

# WELCOME

## NATURAL HAIR CARE INSTITUTE STUDENT HAND BOOK

We are committed to partnership with students and the community to achieve success for every student, by providing students with lifelong skill to become a master at their Craft. Diversity and inclusion are at the heart of what we stand for and we are proud to be home to many different types of students in the natural hair care field. Our mission at NHIC is to provide each student with a friendly personalized education, through a team of highly skilled and creative professionals. We meet our students' needs by offering a variety of services, courses and programs relevant and profitable to the natural hair care industry. Please take time to familiarize yourself with all the information contained in the Natural Hair Care Institute student handbook. All the information in our handbook will serve as a guide for our students during their time at our institution. If you have questions about any of the policies or procedures, please contact our team members. We look forward to helping you achieve your educational and career goals.

Natural Hair Care Institute

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612-353-5344

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**General Information**

FACILITIES Hours (**HOURS SUBJECT TO CHANGE**)

The school is open during the following hours:

**HOURS OF OPERATION**

<b>OFFICE HOURS</b>	<b>Monday- Thursday</b>	<b>8:30am-4:30pm</b>
<b>SCHOOL HOURS</b>	<b>Monday- Thursday</b>	<b>9am-5pm Day Hours</b> <b>5pm-9pm Evening Hours</b>
<b>DAY CLASS BREAKS</b>	<b>Monday -Thursday</b>	<b>11am -11:15am</b> <b>1pm-1:30pm</b> <b>3pm-3:15pm</b>
<b>EVENING CLASS BREAKS</b>	<b>Monday -Thursday</b>	<b>6:20pm-7:05pm</b> <b>7:50pm-8:05pm</b>

## **ATTENDANCE**

Our goal is to prepare students for careers in the natural hair industry. All students are expected to be in attendance for the time periods specified in their signed enrollment agreement and Natural Hair Care Institute is required by law to keep track of all our students' hours from the date of enrollment. All students are expected to notify the institution of any absence or tardiness at least 30 minutes prior to their scheduled start time via phone line or text messaging. The institution follows a no-call, no-show policy. If a student does not call and does not attend class, an institution staff/faculty member will meet with the student regarding conduct and address the institution's attendance policy with the student. It is the student's responsibility to review their time for accuracy. Any adjustments to the student's time clock entries need to be corrected within seven days and requires the completion of a time adjustment slip with an instructor's signature of approval. Tardiness, absences and any other interruptions in training will have a significant impact on student achievement and success. Any student absents during the first week of a new class start may be moved back to the next class start. Any student missing more than 48 hours during basic training may be withdrawn and may be considered for re-enrollment at the next class start date. Any student who has 14 consecutive calendar days of absences will be administratively withdrawn from institution (see Buyer's Right to Cancel section in the institution catalog). If a student has a medical condition that prevents him/her from performing services or could potentially cause harm to oneself or another, a medical clearance to return to school from the doctor will be required to actively participate in hands-on activities and perform services. The student may observe and receive course instruction during this time. Students will meet the first of each week with the instructor to evaluate their attendance and to make sure students are above 70 percent attendance. Students with less than 70 percent attendance may be removed from the natural hair care styling and hair braiding program. Minnesota law prohibits a student from attending more than 10 hours of school in one day. Any student who attends up to 5.5 hours or more in a day is required to take a 30-minute lunch break and any student who attends less than 5.5 hours is required to take a 15-minute break. Students are required to make up all missed or failed tests or exams within 72 hours. Students are allowed the opportunity to retake a failed test or exam to achieve a higher score of 75 percent and above. All student attendance will be tracked with a Time Key Clocking System.

## **ATTENDANCE RECORD**

The Office of Minnesota Office of Higher Education requires that all student school hours including breaks hours are recorded on a daily basis. The record must be confirmed by the instructor who is supervising the training and all hours should be confirmed by the student. All students scheduled for a lunch break are required to clock or punch in/out for the time taken. The lunch break time is at the discretion of the instructors according to each student schedule. A summary of student Clocked hours for the week must be maintained for each student and signed by the designated instructor. In order to receive credit for their hours, all students are responsible for clocking or punching in at or before the beginning of their school hours, out /in for lunch breaks and out at the end of the school hours to receive full credit for their attendance hours.

Attendance records and time sheets are property of the institution and may not be removed from school premises. Any record removed from the institution premise will lead to disciplinary action and will be noted invalid.

### **ADDRESS UPDATE & SECURITY REPORT**

Students will report any address changes to the institution register office. Student can get all the information for safety and security report from the institution [website www.nhci.education](http://www.nhci.education) include, but not limited to, reporting a crime; emergency response, notifications and evacuation procedures; security procedures and crime prevention; drugs and alcohol policy and prevention; violence, sexual assault, stalking, and registered sex offender information, policy and prevention programs etc. The information is also available at any time upon request, including in paper format.

### **SERVICE ON MINOR**

Minor will have to be accompanied by a supervising Adult to get service done on the salon floor. Children of students are welcome to make appointments for service on the salon floor. The child will need to be accompanied by another adult, if the child is here while the student is clocked in for school.

