



**Student
Handbook
& Orientation**



Student Handbook & Orientation

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ORIENTATION CHECKLIST

I have been given a copy of each document listed below and each has been explained to me. I have received and checked all my kit, equipment and books. I have read and understand all the rules, regulations and policies of the Faust Institute and agree to abide by the same. (Please **initial** each line when completed/received).

- _____ 1. Policy and Procedures
- _____ 2. Satisfactory Progress Regulations
- _____ 3. Faust Institute scholarship information issued and explained
- _____ 4. Floor Plan for Emergency Evacuation & Explanation (toured School and have been told where all fire extinguishers are located and how to use extinguishers)
- _____ 5. Policy for the Family Educational Rights and Privacy Act of 1974
- _____ 6. Orientation and reviewed Guaranteed Student Loans on the web & completed electronically
- _____ 7. Drug Presentation (Class & Signed form)
- _____ 8. Copy of Student Price List
- _____ 9. Reviewed L.O.A. Policy
- _____ 10. Course Outline
- _____ 11. Issued Equipment, Kit and Books and checked.
Tech Equipment: Initial if computer liability waiver &/or wi-fi waiver signed _____
- _____ 12. Key Deposit paid

Student Signature: _____ Date: _____

Instructor Initials (when checklist is complete): _____

STUDENT EQUIPMENT KIT

(Please **initial** each item as you receive it. Turn this sheet into your basics instructor on your first day of class.)

- | | | |
|---|----------------------------------|------------------------------------|
| _____ Black Shears Case & straps | _____ Small Round Curling Brush | _____ 1 Box Single Prong Clippies |
| _____ Professional Hair Cutting Shear | _____ Ceramic 1 1/4" Round Brush | _____ 1 Box Duckbill Clippies |
| _____ Thinning Shear | _____ Large Round Boar Brush | _____ 1 Box Double Prong Clippies |
| _____ Oil, Cleaning mit | _____ Metal Styla Lifter | _____ 2 Boxes of Perm End Wraps |
| _____ Feather Razor kit | _____ 3 Vent Brushes | _____ Color Applicator Bottle |
| _____ Hair Shaper Razor | _____ 4 Bristle Hair Brushes | _____ Tint Mixing Bowl |
| _____ Box of Shaper Razor Blades | _____ Body Fluff Comb | _____ Tint Brush - Regular |
| _____ Professional Hair Dryer | _____ Comb w/ Lifter | _____ Tint Brush - Jumbo |
| _____ Professional Marcel 5/8" Curling Iron | _____ Pintail Comb | _____ Box Foil |
| _____ Professional Marcel 1" Curling Iron | _____ Black Flat Top Comb | _____ Digital Timer |
| _____ Professional Flat Iron | _____ White Clipper Comb | _____ Trigger Spray Water Bottle |
| _____ Electric Trimmers | _____ 12 Rattail Combs | _____ Hand Mirror |
| _____ Electric Clippers | _____ 12 Styling Combs | _____ Box Disposable Tint |
| _____ Clipper Guard Attachment Set | _____ 6 Dozen Brush Rollers | _____ Application Gloves: S-M-L-XL |
| _____ Clipper Disinfectant/Cleaner Spray | _____ Roller Picks | |

THE FAUST INSTITUTE of COSMETOLOGY

Please **initial** each item as you receive it.

