



HAYS ACADEMY  
OF HAIR DESIGN

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**Hays Academy of Hair Design locations:**

Main Campus: 1214 East 27<sup>th</sup> Street, Hays, KS 67601

Branch Campus: 115 South 5<sup>th</sup> Street, Salina, KS 67401

The main campus in Hays serves as the headquarters for all administration.

**Owners**

**Danielle Markley** and **Summer Melvin** are the owners of all campuses of Hays Academy. They have been the owners of the Hays campus since 2003 and opened a branch campus in Salina in 2012.

**Staff****Danielle Markley**

Owner/Education Director

**Summer Melvin**

Owner/Financial Aid Administrator

**Eric Markley**

Instructor

**Len Melvin**

Marketing Director

**Nicole Kroeger**

Instructor/Hays

**Dana Simoneau**

Instructor/Hays

**Rachel Stiawalt**

Instructor/Hays

**Jessica Wilkens**

Instructor/Hays

**Brooke Martens**

Instructor/Salina

**Ashley Paulson**

Instructor/Salina

**Kirstin Holliday**

Instructor/Salina

**Rachel Vermillion**

Instructor/Salina

**Randi Gerstner**

Admissions Director/Hays

**Krista Waldman**

Admissions Director/Salina

**Kellie Leary**

Salon Coordinator/Salina

**Lauren Goebel**

Salon Coordinator/Hays

**Brenda Muehleisen**

Assistant Salon Coordinator/Hays

**Tyler Paulson**

Student Services

**Accreditation**

National Accrediting Commission of

Career Arts & Sciences

4401 Ford Avenue, Suite 1300

Alexandria, VA 22302-1432

Telephone (703) 600-7600

**Licensure**

Kansas State Board of Cosmetology

714 SW Jackson, Suite 100

Topeka, KS 66603-3714

Telephone (785) 296-3155

**Approvals**

Kansas Board of Regents

1000 SW Jackson St., Ste 520

Topeka, KS 66612

(785) 430-4240

Any comments or complaints can be sent to the above approvals.

# Tuition

## Cosmetology Fees:

Registration Fee.....	\$ 100
Books & Equipment Kit.....	\$ 2,600
Tuition.....	<u>\$13,200</u>
Total Tuition Fee.....	\$15,900

## Nail Technology Fees:

Registration Fee.....	\$ 100
Books & Equipment Kit.....	\$ 900
Tuition.....	<u>\$3,595</u>
Total Tuition Fee.....	\$4,595

### Payment of Tuition

#### Cosmetology

The student (or his/her guardian) agrees to pay the school designated above \$7,000 the first day of school, \$7,000 at the completion of 450 hours of training, \$900 at the completion of 900 hours of training, and \$900 at the completion of 1200 hours of training. If you desire another payment option please set up a meeting with the administration.

#### Nail Technology

The student (or his/her guardian) agrees to pay the school designated above \$1,515 the first day of school, and \$1,515 the first day of the following month and \$1,465 the first day of the third month of training. If you desire another payment option please set up a meeting with the administration.

### Methods of Payment

The methods of payment of monies owed to the institution can be cash, credit card, money order, check or Title IV aid.

# General Information

## **Mission Statement**

Hays Academy of Hair Design strives to provide a progressive post-secondary education that will prepare students for a career in the salon and spa profession, while enhancing maximum personal potential.

## **Language**

All courses are taught in English.

## **Non-Discrimination Policy**

Hays Academy of Hair Design does not discriminate in its employment, admission, instruction or graduation policies on the basis of sex, race, age, color, ethnic origin, or religion.

## **Students with Disabilities**

We will provide reasonable accommodations for documented disabilities of individuals enrolled in a program offered at Hays Academy of Hair Design.

## **Cosmetology Occupations**

Hair Stylist	Lecture/Platform Artist
Esthetician	Technical Beauty Sales
Makeup Artist	Salon Manager
Hair Coloring Specialist	Salon Owner
Skin and Scalp Specialist	Cosmetology School Instructor
Permanent Wave Specialist	Cosmetology School Manager
Manicurist/Pedicurist	Cosmetology School Owner

## **Nail Technology Occupations**

Manicurist	Artificial Nail Specialist
Pedicurist	Nail Salon Owner
Nail Wrap Specialist	

## **Professional Affiliations**

Wella Signature School  
Sassoon Academy School Connection  
Nuts & Bolts Business Training  
Hays Chamber of Commerce  
Salina Chamber of Commerce  
American Association of Cosmetology Schools

### **Admission Requirements**

The admission requirements for our school are as follows:

1. Must be 17 years of age or older
2. Must have a high school diploma or its equivalent (example G.E.D) or have evidence of completion of home schooling that is registered with the state in which the home schooling was received. High School transcript is acceptable as prove of high school completion.

The student will be eligible to take the examination for licensure as a cosmetologist or manicurist when he/she has completed a minimum of 1500 hours for cosmetology or 350 hours for Nail Technology. A student of cosmetology does have the option to take the cosmetology written licensure exam at the conclusion of 1,000 hours.

