
BALTIMORE STUDIO OF HAIR DESIGN
SCHOOL OF COSMETOLOGY

318 NORTH HOWARD STREET
BALTIMORE, MARYLAND 21201
www.BaltimoreStudio.com



**STUDENT HANDBOOK
SUPPLEMENT**

CATALOG SUPPLEMENT

VOLUME I NUMBER XX

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Certified true and correct as to content and policy.”

BALTIMORE STUDIO OF HAIR DESIGN
318 North Howard Street
Baltimore, Maryland 21201

Maxine Sisserman *2/1/2022*

Maxine Sisserman, Administrator

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ADMISSIONS ENROLLMENT, BUSINESS MANAGER Samara Sisserman

SR. RECEPTIONIST/SCHOOL STORE RECEPTIONIST Parthenar Nelson

ENROLLMENT FEE - STUDENT KIT AND TUITION ADDITIONAL EXPENSE

The fees for tuition, enrollment, student kit, book, lab jacket, t-shirt and activity fees represent the total funds to be paid by the student.

Each student shall be supplied with a student kit, the cost of which shall be non-refundable. Replacement of lost, stolen, misplaced, used, or broken items shall be the responsibility of the individual student. This applies to the book also.

In addition, each student is required to purchase the required uniform and shoes in those courses where the uniform is not included in the course cost, as well as notebook(s), pen and pencils, small luggage lock(s), and pay the license examination fee to the State Board of Cosmetologists upon completion of the course.

TUITION 02/2022

Cosmetology/Operator Course of Study 1500 Hours of Instruction

Tuition Fee	\$19,500.00
Enrollment Fee	\$ 150.00
*Student Kit and Books	\$ 1,400.00
Lab Jacket, Tshirt & Sweatshirt	\$ 65.00
Total	\$21,115.00
Deposit Required	\$ 1,615.00
Balance	\$19,500.00

*In lieu of Student Kit, and Book Fees, student may purchase their own kit, and book on the open market as long as it conforms to School standards.

METHOD OF PAYMENTS

Upon enrollment, the tuition and all fees are due and payable in full. However, at the School's option, a student may pay the enrollment fee (*\$150.00 for Cosmetology/Operator Course*) and a down payment of \$1615.00 (*kit, book, fee*). The balance which is the tuition fee would be divided up into equal monthly payments of the number of months that the student is contracted for, until the balance is paid in full (prior to graduation or contract ending date). Method of payment accepted included cash, check, credit card, and money order.

The School reserves the right to amend or modify, add or delete any Rules and Operating Policies.

1. **SCHOOL OPERATING HOURS.**

Full Time Day Hours	9:00 AM to 5:00 PM	Monday through Friday
Part Time Day Hours	9:00 AM to 1:00 PM	Monday through Friday

STUDENTS ARE TO SIGN IN UPON ARRIVAL:

Students will **NOT** be allowed into Day School **after 10:00 AM.**

2. **THEORY CLASSES.** Theory class for the entire day student body begins **PROMPTLY** at 9:00 A.M. There is a 10 minute grace period. Any student arriving at School after 9:10 A.M. **WILL NOT** be permitted in theory class and will not be permitted to begin any class until 10:00 A.M.

3. **ABSENTEEISM NOTIFICATION.** If a student is going to be absent from day session, he/she must call and notify the School office between 8:30 A.M. and 9:00 A.M.

4. **DOCUMENTATION FOR ABSENTEEISM RECOMMENDED.** Absences due to illness, Doctor's appointments, court dates, death or any valid excused absence should be documented by doctor's slip, court papers, funeral director's slip, etc.

5. **EXCESSIVE/CONTINUAL ABSENCES.** Regular attendance is encouraged at all times. Continual and excessive absences will be counseled and if continued, the student will be placed on probation. (See *Satisfactory Progress Policy* for detailed information.)

6. **TARDINESS/LATENESS/EARLY DEPARTURE.** In case of extreme tardiness or lateness by the student, the School has the right to dismiss the student for the remainder of the day. Continual tardiness, lateness or early departures will not be tolerated. Students will be advised when excess lateness, tardiness and leaving early occurs.

7. **SCHOOL ILLNESS/INJURY.** Students that are too ill/injured to perform services or duties will be dismissed for the day.

