

SKINWORKS

SCHOOL OF ADVANCED SKINCARE

STUDENT  
HANDBOOK

Revised 11/08/2018

# SKINWORKS

SCHOOL OF ADVANCED SKINCARE

Dear Students,

The Skinworks Student Handbook has been developed over many years to aid in your success at Skinworks. Through coursework and training, Skinworks students work with equipment, active product, clients, and other students. Therefore, it is critical that students become familiar with the procedures in this handbook in order to have a safe and welcoming education. We have developed these rules and regulations with the safety, protection and productivity of all in mind.

Skinworks School of Advanced Skincare should be a safe, pleasant, and comfortable environment for students, teachers and clients. We are dedicated to making the students' education at Skinworks as successful as possible.

Keep in mind that Esthetics education is different than traditional schooling in that students are with the same people for many hours a day for 18-54 weeks at a time. While problems may arise, we have learned that if everyone practices tolerance, patience, and respect for all, then most, if not all, problems can be resolved.

We urge you to read the student handbook thoroughly and become familiar with all its guidelines. If you are unsure or do not understand any part of the rules, please ask one of the administrators or instructors for clarification.

We are excited to have you at Skinworks, learning the theory and practical skills in order to become a successful Esthetician, and opening the door to a great career.

This handbook may be revised at any time. If the handbook is updated the school will notify all of the students with the changes and post the revised handbook on our website.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Natalie Parkin', is centered on a light gray rectangular background.

Natalie Parkin  
Skinworks School of Advanced Skincare

# RULES AND REGULATIONS FOR YOUR SUCCESS!

**ANY VIOLATION OF THIS HANDBOOK WILL RESULT IN A WRITE UP**

## PROFESSIONAL APPEARANCE

- Please come to school looking professional every day.
- Skinworks Uniform is:
  - Black Skinworks shirts, must be worn while in school, during theory, practical and when attending off-site events, unless those events require business dress.
  - Solid black pants only, that fit correctly. If a student chooses to wear leggings, they need to be professional looking, no mesh, cut-outs, or transparency. They need to be solid black.
  - No shorts or skirts.
  - Shoes must be worn at all times and must be soft soled & black. No flip flops or high heels allowed.
  - Your apron is to be worn any time you are doing a treatment.
  - You may wear a solid plain black sweatshirt/jacket or with the Skinworks logo in theory. These sweaters/jackets can only be worn in the theory/classrooms, you may purchase Skinworks jackets, see front desk for pricing).
  - Jackets are not allowed in the spa or spa dispensary; you may wear a plain black long sleeve shirt under your shirt.
  - Headbands and hats need to be solid plain black, or with Skinworks logo. They should not interfere with appointment.
  - Socks should have no patterns to draw attention and should be solid black.
  - Uniform must look professional, crisp, clean, and not faded or bleached. New t-shirts can be purchased for \$10.
- Due to our personal contact with each other & our clientele in this industry, it is a requirement to have proper hygiene (shower, clean breath, clean clothes, etc.).
- Avoid excessive piercings or jewelry that would interfere with your work.
- Hair needs to be pulled back during treatments.
- Keep nails clean and trimmed short for treatments. No acrylic/gel nails, period, they must be removed.
- If breath is an issue (after coffee, or a garlic lunch) there are mints available at the front desk, (not the red/white mints, those are for clients).
- Do not bring flat irons or curling irons to be used in the school. We insist you come to school ready for the day.

## PROFESSIONAL CONDUCT

- Skinworks will not tolerate unprofessional conduct. Come to school prepared to learn in a professional environment, we are here to teach you good habits and make you the best that you can be.
- Treat all people with respect and in a manner that you would like to be treated.
- NO CELL Phones in any class or in the spa. The instructor has the right to enforce and remove you from the classroom if this becomes a problem.
- When we have guest speakers, only a pen and paper are permitted for taking notes.
- The student is expected to exercise mature and responsible discipline and to behave with courtesy and integrity at all times when interacting with the Director, Instructors, staff, fellow students, and clients. This includes but not limited to social media, blogs, and off-site events.
- No profanity or gossiping will not be tolerated.

- If a problem or conflict arises; please see your Instructor. If the problem cannot be solved with an instructor please see a member of the administration.
- Bullying, arguing and teasing will not be tolerated. If an issue arises both students will be asked to leave for the day. Skinworks will look into the incident to see if more infractions will occur with this behavior. Skinworks administration will meet with both students upon return separately to discuss the incident and may pull other witnesses in to decide the fate of the student.
- Cheating of any kind will not be tolerated, and may result in expulsion.
- Any theft on the school premises or on school related off-site events will result in expulsion.
- Students must practice treatments on each other and work on clients. If a student refuses to work on either, the student will be asked to leave for the day.
- The front desk is for your clients first. If you need to discuss an appointment, please see your instructor. If your instructor needs to involve the front desk they may do so. Do not crowd the front desk. Please do not be disrespectful to clients checking in, checking out, or on the phone by interrupting or taking up space in front of the frontdesk.

## FOOD, DRINK, SUBSTANCES & SMOKING

- The fridge is for DAILY use, please do not store your containers or food in the fridge as there simply is not room. The fridge is the students responsibility to keep clean as it is your fridge for your use. Do not leave items in the fridge over night as they can be disposed of.
- Please do not take food that is not yours.
- Do not chew gum while working on clients, but please use a mint if needed.
- Please clean up after yourself.
- Lunch is 30 minutes long, if you are longer than 30 minutes it needs to be pre-approved. You must clock out for lunch or anytime you leave the school.
- Please return from lunch promptly within 30 minutes.
- Illegal substances on the premises may result in automatic expulsion. See drug & alcohol policy.
- Alcohol consumed on the premises may result in automatic expulsion. See drug & alcohol policy.
- Smoking is forbidden on Skinworks property. There is NOT a smoking section, including the parking lot. To smoke you will need to clock out and leave the property.
- No loitering by the neighborhood houses.

## SKINWORKS DRUG & ALCOHOL POLICY

- To ensure a drug-free school, all students/employees are given notice that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the school. If a student/employee is found to be in non-compliance with this notice, said student/employee will be suspended. Said student/employee will also be asked to attend a drug abuse program which must be approved by the school administrator and/or termination depending on the severity of the offense. A second violation means the immediate termination of said student/employee without recourse.

NOTE: If you have a drug or alcohol related problem, the school staff is always available to you. We also have a list of organizations available to you should you need any help. It is important to know that a drug or alcohol related problem can lead to a licensure issue in the state of Utah due to the nature of our business and the safety of our customers. If you have prior incident or when an incident happens, it is encouraged to contact DOPL as soon as possible

- **For the full Drug Prevention Policy please see our website and the back of the handbook.**

# ATTENDANCE | ABSENCES

- Attendance is must. To be successful, you must attend!
- Hours cannot be given before 8:45 for days or 5:00 for evenings as your instructor is not on duty.
- Orientation time is mandatory. If you miss any practical or orientation time, you will be charged \$25/hour to have one on one instruction from an instructor (This will have to be arranged with your instructor at their convenience.) If this cannot be arranged or the student cannot pay for the Instructor time, the student will be asked to withdraw and re-start at the next orientation. This is for the student's best interest as Skinworks cannot teach the student properly if they are missing important steps in their education.
- There are certain classes in Makeup and Laser which will also be required. Please talk with those instructors to see which days will be mandatory.
- Students are required to track their own hours. We will be tracking your hours through our time clock and recording them weekly. Please write your hours on the timesheet and in your journal as soon as you clock in and out. Once a week you will need to make sure that the hours recorded in your journal match up with the schools posted hours.
- Our timeclock is recorded by bio-metrics, you must clock in and out for your time to be recorded. If you are missing time punches throughout the day the full day may be deleted in order for the hours to post.
- 
- If a student needs to leave early. They must have approval from their instructor or spa instructor.
- If you are absent more than 4 days without notifying the school, you will be put on probation. If you are absent more than 9 days without notifying the school, you will be put on suspension. If you are absent more than 14 days without notifying the school you will be automatically withdrawn.
- Students are allowed **6 absences and 12 tardies in each 600 hour program**. Any absences or tardy after the allotted amount, the student will be given a write up. A make-up hour form does not dismiss the absence. An absence is an absence.
- Calling in is not an excuse for the absence, it will still result in absence which may reflect in a write up depending on where students attendance lies.
- Any absence or tardy resulting in a missed student spa appointment requires extra steps:

*The steps below refer to penalties. Students are allowed 6 penalties every 600 hours. Penalties are not write ups. In all scenarios the absence and tardy still count and are applied against your allotted absences and tardies.*

- 1) Allow enough time for Skinworks to try to re-arrange appointments, IF appointments are able to be re-arranged this would take 2 penalties.
- 2) If Skinworks is not given enough time to re-arrange the appointment, OR there is no effort made on the students behalf, this would take 3 penalties.
- 3) If there is a no call/no show (by the time required), penalties are not applicable, and handbook violation is enforced.
- 4) **SPA ATTENDANT:** If you are booked out as a spa attendant and appointments need to be rescheduled due to another missing student, you will receive the same penalties as the missing student. The purpose of Skinworks blocking the student out is to use the spa attendant as a filler to cover appointments and/or walk-ins. Example: you are spa attendant and are absent, another student is sick and also calls in, there is no one available for that students appointment and it is reschedule, therefore both students use 3 penalties.

*If student uses all their penalties, following missed appointments will result in a handbook violation.*

- You must make up hours missed either 2 weeks before or after the absence by using a make up hour form (see below for make up hour form details)
- Students are responsible for insuring that you are clocked in and clocked out every day.
- If you are wasting time, goofing off or sleeping, you will be asked to leave and forfeit the remaining hours in that day. There will not be notification, you will simply be asked to clock out and leave for the day in order to compose yourself in a more professional manner. This will result in an absence or tardy depending on the time of the day.
- Do not come late. It is very disruptive to the rest of the class. If you need to leave the classroom before a break, you will be asked to remain outside of the classroom until the class breaks or is over. This is a courtesy to your fellow students and instructors. If you need to take a break and feel the whole class needs one, please feel free to remind the instructor of your break time.
- All full-time students must take a half hour lunch and will need to clock themselves out every day for half an hour. Night students must also take a half hour lunch on Saturdays and are required to clock themselves out for lunch. In addition students must clock out when leaving the premises, even for breaks.
- If you are a night student and clocking out for your breaks you must be mindful of the time you are taking. These breaks could result in an absence or tardy. Please refer to the tardy & absence chart below.
- Random role call may be taken throughout the day. If a student is clocked in but not on school premises they are in violation of this handbook.
- A licensed Skinworks instructor must be with student at special events off campus for the student to receive hours.

