out and need to be secured at all times. Failure to complete assigned duties will result in corrective action (i.e. asked to clock out ) by instructor and or administration. CAC is not responsible for any lost or stolen items.

### **Pre-Application For Licensing Exam**

Students will be allowed to pre-apply for the State Board licensing exam if they meet the following requirements:

- Student has completed 75% of required hours and operations
- Student has completed 75% of all required chapter tests
- Student must meet the minimum GPA of 2.0
- Student is not on academic or attendance probation
- Student has a minimum of 75% attendance
- Student Financial Account is current

### **Requirements for Graduation**

The Career Academy of Cosmetology has set forth the following standards for completion of the program to include but not limited to:

- Student must complete and pass all required assignments by the instructors. (Including, but not limited to, group work, operations such as giving and receiving services, etc.)
- Complete and pass all written tests, practical tests, and practical projects with an overall GPA of 70%.
- Complete and pass all final exams and practical requirements of the program.
- All tuition and fees must be paid in full.
- Complete 1600 Cosmetology clock hours.
- Complete required operations and hours.

- Complete and pass a mock state board exams.

**If any of the above requirements are not met, students may not receive Clock Hours and/or Proof of Training (POT) which is required to take the State**

**General Policies**

- Student parking is available in the back lot of the building. Please note, parking spaces on school side of parking lot are reserved for handicapped and staff.
- To enhance the educational experience at CAC, students will be assigned front desk and lab duties on a daily basis.
- Visitors are allowed in the reception area only unless authorized by staff. Students are to greet clients at the lobby area and escorted to a station. Please note unattended children are not allowed on the client floor.
- Supplies are available at 2 supply stations on the client floor. If supplies are needed, instructors/staff will assist in replenishing items.
- Students may check out pedicure tubs, curling irons, cushions, child risers, ovens, and wax heaters in the lab. Students are responsible for cleaning and returning the items. Student lab is to remain locked at all times. Instructors will accompany students to lab for supplies.
- All brooms and dustpans are to be returned to the bin in the back of the building. Dustpans must be emptied before putting in bin.
- All supplies in supply areas are to be covered at all times. Developer left without lids on tight will have to be thrown away. Replace lids on everything, clean up spills, and make sure all utensils are washed and dried after each use (spoons, spatulas, scoops, measuring cups) and then placed in covered holder (not measuring cups), with cover replaced (Board of Barbering and Cosmetology Article 12, Health and Safety, 978)
- Students are not to move tables and chairs in the theory room. If it is necessary for equipment to be moved, students are to notify an instructor or staff.
- Manicure tables and chairs are to be returned to the theory room.
- No food or drink ( other than water ) are allowed at student stations.
- Students may use the refrigerator in the laundry room .Please note the refrigerator will be cleaned out periodically. Students will be given notice to remove personal items.
- Pictures, calendars, decorations, bows, etc. should never be attached to stations unless decorating for a brief graduation.

**Withholding of Student Transcript/Grades/Proof of Training**

CAC will withhold the student's transcripts (completion, withdrawal or Proof of Training) until all financial obligations have been arranged. These items will only be given when students meet the following criteria:

1. Total GPA 70%
2. Overall Attendance Average 75%
3. Operations & Theory Hours 100% Completed

4. Academic Average of 70%
5. Completion of required contract hours
6. Financial obligations met or arranged
7. Schools mock state board written and practical with a grade of 75%.

**Equipment and Belongings**

Each student is responsible for their personal belongings and materials. All bottles and containers must be labeled to identify contents. Students may not borrow equipment from each other, and they are responsible for the return of school materials and equipment lent to them. Any equipment/supplies borrowed from the school, not returned, will be charged on their account. Student stations are subject to “on the spot” inspection. Personal kit belongings must be removed from the school in the case of Leave of Absence and or no later than 30 days from the student’s last day of attendance (i.e. withdrawal). There will be no written notice given by the school to remove the student’s belongings from a station. Should a student have any concerns about possible loss of equipment and belongings, we recommend the student contacted his or her insurance agent to determine whether the student’s present policy covers any loss. If the present policy does not cover such loss, students may consider paying additional premiums and provide coverage through a rider on a present policy.

## Program Payment Schedule

### Fees due at time of registration

\$100.00 non-refundable registration fee\*\*

\$300.00 non-refundable book fee\*\*

\$700.00 non-refundable kit fee\*\*

### CAC payment plan schedule is as follows

Payment 1 tuition fee in the amount of \$1,262.50 is due prior to commencing 350 hours\*\*

Payment 2 tuition fee in the amount of \$1,262.50 is due prior to commencing 700 hours\*\*

Payment 3 tuition fee in the amount of \$1,262.50 is due prior to commencing 1050 hours\*\*

Payment 4 tuition fee in the amount of \$1,262.50 is due prior to commencing 1400 hours\*\*

Payments can be made at any time during the program; however, if using the payment plan the Payments of tuition fees must be paid prior to the student commencing at each 350 hour intervals.

