



New Market Cosmetology Catalog 26/27 School Year

Centralia Beauty College
217 S. Tower Avenue
Centralia, WA 98531

Additional classroom space:
221 S. Tower Avenue
Centralia, WA 98531

Phone: 360-736-2866

This school is licensed under chapter **18.16** RCW. Inquiries, concerns, or complaints regarding this school can be made to the Department of Licensing, (110 Legislative Building Olympia, WA 98504-0600, support@leg.wa.gov or at 360-786-7573). This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington 98504-3105
Web: wtb.wa.gov
Phone: 360-709-4600
E-Mail Address: pvsa@wtb.wa.gov

Owners: Rhea and Steve Hernandez
HAAS Enterprises, Inc.

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OUR MISSION STATEMENT

Our school's mission is to provide quality educational programs to prepare and guide students through the curriculum to qualify to take and pass the Washington State Department of Licensing written and practical examinations for licensure in the field.

OUR VISION STATEMENT

We strive to provide opportunities for our students to gain the skills and knowledge that leads to employment within the beauty field by means of exposure to local businesses that provide employment in the industry. We are committed to designing and providing a solid educational foundation that allows our students to pursue excellence, as when our students come first success will follow.

SCHOOL FACILITIES

The school has a classroom, Foundations training area, student lounge, and clinical areas. The clinic classroom is outfitted with adequate hair dryers, shampoo, and drying stations with chairs, to meet the educational needs of the student. There is a reception area set aside for clients while they await student services.

MISREPRESENTATION POLICY OF TRUTH AND CANDOR

Centralia Beauty College, its staff and faculty are committed to maintaining the highest standard of integrity in every aspect of its operations and in assuring complete transparency, candor, and accuracy in all its communications with students, accrediting agencies, and the public. Further, Centralia Beauty College is using procedures and practices aimed at eliminating errors while communicating with students and the public.

ADMINISTRATION AND FACULTY

Centralia Beauty College's faculty consists of the school owners and an admissions department. Rhea Hernandez and Steve Hernandez have over 27 years of experience in the Cosmetology industry combined with Rhea having been a cosmetologist for 27 years. Her and her husband Steve have owned their own successful salon. Steve has done media and marketing with industry leaders promoting their businesses and teaching leadership to businesses and leaders in the industry, currently he is handling Admissions. Tara Foster is our Financial Aid Administrator. Lyndsi Erdman is an instructor, Jessica Teehee is a licensed instructor and is also head of our New Market Program. Renee Volz, and Kamika Bruland and Dunnia Fischesser are a part of the faculty as well.

All instructors complete 12 hours of continuing education each year along with their instructors' licenses, are CTE certified instructors through the Washington state office of the superintendent of public instruction. (Maximum student to instructor ratio 20:1)

REFERENCES

A comprehensive library of references, periodicals, books, texts, audio and web-based materials are available to support the program of study and supplement the programs of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinical equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

INSTRUCTIONAL PHILOSOPHY

Centralia Beauty College provides students with a learning environment with real world experience, as they will be performing services to the public daily. This hand-on experience is vital to the growth of the students regarding their development of those skills and to develop their communication skills with potential clients. Refusing to participate or refusing a client when on the clinic floor is grounds to be sent home for the day, with further disciplinary action pending repeat offense.

ACADEMIC IMPROVEMENT PLAN

Centralia Beauty College and its advisory committee have considered the feedback received from current students, graduates, and employers of graduates, as well as the school’s outcome rates. Based on the information from the advisory council, Centralia Beauty College has determined that the Open House and Job fair have proved helpful in finding employment and placing graduates in local salons. These events are held in conjunction twice a year, in March and November. We also continue building relationships with area salons to bridge the gap for employment and beyond. We will continue to review student test results and look at where students are having the most difficulty and find ways to improve in those areas. We will continue to schedule hair color classes, hair cutting classes, salon management and product knowledge classes from educators in the industry.

LICENSURE/ACCREDITATION/ORGANIZATIONS

Licensing Authority/The school is licensed by the Washington State Department of Licensing and regulated via the Revised Code of Washington and the Washington Administrative Codes under Title 490. The school is subject to periodic unscheduled inspections to ensure compliance with the law. Any person wishing to practice Cosmetology and Instructor Cadet for pay must attend a licensed school for the required number of hours and pass a state administered examination for the profession for which they have been trained. The address is: Business and Professions Division, Cosmetology Unit, P.O. Box 9026, Olympia, WA 98507 (360) 664-6626.

Centralia Beauty College is accredited by the National Accrediting Commission of Career Arts & Sciences, Inc.

The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences and massage therapy, including those offered via Distance Education. The address is: National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) 3015 Colvin Street, Alexandria, VA 22314 (703) 600-7600.

Note: All licensing/accrediting/approval can be found posted at Centralia Beauty College.

NON-DISCRIMINATION STATEMENT

Centralia Beauty College, in its admission, instruction, and graduation policies and practices, does not discriminate based on sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school 's manager, Jacqueline Smith (Designated to coordinate Centralia Beauty College compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a).), in person or by calling (360)736-2866, or by mail at 217 S. Tower Ave. Centralia, WA 98531, immediately so appropriate action can be taken. All service members of the armed services will not be denied admission, based on reasons related to their service. Centralia will make reasonable accommodation for applicants and students with disabilities to the extent required by applicable laws.

SERVICES TO STUDENTS WITH DISABILITIES

Centralia Beauty College will provide reasonable accommodation to any students with a disability under the “Individuals with Disabilities Education Act”. The student should discuss the disability with a Facilitator prior

to enrollment. The student should explain in writing what accommodation is required, and the Facilitator and owner will help to develop and implement a plan to accommodate the student under the “Individuals with Disabilities Education Act.” All facilities at Centralia Beauty College are handicap accessible.

VACCINATION POLICY

Centralia Beauty College does not require vaccination records for admittance to school. Because we respect the rights and decisions of all parties concerning childhood vaccines, we do not require these records for admittance.

PHYSICAL DEMANDS PLACED ON THE BODY

You may work long hours, especially those who own salons. Work schedules may include nights and weekends and may not include breaks or lunches. Good health and stamina are a must. Most salon industry professionals may be on their feet for long periods of time. There are physical demands placed upon the body during both class and as an employee in the industry, including but not limited to, standing for long periods of time, bending over, lengthy time allowances for services, lifting heavy objects, dexterity, exposure to heat and chemicals, possible cuts resulting from a haircutting service, and prolonged exposure to some chemicals may cause irritation so protective clothing, facemasks, and gloves should be worn.