### **SALON FLOOR**

All services performed on a patron by an instructor or student of the institution on the salon floor are required by the institution to have a consultation by an instructor before the service, and upon completion of the service before the patron leaves the salon area. As this is regulated by the State of Minnesota, students failing to have services checked will receive a written notice.

All services or work performed by a student must be supervised and evaluated by an instructor within the institution's educational product.

Students who are assigned to the salon floor and are not performing service on patrons are required to work on technical quotas or other assigned projects.

If an emergency occurs and you need to leave your patron, notify your salon floor instructor immediately so another student may be assigned to take over the patron and continue with the service in progress.

NHCI holds true to diversity. Students are not allowed to engage in discussion on religion, politics, sex, and other controversial topics with patron or fellow students while in school. These sensitive subjects are not considered professional work environment topics. If students need assistance, they are to ask an instructor.

All patrons are welcome to visit our establishment and salon floor. If students are having trouble with patrons, they are encouraged to seek assistance from an instructor. Students are not permitted to deny or turn away any patron.

Students on the salon floor will have the opportunity to work on a variety of different hair types. Students are encouraged to use this opportunity to enhance their skills and customer service level by accepting all patrons assigned to them. Students who are on the salon floor for the day are not allowed to refuse a patron. Students who refuse to perform assigned service, may be required to clock out for the day.

Students on the salon floor are working hard to perfect the quality of their performance and improve the time it takes to complete the service. A student falling behind on the timing of performing a service must notify the instructor. Adjustments by the instructor may be made to ensure efficient service delivery for the benefit of the patron. Any student who is struggling with efficient service delivery is expected to improve this skill to better prepare for certification and employment.

All kit items not in use are to be stored inside the students' locker or salon floor station. Any students who leave their equipment out at the end of the day/evening will be deposited in the lost and found.

Patrons with appointments for services are greeted in the foyer. Students must remain on the salon floor until the front desk alerts them to a patron's arrival. The student may then enter the lobby area to meet and direct the customer to the salon floor.

## **SCHOOL CLOSING**

If the institution must close due to inclement weather or some other emergency, a notice will be posted on the institution's Facebook or Instagram pages. The school's voicemail greeting will be modified to reflect the closure, and students can sign up to receive text notifications from the institution. All other scheduled closures (in-services and holidays) are listed in the institution catalog's calendar section. If the institution closes due to inclement weather, the day will be added to the student's contractual end date if the student was planned to be on campus that day. At the completion of the student's program, all changes will be made at once.

## **COMPUTER SOFTWARE FAIR USE REGULATION**

Natural hair care institute strongly prohibits the use or copying of any software product in violation of the applicable license agreement. The institution provides licensed software packages with all machines it purchases and uses. Any student detected copying software without permission, other than for backup purposes, would be dismissed from Natural Hair Care Institute. Furthermore, any student who distributes software to a third-party risk being dismissed from the institution.

## **CONSEQUENCES OF FAIR USE LAW VIOLATIONS**

Illegal copying of computer software may be considered criminal copyright infringement, punishable by a fine of up to \$250,000 and up to five years in prison. For intentional copyright infringement, federal civil penalties provide for the recovery of actual damages depending on the quantity of copies made or statutory damages of up to \$100,000. If you become aware of any unauthorized software copying within the Institution, please notify the campus director immediately.

### **What are the Details of Fair Use at NHCI?**

When it comes to utilizing computers and networks, the Natural Hair Care Institute has established guidelines. When using the computing facilities, NHCI expects students to follow the law and be courteous. A student cannot enter another user's network account or file space without permission to use, read, move, or change the contents for any reason.

The use of a password or account from another student's network. It is forbidden to give another person access to your network account.

It is forbidden to utilize NHCI computing facilities to disrupt the work of other students.

It is forbidden to send obscene, abusive, disparaging, or harassing messages using NHCI computing capabilities.

Students at NHCI are not permitted to use the computing facilities to display, transmit, disseminate, or make available any information that indicates or suggests discrimination or a desire to discriminate.

Students are not permitted to use the computing resources to disrupt the normal operation of the institution's computing facilities, including sending commercial offers, overloading the network with messages, or sending chain or pyramid letters.

Students are not permitted to use NHCI computing facilities for personal profit or commercial gain, or to gain illegal access to NHCI or any other commercial, non-commercial, or government entity's computing facilities.

Interfere with the operation of any other commercial organization using Natural Hair Care Institute computing facilities.

Students are not permitted to exhibit profane or otherwise offensive images in NHCI facilities. Place any unauthorized software or data on any NHCI computing facilities for any reason.

Students should not use the computing facilities in any way that infringes on Natural Hair Care Institute's or any other commercial or non-commercial entity's intellectual property rights.

This clause expressly forbids the use of any unlicensed software on the Natural Hair Care Institution's computers.

Students are not permitted to use or construct programs such as viruses or Trojan horses that annoy other users, change the system or account, or cause damage to system resources, or to intentionally distribute any such destructive software.

IT employees may have access to another user's account for the purpose of conducting routine maintenance or if requested to do so by executive management for the investigation of suspected violations of school policy and/or criminal wrongdoing. A record of any such access will be retained on file with the institution.