### **Transfer Policy**

Transfer students are accepted in the school under the following conditions:

1. A maximum of 1000 hours can be transferred and credited to any training received at our institution.
2. Transfer students will be evaluated to determine if the knowledge and skill level represents the number of hours being transferred.
3. The school has the authority to decline transfer hours in its entirety or partially.
4. The transfer student must have a comparable working kit and textbooks to be accepted in this school, or must purchase the equipment necessary to make the kit comparable to the kit being used by the school.
5. When a student is transferring out to another school, student information will be released at no cost to the student, when the new school sends a request and the student signs a release form.

### **Re-entry Policy**

This school has a policy of accepting students for re-entry. If re-entry is greater than one year from the students last date of attendance, the student will be required to demonstrate skill retainment in order for all hours previously attained to be credited. Students will re-enter at the same Satisfactory Academic Progress as when they withdrew. Students are only permitted to re-enter the same program one time. A \$500 re-entry fee is charged at the time of re-entry.

### **State Licensure Requirements**

1. High School education or the equivalent in this state
2. 17 years of age or older at the time of state board examination
3. 1500 hours of cosmetology or 350 hours of Nail Technology in an approved school
4. Pass the written and practical examination administered by the board relating to the area of practice in which the person seeks a license.
5. Pay appropriate licensure fee
6. Any person convicted of a felony must be able to demonstrate to the board's satisfaction that such person has been sufficiently rehabilitated to warrant the public trust before licensure can be issued.

## **Certificates**

Each student will be awarded a school certificate upon completion of a prepared course of study and when all graduation requirements are met.

## **Grading Policies**

1. An average grade of 75% is required on theory tests, monthly requirement sheets, and practical exams. The student will not be permitted to graduate until each of these average 75%. Satisfactory Academic Progress Reports are conducted at the completion of 450 hours, 900 hours, and 1200 hours for cosmetology or at the completion of 175 for Nail Technology. If the administrator sees a potential problem developing, the student will be advised of the concern and a plan may be implemented to help rectify any potential problem. If it is determined that a student is not capable of doing the required course work, or is not willing to do the amount of work required to maintain an 75% average, the school may decide to terminate his/her training in the best interest of both the student and the school.
2. At the completion of the basics program (1st 13 weeks) the student must receive a 75% or higher on their final basics testing. If the student scores lower than a 75%, they will be dropped from the program.
3. A student who has completed 1500 hours of training and does not have an average grade point average of 75% can utilize the option of attending additional classes to retake failed portions. These classes are at an additional cost to the student.
4. If the student is absent the day a theory test is given, he/she will be allowed to take the test the day they return from their absence. The highest grade a student can receive, if the absence is unexcused, is a 75%.
5. Any student found cheating on any test will be suspended from school for a period of at least one week or a period time determined by the administrator, and will receive a grade of 0% for the test.

## **Grading Scale**

The following grading scale is used:

Excellent	100-93%
Very Good	92-85%
Satisfactory	84-75%
Unsatisfactory	74% & below

## **Graduation Requirements**

### **Cosmetology Course**

Each student must meet the following requirements for graduation:

- Complete 1500 clock hours of training
- Cumulative GPA of 75% in theory, practical and attendance
- Complete all requirements of the cosmetology curriculum
- Complete all requirements in the student skill book
- Have either paid all financial obligations or made arrangements for payment

## **Nail Technology Course**

Each student must meet the following requirements for graduation:

- Complete 350 clock hours of training
- Cumulative GPA of 75% in theory, practical and attendance
- Complete all requirements of the Nail Technology curriculum
- Complete all requirements in the student skill book
- Have either paid all financial obligations or made arrangements for payment

## **Licensing Examinations**

When all graduation requirements are completed, each student is required to take the State of Kansas exam. There will be a written, practical and blood spill portion of the exam. An average grade of 75% must be obtained on each the written exam, on the practical and on blood spill procedure. The exam must be taken at a site designated by the Kansas Board of Cosmetology.

## **Financial Aid**

Financial Aid is available to those who qualify. You may apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our school participates in the Direct Loan Program (Subsidized, Unsubsidized as well as Parent PLUS loans) and the Pell Grant Program. For more information, contact Summer Melvin 785-628-6624 or [haysaca@ruraltel.net](mailto:haysaca@ruraltel.net)

## **Cosmetology Curriculum: 1500 clock hours**

<u>Scientific Concepts</u>	<u>Hours</u>	<u>Chemical Services</u>	<u>Hours</u>
Sanitation	40	Hair coloring	175
Hair and scalp	35	Hair lightening	
Skin	20	Chemical waving	150
Nails	20	Chemical hair relaxing	125
<u>Physical Services</u>		<u>Hair Dressing</u>	
Shampoos and rinses	35	Hair shaping	150
Scalp and hair care	35	Hair styling	125
Facials and make-up	150	Thermal techniques	75
Manicuring	180	Care and styling of hair pieces	10
Artificial nails			
		<u>State law</u>	50
<u>Business Practices</u>	75	<u>Student specific needs</u>	50