LICENSING REQUIREMENTS

Students graduating from Cosmetology and Instructor Cadet Course(s) may take the licensing exam to receive a license in Washington after completion of the course enrolled and payment of the required examination fee. All applicants for licensure must be 17 years or older and have completed the minimum number of hours required by state law when applying for a license. Please note after a student completes the course and passes all Washington State Department of Licensing exams and then applies for licensure, they will be asked a series of four background check questions. The Department will assess the answers to those questions and, if it finds sufficient reason, will investigate. If the Department determines there is reason to deny licensure the student will be notified and given an opportunity to appeal the decision. If you have any questions regarding your eligibility for licensure you can contact the Washington State Department of Licensing at (360)664-2550. More information can be found at www.dol.wa.gov/business/cosmetology. The form to apply for a Washington State License is here: [Cosmetology, Hair Design, Barber, Manicurist, Esthetician, or Master Esthetician License, Renewal, Reinstatement, or Reciprocity Application](#)

EMPLOYMENT OPPORTUNITIES and EXPOSURE to INDUSTRY LEADERS

In addition, we have one "**Open House**" event throughout each year. During this event each student will perform a "Make-over" on a model and then present that model to local salon owners and managers. This is a great opportunity for students to engage potential employers and to show off their skills. In addition to the Open House, we invite salon owners, managers, and industry leaders for classes as well as our salon ambassador program. Getting to know them will create a relationship with the industry and for possible opportunities. Social media is also another way that we create opportunities for more exposure to industry that could lead to employment. Many salon owners are welcome to visit the school throughout the year as well as following you and your services on social media.

SCHOOL HOURS OF OPERATION

School operating hours are from 8:30 a.m. to 5:00p.m. Tuesday through Saturday. The daily schedule is as follows:

- 8:00a.m. to 8:30a.m. Daily school set-up time
- 8:30a.m. to 9:30a.m. Theory Tuesday-Friday
- 9:30a.m. to 4:30p.m. Clinic floor
- 4:30p.m. to 5:00p.m. Disinfecting and Sanitation

Students are allowed a 10-minute rest period in the morning and afternoon as the schedule allows, and a :30 lunchbreak on an 8 hr day.

STUDENT SCHEDULE

New Market students attend Centralia Beauty College Tuesday- Friday 12:00pm-5:00pm and Saturdays 8:30am-5:00pm. A summer semester is available, typically running end of June to end of August, and New Market students attend Tuesday-Saturday 8:30-5:00pm. Missing any of these hours will affect your ability to graduate and your grades in all areas and may affect your ability to attend the New Market program through Centralia Beauty College.

CONSTITUTION DAY

Centralia Beauty College celebrates Constitution Day on or near September 17 of each year. For more information visit www.constitutionday.com

SCHOOL CLOSURES

If for any reason the school should have to close for inclement weather, we will follow Centralia School Dist. As well as post updates on all social media platforms.

Centralia Beauty College is closed, and classes will not be held as the college observes the following holidays:

- Mid summer Break (around Independence Day July 4th)
- Thanksgiving Day and the 2 days after
- December 24th – January 2nd of the New Year

ATTENDANCE POLICY

As a student at Centralia Beauty College the attendance policy applies to all enrolled students regardless of whether they are a New Market student or in our adult learner program. As a student you are responsible for attending school in accordance with the schedule you have selected. As there is a limited number of absences allowed before your grade is affected and you risk being dropped, you must be certain that you can commit to your schedule before you enroll in the program. Excessive absences and tardiness will greatly affect your grade, and will be grounds for termination from the New Market Program.

Being on time is an important part of being a part of the beauty industry. Please review the following information regarding policies and procedures. It is very important to communicate any absence or tardiness and to be mindful that your attendance not only affects you and your progress but also others, including our guests, front desk, and fellow students. Written Warnings and Suspensions will be enforced for exceeding allotted tardy days or failing to follow call out procedure.

ABSENCE OR TARDY

If you are going be absent or are running late, it is critical that you call and tor use the student portal to notify school that you are going to be absent or tardy. You must make some sort of contact by the time listed below. If you need to be late, please let the front desk know the time when you will arrive so they can manage appointments. You will be required to sign a tardy form upon arrival to track the number of tardies accrued in a month.

Educators will be taking attendance in classrooms. Be present at your station/assigned classroom at your assigned start time of 12:00 PM or 8:30a.m. Please note that when Absent, you will receive an employability grade of 60% if you have communicated the absence. Without you being present for the day we are unable to grade your employability, but communicating at least earns some percentage towards your grade.

If you have a planned absence for family or other reasons, you will not be graded for that time and it will not count against your employability grade as long as the absence is communicated no later than 30 days before the planned absence.

TARDY POLICY

Being on time is an important part of becoming a beauty professional. We understand that life and circumstances can be unavoidable and so students are permitted 3 tardy days in a month. A tardy will drop your employability grade 10% for the day. Upon the 4th tardy, a student will receive a write up sent to New Market and input in Student grading portal. Students must communicate if they anticipate that they will be tardy by following the procedure outlined above or they will be considered a No Call No Show. Students are considered tardy if they arrive after their scheduled start time, or leave before their scheduled end time. New Markets policy is that arriving 30 minutes late or leaving more than 30 minutes before scheduled end time will be marked as an Unexcused Absence. Students are not permitted to arrive more than 1 hour after their start time (either 9:30 or 1:00 depending) out of respect to faculty and scheduling.

The following is considered a Tardy:

Arriving in the classroom, clinic/salon area after the scheduled start time
Clocking in late when returning from meal breaks, breaks.
Exceeding the allowed break time from class or clinic/salon area.
***NOTE:** Please do not leave the school except for meal breaks

Consequences for exceeding monthly tardy of 3 days:

- Every month with a student being reported with more than 3 Tardy = Warning
- 4th Tardy=write up. This resets every month.
- 3 write ups will result in an employability contract with New Market

In addition, students are ineligible to receive student services during the following month.
Continued tardiness may result in Termination per the maximum suspension policy.

NO CALL NO SHOW

A No Call No Show is your failure to alert the school and to call out, by the times stated above, prior to the student's scheduled start time or failure to submit an absence request in advance.
Therefore, the student fails to communicate they will be absent or tardy.

The following is considered a No Call No Show

Failure to call out by stated times above prior to your scheduled start time

Failure to submit an absence request form in advance

Calling in tardy and then not showing up at the time communicated by the student to the staff that they would arrive on campus has consequences as being reported as a No Call No Show

First Incident occurrence = Warning and an employability grade of 0 for the day

Second and any subsequent incident occurrences = A write up through New Market. In addition, you are *ineligible to receive any student services for a month*.

Continued No Call No Shows may result in termination as it will greatly affect your grade. 2 no call no shows will result in an employability contract with New Market.

LEAVING EARLY

Students must consult with an instructor and / or the school manager if requesting to leave early for the day.

Communication needs to be at the beginning of the day to avoid any complications to the daily schedule. Failure to do so will result in a one-day suspension. Students who consistently leave early will need to meet with an Educator and may be subject to disciplinary action including suspension. The school reserves the right to evaluate a student's need to leave early and if a school official determines there is a reasonable need for a student to leave early, will allow it with no action against the students record. Any student leaving 20 minutes or more for the day will be considered absent.

PRE-ARRANGEMENT

Students must submit a prearrangement form through our student portal located at our website if needing to arrive late or leave early for the day. This will allow a student to arrive later than one hour, or leave early with no consequence to their grade. This is to arrange for appointments or school functions outside of Centralia Beauty College a student may need time for.

PERSONAL SERVICES FOR STUDENTS

All students will be provided with a Personal Services Allowance (PSA) each month so that, as a student, you maintain at least an 80% grade average and an 85% attendance rate along with having no tardiness or no call no shows, or unapproved absences in the previous month. As a student you will earn \$30 credit from the month prior, tracked at the front desk.

Example: September = no tardiness, 80% grades and 85% attendance then \$30 credit given to be used in the month October. *Personal services may **not** be scheduled on Friday or Saturday, unless approved by an Educator.

