



Stellar Beauty Studios & Institute

Student Catalog

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337-210-5118

Stellarbsi.com

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Admissions Requirements

The items and/or information you will need to bring in to get fully enrolled at Stellar BSI are listed below.

Collect all the original documents below to bring in for your enrollment appointment.

1. Driver's License,
 2. Social security card
 3. Birth Certificate
 4. High School Diploma/ GED Certificate/ Approved Accredited Home School Certificate
- Letter of Intent (please write your admissions essay answering these questions: Why did you choose Stellar, why did you choose the program you have chosen, tell us something fun about yourself and what motivates you). It doesn't have to be a long essay, just be yourself.
 - You may email this to enrollment@stellarbsi.com
 - 2-Character References (will need their Full name, Address, Phone number) of individuals that do not live in your household.

*These people will never be contacted; we just need their information for your Louisiana State Board of Cosmetology application that the admissions director will fill out on your behalf at your enrollment appointment. You may email this as well.
 - \$10 money order left blank or made out to LSBC. **This will be brought on your first day of school.**
 - **Pay your kit fee & sign your contract.**
 - Tuition for Cosmetology- \$21,500 + kit/reg fee \$2,570.00. Total Cost: \$24,065
 - Tuition for Esthiology - \$11,000 + kit/reg fee \$2,570.00. Total Cost: \$13,565
 - Tuition for Educator Internship- \$3,000 + kit/reg fee \$500. Total cost: \$3,500
 - Tuition For Nail Technician- \$9,000 + kit/reg fee \$2,570. Total cost: \$11,570
 - Tuition for Shampoo Assistant- \$500 + kit/reg fee \$150. Total cost \$650

If you decide to drop during your program or are terminated, the tuition refund policy is listed on your contract that you signed when enrolling and is listed below.

Prior to the commencement of classes.

*After completion of less than 15% of the course. 80% of the tuition.

*After completion of less than 25% of the course. 70% of tuition.

*After the completion of 25% of the course and less than 50 percent, 45% of the tuitions.

*After completion of 50% or more of the course, no money will be refunded.

* Any refunds owed will be available within 30 days of the drop following the return of any school equipment, any other monies owed, and all paperwork signed.

* Deposit/ Kit& Registration fee is nonrefundable, no exceptions.

This does not apply to Stellar BSI at this time. We are currently working towards our accreditation, and the info below may change when we are eligible to receive student aid.

*Opportunities & Requirements for Title IV Funding/ Financial Aid

N/A

*Avocational programs/courses that are neither accredited by the council, nor qualify students to receive Title IV funding (such as ESL programs: English language skills to non-native speakers).

*Determining Program Eligibility- N/A

To qualify as eligible institutions, schools must offer at least one eligible program. Not all programs at a school must be eligible, but at least one must meet the eligible program requirements. And students must be enrolled in an eligible program to receive

FSA funds (except for students enrolled in certain preparatory or teacher certification courses). Schools are responsible for ensuring a program is eligible before awarding FSA funds to students in that program.

In addition to determining that the program meets the eligible program criteria given in this chapter, the school should make certain that the program is included under the notice of accreditation from a nationally recognized accrediting agency (unless the agency does not require that particular program be accredited).

The school should also make certain that it is authorized by the appropriate state to offer the program (if the state licenses individual programs at postsecondary institutions). In some instances, a school or program may need a general authorization as well as licensure for a specific program approval. We have a license for our school through LSBC. We do not offer any programs that involve online/distance learning or continuing education.

Start Dates for Cosmetology & Esthiology: Dates vary per year

January, March, May, July, September, November

Start Dates for Esthiology Evening Classes: Dates vary per year

May

Start Date for Educator Internship: Dates vary per year

January/July

(class must have at least 4 people enrolled to start)

Holiday Closures: Dates vary per year & are given on the first day of school

- New Years Day: Day of
- Martin Luther King Jr. Day: Day of
- Mardi Gras - Dates vary each year. We are usually closed the Saturday prior through the Wednesday after Mardi Gras
 - Easter: Friday- Sunday
 - Memorial Day: Day of
- Fourth Of July- Entire week- Dates will be given the first day of school
 - Labor Day: Day of
 - Thanksgiving – Thursday-Saturday
- Christmas: 9 days typically depending on dates

Student Uniform

Personal Grooming: Personal grooming and hygiene are as important to you as they are to your clients. Personal grooming refers to one's daily appearance and cleanliness. Basic elements such as bathing or showering, brushing, flossing your teeth, and using mouth wash and deodorants are the first steps. Second, your clothing should be freshly laundered and free from stains and wrinkles. Shoes that are worn should be clean, your nails should be clean, filed and no longer than the tip of your finger. Natural makeup such as mascara, blush, and gloss should be properly applied to compliment clean and neatly styled hair. (no messy buns). **You will be giving and receiving multiple services throughout your program which means you will be touching and receiving touch. All false lashes/lash extensions, acrylic nails and hair extensions not sewn in must be removed before the first day of class. All natural nails must not be**

past the free edge of your fingertips. **It is not an option not to participate.** Consequences include being written up, a zero for the grade & suspension. Some of the services you will be giving/receiving depending on your program include facials/back facials/ lash lift & tint/waxing/chemical peels/dermaplaning/manicures/pedicures/ shampooing/ blowouts just to name a few. Refer to the syllabus given in your class and get with your educator ASAP if you have any questions or concerns.

Criteria for Clothing: To maintain a level of professionalism and cleanliness, Stellar BSI has a mandatory student dress code. The dress code must be followed, or students will not be able to clock in for the day. If you have time to fix your dress code violations, you can clock in as long as it isn't after 9:00am for day students or 5:00 for evening students. Uniforms must be in excellent condition, clean, neat, and free from stains. The following list provides the guidelines for the student dress code:

Black scrubs must be worn and of excellent quality. You may not wear any clothing with large logos on them. No overly bulky vests or bulky clothing articles are allowed while in class.

- Underarms must be covered at all times, No sleeveless or spaghetti strap tops. This is a policy administered by Louisiana State Board of Cosmetology (LSBC).
- Black scrub pants are required, they can be jogger or relaxed fit. They should be no higher than just above the ankle with no frayed hems. Jeans, sweatpants, low-rise, and ripped pants are not allowed. No athletic bottoms allowed. Regular scrub bottoms or the jogger style accepted.
- Shoes must be black or white, or a combination of both; your shoes must be clean and close-toed. Closed toe shoe policy is a Louisiana State Board of Cosmetology (LSBOC) policy.
- Nylons may be worn; socks must be black.
- Name tags are a part of your dress code and **MUST** be worn daily. Stickers are not allowed on name tags. In the event of a lost or damaged name tag, a student must purchase a new one for \$10.00 cash or rent a temp ID from the front desk for \$5 cash. This is **MANDATORY**. LSBOC makes random inspections, and we will be fined if your ID isn't visible.
- Uniform tops must be monogrammed, and Stellar T-shirts (\$20 cash) & Sweatshirts (\$40 cash) can be purchased to wear on top of scrub tops. All visible undershirts must be black. You may have our logo monogrammed on any solid black items that you own if you don't want to purchase sweatshirts from Stellar. **STUDENTS WILL BE ASSESSED DAILY**
- Any student coming to class out of proper uniform and/or not groomed properly will not be allowed to clock In, will be sent home for the day after 9am/5pm and will be written up for each incident. **No sleeping or laying down in the classrooms, no feet on the desks & no Ear buds permitted on campus unless used in the breakroom only.**

