

Esthetics Training Programs

CIP Code - 12.0409

Credential Level - 01

SOC Code - 39-5094

If you want to know more about exciting occupations in the field of Esthetics (according to the Department of labor) click [here](http://onetonline.org/find/quick?s=39-5094). <http://onetonline.org/find/quick?s=39-5094>

If you want more information on this career in Virginia, (according to career one stop) please also click [here](#).

http://www.careerinfonet.org/occ_rep.asp?optstatus=011000000&soccode=395094&id=1&nodeid=2&stfips=51&search=Go

College Navigator:

<http://nces.ed.gov/collegenavigator/?q=institute+of+advanced+medical+esthetics&s=all&zc=23294&zd=0&of=3>

Course Fees:

Combo -Basic & Master Esthetics Program:

1200-Hour Course

Base Tuition 10000

Enrollment Fee: 100

In addition, Student agrees to pay the following non-refundable fees to School:

Lab fees: 9800

Total: 19900 * Includes all required books

Basic Esthetics Program:

600-Hour Course

Base Tuition (all modules) 5000

Enrollment Fee: 100

In addition, Student agrees to pay the following non-refundable fees to School:

Lab fees : 4850

Total: 9950 * Includes all required books

Master Esthetics Program:

600-Hour Course

Base Tuition 5000

Enrollment Fee:100

In addition, Student agrees to pay the following non-refundable fees to School:

Lab fees : 4850

Total: 9950 * Includes all required books

Basic Textbooks:

ISBN 14283-0173-9 Mark Lee's Skin Care Beyond the Basics
139.95 ISBN 13978-1428-3 Milady's Standard Esthetics, Fundamentals
122.95 ISBN 01111-1111-1 Institute of Advanced Medical Esthetics Lab manual (for onsite use only) 500.00

Master Textbooks:

ISBN 14018-8175-0 Advanced Face and Body Treatments for the Spa 56.95
ISBN 14354-3866-3 Microdermabrasion 56.95
ISBN 14354-3866-8 Peel's and Chemical Exfoliation 56.95
ISBN 14283-0173-9 Mark Lee's Skin Care Beyond the Basics 139.95
ISBN 13978-1428-3 Milady's Standard Esthetics, Fundamentals 122.95
ISBN 01111-1111-1 Institute of Advanced Medical Esthetics Lab manual (for onsite use only) 500.00

Note that books are included but, to purchase these or other books (excluding lab manual), please contact: <http://www.delmarlearning.com>

Student Right to Know, Placement, Retention, Diversity Information, Earnings

Student right to Know as reported in the 2010 IPEDS Data Collection Survey

In accordance with the U.S. Department of education regulations, this is a snapshot look at a cohort of full time, first time (no prior college) students who completed their course within 150% of the normal time for completion. Please note that the majority of our students are not first time, so the number of students being measured in this rate is small compared to our total enrollment.

completion rate 80% (naccas rates)

retention rate 80% (naccas rates)

transfer out rate 0% (naccas rates)

Student body diversity disclosure: Breakdown of students who received Pell grants, based on gender and ethnicity of enrolled and full time students.

Gender:

female = 100%

male = 0%

Race:

African American = 13%

Asian = .86%

Hispanic = .086%

Caucasian = 73%

Unknown = 0%

NACCAS Outcomes for Assessment for 2010

completion = 80%

placement = 70%

licensure = 100%

Student outcomes: types of employment obtained by graduates. Only students who obtained employment in the field were counted as being placed.

Gainful Employment

Esthetics Training Programs CIP CODES

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The U.S. Department of Education wants you to know:

On Time Completion Rate: 60% * only students completing with perfect attendance are reflected in this rate.

Placement Rate: 70% * this rate is from the National Accrediting Commission of Career Arts and Sciences

*note that this number does not reflect employment confirmation from all eligible students, as the school was unable to contact all eligible students.