If textbooks are purchased elsewhere the student must bring the books to their registration appointment for verification. If the student fails to bring the textbooks to registration or the books are not the correct version, the student will be required to purchase the textbooks from San Joaquin County Office of Education ROC/P.

\*\* San Joaquin County Office of Education reserves the right to change tuition and fees as needed.

San Joaquin County Office of Education ROC/P allows students to pay for the program fees in one payment or utilize the established payment plan for the program.

### **Payment Methods**

Acceptable payment methods include cash, cashier's check, money order, and most major credit cards made payable to the San Joaquin County Office of Education. San Joaquin County Office of Education ROC/P does not accept personal checks.

### **Payment in Full**

Students may pay the program fees and tuition in full at time of registration; however, Students are still required to complete the program by the agreed upon contracted time in order to avoid any additional fees.

### **Payment Plan**

San Joaquin County Office of Education ROC/P understands how important it is to balance finances throughout seeking higher education. Our affordable payment plan was created to assist students with tuition and is available to all students. Students are required to sign a promissory payment plan schedule at the time of registration. Failure to make scheduled payments could result in an academic hold; whereas, a student will not be allowed to continue attending the program until the student's account is current. In such a case, the student will have 30 days to pay the unpaid balance before being dropped from their program. In addition, the students will be responsible for all costs incurred by SJCOE related to collection of overdue payment, including attorney fees.

### **Other Funding Sources**

Students can seek financial assistance through other sources, such as third-party loans, employer reimbursement, scholarships and grants. Contact Student Accounts for an updated list of websites to aid students in obtaining information regarding external scholarships and grant information.



# Withdrawal and Refund Policy

## **Withdrawal Policy**

If a student wishes to withdrawal from San Joaquin County Office of Education ROC/P, the following requirements must be met:

- The Student must satisfy all debts owed to the school
- Attend an exit interview with a school representative

An official transcript will be issued when withdrawal requirements are met. Please allow 7 workings days to process the paperwork. San Joaquin County Office of Education ROC/P cannot guarantee that the credits/hours earned from our program will transfer to another institution.

## **Refund Policy**

The refund policy will apply to tuition and fees charged in accordance with the enrollment agreement. Other charges to the student for books, extra kit items, products, kits that have been issued to the student, etc., or debts to the school incurred by the student may not be returned to the school for refund upon termination of enrollment.

## **Program Cancellation**

In the event of program cancellation, all tuition and fees collected at registration will be refunded within forty-five days of the planned start date without requiring a request from the student.

## **Student Withdrawing From the Program**

If tuition and fees are collected in advance of the start date of classes and the student does not begin class or withdraws on the first day of class, the student will be accessed a \$100 processing fee for all refunds. The \$100 processing fee will be deducted from the refund and all other fees paid will be refunded within forty-five days of the class start date.

## **Refund for Students Enrolled Prior to Visiting the Institution**

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within 3 days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

## **Refunds for Withdrawal After Class Commences**

A student may withdraw from a program at any time and may be due a refund if less than **60%** of the program course has been completed. Refund calculation is based on the number of hours scheduled divided by total clock hours of the program if the student is due a refund; the school will remit a refund within 30 business days following withdrawal.

## **Cancellation of Class Start Date**

The school reserves the right to reschedule, postpone or cancel classes. If the course is rescheduled, postponed, or cancelled subsequent to a student's start date and before instruction in the course has begun, the student can opt to move funds to an alternate date.

**Special Refund Circumstances**

In case of prolonged illness or accident, death in the family or other documented circumstances that make it impractical to complete a period of enrollment, the school may make a settlement that is reasonable and fair to all parties.

# Make-Up/Extended Hour Policy

## **Make-Up Hours Policy**

Eligible Students may be able to “Make-up” missed hours while attending CAC. Eligibility depends on several factors:

- The student must maintain the minimum SAP requirements (Please refer to SAP policy). Minimum requirements will include Attendance and Academics as outlined in the SAP policy.

75% Attendance

70% Academics

Current Account

Teacher Discretion

- Requests for Make-up hours must include permission from the teacher of record and receiving teacher. Students must adhere to all school policies in addition to receiving teacher class policies and or assignments.
- Eligible students must follow the curriculum of the receiving teacher and participate in all assigned activities.
- Student account must be current, as well as remain current while attending Make-up Hours.

