

*Education is the key  
to success*

*Knox  
Beauty  
College*

320 E. Culver Rd.  
Knox, IN 46534  
574-772-5500  
<http://www.kbc.edu>

SCHOOL CATALOG  
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## TABLE OF CONTENTS

The School and Ownership .....	2
Administration and Staff .....	2
School and Affiliation memberships .....	3
School Objective .....	3
Cosmetology .....	4
Cosmetology Instructor .....	4
Admission Requirements .....	4
Registration .....	5
Enrollment .....	5
Enrollment Fee .....	5
Requirements .....	5
Placement Service .....	6
Refund Policy—Notice of Cancellation .....	6
Curriculum .....	8
Schedule .....	11
Graduation Requirements .....	12
Certificates – Diplomas .....	12
Uniforms .....	12
Grading-Records .....	12
State Examination .....	14
Non-Discrimination Clause .....	14
School Holidays .....	14
Rules and Regulations of the School .....	14
Facilities of the School .....	15
Tuition Costs .....	16
Conditions of Payment .....	16
Financial Aid .....	16
Career Opportunities .....	17
Cosmetology Course Outline .....	18
Cosmetology Instructor Course Outline .....	22
Title IX .....	25
School Policy – Cosmetology Student .....	Appendix A
School Policy – Cosmetology Instructor Student .....	Appendix AA
Formal Complaint Procedure .....	Appendix B

## **THE SCHOOL AND OWNERSHIP**

Taylor Institute of Cosmetology II, LLC d/b/a Knox Beauty College is owned by Melanie Taylor, Sydney Taylor and John Taylor. This corporation was formed when the school was purchased from Loretta Rowe and Toni Palm, who have each devoted many years to the Cosmetology profession.

Melanie and Sydney both graduated from Knox Beauty College to obtain their Cosmetology and Instructor's licenses. They share a passion for the Cosmetology industry and sharing their knowledge with the students. They enjoy nurturing the creative, everchanging and professional environment of cosmetology to inspire students to grow to their full potential.

With the combined knowledge of both, their desire is to adequately prepare students for their future careers as Cosmetologists and Cosmetology Instructors.

## **ADMINISTRATION AND STAFF**

MELANIE TAYLOR.....Director/Instructor

SYDNEY TAYLOR.....Title IX Coordinator/Instructor

TONI PALM.....Financial Aid Administrator/Instructor

TIFFANY FRIEDLUND.....Instructor

We dedicate this catalog to Cindy (Matter) Montgomery, Loretta Rowe and Toni Palm, whose dedication to the Cosmetology profession and Knox Beauty College has and always will be our inspiration to provide a quality education to our students.

## **SCHOOL AND AFFILIATION MEMBERSHIPS**

Knox Beauty College prides itself on being a school that has a Cosmetology program flexible enough to allow for individual student attention and accountability under excellent supervised training. This, together with a program that is continuously expanding and rearranging itself to keep up with the demands of a quality educational institution, gives our students the opportunity to be adequately prepared for an outstanding career in the field of Cosmetology.

Knox Beauty College is approved and licensed by the Indiana Professional Licensing Agency and nationally accredited by the National Accrediting Commission of Career Arts and Sciences.

Indiana Professional Licensing Agency  
Indiana Government Center  
402 W. Washington St., Room W072  
Indianapolis, IN 46204-2700  
(317) 232-2980

NACCAS  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600

## **SCHOOL OBJECTIVE**

The mission of Knox Beauty College is to train Cosmetology students and Cosmetology Instructor Students in the theory and practical aspects of Cosmetology or Cosmetology Instructor training in order to pass the licensing exam and become a licensed Cosmetologist or Cosmetology Instructor. To teach the qualities and professionalism needed to become a Cosmetologist or Cosmetology Instructor, as well as training Cosmetology Instructors so they are capable of effectively training prosperous Cosmetology students.

## **COSMETOLOGY**

Cosmetology includes segments in cutting, styling, perming, coloring, as well as manicuring, pedicuring, facials, etc. Upon licensure as a Cosmetologist, employment by a salon is possible.