Median Loan Debt for the Esthetics Programs:

Title IV Loan Debt - 8674.50

Private Loan Debt - 0

Institutional Finance Plans - 0

Median Loan Debt Notes:

1. Median loan debt may include other expenses beyond institutional charges. For example, a student may have received a loan totaling \$10,000 for attendance in a Program where \$6,000 went to pay institutional charges and \$4,000 was provided to the student to meet other educational expenses.
2. Figures represent median loan debt at graduation for students who graduated between the dated of July 1, 2010 and June 30, 2011 This was during the 2010/2011 award year that ended June 30, 2011.
3. Figures do not include capitalization of interest.

4. Figures represent median loan debt of Esthetics programs.
Please note that the school does not provide on campus housing for any programs.

Earnings:

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Possible Earning info:

The media salary for an esthetician with less than one year experience is between 7.32 and 10.27 per year as of July 2009. The middle 50% earned between 10.27 and 13.75. The lowest 10% earned less than 7.32 and highest 10 percent earned more than 27.35.

While earning for entry level workers are usually low, earnings can be considered higher for those with experience. A number of factors determine the total income of estheticians, such as the size and location of spas. They may receive commission based on the price of the service they sell and products or a salary based on the hours worked. In addition, some spas reward employees who bring in new business by paying bonuses. A growing number of workers rent stations on a weekly basis and are considered self employed. For many, the ability to attract and hold a regular client base is a key factor in determined earnings.

Campus Security Report - security & fire report maintained in school and updated each fall.

The following provided information required under Public Law, 34 CFR part 668, Student Assistance General Provisions, and Campus Safety.

Campus Crime Statistics

	2008	2009	2010	2011
Murder	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Violations	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Abuse	0	0	0	0
Weapons Possession	0	0	0	0

Copyrighted Material Disclosure

H.R 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. These provisions include requirements that: Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials.

Institutions certify to the Secretary of Education that they have developed plans to “effectively combat” the unauthorized distribution of copyrighted material. Institutions, “to the extent practicable,” offer alternatives to illegal file sharing. Institutions identify procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials. This document outlines the school plan to comply with these requirements.

What students need to know about Peer-to-Peer File Sharing

The unauthorized distribution of copyrighted material, including through peer-to-peer file sharing, may subject you to criminal and civil penalties. Although using peer-to-peer file sharing technology in itself is not illegal, what you share and how you share it may violate the law. The laws that govern copyright are not specific to any one technology; you can violate the rights of a copyright holder using many different types of technology. Both uploading and downloading of files can pose a violation of the copyright law, and the law applies for songs, videos, games, textbooks, and any other type of creative content.

Before you download anything for free, you should research whether that source provides material licensed by the copyright owner. Individuals who violate the copyright law, even unintentionally, by illegally uploading or downloading may be subject to civil penalties of between \$750 and \$150,000 per song! These penalties are established by federal law.

Content owners actively monitor file sharing networks and may issue takedown notices to Internet Service Providers requesting that the school remove these files or subpoenas requesting that the school turn over your contact information for the purpose of filing a lawsuit. Pursuant to state and federal law, the school must comply with all valid subpoenas. In the past, pre-litigation settlements offered by copyright owners prior to filing lawsuits against students have ranged from \$3,000 to \$4,000 and up, while juries have issued verdicts against illegal file sharers of hundreds of thousands and even millions of dollars.

Federal law lays out criminal penalties for intentional copyright infringement which can include fines and jail time. It is generally accepted in copyright law that you may rip a CD that YOU purchased onto your own computer for personal use. Distributing files to anyone on a disc (CD, DVD, or other portable media) is as much a violation of copyright laws as it is using peer-to-peer software to share the file.

In addition to following the law, you must also follow the School's policy (see below). That policy states that when you use IT services, you agree to respect the legal protection provided by copyright and licensing of programs and data. Respect for copyright and intellectual property is an important aspect of academic integrity.

Clock hour Structure, Credit Transfer, and Exemption Credit

We are a clock hour school.

In accordance with Virginia law, the school may evaluate previous transcripts and award credit at the sole discretion of the school.

In accordance with Virginia law, If transferable coursework is determined to be applicable there is a retention examination. There is a \$100 fee per module evaluated.