Classes

Cosmetology & Esthiology theory classes are held Monday through Friday, beginning at 9:00 AM and concluding at 4:00 PM. The Cosmetology salon floor portion of the program is run Tuesday- Friday 9am-4pm & Saturdays from 8:00 AM to 3:00 PM. Esthiology Spa floor will attend Tuesday-Friday 9am-4pm & Saturdays 8am-3pm. Esthiology Night classes are held Monday through Thursday beginning at 5:00 PM and concluding at 10:00 PM. Night classes will include Saturday clinical floor hours from 8:00 AM to 3:00 PM and will be the last 10 Saturdays of your program. Saturday attendance is mandatory for day and evening students. If a student has poor attendance/academics/ failed or missed test outs during any portion of either program the Instructor/Director may require the student to make up/retake the entire studio or retake certain portions. The Instructor/Director will decide if the student will need to repeat

that studio. You must give and receive EVERY service taught in your program unless you have an excuse from a specialist that we can verify. If you have hair/skin disorders a dr's note from a Dermatologist is required if you have a nail disorder a dr's excuse from a Podiatrist is required. All allergies & conditions must be on your health form along with any prescribed medications. Please inform your educator at the start of the studio or immediately when you find out. Refusal to participate in any assignments will result in a write up, a zero on the assignment and suspension for the remainder of the day. You will be performing all services in your program on clients once you get to the clinic floor, so it is mandatory to participate in all hands-on practical work. The Director will decide if other actions are necessary. Once you are enrolled with LSBC you cannot switch programs. You will schedule a meeting with the Student Affairs Director if you think you may want to switch. Email: chebert@stellarbsi.com

If you are a transfer student from another institution you must have a contractual fee form from your last school stating, you do not have a monetary balance. We cannot enroll you if you owe another school money. Hours accepted will be at the discretion of the Director/Director of Education.

Classroom/Studio students are given lunch hour from noon to 1:00 PM. This 1-hour lunch break is mandatory as per LSBC and you must clock in and out. Salon/Spa floor students see square for lunch times. Alternative schedules are not permitted. For any **breaks** given throughout the day that you are still clocked in for, you **MAY NOT LEAVE CAMPUS!** Disciplinary action will be enforced.

For all model days/test out days you must give and receive unless you have a doctor's excuse from the appropriate doctor and it is submitted at least 2 weeks prior to test out. Dermatologist for any skin/hair conditions and/or podiatrist for any hand, foot nail disorders.

Timecard

Each student is required to clock in and clock out using your thumb on the thumb pad that is located by the front lobby and sign the sign in and out sheet as well. **BOTH MUST BE DONE.** Students will receive credit for hours shown on the official timecard and sign in sheet only. No student is permitted to sign another student or staff member in or out for any reason. **You will be expelled immediately if you do.** If any errors are made involving time (clocking in or out for any reason) please alert the student affairs director immediately. Any time a student leaves the school for any reason, they must clock in and out, this includes your lunch break. Tardiness, absences, and errors on the timecard must be corrected and documented that day or you will not receive hours. You must be here by 9AM/5PM on the time clock. If your phone doesn't match you will go off of the time clock time here.

A student is expected to arrive before the start of class as they begin promptly at the time in the beforementioned section. A student will be considered tardy at 9:01 AM for day classes and 5:01 PM for night classes. You will not be allowed to stay for that day unless you have a doctor's excuse. Your time on the time sheet and time must match.

Absences

Students are expected to attend every scheduled day of class. Excessive absences and tardiness will result in disciplinary action and even expulsion. Students who will be absent or will be late for ANY reason must notify the school by 8:30 AM Monday-Friday for day students, 7:30 am on Saturdays & 4:30 pm for evening students. Call 337.210.5118 EXTENSION 1, leave a message if nobody answers. Any prearranged absence must be cleared through the Student Affairs Director, your educator and student must fill out a

notice of absence form 2 weeks in advance. If you will be absent on a Saturday, you **must** fill out a notice of absence form 2 weeks in advance and take the entire day off. If you are a floor student, it is your responsibility to have your books blocked. We are aware other appointments do take place (Jury duty, etc). To return the same day a doctor's excuse or other form of documentation must be submitted that day. Students who exceed their contracted graduation date due to excessive absences will accrue overage fines at the hourly rate of \$15 dollars for each hour past the contracted date. No paperwork will be submitted for any testing to LSBC until the student has a zero balance for tuition and any overages. Cosmo students can miss no more than 4 Saturdays/Esthi students no more than 2 Saturdays during the duration of your program. Termination will occur if additional Saturdays are missed.

Absences are defined as failing to show up, failing to call/email/send remind in by 8:30am for daytime students, 4:30pm for evening students (email your educator as well) and 7:30am for Saturday students, **being tardy, or leaving the school without permission.** Any student who is absent without notifying the school will be written up. You may also not leave campus or clock out (other than for Lunch) without speaking to your educator and the Student Affairs Director. You will be written up should this take place. You will receive 2 warnings/write ups before suspension/expulsion occurs. Your third write-up will result in a 2-day consecutive suspension that will take place during the following 2 weekdays. Saturdays do not count towards suspension days and are still mandatory. The 4th write up is a full school week suspension (5 consecutive weekdays of your current schedule) Saturdays do not count towards suspension days. The fifth write up will result in your expulsion from Stellar BSI. Please refer to your copy of the student contract you signed when you enrolled to see what percentage of tuition you will still be responsible for paying. You will sign and receive a copy of any write-ups if you desire.

All doctors' excuses will be verified by the student affairs director and if unable to verify they will count an unexcused. Disciplinary action will be taken if excuses are forged.

Makeup Work

It is the responsibility of the student to acquire all make-up assignments from the appropriate educator. This must be arranged for the first day the student returns to school following an absence. When absent on the day of an exam/test out/ model day/ project due date, it must be made up on the first day of the student's return unless your educator says otherwise. If this is not completed in the required time frame, a zero will be given as the grade. All retake exams and projects shall be completed without the benefit of additional hours earned and shall be at the school's/educator's discretion to schedule. Please refer to your syllabus to look for those important dates.

Student Seminars & Conventions

Students may be eligible to receive hours by attending seminars, conventions, and classes. These must be school-approved Con-Ed classes, seminars, or conventions. A student who has signed up for but does not attend a school-sponsored convention (**the school has paid for the ticket**), must reimburse the price of the said ticket to Stellar BSI. All Con-Ed slips must be turned into your instructor for approval. When attending off-campus events, students are expected to dress professionally and conduct themselves in the manner we have set at Stellar. Students must attend school before and after these said events to receive credited hours. To receive credited hours, the student must be present during the duration of said event. You will not receive any school hours for travel time out of Lafayette. You must check in with the Educator at the Convention 3 times daily to receive hours. You must have your student ID.

Eating

No eating or drinking is allowed inside the classroom except for a closeable water bottle. All lunch and/or snack consumption must take place in the student lounge. Gum chewing is not permitted on campus. If you purchase a beverage from the vending machine, it must be transferred into a bottle that closes or has a lid.

Lunch Period

Each daytime student is required to clock and sign in/out for their 1-hour lunch break. These lunch breaks will be reflected on each student's timecard. The tardiness and absence policy applies to the lunch period as well, students must clock in on time or will be written up. Students are permitted to leave campus for lunch but must account for time, any late arriving student will not be excused due to traffic or external force. Students are expected to dispose of any trash or materials used during lunch. You are expected to clean up your area after you finish eating and must supply your own cups, silverware, plates, etc. Microwaves and a refrigerator are supplied for student use. **You must take your food items out of the fridge every day at the end of the day.** When a student clocks in from their lunch break, they are expected to return to class or the clinical floor. When returning from lunch, students are expected to adhere to Stellar BSI's appearance policy. If a student fails to clock back in or return, they will be marked absent for the day and will be written up. Please contact the school immediately if you will not be returning for the day. Your time on the time sheet and time clock must match. You **MUST** contact the student affairs director if you will not be returning. chebert@stellarbsi.com/337.210.5116.