Personal Service Vouchers are not transferrable from month to month, to another student or to any other person.

These services are null and void if you take a leave of absence, drop from the program or graduate. Fellow students will perform services on the student requesting them. Students may only perform those services they have been trained to do. The services must be done all at one time and approved by a student salon area educator. The front desk support staff will schedule your service. Your student service provider will fill out a service ticket and services will be checked and graded by an educator. You are the “guest” while receiving services, therefore your student service provider will receive grades throughout the process. You may select any services a student is qualified to perform. If the services exceed the \$30 credit, you will need to pay the remaining balance. Additionally, when receiving a student service, you must be clocked out for the length of that service.

The services must be completed in the time allotted. If you would like additional services or services not using a PSV, you may have them done at a time when you are not scheduled to be clocked in and will pay student pricing.

TRANSFERRING TO SELF PAY STUDENT

Students who are unable to complete the program by Sept 1 of the summer after their senior year may continue on with us through our Self Pay program. What is left of the hours a student has to do can be completed, and financial aid may be available to the student upon qualification. Upon the school’s ‘review of the students’ previous records as long as the student is meeting the qualifications for SAP (80% GPA 85% Attendance) they will be accepted into our Self Pay program and continue to finish out their hours. At that time, they will meet with Financial Aid and the schools President and go through the process of enrolling and have an orientation for their new program.

RE-ENTRY/INTERRUPTIONS/COURSE REPEATS

Students reentering the program require a personal interview with school administration. After re-entry, the student’s SAP evaluation points, the established evaluation points, and the attendance rate and academic average is based on those hours, continuing from the point at which the student left the program previously.

APPAREL POLICY

The purpose of the Apparel policy is in preparations of the professional beauty industry. As a student you are training to become a beauty/style professional. You are signing up for an industry where image and dress are important. It is a key component of this training. The goal of being a beauty professional is to help clients look and feel their best and it is important to convey that image in your own attire/appearance. One of the best parts of being in the industry is that it is a part of the fashion industry, so you get to express yourself! Outlined below are the criteria to follow when choosing your attire. If you are unsure if something is appropriate to wear, please ask before wearing it to school. You are expected to arrive each day dressed appropriately, with hair and makeup done before arriving, so that you

Dress Code & Personal Appearance

You're training for an industry where image matters — your appearance is part of how you help clients look and feel their best. It's also a chance to express your personal style within professional bounds. If you’re unsure whether something is appropriate, ask before wearing it to school. Students who are not in dress code will be given the option to change into dress code or they will be sent home for the day. The absence will count against their contract end date.

Clothing

Clean and in good condition — no holes, stains, or ripped seams. All black (not grey).

- Tops: All black, sleeved, and long enough to fully cover your body — no crop tops and no graphics. Neckline no more than 3 inches from the neck.
- Bottoms: All black, no holes. Black jeans are fine (minimal distressing, below knee only. Leggings must look dressed-up, not gym- or loungewear and must cover your bottom. Skirts and dresses are permitted, no shorter than 2-3 inches above the knee. No bottoms showing.
- No shorts or rompers.
- Shoes: closed-toe, preferably all black — no slippers, (open back or open toe shoes).
- Accessories like jewelry and belts may be colored or patterned.

Not Approved

- Sheer or see-through clothing (unless fully layered)
- Overly low-cut, strapless, halter, or spaghetti-strap tops; crop tops (tops must meet bottoms with arms raised)
- Sweatshirts, hoodies, or sweatshirt-material apparel, including tops or bottoms.
- Logos or graphics
- no slippers, (open back or open toe shoes).
- Shorts or rompers
- Hiking boots, open-toed shoes, sandals, or slippers

NO HATS

HAIR MAKE-UP NAILS

MAKEUP

Create a finished appearance

- Appropriate for daytime and must be applied before arriving to school. Make-up cannot be applied after arriving to school.

NAILS

- Clean and filed
- Polish must be neat and not chipped

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Centralia Beauty College establishes Satisfactory Academic Progress policy (SAP) for determining whether an otherwise eligible student is making progress throughout the course. While attending a program at Centralia, each student is required to achieve the minimum SAP components of an 85% cumulative attendance rate and 80% cumulative grade average at all checkpoints. The student receives a course outline at the beginning of their program, which details the pace at which the student needs to progress to complete their entire program within the defined maximum time frame. A students’ GPA and pace of completion are affected by academic failures, missing course work, absenteeism, being withdrawn, having to repeat portions, or transfers of credit from other institutions.

*Students must be meeting SAP at quarter and if they are not they will be put on probation. If they are still not making SAP in both areas they will be let go from the program.

ACADEMIC PROGRESS EVALUATIONS/ GRADING

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation. Students are assigned academic learning and practical experiences. Courses are presented through comprehensive lesson plans which reflect effective educational methods. Academics are evaluated after each unit of study. Practical assignments are evaluated when completed. Practical skills are evaluated according to written procedures and set forth in practical skills evaluation criteria. Students must make up missed tests and incomplete assignments to graduate. Students must be at a **minimum** 80% GPA to graduate. The following grade scale is utilized for theory evaluation which utilizes a 100-point grading scale:

Grade Scale: Percent	Letter Grade	Percent	Letter Grade
93-100	A	77-79	C+
90-92	A-	73-76	C
87-89	B+	70-72	C-
83-86	B	67-69	D+
80-82	B-	60-66	D
59.99 and below = F			

New Market students are graded in three areas:

- Employability: Assessed through our Employability criteria. Attendance & Punctuality, Work Ethic, Attitude, Time Management, Electronic and Personal Devices, Working Independently, Initiative, Teamwork, Professional Language and Appearance. (See attached rubric at the end of this document.)
- Skills: Assessed through “Weekly Requirements” and Client Services, where a student is given a list of assignments to complete. Grades are based on quantity and quality of work.
- Knowledge: Assessed through test and reviews of the Milady text and work books. There are assignments in work books to be completed and tests at the end of each chapter.

Instructors will periodically inform students of missing or failing assignments, and the student will be given opportunities to make up or redo that work. It is ultimately the students’ responsibility to obtain those assignments from an instructor and to complete those assignments, in order to maintain satisfactory academic progress. Students who do not complete the assignments of this course are at risk of failing and removal from the program. In order to help students maintain satisfactory academic progress in the program and to ensure readiness for state licensing exams, the following rules have been implemented. (Excused absences will be taken into consideration.)

Practical & Written Work: Turned in late will affect employability grades

- Turned in on time Full credit. If turned in later than one week (5 School Days) late it is considered a zero.
- One Day Late -5%
- Two Days Late -10%
- Three Days Late -15%
- Four Days Late -20%
- Five Days Late -25%

Tests:

- Taken on time with class and turned in on time – Full credit for score of tests.

- Passing grade is 80% or better. Students will be given three opportunities to retake a test, in a timely manner, in order to improve their scores to a passing grade.

Please note: The required number of hours and all course work must be completed in order to graduate and receive a certificate of completion. Upon completion of all requirements students can register for the written and practical exams with the State of Washington.

STANDARDS FOR GRADUATION

The school has set forth minimum standards of completion for our programs.