<input type="checkbox"/> Red Vinyl Manicure Implement Case	<input type="checkbox"/> Manicure Brush	<input type="checkbox"/> Manicure Finger Bowl
<input type="checkbox"/> Tweezers	<input type="checkbox"/> Curette Cuticle Instrument	<input type="checkbox"/> Disinfectant Spritzer Bottle
<input type="checkbox"/> Cuticle Scissors	<input type="checkbox"/> Finger Nail Clippers	<input type="checkbox"/> Foot File
<input type="checkbox"/> Orangewood Stick	<input type="checkbox"/> Toenail Clippers	<input type="checkbox"/> Clear plastic zip pouch
<input type="checkbox"/> Steel Nail File	<input type="checkbox"/> Crystal Nail File in case	<input type="checkbox"/> OPI Base Coat
<input type="checkbox"/> Metal Cuticle Pusher		<input type="checkbox"/> OPI Top Coat
<input type="checkbox"/> Plastic Cuticle Pusher	<input type="checkbox"/> CND Cuticle Away	<input type="checkbox"/> OPI Lacquer H08
<input type="checkbox"/> 2 Emery Boards	<input type="checkbox"/> CND Scrub Fresh	<input type="checkbox"/> OPI Lacquer L00
<input type="checkbox"/> 1 Manicure Nippers	<input type="checkbox"/> CND Solar Oil	<input type="checkbox"/> OPI Lacquer S63
		<input type="checkbox"/> OPI Lacquer S86
		<input type="checkbox"/> OPI Lacquer _____
<input type="checkbox"/> Ms. Amerikin Manikin	<input type="checkbox"/> Student Lab Coat	
<input type="checkbox"/> Maria Manikin	(Circle style and size below it)	
<input type="checkbox"/> Magnum Male Manikin	Long snap	Short zip
<input type="checkbox"/> Manikin Clamp	Sm/Med	Xsmall
	L/XL	Small
<input type="checkbox"/> Professional Make-up Kit	2XL	Medium
<input type="checkbox"/> Make-up Brushes	3XL	Large
<input type="checkbox"/> Comb-out/Make-up Cape	4XL	XLarge
<input type="checkbox"/> Child's Shampoo Cape	5XL	2XL
<input type="checkbox"/> Reversible Cape		3XL
<input type="checkbox"/> Oversized Cape		4XL
<input type="checkbox"/> Nylon Haircutting Cape		
		<input type="checkbox"/> Cosmetology Text Book
		ISBN 13: 9781285769417
		<input type="checkbox"/> MindTap ebook & online
		interactive keycode
		<input type="checkbox"/> Student Handbook
		<input type="checkbox"/> Instructional Supplements
		<input type="checkbox"/> Name Tag

(Optional Equipment — Initial **one**)

☐ Computer or iPad received or ☐ Opted out of computer/iPad option

(Given upon completion of Basics)

☐ Black Faust T-Shirt —>

Circle Size:	<i>Small</i>	<i>XLarge</i>
	<i>Medium</i>	<i>2XL</i>
	<i>Large</i>	<i>3XL</i>

(Given on first day of advanced class: Nail Extensions)

☐ Professional Artificial Nail Extension Kit _____

Students are expected to maintain a complete kit of equipment throughout their course.

If equipment is lost, forgotten or broken, the student must purchase a replacement.

Signature _____ Date _____

STUDENT HANDBOOK

PERSONAL GROOMING

Personal grooming and hygiene is as important to you as it is to your clients. Personal grooming refers to one's daily appearance and cleanliness. Basic elements such as bathing or showering, brushing and flossing your teeth, using mouth wash and deodorant are the first steps. Second, your clothing should be freshly laundered and free from stains and wrinkles, shoes clean and polished, your nails should be neatly manicured, make-up on and properly applied, your hair clean and neatly styled. **A cosmetologist deals directly with the public everyday, and an attractive appearance is very important.**

FIRST IMPRESSIONS CAN BE POWERFUL AND ARE DIFFICULT TO CHANGE.

CRITERIA FOR CLOTHING

To maintain a level of professionalism and cleanliness, Faust Institute has a mandatory dress code policy. Dress code must be followed, or students will be clocked out to correct their attire, makeup, hair, etc.

Uniforms must be in good repair, clean, neat and free from stains. Clothing worn under the lab coat must be **black or white**.