Visitors

Your friends/family are welcome and encouraged to visit our school as models for test outs or guests receiving services. They are not permitted to sit or visit you in the student lounge, classroom or parking lot. Our Admissions Director will gladly give them a tour of the school that day if they are available. If not, they can make an appointment for a tour. Please encourage your friends and family to be available for your model day test outs and encourage them to book with you when you are on the salon/spa floor.

Phone Policy

Student cell phones are to be used only in the student lounge unless otherwise allowed by Stellar BSI staff. While in the building, phones must remain silent. **YOUR PHONE IS TO BE CHARGED BEFORE SCHOOL.** No charging of cell phones is permitted during school. No phone calls are to be made in the building unless in the break room/outside behind the building as it distracts and disturbs your fellow students (this includes front lobby, hallways & bathrooms). Students at the discretion of their instructor may be able to use a phone to record video/ images of a finished work. Any student failing to follow the cell phone policy will have their phone placed in the office for the remainder of the day and will be written up. No cellphone usage in the classroom otherwise. Our telephones are limited to business calls only. **No personal calls are allowed on business lines.** Please advise your friends/family of this policy; students will only be called on the phone in case of emergencies. The front desk coordinator will handle all inbound and outbound calls at the front desk. Messages will be accepted by the staff and given to the student

immediately. If a student needs to use their cell phone, **please receive permission from your educator/instructor to limit the calls to two (2) minutes in the breakroom, outside, behind building or in the director's office if you need immediate assistance. Do not stand in front of the building and talk on the phone. Students are not to contact any guests from their personal line. If a guest must be called, please see the front desk coordinator. For all breaks, please use the break room or go outside.**

Instruction

Instruction is given entirely by your educator/instructor, who have been licensed through the Louisiana State Board of Cosmetology. And all training will take place at Stellar Beauty Studios & Institute.

Clients

Our industry (Cosmetology & Esthiology) is a service profession. Students need to treat clients and prospective clients with courtesy, kindness, and professionalism. While in school, the student will perform services on all clients assigned to them. No transferring to another student, the **refusal to take any client/guest/service will result in a write up, 1 day suspension and any other consequences from prior write ups.** All clients/guests need to be taken at the time of their appointment. At times, fellow students may need your help, please give freely of your skill and time, it maybe you who needs help next time. Clients and students need to fill out proper paperwork for each visit.

All services on any client **must be** checked in and approved by an educator/instructor before you begin and before your guest leaves. This includes **every service, every time that guest visits us.** Students are responsible for the client's clothing condition. Client robes/capes are mandatory for the client to wear before and during their service. Any time a client's clothing is damaged because of student negligence, the student will be responsible for reimbursing the client for said item. **When working on a client do not leave the clinic floor or treatment room. Cosmo students make sure cape is always covering the back and sides of the chair as well as guests.**

Sanitation Education

Each student will be assigned a rotating daily duty for the duration of their study at Stellar BSI. Students are expected to cooperate in keeping the school clean as part of your training on how to keep a professional workspace clean. Students may not clock out for the day until all duties are complete. Assigned tasks will be made daily, when necessary. Failure to do your duty will result in a write up. All duties are checked by staff at the end of the day. This goes for staff and students, If you see that something needs to be done and it's not your duty please take care of it. We take great pride in our school and want to have clean spaces.

Attitude

A disrespectful attitude towards ANYONE (educators, peers, staff, guests), uncomplimentary remarks, or refusal to do the work assigned to you by your educator/instructors will result in a write up and/or could result in suspension or expulsion. The school director will determine appropriate action. Under no circumstances may one offer criticism or make derogatory comments about another student or their work. Students are expected to conduct themselves professionally and positively in the classroom, salon/spa floor and the at the front desk. Students found violating this policy will face disciplinary actions

including but not limited to dismissal/expulsion. Violations include negative remarks about fellow students, faculty, guests, Stellar BSI or social media remarks, posts, comments, etc.

Grade and Attendance Requirements

Students must maintain an 80% average or above in grades, and a 90% or above in attendance overall. All tests, projects, test outs/model days and makeup work shall be completed without the benefit of additional hours earned and shall be at the school's discretion to schedule. Retakes of any kind will be scheduled by your educator/instructor. Your attendance & academic performance will be evaluated every 4 weeks. If you fall below the above-mentioned percentages, you will be put on probation. Your educator & the student affairs director will connect with you and have you sign a probation form. **YOUR FIRST & SECOND PROBATIONS ARE YOUR WARNINGS, IF YOU FALL BELOW THE ABOVE-MENTIONED PERCENTAGES AGAIN YOU WILL BE TERMINATED.** If you exceed your contracted graduation date, overages of \$15 per hour needed to complete your program hours will start accruing. Saturdays must be requested off two weeks in advance and approved. Students must make sure their books are blocked for that Saturday. If you haven't requested off or fail to attend school on Saturdays, you must return the next scheduled school day with a doctor's excuse that will be verified. If no excuse is provided the student will be suspended that day and written up. If you leave at any point during the day you must have an excuse to return the following school day. If you need a notice of absence form, please see your educator/instructor. You must call or email the student affairs director ANYDAY you are scheduled to attend school by 8:30am if you are considered a daytime student, by 4:30pm if you are an evening student. For Saturday absences you must call 337.210.5118 extension 1 AND SEND YOUR EDUCATOR A MESSAGE ON REMIND by 7:30am. Failure to notify the school of your absence will result in a write up and/or suspension.

Access to Files Policy and Safeguarding

Stellar Beauty Studios and Institute guarantees the right of students and in the case of minors, and their parents, the right to gain access to their files. The access must be requested in writing and all files are reviewed by appointment, under the supervision of the Stellar BSI director. Stellar BSI provides privacy and protection concerning information in the student files following the Family Education Rights & Privacy Act of 1974. No information can be released without written permission by the student, or in the case of a minor, their parent or legal guardian. Stellar BSI reserves the right to not speak to any parents/guardians of students age 18 & above. **Students 18 or older must give written consent to the school for us to share any of their information (grades, attendance, etc) with a parent/guardian/spouse, etc. even if they are paying the students tuition. Students, please advise your parents/guardians of this policy. Should any parent/guardian wish to speak to any staff member regarding their child, an in-person conference must be scheduled. No phone calls will be accepted. Please contact the Director by email to schedule. director@stellarbsi.com**

Each student's records will be available for a minimum of five years. A written transcript of grades, hours, and work completed is provided when requested by the student in a signed statement. This service is provided for a fee of \$10.00. Paper records are stored in fire-proof, locked file cabinets. Electronic records are password protected and our third-party services collect electronic copies of all financial aid files. These copies are protected and only accessed by security clearance. Sensitive files are maintained in a protected cloud for a minimum of five years.

Parking

Student parking areas are behind the building, not in the front of the building. If there are no vacant spots, please park in the graveled parking lot **ONLY** where the Stellar student signs are. All others will be towed at your expense. Once all spots are taken in the 2 lots, then the remaining students will park along the grass line on Gathright Street parking with the flow of traffic. Half of your vehicle on the street half in the grass. Students enter through the front of the school. Do not park on sidewalks.