### **ADMISSION REQUIREMENTS FOR REGULAR COSMETOLOGY STUDENTS (including transfer students)**

1. Verification of High School Education in the form of a high school diploma or the equivalent, transcript showing high school completion, homeschool completion or a GED. We may require direct verification to evaluate the validity of the applicant's diploma, transcript, homeschool completion or GED through direct contact with applicant's high school or entity that issued the document regarding completion of secondary school education or the equivalent, verification concerning homeschooling or GED, requesting formal verification by direct documentation and that the issuing institution is a valid entity as verified by the state in which it was issued. Foreign high school diplomas must be translated and evaluated by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
2. Pass pre-admission exam.
3. There are no vaccination requirements.
4. Transfer students must provide academic transcripts including hours, grades, and progress marks. All will be accepted and applied provided they meet the minimum (such as test scores) required by Knox Beauty College.
5. Withdrawn students are allowed to re-enter the program

## **COSMETOLOGY INSTRUCTOR**

The Cosmetology Instructor program includes review of the Cosmetology curriculum, an introduction to teaching, course outline and development, Indiana Law, and actual practice in teaching. Upon licensure as an Instructor, employment by a Cosmetology school is possible.

### **ADMISSION REQUIREMENTS FOR COSMETOLOGY INSTRUCTOR STUDENTS (including transfer students)**

1. Verification of High School Education in the form of a high school diploma, transcript showing high school completion, homeschool completion or a GED. See admission requirements No. 1 above.
2. Cosmetology License.
3. Pass pre-admission exam.
4. There are no vaccination requirements.

5. Transfer students must provide academic transcripts including hours and grades. All will be accepted and applied provided they meet the minimum (such as test scores) required by Knox Beauty College.
6. Withdrawn students may be allowed to re-enter the program.

## **REGISTRATION**

Registration may be made for entry to the Knox Beauty College by contacting the office or telephoning for an appointment.

## **ENROLLMENT**

Cosmetology classes are started five times per year: February, April, June, September, and November. Cosmetology Instructor classes will be started on an individual basis once or twice a year. Cosmetology classes can be completed within ten months and the Cosmetology Instructor classes can be completed with seven months. You are then ready to use your acquired knowledge and skill in a very lucrative and interesting profession.

## **ENROLLMENT FEE**

Knox Beauty College requires a \$100.00 enrollment fee prior to starting class. If the student must be dropped from the College for any reason, an additional charge of \$100.00 will be made to the College for re-enrollment.

## **REQUIREMENTS**

1. Cosmetology:  
Successful completion of at least 1500 hours of training as follows:  
Basic Period.....0 – 200 Hours  
Junior Period.....200 – 900 Hours  
Senior Period.....900 – 1500 Hours  
  
Cosmetology Instructor:  
Successful completion of at least 1000 hours of training.
2. All examinations and practical class hours in each subject must be completed.
3. All financial obligations to the School must be discharged prior to graduation.

## **PLACEMENT SERVICE**

While it is unlawful to guarantee employment, we do assist graduates in their efforts to seek employment. Information on employment opportunities are posted in the student lounge on the bulletin board. Students requesting assistance should inform an instructor, who will document the request on an assistance request list. These students will be notified of new employment opportunities.

## **REFUND POLICY—NOTICE OF CANCELLATION**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENTAGE OF ENROLLMENT TIME TO TO- TAL TIME OF COURSE	AMOUNT OF TOTAL TUITION SCHOOL SHALL RECEIVE OR RETAIN
0.01% to 4.9%	20%
5% up to 9.9%	30%
10% up to 14.9%	40%
15% up to 24.9%	45%
25% up to 49.9%	70%
50% and over	100%

9. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school must make arrangements for students by either a pro rata refund of tuition to the student OR participate in a Teach-Out-Agreement. If the course is canceled subsequent to a student's enrollment and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course and or program at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course and/or program



- OR Participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
10. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
  11. If a Title IV financial Aid recipient withdraws prior to course completion, a calculation for Return to Title IV funds will be completed and any applicable returns by the school shall be paid as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private, or institutional student financial assistance programs; and last to the student. After all applicable Returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payment of Title IV aid, he/she may be required to refund the aid to the applicable program.

## **CURRICULUM**

### **COSMETOLOGY**

The course in Cosmetology includes both scientific and artistic background. Within the 1500 hour course, the student will discover the reasons for the necessity in acquiring knowledge in all phases of personal development, sterilization and sanitation, as well as applying the science of Cosmetology which includes parts of the anatomy and physiology of an individual which is fundamental to the practice of artistic Cosmetology. The artistic segment of the course gives the student the opportunity to apply the student's academic background together with skills and techniques developed.