8. **STUDENT KITS/EQUIPMENT/UNIFORMS.** Students are required to come to School prepared with their kits and all supplies needed for their assigned tasks as well as dressed in the proper uniform and shoes. If the student is unprepared and/or is not in proper uniform, the student will be dismissed for the day. Proper uniform is solid black or white scrubs with solid black or pants with solid black or white closed toe shoes. All head coverings such as scarves, bandanas, headbands, hats, etc. are prohibited. Students must wear student identification badge with picture. Student kits shall be complete and maintained in a sanitized state of readiness at all times. Each student is responsible for his/her equipment, supplies, books, kit materials and personal property.

The School will not be responsible for lost or stolen equipment or personal property. Students are NOT to borrow equipment or supplies from other students.

9. **MAKE UP TIME/WORK.** There is time built into the contracted period of time for make-up time and work assignments to be completed. Students are to check with their instructors for class schedules for the week for any make-up work that needs to be made-up.

10. **DRUGS/ALCOHOL.** The use of illegal drugs and alcohol in any form during the School day is grounds for dismissal and/or suspension. This includes coming into the School under the influence of illegal drugs or alcohol. See Drug-Free Workplace/School statement.

11. **TUITION.** Tuition payments are to be made on a regular basis for those who are making installment payments. Any change from payment arrangements made at contract time, must be taken up with the Financial Aid Office. Overdue payments may be cause for interruption of training.
12. **SIGN IN/SIGN OUT.** All students are to sign in and sign out, on the hour, on a daily basis. This is your responsibility. No student will be allowed to sign another student's name to the Sign In Sheet.
13. **CONDUCT.** Smoking, eating, gum chewing or drinking beverages on the Laboratory/Clinic Floor or in the Junior Room is prohibited. Profanity and disruptive behavior will not be tolerated and will be cause for dismissal from School for the day. Recurrences may result in suspension, probation and possible termination.
14. **COOPERATION.** All students are required to cooperate with the teaching staff. Failure to do so will result in dismissal for the day. Recurrences may result in suspension, probation and possible termination.
15. **STATIONS/WORK AREAS.** Each student is responsible for cleaning his/her work area/station. Each student shall assist on a daily basis in keeping the premises clean and orderly at all times.
16. **SANITATION.** Students shall observe all rules of sanitation and personal hygiene while in School.
17. **ENTRANCE AND EXIT.** Students are to enter and exit the building by the front main entrance **ONLY**. Fire exits are to be used only in case of emergencies.
18. **LUNCH PERIOD/LUNCH ROOM.** Lunch period is one hour. Junior Room students are to follow schedule. Senior students lunch periods will be assigned based on clinic activities. All in-house food is to be eaten in the lunch room **ONLY**. Each student is responsible for removing his/her rubbish and placing it in the trash container. Each student is responsible for keeping the lunch room premises clean and orderly at all times. The lobby is not to be used by students for breaks, lunch or loitering.
19. **TELEPHONES/VISITORS.** Personal use of School telephones, except for emergencies, is prohibited during School hours. Visitors are prohibited during school hours.
20. **TEACHER ASSISTANCE/WORK ASSIGNMENTS.** Students who are unsure or uncertain about a service, an assignment, or a procedure, shall seek teacher assistance only. Refusing a work assignment is an automatic dismissal for the day (whether clinic/lab or classroom assignments). Repeated offenses may result in suspension, probation and/or termination from the School.
21. **SCHOOL OFFICES.** No one is allowed in the School offices without permission or a teacher being present.
22. **SCHOOL SUPPLIES.** Any student using School supplies for personal use will be charged and billed accordingly.
23. **SCHOOL PROPERTY.** Any student damaging, stealing, or defacing the School or School property will be terminated from School and prosecuted.
24. **SOLICITATION.** All solicitation in the School is prohibited. Solicitation of a patron for cosmetology services performed outside of School is prohibited.
25. **ABSENCES AND LEAVE.** A student may not be absent more than 14 consecutive days without notification to the school. However, IF the student notifies the school of her/his intent to return, the student **MUST** return within 30 days or be terminated. However, a leave of absence may be granted a student due to illness or any valid need. This must be done in writing. The student may re-enter at the same point of advancement previously attained prior to his/her leave. See additional information under Satisfactory Attendance Policy temporary Interruptions / Leave of absence policy.
26. **ADVISEMENT/STUDENT SERVICES.** Advising is provided to the student a minimum of three (3) times during their contracted course. This advising is done on an individual bases and includes, but not limited to, academic and practical advising. Career advising is provided to the student regarding interview, employment opportunities and marketable skills.