Equipment

All equipment belonging to the school and to the student must be maintained in a clean and sanitary condition. Each student is responsible for keeping their equipment properly cleaned and stored. Each student must clean up their station/spa room after each client. Students are responsible for their tools and equipment, which are issued to them to be used in training. We advise putting your name or initials on your belongings. Students are expected to maintain a **COMPLETE** kit of equipment and products throughout their course; if an item is broken or lost it must be replaced by the student **immediately**. **Your complete kit including books & workbooks must be brought to school EVERYDAY**. The student may purchase any added equipment as needed as you progress with your training. Borrowing equipment is prohibited, as is taking any items or products off Stellar BSI's campus. For any reason that you do not have the tools, products, etc provided in your kit to perform class work or work on clients' disciplinary action will be taken and/or will be sent home.

Supplies

None of the schools' supplies (learning tools, books, products, tools, janitorial supplies, etc.) are to be taken out of the school at any time for any reason. No outside products or supplies are to be brought in or used on clients or students unless authorized by a Stellar BSI educator in writing. You are responsible for having **ALL** of your books, workbooks, exam review books and **ALL** of your kit supplies daily. You will use your kit items for any practical class work or to perform client services.

Lockers

Each student will be assigned a locker for the training period. Please keep personal belongings, books, and other equipment in it always. Keep lockers secure and always locked. The school is not responsible for lost or stolen articles. Lockers may be inspected at any time by Stellar BSI staff. Students are responsible for supplying their own locks which **must be a combination lock. The combination must be given to the Student Affairs Director**. It will not be shared with any student. **No locks that require keys are permitted. YOU MAY NOT SHARE A LOCKER WITH ANY OTHER STUDENT.**

Tuition

Stellar BSI will not let a student clock in, attend any classes or shows or be on campus if the student is delinquent in payment of tuition. All payments are due before or by the 5th of every month. It is the responsibility of the student to make sure tuition is paid on time. Forms of payment include cash, check (made out to Stellar BSI), money order or credit card. For checks that come back NSF there will be a \$25 fee charged, and the student will not be permitted to attend school until tuition & NSF payments are made. For credit card payments there will be a fee added of 2.9% per transaction. Tuition balances must be paid in full before the school diploma and release of hours to LSBC are granted. **No exceptions**. Reminder, if tuition isn't paid on time and the student cannot attend school that will alter their expected

graduation date, start the process of overages (see absences policy) at \$15 per hour missed and may have to repeat a course/studio or possible termination.

Termination Policy

The termination/expulsion of a student may result if a student has violated any policy of Stellar Beauty Studios and Institute and/or breaking of any laws. Some examples are cheating, lying, forgery, stealing, bullying/threatening online/any social media platforms or in person, altering any hours for themselves or another student, exhibiting a propensity for physical or mental violence that would pose a threat to the well being and safety of themselves, other students, staff and guests. An observable use or effects of the use of mind-altering chemicals(drugs, alcohol, etc) on scheduled school time or school activities, including but not limited to lunch and break time. Falling below academic & attendance percentages. On the student's 5th write up they will be expelled. **The school has the right to terminate any student's contract at any point as they see fit.** Students agree to only Share/Comment/Post their work, school events, Discount codes. Student agrees to not post, mention or tag Stellar Beauty Studios & Institute in any negative, rude, derogatory or demeaning manner.

WE ARE A DRUG, ALCOHOL, VAPE/SMOKE, WEAPON FREE CAMPUS.

Please see the [Drug/Alcohol/Vape/Tobacco/Smoking /Weapons Policy in this handbook.](#)

Dropped-Dismissed

Students are required to have an exit interview with the school's student affairs director. We are required by the LSBC to report any student and their total number of hours clocked to the board within 30 days of being dropped/expelled or if the student resigns/terminates their contract. Stellar BSI is not responsible for equipment or property left here by the student. All belongings must be picked up within one week of the drop, dismissal, or graduation.

Satisfactory Academic Progress Policy

CONTRACT LENGTH: The contract length of 1530 hours for the Cosmetology course for students attending a minimum of 30 hours per week is 51 school weeks. The contract length of 780 hours for Esthiology day course attending a minimum of 30 hours per week is 26 weeks. The Esthiology evening course for students attending is a minimum of 20 hours per week and is 39 weeks. Nail Technician minimum of 30 hours per week & is 20 weeks. Educator Internship, minimum of 30 hours per week and is 20 weeks. Shampoo Assistant is 40 hours and a 6 day course.

ACADEMIC PROGRESS: The qualitative element used to determine academic progress is a reasonable system of grades as determined by the assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion. If performance does not meet satisfactory requirements the practical performance must be repeated. Practical skills are evaluated according to the test procedure outlined in the evaluation criteria implemented by Stellar BSI. Students must maintain an overall grade average of 80% and pass a FINAL written, practical & complete their quota sheet before graduation. Students must make up missed tests and incomplete assignments the day they return from absence unless otherwise instructed by the educator.

GRADING SCALE: Theory, Practical, and Clinical will be graded according to the following scale:

- (90-100)
- (80-89)
- (70-79)
- (60-69)

Below 70% per test/project, etc. is unsatisfactory.

**Student grades and attendance are evaluated every 4 weeks. Students falling below an overall percentage of 80% for their academics & 90% for attendance will receive an advising session and will be placed on probation.*

DETERMINATION OF PROGRESS: Students meeting the minimum requirements for academics and attendance at the evaluation point are considered making satisfactory academic progress until the next scheduled evaluation.

State board testing must be done at 1,000 hours for Cosmo and by 750 for Esthiology. Students are responsible for the fees involved. \$88.00 per written test and \$85.00 per practical test. If you fail any portion of your practical exam there is a \$25 retesting fee. All Money orders for any state board testing should be made out to LSBC. Please see the Student Affairs Director before scheduling your exams.

Cosmetology & Esthiology Course Outline

Our courses are designed to train students in both theory and practical concepts and techniques of Cosmetology/Esthiology. The following units of instruction include core life sciences with classroom and clinical participation, to advance the student in all areas of cosmetology. The course is particularly directed to facilitate the students' training and prepare them for immediate employment opportunities. Per Louisiana law, 1530 hours of the course work will include theory, demonstration, and classroom experience for Cosmetology and 780 hours for Esthiology course. Additionally, it will include practical, hands-on clinical experience.

Cosmetology students must take their written portion of their state board exam at 1000 hours.

COURSE FORMAT: Depending on the unit of instruction, one or more of these instructional techniques or methods will be used:

- Suggested theory and practical activities
- Illustrations
- Audio or Video instruction
- Practical and theory worksheets
- Lecture and practical demonstrations
- Quizzes and exams

GOALS: Students will receive practical and theory education experience and gain knowledge in the phases of the cosmetology/Esthiology profession.

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT:

Students will be tested over theory, practical, and clinical work in the following ways:

1. Examination after each unit in the course
2. Monthly practical project sheet and clinic grade sheet

3. Final practical and theory examination

All students are required to maintain an average of not less than 80% in theory and practical work. Before completion of 1530/780 hours of training, a student must pass a final examination with a grade average of not less than 80% to receive a diploma.

The Business of Beauty: You are your Brand

In addition to learning the theory and practical elements of Cosmetology and Esthiology, students will also learn the important business and professional aspects of the industry. Stellar Essentials is broken down into two sections, On the Job & The Business of Beauty.