**Students may not, under any circumstances, clock in for Make-up Hours unless a completed and approved form is on file with the Student Accounts representative.**

- Make-Up Hours cannot be used on the same day as missed hours and must be in half hour increments.
- Make-up Hours are a privilege and can be revoked at any time if a student falls below the SAP requirements and is at the discretion of the teacher of record and/or receiving teacher.
- Students must follow receiving teacher’s breaks and lunch schedules, and will not receive hours for these times.

## **Required steps for requesting Make-up hours**

1. The student must request “Make-up Hours” from his or her teacher of record.
2. A “Make-Up Hour” request form must be completed and signed by the teacher of record, receiving teacher and the Student Accounts representative.
3. The student must meet with the Student Accounts Representative and receive a signature that the student’s account is current.

Please note: Accumulating hours and time are the responsibility of the student. Staff will not adjust hours. It is recommended that students review hours regularly.

CAC reserves the right to change and or eliminate this policy at any time without notice.

# Make-Up/Extended Hour Policy

## Extended Hours Policy

Eligible students may be able to participate in “Extended Hours” while attending CAC as long as they are in “Good” standing (Refer to SAP policy.) Eligibility depends on several factors:

- The student must maintain the minimum SAP requirements (Please refer to SAP policy). Minimum requirements will include Attendance and Academics as outlined in the SAP policy.

75% Attendance

70% Academics

Current Account

Teacher Discretion

- Requests for Extended Hours must include permission from the teacher of record and receiving teacher. Students must adhere to all school policies in addition to receiving teacher class policies and or assignments.
- Eligible students must follow the curriculum of the receiving teacher and participate in all assigned activities.
- Student account must be current, as well as remain current while attending Extended Hours.

**Students may not, under any circumstances, clock in for Extended Hours unless a completed and approved form is on file with the Student Accounts representative.**

- Students must adhere to the supervision, policies and assignments of the receiving teacher.
- Extended Hours are a privilege and can be revoked at any time if a student falls below the SAP requirements and is at the discretion of the teacher of record and/or receiving teacher.
- Students must follow receiving teacher’s breaks and lunch schedules, and will not receive hours for these times.

## Required steps for requesting Make-up hours

1. Students must request “Extended Hours” from his or her teacher of record.
2. An “Extended Hours” request form must be completed and signed by the teacher of record, receiving teacher, and the Student Accounts representative.
3. The student must meet with the Student Accounts Representative and receive a signature that the student's account is current.

Please note: Accumulating hours are the responsibility of the student. Staff will not adjust hours. It is recommended that students review hours regularly.

CAC reserves the right to change and or eliminate this policy at any time without notice.

## Satisfactory Academic Progress Standards

The mission of the San Joaquin County Office of Education ROC/P is to provide assistance to students to facilitate growth in their academic potential. To assist students in maximizing their growth, the faculty will provide instruction on note taking, meaningful text reading, exam preparation, time management, and a variety of other skills deemed necessary for success.

Satisfactory Academic Progress (SAP) is consistently applied to all students enrolled at the school. This policy is reviewed during orientation. The student handbook is also available on the CAC website. The school expects its students to maintain

Satisfactory Attendance and Academic Progress (SAP). Students will be evaluated on two (2) criteria.

1. Attendance - Must average at least 75% of scheduled hours of attendance. Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the prior period will be added to attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame.

2. Academic - Students must average at least 70% in theory work which consists of tests, homework, and practical operations. Homework may include project assignments. Students will be evaluated based on the course in which he or she is enrolled. See Evaluation Periods. In order to maintain SAP as established by this institution a student must:

A. Maintain a cumulative academic average of "C" (70%) or better on all test, work projects, operations and other required course work, such as workbooks or assigned independent study.

B. Maintain a minimum cumulative attendance of 75%. Full time enrollment is defined as 32.5 hours per week, and part time enrollment is defined as an enrollment schedule of 20 hours per week. Scheduled attendance is defined as the hours per week/month the student has contracted for on the enrollment agreement (contract.) For example, a student scheduled to complete 32.5 Hours per week would have to maintain an average weekly attendance of at least 24 hours per Week ( $.075 \times 32.5 = 24$ ). In addition to attendance standards relating to Satisfactory Academic progress, students are also required to adhere to certain other general institutional policies relating to attendance, tardiness and school rules and regulations. These policies are outlined in this student handbook.

Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint of the course to be considered as meeting satisfactory progress. Students meeting the minimum requirements for attendance and academic progress at an evaluation will be considered to be making satisfactory progress until the next evaluation. A maximum time frame is considered to be 150% of the course length as defined

on an enrollment contract. A student who reaches the maximum time frame will be dropped. An approved Leave of Absence, not to exceed 180 days will extend the maximum time frame and the contract period.