Drug and Alcohol Policies, Penalties, and Prevention

Drug & Alcohol Abuse Prevention Program

The Institute of Advanced Medical Esthetics has an obligation to do whatever we can to make sure our students are aware of the dangers of drugs and do not use drugs. We cannot help you with your education or provide employers with good employees if our students are using drugs or drinking

In accordance with the Drug-Free School and Communities Act amendments of 1989, Public Law 101-226, the school is hereby declared a drug- and alcohol-free school and workplace.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the school, including grounds, parking areas, anywhere within the building, or while participating in school-related activities. Students who violate this policy will be subject to disciplinary action up to and including expulsion.

As a condition of enrollment, students must abide by the terms of the policy or the school will take one or more of the following actions within 30 days with respect to any student who violates this policy by:

- Reporting the violation to law enforcement officials.
- Taking appropriate disciplinary action against such student, up to and including expulsion.
- Requiring each student to participate in a substance abuse rehabilitation program approved for

such purposes by a federal, state, or local health, law enforcement or other appropriate agency. In conformance with the law, the school will make a good faith effort to maintain a drug and alcohol free school and workplace through implementation of the preceding policy. The school has established and maintains a drug and alcohol free awareness program.

In accordance with VIRGINIA law:

- The legal drinking age is 21; persons under the age of 21 may not consume, purchase or possess alcohol.

- It is unlawful to sell or furnish alcoholic beverages to persons under the age of 21.

- It is unlawful for persons under the age of 21 to misrepresent one's age for the purposes of purchasing alcoholic beverages.

- It is illegal to possess, consume, or sell illicit drugs including marijuana, narcotics, hallucinogens, amphetamines, and barbiturates.

If you have questions about how drug or alcohol use can affect your mind, your body or your career or if you need information to get off drugs or alcohol, we can help. Our office has the information and resources you need.

Disciplinary Procedures: Students found to be using drugs or alcohol during school hours will be required to meet with the Director and/or the President of the school. The student will be counseled and, if necessary, referred for additional professional counseling.

The school reserves the right to expel any student from school for due cause.

Immunization Policy

The School does not require proof of immunization in order to enroll in classes or programs. However, proof of immunization may be required prior to beginning a program. Internships will be based on the policies of the internship sites.

Student Lending Code of Conduct

The school is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between the school, employees or agents and education loan lenders, has adopted the following:

Institute of Advanced Medical Esthetics:

- does not participate in any revenue-sharing arrangements with any lender.
- does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. South Hills does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education.
- will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- will not request or accept any assistance with call center or financial aid office staffing.

Student Voter Registration

Current students who are United States citizens and are of voting age can find voter information specific to their state of residence by visiting:

http://www.eac.gov/voter_resources/contact_your_state.aspx

Fire Evacuation Procedures

1. STUDENTS IN CLASS

When a fire alarm alert is sounded, your teacher will tell you to get ready to leave the building. If the alarm continues to ring, follow your instructor out of the building.

Do not try to go to your locker or try to get the things you own.

Do not run.

Do not return to your classroom for any reason.

Stay with your class and instructor and listen for instructions.

Your instructor will lead you to the assembly point (fire hydrant in front parking lot) where it is safe. Stay together so the instructor can take attendance.

Do not stand near the building, road or entrances—emergency vehicles may be moving quickly. Wait at the assembly point. Your instructor will take you back to the classroom.

Do not get in your car and drive away before you are told to do so. (Cars leaving the parking lot in mass will make it difficult for emergency vehicles to get to the building.)

Don't panic!

2. STUDENTS NOT IN CLASS

When a fire alarm alert is sounded, get ready to leave the building.

If the alarm continues to ring, leave the building. Take the shortest safe route. Join any group with an instructor.

Do not try to go to your locker or try to get the things you own.

Do not run.

Do not return to the school for any reason.

Do not stand near the building, road or entrances—emergency vehicles may be moving quickly.

Wait at the assembly point. You will be instructed when you can go back to the school.

Do not get in your car and drive away before you are told to do so. (Cars leaving the parking lot in mass will make it difficult for emergency vehicles to get to the building.)

Don't panic!