IT professionals will be able to access student accounts in order to repair or maintain the student system. After completing these activities, students are encouraged to reset their password. See also Copyright and Intellectual Property.

## **CONDUCT**

Professionalism is expected in the natural hair care industry at all times. Natural Hair Care Institute follows professional standards by requiring all students to treat everyone with respect, even patrons. Students are required to behave in a respectful manner toward their instructors and other students. Talking while the instructor is teaching, tardiness, answering cell phone calls in class or on the salon floor, sending text messages in class or on the salon floor, leaving class early, or using slanderous, harassing, threatening, or inappropriate verbal, written, or e-mail communication regarding other students, institution, patron, administration, or staff of the school are examples of disrespectful behavior. If students do not act professionally, the institution director will take disciplinary action against you. Expulsion may be imposed if disruptive behavior continues.

Both students and teachers must understand their roles and relationships in order to have a successful learning experience. Training is impossible to carry out without the active engagement of both parties. Both students and instructors are expected to be aware of their roles in the learning process and to fulfill their responsibilities in order to ensure the success of the institution, the teacher, and, most importantly, the student. Students and educators must work together to achieve this. All sides must communicate with one another in order for this cooperation to work.

## **COPYRIGHT AND INTELLECTUAL PROPERTY**

Staff and instructors at the Natural Hair Care Institution are required to follow the 1978 Copyright Law, Title 17 US Code, and the Off-Air Videotape Recording Guidelines. All staff and faculty have access to the internal Copyright and Fair Use policy, which clearly specifies principles for copyright and fair use at



NHCI. Copying that violates the university's Copyright and Fair Use policies is prohibited on campus and will not be used in the classroom or placed on course reserve. Anyone who willfully violates copyright laws, or who instructs another person to do so, will be held responsible. Copying that does not adhere to the Copyright and Fair Use policies is not permitted on school grounds and will not be used in the classroom or placed on course reserve. Anyone who knowingly violates copyright laws, or who asks another person to do so, will be held accountable for their conduct.

### **Intellectual Property Rights**

Any business needs to value intellectual effort, creativity, and property rights.

This idea applies to all works in all media by all authors and publishers.

All software used in combination with Natural Hair Care Institute computing resources must comply with applicable copyright and trademark laws, as well as licensing agreements for all software used in conjunction with NHCI computing resources.

### **File Access**

All users must provide IT employees explicit permission to inspect their accounts and computers for suspected policy violations or maintenance purposes.

Users are aware that if they do not allow this permission, they will be unable to access their system network accounts.

### **CRIMINAL BACKGROUND CHECK**

The Natural Hair Care Institute is dedicated to ensuring the security and safety of its whole community. Students, teachers, applicants guilty of a predatory offense, or offenders ordered by the courts to register are forbidden from entering the institution to protect the well-being of its campus. This includes entering the Natural Hair Care Institute, using any of the institution's facilities, and attending any of its events. The institution director may change any feature of this protocol, if the facts warrant it.

A prospective student enrolled in any of the institution's programs who has been convicted of a criminal or who has pleaded guilty to a felony may be ineligible to take certification exams and may be unemployed. Its provision also applies to a state-determined list of misdemeanor convictions. Furthermore, different states have distinct crime laws and how they affect professional certification. Felony convictions, numerous convictions for the same conduct, theft convictions, and persons still on probation, parole, or conditional/supervised release will all have their employment options limited. Students should be aware that potential employers may choose to perform background investigations on prospective employees or may be forced to do so. This is particularly common when a potential employee will be providing direct customer service to patrons or residents.

## **INTEGRITY IN THE CLASSROOM**

Cheating on tests or assignments, submitting work produced by others, utilizing the same work to fulfill requirements for several classes, plagiarizing, or unlawful collaboration on any academic work that is meant to be completed independently are all examples of academic dishonesty. All finished work must be written in the student's own words, with citations to the concept's source. Any student who engages in dishonest behavior will be required to meet with campus authorities and may face the following consequences: A zero for the work in question, a failing mark for the course, or expulsion from school are all possibilities.

If a student desires to appeal disciplinary measures such as these, they must do so according to the grievance policy outlined in this handbook and the institution catalog.

## **DRESS CODE**

Natural Hair Care Institute prepares students for a career in the salon as part of their curriculum. We want all students to wear black tops and black pants/skirts, and each student will be given an apron from the institution.

## **EATING AND DRINKING**

Students are only permitted to have water on the salon floor if it is contained in a covered container. No beverages, foods, or gum allowed. When working in close proximity to a customer, breath mints are permitted and recommended.

## **EMAIL**

Important information and official communication will be sent to students via email by Natural Hair Care Institute. As a result, students must frequently check their NHCI-assigned account. Any students are responsible for keeping up to speed on all institution-related information.

### **Student Email Accounts**

The institution will get email information from students at enrollment. The institution will send official messages to that email address provided by the student, while they are in the institution.

## **Content**

The Natural Hair Care Institute's email address should only be used for school-related correspondence. Outside business or personal ventures, as well as political or religious causes, are examples of non-school communications. It is forbidden to send inappropriate or offensive messages, such as those containing racial or sexual slurs. Abuse of the email rules will result in disciplinary action and may result in dismissal from the institution.