Transfer Hours from another program or another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Maximum Time for the Cosmetology Program is 2400 hours. Transfer hours that are accepted, are counted as both attempted and completed hours. Students are given a report card which lists satisfactory academic progress results. Students who withdrawal and re-enter school will enter in the same progress status as when they left. Course incompletes, Repetition and non-credit remedial courses are not offered and have no effect on the satisfactory academic progress standards.

### **Grading System**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation reports are issued to the students at the time of their completion of each SAP period; 350 hours, 700 hours, 1050 hours, and 1400 hours. This evaluation form reflects the overall attendance and academic progress of each student. Academic grade is derived from an equal weighting of tests, homework, and practical operations. Students must maintain a 70% attendance average to maintain satisfactory progress. A student must maintain a "C" (70%) academic average to maintain satisfactory progress. The grading system detailed below is the system utilized by CAC.

#### **A = 4.0 = 100% - 90%**

Excellent mastery of course content and excellent ability to apply course content concepts. The work displays initiative, independence and application. In some courses, originality may be required.

#### **B = 3.0 = 89% - 80%**

Good mastery of course content and an ability to apply course content concepts. Work reflects a thorough understanding of the application, inter-relatedness and use of the material covered.

#### **C = 2.0 = 79% - 70%**

Basic understanding and knowledge of course concepts.

#### **Failing = 69% and Below**

Unsatisfactory progress using the principles within the course content

Note: Attendance is evaluated on both a evaluation period and a cumulative basis. At each evaluation point, the attendance from this evaluation will be added to the attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy.

The following levels must be achieved for a student to be making satisfactory progress at CAC.

- A. An overall academic grade average of 70% for theory and practical work.
  - B. Must maintain an average of 75% attendance for each evaluation period.
  - C. Must maintain a cumulative attendance of 75% by mid-point.
  - D. Adhere to all school polices.
  - E. A maximum time frame is considered to be 150% of course length as defined on an enrollment contract.
- A student who reaches maximum time frame will be dropped.

### **Unsatisfactory Progress**

All students who fail to maintain satisfactory progress will be subject to the following restrictions.

- A. A student will be on warning if at the first evaluation period they fail to maintain satisfactory progress.
- B. Academic probation. The probationary period will be the second consecutive evaluation period in which the student failed to maintain satisfactory progress. During this time the student can bring up grades and/or Attendance.
- C. A student is only allowed to be on probation a maximum of two times, not back to back.

### **Evaluation Periods**

Student compliance with the Satisfactory Academic Progress is divided into evaluation periods. Evaluation periods are based on scheduled hours and are assessed at each of the following periods for both full and part-time students: 350 hours, 700 hours, 1050 hours, and 1400 hours.

Note: Minimum hours will meet the SAP evaluation periods, but will also cost the student overtime charges.

### **Academic and Attendance Probation**

Students who fail to meet the Satisfactory Academic Progress (SAP) standards at any given evaluation point will be placed on academic and/or attendance warning, during their next evaluation period. Students on warning who fail to meet SAP by the conclusion of the warning period will be placed on the status of Probation unless they prevail upon appeal of the determination that has resulted in the status of probation.

Prior to a student being placed on the status of Probation; that student must meet each element outlined below:

- a) The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period

- b) The student does not prevail upon appeal of a negative progress determination prior to being placed on probation;
- c) The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period;
- d) The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

\*A student is not allowed back to back probationary statuses.

To re-establish "Satisfactory Academic Progress Standards", a student must follow one of the two options.

1. A student may appeal the negative progress determination within 10 days, and if the appeal is approved, the student will be placed on probation, if the institution determines that the standards can be met by the next evaluation, and develops an academic plan.

Students who do not prevail on appeal:

2. A student that does not appeal its negative SAP status at the beginning of the "Probation" status, or his/her appeal is denied. If at the end of this evaluation period the student is still not meeting SAP or 150%, the student will be terminated. If a student chooses to appeal termination of their enrollment, the student must follow the appeal procedure.

#### **Appeal Procedure**

Students who disagree with any final determination by the Administration must follow these procedures. Students who are in negative progress after failing to achieve minimum satisfactory progress requirements may appeal this determination. The student must submit a written appeal to the School Administrator within 10 days, along with any supporting documentation that will allow for the appeal, for example: death of a relative, an injury or illness of the student or immediate family member, or any other allowable circumstances to substantiate not being able to maintain Satisfactory Progress, which gives reasons why the decision to terminate (or the situation the student is appealing, and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation) should be reversed, and a request for a re-evaluation of progress or request for further investigation. The School Administrator, within ten (10) business days of receipt of termination, must receive this appeal. Should a student fail to appeal this decision, the decision to terminate will stand and the student loses their right for further remedies. If an appeal is received within the 10 days as required and is complete, an appeal hearing will be scheduled within forty-five (45) days from receipt of the appeal. This hearing will be attended by the student, the student's teacher, Student Services Representative, and/or School Administrator and an Administrative Staff member from the San Joaquin County Office of Education (SJC OE).