Emergency Procedures

Fire

1. Know the location of fire extinguishers, fire exits, and alarm systems in your work area and know how to use them.
2. If a fire appears, immediately call 911.
3. Evacuate immediately. Exit through the nearest exit using all available doors. Smoke is the greatest danger in a fire, so stay near the floor where air will be less toxic.
4. Once outside, move to a clear area at least 500 feet away from the affected building. Keep parking lots, streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and crews. Assemble at the designated host site.
5. Emergency personnel will set up an Emergency Command Post near the emergency site. Keep clear of the Command Post unless you have official business.
6. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by the emergency crew.
7. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!**

Medical Emergency

1. If serious injury or illness occurs at school, immediately call 911. Give your name; describe the nature and severity of the medical problem and the school location of the victim. Serious illness and injuries include seizures, fainting, cuts, falls, parking lot accidents, chest pain, stomach pain, vomiting, bleeding, difficulty breathing, and may include nausea, fever, chills, pale or bluish coloring, dilated or constricted pupils, and slurred speech.
2. In case of serious illness or injury, trained personnel (Red Cross, First Aid, etc) should quickly perform the following steps:
 - a. CALL 911
 - b. Keep the victim comfortable and still. Do not move the victim.
 - c. Ask victim "Are you okay?" and "What is wrong?"
 - d. Check breathing and give artificial respiration if necessary.
 - e. Continue to assist the victim until help arrives.
 - f. Look for emergency medical I.D., question witnesses and give all information to the paramedics.
3. Notify "Emergency Contact" of the nature and extent of the injury.
4. File a written report as soon as possible.

Confrontational Person

1. Remain calm, don't argue. Use non-aggressive body language.
2. Attempt to diffuse the situation.
3. Offer to help the situation and request to continue the conversation in an appropriate location away from others.
4. Request assistance in supervising a class while you handle the situation.
5. Show interest and be a good listener. Explain the impact of the person's behavior.
6. Request that a counselor or administrator join the conversation.
7. If the situation doesn't calm down, notify the staff member in Charge who will then notify the police, or appropriate crisis response organization.

8. Caller should be prepared to remain on the line. Ask police to respond without sirens.
9. Remain with the person, speak calmly, and keep offering to help.
10. If the situation does calm down, do not leave the person unsupervised or return them to class until all faculty have been informed of the incident and the course of treatment.
11. An incident report including the names of witnesses and details of the situation should be completed as soon as possible.

Severe Weather

1. A severe weather alert occurs when the National Oceanic and Atmospheric Administration (NOAA) issues a severe storm warning or earthquake warning. During severe weather, the Administrator in Charge should monitor appropriate weather systems (NOAA).
2. Evacuate students to their homes if time permits.
3. If the occurrence is sudden, shelter in place.
4. Seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
5. Move to the lowest area on floor possible.
6. Assume a seated position on the floor, facing the wall, with head down and hands over head.
7. If wearing heavy clothing/have access to heavy clothing, use these items to cover the upper body and head.
8. During a tornado warning students and staff should avoid any room with a wide free span roof.
9. During an electrical storm stay away from metal appliances, metal pipes, televisions, and avoid drafts since electrical charges will follow air currents.
10. Teachers should check roll and note students who are absent.
11. When the evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
12. Assist persons who are unable to evacuate independently. Do not use the elevator. Do not panic.
13. Once outside move to a clear area 500 feet from the building. Keep parking lots, streets, fire lanes, fire hydrants and walkways clear for emergency vehicles and crews. Assemble at the designated host site.
14. If requested, assist emergency crews as necessary.

Hazardous Material

A hazardous material is any substance chemical, biological, radiological, or explosive in a quantity or form which may be harmful to humans, domestic animals, wildlife, economic crops or property when released into the environment.

Hazardous materials are commonly used and transported; therefore, hazardous materials accidents may occur as the result of human error or natural disaster. Disasters involving hazardous materials are likely to occur without warning. They are usually confined to a localized area and action should be taken to contain resultant spills as promptly as possible.

On Property Hazardous Materials Release

Evacuate the building and call 911 to report a hazardous materials emergency. Follow the directions of the emergency crew. Do not approach the hazardous materials area.