## **EMERGENCY INFORMATION AND EVACUATION PROCEDURE**

In the event of extreme weather, fire, or an intruder, Natural Hair Care Institute follows these emergency procedures. There are two fundamental guidelines to follow: (1) Students and staff members should have a calm demeanor and be aware of their surroundings; (2) students and staff members should exit the building safely rather than running. If the weather appears to be dangerous, keep a radio on for the most up-to-date weather information. Take cover quickly if a tornado warning is issued. Staff members will be present to assist students, while they wait in a secure location. Everyone should sit with their knees brought to their chests, their heads resting on their knees, and their arms covering their heads. If the fire alarm goes off, leave the building immediately and keep moving away from it once you're outside. Stay with your group; it'll be easier to keep track of everyone. When it is safe to re-enter the building, students will be informed. For evacuation protocols, follow the published floor layouts and procedures. Everyone must exit the building and proceed to the sidewalk in front of the main building. At the emergency meeting location, attendance will be taken to ensure that everyone has exited the facility.

## **Security Phone Numbers**

In case of an emergency, dial 911. The Minneapolis Police Department can be reached at 612-673-5701. A record of all reported offenses will be kept at the campus director's office. Anyone looking for information will be able to find this record on the institution's website.

## **TUITION PAYMENT**

Tuition Preferred payment methods is either credit card or electronic check through the student portal or in person at the accounting department. Natural Hair Care Institute does not offer financial aid to students at this time. Breakdown of payment receipt will be given to each student at the end of the program or at the end of the year for tax purposes.

## **DISPUTE RESOLUTION POLICY**

It is critical that each student is happy with the school's services. To achieve this level of satisfaction, every conflict between a Student and the Institute must be resolved quickly and amicably. The easiest approach to do this is to have an informal conversation between the parties or to use the Institution's internal conflict resolution procedures. A student has the right to contact the State Office of Higher Education at any time to seek help in resolving a disagreement. To assist students with complaints, Natural Hair Care Institute has established the following policy and procedure:

1. A student should make every effort to resolve a complaint directly with the member of staff or faculty involved.
2. If the student is unable to settle the issue in this manner, he or she may file a complaint with the department supervisor or education coordinator.
3. If an appeal or complaint is not remedied to the student's satisfaction at that level, the student may file a written complaint with the campus director for resolution.
4. If the student is unable to reach an agreement at this level, he or she may file an appeal with the institution's ownership: Natural Hair Care Institute. The issue will be resolved quickly and fairly. Natural Hair Care Institute students may also address concerns to: Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, Saint Paul, MN 55108-5227. Phone: 651-642-0533. A complaint must be in writing, be signed by a student, and state how the school's policies and procedures or sections 136A.61 to 136A.71 were violated. Student complaints must be filed within six years of the date the issue should have been found with reasonable effort and after the student has used the institution's internal complaint process. When a student alleges fraud or misrepresentation, the student does not have to use the institution's internal complaint process before the office has authority. Grade disputes, student behavior proceedings, disability accommodation requests, and discrimination accusations are not investigated by the office. If the institution is found to be in violation of state and federal regulations and final judgment is rendered against the institution, adverse action may be taken against the institution and its state authorization may be denied, suspended or revoked.

## **HOUSING**

The institution makes every attempt to help students in locating resources that will allow them to find suitable housing. Students in need of housing should contact school officials, who can help them find resources, find listings, and point them in the right direction. Natural Hair Care Institute does not own or operate any housing facilities for students.

## **LEARNING ASSIGNMENTS AND/OR SERVICES**

To be eligible to graduate from the Natural Hair Care Institute's styling programs, each student needed to complete a certain number of services. Students may be needed to complete additional assignments and/or service requirements as determined and scheduled by the school in order to obtain the information necessary to complete the program.

## **STUDENT LOCKERS**

During their scheduled class time, students can use lockers to store their personal belongings. To keep their lockers secure, all students must bring their own lock. All of the items on the student's kit list might not fit in the locker and will have to be taken home at the end of each school day. If a student graduates, withdraws, or is expelled from school, all personal possessions and kit items must be picked up within seven days of the decision or they will become the Natural Hair Care Institute's property.

## **LOST AND FOUND**

All items that have been lost or discovered should be brought to the front desk and reported. The Natural Hair Care Institute is not liable for any losses incurred as a result of theft or damage to students' personal property. To get an item back from the lost and found, you'll need to show a photo ID.

## **STUDENT ORIENTATION**

Orientation sessions must be attended. Students will learn about the Natural Hair Care Institute's policies, methods, and services throughout these sessions. The material supplied at orientation, as well as the policies and procedures published in the student handbook and institution catalog, are the responsibility of the students.

## **PARKING AND TRANSPORTATION**

At the Institution, there is free parking as well as street parking. Students must park in the back of the building as well as on the street. Students who prefer to park on the street must adhere to all Minneapolis city ordinances. Violators will have their vehicles towed at the expense of the owner.