The student will be given 15 minutes to present their case for continuation of enrollment. The appeal board members will be given a maximum of thirty minutes for 2 questions. The student will be dismissed from the proceeding. Fifteen minutes will be allowed for appeal board discussion. A written vote will be taken and counted by the facilitator; the Majority vote rules. A decision on the student's appeal will be made within three (3) business days by the School Director and will be communicated to the student in writing. **This decision will be final.** The student's letter, documents and results of the appeal are documented in the student's file. Should a student prevail on the appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course.

# Attendance Policies and Procedures

## **Tardy / Early Departure**

Students are expected to be on time and present for the entire class session. Students are considered to be in attendance when clocked-in. A student is considered tardy for class if he/she is not present and ready to learn at the time of the scheduled class. Start time for day class is 8:00 a.m. Start time for evening students is 3:30 p.m. Students must be aware that missing the instructor's lecture could adversely affect test scores, information from lecture, clients reassigned and completing the program within the contracted time and therefore additional fees will be assessed. Excessive tardiness and/or early departures may lead to probation or dismissal from the program. A student, who becomes ill at school or must leave prior to official dismissal time, must report such illness and/or need to leave to their instructor. Attendance records reflect the actual time in class.

## **Leave of Absence**

An approved Leave of Absence (LOA) is a temporary interruption in a student's attendance due (but not limited to) to the following conditions: Medical (including pregnancy), Personal (family care issues, loss of family member), Military Duty, Jury Duty (long cases), etc. Students must submit a LOA request form (except in emergency cases), five working days prior to the commencement of leave. Requests must be approved by the Student Accounts representative and the School Administrator, and will be reviewed on a case-by-case basis. Students are required to notify Student Accounts prior to his/her return date. The LOA must not exceed 180 calendar days within a twelve month period. Students who fail to attend class on their scheduled return date may be dropped from the program unless other prior arrangements are made with Student Accounts. LOA's will require the student to vacate his or her station. A student that does not follow and complete the LOA procedures, will have all of his or her time missed counted as absences from school; the student will incur overtime charges as a result, and this will affect the student's Satisfactory Academic Progress. A student that misses 14 calendar days without an official Leave of Absence, will be considered withdrawn from the program and his or her contract will be terminated.

### **Student Records**

Students who need to make changes to their address, phone number or any other personal information must submit a “Student Change of Information” form. The San Joaquin County Office of Education ROC/P must be informed of any changes to insure that student’s records are maintained accurately.

### **Transcripts**

Students may request a copy of his/her (official/unofficial) transcript for a current Grade Point Average (GPA) and program progress by submitting a “Request for Transcript” form. Please note a \$5.00 processing fee will be charged. Please allow five days to process the request.

### **Release of Records**

The release of all information regarding students is closely monitored and protected. A student who request records to be sent to an institution, employer, etc., must submit a “Student Records Release” form. Upon receipt, a school representative will release a copy to the designated party. Please allow five days to process the request.

### **Review of Records**

The San Joaquin County Office of Education ROC/P maintains education records in accordance with state and federal laws. Students have the right to view his/her education records. Students must provide written permission to release records to other individuals.

### **Student Accounts**

The Student Accounts representative is responsible for distributing accurate information of the student’s financial records. The representative will also assist students with questions regarding his/her account status and/or payment plan. Student Accounts representative will only maintain student records for up to five years. After the fifth year student records will be properly destroyed.

### **Employment Placement Assistance**

Although the San Joaquin County Office of Education ROC/P considers the success of its programs as they relate to the individual student, we cannot guarantee employment. However, as part of preparing students for the professional world, the following services are available to students:

- Interview training and developing a professional resume
- Career Resource Center
- On-Site Career Fairs
- Community involvement, i.e. Fundraiser, community projects, etc.

**Notice of Nondiscrimination Policy**

Career Academy of Cosmetology is committed to equal opportunity for all individuals in education. Career Academy of Cosmetology programs shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation, or perception of one or more characteristics.

**Nondiscrimination/Harassment**

For the proper reporting procedure relating to nondiscrimination or harassment of any type, please refer to the Uniform Complaint Procedure. The Uniform Complaint Procedure form can be obtained from classroom instructors, Student Service Center staff, or from the SJCOE Personnel Services.

Career Academy of Cosmetology programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, ethnic group identification, religion, gender, color, national origin, and physical or mental disability, age, or sexual orientation.

Career Academy of Cosmetology shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, testing procedures, and other activities. Career Academy of Cosmetology prohibits intimidation or harassment of any student by any employee, student, or other person. School staff shall carefully guard against segregation, bias, and stereotyping in instruction, guidance, and supervision.