Off Property Hazardous Materials Release

1. Call 911. Make sure the 911 operator understands that there is a hazardous materials emergency. If possible stay on the line until you are instructed to disconnect by the 911 operator.
 2. The staff member in Charge will initiate shelter in place. The alert signal is "Please keep all students in your classroom until further notice."
 3. Tune into the emergency radio system regarding any type of emergency situation.
 4. Close all windows and doors. Stay in the building. Disable heating, ventilating, and air conditioning, including the exhaust system in the kitchen.
 5. Do not proceed outside unless directed. If instructed, take action to evacuate the building and if necessary, the school site. Stay upwind of the hazardous materials.
 6. First aid providers will render first aid if necessary.
 7. Do not approach a hazardous material area until a positive identification of material has been made.
 8. The site of the hazardous materials incident is to be isolated to the extent necessary as soon as possible.
- If positive identification of the material cannot be made, assume the material to be dangerous.

Altercation

An altercation occurs when there is a fight between two or more individuals. The fight might include fist fighting or the use of weapons. The school will enforce a zero tolerance policy concerning violence and threats of violence.

1. Notify the staff member in Charge immediately.
2. Contact police by calling 911. Be prepared to stay on the line until help arrives.
3. Send someone to the parking lot to escort police to the location of the assault.
4. Walk briskly to the fight-do not run, do not try to break up a fight alone!
5. Ask for assistance from nearby staff members.
6. Instruct students to disperse.
7. Yell the combatants' names loudly and order them to stop. Use ladies or gentlemen if students' names are not known.
8. Approach students from the side (never do this alone). Do not step between combatants. Restrain and separate immediately.
9. Separate all combatants to different rooms and assign two staff members to each. Do not leave students unsupervised or send back to class until situation has been resolved and all faculty have been informed.
10. Be prepared to provide first aid procedures to stop bleeding, etc.
11. A written account of the incident should be completed and filed as soon as possible.

Intruder

1. Potentially an intruder is any unidentified individual in the building not accompanied by a known individual and without apparent business in the building. Staff should stop strangers, and, in a courteous way, inquire as to their business in the building. If the stranger refuses to cooperate, break contact and notify the Administrator in Charge.
2. The staff member in Charge will try to resolve the situation. If the stranger remains uncooperative, call 911. Make sure the operator understands that there is an intruder inside the school, whether the person is armed, his/her last location, a description, and any other pertinent

information. Be prepared to stay on the phone until you are instructed to disconnect by the 911 operator.

3. Notify all teachers that you have an emergency situation. The emergency signal is “Please keep all students inside your classroom until further notice.”

4. Teachers will lock doors, post look out, and take role.

5. Notify all students outside the building to report to the nearest safe classroom.

6. Teachers and students should move away from the door and windows and remain seated and quiet until the all clear signal is given or other instructions are forthcoming.

Weapon Found On Property

1. Don't handle unless necessary.

2. If necessary to handle, do so with care. Wear rubber gloves or use a cloth to touch the weapon.

3. Notify the Staff member in Charge who will call the police and report the found weapon.

4. Cover the weapon from view (cloth, wastepaper basket, box, etc.)

5. Close traffic to the area.

6. Assign someone to meet police and lead to the area.

7. Complete a report as soon as possible.

Psychological Crisis/Drug Use

1. A psychological crisis may exist when an individual is threatening harm to himself/herself or others, or appears to be out of touch with reality, complains that they can't eat or sleep, just can't seem to cope, collapse in tears, or exhibits uncontrolled anger.

2. Never try to handle a situation that you feel is dangerous on your own.

3. Notify the staff member in Charge of the situation.

4. If possible, remove the student to a private office.

5. You can also call 911, if needed, describe the situation and the operator will direct you.

6. Follow the instructions from the professionals, who are trained to handle the situation.

Rape

1. Get the victim to a private office free from any distractions.

2. Do not leave the victim alone.

3. Remain calm, offer to help the situation.

4. Notify the Staff member in Charge who will: (1) contact the appropriate county organization and (2) Report the incident to the police. The victim does not need to report to the police if he/she does not choose to do so, however, school officials who are aware of the crime are obligated to report.

5. Do not attempt to interview the victim, but do make notes of any statements made by the victim.

6. Do not allow the victim to wash or remove any items of clothing. If victim has removed clothing, bag each piece in its own paper bag/envelope using latex gloves if possible.