The following Cosmetology curriculum has been developed to give the student a solid foundation of the skills needed to become a professional Cosmetologist and fulfills the State of Indiana requirements.

A Drug Awareness Program is included in this curriculum as well.

In addition to the skills listed, you will gain experience and knowledge in salon management including buying and the use of supplies and sales techniques with customers. You will acquire the best techniques to develop your own personal grooming, to improve your personality and to increase your poise and self-assurance.

<u>Subject</u>	<u>Theory &amp; Demonstration Practice</u>	<u>Actual Practice</u>	<u>Total Hours</u>
Haircutting	100	175	275
Sanitation	40		40
Statute and Rules	10		10
Salesmanship	5	5	10
Management	10		10
Manicuring	5	25	30
Pedicuring	5	15	20
Hair Removal	5	10	15
Anatomy & Physiology	5		5
Skin	5		5
Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp Performances	10	10	20
Facials & Makeup	20	45	65
Hair coloring	40	150	190
Texture Services	70	250	320
Hairstyling	70	210	280
Discretionary Hours	<u>150</u>		<u>150</u>
<b>TOTALS</b>	<b>575</b>	<b>925</b>	<b>1500</b>

## CURRICULUM COSMETOLOGY INSTRUCTOR

The course in Cosmetology Instructor training includes both scientific and artistic background as well as teaching skills. Within the 1000 hour course, the student will discover the reasons for the necessity in acquiring knowledge in all phases of personal developments, as well as teaching the science of Cosmetology which includes parts of the anatomy and physiology of an individual which is fundamental to the practice of artistic Cosmetology.

This curriculum has been developed to give the student a solid foundation of the skills needed to become a professional Cosmetology Instructor and fulfill the State of Indiana Requirements.

A Drug Awareness Program is included in the curriculum as well.

<u>Subject</u>	<u>Theory &amp; Demonstration Practice</u>	<u>Actual Practice</u>	<u>Total Hours</u>
Orientation & Review of the Cosmetology Curriculum	50	100	150
Introduction to Teaching	60		60
Course Outline & Development	160	170	330
School Administration	30	20	50
Assisting in the Clinic & Theory Classroom		150	150
Practice Teaching in the Clinic & Theory Classroom		260	260
<b>TOTAL</b>	<b>300</b>	<b>700</b>	<b>1000</b>

## **COSMETOLOGY SCHEDULE**

### **FULL TIME**

(36 hours per week)

Tuesday through Friday, school will start promptly at 8:30am, ending at 4:00pm. Saturdays will begin at 8:00am until 4:30pm.

8:30 – 9:30 ..... Theory  
9:30 – 12:00 ..... Clinic & Practical Classes  
12:00 – 12:30 ..... Lunch  
12:30 – 3:45 ..... Clinic & Practical Classes  
3:45 – 4:00 ..... Sanitation

### **PART TIME**

(20 hours per week)

Tuesday through Friday, 8:30am-12:30pm, and Saturday 8:00am-12:00pm. (Variations of this schedule may be permitted on a case-by-case basis with a minimum 20 hours per week attendance.)

\*Practice work may be done on patrons, fellow students, or mannequins.

## **COSMETOLOGY INSTRUCTOR SCHEDULE**

### **FULL TIME**

(36 hours per week)

Tuesday through Friday, school will start promptly at 8:30am, ending at 4:00pm. Saturdays will begin at 8:00am until 4:30pm.

2 1/2 hours each day in theory and demonstration

4 1/2 hours each day in actual practice

### **PART TIME**

(20 hours per week)

Tuesday through Friday, 8:30am-12:30pm, and Saturday, 8:00am-12:00pm. (Variations of this schedule may be permitted on a case-by-case basis with a minimum 20 hours per week attendance.)

## GRADUATION REQUIREMENTS

1. COSMETOLOGY – successfully complete 1500 hours in training plus complete required number of projects in the progress book.  
COSMETOLOGY INSTRUCTOR – successfully complete 1000 hours in training
2. Pass all exams with an 85% or above.
3. Cosmetology – pass final written exam – 85%, pass final practical exam – 75%
4. All fees due the college must be paid in full.
5. Pass State Written exam—75%

## CERTIFICATES – DIPLOMAS

Upon completion of the prepared course of study, each student is awarded a diploma, certifying to the fact that the School's requirements have been met.