**A cosmetology student shall not work on the public until the student has completed 320 hours of training.**

## **Nail Technology Curriculum: 350 clock hours**

<u>Scientific Concepts</u>	60 hours	<u>Manicuring Skills</u>	75 hours
Sanitation			
Chemistry		<u>Artificial nails</u>	160 hours
Nails			
Skin		<u>Business practices</u>	35 hours
Muscles, nerves, and blood			
		<u>State law</u>	20 hours



**A Nail Technology student shall not work on the public until the student has completed 75 hours of training.**

### **Textbook & Supplies Information**

Students have the option to opt out of having their books, kit and equipment included in the cost of books, kit and equipment in tuition and fees. If the student chooses to opt out, they are responsible for purchasing their own books and kit. A list will be provided to the student upon opting out. Students cannot opt out of the Sassoon or Nuts & Bolts materials because they are exclusive to schools and cannot be purchased elsewhere.

Hays Academy of Hair Design is a Sassoon Academy School Connection School and a Nuts and Bolts Business Training member school. We also use the Milady textbooks. The following are the ISBN #s if applicable as well as the retail value.

- Milady's Standard Cosmetology 2016, 13th Edition ISBN-13: 978-1-285-76941-7 \$117.95
- Milady's Standard Nail Technology, 6<sup>th</sup> Edition ISBN-10: 1435497686 \$102.95
- Nuts and Bolts Business Training Materials and Sassoon Academy School Connection training materials are exclusive materials to member schools and not available for retail. These materials are included in the students training fees.

### **Withdrawal and Settlement Policy**

Our school has a definite and written policy for the settlement of cases of students who discontinue training for any reason, by either party, including student's decision, course or program cancellation or school closure.

#### **Official Withdrawal or Cancellation:**

- A. An applicant rejected by the school shall be entitled to a refund of all monies paid.
- B. If a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back, in writing within three business days of the signing of an agreement or contract. In this case all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student actually started training.
- C. If a student cancels his/her enrollment after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a registration fee of \$100.00 for either the cosmetology course or the Nail Technology course.
- D. A student notifies the institution of his/her withdrawal.
- E. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning; or
- F. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- G. In type B, C, D, or E official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

- H. For students who enroll in and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

The registration fee of \$100.00 for either the cosmetology or the Nail Technology course and the cost of the kit is part of the total price set out and are not refundable.

Percentage of Time To Total time of Course	Amount of Total Tuition Owed to the School
0.01% to 4.9%	20% Retained or Received
5% to 9.9%	30% Retained or Received
10% to 14.9%	40% Retained or Received
15% to 24.9%	45% Retained or Received
25% to 49.9%	70% Retained or Received
50% and OVER	100% Retained or Received

- I. All refunds will be calculated based on the students last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of mitigating circumstances beyond the student's control, a reasonable and fair refund settlement will be made.
- J. The cost of extra items to the student, such as instructional supplies or equipment, service charges, activity fees, state board examination fee, and other charges need not be considered in refund computations provided charges are itemized separately in the enrollment agreement. The cost of the kit and the registration fee of \$100.00 for Cosmetology and Nail Technology students are part of the total price set out and are not refundable after the starting date of classes.
- K. If a course and/or program is canceled subsequent to a student's enrollment regardless if instruction has begun or not, the school shall at its option:
- (a) Provide a refund of all monies paid; or
  - (b) Provide for completion of the course and/or program; or
  - (c) Participate in a Teach-Out Agreement; or
  - (d) Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.
- L. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution..
- M. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally to receive. If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the

student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. A withdrawal refund calculation is available in the office upon request.

### **Attendance Policy – Rules and Regulations**

1. Class schedules are as follows:
  - 8:00 A.M. – 4:30 P.M. Tuesday, Wednesday, Friday
  - 11:00 A.M. – 7:30 P.M. Thursday
  - 9:00 A.M. – 4:00 P.M. Saturdays (as designated)