## ATTENDANCE | TARDIES

- When clocking in, press "IN", when clocking out, press "OUT", when leaving for lunch or break, press "BREAK", when you return, press "RETURN".
- Please see above guideline on penalties for tardies in regard to the student spa.
- Class begins at 9:00 am for days and 5:15 pm for nights. 9:01am for days and 5:16pm for nights counts as a tardy. You are allotted 12 tardies per 600 hour block.
- If student is late for theory or business class, the student will not be allowed into class if after 9:11. In the evening if student is after 5:26, student will be asked to join appointments for the remaining appointments, so class is not interrupted. For the same purpose, if student is late on Tuesday evenings, they will have to forfeit the hours for the evening and be asked to go home.
- Students are not allowed to step out of theory or business class. If you leave class, you will be required to clock out for the remainder of time the class is in session. Students are only permitted to leave class during breaks. Once again, if you feel the whole class needs a break, kindly mention it to the instructors.
- If you are making up hours, you are required to take appointments, and need to fill out a makeup hour form. You cannot bank hours, you must make-up hours 2 weeks before or after an absence.
- On the dot cards can be earned, these cards are earned by having 100% attendance and no tardies for the month. These cards will take away the consequence on tardies (you will be allowed into class) but not the actual tardy. The cards are not allowed on absences only tardies. If they are saved and not used, you may turn in each of them for \$5 off any product or service when you graduate.

# CLARIFICATION OF TARDIES & ABSENCES

	marked absent if less than:	marked tardy if less than:	contracted hours:
Day Full-Time & Saturdays	4.00	7.00	7.00
Night Part-Time (Tues-Thurs)	3.00	5.00	5.00
Flex (Tues-Friday)	4.25	7.50	7.50

## MAKE UP HOURS

- A make up hour form is filled out when you know you will be missing school in advance. It needs to be filled out at least 3 days before a Tuesday, Wednesday or Thursday absence and at least 1 week before a Friday or Saturday absence.
- Make up hours need to be made up during appointment times only. Special circumstances may apply.
- If you fill out a makeup hour form to make up hours and no show, call in sick, or leave earlier than your scheduled make up hours you are in violation of this handbook.
- Hours cannot be "banked" for early graduation. In addition, if a student has too many hours or graduates more than 4 days early it **WILL** affect financial aid. This may require a \$75 fee for a contract change and possibly change your funding.
- Make up hours are not available when the student is on probation, however if a makeup hour form was filled out prior to the probation it will be allowed.
- An absence with a make up hour form is still an absence.
- If circumstances change regarding your filled-out form:
  - If you can no longer make up hours, you must cancel 3 days before for Tuesday, Wednesday & Friday or 1 week for Friday & Saturday's to avoid an infraction.
  - If a situation changes and you are now available on your original absence, you must cancel 3 days before for Tuesday, Wednesday & Friday or 1 week for Friday & Saturday's or you will not be able to attend and will still need to complete the make up hour days.

## WARNINGS AND WRITE UPS

- Any rule written in this handbook that is in violation will result in a Written Warning.
- Students will be allowed 3 Warning/Write-ups while in school.
- Upon receiving a 3rd write up student will be placed on 30-day probation. During the probation student can have no absences or tardies.
- On the 4<sup>th</sup> infraction, the student will be suspended.
- Written warnings given to student will stay with them the entire time they are attending school, at no time will they be removed from a student's file.
- Skinworks is not required to re-admit any student. It is up to the discretion of the committee.

## WITHDRAWAL/SUSPENSION/PROBATION

- When a student re-enters the program through an appeal after a suspension or withdraw the student is on a 30 day probation, if there is another infraction, the student is withdrawn.
- Suspension should be no more than 14 school days (Tuesday – Saturday).
- While the student is on suspension or withdrawn, they may not attend school activities of come into the school to receive spa services, until their status with the school is finalized.
- If a student is withdrawn from Skinworks, a withdrawal calculation will be sent to student.
- Tuition refund details are listed on the contract, online, in the catalog and at the back of this handbook under “Institutional Refund Policy”
- All financial obligations to the school must be discussed through the financial aid department and are subject to collections within 30 days of non-payment. Tuition payments are made through the front desk.
- While on probation a LOA cannot be granted, please see the LOA policy for qualifications on a LOA's.
- Makeup hours are not available when the student is on probation, however if a makeup hour form was filled out prior to the probation it will be allowed.
- If an infraction will result in a withdrawal the school administration reserves the right to evaluate the severity of the infraction, and may introduce an alternative discipline. This method will only be used in severe situations.

## APPEALS

- A general appeal can be filled out to appeal any of these rules, there will be a \$50 administration fee for a general or suspension appeal, this \$50 does not guarantee that your appeal will be granted as it is the decision of the selected appeals board. Furthermore students are only allowed 1 general appeal per 600 hours.
- If you are suspended or withdrawn from school, you have 5 business days to file your appeal with the school in order for your appeal to be considered. The school has 10 days from when the appeal is turned in to respond to the students appeal.
- Appeals do not erase infractions, example: if you receive an absence and are appealing the consequence, the absence is still an absence.
- Appeals should be written in a professional manner, at least 500 words on a proper letter format. If you need assistance on how to write a proper letter please speak with administration. The letter should include the reasons for your appeal, details behind it, and details to why your appeal should be granted.

## FINANCE

- If you are receiving financial aid, you are responsible for getting all of the required paperwork into the financial aid office. If there is missing paperwork for over a 30 day period Skinworks has the right to change you into cash paying status. This includes the student moving into a new award year.
- There may be times that you will receive a refund for one award period, and then owe the next. It is expected that the return of those funds be made at the hour mark required.
- All award letters are estimates based on the information the student provided. Skinworks award are based on information provided by the student. If the student is selected for verification and the Department of Education finds that the students information was incorrect, that is the responsibility of the students, not Skinworks.
- As a reminder if there is a credit balance, it will be provided once the student reaches that date AND the hours required. Please refer to your award letter for those dates and hours.



- Any balances owed after 30 days of graduation will be sent to Express Recovery for collections. Please see your contract and financial aid for more details.

## SANITATION

- Sanitations will be assigned by class, please see your instructor for your daily sanitation grade.
- Students are responsible for making sure their area is clean, equipment is turned off, and they are leaving the treatment room just as good or better then they received it after every treatment.
- Sanitations are a part of the student’s daily grade and have to be done. If a student is unwilling or refuses to do a sanitation they are in violation of this handbook.
- In addition to daily sanitations, Skinworks has maintenance day once a month. On maintenance day the students will thoroughly clean the equipment and floors in the treatment, practical, and classroom area.
- Please treat the school and your space respectfully,

### THIS INCLUDES:

- Moving equipment from rooms
- Sitting on items not meant to be sat on (tables, arms of chairs, etc.)
- Wiping hands on walls and/or furniture
- Spilling and not cleaning up
- Pouring food down drains that do not have a disposal
- Mishandling blinds
- Hanging items on curtain pulls in spa
- Please clean up after yourself in all areas of the school. If you are in the spa during your appointment time, do not leave your belongings unattended. If they are left unattended, they will be gathered and available at the end of your school day.

## MAINTENANCE

- We enjoy creating a spa like atmosphere for you, the student, and your clientele, please keep that in mind when entering the building.
- Do not bring flat irons or curling irons to be used in the school, these will burn most finishes. We insist you come to school ready for the day.
- If something breaks, we understand that accidents happen, please let the front desk know so you can fill out a maintenance report. This is the only way we can insure that it will get fixed and will keep our spa looking the way it should.
- If you spill something, please clean it up. If it is major, please let someone know so it can be repaired (nail polish, coffee stain, spilled wax, etc.)
- When waxing make sure all wax that you dropped is wiped up, use goo gone or acetone for ease of clean-up, make sure trash is taken out.
- Please be mindful of décor (shelves, tables, chairs, curtains, curtain rods, blankets, pictures, mirrors, etc), please keep them in place and do not redecorate.
- Nail polish remover will ruin most finishes. Please dispose properly
- No nail polish or nail polish remover in ANY area other than the pedicure & manicure area’s unless with an instructor in practical theory.
- DO NOT pour acetone down the drain, it must be absorbed and thrown in the trash.
- Do not move furniture, equipment, chairs, or stools around. This leads to extra wear & tear.
- Close both curtains when doing treatments, this is for sound barrier. Please do not hang anything on the curtain rods.
- **Please see full maintenance & facility plan in the back of this handbook**

## LAUNDRY

- When doing laundry do not overfill washers, follow the direction on the wall above the washers & dryers.
- Please check on laundry throughout the day. It takes a team to keep it at bay.
- Sort in the appropriate bins (sheets, white towels, dark towels)
- Measure bleach and soap so there is no overuse (overuse will deteriorate the towels)
- Measure the amount of towels/sheets that you put in. Please do not overload the washer or dryer. Place items into the washer evenly.
- Start the last washer load by 3:00 or 9:00; please do not leave any laundry in the washers overnight.
- Use cold water.
- Do not wash electric and heat blankets, they should not touch clients skin, they go under fitted sheets. Please make sure they are unplugged after each treatment.
- Please have spa instructor manage all spa linens to make sure they are being discontinued appropriately.