1. Satisfaction of the admission requirements stated herein.
2. Completing a program according to the enrollment contract with a minimum of 1600 hours for Cosmetology
3. Satisfactory completion of the curriculum components as set forth by the school.
4. Satisfactory completion of all practical experience requirements and academic assignment as established.
5. Successful completion of all the schools written and practical examinations and successful completion of the schools offered mock practical testing.
6. Upon completion of the Cosmetology Program, students will receive a Certificate of Completion from Centralia Beauty College.

Centralia Beauty College reserves the right to retain a student in school if the student’s progress is not satisfactory as determined by the school’s administration and/or the student fails to complete all listed requirements or fails to pass the written and practical exams. Students requiring additional hours to satisfy the requirements must complete those requirements within the timeframe permitted. The school will not release an official transcript until all graduation requirements are met. **If a student requires the credits given by attending the full semester to complete their High School requirements, the student will be required to attend to the end of the quarter/semester regardless of graduation.**

STUDENT CONDUCT

Admission to Centralia Beauty College carries with it the assumption that the student is committed to a course of study which carries certain rights and responsibilities.

These are as follows.

- Assume responsibility for actively engaging in the learning process.
- Complete, in a predetermined order, a sequence of practical and theory courses, taken concurrently.
- Retain and use beginning knowledge with subsequent learning.
- Achieve the program objectives within the given time length.
- Retain all course materials and textbooks for reference throughout the entire program.
- Share information obtained during a client consultation with the instructor prior to performing services.
- Act as professionals while representing the beauty college and the Cosmetology industry. Bad behavior reflects on all students, staff, and the school.
- Participate and attend classes regularly to complete the programs curriculum, competencies and required hours in a timely manner.

STUDENT RULES AND REGULATIONS

1. Each student shall be in the classroom with Theory book, paper, and pencil prior to roll call. Wearing specified uniform and clean shoes. Students with soiled shoes or uniforms, or improper uniforms may be excused until the problem is rectified. No time will be received by students for this time lost.
2. No student will be allowed to enter the classroom if they arrive past their respective start time without prior arrangement
3. No food or drink is allowed on the clinic floor!
4. You have a half-hour lunch, please schedule appropriately. You may have a request appointment upon return.
5. All breaks and lunches are non-creditable hours and must be approved by an instructor prior to the break.
6. Students will accept all appointments given to them, except when a communicable disease is present. Students are expected to always act in a professional manner when in view of the public.
7. Students are eligible for services if they are meeting SAP (satisfactory academic progress) minimum 80%GPA and 80% Attendance. Ask an instructor before performing a service on another student or having a service performed on you.
8. Visitors are permitted in the reception area only. No visitors are permitted at your station.
9. When in doubt about a procedure, ask an instructor, not another student.
10. Have all work on the floor checked before proceeding with another service. Upon completion of service, escort client to the front desk.
11. Sweep up hair before getting an instructor for a haircut check.
12. Remove hair from brushes before placing them in the dispensary.
13. Each student is responsible for their own time. Please ensure you are checking your student portal to receive credit for your hours.
14. Students are required to work on class projects or requirements when not attending to patrons. No credit will be given for reading magazines, letter writing, etc. Students who are too ill to work will be clocked out for the day and must leave the building.
15. No parking behind the school. These spaces are reserved for employees and customers.
16. Keep your station, chair, mirror, and locker clean always.
17. Each student is expected to keep their own workstation clean and disinfected and to clean, disinfect and return supplies to the proper place. i.e.: Perm rods, shampoo, and conditioners etc.
18. Foundation level students may not receive personal services either on the floor or as a model until they have passed the basic class floor test.
19. Any equipment damaged or misplaced by a student will be charged a nominal fee for replacement or repair.
20. Students should limit the number of personal calls to emergencies only.
21. The customer service ticket must be always clipped to the right-hand corner of mirror or on the station and must be signed by an instructor before the client leaves the building.
22. Cell phones are to be used only at designated times and in designated areas. This is outlined in the Electronic Devices Policy.
23. No boyfriends, girlfriends, family, or friends are allowed in the break room at any time.
24. No smoking is allowed in the building. No smoking allowed for under age 21. NO SMOKING ALLOWED AT ALL BY THE NEW MARKET STUDENTS.
25. THE SCHOOL IS NOT RESPONSIBLE FOR TRANSPORTATION.
26. THE SCHOOL IS NOT RESPONSIBLE FOR PARKING.
27. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

COURSE DESCRIPTIONS All courses are taught in the English language.

Upon completion of a course and successful completion of written and practical exams, students will be eligible to apply for a license in the field of the course they completed.

Cosmetology / 1600 Hours

The curriculum involves 1600 hours to satisfy Washington State Department of Licensing requirements. The course includes extensive instruction and practical experience in cutting, hair coloring, perming, skin care, styling and shampooing, artificial hair, scalp treatments, chemical relaxers, first aid, diseases and disorders, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

*Instructional methods used are demonstrations, discussions, inter-active lectures, problem solving, question and answer sessions, student and classroom presentations, and presentations from practitioners, individualized instruction, labs and student salon activities.

*Students are prepared to be entry level Cosmetologist.

COMPETENCIES AND SEQUENCES COSMETOLOGY (1600 HOURS)
SERVICE REQUIREMENTS AND HOURS

Manicuring/Pedicures	100	Chemical Relaxers	10
Esthetics	100	Hair Color	100
Haircutting	340	Theory	285
Hair styling & Shampooing	230	Disinfecting & Safety	150
Artificial Hair	30	First Aid/Diseases and Disorders	70
Scalp Analysis	100	Permanent Waves	85

Cosmetology “Foundations” The first 240 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices. Upon completion of **all required elements** students are advanced to the next section of training and provided a station on the “Clinic Floor”.

Cosmetology "Clinic Floor” The remaining 1360 hours are spent in the clinic area where practical experience is gained and in the classroom for remaining theory education. Each student is required to perform a minimum number of services and hours, according to Washington State law. While on the Clinic floor students are responsible for attending a minimum of four hours of theory class, weekly.

COURSE CLOCK HOURS FOR EACH SUBJECT – UNIT – 1600 TOTAL HOURS

285 THEORY- CLASSROOM INSTRUCTION

Orientation, the history of Cosmetology, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, and Electricity.

150 DISINFECTING

Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial, Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety.

230 HAIRSTYLING AND SHAMPOOING

Shampooing, Rinsing and Conditioning, Principles and Techniques of Treatments, Disorders of the Hair and Scalp and Related Chemistry, Product Knowledge, use and safety.

340 HAIRCUTTING

Principles and Techniques of Sectioning, Removing length or bulk with a razor, shears, and clippers.

100 HAIR COLORING- BLEACHING

Principles and Techniques of Temporary, Semi-Permanent and Permanent color, Bleaching, Tinting, Toning, Highlighting, Special Effects, and Color Correction.

85 PERMANENT WAVES

Principles and Techniques of Sectioning, Wrapping, Processing, Curling and Relaxing.

100 MANICURING AND PEDICURING

Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring and Basic Nail Techniques.

100 ESTHETICS

Principles and Techniques of Skin Care Treatment, Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial treatments, Artificial Eyelashes, and Removal of Unwanted Hair.

10 CHEMICAL RELAXERS

Principles and Techniques of sectioning, processing, and relaxing.

100 SCALP ANALYSIS

Principles and treatment for a healthy scalp.