Come in early and be ready for roll call each morning. There will be a uniform inspection each morning at roll call. Stylist Capes must be worn, shoes kept clean, hair in a current style appropriate to this profession, and makeup worn by the female students every day.
2. If the student is unable to clock in by five minutes after the start of classes, he/she will not be allowed to attend classes. Students will be granted three passes for tardies within the 1500 hours. These passes can be used for tardies up to 90 minutes. After the three passes are used the student will not be allowed to clock in that day. The student must have written proof to bring the manager if allowed to clock in later than five minutes after the start of classes and/or have arranged for the tardy in advance.
3. Basics students can only miss four days throughout the Basics Program. If a student misses more than 4 days or 32 hours they will be withdrawn from the program. If the student chooses to re-enter they must follow the institutions re-entry policy.
4. After a student has completed the Basics Program an allowance of 4 days or 32 hours absent in a 10-week time frame is issued. If a student misses more than the 4 days or 32 hours in the 10-week time frame they are withdrawn from the program. If the student chooses to re-enter they must follow the institutions re-entry policy.
5. In order for a student to be dismissed early from the school day, they will need to inform administration at least one week in advance. If the student fails to give a weeks' notice of early dismissal, he/she will need to have a meeting with administration to explain the necessity of their early dismissal. At this time, administration will either grant or deny the early dismissal. If the decision is to deny, and the student still chooses to leave early, then he/she will receive a 1 day suspension.
6. In case of long-term illness, hospitalization, or other extenuating circumstances, request an appointment with the administrators to work out necessary arrangements for a leave of absence.

7. All students are required to maintain a cumulative 75% attendance record.
8. Unexcused absences on a Thursday & Saturday's will result in a 1-day suspension. Excused absences on these days will be made if the student informs the administrator seven days in advance, has a doctors excused note or other valid written notation.
9. All make-up work must be completed upon return of an absence this includes all theory test as well as practical work.
10. A student is allowed to receive credit for more than 8 hours per day given they are receiving training that is supervised by an instructor. A student is also able to receive credit for hours of training outside of their normal schedule given they are receiving training that is supervised by an instructor.

### **Termination**

All students are expected to abide by all rules and regulations of Hays Academy of Hair Design. Not choosing to follow these rules and regulations can result in disciplinary action including termination from school.

### **Breaks and Lunch Period Policies**

1. A thirty-minute lunch period is given daily. Each student needs to check with the Student Salon Coordinator to see when his or her lunch is scheduled before planning lunch every day. In the case of floor work conflicting with an assigned lunch time, the Student Salon Coordinator will assign an alternate lunchtime.
2. If a student fails to return after their lunch break, they will receive a 1 day suspension if it is considered an unexcused absence.
3. Smoking is allowed only outside in the back of the school. Hays Academy of Hair Design provides a smoke-free environment.
4. Students must clock out for lunch whether or not he/she leaves the building.
5. Students are only able to leave school premises when clocked out.

### **Uniform Policy**

1. Standard school uniforms are worn each day for school (no substitutes). The school uniform consists of professional looking attire. Black Capes must be worn at all times. Hats may not be worn as part of the uniform, nor can scarves be worn to cover the hair like a hat. Proper makeup must be worn each day and the hair properly styled so the student looks professional. Shoes must be professional looking and kept clean. Students are checked for uniform and appearance at roll call each morning and may be clocked out if the uniform and appearance are not acceptable.
2. Personal hygiene is of extreme importance in this profession since the hair stylist works very close to the clients. Each student should pay special attention to the use

of deodorants and breathe fresheners. Morning baths or showers are essential. If necessary, an instructor will call the student into the office and inform him/her a problem exists so it may be remedied.

### **Services on Students Policies**

1. Students may have his/her hair styled as time permits on specified days. You will be assigned to a specific day in which services may be performed. Requirements set forth must be met in order to receive a hair day.
2. A hair day price sheet must be completed and paid for before the service is started.
3. The student receiving the services may tell the instructor and student working on him/her how they would like their hair done, but are not allowed to instruct the student doing the service on how it should be done. That is the instructor's duty.
4. Students working on other students must have each phase of the work checked by the clinic floor instructor the same as other clinic floor work. The student is expected to treat the student working on him/her the way he/she would want to be treated while working on someone else.

### **Student Salon Policies**

1. Students are not permitted behind the front desk unless assigned by an instructor, or the instructor requests his/her assistance.
2. An instructor must check all phases of student salon work.
3. When a student is called to the front desk for a client, he/she should greet the client by name, in a professional manner. When the service is finished, the student and receptionist should thank the client for coming in and ask them to come back again.
4. Students are not allowed to refuse service to a client, or complain about having to service a client. This makes the client and everyone else within hearing uncomfortable, and it is bad manners and business. Treat the client the way you like to be treated in the same situation.
5. If there is a personal conflict between the student and client, the student should request a private conference with the clinic floor instructor or administrator in the office. If the client is giving the student problems on the clinic floor the instructor is not aware of, the student needs to ask the instructor to come back to the office to give advice on how to handle the client, or the instructor may need to deal with the client.

### **Time Clock Policies & Performance Sheets**

1. The school maintains a daily student record which verifies attendance and practice services completed, and a final student record which verifies curriculum requirements and hours successfully completed by each student. (K.A.R. 69-3-7)

2. Each student is required to punch in and out on the time clock to verify training hours.
3. If a student fails to clock in or out they will not receive hours that CANNOT be verify.