## UNIFORMS

Cosmetology students must furnish their own uniforms and shoes. Uniforms are black scrub pants and black top, no print or logo, plain black. Shoes must be white vinyl or leather. Black smocks will be provided by the college. Jackets/sweaters must be all black with no print or logo.

Student instructors are not required to wear uniforms; however, they must provide their own dress clothing.

## GRADING—RECORDS

### GRADING SCALE (both written and practical)

95—100.....	Excellent
90—94.....	Very Good
85—89.....	Fair
84 and below.....	Fail

(Exceptions: 75% is considered a passing score on both the final practical exam and State written exam)

All academic records are the property of the Indiana Professional Licensing Agency and are kept in the office. All records, academic and financial aid are maintained for a period of six (6) years. Students or parents/guardians, if student is a dependent minor, have access to these files but only under instructor supervision.

Information will be released to NACCAS when necessary for the accreditation process or for a directive of the NACCAS commission. All other requests for student information from a third party must be in writing. Upon receiving a request, students will be required to sign a release statement to authorize release of information which is explained on said release statement. All information released to the third party will also be provided to the student. Parents or guardians are afforded the same rights in the event the student is a dependent minor.

## **STUDENT PERSONNEL SERVICES**

1. Students are counseled, throughout the course, regarding their achievements and problems.
2. The School assesses: Grooming; personal habits; social behavior and interpersonal relationships; counsels students regarding these matters on a regular basis.
3. School gives assistance in obtaining employment without charge.
4. This School takes an annual survey of its graduates to determine their success in this field and if School's instruction was sufficient.
5. Student's records include notes and information regarding counseling provided.
6. Transcripts of work completed are provided upon request.

## **STATE EXAMINATION**

To qualify for the state written exam, the student must pass their final written and practical exams at the college, and all fees due the college must be paid in full. When the qualification requirements are met, the student will be given the information required for scheduling their state exam with Pearson VUE. Upon successful completion of the state written exam, the student must return to the college with their document of successful completion. The student will be given the final paperwork to obtain their state license when all graduation requirements are completed.

## **NON-DISCRIMINATION CLAUSE**

Knox Beauty College does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion.

## **SCHOOL HOLIDAYS**

Fourth of July	Christmas Eve, Christmas Day
Thanksgiving Day	Day after Christmas
Fall Break (October)	New Year's Day

**Any emergency closings will be announced on  
WNDU and our Face Book page.**

## **RULES AND REGULATIONS OF THE SCHOOL**

1. Standard approved textbooks and equipment may be obtained through the School office. No borrowing of such materials will be tolerated.
2. Students will be responsible for their own equipment and personal property.
3. A late student must report to the office before attending class.

4. Absence from class without permission is not permitted.
5. Absence due to sickness must be proven by a Doctor's excuse.
6. Silence is to be observed in the classroom. Unnecessary conversation or noise will not be allowed.
7. Students must obey all rules of personal hygiene, sanitation, and sterilization while in school.
8. Students wearing soiled uniforms will not be allowed in the classroom.
9. Telephone calls, except for emergencies, are not permitted while in school. Cell phones are to be turned off and are not to be used inside the school.
10. Students are not permitted to gossip or create discord.

At the discretion of the Director, these rules may be changed and subsequently posted on the bulletin board.

## **FACILITIES OF THE SCHOOL**

Our facilities contain 5,120 square feet plus a large parking area. As required by the Indiana Professional Licensing Agency, our School has more than adequate floor space for a clinical practice area equipped with modern facilities, a theory room, a dispensary and reception area, a locker area, a student lounge and restrooms.

There are forty-eight stations, five dryers, five shampoo bowls, three facial chairs, ample lockers, twelve school mannequins, wet and dry sterilizers, three manicure tables, Three pedicure units, visual aids, hairstyling books, setting patterns and textbooks. Each Cosmetology student has their own blow dryer or hand dryer, curling iron and mannequin. The school is equipped with climate control heat and air conditioning.



## **TUITION COSTS BASIC COSMETOLOGY COURSE**

Tuition.....	\$10,190.00
Books/printed material.....	310.00
Equipment.....	650.00
Enrollment Fee.....	100.00
TOTAL .....	\$11,250.00

## **TUITION COSTS COSMETOLOGY INSTRUCTOR COURSE**

Tuition.....	\$3,600.00
Books/printed material.....	590.00
Enrollment Fee.....	100.00
TOTAL .....	\$4,290.00

### **TRANSFER STUDENTS:**

Upon receipt of academic transcripts, it will be determined the hours required to complete graduation requirements. The charges will be \$6.50 per hour, \$100 enrollment fee, and books & equipment if needed.