30 ARTIFICIAL HAIR

Washing, Setting, and Styling of artificial hair and wigs, Various material types of extensions, Different forms of applications and care.

70 SAFETY & SANITATION

Health and Public Sanitation methods, Infection Control, Products, Tools, Equipment Use and Safety.

Each course teaches students the basics required to prepare them for the Washington State Department of Licensing exams for licensure. Each course’s duration and curriculum are determined by Washington State Laws and Rules. Each student is required to complete a minimum number of hours and operations to qualify for licensure. Centralia Beauty College provides students with a learning environment with real world experience, as they will be performing services to the public daily. Students are assessed in Skills, Knowledge, and Professionalism.

TEXTBOOK AND KIT POLICIES

Centralia Beauty College and New Market Skills Center supply a borrowed kit and text book to enrolled New Market Students to use through their time with Centralia Beauty College. Personal Kits are available for New Market students to purchase through the school if desired. New Market Kits and text books may not be removed from the building to prevent students from leaving items at home. The student is responsible for replacing lost, missing, or broken items. In the event a kit item is defective, Centralia Beauty College will warranty the item for 30 days from the date the student received the item. The textbooks and kits provided are to be used for Centralia Beauty College guests and/or models as assigned to develop required skills and speed. To keep learning materials current, Centralia Beauty College, from time to time, may change textbook and kit items. The student is responsible for any additional textbook and kit costs. Borrowing or loaning equipment is not allowed.

TERMINATION

If a student that violates school policies and regulations, is boisterous, obscene, vulgar, discourteous, or comes to school under the influence of alcohol or drugs will be terminated for unsatisfactory conduct. Chronic absenteeism and tardiness can be cause for termination, as detailed in our Attendance Policy. Habitual tardiness will be looked upon the same as absenteeism because of its effect on classroom activities and scheduling of appointments. If a student wishes to withdraw from school, they should complete the official withdrawal procedure. If the withdrawal procedure is not followed completely, formal termination will be based on the monitoring of academic participation, determined by the school. The following methods of determination will be used, the monitoring of attendance, class work and completion of requirements.

STUDENT DISCIPLINE POLICY

At Centralia Beauty College our focus is the education we deliver to our students. For many, Cosmetology will be a lifelong career, and we are proud to be part of the educational process that will help reach the goals you desire. Sometimes students will lose sight of their goals and will forget that rules are in place to keep order and training at maximum levels. For those students who do fail to follow the rules as described in their student handbooks and various handouts, the following actions are taken to allow those students to refocus and continue with their education with as little interruption to the process as possible. Chronic absenteeism or consistently not following school rules will be documented using New Markets documentation policy. On the first offense the student will receive an oral warning. (Documented in student file.) On the second offense the student will receive a written warning which will be placed in their school file. The student and instructor will be required to establish a plan to resolve the situation. On the third offense the student will receive a written warning that will be placed in their school file and the student will be sent home for the day. On the fourth offense the student will be removed from the program. Day suspensions will be treated as absences.

RELIGIOUS ACCOMMODATION POLICY

Students must submit a request to administration of any time they might require away from school for religious reasons/purposes. The student must submit this request in writing and the request must include dates and a brief description of the event. Upon notification, the school will make accommodations in the student’s schedule, so that they may observe their scheduled event/s.

Addendum to Centralia Beauty
College Catalog & Consumer information Disclosure
The following pages are examples of the forms used for Return to Title IV Calculations and Post Withdrawal Disbursements. These forms are used to determine the amount of Federal Funding a school has earned and the amount a school must return, upon the withdrawal of a student.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools/academies that receive funds under an applicable course of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights are transferred to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by Centralia Beauty College. Academies are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Academies may charge a fee for copies.
- Parents or eligible students have the right to request that Centralia Beauty College correct records which they believe to be inaccurate or misleading. If Centralia Beauty College decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if Centralia Beauty College still decides not to amend the record, the parent or eligible student has the right to place a statement with the

record setting forth his or her view about the contested information.

- Generally, academics must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows academics to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - Centralia Beauty College officials with legitimate educational interest.
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of Centralia Beauty College;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Centralia Beauty College may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, academics must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that Centralia Beauty College not disclose directory information about them. Academies must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of Centralia Beauty College.

Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave, SW Washington, DC 20202

HEALTH & SAFETY EXEMPTION REQUIREMENT

Centralia Beauty College adheres to all requirements pertaining to the protection of student information. However, there are limited exceptions to FERPA regulations under which Centralia Beauty College is permitted to disclose education records or personally identifiable information (pii), non-directory information from education records in connection with a health or safety emergency without student consent. The situation must present imminent danger to a student, other students, or members of the school community in order to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

PERSONAL IDENTIFIABLE INFORMATION (PII) -- SAFEGUARDING CONSUMER INFORMATION

Procedure for Maintaining and Safeguarding Student Records

All student financial records are kept in a locked cabinet in a fire safe room.

The Financial Aid Office is locked when unoccupied.

The CEO, Financial Aid Officer and school owners are the only people who have keys to the student files.

No other employees have keys to the file cabinets.

SAFEGUARDING CONSUMER INFORMATION

Procedure for Maintaining and Safeguarding Student Records

All student financial records are kept in a locked cabinet which is in the Financial Aid Office. The Financial Aid Office is locked when unoccupied.

The CEO, Admissions, Financial Aid Officer and Centralia Beauty College owners are the only people who have keys to the student files. No other employees have keys to the file cabinets.

Student records are maintained on a computer software system called Genesis. This is a live, online system with a daily back up. All data is stored off site at their location.

COPYRIGHT INFRINGEMENT POLICY

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material.

In addition, this policy seeks to create awareness for all users to the seriousness as well as possible consequences for unauthorized use of copyrighted material. Centralia Beauty College strictly prohibits all the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text, or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the Institution's computer system and network.

Centralia Beauty College respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of Centralia Beauty College to comply with copyright law. If users utilize copyrighted materials for educational, instructional, research, scholarship and like areas, Centralia Beauty College will follow the legal doctrine of fair use currently as part of the copyright law. Centralia Beauty College's students and faculty will not make unauthorized copies of copyrighted material on or using Centralia Beauty College computer system, network, or storage media. Also, Centralia Beauty College's faculty and students will not store unauthorized copies of copyrighted works using Centralia Beauty

College's system, network and/or storage media. Centralia Beauty College's faculty and students should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using Centralia Beauty College's computer system, network, and Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. Centralia Beauty College reserves the right to monitor its computer systems, networks, and storage media for compliance with this policy, at any time, without notice, and with or without cause.

Additionally, Centralia Beauty College reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion, and other legal actions. For more information, please see the website of the US Copyright Office, www.copyright.gov.

CAMPUS SECURITY ACT INFORMATION DISCLOSURE

Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), we are required to provide all students and faculty with the following safety information about our campus. This Annual Security Report has also been updated to reflect recent changes in crime reporting, policies and procedures required by the Violence Against Women Reauthorization Act of 2013 (VAWA) effective July 1, 2015.

* The FBI has announced that it will retire the SRS and transition to using only the NIBRS effective January 2021.

Centralia Beauty College is committed to providing safety to all its students, faculty, and staff. If a crime happens to the student or the student's property or if there is an emergency occurring on campus, report the incident to a facilitator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security forces.