## APPOINTMENTS

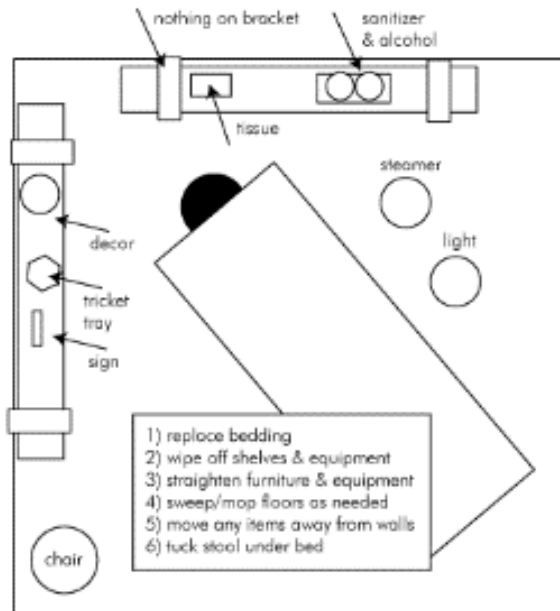
- Instructors are responsible for assigning treatments, if you miss your appointment or are late and the appointment is given to another student you may will be written up. Please keep in mind that clients schedule appointments sometimes weeks in advance, if you are going to be absent it is especially important to let the front desk know as soon as possible and fill out a make up hours form.
- It is the student's responsibility to bring in models.
- It is the student's responsibility to rebook & up service clients for the student pass-offs. Pass-offs are to be done on full priced paying clients. There may be exceptions at the instructor's digression.
- Please make sure you are not late for your appointments and they begin on time.
- It is your responsibility to make sure the treatment room you use is stocked and cleaned.
- Make sure to be set up and ready for your appointment before the appointment time begins.
- If a client arrives early, take them back to start appointment as soon as they arrive. Do not wait for appointment time.
- Before doing a treatment on a client, make sure your client has filled out a *consultation form* found at the front desk.
- Meet with the client to answer questions about the consultation form. After appointment fill out the back of consultation form and turn it in to the front desk.
- When finishing up with a client ask them if they would like to re-book for another appointment.
- All appointments need to be checked out in their treatment room by the spa instructor. You will not get credit unless the instructor checks out the client.
- Make sure the treatment room is cleaned after every use.
- During appointment time you must be willing to take appointments. You will be graded on every treatment by your instructor. If you are not able to take an appointment you will be asked to go home for the day and it will count as an absence or tardy depending on the scale of time.
- If you are uncomfortable with an appointment please contact any of your instructors with plenty of time before the appointment to go over the protocol with them.

- Please no students in the dispensary, only the spa instructor, front desk, and assigned student spa attendant. You may page the instructor if she is in a treatment room with a client.
- The Spa Instructor will be grading students on a scale from 1 to 5.

THE STUDENT WILL BE GRADED ON THE FOLLOWING:

- ON TIME FOR APPOINTMENT
- CONSULTATION W/CLIENT
- ROOM PREP/CLEAN-UP
- TIMELINESS/PROTOCOL
- PREPARED WITH KIT
- CUSTOMER INPUT
- IN UNIFORM W/APRON
- RECOMMENDATION

- Appointments are not to be switched by students without approval from the front desk and Instructor. The only time swapping appointments is allowed is if it is needed by another student for a pass off.
- Friends and family appointments must be made in advance. Discounts are NOT allowed on Saturdays. Regular appointments take priority over friend and family appointments.
- Skinworks allots 8 friends & family discount cards per student.
- If Friends & Family have a no show rate over 10% they will lose the Friends & Family rate.
- Please note the room layout, it is your responsibility as a student to leave your treatment room in order as below:



\*when in waxing room, OIL, WITCH HAZEL, & ALOE go in the cart not on the wood shelf. Also, pay extra care to the floors and walls when waxing

## GUESTS OR CHILDREN

- Guests and children are not allowed in the classroom or in the treatment room without special permission from staff and instructor.

## PRODUCT & DISPENSARY

- Do not be wasteful with product. Learning product usage is a part of your education.
- Students are able to order Dermalogica, Lira, Amber and Jane Iredale at discounted prices. See the front desk to place order on order day. Order day is 3<sup>rd</sup> Wednesday of every month. You may purchase product in-between order day for retail pricing. All orders need to be pre-paid. The student will receive the products as it is shipped in. If there is a product on back-order, the student may choose to wait, or be refunded and order again on the next order date.
- Any product purchased at student pricing is non-refundable.
- Students may not purchase product on student order day if they are behind on tuition payments.
- Students are not allowed to market or advertise personal goods or services.

## STUDENT KITS

- Each student will receive their kit of esthetic supplies.

- Trades are encouraged when there is downtime, student must have their full kit available, and their Instructor may assign a certain service for the trade. All trades must sign a client form and have Instructor approval.
- Models are allowed the day that the service is assigned as a “practical”. All model treatments are Instructor driven.
- Trades cannot be scheduled, they are available for client no-shows or when students do not have an appointment.
- You will use your kit to practice on yourself, models and other students. Kits are not to be used on regular appointments. If you use your kit in an appointment, the client will still be charged regular price.
- Kits are used during theory education. You may be using your kit randomly throughout the program, please make sure it is brought to class every day. If you do not have your kit, you will be asked to clock out for the day.
- Specialty services, product that is not included in kits, will be provided by Skinworks during theory. It can be used for a small fee when not in theory and performing trades (please see student pricing).
- Skinworks will allow the following trades when students do not have appointments. These trades are instructor assigned, and MUST be treated as actual appointments. The student must show their student kit is present in order to receive these treatments at no-cost. If the student kit can be used on these treatments it MUST be used, if it does not require the kit, you must still show your instructor that you are prepared with it.

Spa Pedicure  
Spa Manicure  
Stone Pedicure  
Body Scrub

European Facial (KIT)  
Back Facial (KIT)  
Stone Facial (KIT)

Luxury Facial (KIT)  
Electrical Facial (KIT)  
Eyelash Extensions (KIT)

## GRADING

Your grade consists of the following:

- Quantitative (Attendance) = 100%
- Qualitative
  - Chapter Tests: 35%
  - Chapter Guide: 15%
  - Projects and Assignments: 10%
  - Student participation: 10%
  - Sanitation: 10%
  - Appointment (Practical) grades: 10%
  - Attendance: 10%

You will receive SAP or progress report at the 450, 900 and 1050 hour marks for Comprehensive students or 300 hour mark for 600 hour program students. If you fall below 75% in Qualitative (Academics) or 80% in Quantitative (Attendance), you will be placed on SAP

probation, through the financial aid office, and risk losing financial aid if not resolved. **Honor students celebrated at 90% or higher in Qualitative and Quantitative.**

## LATE WORK & TESTING

- All tests are subject to change at the consent of the instructor.
- You are able to retake 2 tests per 600 hours (Basics/Masters).
- If you are absent on a test day, you must take the test on your day of return, you will be docked 15% for a late test taking. To avoid this, contact your instructor before you are absent to pre-take the test.
- Late work is allowed for study guides & projects, up to 1 day late is penalized 15%, and 2 days is 20%. Any late work after 2 days is penalized 40%.
- There is not late work allowed for Participation, Journals, or Sanitation grades. Once they are missed the student will receive a 0.
- If students grade falls below 65%, the student and instructor must meet to determine and academic plan. The academic plan may include additional course work such as extra credit, retakes of test and/or special projects.
- Midterm/Final, your first score is your final score, however Skinworks requires you to pass the test at 80%, you will retake the test up to 3 times in order to pass.
  - If you cannot pass the test after the 4<sup>th</sup> time we will revisit areas you need extra teaching in with your instructor. These extra hours would be subject to a new contract.
  - If you are also taking the midterm or final late, the final score plus penalty will be your final score, however your pass rate will be determined before the penalty. Example: you receive 86% but take it a day late for a final score of 73.1%, you will not need to retake the test because you proved your knowledge was above the 80%.

## CLASS WORK

- Bring your books and student kit daily to be successful. Please remember that projects and chapter guides are done at home, unless otherwise specified in your syllabus.
- Please ask permission to leave theory or practical classroom from your instructor
- Students will have a 15 min. break every 90 minutes of instruction.
- If guest speakers are scheduled please treat these as job interviews, professionalism is key.

## COMPUTERS/LIBRARY

- Computers and Wi-Fi are for class work, not for personal use. Be considerate to others with the time you use.
- Any goofing around, improper downloading, installing unauthorized software, playing games, viewing pornographic or inappropriate sites or anything deemed unnecessary by Skinworks Management with result in probation or expulsion.
- Skinworks reserves the right to block any pages it feels is unnecessary to the education process of our students.
- Video's and books are available to use on school premises at your request, ask you instructor for a list and availability.
- Copy machine is for employee use only. If students need to make copies a small fee may be charged. Please come prepared to school with your assignments.

## DISMISSAL POLICY

A student may be dismissed for any of the following:

- Failure to abide by any policy contained in this Student Handbook.
- Cheating, stealing, or vandalizing.
- Unprofessional conduct.

Refusal to abide by the above rules and regulations can be grounds for write up or dismissal depending on the severity.

Skinworks Rules & Regulations are monitored on a regular basis and may be changed. If changes are made announcements will be made in the monthly student meeting. Copies can also be provided at your request or by finding updated revisions on our website.