7. A written account of the incident should be kept in a confidential file.

Suicide (Thoughts of or Threatened)

1. If the person is not in immediate danger but has expressed the thought of suicide, ask someone to stay with the person while you contact the staff member in Charge.

2. Follow the instructions you are given. Any of these choices will likely want to talk to the

individual. That is fine. Encourage the person to talk and offer to help in any way you can.

3. If the person is threatening suicide, ask someone to inform the staff member in Charge who will call 911. Keep the person talking until help arrives. Do not become confrontational or make any sudden movements toward the individual.

4. Caller should be prepared to stay on the line until help arrives. Ask that emergency personnel response be made without sirens. Send someone to the parking lot to meet emergency personnel, take building floor plan if possible.

5. Employees and students should stay put. Announce "Please keep all students in their classrooms until further notice." The presence of others may exacerbate the situation.

6. When trained personnel arrive, defer to their judgment on the course of action to be taken. Complete a detailed report as soon as possible.

7. In no case should a suicidal/seriously depressed/emotionally distraught student be returned to class without notifying the teacher of his/her condition and course of treatment.

Death at School

The Staff member in Charge will call 911.

Make sure the 911 operator understands that there has been a death at school. Ask emergency personnel to respond without sirens.

1. Caller should be prepared to stay on the line until help arrives.

2. The President should be notified as soon as the death occurs and should document all information as soon as it is available.

3. The President will notify the deceased person's next of kin.

4. The President will be responsible for controlling the release of all information concerning death of staff member or student.

5. The details of the funeral should be shared with the entire staff.

6. The deceased family's wishes should be followed and the school liaison appointed by the President should be in direct contact with the family.

7. Issues regarding confidentiality and student's right to privacy should be maintained.

8. Designated individuals should secure the area and clear the affected classroom/hallway of students.

9. The personal belongings of the deceased should be removed and protected so they can be given to the family at a later date.

10. Dispel rumors and refer all rumors to the staff member in Charge so they can be addressed at the debriefing session.

11. Evacuate the immediate area, segregate witnesses and protect the scene of the event.

Hostage Situation

Hostage taking is a violent criminal offense involving the holding of an individual(s) hostage or attempting to exercise control over the individual(s) by the use of force or threat, or by violent behavioral/verbal actions, which if carried out, would result in a departure of the organization's normal course of action by using the threat of violence to secure the fulfillment of certain demands. These situations are probably the least predictable and the most dangerous of the emergency situations.

If Taken Hostage:

a. Get word out if possible via note, signal, passerby, electronic signal.

b. If possible, remove students from the area.

- c. Do not try to disarm the intruder.
- d. Keep calm.
- e. Direct students to be quiet and sit away from the intruder, windows and exits. Police may be able to hear what is taking place and may enter the room, or target the intruder at any time.

If Notified of a Hostage Situation:

1. Notify the Administrator in Charge immediately.
2. Call 911. Make sure the 911 operator understands that there is a hostage situation. Stay on the line until you are instructed to disconnect by the emergency operator. Ask Police to respond without sirens. Send someone to the parking lot to escort police to the office and provide building floor plan.
3. Give the lock down signal, "Please keep all students in your classroom until further notice.
4. Students and staff should move away from all windows and doors.
5. Notify all students outside their classrooms (including those outside the school building) to report to the nearest safe classroom or office. All students should be brought into a locked area.
6. Teachers should take roll and note absent students.
7. If the hostage taker or armed person can be contained in one section of the building, police will direct the evacuation of other parts.
8. Students and staff will not re-enter the building until it has been determined safe by the police department.
9. Do not attempt to negotiate with the hostage taker, leave this to the professionals.