27. **STUDENT GRIEVANCE PROCEDURE.** All students are expected to do their utmost to help bring about and maintain harmony in the school. If school grievances arise they may be handled by informal discussion with your instructor. Together you should specifically define the problem and establish a joint objective in how it can be resolved. If the grievance can not be resolved to the students satisfaction, either the student or the instructor will refer the grievance to the Education Direct. The Education Director will meet with the student to attempt to resolve the issue and document the grievance and outcome in the student's file. If the grievance is not resolved at this level, the student must put the grievance *in writing* and present it to the Administrator where it will be reviewed by the Grievance Committee who will respond in writing. The Grievance Committee shall be comprised of the School Administrator, School Business Manager and Financial Aid Director. The student and the school will allow ten (10) school days at each step for resolving the grievance. If all attempts to resolve the grievance has been exhausted then the student may file a formal grievance with the Maryland Higher Education Commission, NACCAS, Maryland State Board of Cosmetology (reference page 1 of catalog for addresses).
28. **CRIME AWARENESS.** Students that observe or become aware of misconduct that leads or may lead to a misdeed or crime should advise their Instructor of the knowledge of such conduct and the Instructor will communicate the observance and/or knowledge of such act to the proper authorities.
29. **SMOKE FREE ENVIRONMENT.** Baltimore Studio of Hair Design maintains a smoke free environment. **No smoking** is permitted within any area of the School building.
30. **PROGRESS REPORTS.** Students will receive monthly progress reports which indicate progress in skill level and attendance.
31. **CELL PHONES, IPODS, EAR PIECES, HEAD PIECES, HEAD GEAR.** Cell phones, IPODS, ear pieces, head pieces, head gear - are NOT allowed in any training area, i.e. clinic and classrooms. These can only be used on authorized breaks and lunch time in the lunchroom or outside of the school. **DO NOT RETURN** to the clinic or classroom with these. They are to be put away so they are not a distraction in the training areas. They are to be turned off or on vibrate. Anything else will cause a distraction and students will be sent home for the day if they do not comply.
32. **NO GUNS, KNIVES OR WEAPONS PERMITTED ANYWHERE ON THE PREMISES.** Guns, knives, weapons or anything that would cause bodily harm will not be permitted anywhere on the campus. This would be grounds for termination AND criminal prosecution.
33. **GROUNDS FOR TERMINATION.** The student agrees to comply with the rules and operating policies and understands that the School has the right to terminate enrollment at any time for violation of the rules and operating policies as outlined in the Catalog Supplement. The School further reserves the right to modify the rules and regulations and advise students of any changes or modifications.

A. FIRE EXTINGUISHER INSTRUCTIONS *(instructions on fire extinguisher)*

1. Pull pin. Hold Upright.
2. Stand back 8 feet.
3. Aim at base of fire - Squeeze - Sweep.

"CODE ORANGE ANNOUNCES FIRE DRILL"

B. FIRE DRILL PROCEDURES

1. JR. ROOM/THEORY ROOM/OFFICES

- a. Offices in front of building and persons in Jr. Room/Theory Room closest to **FRONT EXIT** door - exit through front hallway into stairwell go down to first floor - exit through front door at 3 18 Howard Street.
- b. Persons in back of Jr. Room/Theory Room exit through **REAR EXIT** up back stairwell - exit through back door leading to alley.
- c. Move in an orderly and quiet manner. Once outside, move away from the building.
- d. An instructor or staff member will indicate when you may return to the building.

2. 1ST FLOOR CLINIC/RECEPTION AREA/BATHROOMS/SHAMPOO AREA/TEACHER OFFICE

- a. Persons in the front of the clinic, teacher office, hallway, reception room - exit through the **FRONT DOOR** leading directly out to Howard Street.
- b. Persons in the middle to back of the clinic shampoo area, bathroom - exit through **REAR EXIT DOOR** - leading to back door - leading directly out to alley.
- c. Move in an orderly and quiet manner. Once outside, move away from the building.
- d. Instructor or staff member will indicate when you may return to the building.

3. LUNCH ROOM/LOCKER

- AREA**file:///C:/Users/justi/AppData/Roaming/Corel/Messages/540222045_100001/en/MessageCache1/Workflow/shared/Images/to
pclose.png
- a. Persons in the lunchroom should exit up the stairwell to **REAR EXIT** leading to alley.
 - b. Persons in locker area should exit to **BACK EXIT DOOR** and down the stairwell to **REAR EXIT DOOR** - leading to alley.
 - c. Move in an orderly and quiet manner. Once outside, move away from the building.
 - d. Instructor or staff member will indicate when you may return to building.