## PARKING AND SAFETY

- Skinworks has a large parking lot across the street. Please park orderly and conserve space. Students are asked to reserve the first row of parking for clients.
- Please park on the East side of the parking lot (east of the Skinworks sign & dumpster, the West side is another businesses space.
- Do not park on the street or in the front of the building, which are reserved for clients and deliveries. Please be considerate to our residential neighbors and do not park where signs designate residential areas.
- Please lock cars and do not have valuables in car. Lockers are available for all students to keep their personal items in.
- Do not leave items unattended in the school.
- Always walk out in partners to avoid any danger in the parking lot at night.
- If you see suspicious activity, please notify the front desk immediately.
- Please remember that the school is a public place, **DO NOT** leave your valuables in the classroom while you are away. This includes purse, school bag, books, jackets, etc. If you are not with your items they should ALWAYS be placed in your locker.
- **Please see the Skinworks bulletin board for the full Safety & Security Plan, and Student Resources also available at the back of this handbook and on our website.**

# WHO TO GO TO...

## INSTRUCTORS:

Allyson Burton .....	Evening Masters
Alicia Brown .....	Evening Basic Spa Instructor
Aubrey Donnelly .....	Spa Instructor
Danielle Gallegos .....	Day Basics Theory
Madison Mabey .....	Evening Basics Theory
Rachel Reynolds .....	Day Instructor & Education Lead
Nicole Frick .....	Spa Instructor
Holly Davis .....	Laser/Practical Instructor
Zachery Cross .....	Evening Basic Theory

## SUB/SPECIALTY INSTRUCTORS:

Amy Cruz	Katherine Abbott	Ricci Sadar
Ashlee House	Jane West	Sean Schouten

**Theory Instructor**..... **See Above**

*Your Theory instructor is your first point of contact.* If you have questions on hours, grades, testing, absences, and tardies please contact your instructor. Your instructor can facilitate and schedule all meetings with administration staff. They will handle the makeup hour's form, discrepancy forms, appeals, and grievances.

**Spa Instructor**..... **On duty**

Spa Instructor makes sure that the student spa is ran smoothly. That all students are learning the practical skills needed to be successful within the esthetic's field.

**Education Lead**..... **Rachel Reynolds**

Support for all instructors, specifically as it pertains to instruction. If you have questions or feel you need to escalate any issues you may meet with Rachel, she is available for students by appointment, you may reach her at [rachel@skinworks.edu](mailto:rachel@skinworks.edu).

**School Director**..... **Natalie Parkin**

The Director supports all staff & faculty. She makes sure the school is following regulations for accreditation and licensure. Natalie is also currently the Title IX coordinator; you may reach Natalie at 801-414-7551 or [help@skinworks.edu](mailto:help@skinworks.edu) immediately for any Title IX incidents.

**Financial Aid**..... **Elizabeth Taylor**

Financial Aid assists with financial aid and self-pay tuition. Financial aid also facilitates your SAP progress reports, held at 450/600/900 hours, or 300 for 600 hour programs and assist you with the graduation process. Self Pay tuition is paid through the Front Desk.

**Admissions**..... **Monica Matthews**

Admissions will meets with future students. If you have questions on enrollment, she is your go to.

**Tuition Payments, Appointments, & Supplies**..... **Front desk**

## COMPLAINTS & DISPUTES

You may contact the school director, Natalie Parkin. at [natalie.parkin@skinworks.edu](mailto:natalie.parkin@skinworks.edu) or schedule a time to meet with her through the front desk. If you have a grievance please see the grievance policy on the following pages, and contact any of the above for further assistance.



# HOLIDAYS

2018

MONTH	DATE	DAY	HOLIDAY
March	30	Friday	Easter/Spring Break
March	31	Saturday	Easter/Spring Break
May	26	Saturday	Memorial Day Weekend
July	3	Tuesday	4th Of July
July	4	Wednesday	Summer Break
July	5	Thursday	Summer Break
July	6	Friday	Summer Break
July	7	Saturday	Summer Break
July	24	Tuesday	Pioneer Day
August	31	Friday	Labor Day Weekend
September	1	Saturday	Labor Day Weekend
October	31	Wednesday	Halloween
November	22	Thursday	Thanksgiving Break
November	23	Friday	Thanksgiving Break
November	24	Saturday	Thanksgiving Break
December	25	Tuesday	Christmas Break
December	26	Wednesday	Christmas Break
December	27	Thursday	Christmas Break
December	28	Friday	Christmas Break
December	29	Saturday	Christmas Break

2019

MONTH	DATE	DAY	HOLIDAY
January	1	Tuesday	New Years Day
April	19	Friday	Easter/Spring Break
April	20	Saturday	Easter/Spring Break
May	25	Saturday	Memorial Day Weekend
July	2	Tuesday	4 <sup>th</sup> Of July
July	3	Wednesday	Summer Break
July	4	Thursday	Summer Break
July	5	Friday	Summer Break
July	6	Saturday	Summer Break
July	24	Wednesday	Pioneer Day
August	31	Saturday	Labor Day Weekend
October	31	Tuesday	Halloween
November	26	Tuesday	Thanksgiving Break
November	27	Wednesday	Thanksgiving Break
November	28	Thursday	Thanksgiving Break
November	29	Friday	Thanksgiving Break
November	30	Saturday	Thanksgiving Break
December	24	Tuesday	Christmas Break
December	25	Wednesday	Christmas Break
December	26	Thursday	Christmas Break
December	27	Friday	Christmas Break
December	28	Saturday	Christmas Break
December	31	Tuesday	Christmas Break

ANY VIOLATION OF THIS HANDBOOK WILL RESULT IN A WRITE UP

# IMPORTANT POLICY & PROCEDURES

# GRIEVANCE POLICY AND PROCEDURE

## POLICY

During the course of enrollment with the Skinworks it is possible that a student may consider that he/she has a grievance as a result of an action by another student, instructor, staff member, or the school itself.

## OBJECTIVE

Where possible, students are encouraged to raise their grievance direct with the person concerned with the objective of resolving the matter in an informal way. If this is not practicable or this approach would not be reasonable in the circumstances then the student should raise his/her concern with the Administration Personal. The department will be able to provide guidance and advice and, may if the circumstances warrant it, try to resolve the issue on an informal basis.

Before embarking upon the formal Grievance Procedure a student should make every effort to resolve any problems relating to his/her education through discussion with the Administrative Department.

## RESPONSIBILITY

Once the Student has expressed the want/need for a formal grievance it is the responsibility of ALL employees to assist the student with the grievance form if needed.

The School Director is ultimately responsible for the outcome and follow through of the filed grievance.

## FORMAL PROCEDURE

- 1) It is a student's right to seek redress of any grievance relating to his/her education and carrying out the procedure will not adversely affect his/her standing with the school.
- 2) If the student considers that the informal approach has not resolved the issue, or would be inappropriate given the nature of the grievance, he/she may raise his/her grievance in a formal way by writing to the Administration Department.
- 3) If the grievance is against the Administration Department the complaint should be made in writing to the School Director.
- 4) A formal grievance should normally be raised, where practicable, within 3 weeks of the action by another student or instructor that has led to the grievance.
- 5) An interview will be arranged to take place if possible within two weeks of the student stating his/her intention to initiate the formal procedure. The recipient of the complaint will arrange and, normally, conduct this interview. If it is not possible to hold the interview within this period of time then, with the student's agreement, it may be arranged to take place with an alternative administrator.
- 6) After the interview, a decision will be advised to the student as soon as possible and this will also be confirmed in writing and a note of the interview will be prepared.
- 7) The Manager considering the grievance will either: Uphold the grievance, stating what action will be taken, OR not uphold the grievance and no further action will be taken, OR advise that further investigations are necessary and indicate a likely timescale for a resolution of the grievance.

## ESCALATION STAGE

- 1) If a student is not satisfied with the outcome of the formal procedure, he/she may proceed with a written plea within 7 working days of the date he/she was informed of the decision from the Formal Stage. The plea should be in writing addressed to the School Director and should state whether he/she will be represented or accompanied at the plea interview. Relevant papers should also be sent with this notification.
- 2) The owner or school director will decide whether to hold the plea interview in person or whether it would be more appropriate for a third-party to conduct the interview.
- 3) An interview will be arranged to take place if possible within two weeks of the student stating his/her intention to file a plea.
- 4) The result of the plea will be advised in writing, normally within 7 working days, and a note of the interview will be prepared.
- 5) The owner and third-party (if applicable) will either: uphold the plea, stating what action will be taken, OR not uphold the plea and no further action will be taken
- 6) All decisions made at this juncture are final.

## ESCALATION

If at any point you feel that your issues are not being addressed, please feel free to contact Skinworks Accrediting Board, the Council on Occupational Education (COE) or Skinworks Licensing Board, Utah Department of Occupational Professional Licensing (DOPL).

### **COUNCIL ON OCCUPATIONAL EDUCATION**

7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Telephone: 770-396-3898  
[www.council.org](http://www.council.org)

### **DEPARTMENT OF OCCUPATIONAL PROFESSIONAL LICENSING**

PO Box 146741  
Salt Lake City, UT 84114  
Telephone: 801-530-6628  
[www.doplweb.utah.gov](http://www.doplweb.utah.gov)

## REPRESENTATION

At each stage of the Grievance Procedure, including the informal procedure:

- Students may be accompanied by another student of the College, of his/her reasonable choice.
- If a student is to be accompanied or represented he/she should advise the appropriate Head of Department/Manager accordingly, giving details of the individual's name.

## EVALUATION

This policy will be evaluated in our winter policy meeting by CAO, Staff, and faculty.

Student Name \_\_\_\_\_ Date \_\_\_\_\_  
Students Class \_\_\_\_\_ Hours \_\_\_\_\_

Time & Place of event that lead to grievance:

Detailed account of occurrence (include people involved, if any):

Please state policy, procedures, or guidelines you feel have been violated:

Proposed solution to the grievance:

Follow up to grievance (15-30 days from grievance filing):

Directors Signature \_\_\_\_\_ Date \_\_\_\_\_

The grievance will be retained as a copy in the students file and in the grievance file in the director's office. The signature below indicates that you are filing a grievance, and any information on this form is truthful.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Received by \_\_\_\_\_ Date \_\_\_\_\_

# SKINWORKS INSTITUTIONAL REFUND POLICY

## OBJECTIVE

It is the intent of Skinworks to have a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the budget period of enrollment for which the student has been charged.

## RESPONSIBILITY

Skinworks Financial Aid Advisor is responsible for updating, maintaining, and revising the Refund Policy annually.

## INSTITUTIONAL REFUND POLICY

A student shall be refunded, when due, within 45 days of his/her last day of attendance, a percentage of all tuition paid over and above a nonrefundable registration fee of \$100.

## FOR TITLE IV FUNDS REFER TO OUR TITLE IV FUND POLICY

The balance and/or credit due will be calculated using the following schedule.