Centralia Beauty College will provide students, faculty, and staff with a copy of this crime report from the previous calendar year by October 1st of the following year. Statistics will be gathered from the local police and compiled in the annual report.

The report will show the number of incidents on campus, including Centralia Beauty College parking lot and adjacent streets. At any time, statistics can be accessed from Centralia Beauty College Admissions Office.

Although Centralia Beauty College does not employ security Officers, Centralia Beauty College has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

CAMPUS SECURITY AUTHORITIES

Steve Hernandez, Vice President and owner of Centralia Beauty College is responsible for the Campus Safety and

Security Compliance. Contact Info: (360)736-2866 email: steve@centraliabeautycollege.com.

Office Responsible:	Vice President and Owner
Area Information is Located:	www.centraliabeautycollege.com / Paper copy upon request
Date Document was last updated:	11/01/2023
Date Policies and Procedures last updated:	11/01/2023

Command Decision Team, (CDT) are responsible for CDT Members consisting of:

Rhea Hernandez /President
Steve Hernandez/Admissions, Marketing
Jacqueline Smith/Manager
Tara Foster/ Financial Aid

Specialist CDT Team Leader:

Steve Hernandez

Emergency Phone Numbers:

Immediate Help (Fire, Police, Rescue Squad)	9-1-1
Administrative Offices	(360)736-2866
Fire Department	9-1-1 or (360)736-3975
Ambulance Department	(360)736-9881
Police Department	9-1-1 or (360)330-7680
Sheriff Department	9-1-1 or (360)748-9286
City-County Health Department	(360)740-1223

Mental Health agencies:

Cascade Mental Health	(360)330-9044
Lewis County Mental Health Wellness Recovery Center	(360)740-1430
Families in Transition /Reliable Enterprises	(360)736-9558 Counseling
Cascade Mental Health	(360)330-9044

Hospital:

Providence Hospital	(360)736-2803
Steck Medical Clinic	(360)736-1965
Lewis County Emergency Management	(360)740-1151

State government offices related to emergency management (hazards):

FEMA, Regional 10 Office	(425)487-4600
U.S. Department of Homeland Security Region 3	(800)375-5283
American Red Cross of Washington	(360)748-4607
Salvation Army	(360)-736-4339
United Way	(360)748-8100
Lewis County Shelter Program	(360)736-5140

TIMELY WARNING

If a situation arises, or a crime occurs, either on or off campus, that, in the judgment of the Command Decision Team (CDT), constitutes a threat to students and employees, a campus wide “timely warning” will be issued. The warning will be issued through Centralia Beauty College by either, verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to staff, students, and guests. If the situation or crime occurs on campus and represents an immediate threat to the health of safety of students or employees, the institution will follow the Emergency Notification procedures contained in this report in lieu of the Timely Warning procedures.

Anyone with information about warranting a timely warning should report the circumstances to CDT, by phone (360)736-2866 or in person at Centralia Beauty College at 217 S. Tower Ave Centralia, WA 98531.

MISSING PERSON POLICY

If a member of the Centralia Beauty College community has reason to believe that a student who attends a course here is missing, he or she should immediately notify the Centralia Police Department at (360)330-7680.

DRUG FREE CAMPUS

The Drug Prevention Policy and its effectiveness are reviewed yearly by Centralia Beauty College. If changes are necessary, the faculty will be notified at the next faculty meeting. The new policy will be presented in written form to all students and will be implemented from that point forward.

Centralia Beauty College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by faculty and students on the property or as part of any Centralia Beauty College activities.

In some cases, conviction of drug-related offenses could result in the student’s ineligibility of Title IV funding or other forms of financial assistance.

Centralia Beauty College will expel students and terminate faculty involved in unlawful possession, use or distribution of illicit drugs and alcohol on Centralia Beauty College premises and will refer such cases to the proper authorities for prosecution.

Faculty and students may be reinstated upon completion of an appropriate rehabilitation program. If an arrest for drug or alcohol related incident occurs off site, the student/faculty is required to inform Centralia Beauty College, so Centralia Beauty College can assist with providing resources to aid the student/faculty member. As a condition of employment, faculty must notify Centralia Beauty College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Centralia Beauty College policy supports and enforces state underage drinking and illicit drug laws.

DRUG AND ALCOHOL ABUSE PREVENTION

Centralia Beauty College will immediately contact law enforcement officials to report all unlawful activity. The health risks of illicit drugs and alcohol abuse require Centralia Beauty College to provide education and referrals for faculty and students. Centralia Beauty College provides education and distribution of materials annually and refers faculty and students to local services.

Health risks associated with the use of illicit drugs and the abuse of alcohol include:

Impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

EMERGENCY NOTIFICATION

An emergency notification is an immediate notification of an unforeseen combination of circumstances that calls for immediate action. The faculty has received training on how to handle a pending emergency and trained in the following Emergency Code.

CODES FOR AN EMERGENCY SITUATION

Code Lock Down: A lock down situation has occurred. Faculty, students, and guests are to remain calm and do not leave Centralia Beauty College.

Code Evacuate Front: Indicates a need to evacuate Centralia Beauty College immediately and exit through a front entrance only.

Code Evacuate Back: Indicates a need to evacuate through the back entrance only.

Code Dangerous: Indicates a dangerous situation has occurred outside Centralia Beauty College and no one is allowed to leave Centralia Beauty College.

Code Hostage: A hostage, criminal or terrorist threat / situation.

EMERGENCY RESPONSE PROCEDURES

At the time of an urgent, unanticipated event, Command Decision Team (CDT) Members will assess the situation to determine the significance of an emergency. Without delay, CDT will consider the safety of its faculty, students, guests, and community neighbors.

CDT will identify / determine the extent of the emergency and enact appropriate means of notifications. CDT will respond by assisting any victims(s), respond to/or contain the emergency at hand and diffuse the dangerous situation if possible.

The CDT will determine the extent of information that needs to be released and will disseminate to faculty, students, and guests / public as appropriate.

In the event of a dangerous situation and without delay, CDT will assess the situation and will contact authorities or determine the course of action to protect the entire Centralia Beauty College population. CDT will determine means of notification through but not limited to verbal communications, intercom broadcast systems, cell phones, emails and text, social media, and signage to deliver emergency messages. If necessary, a member of CDT will notify the radio and local television stations.

The verbal/written communication will include the type(s) of emergency and steps for the emergency.

Centralia Beauty College will provide the Fire Department and the Police Department with a floor plan of the building. The administration will also notify these agencies of any new construction, long-term functions or any other events which may affect routing or access to the campus. In addition to floor plans, the Police Department, Fire Department, and other local emergency officials are encouraged to tour and walk through the campus regularly.

At least annually during student training, the faculty will conduct an announced or unannounced test. The test(s) are documented by dates, times, and whether the exercise was announced or unannounced. The results are publicized in the Emergency & Safety Book. The testing reminds faculty and students of procedures necessary for security, safety, and crime prevention on and off campuses.

Annually Centralia Police Department will speak on practicing safety for faculty and student members. Faculty and students complete a tour of Centralia Beauty College, locating fire extinguishers and exits. They are informed of what to do in case of an emergency.

Roll calls will be taken as soon as reasonably possible to ensure all faculty and students have been accounted for at the time of the emergency.