ON THE JOB:

Moving from School to Work & Preparing for Life in the “Real World”

Managing Your Money

Discover the Selling You & In Your Own Unique Way

Keeping and Expanding Client Base

THE BUSINESS OF BEAUTY

Types of Business Options

Booth Rental, Salary, Commission, Going into Business for Yourself

Elements of a Successful Salon

Building Your Business

Leave of Absence Policy

Stellar Beauty Studios and Institute has a leave of absence (LOA) policy for medical reasons only for the student or within the immediate family (the student’s parents, spouse, siblings, and children), death of immediate family OR required military duty. The LOA will be written only if a student’s absence must exceed one week. Documentation from your attending physician will be required to place in your file attesting to your need for time away from school.

- 1.) All leave of absence must be requested by the student in writing and must specify the reason for leave of absence. In case of unforeseen circumstances, the LOA must be submitted in writing within 24 hours of the reason occurring. If the LOA requested by a student is caused by an unforeseen circumstance, Stellar BSI will document these circumstances on the form. *The beginning date of the approved LOA will be the first day the student was unable to attend Stellar BSI because of the incident.* The school Director must approve any leave of absence. The student will sign the LOA form as well as date it. Please see director for form.
- 2.) A student may take 2 leave of absences; however, the combined number of LOA days may not exceed 180 days within a single 12-month period starting on the first day of the initial LOA.
- 3.) If the student wants to return early from a leave of absence, they must make an appointment with the director to schedule return date. Repeating of a studio may take place. This decision is at the discretion of the Director of Education, your educator and the schools director.
- 4.) Stellar BSI will not assess the student for any additional institutional charges as a result of the LOA.
- 5.) The student meeting the abovementioned criteria will not be considered withdrawn.

6.) The student's contract will be extended by the number of days of the LOA. This will be noted on the LOA form and enrollment contract.

7.) Request for a Leave of Absence

- A student may be granted a leave of absence for death of family member, medical reasons, jury duty or required military service. The leave of absence must be requested and approved in writing prior to a leave of absence occurring. In addition, the student is required to list the reason for the leave of absence and provide the documentation from their attending physician or medical professional. Emergency leaves of absence without prior written request may be granted provided the student completes the leave of absence request form and returns it to the school via mail or in person.

Grievance Policy/Procedures

A student may file a complaint against the school in writing if they disagree with grades, disciplinary action, unfair treatment, etc. Read this handbook in its entirety and make sure no policies or procedures have been broken before filing said complaint. The student can ask any staff member for a Student Grievance Form from the school's master binder to fill out. Form must be given to the Director immediately.

The school's director will meet with the complainant within 5 days of receiving the complaint. The school will document the meeting between the director and the complainant in writing and a copy will be given at the time of the meeting. If the problem cannot be resolved through discussion, the complaint will be referred to Stellar BSI's complaint committee. The committee is composed of three individuals from the following categories: school owner, director, instructor, financial aid administrator, student affairs director and/or, director of education. The three in attendance will be determined by the nature of the complaint. Stellar BSI's complaint committee will meet within 10 days of receipt of the complaint and review the allegations.

If more information from the complainant is needed, a letter will be written and emailed outlining the additional information and will be given to the student as soon as possible. Students will have 2 days to provide additional materials/information needed.

If no further information is needed, the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 days and a copy will be filed in the student's blue file. The letter will state the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact.

The complainant is required to try all avenues to resolve the problems through the school's complaint process (see your educator first, student affairs director if needed after educator, then the school's Director if your grievance hasn't been corrected before pursuing the matter further.

All complaints and files will be kept on record for a minimum of two (2) years in the student's blue file.

Disclosures may be made to an authorized representative of federal, state, and national agencies, or in response to a directive of the Commission. Commission address: U.S. Department of Education/ Student Privacy Policy Office 400 Maryland Ave, SW/ Washington, DC 20202-8520/ www.ed.gov 1-855-2493072 and/or

Council on Occupational Education, 7840 Rosewell Road, Building 300 suite 325 Atlanta, GA 30350 / Telephone: (770) 396-3898/ Fax: (770) 396-3790, website : www.council.org

Appendices & Student Forms

All forms following this page must be completed and turned into Stellar BSI. A copy will be retained by the student and the school.

Disciplinary Actions/Write up Policy

If the student should break any rules/policies in this handbook our write up process is as follows: First & Second write up will result in a verbal conversation that will be documented and signed by all parties. The third write-up will result in a 2-day (weekday) suspension. Fourth write up will result in a 5-day (weekday) suspension. The 5th write up will result in expulsion/termination for the student.

Cosmetology Student Kit Checklist

If you are missing an item, please circle it.

Travel Case with Wheels & Mannequin Bag
10 pc Comb set, Pintale Comb, cutting comb, Cutting comb with numbers, Fluff Comb,
7-inch Carbon Styling Comb, Teasing brush/comb
2- combs with inches Round Neck brush 5 row black 7-piece ceramic brush set
2-inch ceramic brush 2.74 ceramic brush
Styling Razor, Shears (cutting) Shears (thinning) Adjustable clippers Trimmers
Box of Blades
Mannequins Zoey, Sam (lady), Deluxe Debra, Mr. Sam, Debra & Naomi
Super clamp adjustable mannequin table stand
Babyliss Pro Nano Titanium Blowdryer
Babyliss Pro Nano Titanium 1-inch Straight iron, Babyliss Pro Nano Titanium 1 inch curling iron
Aluminum Water Bottle
Color Applicator bottle Color Brushes Color Bowl Box of Gloves
Grip Clips- 2-Large, 1 Medium
1 Box of Double prong curl clips, 2 packs of single prong clips
Cape & Apron, makeup brushes
Manicure Kit, Manicure Bowl, Manicure brush, Toenail clipper
Handled mirror, White perm rods 4- Long, 1- short Pack of stackable Rollers
Textbook, 2- workbooks, exam prep book
Small PCA Esthi Kit, 2-Esthi workbooks
Makeup brushes, extractors, tweezers, 1-beauty Blender, skin scrapper

Students are expected to maintain a complete kit of equipment and materials throughout their course. If equipment is lost, forgotten, or broken, the student must purchase a replacement as soon as possible. All of these items should be brought to school daily.

Signature: _____ Date: _____

Esthiology Student Kit Checklist

Please circle it if it's missing.

- ____ 1.) Facial Wash ____ 2.) Creamy cleanser ____ 3.) Weightless SPF 45 ____ 4. Daily Cleansing Oil
- ____ 5. Daily Exfoliant ____ 6. Hydrating toner ____ 7. Collagen Hydrator ____ 8. Acne Gel w/Omnisome
- ____ 9. Clearskin ____ 10. 14. Pigment Gel HQ Free ____ 11. Rejuvenating Serum ____ 12. Hydrating Serum
- ____ 13. Pore refining Treatment ____ 14. Detoxifying Charcoal Mask ____ 15. 2Books, 2Workbooks, 1 Exam prep review book
- ____ 16. Hydrating Mask ____ 17. Detoxifying Pore Treatment ____ 18. Enzymatic Treatment
- ____ 19. PCA Skin Fan ____ 20. Mask Brush ____ 21. Peel Dish ____ 22. Cotton Squares
- ____ 23. Tweezer ____ 24. Beauty Blender ____ 25. Extractor ____ 26. Makeup brushes ____ 27. Spatula
- ____ 28. High Frequency Wand ____ 29. PCA bag ____

Students are expected to maintain a complete kit of equipment and materials throughout their course. Products received in kit are for your practical work in studios 4 & 5. If equipment is lost, forgotten, or broken, the student must purchase a replacement.