Percentage of hours <b>scheduled</b>	Scheduled Hours (600 Program)	Scheduled Hours (1200 Program)	Percentage of tuition retained by Skinworks, plus kit fees (received).
0%-9.99%	1-59 hours	1-119 hours	10%
10%-24.99%	60-149 hours	120-299 hours	50%
25%-49.99%	150-299 hours	300-599 hours	75%
50%-100%	300-600 hours	600-1200 hours	100%

## STUDENT KIT

If the student withdrawals from the program within 0-49.99%, the refund calculation will be a percentage off of tuition owed, plus the wholesale cost of the student kit in which the student has received. If the student withdrawals from the program from 50%-100% the refund calculation will be based off of the full contract.

## EVALUATION

This policy will be evaluated in our winter policy meeting by CAO, Staff, and faculty.

# FEDERAL RETURN OF TITLE IV AID POLICY

## OBJECTIVE

It is the intent of Skinworks to follow the guidelines that the Department of Education has set forth to ensure that all monies that are received from Title IV Funding are treated accurately as ED has set forth.

## RESPONSIBILITY

Skinworks Financial Aid Advisor is responsible for updating, maintaining, and revising the Return to Title IV Policy annually.

## POLICY

This policy applies to students who withdraw (officially, unofficially, or fail to return from a Leave of Absence) or are dismissed from enrollment at Skinworks School of Advanced Skincare. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation:

The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

A school is required to determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance.

## FOR INSTITUTIONAL REFUND POLICY PLEASE REFER TO THE INSTITUTIONAL REFUND POLICY.

### WITHDRAWAL BEFORE 60%

Skinworks must perform an R2T4 to determine the amount of earned aid up through the 60% point in each payment period. Skinworks will use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The institution must still perform an R2T4 to determine the amount of aid that the student has earned.

### WITHDRAWAL AFTER 60%

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, Skinworks must still determine whether the student is eligible for a post-withdrawal disbursement.

### WITHDRAWALS - OFFICIAL VS. UNOFFICIAL

A student who withdraws is one who either officially goes through a withdrawal from Skinworks

#### OFFICIAL

Student notifies Skinworks Financial Aid office in writing, email, or in person to officially withdraw

#### UNOFFICIAL

Student is absent with no communication from school for 14 consecutive days, student is withdrawn due to disciplinary actions, or student does not return from an LOA.

A STUDENT'S WITHDRAWAL DATE IS DETERMINED BY USING ONE OF THE FOLLOWING:

- The date the student began the institution's official withdrawal process or officially notified the institution of intent to withdraw; or
- The student had not been in attendance for 14 days; or
- The student's last date of attendance at a documented academic-related activity, or the date the student was to return from an LOA.

### **FAILURE TO RETURN FROM AN OFFICIAL LEAVE OF ABSENCE (LOA)**

If a student does not return on his or her scheduled date from a documented Leave of Absence, Skinworks will withdraw the student ten days after they were scheduled to return. Their last day of attendance will then be the last day they attended an academically-related activity, prior to the LOA.

### **EARNED TITLE IV AID**

Title IV Aid is earned in a prorated manner on a per diem basis (calendar days) up to the 60% point in the trimester. Title IV Aid is viewed as 100% earned after that point in time.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Other Title IV Aid
6. Other Aid and/or Scholarships

Skinworks responsibilities in regard to the return of Title IV funds follow:

- Providing students with the information given in this policy;
- Identifying students who are affected by this policy and completing the return of title iv funds calculation for those students;
- Returning any title iv funds that are due the title iv programs.

The student's responsibilities in regard to the return of Title IV funds include:

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation;
- Notifying of a withdrawal via written form;
- Notifying of an intent to rescind a withdrawal notice via written form; and
- Notifying Skinworks Financial Aid Office of a notification of withdrawal or rescission of intent to withdraw.

### **POST WITHDRAWAL**

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you do not incur additional debt.

Skinworks has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if he or she owes a repayment via written notice. Skinworks must advise the student or parent that he or she has 14 calendar days from the date the School sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or



parent within the permitted time frame or the student declines the funds, the School will return any earned funds that the School is holding to the Title IV programs. Post-withdrawal disbursement must occur within 90 days of the date the student withdrew.

The institution may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees. For all other institutional charges, the institution needs your permission to use the post-withdrawal disbursement. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow Skinworks to keep the funds to reduce your debt at the school.

If the institution is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the institution or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from the *Skinworks Institutional Refund Policy*. Therefore, you may still owe funds to the School to cover unpaid institutional charges. Skinworks may also charge you for any Title IV program funds that the School was required to return.

## ACCREDITATION

Skinworks is nationally accredited with the Council on Occupational Education (COE).

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
770-396-3898

## CONSUMER INFO

Consumer information can be found at:  
[www.skinworks.edu/disclosures](http://www.skinworks.edu/disclosures)

# TITLE IX | CLERY ACT

**POLICY** Title IX | Clery Act information shall be posted on the student bulletin board and available to the student at all times. It is the Administration Departments responsibility to make sure that the list is updated and available to the students when necessary. The policy will be evaluated by the CAO annually.

**OBJECTIVE** It is the intent of the School to ensure that students have resources available to them when necessary.

Your title IX officer is **Natalie Parkin** she can be reached at the school at **801.530.0001 ext 105**, on her cell phone at **801.414.7551** or **help@skinworks.edu**. Natalie has gone through Title IX training and can direct you to the proper authorities and/or counseling offices.

## WHAT IS TITLE IX?

- Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities receiving federal funding. Programs or activities receiving federal financial assistance include virtually all public and private colleges and universities, and all public elementary and secondary schools.
- Students, staff, faculty, and other employees; women, girls, men, and boys; straight, LGBT, and gender-nonconforming persons; persons with and without disabilities; and international and undocumented persons all have the right to pursue education, including athletic programs, scholarships, and other activities, free from sex discrimination, including sexual violence and harassment.

**When people speak about Title IX they are referring to 20 U.S.C. § 1681 (a), which says:**

***No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.***

Sexual harassment is 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 violence is a form of sexual harassment prohibited by Title IX.

When a student sexually harasses another student, the harassing conduct creates a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. Indeed, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. For instance, a single instance of rape is sufficiently severe to create a hostile environment.

Title IX protects students from sexual harassment in a school's education programs and activities. This means that Title IX protects students in connection with all the academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program

# VIOLENCE AGAINST WOMEN ACT (VAWA)

Skinworks School of Advanced Skincare prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.

Skinworks has adopted certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

## UNDER VAWA, COLLEGES AND UNIVERSITIES ARE REQUIRED TO:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and

The institution upon written request, will disclose to the alleged victim of a crime of violence (as the term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

## DEFINITIONS

**DATING VIOLENCE** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

**DOMESTIC VIOLENCE** is defined as a felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**STALKING** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

**SEXUAL ASSAULT** is defined as an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 668.

Under Utah law, sexual offenses **"WITHOUT CONSENT"** of the victim arise when:

- 1) the victim expresses lack of consent through words or conduct;
- 2) the actor overcomes the victim through the actual application of physical force or violence;

- 3) the actor is able to overcome the victim through concealment or by the element of surprise;
- 4) the actor coerces the victim to submit by threatening to retaliate in the immediate future against the victim or any other person, and the victim perceives at the time that the actor has the ability to execute this threat; or (ii) the actor coerces the victim to submit by threatening to retaliate in the future against the victim or any other person, and the victim believes at the time that the actor has the ability to execute this threat;
- 5) the actor knows the victim is unconscious, unaware that the act is occurring, or physically unable to resist;
- 6) the actor knows that as a result of mental disease or defect, or for any other reason the victim is at the time of the act incapable either of appraising the nature of the act or of resisting it;
- 7) the actor knows that the victim submits or participates because the victim erroneously believes that the actor is the victim's spouse;
- 8) the actor intentionally impaired the power of the victim to appraise or control his or her conduct by administering any substance without the victim's knowledge;
- 9) the victim is younger than 14 years of age;
- 10) the victim is younger than 18 years of age and at the time of the offense the actor was the victim's parent, stepparent, adoptive parent, or legal guardian or occupied a position of special trust in relation to the victim;
- 11) the victim is 14 years of age or older, but younger than 18 years of age, and the actor is more than three years older than the victim and entices or coerces the victim to submit or participate, under circumstances not amounting to the force or threat required under Subsection (2) or (4); or
- 12) the actor is a health professional or religious counselor, the act is committed under the guise of providing professional diagnosis, counseling, or treatment, and at the time of the act the victim reasonably believed that the act was for medically or professionally appropriate diagnosis, counseling, or treatment to the extent that resistance by the victim could not reasonably be expected to have been manifested. Utah Code Ann. §76-5-406.

Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity.

## WHAT TO DO IF YOU HAVE BEEN SEXUALLY ASSAULTED

- 1) Get to a safe place as soon as you can. Call 911 if you are in immediate danger.
- 2) Contact someone you trust to be with you for support. The Rape Recovery Center provides 24 hours support, 801-467-7273.
- 3) Incidents that occur on campus should be reported to our Title IX Coordinator, Natalie Parkin, immediately at 801-530-0001 or help@skinworks.edu. If desired, she can assist you in filing a complaint with South Salt Lake City Police Department.
- 4) Incidents that occur off campus should be reported to the Salt Lake City Police Department at 801-799-3000 or South Salt Lake at (801) 412-3606. Reporting to the police doesn't mean that you must press charges although if a minor is involved or this is a domestic violence situation, the police will file charges with or without your consent. Our Title IX Coordinator, Natalie Parkin, is also available to assist in any off-campus incident. You may also decline to notify such authorities.
- 5) Do your best to preserve all physical evidence, even if you don't know if you want to report the assault or press charges.
- 6) Do not to shower, bathe, eat, brush your teeth, or wash your hands.
- 7) Don't change your clothing if possible, but if you need to change, put everything you were wearing into a paper bag and take them to your medical exam.
- 8) If the assault took place in your room or home, do not rearrange or clean up anything until you have decided whether or not to file a report.
- 9) Write down as much as you can remember about the assault, including a description of the assailant.