### **ADDITIONAL COSTS:**

If a student must attend for additional instruction beyond the completion date of contract in order to achieve graduation requirements, this additional instruction will be provided at a cost of \$6.50 per hour.

## **CONDITIONS OF PAYMENT**

The course fee may be paid in full at the time of enrollment and prior to entering class. We require \$800.00 for the initial enrollment fee and deposit. Monthly payments are then made to pay the balance. Acceptable payment methods are cash, money order, check, and Title IV.

## **FINANCIAL AID**

Financial Aid is available for students who qualify. Appointments for financial aid workups are available upon request.

## **CAREER OPPORTUNITIES**

Specialist/Technician

Management

Instructor

Electrologist training

State Board Member

Sales Representative

Platform Artist  
and  
Various Positions

*How fortunate is the man  
who, in his life, finds  
people, ideals and causes  
for which he can  
gladly and completely  
give of himself.*

## COSMETOLOGY COURSE OUTLINE

Instructors: Ms. Sydney Taylor, Ms Melanie Taylor, and Ms. Toni Palm

Text: Milady's Standard Cosmetology  
Milady/s Standard Foundations  
Milady's Standard Cosmetology Exam Prep

### Course Description:

This course trains students to become professional and efficient Cosmetologists. This training includes: Hairstyling, Haircoloring, Permanent Waving, Haircutting, Manicuring, Pedicuring, Skin Care and Make-up. Related theories are taught along with Sanitation, Anatomy, Physiology, Law, Management, Salesmanship, and various other science related subjects giving the student a thorough knowledge of the profession.

### Course Goals:

1. Train students so they may pass State Board
2. To teach students knowledge in all theory aspects of Cosmetology
3. To teach students knowledge in all practical aspects of Cosmetology
4. To train efficient Cosmetologists capable of developing a prosperous career

### Course Format:

#### Tuesday—Friday

8:30-9:30—Theory (Exam on Friday)  
9:30-12:00—Clinic  
12:00-12:30—Lunch  
12:30-1:00—Study time  
1:00-3:45—Clinic  
3:45-4:00—Sanitation

#### Saturday

8:00-12:00—Clinic  
12:00-12:30—Lunch  
12:30-4:15—Clinic  
4:15-4:30—Sanitation

### Teaching Methods Used:

1. Lecture Method
2. Question and Answer Method
3. Study Questions
4. Outlines
5. Demonstration Method
6. Video Tape Method

### Grading Scale:

95-100—Excellent  
90-94—Very Good  
85-89—Fair  
84 and below—Fail

(Exceptions: 75% is considered a passing score on both the final practical exam and state written exam)

Unit Outline:

- I. Basics
  - A. Hairstyling—70 hours ( T & D) and 210 hours (S & P)
    - 1. Hairstyling
    - 2. Principles of Hair Design
    - 3. Braiding and Braid Extension (Junior theory)
  - B. Chemical Texture Services—70 hours ( T & D) and 250 hours (S & P)
    - 1. Chemical Texture Services I
    - 2. Chemical Texture Services II (Junior theory)
  - C. Hair Service Preparation and Scalp Performances—5 hours (T & D) and 40 hours (S & P)
  - D. Haircoloring—40 hours (T & D) and 150 hours (S & P)
    - 1. Haircolor I
    - 2. Haircolor II
  - E. Haircutting—100 hours (T & D) and 175 hours ( S & P)
- II. Junior
  - A. Infection Control—40 hours ( T & D)
  - B. Life Skills and Communicating for Success—150\* (T & D)
  - C. Professional Image and The Healthy Professional—150\* (T & D)
  - D. History and Career Opportunities—150\* (T & D)
  - E. Hair and Scalp Properties—5 hours (T & D)
  - F. Hair and Scalp Disorders and Diseases - included in Hair and Scalp Properties hours
  - G. Wigs and Hair Additions—150\* T & D)
  - H. Braiding and Braid Extensions
  - I. Thermal pressing and Chemical Texture Services II
  - J. Hair Removal—5 hours (T & D) and 10 hours (S & P)
  - K. Facials Part I—20 hours (T & D) and 45 hours (S & P)
  - L. Facials Part II—included in Facials Part I hours
  - M. Manicuring—5 hours (T & D) and 25 hours (S & P); and Pedicuring - 5 hours (T & D) and 15 hours (S & P)
  - N. Advanced Nail Techniques—included in Manicuring hours
- III. Senior
  - A. Anatomy and Physiology—5 hours (T & D)
    - 1. General Anatomy and Physiology
    - 2. Skeletal System
    - 3. Muscular System
    - 4. Other Systems (Nervous, Circulatory, Lymphatic, Integumentary, Endocrine)
  - B. Skin Structure and Growth—5 hours (T & D)
  - C. Skin Disorders and Diseases—included in Skin Structure and Growth hours
  - D. Nail Structure and Growth—150\*
  - E. Nail Disorders and Diseases—150\*
  - F. Chemistry and Chemical Safety—10 hours (T & D)
  - G. Electricity and Electrical Safety—5 hours (T & D)
  - H. Career Planning