Career Academy of Cosmetology is committed to providing a nondiscriminatory environment that is conducive to learning. Career Academy of Cosmetology affirms the right of every student to be protected from harassment or any student conduct which may interfere with another student's ability to participate in or benefit from school services, activities, or privileges.

Students who harass other students shall be subject to appropriate counseling and discipline, up to and including suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that he/she is being harassed should immediately contact the site administrator, designee, or any other staff member. Any student who observes an incident of harassment should report the harassment to a school employee, whether or not the victim files a complaint. Procedures and information about filing a complaint can be obtained from Career Academy of Cosmetology Student Services Office, and CAC staff. These are available free of charge. All complaints will be investigated and resolved in accordance with Career academy of Cosmetology Uniform Complaint Procedure.

Sexual Harassment of a student by other students, employees, or other persons is prohibited. The Career Academy of Cosmetology also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process. Career Academy of Cosmetology considers sexual harassment to be a serious offense, subject to disciplinary action, up to and including dismissal.

Any student who feels that he/she is being or has been harassed by a school employee, another student, or a nonemployee on school grounds or at a school-related activity shall immediately contact his/her instructor or any other employee who will be responsible for investigating and reporting the complaint in accordance with administrative regulations.

### **Individuals with Disabilities**

Career Academy of Cosmetology is committed to equal opportunity for all individuals in education. Career Academy of Cosmetology will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities in accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), as amended, and Section 504 of the Rehabilitation Act of 1973 (“Section 504”), as amended, as well as other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability. No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of Career Academy of Cosmetology.

Career Academy of Cosmetology will, upon request, furnish auxiliary aids and services, as well as provide reasonable accommodations and modifications in policies, practices, and procedures so as not to deny equal access to individuals with disabilities. Any qualified individual with a disability who requires an auxiliary aide or service, reasonable accommodations, or a modification of policies or procedures to participate in a program service, or activity of Career Academy of Cosmetology should contact; Student Services Coordinator, at (209) 229-4256, as soon as possible. The request of the individual will be considered and auxiliary aids and services, reasonable accommodations, and/or modifications, or, where appropriate, an effective alternative will be provided to qualified individuals with disabilities, unless doing so would result in a fundamental alteration of the program or would constitute an undue financial and/or administrative burden.

### **Campus Safety and Security**

Career Academy of Cosmetology considers the personal physical safety of its students, faculty, and staff essential for a successful learning environment. Part of crime prevention is individual safety consciousness and awareness of personal environment. Career Academy of Cosmetology suggests the following crime prevention measures, which can contribute to personal safety and security.

- Do not leave valuable items in your car, including personal items and school related materials.
- Do not park in isolated areas.
- When using a personal vehicle, keep the doors locked at all times. Before entering a vehicle, always look around the vehicle and in the back seat.

- Keep personal keys in your possession at all times.
- At night, travel in well-lighted areas and in pairs if possible. Avoid short cuts and deserted areas.
- Notice and be aware of suspicious persons and conditions.
- Leave items of high monetary value at home.
- Do not leave personal property unattended.
- Do not carry more cash than necessary and do not advertise what you have.
- Mark personal items with your name or some other traceable identification.
- Do not bring any kind of firearm, dangerous weapons, explosives, or lethal materials onto Career Academy of Cosmetology property.
- If anything makes you feel unsafe or threatened, dial 9-1-1.

For more information about campus safety and security the Career Academy of Cosmetology's Annual Safety Report can be found at [www.sjcoecac.org](http://www.sjcoecac.org)

### **Grievance Procedures**

The purpose of a student grievance procedure is to provide a process by which student related issues may be resolved in a fair and efficient manner following due process. The procedure is intended to achieve an equitable solution to an issue with due regard for the rights of the student, the faculty and Career Academy of Cosmetology.

#### **General Grievance Process**

Student grievances shall be processed in the following sequence:

##### **Step 1. Informal Consultation**

Prior to any formal, written allegation, a student shall contact the appropriate staff member (instructor, counselor, or other appropriate staff member involved) and attempt, in good faith, to resolve the concern through the consultation process. If the student is dissatisfied with the response or the solution after completing this, the student may elevate this to the next Step.

##### **Step 2. Informal Conference**

If the issue is not resolved with affected parties, the student may request an informal conference with the Administrator who shall schedule a meeting within ten (10) days of receiving the concern. The Administrator has five (5) days to investigate the matter, gather pertinent information and provide a response.

If the student is dissatisfied with the response or the solution after completing Step Two, the student may elevate the process to the next Step.