### **Student Responsibility Policy**

1. Each student will be assigned a daily cleanup duty for each week in school. Each student is required to have 40 hours of sanitation for their state board requirement sheet, and keeping the school neat and clean is the way these hours are obtained. Hairdressing stations must be kept neatly arranged at all times and must be thoroughly cleaned before school is dismissed each day.
2. Books and personal items are not to be left lying about. These need to be kept in the designated areas at all times.
3. No equipment or products will be taken out of the school at any time without the permission of the administrator. Students doing work outside of the school is unlawful and could result in the student's being expelled from school, or Kansas State Board of Cosmetology revoking the student's apprentice license permanently.
4. The student must return all books and equipment to the school if the required 1500 hours (350 hours for Nail Technology) is not completed, unless all fees have been paid. If the kit is not complete when returned to the school, missing items will be charged to the student.

### **General Policies**

1. Personal phone calls are not permitted unless it is an emergency. A student will be given a message if the caller wishes to leave one. Phone calls from the desk must be approved by an instructor and kept brief. The use of cell phones is prohibited.
2. Students are required to have a lock on their lockers. The school is not responsible for missing personal or other belongings. Any student caught stealing from another student, instructor, client, or the school will be immediately expelled from school, will not be permitted to complete training at the school, and will be reported to the police department.
3. All students are at all times required to maintain a professional attitude and appearance. Students should treat clients, instructors, and other students with courtesy, respect, and awareness.
4. No illegal drugs, contraband, or alcoholic beverages are permitted on school property or as a part of school activities at any time. If a search of the school premises is requested, the students must permit the search of personal belongings. Refusal to do so will be grounds for immediate dismissal. If a student is in possession of illicit drugs or alcohol, he/she will be immediately dismissed from school.

5. Any student who deliberately destroys school property will be expelled from school and will not be readmitted
6. If a student is found not complying with the schools rules and policies the school may terminate the student.
7. The school reserves the right to make any changes in the above rules and regulations at any time, and all students will be notified of any changes immediately.

### **Employment Assistance**

Our school does not guarantee job placement. We do, however, aid our students in placement whenever possible. We receive inquiries from salons over a wide area and inform students of job opportunities, as they become available.

### **Access to Student Files**

The student, (or in case of a dependent minor student, the parent or guardian), has the right to see the student's cumulative file if the school receives a written request from the student to see the file. The file may be viewed in the office of the school during regular business hours with the administrator present. The student, parent, or guardian may remove no part of the student's cumulative file from the office.

### **Ability to Benefit**

As of April 1, 1992, our school no longer accepts Ability-to-Benefit students.

### **Expenses not Covered by Tuition**

Tuition covers all supplies and equipment needed except for the uniform, shoes, three-ring binder, padlock, paper and pens. Other expenses that may be incurred are supplies purchased by the student for personal use or to replace kit items that are destroyed or consumed. In addition, after completion of training, students are required to pay a state licensure and an exam fee.

### **Right to Privacy**

Each student is guaranteed the right to privacy as stated in the Privacy Act. The school will guard the student's privacy and no information will be given to any person or agency without the student's or parent/guardian of a dependent minor's written approval. The school does allow NACCAS, which is the school's accrediting agency, and any other governing agencies (Kansas Board of Cosmetology, United States Department of Education) access to student files. When a student transfers to another school, his/her records will be released to the school they are transferring to.

### **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 that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer 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 of eligible students have the right to inspect and review the student's education records maintained by the school. Schools 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. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school 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, schools 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 schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School 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 the school;
- 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.

Schools 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, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. This notification is in the school's catalog which is posted on the school's website at all times.

For information on your Rights please visit:

[Family Educational Rights and Privacy Act \(FERPA\)](#)

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **Copyright Infringement**

Unauthorized distribution of copyrighted material, including peer-to-peer file sharing and the unauthorized use of Hays Academy of Hair Design's information technology systems, may result in civil and criminal liabilities and subjected to the penalties of federal copyright laws.



### **Voter Registration**

An individual may register to vote by going to a voter registration site to complete a form or by going online, downloading, completing and mailing the appropriate form at <http://www.kssos.org/forms/elections/voterregistration.pdf>. You also have the option of registering whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in school office.

### **Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Hays Academy of Hair Design. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450, 900, 1200 clock (scheduled) hours

Nail Technology 175 clock (scheduled) hours

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

### **Attendance Progress Evaluations**

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **Maximum Time Frame**

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
Cosmetology (Full time, 32 hrs/wk) - 1500 Hours	63	1995
Nail Technology (Full time, 32 hrs/wk) – 350 Hours	15	466

The maximum time allowed for transfer students who need less than the full course

determined based on 75% of the scheduled hours.