- I. On the Job—5 hours (T & D) and 5 hours (S & P); (Includes payroll Deductions)
- J. The Beauty Business—10 hours (T & D)
- K. Indiana Law (Statutes and Rules)\*\* - 10 hours (T & D)

\*Indicates discretionary hours which are divided as needed among the various theories. T & D—theory and demonstration; S & P—sanitation and practice

\*\*The State Board of Cosmetology Examiners, Licensure Laws and Regulations, may be accessed on the following website: [222.in.gov/pla](http://222.in.gov/pla)

Course Evaluation:

Students are graded weekly on a percentage system for theory with 85% or above a passing score.

Students are shown test scores immediately and are reviewed on areas they are lacking in.

Students are evaluated at the end of Basics for practical exams with 85% or above a passing score.

Students take a written and practical pre-state upon completion of the course with 85% minimum on the written and 75% minimum on the practical.

Attendance:

Students are given an extra one and one-half to two weeks for minor illnesses and emergencies.

Pre-arranged leave, death in the immediate family, and Dr. excused absences are all excused time.

Students continually absent without cause or excuse are given a 1-day suspension.

Second offense—3-day suspension

Third offense—5-day suspension

Fourth offense—Termination

References:

Cosmetology The Keystone Guide to Beauty Culture—Keystone

Lectures in Hair Structure and Chemistry for Cosmetology Teachers—

Milady

Human Anatomy Made Simple—Doubleday and Company, Inc.

Shear Artistry—Flavio Bisignano

The Professional Cosmetologist—West Publishing Company

Clairol Professional encyclopedia of Haircoloring—Clairol

Common Skin Diseases Diagnosis and Treatment—Grune and Stratton,

Incorporated

Successful Salon Management for Cosmetology Students—Milady

How to Blow Style—Milady

Abridged Cosmetology Dictionary—Clairol, Incorporated

Down the Shampoo Bowl—MKM Press

An Introduction to Science and Hygiene for Hairdressers—Kilgour and McGarry

A Consumer's Dictionary of Cosmetic Ingredients—Milady  
Reach Out for Students—Helene Curtis Industries, Inc.  
Standard Textbook for Professional Estheticians—Milady  
Milady's 1998-1999 Guide to Cosmetology Licensing  
Cosmetic Electricity—Minnie Snelson  
The Art and Science of Manicuring—Milady  
Milady Illustrated Cosmetology Dictionary—Milady  
Scientific Approach to Hair Design—Pivot Point International  
The Anatomy Coloring Book—Harper & Row, Publishers  
Competition Styling Bray—Pivot Point International  
Numerous Hair Styling Books

## **COSMETOLOGY INSTRUCTOR COURSE OUTLINE**

Instructors: Ms. Melanie Taylor, Ms. Sydney Taylor, and Ms. Toni Palm

**Texts:**

Milady's Professional Educator Book  
Milady's Professional Educator Exam Review

**Course Description:**

This course trains licensed Cosmetologists to become professional and efficient Cosmetology Instructors.

This training includes: Review of the Cosmetology Curriculum, Basic Teaching Skills for Career Education Instruction, Indiana Law, and actual practice in teaching.

**Course Goals:**

1. Train Cosmetology Instructors so they may pass their state exam.
2. Teach the qualities and professionalism needed to become an instructor.
3. Train these instructors so they are capable of effectively training prosperous Cosmetology students.