- 10) Seek medical care as soon as possible. The Rape Recovery Center (phone) has a 24-hour Hospital Response Team; a member can meet you at the hospital or Family Justice Center to provide information and support throughout the process. They can be reached at 801-467-7273.
- 11) To preserve forensic evidence, ask the hospital/facility Center to conduct a rape kit exam. Costs for this exam will be covered by Crime Victim Reparations. You can receive this exam whether or not you choose to involve the police.
- 12) If you suspect you have been drugged, ask that a urine sample be collected.
- 13) Even if you have no apparent injuries and you know that you will never report, it is important to get medical attention to determine the risks of STDs and pregnancy and receive appropriate prophylaxis medication if desired.
- 14) Get support. Many survivors of sexual assault experience a wide range of emotions following the assault, including shock, anger, self-blame, shame, helplessness, denial, fear, and mood swings among others. These can occur immediately after an assault or weeks, months or even years later.

## **VICTIMS RIGHTS**

Skinworks School of Advanced Skincare does not issue orders of protection. For further information on obtaining a protection orders please contact your local law enforcement. Skinworks will comply and enforce criminal, civil, or tribal court-ordered protective orders for the safety of all students and staff who could be harmed. All accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodation or protective measures. Clery Act reporting and disclosures are publicly available recordkeeping, but will never include personally identifying information about the victim. **TO REPORT A CRIME**

Contact the School Director, Natalie Parkin 801-414-7551 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the Institute buildings should be reported. To the extent permissible by law, Skinworks School of Advanced Skincare keeps reports, records, and victim's names and information confidential. Skinworks is obligated to comply with a student's request for a change in their academic situation following an alleged sex offense with the request being rational and obtainable regardless of whether the victim chose to report the crime to local law enforcement. These changes can be requested through a general appeal. Please see the schools Director for information on obtaining a general appeal for this purpose. The institution does not counsel victims of "violence against woman". Support services are available outside the school and are listed below.

## **VAWA & DOMESTIC VIOLENCE RESOURCES**

- Rape Recovery Center provides 24 hours support: 801-467-7273
- Rape Crisis Hotline: 888-421-1100
- Domestic Violence Hotline: 1-800-897-5465
- Adult Protective Services Hotline Salt Lake County: 801-264-7669
- Adult Protective Services Hotline other Utah Counties: 800-371-7897
- Center for Women and Children in Crisis (Utah County): 801-377-5500
- South Valley Sanctuary (West Jordan): 801-255-1095
- Women's Crisis Center: 801-781-0743
- YWCA: 801-537-8600

## **REGISTERED SEX OFFENDERS**

Information concerning registered sex offenders may be obtained by using the following websites.

- <https://corrections.utah.gov/index.php/services/sex-offender-registry.html/>
- <https://www.fbi.gov/scams-and-safety/sex-offender-registry>

## **INSTITUTIONAL DISCIPLINARY PROCEEDINGS (GRIEVANCE POLICY AND PROCEDURE)**

The following procedures shall apply with respect to complaints or other reports of alleged sexual misconduct by a student.

- 1) The college's Title IX coordinator will investigate complaints and reports of alleged sexual misconduct by a student or employee. This official receives annual training on issues related to dating violence, domestic violence, sexual assault, and stalking. They also are trained on how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Skinworks will apply a "preponderance of evidence" standard meaning preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence
- 2) Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the victim and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event, shall mediation be used to resolve complaints involving allegations of sexual violence. All complaints of sexual misconduct must go through the steps of the "Formal Grievance Procedure." This form will be given to you by the Title IX coordinator.
- 3) The institution will provide the student or employee a written explanation of their rights and options as a reporting victim of dating violence, domestic violence, sexual assault or stalking. Regardless if the offense occurred on or off campus.

### **FORMAL PROCEDURE**

- 1) It is a student's/employee's right to seek redress of any grievance relating to his/her education/workplace and carrying out the procedure will not adversely affect his/her standing with the school.
- 2) If the student considers that the informal approach has not resolved the issue, or would be inappropriate given the nature of the grievance, he/she may raise his/her grievance in a formal way by writing to the Title IX Coordinator/Administration Department.
- 3) If the grievance is against the Administration Department the complaint should be made in writing to the school owner.
- 4) A formal grievance should normally be raised, where practicable, within 3 weeks of the action by another student or employee that has led to the grievance.
- 5) After the interview will be arranged to take place if possible within two weeks of the student/employee stating his/her intention to initiate the formal procedure. The recipient of the complaint will arrange and, normally, conduct this interview. If it is not possible to hold the interview within this period of time then, with the student's/employee's agreement, it may be arranged to take place with an alternative manager. A decision will be advised to the accused and the accuser as soon as possible and this will also be confirmed in writing and a note of the interview will be prepared.
- 6) The Title IX Coordinator considering the grievance will either: Uphold the grievance, stating what action will be taken, OR not uphold the grievance, and no further action will be taken, OR Advise that further investigations are necessary and indicate a likely timescale for a resolution of the grievance.

Skinworks will provide a prompt, fair and impartial process from the initial investigation to the result. Sanctions imposed following the result of a sex offense include immediate termination, suspension, expulsion, cancellation of loans, loss of scholarship and grant funds, and fine and/or imprisonment.

## ESCALATION STAGE

- 1) If a student is not satisfied with the outcome of the formal procedure, he/she may proceed with a written plea within 7 working days of the date he/she was informed of the decision from the Formal Stage. The plea should be in writing addressed to the School Director and should state whether he/she will be represented or accompanied at an plea interview. Relevant papers should also be sent with this notification.
- 2) The owner or school director will decide whether to hold the plea interview in person or whether it would be more appropriate for a third-party to conduct the interview.
- 3) An interview will be arranged to take place if possible within two weeks of the student stating his/her intention to file a plea.
- 4) The result of the plea will be advised in writing, normally within 7 working days, and a note of the interview will be prepared.
- 5) The owner and third-party (if applicable) will either: uphold the plea, stating what action will be taken, OR not uphold the plea and no further action will be taken
- 6) All decisions made at this juncture are final.

## REPRESENTATION

at each stage of the grievance procedure, including the informal procedure:

- Students may be accompanied by another student of Skinworks, of his/her reasonable choice.
- If a student is to be accompanied or represented he/she should advise the appropriate person holding the plea accordingly, giving details of the individual's name.

## BYSTANDER INTERVENTION

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Most people want to help in difficult situations. Specific interventions can be divided into four main types:

- Engage: say or do something that directly engages one or more of the parties involved
- Distract: say or do something to interrupt the interaction
- Enlist: ask for the help of someone else who may be better able to intervene
- Delay: say or do something after the difficult moment or incident has passed

## STRATEGIES FOR RISK REDUCTION

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.

- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later

All incoming students and staff receive training in orientation on the information listed above from the Title IX Coordinator. Some topics such as good listening skills and communication skills may be touched on throughout the programs business class to maintain prevention and awareness.



# STUDENT RESOURCES

**POLICY:** All student resources shall be posted on the student bulletin board and available to the student at all times. It is the Administration Departments responsibility to make sure that the list is updated and available to the students. The policy will be evaluated by the CAO annually.

**OBJECTIVE:** It is the intent of the School to ensure that students have resources available to them when necessary.

**PROCEDURE:** the following will be posted and updated bi-annually:

## **CHILDCARE:**

### CARING FOR KIDS

Address: 2001 S State St, Salt Lake City, UT 84105

Phone: 385-468-7133

### LIT'L SCHOLARS LEARNING CENTER

Address: 653 Simpson Ave S, Salt Lake City, UT 84106

Phone: 801-467-8545

### SMART KIDS DEVELOPMENT CENTER

Address: 3868 S 2nd E St, Salt Lake City, UT 84115

Phone: 801-266-1544

### TWENTY FOUR SEVEN DAYCARE SERVICES

Address: 1182 W 2400 S, Salt Lake City, UT 84119

Phone: 801-746-1473

\*Skinworks does not endorse any of the above daycares, they are simply daycare close in proximity, although they look like great daycares, please do your research.

## **HOUSING:**

- <http://www.rentals.com/Utah/South-Salt-Lake/>
- <http://www.zillow.com/south-salt-lake-ut/rent-houses/>

## **VAWA & DOMESTIC VIOLENCE:**

- Rape Recovery Center provides 24 hours support: 801-467-7273
- Rape Crisis Hotline: 888-421-1100
- Domestic Violence Hotline: 1-800-897-5465
- Adult Protective Services Hotline:  
Salt Lake County: 801-264-7669  
All other counties of Utah: 800-371-7897
- Center for Women and Children in Crisis (Utah County): 801-377-5500
- South Valley Sanctuary (West Jordan): 801-255-1095
- Women's Crisis Center: 801-781-0743
- YWCA: 801-537-8600

## **AIDS/HIV INFORMATION:**

- S Confidential Info Line: 801-487-2100
- AIDS Counseling and Info Line: 800-590-2437
- HIV/AIDS Prevention & Services: 801-534-4572
- Toll Free in Utah: 1-800-FON-AIDS

**CHILD ABUSE/NEGLECT:**

- Protective Services (24 hrs.): 801-487-9811
- Child Abuse Intake Hotline: 1-800-678-9399

**FINANCIAL COUNSELING:**

- Community Action Program (CAP): 801-359-2444
- Consumer Credit Counseling Service: 801-566-0800

**MEDICAL CLINICS:**

- City/County Health Department: 801-468-2720

**PREGNANCY/PREGNANCY PREVENTION:**

- Planned Parenthood: 801-322-5571, 801-973-9675

**MENTAL HEALTH/COUNSELING:**

- Valley Mental Health Crisis Line (24hrs./ 7 days): 801-261-1442
- Valley Mental Health Administration: 801-263-7100
- USA National Suicide Hotline (Tollfree/24hrs/7 days a week):  
1-800-SUICIDE~1-800-784-2433  
1-800-273-TALK~1-800-273-8255

**SUBSTANCE ABUSE COUNSELING AND REFERRAL:**

- AA (Alcoholics Anonymous): 801-484-7871
- Alcohol & Drug Abuse Clinic (U of U): 801-581-6228
- Alcohol Counseling & Education: 801-366-7800
- Narcotics Anonymous: 801-296-4044

**WELFARE AND FAMILY SERVICES:**

- Workforce Services Office (Food stamps, Financial Assistance, Medicaid, etc.): 801-468-0000
- Child and Family Services Office (Child and Adult Protective Services, foster care, etc.): 801-538-4100

**EATING DISORDERS:**

- Eating Disorder Awareness & Prevention (EDAP): 800-931-2237  
<http://www.nationaleatingdisorders.org>

**QUIT SMOKING:**

- Quit Smoking Support Hotline: 800-784-8669

**GAY, LESBIAN, BISEXUAL, TRANSGENDER (GLBT) SUPPORT & SERVICES:**

- Utah Pride Center: 801-539-8800 ext. 0
  - Mon-Sun 9am-9pm
- GLBT National Hotline for Adults: 888-843-4564
  - M-F 4pm-12pm EST
  - Sat. 12pm-5pm EST
- GLBT National Youth Talkline: 800-246-7743
  - M-Sat. 9:30pm-12pm EST

**RESPONSIBILITY**

The Admissions Advisor is responsible for updating the student resources on a regular basis

**EVALUATION**

This Plan will be review annually in Skinworks Winter Semi-Annual Policy Meeting.