<https://www.minneapolismn.gov/parking-resources>

## **STUDENT DISCOUNT SERVICES**

Students get discounts on services and retail items that are normally charged at full price. Receiving personal services while at school is a privilege that is granted only when space is available. In order to obtain any personal service, it must first be approved by an instructor. Before a student can receive personal services, he or she must pay a small product fee.

## **POLICY STATEMENT**

Natural Hair Care Institute has established policies in accordance with standard educational practices; state and federal regulations; and to help best serve our students. All policies are intended to serve as guides to help the institution maintain high standards, remain compliant, and ensure exceptional outcomes for all of our students. Exceptions to policy may be made at the discretion of Institution directors or their authorized persons if they are not in breach of state regulatory and standards. Any deviation from established internal policy, on the other hand, must not infringe local, state, or federal rules, regulations, or statutes, and must adhere to standards. The institution maintains the right to amend its policies at any moment. Policy changes will be announced at least 10 days before they take effect. All students and staff members are notified via email, as well as media postings and announcements.

## **PRODUCTS USED IN SCHOOL**

Unless the school manager approves differently, only professional materials purchased by the school may be utilized in the school.

## **PROFESSIONAL LICENSURE**

The requirements for licensure differ from state to state and are subject to change. If you're thinking about enrolling in a Natural Hair Care Institute (NHCI) program that leads to professional certification, we strongly advise you to contact the appropriate state licensing agency in your state or the state where you plan to work to get the most up-to-date information on state licensure requirements before and during enrollment. In the state of Minnesota, stylists who provide unregulated services do not need to be licensed. Natural Hair Care Institute will only offer certification of completion at the end of each program to students enrolled in our unregulated natural hair styling program.

## **SANITATION**

Each student is required to execute sanitary procedures each day in accordance with state laws. Sanitation of the student's station and general sanitation of other sections of the school and/or equipment are examples of this. Returning equipment and instruments to their right locations after proper sanitation, handling linens appropriately for laundering, and returning product containers to their proper locations replenished and cleaned are all part of the sanitation standards. Students will not be released until all cleanup has been performed successfully. Discipline will be imposed if you do not participate in daily sanitation.

## **ACADEMIC PROGRESS EXPECTATIONS**

A student must maintain a specified cumulative grade percentage and progress through the program at a pace that leads to completion of the program within the specified time frame in order to be considered to be making satisfactory academic progress toward a diploma in a program offered at Natural Hair Care Institute. The institution catalog describes the evaluation points and standards for successful academic development, which apply to all students.

## **SMOKING**

Within the educational facilities and at the front entrance, smoking is prohibited. Outside of the buildings, designated smoking locations are posted or within 25 feet of the front door. E-cigarettes and chewing tobacco should only be used during breaks and in authorized smoking locations. On the school grounds, no narcotics are allowed.

## **BREAK ROOM POLICY**

When using the common space, students are expected to be respectful and professional. Students are urged to use language and conduct themselves in a way that is appropriate for a general audience. Students must also tidy up after themselves, so that everyone may enjoy the institution shared space.

## **TELEPHONE CALLS, CELL PHONES, AND OTHER COMMUNICATION DEVICES**

These policies addressing the use of cell phones and other electronic devices in the classroom should be remembered by students. If there is an emergency, the school staff will relay messages to students. Cell phones and other personal communications devices are not permitted to be used for non-educational purposes in the classroom or on the salon floor. During their lunch or break, students may use their personal communication devices in the student break room. Students who are caught using their cell phone or similar non-educational device while clocked in may be sent home for the day.

## **VIOLENCE AND CRIME PREVENTION**

The Natural Hair Care Institute is dedicated to eliminating workplace violence and maintaining a safe and secure working environment for all employees. We have adopted the following principles to deal with intimidation, bullying, harassment, threats of violence, or actual violence that may occur during business hours or on school grounds, in light of the increasing violence in our society. At all times, all staff and students should be treated with kindness and respect. The institution and its environs are barred from having firearms, weapons, or other harmful or hazardous devices or substances. If employees or students become aware of these objects in the facility, they should immediately notify

their supervisor, instructor, or another member of management. Employees and students are expected to refrain from fighting, horseplay, or other conduct that may be dangerous. Conduct that threatens, intimidates or coerces another employee, student, or member of the public at any time, including off-duty periods, will not be tolerated. This restriction applies to all forms of harassment, including but not limited to harassment based on a person's sex, race, national origin, gender identity, age, or any other protected feature under federal, state, or local law. All threats of violence, whether direct or indirect, should be reported to the immediate supervisor, instructor, or any other member of management as soon as possible. Employees, students, visitors, and other members of the public may pose a threat. Be as clear and detailed as possible when reporting a threat of violence. Any questionable individuals or behaviors should be reported to a supervisor, instructor, or another member of management as soon as possible. All reported threats of violence or actual violence, suspicious individuals, and actions of concern will be investigated swiftly and fully by Natural Hair Care Institute. The identity of the person who filed the report will be preserved to the greatest extent possible. Natural Hair Care Institute may suspend the employee(s) or student(s) allegedly implicated, pending inquiry, in order to ensure staff and student safety and the integrity of its investigation. Anyone found guilty of threats of (or actual) violence or other conduct that violates these standards may face prompt disciplinary action, which may include termination of employment or expulsion from the institution. Before the issue escalates into potential violence, Natural Hair Care Institute advises an employee or student to bring a quarrel or difference with another to the notice of the teacher or the school director. Natural Hair Care Institute is happy to assist in the resolution of employee and student conflicts, and will not penalize employees or students who bring these issues to management's attention. For more information about reporting a crime and responding to a crime report, institution security phone numbers, city law enforcement authority, monitoring and recording of criminal activity and occurrences of crimes on campus environment, the school's drugs and alcohol policy, and information and policy on sexual harassment/misconduct/violence, refer to Natural Hair Care Institute Safety and Security Report on the website at [www.nhci.education](http://www.nhci.education)