EMERGENCY PREPAREDNESS AND SUPPORT

List of housing resources:

Homeless Shelters:	Housing Resource Center	(360)736-5140
	Lewis County Shelter Program	(360)736-5140
Supportive Housing:	Virginia Station Apartments	(360)736-7864
Halfway Housing:	Sober Living Halfway Houses	(888)737-0761
Transitional Housing:	Housing Resource Center	(360)736-5140
Day Shelters:	Lewis County Shelter Program	(360)736-5140
Low Income Housing:	Virginia Station Apartments	(360)736-7864
	South Creek Apartments	(360)736-0248
	Brindlewood Apartments	(360)736-2388
Residential Alcohol and Drug Treatment Centers:		
	Eugenia Center	(360)740-9767
	Addiction Recovery Center	(360)748-4357
	New Directions Counseling	(360)740-4380
Community Volunteer Work	Hub City Mission	(360)748-0119
Consumer Credit Counseling Services of Lewis County		
	Consumer Credit Counseling	(800)718-3344
	Awareness Counseling	(360)330-2832

Centralia Beauty College is dedicated to serving the homeless and low-income. We have listed the shelters and low-cost housing services in the Centralia/Chehalis area. This list has homeless shelters, halfway houses, affordable housing, etc. The database consists of emergency shelters, homeless shelters, day shelters, transitional housing, shared housing, residential drug and alcohol rehabilitation programs and permanent affordable housing. To offer food, clothing, shelter, and spiritual guidance to homeless men, women, and children in need:

Types of Shelters and Service Information

Day Shelters supplement homeless and low-income people when the shelter their staying in only offers shelter on an overnight basis. Case management is often provided and sometimes there are laundry and shower facilities. Meals and basic hygiene may also be offered. Almost all-day shelters provide their services free of charge. Any emergency or homeless shelter that allows clients to stay during the day is also classified under this category.

Emergency Homeless Shelters provide short-term relief for the homeless & low-income. Usually there is a maximum stay of 3 months or less. Many of these shelters ask their clients to leave during the day. Meals and other supportive services are often offered. 3 times out of 5 these shelters offer their services free of charge.

Halfway Housing helps transition individuals and families from shelters or homelessness to permanent housing. The length of stay is usually anywhere from 6 months to 2 years. Residents are often required to pay at least 30% of their income toward program fees. Sometimes the money they pay in fees is returned to them when they leave. Any emergency or homeless shelter that allows their clients to stay more than 6 months is also classified under this category.

Permanent Affordable Housing is a long-term solution for housing. Residents are often allowed to stay if they remain in the low-income bracket but is sometimes limited 3 - 5 years. Residents pay no more than 30% of their income towards rent. Emergency shelters, homeless shelters and transitional housing programs that allow their clients to stay without a maximum stay are also classified under this category.

Drug and Alcohol Rehab programs are intended to treat alcohol and/or drug dependency. The cost of participating in one of these programs and the method of treatment range significantly. The database operated on this website only includes residential rehab programs (not outpatient programs). We also provide Access to Recovery (ATR) Grant programs for substance abuse treatment.

Supportive Housing Programs that provide an alternative living arrangement for individuals who, because of age, disability, substance abuse, mental illness, chronic homelessness, or other circumstances, are unable to live independently without care, supervision and/or support to help them in the activities of daily living; or who need access to case management, housing support, vocational, employment and other services to transition to independent living.

Shared Housing Programs help bring low-income persons together and helps prevent homelessness by providing affordable housing options. This service is good for families, disabled persons, and others wanted more companionship. Shelterlistings.org finds these shared housing locations and lists them throughout our website.

Rooming House or Boarding House A rooming house is a building in which renters occupy single rooms and share kitchens, bathrooms, and common areas. The location may be a converted single-family home, a converted hotel, or a purpose-built structure. Rooming houses are low-cost housing and may have as few as three rooms for rent, or more than a hundred. The same goes for boarding houses. We list these types of residences throughout www.shelterlistings.org.

Transitional housing is affordable low-cost supportive housing designed to provide housing and appropriate support services to person(s) who are homeless or who are close to homelessness. The transition is to help them be more self-sufficient to move towards independent living on their own. Services provided at transitional housing facilities vary, from substance abuse treatment to psychological assistance, job training, domestic violence assistance, etc. The assistance provided varies, but it is generally affordable and low-cost housing. Read the descriptions of each of the transitional living locations for more detailed information.

SAFETY PROCEDURES

First Aid: A first aid kit is in the dispensary and the educators' office.

Fainting: Do not move the person; call 911. Give facts as much as possible. Keep calm and notify other CDT Members for help, if necessary. Make the person comfortable.

Cut finger: Educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage. Bandages and first aid kits are kept in the dispensary and the educators' office.

Cuts requiring stitches: The student should be transported to the emergency room in the most expedient way possible.

Dangerous Situations, Alerting Faculty, Students, Guests and/or Neighbors

Situations brought to the attention of the Command Decision Team (CDT) and if confirmed, will alert and students by announcing, emailing, text and /or a written notification that will be posted in a conspicuous area, directing them to either a safe location and or the City County Health Department. Once the dangerous situation is diminished, an announcement, email, text and/ or a written notification will be posted or sent to students when classes resume.

POLICIES Policy: Preparation of Disclosure of Crime Statistics

PERSON/STAFF, CEO and a member of the CDT, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) as amended by the Violence Against Women Reauthorization Act of 2013. The full text of this report can be located on our web site at www.centraliabeautycollege.com. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus. Local law enforcement provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Police Department and Command Decision Team. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Centralia Beauty College accepts information on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students that provide the web site to access this report. Faculty receives similar notification at our faculty meetings and Professional Development. All prospective faculty, potential students may obtain copies of the report at Centralia Beauty College in the Admissions Office or by calling (360)736-2866.

Policy: How to Report Criminal Offenses

To report a crime on or off campus:
Contact Police Department at (360)736-7680 (non-emergencies),
Dial 9-1-1- (emergencies only). Additionally, you may report a crime to the following areas:

Centralia Beauty College Command Decision Team (CDT)	
Admissions Office	(360)736-2866
CEO Office	(360)736-2866
Facilitator’s Office	(360)736-2866
Financial Aid Office	(360)736-2866
Front Desk	(360)736-2866

Policy: Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within Centralia Beauty College or the criminal justice system, you may still want to consider making a confidential report. With your permission, CDT can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Centralia Beauty College can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime about a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Centralia Beauty College prohibits any retaliation against anyone who in good faith reports any violations of the campus security policy.

Policy: Limited Voluntary Confidential Reporting

The Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to CDT campus security authorities as identified below. Confidential reports of crime may also be made to Crime Stoppers at (800)222-8477.

Statement: Institution That Has a Memorandum of Understanding, (MOU)

Centralia Beauty College recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of Centralia Beauty College. All persons on the campus are always subject to these laws and rules. While Centralia Beauty College is private property, and Constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. Additionally, the officers are invited to patrol the campus to assist CDT in deterring crime. All law enforcement

agencies are asked to call the Financial Aid Office prior to entering Centralia Beauty College. CDT is recognized by the Police Department. CDT enjoys an especially good relationship with the Police. The response time of the police department to campus averages less than two minutes for emergency calls. The exercise of that authority is described in a “memorandum of understanding” (MOU) between Police and CDT that outlines which law enforcement agency will have jurisdiction over which types of offenses.