# SKINWORKS DRUG POLICY

To ensure a drug-free school, all students/employees are given notice that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the school. If a student/employee is found to be in non-compliance with this notice, said student/employee will be suspended. Said student/employee will also be asked to attend a drug abuse program which must be approved by the school administrator and/or termination depending on the severity of the offense. A second violation means the immediate termination of said student/employee without recourse.

NOTE: If you have a drug or alcohol related problem, the school staff is always available to you. We also have a list of organizations available to you should you need any help. It is important to know that a drug or alcohol related problem can lead to a licensure issue in the state of Utah due to the nature of our business and the safety of our customers. If you have prior incident or when an incident happens, it is encouraged to contact DOPL as soon as possible

## OFFICE OF NATIONAL DRUG CONTROL POLICY U.S. DEPARTMENT OF EDUCATION FAFSA FACTS

### HOW DO DRUG-RELATED CONVICTIONS AFFECT MY STUDENT LOAN ELIGIBILITY?

In general, if you are convicted of a drug-related felony or misdemeanor that took place while you were receiving Federal student aid, you will become ineligible to receive further aid for a specified period of time upon conviction.

#### YOU CAN SHORTEN THIS PERIOD OF INELIGIBILITY BY:

- Successfully completing an approved drug rehabilitation program that includes passing two unannounced drug tests, or
- Passing two unannounced drug tests administered by an approved drug rehabilitation program, or
- Having the conviction reversed, set aside, or otherwise rendered invalid.

### HOW LONG AM I INELIGIBLE TO RECEIVE TITLE IV, HEA PROGRAM FUNDS (FEDERAL STUDENT AID) IF I DON'T PURSUE EARLY REINSTATEMENT OF ELIGIBILITY?

The length of time you are ineligible depends on the type and number of convictions you have had for drug-related offenses committed while you were receiving aid. The law recognizes two broad categories of drug offense: "possession of illegal drugs" and "sale of illegal drugs." The table below lists the period of ineligibility by type and number of offenses.

OFFENSE	POSSESSION OF ILLEGAL DRUGS	SALE OF ILLEGAL DRUGS
First	1 year of ineligibility from date of conviction	2 years of ineligibility from date of conviction
Second	2 years of ineligibility from date of conviction	Indefinite period of ineligibility*
Third or more	Indefinite period of ineligibility*	Indefinite period of ineligibility*

*\*Under the law, an indefinite period of ineligibility continues unless your conviction is overturned or otherwise rendered invalid or you meet one of the two early reinstatement requirements specified above.*

If you do not wish to pursue early reinstatement of your eligibility for Federal student aid, you can calculate the date at which you would regain eligibility for Federal student assistance by completing the Student Aid Eligibility Worksheet, available at: <http://www.ifap.ed.gov/drugworksheets/attachments/StudentAidEligibilityWorksheetEng1314.pdf>

### **WHEN AM I CONSIDERED TO BE 'RECEIVING AID'?**

You are considered to be receiving aid beginning on the day that classes start for any term you have applied for, been approved for, and for which you have accepted an offer for Federal student aid.

Summer breaks do not count as time receiving aid if you are not enrolled in classes. However, holiday breaks during the academic year count as time enrolled.

### **WHAT ABOUT CONVICTIONS FOR OFFENSES THAT TOOK PLACE WHEN I WAS NOT RECEIVING AID?**

Convictions for a Federal or State drug offense (either sale or possession) count against a student for Title IV aid eligibility purposes only if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid. They do not count if the offense occurred during a period of enrollment when the student was not receiving Federal Student Aid.

This law applies to you only if you have been convicted of a drug-related offense.

### **WHAT IS AN APPROVED DRUG REHABILITATION PROGRAM?**

An acceptable drug rehabilitation program must include two unannounced drug tests AND meet at least one of the following requirements.

#### **THE PROGRAM MUST BE:**

- Qualified to receive funds directly or indirectly from a Federal, State, or local government program.
- Qualified to receive payment directly or indirectly from a Federally or State-licensed insurance company.
- Administered or recognized by a Federal, State, or local government agency or court.
- Administered or recognized by a Federally or State-licensed hospital, health clinic, or medical doctor.

**NOTE:** Not all programs include unannounced drug testing as part of treatment. When contacting a program about possible admission, you should explain the drug testing requirement and ask if the program can provide the required unannounced tests.

### **WHERE CAN I FIND AN APPROVED TREATMENT PROGRAM?**

The Substance Abuse and Mental Health Services Administration (**SAMHSA**) **Treatment Locator** lists treatment programs that receive Federal funds. Programs on this list are approved, provided they offer two unannounced drug tests:

<http://findtreatment.samhsa.gov/TreatmentLocator/faces/quickSearch.jspx>

### **HOW CAN I GET THE REQUIRED DRUG TESTS WITHOUT ENROLLING IN TREATMENT?**

Generally, drug rehabilitation programs do not provide drug tests to individuals whom they have not admitted to treatment. To meet the drug testing requirement without taking part in treatment, you will need to make arrangements with an approved drug rehabilitation program.

## **ARE THERE OTHER LAWS RELATED TO DRUGS THAT CAN MAKE ME INELIGIBLE FOR TITLE IV, HEA PROGRAM ASSISTANCE?**

The Anti-Drug Abuse Act of 1988 includes provisions that authorize Federal and State judges to deny certain Federal benefits -- including Title IV, HEA student aid – to persons convicted of drug trafficking or possession. The Department of Education maintains a list within the Central Processing System (provided by the Department of Justice) against which all FAFSA applicants are matched. Applicants on the DOJ Drug Abuse Hold list are notified that they are not eligible for Title IV, HEA funds and told whom they can contact if they have questions.

## **WHAT IF I ALREADY COMPLETED A TREATMENT PROGRAM THAT DID NOT INCLUDE UNANNOUNCED DRUG TESTS OR RECOVERED THROUGH MUTUAL AID MEETINGS SUCH AS NARCOTICS ANONYMOUS OR SMART RECOVERY?**

That does not meet the requirements of the law. To meet the requirements of the law and regain eligibility for Federal student aid, you must either successfully complete an acceptable drug rehabilitation program that includes two unannounced drug tests or successfully pass two unannounced drug tests at an acceptable drug rehabilitation facility after the date of your conviction.

## **HOW DO I DOCUMENT SUCCESSFUL COMPLETION OF THE TREATMENT OR DRUG TESTING REQUIREMENTS?**

Your financial aid office will make this determination. You may be required to provide written documentation.

## **WHAT IF I HAVE OTHER QUESTIONS?**

For more information, please call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

## **UTAH DRUG LAWS**

[https://le.utah.gov/xcode/Title58/Chapter37/58-37-S8.html?v=C58-37-S8\\_2015051220151001](https://le.utah.gov/xcode/Title58/Chapter37/58-37-S8.html?v=C58-37-S8_2015051220151001)

## **FEDERAL DRUG LAWS**

<https://www.dea.gov/druginfo/ftp3.shtml>

# HEALTH & SAFETY PLAN

**POLICY:** The health and safety plan shall be posted on the student bulletin board and available to the student at all times. It is the Administration Departments responsibility to make sure that the list is updated when needed and available to the students. The policy will be evaluated by the CAO annually.

**OBJECTIVE:** It is the intent of the School to ensure that students have resources available to them when necessary.

**PROCEDURES: DO NOT PANIC!** First Aid kits are under the sinks in the classroom hallways as well as behind the front desk.

## ACCIDENTS/EMERGENCY HEALTH CARE:

### LIFE THREATENING

#### 1) CALL 911

- Major injuries should prompt immediate action to dispatch emergency responders, typically by calling “911” from the nearest telephone. When calling “911,” remain calm and stay on the line until you are told to hang up by the dispatcher. Among other things, the emergency dispatcher will ask you to describe the nature (e.g., unconscious person with bleeding observed from the nose) and location (e.g., lobby, classroom, treatment room, left or right of the main entrance) of the emergency.
- If others are available to provide assistance, have them wait outside/near the entrance to escort emergency responders to the victim’s location.
- Persons trained in First Aid/CPR may render assistance until relieved by emergency responders. Never leave a victim alone, wait until emergency responders have arrived.
- **EXAMPLES OF MAJOR MEDICAL INJURIES/ILLNESSES INCLUDE:** symptoms of heart attack or stroke, profuse bleeding, amputations, unconsciousness, extreme breathing problems, deeply impaled objects, anaphylactic reaction, hypoglycemia in diabetics, shock, and seizures. Once the injured is taken care of, contact the Emergency Contact Person in their file.
- If a student or client is involved in an accident, pull file and contact: **Emergency Contact Person.** If Emergency Contact Person is unavailable, ask who to call and/or assist in getting the person to the hospital.