**Course Format:**

7 hours of attendance (Tuesday thru Friday: 8:30am-4:00pm)  
8 hours of attendance (Saturday: 8:00am-4:30pm)

2-3 hours each day in theory and demonstration  
4-6 hours each day in actual practice  
1/2 hour lunch (off the clock)

**Teaching Methods Used:**

1. Lecture Method
2. Question and Answer Method
3. Exam Review
4. Outlines
5. Demonstration Method

**Grading Scale:**

95-100—Excellent  
90-94—Very Good  
85-89—Fair  
84 and Below—Fail

(Exceptions: 75% is considered a passing score on the state written exam)

**Unit Outline:**

- I. Orientation and Review of the Pertinent Curriculum—50 hours (T & D) and 100 hours (P)
- II. Introduction to Teaching—60 hours (T & D)
  - A. The Professional Educator
  - B. Study and Testing Skills

- C. Learner Characteristics and Learning Principles
  - D. Methods of Teaching and Learning
  - E. Communicating Confidently
  - F. Effective Presentations
  - G. Classroom Management and Supervision
  - H. Challenges to Learning
  - I. Employment Preparation and Business Fundamentals
  - J. Evaluating Professional Performance
  - III. Course Outline and Development—160 hours (T & FD) and 170 hours (P)
    - A. Lesson planning
    - B. Educational Aids and Technology
    - C. Assessing Progress and Advising Students
    - D. Success Strategies for Students
    - E. The Student Salon
    - F. Learning Is a Laughing Matter
    - G. Student Retention
    - H. Teams at Work
  - IV. School Administration—30 hours (T & D) and 20 hours (P)
    - A. Record keeping
    - B. Law and rules
  - V. Teaching
    - A. Assisting in the Clinic and Theory Classrooms—150 hours (P)
    - B. Practice Teaching in the Clinic and Theory Classrooms—260 hours (P)
- T & D—theory and demonstration; P—practice

\*\*The State Board of Cosmetology Examiners, Licensure Laws and Regulations, may be accessed on the following website: [www.in.gov/pla](http://www.in.gov/pla)

**Course Evaluation:**

Grades are given with 85% or above a passing score. Scores will be shown immediately and review of insufficient areas as well as additional instruction when necessary.

**Attendance:**

An extra 1 1/2 to 2 weeks will be given on contracted time for minor illnesses and emergencies.

Pre-arranged leave, death in the immediate family, and Dr. Excused absences are all excused time.

Students continually absent without cause or excuse are given a 1-day suspension.

Second offense—3-day suspension

Third offense—5-day suspension

Fourth offense—Termination

**References:**

- Cosmetology the Keystone Guide to Beauty Culture—Keystone
- Lectures in Hair Structure and Chemistry for Cosmetology Teachers—Milady



Human Anatomy Made Simple—Doubleday and Company, Inc.  
Shear Artistry—Flavio Bisignano  
The Professional Cosmetologist—West Publishing Company  
Clairol Professional Encyclopedia of Hair Coloring—Clairol  
Common Skin Diseases Diagnosis and Treatment—Gruen and Stratton,  
Incorporated  
Successful Salon Management for Cosmetology Students—Milady  
How to Blow Style—Milady  
Abridged Cosmetology Dictionary—Clairol, Incorporated  
Down the Shampoo Bowl—MKM Press  
An Introduction to Science and Hygiene for Hairdressers—Kilgour and  
McGarry  
A Consumer's Dictionary of Cosmetic Ingredients—Milady  
Reach Out for Students—Helene Curtis Industries, Inc.  
Standard Textbook for Professional Estheticians—Milady  
Milady's 1998-1999 Guide to Cosmetology Licensing—Milady  
Cosmetic Electricity—Minnie Snelson  
The Art and Science of Manicuring—Milady  
Milady Illustrated Cosmetology Dictionary—Milady  
Scientific Approach to Hair Design—Pivot Point International  
The Anatomy Color Book—Harper & Row, Publishers  
Competition Styling Bray—Pivot Point International

## **TITLE IX**

Sydney Taylor — Title IX Coordinator, Instructor

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### **Statement of Policy**

The policy of Knox Beauty College is to provide equal opportunity in education and employment and not discriminate on the basis of sex, sexual orientation, gender identity, part- or full-time status, disability, race, national origin, color, age, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types) and violence.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: The inappropriate introduction of sexual activities or comments into the work or learning situation, the creation of relationships of unequal power and/or elements of coercion, such as requests for sexual favors as a criterion for granting work, study, or grading benefits. Sexual harassment may also involve relationships among peers of repeated sexual advances or demeaning verbal behavior resulting in a harmful effect on a person's ability to study or work in the academic setting. In addition, third parties may submit claims if a sexual relationship unfairly confers preferential treatment to participant(s) in the relationship.