##### **Step 3. Formal Written Grievance/Complaint**

If the issue is not resolved at the informal level, the student may file a formal, written grievance. The Student shall direct this letter to the Director of Career Technical Education (CTE). The written complaint or the concern and alleged violation( s); c) describe the steps the student has taken to resolve the matter. Please submit your complaint form to:



San Joaquin County Office of Education  
Career Technical Education  
Career Academy of Cosmetology  
2911 Transworld Drive  
P.O. Box 213030  
Stockton, CA 95213-9030

Within ten (10) days of receipt of a written request by the affected student, the Director of Career Technical Education will coordinate a formal review of the complaint. Within five (5) school days of the conclusion of the investigation and findings, the division head/designee shall transmit the decision, in writing, to all affected parties.

**Step 4. Appeals**

Questions or concerns that are not satisfactorily resolved by SCOE CTE staff may be brought to the attention of the Superintendent/designee. The student, within five (5) school days of receipt of the written decision, may make a written appeal of the decision to the Superintendent/designee.

The superintendent/designee may:

- a. Concur with the division head's/designee's decision.
- b. Modify the recommended decision.

In all cases, final appeal shall rest with the Superintendent/designee.

**Step 5. Appeals**

Students' complaint alleging discrimination or a violation of a federal or state law and are not satisfactorily resolved by SJCOE CTE, may be brought to the attention of the California Department of Education (CDE). The complainant has the right to appeal the SJCOE Superintendent decision to CDE within Fifteen (15) days of receiving the decision. A student or any member of the public may file a complaint about the institution with CDE by completing a complaint form which can be obtained online at

<http://www.cde.ca.gov/re/cp/uc/>

Categorical Programs Complaints Management Office  
California Department of Education  
Legal and Audits Branch  
1430 "N" St., Suite 5408  
Sacramento, CA 95814  
916-319-09292

In the case of an unresolved complaint at the institution level, student may contact:

**Council on Occupational Education**

7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350-3898  
(770) 396-3898  
(800) 917-2081  
(770) 396-3790 (FAX)





## Community, Classroom, and Events

### **Community Classroom**

Community Classroom is a non-paid, on-the-job training. It is also referred to as an externship site. Qualified students may work at local businesses, acquiring new job skills while mastering familiar ones. The San Joaquin County Office of Education ROC/P maintains written agreements with local businesses to provide supervised, non-paid externship hands-on training. Community Classroom is a privilege earned by the student and determined at the instructor/staff discretion. Students must meet the criteria set forth by the program to participate in Community Classroom. Please refer to the CAC syllabus for specific requirements related to Community Classroom.

Community Classroom is an integral part of the CAC learning experience. As such, students are expected to maintain professional conduct while placed with a business partner. Students are expected to arrive on time as scheduled while participating in Community Classroom. Instructors will communicate with the student's placement and monitor progress weekly. Failure to comply may result in the school discontinuing the student's participation in Community Classroom.

### **School Events**

CAC participates in many events throughout each academic year. Some events are held at the school site while others are held off campus, providing many opportunities for students to volunteer their time and services giving back to the community. Students are expected to maintain professional conduct during all events. Students are expected to arrive on time, prepared and dressed in uniform unless otherwise directed. Please note the CAC event policy is as follows:

- Events held during school hours - Students will earn a predesignated number of hours for participation. Students must be present at the entire event to earn hours.
- Events held outside of school hours - Students who participate in such of event are doing so on a volunteer basis and will not earn hours.

-

## Student Conduct and Discipline Standard

### Cell Phones

As a learning establishment, personal phone calls should be made during breaks and lunch. Failure to comply may result in the student being asked to clock out.

### Professional Conduct

We take pride in the cultural we have created for our program. Our goal at CAC is to provide a positive experience for all students. Students and staff agree to treat one another with mutual trust and respect, to promote the success of the individual and the group as a whole, and refrain from behavior that is disruptive, offensive or reflects bias of any kind. All members of this learning community agree to maintain personal and academic integrity. Any student displaying disruptive behavior will be counseled and may be asked to clock out for the day. If such behavior continues, the student will be counseled by the program administrator and may be dismissed from the program. Disruptive behavior is defined as, and not limited to; harassment, gossip, sexual harassment, vulgarity, insubordination, clocking out/leaving without notifying instructor/staff, etc. CAC is intended to be a job training program; therefore, it is crucial to the success of every students to be punctual and ready to work on scheduled clients. Students who continue to miss client appointments may result in the student being pulled off the client floor. Students who fail to comply will be consulted by the instructor and/or administrator. The program administration is on site regularly and has an open door policy to help with any issues that may arise.

### Confidentiality Policy

Student contracts are solely between the student and the San Joaquin County Office of Education ROC/P. The information and details of the transaction are not to be shared with other parties. Additionally, any and all student advisement or conversations between the administration and a student are confidential and private. Students are not to discuss his/her contracts with other parties.