## Frequently Asked Questions

### **What makes a Natural Hair Care Institute different from a Cosmetology School?**

Answer: Natural Hair Care Institute is the only school in Minneapolis that focuses solely on natural hair styling and hair braiding, providing extensive and intensive technical training in hair braiding. NHCI provides students with a more intimate learning environment with fewer class sizes, allowing them to gain more hands-on training experience.

### 2. Is the Natural Hair Care Institute a Cosmetology School?

Answer: Natural Hair Care institute is not a cosmetology school.



3. Will Natural Hair Styling Program led to Licensing?

Answer: Natural Hair Care Institute offer's students with certificates of completion in Hair Braiding and Unregulated service.

4. Question about enrollment, length of program, billing or to set up payment arrangements?

Answer: See reception office

5. Question pertaining to salon floor, client scheduling, where your class is being held?

Answer: Institution Instructor

6. Need someone to talk to about classroom concerns or instructor concerns?

Answer: Institution Director

7. Questions about your schedule, grade, program changes, homework, attendance, developing a social network etc.?

Answer: Institution Instructor

8. Question on how to search the internet for resume preparation, job placement, and questions about part time jobs?

Answer: Institution Instructor and Director

9. If you are not able not to get the answer you seek, your concerns are not met or you do not feel safe at the institution?

Answer: Institution Director

10. Question about completion, graduation, retention or job placement rates, security policies and crime stats?

Answer: Institution Instructor and Director

11. Question about Instructors qualification at NHCI?

Answer: All of our instructors have worked in salons with natural hair and in the natural hair industry for years. Natural Hair Care Institute encourages its instructors to participate in continuing education seminars in order to stay current with industry trends.

12. Question on completion and passing rate at NHCI

Answer: We strive for a 100% completion record for all of our students at Natural Hair Care Institute. To graduate from our natural hair styling program, all registered students must finish the program and pass with a 75 percent passing mark.

#### APPENDIX A:

Natural Hair Care Styling and Hair braiding Salon Floor Instruction and Experience

##### **Clinical Instruction 19 WEEKS**

##### **Natural Hair Care Styling hours of Instruction and Experience**

Each student will be required to complete the following number of hours which include: 192 preclinical hours and 408 clinical experience hours.

##### **192 hours of preclinical instruction include the following:**

- History
- Infection Control Principles and Practices

- Basic Principles for Personal and Professional Success
- The Professional Consultation
- Hair Types, Structure, And Textural Differences
- Hair And Scalp Diseases and Disorders
- Basic Anatomy, Physiology, And Nutrition
- Shampoos, Conditioners, Herbal Treatments, And Rinses
- Textured Hair Is Manageable
- Natural Hair Care and Braid-Sculpting Techniques
- Test Day/Clinic Set-Up

**408 hours of clinical experience include the following:**

- Single Box Braids
- Afro-Twist Extension
- The Afro Weave and The Mixed Texture Afro Weave
- Flexi-Rod Set
- Sculpted Cornrows with Feed-In Technique
- Large Twist Extensions
- Crochet Weave
- Coils And Twist Extensions
- Enhancing Natural Curl
- Spiral Rod Set
- Yarn Braids
- Nubian Coils
- Making And Applying Wigs
- Loc Groom and Style for Men
- Loc Groom and Style for Women
- Transitional Haircut on Extensions
- Technical And Written Assessments

Salon Floor Hours: 192 Related

Theory Hours: 408

Total Clock Hours: 600 Hours

**CLASS SCHEDULES**

**NATURAL HAIR CARE STYLING AND HAIR BRAIDING PROGRAM**

**FULL TIME (Day) = 32 hours per week**

**FULL TIME SCHEDULE: 19 weeks are allowed to complete the natural hair care styling and hair braiding program)**

**HALF-TIME (Evening) = 16 hours per week**

**(PART TIME SCHEDULE: 38 weeks are allowed to complete the natural hair care styling and hair braiding program)**

<b>SCHOOL HOURS</b>	<b>Monday- Thursday</b>	<b>9am-5pm Day Hours</b> <b>5pm-9pm Evening Hours</b>
<b>DAY CLASS BREAKS</b>	<b>Monday -Thursday</b>	<b>11am -11:15am</b> <b>1pm-1:30pm</b> <b>3pm-3:15pm</b>
<b>EVENING CLASS BREAKS</b>	<b>Monday -Thursday</b>	<b>6:20pm-7:05pm</b> <b>7:50pm-8:05pm</b>

### **NATURAL HAIR CARE STYLING AND HAIR BRAIDING COURSE DESCRIPTIONS**

Natural Hair Care styling and Hair Braiding Basics Pre-Clinic: 192 preclinical hours and 408 clinical experience hours.