### **Academic Progress Evaluations**

The qualitative element used to determine academic progress is a system of theory and practical evaluation. Practical requirements are assigned monthly and weekly. Students will only be given credit for satisfactorily completing the required task. Any task unsatisfactorily completed but be repeated. Students are given two comprehensive practical evaluations throughout the course program. The first evaluation will be performed at the completion of the basics training. The second evaluation will be performed within 100 hours of the completion of training. Students are also evaluated on theory knowledge. Evaluations are conducted at the completion of each unit. A final comprehensive exam is conducted at the completion of all units. Students must maintain a written grade average of 75% prior to graduation. Numerical grades are considered according to the following scale:

Excellent	100-93%
Very Good	92-85%
Satisfactory	84-75%
Unsatisfactory	74% & below

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **Warning**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next

evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **Re-establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

### **Interruptions, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **Appeal Procedure**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **Noncredit, remedial courses, repetitions**

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **Transfer hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **Access to results**

Students will be notified of any evaluation that impacts eligibility for financial aid. Students who's satisfactory academic progress are negatively impacted will also be notified immediately. All student have access to their SAP results upon request.

### **Enrollment Date and Holidays**

Our institution offers four admissions a year. Classes begin in February, May, August and November.

### **The school observes the following holidays:**

New Year's Day	Labor Day
Easter	Thanksgiving
Fourth of July	Christmas

### **School Closures**

Good Friday  
Summer Break (one week around Fourth of July)  
Fall Break (one Friday in September or October)  
Thanksgiving Break (one week)  
Christmas & New Years Break (two weeks)

### **Facilities and Equipment (Hays Location)**

*Building:* Our building is conveniently located at 1214 East 27<sup>th</sup> Street, Hays, Kansas, and basically consists of two theory classrooms, two basic classrooms, one practical room, two facial rooms, nail and pedicure room, student lounge, large clinic floor area, and offices. With 10,600 square feet of space, our facilities more than meet the requirements set forth by the State of Kansas.

*Theory:* The theory classrooms are equipped with adequate student seating, dry erase board, overhead projector, and other teaching aids.

*Practical:* The practical classroom has accommodations for approximately 50 students using wall-hung center mounted mannequin tables. There are approximately 150 mannequins for practical training.

*Facial:* The facial rooms are equipped with a facial table, one hot towel cabinet, and professional products to perform services.

*Lockers:* There are 92 single student lockers available to the students to keep their personal belongings. The students are required to have a padlock or combination lock on their lockers.

*Library:* Library materials are available to the students for use during regular class hours or to be checked out on a time-limited basis.

*Clinic:* The clinic floor consists of a large open area with 30 permanent working stations. In this area, the student works under the direct supervision of instructors who check all phases of the service being performed.

## **Facilities and Equipment (Salina Location)**

*Building:* Our building is conveniently located at 115 S 5<sup>th</sup> St, Salina, Kansas, and basically consists of a theory classroom, a basic classroom, one practical room, a facial room, nail and pedicure room, student lounge, large clinic floor area, and offices. With 7,500 square feet of space, our facilities more than meet the requirements set forth by the State of Kansas.

*Theory:* The theory classroom is equipped with adequate student seating, dry erase board, overhead projector, and other teaching aids.

*Practical:* The practical classroom has accommodations for approximately 50 students using wall-hung center mounted mannequin tables. There are approximately 150 mannequins for practical training.

*Facial:* The facial room is equipped with 3 facial tables, one hot towel cabinet, and professional products to perform services.

*Lockers:* There are 80 single student lockers available to the students to keep their personal belongings. The students are required to have a padlock or combination lock on their lockers.

*Library:* Library materials are available to the students for use during regular class hours or to be checked out on a time-limited basis.

*Clinic:* The clinic floor consists of a large open area with 22 permanent working stations. In this area, the student works under the direct supervision of instructors who check all phases of the service being performed.

## **Advising Services**

Advising is available to all. Individual advising is available as the need arises seen by the school or as requested by the student.

## **U.S.Department of Labor**

The U.S. Department of Labor provides current (2009) job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position.

## **The Cosmetology Profession**

Cosmetology is a profession with ever-changing physical demands and safety requirements. In order that the student be informed and kept up-to-date the school also maintains Material Safety Data Sheets on products used.

## **Physical Demands**

- Standing for long periods of time
- Leaning over shampoo bowl in awkward position
- Arms in upraised position for extended periods of time

- Lifting children and older or disabled adults, is not but often done
- Dealing with the public on a daily basis

### **Safety Requirements**

- Protect against using sprays and chemicals that contain airborne contaminants causing allergies
- Wear gloves when dealing with chemicals or exposing hands to water for long periods of time
- Protect against dealing with people who have contagious illnesses
- Use caution when using electrical appliances to avoid electrical shock
- Use caution when using sharp implements to avoid cutting either yourself or the client

### **Completion, Employment and Licensure Rates**

The official Completion, Placement and Licensure Rates for 2016 Annual Report for Hays Academy of Hair Design are as follows:

GRADUATION: 76.07%  
 PLACEMENT: 81.82%  
 LICENSURE: 100%

### **Internal Complaint Procedure**

1. The Internal School Complaint Policy is distributed in the student handbook.
2. A student, teacher, or interested party may file a complaint against the school; however, the complaint should be in writing to the school owner/director and should outline the allegation or nature of the complaint.
3. A school representative will meet with the complainant (within 10 days of receipt of the written complaint). If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The school will document the meeting between the school representative and complainant in writing. The complainant will be provided a copy of this written record at the time of the meeting.
4. The complaint committee is comprised of the school owners, all instructors, and members of the student council.
5. The institution's complaint committee will meet within 21 calendar days of receipt of the complaint and review the allegations.
6. If more information from the complainant is needed, a letter will be written outlining the additional information.
7. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 calendar days stating the steps taken to correct the problem, or the information to show that the allegations were not warranted or based on fact.
8. If the complainant wishes to pursue the matter further, a complaint form is available through the following agencies:
9. All written records of all complaints will be filed through two complete accreditation cycles.