Signature: _____ Date: _____

Students are expected to maintain a complete kit of equipment and materials throughout their course and have everything on campus daily. If equipment is lost, forgotten, or broken, the student must purchase a replacement immediately. KIT MUST BE BROUGHT IN IT'S ENTIRETY TO SCHOOL EVERYDAY

Nail Technician Kit Checklist

If you are missing an item, please circle it.

- ___ (5) Assorted Acrylic Powders (1.5 oz) ___ Nail Liquid (4 oz)
___ Brush Cleaner (4 oz) ___ Non-Lifting Nail Primer (.5 oz)
___ Primer Holder ___ Black Ceramic Dappen Dish for Liquid
___ Kolinsky Red Sable Brush ___ Metal Cuticle Pusher ___ Cuticle Nippers
___ (2) Orangewood sticks ___ Plastic Manicure Brush ___ Disposable Purple Terminator Files (10 pack)
___ Disposable 180 Zebra Files (10 pack)
___ Disposable Clean Finish Files (10 pack) ___ 4 Way Block Shiner • Small Sterilizer Jar ___ 20ct Competitive Edge Pink
XL Forms ___ Small Scissors (3.5 inch)
___ Silk Strip ___ Brush on Glue (.5 oz) ___ Clear Tips (200 count)
___ Small Crystal Dappen Dish ___ Soft Practice Hand ___ Towelettes (300 count) ___ Manicure Bowl ___ Peach
Polish Remover (8 oz) ___ Peach Sanitize (8 oz)
___ Peach Callus Soft (8 oz) ___ Peach Soft Suds (8 oz)
___ Peach Cuticle Remover (4oz) • ___ Peach Moisture Lotion (8 oz)
___ Peach Sugar Scrub (8 oz) ___ Toe Separators ___ Large Purple Terminator Foot File ___ Toenail Clipper ___ 3-
Assorted Nail Lacquers (.5 oz)
___ Color Grip Base Coat (.5 oz) ___ Super Dry Top Coat (.5 oz)
___ Empty Oil Bottle (.5 oz) ___ Peach Conditioning Oil (.5 oz)
___ A+ Topcoat (.5 oz) ___ Clear Soak-Off Gel Pod (.5 oz) ___ Clean-It (3 oz)
___ Gel Bond-It (.5 oz) ___ Custom Gel Brush ___ Brush on Activator
___ Practice Sheet ___ Manicure and Pedicure Towels (10 count)
___ Roller Travel Bag ___ Electric Nail File Professional Kit - 45000RPM Portable Nail Drill Electric File with 11 Bits &
Base | LED Screen | Ultra-Silent, Rechargeable Nail Drills Machine for Acrylic Nails Gel Polishing (Pink) ___ Nail Drill
Bits, 135 Pcs Sanding Bands for Nail Drill, Nail Tips for Drill Bits Nail Tech, Mix 80#120#180#240# Fine Grit File Sanding
Bands for Acrylic Gel Manicures Pedicure
___ *Milady Standard Nail Technology Textbook(paperback)
___ Workbook for Milady Standard Nail Technology ___ Exam Review for Milady Standard Nail Technology

Students are expected to maintain a complete kit of equipment and materials throughout their course. If equipment is lost, forgotten, or broken, the student must purchase a replacement as soon as possible. All of these items should be brought to school daily.

Signature: _____ Date: _____

Educator/Instructor Intern Kit Checklist

___ Master Educator Textbook (Paperback) ___ Exam Review for Master Educator

Students are expected to maintain a complete kit of equipment and materials throughout their course. If equipment is lost, forgotten, or broken, the student must purchase a replacement as soon as possible. All of these items should be brought to school daily.

Signature: _____ Date: _____

Release of Information Authorization Form

RIGHTS AND PRIVACY

The policy of Stellar Beauty Studios and Institute abides by the Family Education Rights and Privacy Act of 1974.

1. Stellar BSI guarantees a student's right of access to the student's personal file upon request from said student.
2. A written authorization from the student before information can be released to other parties, insures the rights to the privacy of that file.
3. A written transcript of grades, hours, and work completed is provided when requested by the student in a signed statement. This service is provided for a \$20.00 fee unless the student has an outstanding balance owed to the school. Transcripts will be released upon full payment of outstanding balance.
4. Should a parent/guardian or spouse need to speak to someone on our campus/Administrative staff in regard to anything other than grades, attendance or tuition they must schedule an in person meeting with the Student Affairs Director. You (the student) must also be present in this meeting. We will not speak to parents/guardian or spouse on the phone regarding anything other than grades, tuition & attendance. Please make your parent/guardian or spouse aware of this policy today.

To schedule an in person meeting please email chebert@stellarbsi.com AND CC director@stellarbsi.com and someone will call to schedule an in-person meeting.

I understand that I have the right to gain access to my records according to the school's Access to Files Policy. I also understand that I have a right to authorize certain individuals or organizations to gain access to certain information contained in my student file and you also have the right if you are 18 and older to not give permissions to anyone.

I have read the abovementioned policy and satisfied the requirements in order to successfully release my student file.

I, _____, hereby authorize _____
_____ to have access to the following information:

Circle all that apply: Grades Attendance Tuition

Student Signature: _____ Date: _____

Stellar BSI Staff Signature: _____ Date: _____

Graduation Requirements Checklist

1. The student must maintain at least a 90% or above overall in attendance.
2. The student must maintain at least an 80% or above overall grade average each month. This is the average of Theory, Practical Lab, and Project sheet.
3. The student may NOT drop and then re-enroll in the course without approval of the Director
4. The student may NOT take a leave of absence without approval from the director/ student affairs director.
5. The student must complete ALL graduation requirements and must fully complete the course(s) requirements. These must be completed on or before the student reaches their contracted graduation date.
6. The student must set an exemplary standard in Attitude, Performance, Appearance, and Professionalism with the staff, other students, clients, and guests while enrolled at Stellar Beauty Studios and Institute.
7. Students, your entire quota sheet must be completed, required number of guests brought in, all monies paid before any paperwork is sent off to LSBC. You will not receive your certificate of completion from Stellar if all of the above is not completed, you will have to return starting the day after your graduation date and will be charged \$15.00 per hour to complete the above requirements.

By signing this you understand and agree to all rules, policies & procedures.

Student signature: _____ Date: _____

Orientation Checklist

I have been given a copy of each document listed below and each has been explained to me. I have read and understand all the rules, regulations, and policies of Stellar Beauty Studios & Institute and agree to abide by them.

You will be given your kit & books on the first day of class. Your educator will go over everything with you.

- A. Policy and Procedures (Student Catalog)
- B. ID picture
- C. Gold Book

Student Signature: _____ Date: _____

Staff Initials (when checklist is complete): _____

Social Media Release Form

I _____ consent to release for possible publication on various social media platforms and marketing media my name and/or photo(s) taken by any authorized Stellar Beauty Studios & Institute (Stellar BSI) representative or any media representative for news and/or publicity purposes. This media produced includes but is not limited to website images, brochures, billboard advertisements, printed media, social media videos and commercials. Various channels of distribution may include internet, printed media, television, public handouts, as well as billboards. I also agree to allow the use of my name in any connection with any photo(s) and/or video(s) images taken. I also waive the right to any monetary reimbursement for my voluntary participation and future use of any future photos or videos of me. Stellar BSI will not publish any images intended for monetary gain, only for marketing and creative uses.

This consent remains in effect indefinitely unless a notice of revocation of authorization by consenter is submitted in writing to Stellar BSI. For more information, please contact us at 337-210-5118 or director@stellarbsi.com.