This course will teach you how to braid hair and apply natural hair styling techniques, which is the art and science of natural beauty care. The course will provide the student with the fundamentals in scalp care, shampooing, conditioning, hairstyling, properties of the hair and scalp, hair structure and types, hair disorder, chemical found in hair products, professional consultation basic, infection control, herbal treatment and rinses, basic anatomy, physiology and nutrition. Following the completion of these fundamentals, students are tested on their technical skills to verify they have reached the minimum competency requirements.

In this final course of the program, theory and salon floor time will be devoted to information on the natural hair braiding salon business, hair design, hair braiding with extensions, wigs & hair additions, hair cutting on extension, extension hair coloring, extension hair removal and safety and infection control procedures pertaining to the course. Enhancing skills in selling products and services, and career planning. Clinic time is used to improve technical and customer service skills as well as meet school-mandated quotas. The course's safety and sanitation practices will be covered in both theory and clinic. Students will study for and complete their 192 and 408-hour skill certifications. During this course, students will prepare for the final exam. Students will need a passing grade of 75% in both the theory and technical part of the exam to receive certification of completion.

## **PROFESSIONAL LICENSURE**

In the state of Minnesota, the Natural Hair Care Styling curriculum does not lead to professional licensing. Hair braiding stylists in Minnesota are not required to have a license and are not regulated by the state Board of Cosmetology. For additional information on state/territory licensing requirements, call the state governing board.

### **Physical Demands**

Physical stamina is essential to natural hair stylists because the majority of shifts are performed while standing. Natural hair stylists' common methods include physically lifting arms for extended periods of time, as well as the ability to reach and control equipment.

### **Professional Demands**

Natural hairstylists must effectively interact with peers and clients, verbally communicate client concerns and desired services, appropriately monitor progress toward client goals, and adapt to the workplace environment to deliver services and treatments.

### **Safety Demands**

Due to prolonged exposure to some fewer abrasive chemicals that might cause skin irritation and prolong standing, protective clothes, gloves, aprons, and safety boots are always required.

A natural hair stylist should understand how to move safely and how to use equipment and supplies with sharp edges.

## **APPENDIX B:**

### **STYLIST DRESS CODE**

At Natural Hair Care Institute, the following requirements are mandatory for natural hair stylist students:

Students may only wear NHCI black scrub. No other colors may or can be worn.

Students must wear black closed toe shoes. Shoes may have any other color on them besides black.

Natural Hair Care Institute black apron/smock must be worn at all times when on the salon floor and during technical training, be in good repair, clean and wrinkle free.

Name badge is to be worn at all times, visibly outside of your smock. This is required by the institution.

If a student is missing his or her badge, even for just that day, a temporary badge must be worn. Replacement cost for a permanent badge is \$20.00.

Dress code for the school is categorized as professional dress.

Pant hemlines should not drag on the floor (pants that are way too long and drag hair on the bottom of their pants, etc.).

During the cold season students are allowed to wear any Jacket of choice to school, but are only allowed to wear Natural Hair Care Institute cold wear gear within the school environment. Athletic wear does not meet our professional appearance standards and is not allowed. Sweatshirts, track pants, Ugg boots, Crocs, and baseball caps are examples of athletic wear that is not allowed.

Clothing with writing or large logos does not meet our professional appearance standard.

Clothing items that are low cut or short tops that show midriff/lower back do not meet our appearance standards.

Fashion hats, scarves, belts and any type of head coverings are allowed to be worn by students as long as they are professional and fashionable.

Jewelry may be worn and may be any color(s).

Student's must be a positive representative of the natural hair industry, your hair must be styled and makeup applied (if student chooses to wear makeup) prior to clocking in for the day. All students are required to be dressed in accordance with this policy PRIOR to clocking in. Any student not following dress code may be asked to clock out and change before clocking back in.

## **APPENDIX C:**

### **STYLIST DRESS CODE**

At Natural Hair Care Institute, the following requirements are mandatory for natural hair stylist students:

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## **APPENDIX F:**

### **MINNESOTA'S COLLEGE IMMUNIZATION LAW**

#### **What You Need to Know About the College Immunization Law**

When you enroll in college in Minnesota, be prepared to show proof that you've been vaccinated against these five diseases or have a legal exemption: measles, mumps, rubella, tetanus, and diphtheria. The Minnesota College Immunization Law applies to anyone who was born after 1956. However, students who graduated from a Minnesota high school in 1997 or later are exempt from these requirements (because they will already have met them).

#### **Information about Vaccine-Preventable Diseases**

Measles is very contagious and can be very serious. Symptoms include high fever and rash. It can cause life-threatening pneumonia, brain swelling, middle-ear infections, severe diarrhea, and seizures. The risk of death from measles is higher in adults than in children.

Mumps causes swelling of the glands behind the jaw. It can cause hearing loss, and about one out of four teenage or adult men who have mumps may experience swelling of the testicles. In rare cases, it can cause sterility.