Death of Student or Employee (Outside the School)

1. The President or his/ her designee should initiate a chain phone calling system to inform all faculty and staff members of the tragedy and schedule an early morning meeting (faculty and staff). The phone call and the morning meeting will reduce the risk of faculty arriving at school uninformed. The meeting should cover; (a) the facts surrounding the incident, (b) plan student support, and (c) announce any special scheduling and/or events for the day. The personal belongings of the deceased should be removed and protected for the family.
2. Although distraught, faculty and staff members should remain as calm as possible and serve as a "source of strength" for students. Teachers dealing with their own grief may not know what responses to offer or may try to do too much. Students rarely expect perfect answers or controlled indifference, but find teachers most helpful as emphatic listeners. Do not attempt to explain why a person dies (or has committed suicide).
3. In the case of a suicide simply say, "Sometimes, a person becomes distraught and depressed. When this occurs, he/she oftentimes can't see a resolution to a problem (or situation) other than taking his or her own life. There is an overwhelming feeling of hopelessness. This is tragic. If you are ever in a similar situation, discuss your problem(s) with someone you trust, preferably an adult with counseling training. No problem is so great that you should consider committing suicide."
4. Refer all rumors to the Administrator in Charge so that they can be addressed in the debriefing session.
5. Not all students will respond to death/suicide in the same manner. Some will want to relieve the hurt by discussion, others by avoiding the issue. Each person will experience a grieving process that is "normal" for him or her. These reactions are typical and should be affirmed by teachers/counselors. Time should be allowed to express their grief reactions in the classrooms and discussions. Students should be allowed to express their grief and discuss openly their

feelings, fears, and concerns that surround the event.

6. Teachers should refer to the crisis counseling team any student who appears to have difficulty coping.

7. Funeral arrangements should be explained and students should be informed that they will be allowed to attend. The administration might consider having a memorial program. (Some authorities do not support having a memorial ceremony when death results from suicide. If a program is conducted, emphasis should focus on how to develop appropriate coping strategies. The act of suicide should not be glorified).

8. The school should return to its regular schedule as soon as possible. It is necessary for students and counselors to be alert for months following a suicide. Students who show signs of depression should be referred to the counseling team.

Weapon/Armed Offender

A weapon is any instrument which may produce bodily harm or death. Weapons include, but are not limited to, any knife, firearm, air gun, sword, spear, ax, tomahawk, club, explosive device, fireworks, throwing instrument, firearm silencer, ammunition, blackjack, night stick, screwdriver, or any other device classified as an unlawful weapon, or which may produce bodily harm or death, or any instrument possessed with the intent to use for the above purpose.

An armed offender is a person possessing a weapon capable of deadly force, whose intent is to pose a threat, inflict harm, or carry out a personal objective. When faced with a weapon carrier;

1. Immediately report the situation to the Administrator in Charge who will investigate. If the carrier is a cooperative student, remove them to a safe location, and confiscate the weapon. Carrying a weapon may be grounds for immediate expulsion. However, safety of students and staff is always first. Apprehension of violators and weapon retrieval is secondary. All actions should be planned with this in mind. Do not put anyone in harms way. Inform the person that weapons are not allowed on the premises. Do not try to stop the person from leaving the building. Avoid confrontation.
2. If the carrier is not cooperative, call 911. Make sure the operator understands that there is an armed person inside the school; give his or her last known location; give description and any other information you may have. Stay on the line until you are instructed to disconnect by the emergency operator.
3. Do not try to disarm any individual with a weapon.
4. Do not panic. Establish a psychological advantage by remaining calm.
5. Do not make threats, challenges, or in any way antagonize the person in possession of the weapon.
6. Pass the emergency signal for lock down by announcing, "Please keep all students inside your classroom until further notice." All classroom doors should be locked with this signal.
7. Move away from doors and windows.
8. Notify all students outside their classroom to move to the nearest safe classroom. All students should be brought into a locked area.
9. In a calm voice and mannerism, try to talk to the individual. Make reasonable suggestions, for example, if other individuals are present, request that they be allowed to leave the area.
10. Observe the weapon and the individual carefully so that a description can be given to law enforcement officers.

11. Move slowly and with confidence. Comply with the individual's demands as long as they are reasonable.
12. Attempt to isolate the individual if possible.
13. The police will direct apprehension and building evacuation.

Bomb Threat

A bomb threat usually occurs when the school receives an anonymous telephone message advising that a bomb has been placed somewhere on the school site. A bomb threat may be a prelude to attempted robbery, hostage taking, or just a student trying to get out of a test. However, a threat must be taken seriously at all times. Most bomb threat telephone calls are very brief; the message is stated in a few words and then the caller hangs up the telephone.