### **Procedure for Discrimination and Sexual Harassment Complaints**

(1) Any student or employee who believes that he or she has been the subject of discrimination or sexual harassment, should report the incident or incidents to the Title IX Coordinator, hereafter referred to as the coordinator. If the complaint is against that official, the complainant should report the matter to Toni Palm. The

College encourages the timely reporting of any incident(s) of discrimination or sexual harassment.

The coordinator may be reached by mail, phone, or email (provided on page 19)

(2) All reports of incident(s) made to other personnel will be forwarded to the coordinator for coordination and a determination on how to process the complaint..

(3) The student or employee who files a complaint alleging discrimination or sexual harassment (the complainant) may submit a brief written statement of allegations to the coordinator. If the complainant does not submit a written statement, the coordinator shall prepare a statement of fact which is approved by the complainant. That statement will be forwarded as well to the subject of the complaint, who may choose to submit a response.

(4) The coordinator shall conduct a thorough investigation. The investigation shall include, but is not limited to providing the complainant and the respondent the opportunity to state their positions equally, interviewing witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally thirty days. The investigation may include a hearing to determine whether conduct occurred, but is not a requirement.

(5) At the conclusion of the investigation the coordinator shall set forth his or her findings and recommendations in writing.

(6) If the coordinator determines that disciplinary action should be instituted against an employee, the applicable provisions of employee rights and responsibilities shall be followed. These provisions include but are not limited to, state and federal constitutional and statutory provisions, rules Washington office of financial management, and college policies.

(7) If the coordinator determines that disciplinary action should be instituted against a student, the applicable provisions of the college student code shall be followed.

(8) If the coordinator determines that disciplinary action is not appropriate and the complainant disagrees, the complainant may appeal, in writing, to Toni Palm.

(9) The procedures regarding complaints of discrimination shall be published and distributed as determined by the coordinator. Any person who believes he or she has been subjected to sexual harassment will be provided a copy of this policy and procedure.

(10) Any student or employee has the right to have their name withheld on any published document to preserve their privacy.

**Non-Retaliation, Intimidation and Coercion**

Retaliation by, for or against any participant (complainant, respondent, or witness) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation dealing with harassment/

discrimination is prohibited and is conduct subject to discipline. Any person who thinks he/she has been the victim of retaliation should contact the coordinator immediately.

#### Disciplinary Process

The Knox Beauty College disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators and hearing board members are trained on the issues related to domestic violence, dating violence, sexual assault, and stalking, and taught how to conduct an investigation and hearing process that protects the safety of the complainant and promotes accountability. The process provides:

The complainant and the respondent each have the opportunity to be advised by an advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing.

The complainant and the respondent will be notified in writing of the outcome and results of any disciplinary proceedings.

The complainant and the respondent each have the right to appeal the outcome of the hearing and will be notified in writing of the final outcome after the appeal is resolved.

#### Sanctions

Knox Beauty College may impose sanctions on the respondent following a final determination of disciplinary procedures for sexual assault, dating violence, domestic violence, or stalking.

Possible sanctions range from educational outcomes to suspension or expulsion from Knox Beauty College.

Employees may be subject to discipline, up to and including termination of employment.

Sexual assault, domestic violence, dating violence, and stalking may be found to be criminal acts which may also subject the respondent to criminal and civil penalties under federal and state law.

#### Protective Measures

Knox Beauty College can provide protective measures for the complainant in the form of changes in academic counseling, and no contact orders.

Knox Beauty College recognizes all valid orders of protection, no contact orders, restraining orders, or similar lawful orders. If you have a valid order, please inform Knox Beauty College to receive appropriate services. To learn more about protection orders contact the Indiana Coalition Against Domestic Violence (ICADV) hotline at 1-800-332-7385.

**Additional information and statistics are available upon request.**