10. It is the mutual goal of the Kansas Board of Regents and its certified institutions to provide quality educational training and programs. When problems arise, students should make every attempt to find a fair and reasonable solution by working with their institution to resolve the issues. If further attention is needed beyond the institution level, please contact the Kansas Board of Regents. The complaint procedure and form are located at the following website:

[http://www.kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process).

Kansas Board of Regents  
1000 SW Jackson St., Ste 520  
Topeka, KS 66612  
(785) 430-4240

## **Gainful Employment Information**

### **Cosmetology Program Hays Campus**

**CIP Code** - 12.0401

**Median Loan Debt** - \$10,046

**Graduation on Time Rate** – 21% (this is the number of students who completed the program within the published length of the program as described)

U.S. Department of Labor’s Standard Occupational classification (**SOC**) **Code** – 39-5012.00

**Placement Rate** – 76%

The Department of Labor’s O\*NET at [www.onetonline.org](http://www.onetonline.org)

### **Cosmetology Program Salina Campus**

**CIP Code** - 12.0401

**Median Loan Debt** - \$11,607

**Graduation on Time Rate** – 36% (this is the number of students who completed the program within the published length of the program as described)

U.S. Department of Labor’s Standard Occupational classification (**SOC**) **Code** – 39-5012.00

**Placement Rate** – 72%

The Department of Labor’s O\*NET at [www.onetonline.org](http://www.onetonline.org)

### **Nail Technology Program Hays Campus**

**CIP Code** - 12.0401

**Median Loan Debt** - There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

**Graduation on Time Rate** – Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

U.S. Department of Labor’s Standard Occupational classification (**SOC**) **Code** – 39-5092.00

**Placement Rate** – We are required to calculate this information; however, due to privacy concerns, we are unable to provide this data.

The Department of Labor’s O\*NET at [www.onetonline.org](http://www.onetonline.org)

### **Nail Technology Program Salina Campus**

**CIP Code** - 12.0401

**Median Loan Debt** - There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

**Graduation on Time Rate** – Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

U.S. Department of Labor’s Standard Occupational classification (**SOC**) **Code** – 39-5092.00

**Placement Rate** – We are required to calculate this information; however, due to privacy concerns, we are unable to provide this data.

The Department of Labor’s O\*NET at [www.onetonline.org](http://www.onetonline.org)



As a student in our school, you will learn many of the techniques and styles being used in salons today. We will teach you the many phases of cosmetology including hair dressing, hair cutting, permanent waving, facials, makeup, manicuring, artificial nails, nail wrapping, hair tinting, hair bleaching, special color effects, eyebrow and lash tinting, sanitation procedures, shampooing, cosmetic chemistry, anatomy, scalp treatments, minor salon repairs, taxes, job interviewing, and law and related subjects. After completing the course and passing the State Board examination, you will receive your license to practice Cosmetology or Nail Technology in the State of Kansas.

### **You've Come a Long Way...**

...But you can go a lot further. Cosmetology is a promising profession for any man or women, married or single. The single person as a cosmetologist many times finds the opportunity to travel. Anywhere you find a need for beauty, you'll find a cosmetologist. Those that are married, can find an ideal profession in cosmetology. More than half of all hairdressers are married. The frequent demand for part-time workers in salons makes this field ideal for those who may be able to devote only part of their time to working outside the home. A homemaker, as a cosmetologist, may be able to take a part time job to earn extra funds for the family, and have sufficient time left for homemaking responsibilities.

...If you have an artistic sense and a real interest in beauty culture, cosmetology could be the profession for you. Women and men find many opportunities for advancement in the field of cosmetology. For the most part, hairdressers favor such high paying specialties as hair cutting, hair styling, chemical work, skin care and makeup. Opportunities also may be found in such management jobs as supervisor, manager, or owner of one or more beauty salons or schools. The profession is yours, the opportunity is there, why not make use of it?