1. Every effort should be made to obtain detailed information from the caller, such as the five questions listed below;

- a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
2. Keep talking to the caller as long as possible, record the following;
- a. Time of the call.
 - b. Age and sex of the caller.
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of the caller.
 - e. Background noise.

3. Immediately notify the police to report the incident-Dial 911.

4. If you observe a suspicious object or potential bomb on campus do not handle the object!! Clear the area and immediately call 911.

5. If the bomb location is known, do not touch the object!! Do not open drawers, cabinets, or turn lights on or off.

6. Do not use cell phones or building fire alarm systems.

7. Activate an evacuation signal without using the fire alarm.

8. When the evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.

9. Assist any persons unable to evacuate independently in exiting the building. Do not panic.

10. Once outside, move to a clear area at least 500 feet away from the affected building. Keep parking lots, fire lanes, fire hydrants, and walkways clear for emergency vehicles and crews.

11. If requested, assist emergency crews as necessary.

12. Do not return to an evacuated building unless told to do so by a school official.

Services Available to Students with Disabilities

The school will make reasonable accommodations for students with disabilities. A reasonable accommodation is a modification or adjustment to a program, service, or activity that provides a

qualified student with a disability an equal opportunity to participate in the school's programs. Reasonable accommodations are individualized and developed on a case-by-case basis. Identifying an appropriate accommodation requires an exchange of information and flexibility. Eligibility for reasonable accommodations is determined on an individual basis based on documented need.

A student's decision about whether to self-identify as a person with a disability is a personal one. Individuals with disabilities are welcome to discuss their concerns with the staff. The decision not to self-identify as disabled is understood and respected. It is each student's responsibility to ask for and make use of these accommodations. Each student is ultimately responsible for his or her academic success. Each student must take the initiative to use time, facilities, and support services in a productive manner.

reasonable accommodations policy

It is the policy of the school to respond to requests for reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) or section 202 of the Americans with Disabilities Act of 1990 (2 U.S.C. 12132), which states in part, "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

Reasonable accommodation shall refer to modification or adjustment to a job, an academic program, or work or learning environment to enable a qualified individual with a disability to enjoy an equal employment or educational opportunity. An equal employment or educational opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges of employment or education available to similarly-situated staff, faculty, or students without a disability. The Americans with Disabilities Act requires reasonable accommodations in three aspects of employment and education:

- To ensure equal opportunity in the application process;
- To enable a qualified individual with a disability to perform the essential functions of a job or to benefit from an educational program; and
- To enable staff, faculty, or students with disabilities the opportunity to enjoy equal benefits and privileges of employment and education

The school is obligated to provide reasonable accommodations, adjustments, and/or auxiliary services only to the known limitations of an otherwise qualified individual with a disability. It is the responsibility of the individual with a disability to inform Academy staff and to provide documentation (from an appropriate professional) of a disability and demonstrate or document how the disability limits participation in employment programs, services, or activities at the time of admission.

When a qualified individual with a disability requests an accommodation, the school will make a reasonable effort to provide an accommodation, adjustment, and/or auxiliary service that is effective for the individual. Appropriate accommodations or modifications will be provided to ensure that the evaluation of performance represents achievement rather than reflecting the

impact of disability. The school defines accommodation as measures taken to supplement or modify instruction during the student's tenure at the school, the costs of which shall not exceed 10 percent of the cost of the course tuition.

Classes - less than 150 hours - non accredited.

Medical Esthetician - 24 hours - \$1095 + \$100 non refundable enrollment fee - Certificate awarded upon completion.

Medical Esthetician - 150 hours - \$8850 + \$100 non refundable enrollment fee - Certificate awarded upon completion.

Cosmetic Laser Technician - 24 hours - \$1095 + \$100 non refundable enrollment fee - Certificate awarded upon completion.

Cosmetic Laser Technician - 150 hours - - \$8850 + \$100 non refundable enrollment fee - Certificate awarded upon completion.

ITEC Prep Class- 150 hours - \$1095 + \$100 non refundable enrollment fee - Certificate awarded upon completion.

Advanced Esthetics Topics - 24 hours - \$1095 + \$100 non refundable enrollment fee - Certificate awarded upon completion.