Student Signature _____ Date: _____

Stellar BSI Staff Signature: _____ Date: _____

WAIVER AND RELEASE OF LIABILITY

In consideration of the risk of injury while attending/participating in Stellar Beauty Studios & Institutes daily school activities, school activities on and off campus(Conferences, field trips, etc), parking on our campus/parking lot and as consideration for the right to participate in all studies & activities, I hereby, for myself, my heirs, executors, administrators, assigns, or personal representatives, knowingly and voluntarily enter into this waiver and release of liability and hereby waive any and all rights, claims or causes of action of any kind whatsoever arising out of my participation in all school activities/learning/parking, and do hereby release and forever discharge Stellar Beauty Studios & Institute, located at 214 Rue Louis XIV, Lafayette, LA. 70508, their affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns, for any physical or psychological injury, including but not limited to illness, paralysis, death, damages of personal property, economical or emotional loss, that I may suffer as a direct result of my participation in any activities, including traveling to and from an event related to Stellar Beauty Studios & Institute.

I AM VOLUNTARILY PARTICIPATING IN ALL STUDIES, ACTIVITIES & PARKING AT STELLAR BEAUTY STUDIOS & INSTITUTE. I AM PARTICIPATING ENTIRELY AT MY OWN RISK. I AM AWARE OF THE RISKS ASSOCIATED WITH TRAVELING TO AND FROM AS WELL AS PARTICIPATING IN ALL FORMS OF LEARNING, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO, PHYSICAL OR PSYCHOLOGICAL INJURY, PAIN, SUFFERING, ILLNESS, DISFIGUREMENT, TEMPORARY OR PERMANENT DISABILITY (INCLUDING PARALYSIS), ECONOMIC OR EMOTIONAL LOSS, AND DEATH. I UNDERSTAND THAT THESE INJURIES OR OUTCOMES MAY ARISE FROM MY OWN OR OTHERS' NEGLIGENCE, CONDITIONS RELATED TO TRAVEL, OR THE CONDITION OF THE ACTIVITY LOCATION(S). NONETHELESS, I ASSUME ALL RELATED RISKS, BOTH KNOWN OR UNKNOWN TO ME, OF MY PARTICIPATION, INCLUDING LEARNING, PARKING & TRAVELING TO & FROM ANY ON/OFF CAMPUS ACTIVITIES.

I agree to indemnify and hold harmless Stellar Beauty Studios & Institute against any and all claims, suits or actions of any kind whatsoever for liability, damages, compensation or otherwise brought by me or anyone on my behalf, including attorney's fees and any related costs, if litigation arises pursuant to any claims made by me or by anyone else acting on my behalf.

I acknowledge that Stellar Beauty Studios & Institute and their directors, staff, officers, volunteers, representatives and agents are not responsible for errors, omissions, acts or failures to act of any party or entity conducting a specific event or activity on behalf of Stellar Beauty Studios & Institute.

Student Name Printed: _____ Date: _____

Student Name Signed: _____

Stellar BSI Staff Member Signature: _____ Date: _____



Stellar Beauty Studios & Institute
214 Rue Louis XIV, Lafayette, LA. 70508 337.210.5118

Stellar Beauty Studios & Institute Mission Statement

Stellar Beauty Studios and Institute's mission is to provide high quality career and technical education in Cosmetology to individuals seeking licensure and employment in the beauty industry. We serve students from diverse backgrounds within Acadiana and surrounding areas.

Stellar Beauty Studios & Institute Objectives/Vision & Values

In all programs offered at Stellar Beauty Studios & Institute, our goal is that all students will be able to project a positive attitude and self-confidence, show professionalism and poise, and effectively communicate with fellow students, employees and clientele.

Stellar Beauty Studios & Institute Owner/Staff Roster

All staff members are full time and hold a Cosmetology or Esthiology license including an educator's license.

Owners:

Ms. Keisha Barras- admin@stellarbsi.com Mr. Ryan Rohrberger-

Director: Mrs. Dennie Haydel- director@stellarbsi.com

Director of Education: Mrs. Bernell Miller- bmiller@stellarbsi.com

Student Affairs Director: Mrs. Cindy Hebert- chebert@stellarbsi.com

Front Desk Coordinator:

Admissions Director: Mr. Clint Frederick- enrollment@stellarbsi.com

Accounting/Tuition Payments : Ms. Jamie Thomas- jthomas@stellarbsi.com

Educators:

Ms. Amanda Arthur- aarthur@stellarbsi.com

Ms. Charlotte Castille- ccastille@stellarbsi.com

Ms. Colette Meaux- cmeaux@stellarbsi.com

Ms. Raven Keooudone- rkeooudone@stellarbsi.com

Ms. Arryn Pankhurst- apankhurst@stellarbsi.com

Ms. Raylie Reaux- rreaux@stellarbsi.com

Ms. Kennadi Rohrberger- kennadir@stellarbsi.com

Ms. Stephane' Romero- sromero@stellarbsi.com

Ms. Tonya Williams- twilliams@stellarbsi.com

Maintenance Staff: Russel Roberts- Lawncare, Kelly Broussard- Simply Pristine Cleaning Services, Ronnie Barras Maintenance Manager

Stellar Beauty Studios & Institute (BSI)/ Anti-Discrimination & Harassment Policies

Stellar BSI Statement Regarding Non-Discrimination and Harassment Policies

Stellar BSI believes that employment & education should be provided in an atmosphere where differences are understood and appreciated, and where all persons are treated fairly and with respect – free from discrimination, harassment and threats of violence or abuse. In addition, intimidation, threats, coercion or retaliation are strictly prohibited against anyone who asserts a right protected by civil rights laws.

Stellar BSI has policies and procedures in place to protect its employees, students, and guests from discrimination, harassment, sexual harassment, or retaliation. It prohibits discrimination based upon race, color, gender, age, religion, marital status, disability, sexual orientation, gender identity, political or religious beliefs, national or ethnic origin, and veteran status.

Prohibiting Discrimination and Harassment

I. Discrimination

A. No person shall, on the basis of a person's actual or perceived identity with regard to race, color, religion, gender, age, marital status, disability, sexual orientation, gender identity, political or religious beliefs, national or ethnic origin, veteran status, or any other distinguishing physical or personality characteristics, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity or in any employment conditions or practices conducted by this school, except as provided by law.

B. Stellar BSI shall employ and admit students to schools, programs, and classes without regard to a student's actual or perceived identity with regard to race, color, religion, gender, age, marital status, disability, sexual orientation, political or religious beliefs, national or ethnic origin, veteran status, or any other distinguishing physical or personality characteristics.

II. Sexual Harassment or Other Forms of Harassment Prohibited by Law

A. Stellar BSI forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. We will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, or guests.

IV. Other Forms of Prohibited Harassment

A. Illegal harassment based on any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their actual or perceived identity with regard to race, color, religion, gender, age, marital status, disability, sexual orientation, political or religious beliefs, national or ethnic origin, veteran status, any other distinguishing physical or personality characteristics, or any other characteristic protected by law.

B. Bullying – Bullying and harassment based on a student's actual or perceived identity with regard to race, color, national origin, gender, disability, sexual orientation, religion, or any other distinguishing characteristics that may be defined by federal, state or local law.

V. Retaliation Prohibited

Any act of retaliation against an individual who files a complaint alleging a violation of Stellar BSI's anti-discrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.