**Cosmetology Advancement Foundation  
National Industry Skill Standards**

**Twenty Performance Guidelines**

**Entry-level Cosmetologists must:**

1. Consult with clients to determine their needs and preferences as they relate to cosmetology services
2. Conduct service in a safe environment and take measures to prevent the spread of infectious and contagious diseases.
3. Interact with co-workers effectively and work as part of a team.
4. Manage their time effectively to provide efficient client service.
5. Take necessary steps to develop and retain clients.
6. Market professional salon products effectively.
7. Maintain business records on client development, income, and expenses.
8. Use a variety of salon products safely while providing client services.
9. Manage product supplies efficiently for salon use and retail sales.
10. Provide basic manicure and pedicure services.
11. Provide basic skin care services.
12. Apply cosmetics appropriately to enhance a client's appearance.
13. Provide a haircut in accordance with a client's needs or expectations.
14. Provide styling and finishing techniques to complete a hairstyle to the satisfaction of the client.
15. Conduct a color service in accordance with a client's needs or expectations.
16. Perform hair relaxation and wave formation techniques in accordance with the manufactures' directions.
17. Provide non-surgical hair additions.
18. Perform hair removal services.
19. Participate in life-long learning to stay current with trends, technology, and techniques pertaining to the cosmetology industry.
20. Use appropriate methods to insure personal health and well-being.

## **Anti-Harassment and Discrimination Policy** **(for students and employees)**

Hays Academy of Hair Design (School) is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training [upon starting with the School and generally every year thereafter]. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

The School's anti-harassment policy applies to all persons involved in the operation of the School, and prohibits unlawful harassment by any employee of the School, as well as students, customers, vendors or anyone who does business with the School. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the School does business engages in unlawful harassment or discrimination, the School will take appropriate corrective action.

As part of the School's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the School community through publications, the School website, new employee orientations, student orientations, and other appropriate channels of communication. The School provides training to key staff members to enable the School to handle any allegations of sexual harassment or sexual violence promptly and effectively. The School will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

### **Definitions**

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances; requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person,

causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

### **Prohibited Conduct**

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- iii. it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

### **Complaint/Grievance Procedure**

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, staff member, administrator or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the administration if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

**Hays Campus**

Len Melvin  
1214 E. 27th St.  
Hays, KS 67601  
(785) 628-4870  
len@haysacademy.com

**Salina Campus**

Tyler Paulson  
115 S. 5th St.  
Salina, KS 67401  
(785) 833-2280  
tyler.haysacademy@gmail.com

The School ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the School's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or one of the owners, these employees also receive training on the School's grievance procedures and any other procedures used for investigating reports of sexual harassment.

**Investigation of Complaints**

In response to all complaints, the School promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. The School shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the School will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. The preponderance of the evidence standard will apply to investigations, meaning the School will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the School will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the School determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the School will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the School to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the School's disciplinary process. To the extent that an employee or contract worker is not satisfied with the College's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

**Retaliation Prohibited**

The School will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources or the Title IX Coordinator.

**Reporting Requirements**

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The School will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The School reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

**Additional Information**

Employees should contact Human Resources for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

## **Hays Academy of Hair Design Resources for Victims of Sexual Offense/Assault**

### **Emergency**

Dial 911

### **Hays Academy Title IX Coordinators**

#### **Hays Campus**

##### **Len Melvin**

(785) 628-6624 or len.haysacademy@gmail.com

#### **Salina Campus**

##### **Tyler Paulson**

(785) 833-2280 or tyler.haysacademy@gmail.com

### **Services for Victims of Rape or Sexual Assault**

#### **Hays, Kansas**

##### **Kansas Crisis Hotline**

(888) 363-2287

#### **Options: Domestic and Sexual Violence Services, Inc.**

800-794-4624 or 785-625-3055

#### **Salina, Kansas**

##### **Kansas Crisis Hotline**

(888) 363-2287

#### **Domestic Violence Association of Central Kansas (DVACK)**

1-800-874-1499

### **Shelter Information**

#### **Ellis County**

**\*NO HOMELESS SHELTER AVAILABLE**

#### **Hays Housing Authority**

1709 Sunset Trail

Hays, KS 67601

(785) 625-1188

#### **Saline County**

##### **Ashby House**

150 S 8th St

Salina, KS 67401

(785) 826-4935

#### **Saline County**

##### **Rescue Mission**

1716 Summers Rd

Salina, KS 67401

(785) 823-2610

**Law Enforcement**

**Ellis County**

Ellis County Sheriff  
105 W 12th St, Hays, KS 67601  
(785) 625-1040

**Saline County**

Saline County Sheriff  
251 N 10th St, Salina, KS 67401  
(785) 826-6502

**Hays, Kansas**

Hays Police Department  
105 W 12th St #112,  
Hays, KS 67601  
(785) 628- 1030

**Salina, Kansas**

Salina Police Department  
255 N. 10th  
Salina, KS 67401  
(785) 826-7210

**Medical/Hospitals**

**Hays, Kansas**

Hays Medical Center  
2220 Canterbury Dr.  
Hays, KS 67601  
(785) 623-5000

**Salina, Kansas**

Salina Regional Health Center  
400 S Santa Fe Ave.  
Salina, KS 67401  
(785) 452-7000