- 2) Have instructor or staff member fill out accident report, scan that report and email to natalie.parkin@skinworks.edu

### MODERATE INJURIES/ILLNESSES

Moderate injuries often involve initial first aid treatment followed by consultation with a medical professional. These types of injuries generally do not necessitate immediate dispatch of emergency responders. However, they often do require that someone assist the injured to provide immediate first aid and if requested by the injured contact their emergency contact to transport them to a medical facility for additional follow-up.

## CLIENT/TREATMENT MINOR INJURY

- 1) Student get the instructor involved if they are not already. Instructor follow the below steps.
- 2) Determine how sever the injury is. If injury is caused from a medical modality and is above a 4 on a scale of 1-10 contact Dr. Swenson's office immediately. Schedule an appointment for the client to visit within 24 hours.
- 3) Take a few pictures with labels located in the picture with date, treatment name, and client name
- 4) Client should be given a post-care treatment form and this process should be thoroughly explained to them to ensure they completely understand what to do/what not to do at home
- 5) Client should be given the school, Natalie, and Dr. Morris's phone numbers:

School:	(801) 530-0001
Natalie:	(801) 414-7551
Dr. Morris:	(801) 743-0700

- 6) If wound is above a 3 on a scale of 1-10 the client should be called 24hrs, 72hrs, and a week later to see how the skin is healing, to see if they have any questions, and to make sure they still have the product necessary and are using it correctly. Make sure to document this on the client's chart and accident report.
- 7) Instructor should fill out an incident/accident report in detail the day of the injury. Place this report along with pictures, and a copy of call backs done in their personal file along with scanning a copy and emailing to [natalie.parkin@skinworks.edu](mailto:natalie.parkin@skinworks.edu).
- 8) The above steps apply with clients, students, and instructors if they are the one in the "client" role.

## MINOR INJURIES/ILLNESSES

Minor injuries are those that do not present a serious health risk and are typically recognized as sufficiently treated using standard first aid supplies and techniques (e.g., minor cuts, scrapes, burns, bruises, sprains, etc.), and generally accomplished with self-help. First aid kits are available in the dispensary on the bottom shelf of the cabinet in North/East corner.

## NEAR-MISS/CLOSE CALL

A near miss is an incident where no property was damaged, and no personal injury or illness sustained, but where, given a slight shift in time or position, damage and/or injury/illness easily could have occurred. It can be thought of as a "close call." Skinworks encourages reporting of near-miss/close call incidents so that contributing factors can be identified and abated before they result in personal injury/illness or property damage.

## FIRE OR EARTHQUAKE

- 1) If small fire, use extinguisher, if large fire, EXIT the building through nearest exit and call 911! Meet across the street in the parking lot for roll call.
- 2) Fire extinguishers located: next to back bar dispensary, next to exit door by sanitation room, hallway to pedicure stations (spa side), and in student locker room.
- 3) Fire: find nearest exit, meet & roll call at parking lot across the street. Fire drill done annually & random.
- 4) Earthquake: All students in classrooms climb under their tables until covered. All others brace in doorways. Do not exit building, except in case of fire. Do not touch power lines or electrical outlets. Roll call after event.

## **FIRE EXTINGUISHER USAGE INSTRUCTIONS IF MANAGEABLE, FIGHT FIRE FIRST**

- 1) Ideally call 9-1-1 at the same time.

### **EXTINGUISHER USAGE:**

- a) Remove extinguisher from the wall bracket.
- b) Pull pin hard to break seal.
- c) Stand 8-10 feet away from the fire.
- d) Aim nozzle spray at base of the fire.
- e) Discharge using a rapid sweeping motion.
- f) Based upon container size, the unit will spray for 18-25 seconds total.

Note: Any unit with a broken seal should be serviced immediately.

### **ON-SITE VISUAL CHECKS:**

- Official seal should be intact.
- Pin should be in place and held with a plastic tie.
- Meter should register in the charged green area.

Note: Meters are serviced annually, please see the maintenance schedule.

### **SEVERE SICKNESS**

- 1) Send student home. Clean the area they were in contact with.
- 2) If needed, call: Emergency Contact Person, if unavailable, ask who to call or help in getting the person to the hospital.

### **SECURITY THEFT**

- Prevention is KEY!
- Cars should be locked at all times, with valuable stored out of sight.
- Students and Staff are to walk to parking areas in groups. Never alone.
- Doors are to be locked at all times, when a staff member is in the building alone, or at any time other than regular business hours.
- Emergency exits lock from the outside and are never to be blocked open, at any time of day or night.
- Windows and doors will be manually locked and checked each evening.
- Student lockers are provided. Valuables should be kept locked in lockers when in the building. Valuables are not to be left unattended at any time.

### **INTRUDER OR BURGLARY PLAN**

- Immediate evacuation of building, through fire exits, avoiding danger area. Call 911.
- If you are an alarm code holder, please contact Natalie for information on how to proceed with the alarm in hostage situation.

### **CAMPUS CRIME REPORT**

Please visit our full campus crime report updated every October per the Cleary Act at [www.skinworks.edu/disclosures](http://www.skinworks.edu/disclosures)

### **WEATHER OR OTHER COMMUNITY DISASTERS:**

#### **EMERGENCY BROADCAST SYSTEM ALERTS:**

- Follow State issued directions for area. Stay in building or exit to home as directed.



**CONTAMINATION OR DISEASE ALERT:**

- Observe all CDC precautions and sanitation rules. In the case of an actual outbreak of serious disease within the school, follow the directions of Emergency personnel or local health department. This may include: Quarantine in the school, immediate evacuation of school after a written roll call, isolation of affected persons, decontamination of school by haz-mat team, or minor decontamination of school by staff using sanitary precautions.

**UTILITIES EMERGENCY:**

- Gas: Evacuate immediately, leaving doors and windows open.
- Sewage: Evacuate immediately and alert emergency personnel.
- Electrical outage: Call, wait for time estimate, dismiss class or continue as able.
- Electrical malfunctions: Halt all electrical activities. Evacuate short term. Call electrical company for further advice.

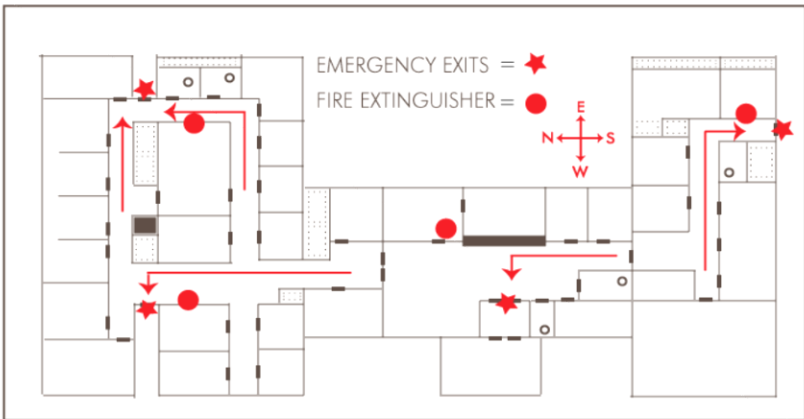
**RESPONSIBILITY**

The School Director is responsible for updating the Safety & Security Plan on a as needed basis

**EVALUATION**

This policy is available to Staff, Faculty, and Students. Skinworks surveys the student in regard to the Health & Safety Plan in the students surveys given within their course. Skinworks will also evaluate this policy along with the information given from the surveys in our annually policy meetings.

**EVACUATION**



# OPERATION AND MAINTENANCE PLAN

**POLICY:** To maintain Skinworks facility and equipment so we can remain on the cutting edge. This to provide our students real world experiences that will help them transition into the field of Esthetics.

**OBJECTIVE:** Skinworks takes pride in the facility and believe it is a part of the students education in learning to maintain the schools property in a respectful manner. It is important for Skinworks students to understand that Maintenance is such a huge part of the esthetics business. Not only is it important for our school to stay maintained for future students, it is imperative for all area's to remain clean and sanitary for the safety of our clients. This is also an understanding in any spa, in any city, in any demographic, a clean & sanitary spa is necessary. Skinworks also insist on maintaining our equipment, furniture, and supplies so they may last and keep student tuitions low. Maintenance is essential in this business.

## FACILITY

### WEEKLY

Daily sanitations are required by all students and are a part of their grade. Not only is the student required to clean up after themselves on a regular basis they are also required to do a daily sanitation to keep their areas well maintained. These are graded by the instructor daily, and tallied at the end of the week for a weekly sanitation grade. These are recorded in the students' grade sheet.

### CONTRACTED CLEANING

Skinworks has also contracted with Divine Dynasty Cleaners to maintain the building to which is not a part of the student or staff's responsibility.

### MONTHLY

Each class is assigned a day for monthly Maintenance, this is where each class has an area that involves a thorough cleaning. Taking the chairs, beds, and tables out of the rooms and cleaning sugar, wax, etc. underneath these areas.

### ANNUALLY

Skinworks plans vary but include all major maintenance (painting, new flooring, etc.) annually over winter and summer breaks. Skinworks along with faculty & administration staff, organizes and maintains the google drive folder, administrative forms, power point slides, and instructional material daily and evaluate annually.

## TECHNICAL INFRASTRUCTURE

Skinworks stores our curriculum on our Network allowing access to all employees and syncing when updated. The School director can grant access or deny access at any given time.

**Google Drive-** The CAO can grant or remove access to Google Drive at a moment's notice. Certain staff members and faculty have editing accessibility. If a staff or faculty member needs editing access they can request this from the CAO through email.

**Laptop/iPad/Projector-** Skinworks has 3 ipads and 3 laptops for instructors to use for lessons. We also provide 2 projectors and 1 smart TV for lecture.

If there are issues with the networks, Natalie Parkin will contact Landon Timothy, who we contract to help with technical maintenance.

**RESPONSIBILITY**

Instructors are responsible for students completing their sanitation duties at the end of each week, and monthly on our maintenance day.

The Spa Instructor informs the school director if any area is in need of improvement. The School Director plans for annual and emergency maintenance throughout the year when necessary.

School Director is responsible for the technical infrastructure.

**EVALUATION**

This plan will be evaluated in our policy meeting by CAO, Staff, and faculty.