As noted in the introduction and the emergency policies, the Police Department is notified of all serious crime on campus and is immediately notified of major crimes via the telephone. Centralia Beauty College relies on the telephone to contact the county emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to Centralia Police. Annually, Centralia Beauty College receives an email report of all crimes committed on the campus from the Police Department.

Policy: Encouragement of Accurate and Prompt Crime Reporting

Faculty, students, and guests are encouraged to report all crimes and public safety related incidents to Centralia Beauty College in a timely manner. To report a crime or emergency on Centralia Beauty College, call the CDT Team Leader. CDT will investigate a report when it is deemed appropriate.

If assistance is required from the Police Department or the Fire Department, CDT will contact the appropriate unit. If a sexual assault or rape should occur, faculty on the scene, including CDT, will offer the victim a wide variety of services.

Policy: Counselors and Confidential Crime Reporting

Centralia Beauty College does not employ professional or pastoral counselors. All reports of crime will be investigated. Violations of the law will be referred to law enforcement agencies and when appropriate, to Centralia Beauty College CDT leader for review.

Policy: Security Awareness Programs for Faculty and students

Prior to the course start, orientation is held. Students are informed that Centralia Beauty College does not have campus police. Students are informed about the campus security policies and procedures contained in this report and about crime awareness on Centralia Beauty College and in surrounding neighborhoods. Similar information is presented to new CDT Members. A common theme of all awareness and crime prevention programs is to encourage faculty and students to be aware of their responsibility for their own security and the security of others.

Policy: Security of and Access to Campus Facilities: Centralia Beauty College has four entrances/exits equipped with locks. They are located on the North side, East side, and West side of the building. The front entrance (East side) and side entrance (North side) are monitored by the front desk staff when Centralia Beauty College is open for business from 8:30am to 5pm Tuesday through Saturday the Classroom door (East side) remains locked at all times. This door is unable to open from the outside but can be opened at any time from the inside. The rear Door (West side) is monitored by Centralia Beauty College administration. Students and the public have no access to this door unless there is an emergency. All faculty members have keys to all outside doors. Students ‘only have access to enter the building by the North side and East side (main entrances) doors and are monitored by the front desk staff.

Policy: Crime Prevention Programs for Faculty and students

Crime Prevention Programs on personal safety and theft prevention are discussed at orientation. To enhance personal safety, and especially after dark, walk with friends or colleagues from Centralia Beauty College to your destination.

Policy: Addressing Alcoholic Beverages

The possession, sale, or the furnishing of alcohol on the Centralia Beauty College campus is prohibited. Centralia Beauty College has been designated “Drug free” and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Police Department. Violators are subject to disciplinary action, criminal prosecution, fines and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Centralia Beauty College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of Centralia Beauty College. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the Police.

Policy: Illegal Drug Possession

Centralia Beauty College has been designated “Drug free” and under no circumstances is the possession, use, or sale of illegal drugs permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under

both state and federal laws. Such laws are strictly enforced by the Police Department. Violators are subject to disciplinary action, criminal prosecution, fines and imprisonment. The possession, use or sale of illegal drugs on the campus is a violation of the Centralia Beauty College Illegal Drug Possession Policy.

Policy: Medical Marijuana

Although **Washington State law allows adults aged 21 and older to possess marijuana for personal use**, federal law prohibits marijuana possession and use of any kind. Centralia Beauty College receives federal funds; therefore, the use, possession, and/or cultivation are prohibited at Centralia Beauty College, including on campus, on Centralia Beauty College’s property, or at events sponsored by Centralia Beauty College. The intent of this notice is to protect the health and safety of our faculty, staff, guests, and students.

Policy: Substance Abuse Education

Centralia Beauty College has developed a contact list to prevent the illicit use of drugs and the abuse of alcohol by faculty and students. The list provides services related to drug use and abuse including dissemination of informational materials, educational programs, and counseling services.

Policy: Campus Safety

All reported incidents are reviewed, and applicable information is collected and presented to the proper authority. *To ensure that our campus remains safe, it is important for members of the campus to report this information in a timely manner.* Any suspicious activity should be considered a reasonable suspicion and reported. (Examples of suspicious activities include seeing an unescorted guest in an unapproved area, doors propped open, or unauthorized individuals using campus equipment or offices.) If it seems a situation appears abnormal to you in any way, report it.

Policy: Bullying & Harassment Policy

Bullying or implied threat, intimidation, sexual harassment, and violence will not be tolerated at Centralia Beauty College.

Weapons of any kind are not permitted on campus; this includes the Centralia Beauty College building and surrounding parking lot.

Centralia Beauty College will address issues involving harassment or bullying in any form; student to student; student to faculty member(s); faculty member(s) to student; or faculty member to faculty member. All faculty members and students have a responsibility to cooperate fully with the investigation of alleged bullying or harassment complaint. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or faculty. It is further defined as; unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting or dehumanizing gestures by a student or faculty that has the potential to create an intimidating, hostile or offensive educational environment or cause long term damage; to cause discomfort or humiliation or unreasonably interfere with the individuals’ academic performance or participation, is carried out repeatedly, and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to; unwanted teasing, threatening, intimidating, stalking, cyber stalking, cyber bullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of Centralia Beauty College or personal property, social exclusion, including incitement and/or coercion, rumor or spreading of falsehoods.

Harassment is defined as any threatening, insulting, or dehumanizing gestures, use of technology, computer software, or written, verbal or physical conduct directed against a student or employee that places a student or employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student’s educational performance, or employee’s work performance; has the effect of substantially negatively impacting a student’s or employee’s emotional or mental well-being; has the effect of substantially disrupting the orderly operation of Centralia Beauty College.

Sexual Harassment is defined as intimidating, bullying, threatening or coercion of unwanted sexual advances either physically or verbally including by means of social media and / or technological devices. Sexual harassment can also

include an inappropriate promise for sexual favors. Sexual harassment can take the form of crude language of sexual nature, mild annoyances / transgressions to actual sexual assault or sexual abuse.

Sex Offender Registry: Individuals wishing to learn additional information about registered sex offenders may check website information for Lewis County.

<http://lewiscountywa.gov/sheriff/sexoffenders>

If bullying or harassment in any form occurs in Centralia Beauty College, contact any member of the faculty of Centralia Beauty College or contact the Police Department to file a report immediately. Centralia Beauty College will do everything possible to assist in this serious matter. If such a serious offense occurs, it is important to preserve evidence of the criminal offense. Information regarding area counseling centers will be provided upon request by a student or faculty member. If an offense happens where both the accused and the accuser attend Centralia Beauty College, both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and will be informed of Centralia Beauty College's final determination of any Centralia Beauty College disciplinary proceeding with respect to the alleged offense and any sanction that is imposed against the accused. Dismissal may occur following a final determination of said proceedings. Centralia Beauty College will work with students to change their situation (i.e., allowing the student to take a leave of absence or enroll in a later course) if a change is requested by the victim and the change is reasonably available.

Centralia Beauty College agrees to comply with and provide all faculty and students with a copy of the campus security report at the beginning of each calendar year and to all prospective students enrolling at Centralia Beauty College. The report will include the previous calendar year statistics to comply with the consumer reporting requirement of the most recent three (3) completed calendar years.