Rubella is another disease that has a rash. It is usually a mild disease in children, but if a pregnant woman gets rubella, it can cause serious birth defects including glaucoma, cataracts, deafness, and mental retardation.

Tetanus or “lockjaw” can cause muscle spasms so severe that a person may stop breathing. The tetanus germ is commonly found in dirt.

Wounds, small burns, or scratches can be a source of infection, and deep puncture wounds are especially dangerous.

Diphtheria is a serious bacterial disease that can lead to breathing problems, heart failure, and sometimes death.

Human Papillomavirus (HPV) is very common and spreads through sexual activity. In most cases, HPV goes away on its own, but it can cause health problems like genital warts and cervical and other cancers. All boys and girls are recommended to get vaccinated starting at age 11-12 years old; however, older teens and young adults should still catch up on this vaccine. Talk to your health care provider.

Meningococcal disease is a serious illness caused by bacteria. It causes meningitis, an infection of the lining of the brain and the spinal cord. It can also cause blood infections. Anyone can get meningococcal disease, but college students living in dorms or close quarters are at increased risk. There are two different vaccines that protect against meningococcal disease.

### **Information about Hepatitis A, B and C**

Hepatitis A is an infection in the liver caused by the hepatitis A virus. It is spread by close contact with an infected person or by eating/drinking contaminated food and water. Symptoms include severe nausea, tiredness and weakness, and yellowing of the skin and eyes. Symptoms are more severe in adults than in children. Symptoms may last for several weeks resulting in missed school and work. There is a vaccine to prevent hepatitis A.

Hepatitis B is an infection in the liver caused by the hepatitis B virus. Hepatitis B infection can be life-long and can lead to cirrhosis, liver cancer, and even death. Hepatitis B virus is easily spread through contact with an infected person’s blood or body fluids, including sexual contact. Many people do not have symptoms until many years later. Vaccination is the best way to prevent hepatitis B infection. Treatment may help in later stages of chronic illness but cannot help when the initial infection occurs.

Hepatitis C is a liver infection caused by the hepatitis C virus. The infection is spread by contact with the blood of an infected person. Most persons who get hepatitis C carry the virus for the rest of their lives.



There is no vaccine to prevent hepatitis C. Like hepatitis B there is treatment available to help in later stages of chronic illness.

Should I Still Get Hepatitis A, HPV, and Meningococcal Shots If They're not required?

Yes.

- the meningococcal ACWY vaccine is recommended for all persons through age 21 years. Also, talk to your health care provider about the meningococcal B vaccine.
- Hepatitis B is highly contagious, and the highest rate of disease occurs in person's age 20-45 years. This vaccine is recommended for all infants so it is possible you have already received this vaccine. If you will be going into a health care profession, your employer will probably require that you show proof of vaccination.
- Hepatitis A is still common in the U.S. and traveling outside of the U.S. is a risk factor for getting hepatitis A infection.
- HPV is very common. Getting vaccinated offers protection against cancer and genital warts.
- if you will be traveling internationally, it's likely you'll need even more shots. Talk to your health care provider.

### **What Do I Have to Do?**

Under Minnesota law, you have to submit an immunization record to your college or meet one of the legal exemptions (see below). You might be automatically exempt if you graduated from high school in Minnesota since 1997 or you were previously enrolled in another college in Minnesota.

### **Are There Other Legal Exemptions?**

Yes. You don't have to get a vaccine if you are already immune to the disease it prevents. For combination vaccines, like MMR vaccine, you would need to get it if you had measles, but not mumps or rubella.

Your doctor can sign an exemption if you have a medical reason not to be vaccinated. You can get a non-medical exemption if you object to immunization. You will need to submit a notarized statement that your conscientiously held beliefs prevent you from getting the vaccines you specify.

### **What If I Can't Find My Shot Record?**

Try to remember where you were immunized and see if your doctor or clinic still has the records.

- If you attended school in Minnesota (before college) your former school district may have your records.
- If you grew up in Minnesota, you can call the Minnesota Immunization Information Connection (MIIC) at 651-201-5207 or 1-800-657-3970 to request your immunization record.
- If you still can't find your records, you'll probably have to repeat the shots and start a new record.

### **Are The Shots Safe?**

The vaccines are safe and effective. There can be mild side effects (e.g., slight fever, sore arm). It's very rare for more severe side effects to occur. If you are unimmunized, your chances of becoming ill and suffering serious complications are much higher. Extra doses usually do not increase the chance of side effects.

### **Where Can I Get the Shots?**

Your health care provider can give you the shots you need. If you don't have a health care provider, or don't have health insurance, you may be able to get free or low-cost shots. If you're 18 years of age or younger, you may qualify for the Minnesota Vaccines for Children Program. If you're 19 years of age or older, you may qualify for the Uninsured and Underinsured Adult Vaccine program. Go to Vaccine Clinic Look-Up for more information [www.health.state.mn.us/divs/idepc/immunize/vaxfinder.html](http://www.health.state.mn.us/divs/idepc/immunize/vaxfinder.html) your local public health agency may be able to direct you to services.