### Non Smoking Policy

A smoke-free environment is provided for all students and staff. Students may only smoke outside away from the school. California law prohibits smoking within 20 feet of any public buildings, such as public schools, community colleges, jails, government buildings and publicly-owned medical centers. Students may not congregate or loiter in front of the school or adjacent to surrounding businesses at any time.

### **Drug and Alcohol Policy**

The San Joaquin County Office of Education ROC/P participates in a Drug Free Campus. Students in possession of alcohol, illicit drugs, paraphernalia, using or distributing the same will be subject to disciplinary action and sanctions, as well as prosecution to the full extent of the law.

### **Standards of Conduct**

In compliance with the Federal Drug Free Schools and Communities Act, the San Joaquin County Office of Education ROC/P prohibits the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illegal drugs and alcohol) of any kind and of any amount. These prohibitions cover any individual's actions which are part of any school activities, including those occurring while on school property or in the conduct of school business away from the campus.

### **Sexual Harassment**

The San Joaquin County Office of Education (SJCQE) recognizes that sexual harassment can cause embarrassment, feeling of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. SJCQE also recognizes that sexual harassment, like other disruptive or violent behavior, is conduct that disrupts a student's ability to learn and the ability of SJCQE to educate its students in a safe environment. This policy applies to the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity or program. This policy, and its accompanying administrative regulation, contains information about and procedures that will apply to sexual harassment complaints and retaliation resulting from a sexual harassment complaint in any activity or program filed by, or on behalf of, students at the site level. All complaints alleging discrimination and/or all other forms of harassment will be processed pursuant to 1312.3 - Uniform Complaint Procedure.

### **Termination**

Termination of a student is defined as no longer clocking hours, whether by student's voluntary withdrawal or dismissal by the school for disciplinary action. A student may be considered terminated under the following (but not limited to) conditions:

- A student in non-attendance and has not notified the school, verbally or in writing of their intent to drop, shall be terminated from their program five calendar days after the last day of physical attendance.
- Possession or obvious use of drugs and/or alcohol during school hours.
- Disruptive behavior and refusal to perform assigned tasks. The San Joaquin County Office of Education ROC/P reserves the right to be the sole judge of what behavior may be detrimental to the school.
- Theft from the school, a client, a member of the faculty or a fellow student.
- Clocking in or out for another student.
- Non-payment of tuition according to the tuition schedule in the Enrollment Agreement.
- Unsatisfactory attendance.
- Failure to maintain an 70% average grade, encompassing both written exams and practical applications.
- Misrepresentation of personal information on contracts or documents.
- Non-completion of the program within 1.5 times the maximum time frame of the program.

A student who has been terminated at the discretion of the school may appeal the termination. The appeal must be made in writing and will be reviewed by the Program Administrator. A decision regarding an appeal will be provided within five working days from receipt of written appeal.

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BLUE = Holiday/No School GREY = Weekend GREEN = First / Last Day of School

2017-2018

Full Time—209 academic days Part Time— 166 academic days

AUGUST							SEPTEMBER							OCTOBER						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
		1	2	3	4	5						1	2							
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	1
27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28
Days of Instruction: F - 19 P-15							Days of Instruction: F - 20 P-15							Days of Instruction: F - 17 P-14						
NOVEMBER							DECEMBER							JANUARY						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
			1	2	3	4						1	2		1	2	3	4	5	6
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12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
Days of Instruction: F - 18 P-16							Days of Instruction: F - 11 P-8							Days of Instruction: F - 21 P-17						
FEBRUARY							MARCH							APRIL						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
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18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28				25	26	27	28	29	30	31	29	30					
Days of Instruction: F - 18 P-14							Days of Instruction: F - 22 P-17							Days of Instruction: F - 16 P-13						
MAY							June							July						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
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20	21	22	23	24	25	6	17	18	19	20	21	22	23	15	16	17	18	19	20	21
27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28
Days of Instruction: F - 22 P-18							Days of Instruction: F - 21 P-16							Days of Instruction: F - 4 P-3						

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**DETACH AND RETURN THIS FORM TO STUDENT ACCOUNTS**



I \_\_\_\_\_

(Student name)

Have read the copy of the Student Handbook, I acknowledge the school's policies and regulations at the Career Academy of Cosmetology.

**Complaint Procedure**

I certify that I have been given in writing the complaint procedures for the San Joaquin County Office of Education ROC/P.      Initials \_\_\_\_\_

**Permission to feature, publish, photographs, or video**

I give permission to the San Joaquin County Office of Education ROC/P to feature, photograph and /or video for publication in print or other media.

Yes      Initials \_\_\_\_\_

No      Initials \_\_\_\_\_

By acknowledging receipt of this document, the student agrees to abide by the terms of this contract

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

\_\_\_\_\_  
San Joaquin County Office of Education

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date