If you feel like you have been discriminated against or harassed, please contact the schools Director immediately. ~
Dennie Haydel/ director@stellarbsi.com/ 337.210.5118

We abide by the **Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).**

Drug/Alcohol/Vape/Tobacco/Smoking/Weapons Policy

Stellar BSI recognizes that the misuse of drugs/alcohol/tobacco/vapes weapons are a serious problem with legal, physical, and social implications for the whole school community.

For the purpose of this policy, "drugs" shall mean:

- All dangerous controlled substances prohibited by law or any substance that could be abused as
- All "look alike" drugs
- Tobacco and tobacco products, this includes vaping and e-cigarettes. Alcohol of any kind.
- Any drug paraphernalia
- Any prescription drug/medication to be used during school hours as directed by your physician must **be registered and kept within the bottle/container it was prescribed with the student's information on the label and directions for use clearly legible.** You must include these medications on your health form and update said form if any new medication(s) is prescribed to you **OR YOU ARE DIAGNOSED WITH ANY NEW HEALTH CONDITIONS (MENTAL, EMOTIONAL OR PHYSICAL).** Some medications, whether taken orally or used topically may result in a reaction from skincare/haircare products. We want to make sure all students, staff & guests remain safe. The student's medical information will be kept in a closed file.
- You will be working/practicing on your peers & outside guests.
- **YOUR & THEIR SAFETY ARE ONE OF OUR TOP PRIORITIES!**
- There are to be no weapons (real or fake) brought on campus or into the building. Weapons include and are not limited to guns, knives, tasers, pepper spray, brass knuckles, etc. Should any weapons be found inside/outside of the building and/or on your person, immediate expulsion will take place as well as the involvement of law enforcement.

Stellar BSI prohibits the use, possession, being under the influence, or distribution of any drug/alcohol/cigarettes/vapes, etc during school hours, on school property, or at any school sponsored event. Information received from other students, teachers, or citizens of the community that controlled substances may be present or located within the building or on/ingested, the person/vehicle of a particular student or students may be used to determine the actual presence of controlled substances.

The Owner/Director of Stellar BSI has prepared rules for the identification, amelioration, and control of drug abuse in the school which discourage drug abuse, establish procedures for dealing with students suspected of the possession or distribution of drugs/alcohol/tobacco/vapes listed below.

When a controlled substance is detected, the administration will follow the following procedure: Any student who, when under the authority of the school, has a controlled substance in his/her possession, or is deemed to be under the influence of the controlled substance, or is engaging in the delivery, distribution or sale of controlled substances or attempt thereof, shall be expelled from school as per school policy. Stellar BSI staff shall turn over all evidence and/or information relative to any incident or controlled substance activity to appropriate police or juvenile court officials for disposition and investigation. Stellar BSI staff may do random checks of the students' lockers, vehicle, backpack, purse, pockets, etc. if anyone is suspected of violating this policy. If you refuse a random check the proper authorities will be contacted.

Also please note that school authorities reserve the right to use drug-sniffing dogs to search all areas of the building, parking lot, vehicles, backpacks, purses and persons.

Random drug tests on campus will be given periodically if there is any suspicion. Positive results will warrant immediate expulsion and/or law authorities being contacted.

Drug/Tobacco/Vape/Alcohol consumption presents a health and safety hazard for users and non-users.

Our school addresses the dangers of drugs, alcohol, tobacco, vaping and e-cigarettes.

If a student is in violation of our Drug/Alcohol/Vape/Tobacco/Smoking policy a disciplinary approach will be utilized that will result in one or all listed: writeup/suspension and or expulsion.

Stellar BSI reserves the right to determine the appropriate action needed for any offenses.

Local authorities will be called if necessary.

As a Stellar student you have had the opportunity to ask any & all questions about any sections in this handbook you aren't sure of, received clarity and agree, understand and will adhere to all policies & procedures in this handbook and to the Drug/Alcohol/Vape/Tobacco/Smoking Policy.

Student Name Printed: _____ Date: _____

Student Signature: _____

Stellar BSI Staff Signature: _____ Date: _____

Health and Safety Plan

Purpose

To provide clear safety protocols that protect students, staff, and clients in all areas of cosmetology education and services, in accordance with industry standards and state licensing requirements.

Infection Control & Sanitation

- Handwashing is required:
 - - Before and after each client service
 - - After handling used tools or waste
- Tools, combs, brushes, and implements must be cleaned and disinfected:
 - - After every client
 - - Per manufacturer and state board requirements
- Disposable items must not be reused and should be discarded immediately after use.
- Workstations must be sanitized before and after each client.

Chemical Safety

- Follow all manufacturer instructions for mixing, applying, and storing chemicals.
- Ensure proper ventilation during chemical services.
- Wear appropriate gloves and eye protection when handling chemicals.
- Store chemicals in labeled containers and away from heat or direct sunlight.
- Never mix chemicals unless explicitly instructed on product labels.
- Know the location of Material Safety Data Sheets (MSDS/SDS) for every product used.

In the event of a Chemical spill. Notify your instructor immediately and do your best to keep the area clear.

Electrical & Equipment Safety

- Inspect electrical tools before use for damage or frayed cords.
- Do not use electrical tools near water or with wet hands.
- Turn off and unplug tools when not in use.
- Keep cords out of walkways to prevent tripping hazards.

In the event of an electrical emergency, notify your instructor immediately.

Emergency Preparedness

- Familiarize yourself with the school's emergency exits, fire extinguishers, and first aid kits.
- Follow evacuation procedures during drills or actual emergencies.
- Immediately report all injuries, burns, or exposure to chemicals to an instructor.
- In case of a serious emergency, notify an instructor and call 911 if necessary.

Client Safety

- Perform a client consultation prior to every service to identify allergies, sensitivities, or health conditions.
- Maintain client confidentiality regarding health information.

Reporting Hazards

- Report unsafe conditions or equipment immediately to an instructor.
- Do not attempt to repair or handle malfunctioning tools or equipment.

Health and Safety Student Acknowledgment

All students are responsible for knowing and following these safety protocols at all times.

By signing below, I confirm that I have read, understand, and agree to comply with the Safety Protocols outlined in this handbook.

Student Name: _____

Signature: _____

Date: _____

Emergency or Natural Disaster Policy

Stellar BSI does not offer any ongoing hybrid programs. In the event of an emergency or Natural disaster the Louisiana State board of Cosmetology will evaluate the circumstances and determine the most appropriate solution to support the continuation of cosmetology education. Stellar BSI will follow the recommendations of the LA state board of Cosmetology with the possibility of hybrid/online learning.

School Procedures During Emergencies:

- The institution will evaluate the situation and determine the most appropriate course of action to support the continuation of education.
- Any temporary adjustments to class schedules, instructional methods (including remote learning if permitted), or program delivery will be submitted to the Louisiana State Board of Cosmetology for approval.
- The Board will review each situation on a case-by-case basis, taking into account the nature and severity of the emergency.
- Schools must provide documentation outlining:
 - The reason for the adjustment.
 - The proposed solution.
 - Plans to maintain educational quality.

Student Communication:

Students will be notified promptly of any changes via official school communication methods (email, text, phone, or website).

Clear instructions will be provided regarding class schedules, assignments, and expectations during the emergency period.

Student Support During Emergencies:

The institution is committed to providing flexibility and support during emergency situations. Please allow Stellar BSI a 24-hour response time in these situations.

Students experiencing challenges due to an emergency should contact the school administration for assistance or to request accommodation.

Grievances Related to Emergencies:

Students who have concerns or complaints regarding the institution's actions during an emergency should follow the school's Grievance Policy.

The school will make every effort to address concerns fairly, while also complying with state regulations and emergency guidelines.