- Shirts worn under the lab coat must be of good quality.
 - No logo t-shirts, off-the shoulder or cropped shirts, hoodies, sweatshirts, coats.
 - Puffy vests or overly bulky items should be worn under your lab coat
 - Underarms should be covered at all times. No sleeveless shirts.
- Pants must be uniform or dress pants. They should be just above floor length with no frayed hems. Capris are allowed. Absolutely no jeans or sweatpants allowed. No low-rise pants that expose skin. White pants must be white -- not dingy or old and tinged gray/yellow.
- Leggings may be worn if they are covered by a dress or skirt.
- Skirts and dresses should be to the knee or longer in length
 - NO SHORTS.
- Shoes must be either black or white. They must be kept clean, polished and shoelaces must be in shoes and tied. They must also be closed-toe and closed-heel. Uniform shoes are best for your feet; however, street shoes can be worn if they do not mark the floor.
- Nylons may be worn. Socks must be black or white.
- Students may accessorize uniforms with jewelry or colored scarves. Fashion scarves are acceptable. Bulky, knit or winter scarves are not. Approved scarves should be tucked inside your lab coat so they are not falling in your clients face at the shampoo bowl.
- Name tags are part of the dress code and should be worn daily on either the lab coat, apron, or on your Faust polo or t-shirt. Stickers are not allowed on name tags. If the nametag is lost or damaged, students must purchase a new one for \$5.

STUDENT HANDBOOK (continued)

FAUST APPAREL - Black Faust shirts can be worn any day with or without a lab coat (it is recommended you wear your lab coat or a black Faust apron when performing chemical services). Bright colored Faust t-shirts can be worn Wednesdays and Saturdays.

- Must be worn with black pants only (no khakis or white pants)
- If wearing a shirt underneath the t-shirt, it must be black only (not white).

If any of your Faust apparel becomes bleached, stained, or overly faded, you will no longer be able to wear that item at school. This includes your lab coat; at which time you will be required to purchase a replacement.

MAKE-UP must be applied to eyes, cheeks and lips. Hair must be styled before arriving at school.

FINGER NAILS must be clean and manicured polish must have no chips.

Any student coming to class out of proper uniform or not groomed properly will be clocked out.

STUDENTS WILL BE OBSERVED WHILE ATTENDING AND MARKED MONTHLY ON REPORT CARD.

1. Uniforms & Name Tag 2. Make-up 3. Shoes, Nylons or socks 4. Hair & Nails

CLASSES

Basics: Classes are held Monday through Friday for the first nine weeks (The 10th week is the start of the long week and alternate Saturday). Student will attend scheduled class and clinic Monday and Wednesday 10:00 a.m. – 5:00 p.m. (6¼ hrs.), Tuesday, Thursday and Friday 9:00 a.m. to 5:00 p.m. (7¼ hrs.). If a student has poor attendance during this basics period; the staff/advisor may require student to make up hours with self-study on Wednesday evenings.

Junior/Senior: Classes are scheduled Monday through Saturday. Monday 10:00 a.m. – 5:00 p.m. (6¼ hrs.), Tuesday, Thursday and Friday 9:00 a.m. to 5:00 p.m. (7¼ hrs), Wednesday 10:00 a.m. to 7:00 p.m. (8 hrs.), and every other Saturday 9:00 a.m. to 2:00 p.m. (5). Your tardiness disturbs the entire class and will not be tolerated. You must report for class in uniform and bring notebook, pencil & textbook with you. The hours stated above are required hours. Students may not leave prior to school dismissal unless an emergency arises, or written permission is granted from the students Advisor.

When a student is scheduled for an advanced class and fails to be present the first day or part day the school has the authority to add an alternate qualifying student that will advance into the class in their place. The absent student will be placed in the class the next time it is scheduled. If the class isn't offered again before the student is scheduled to graduate the student will complete a self-study for grade in the class missed. If a student is absent 50% of a class they are scheduled in and attending, they will be dropped from the class and retake it when it is offered again. The hours spent in class will be credited the student, however, the retake hours of the class will not.

STUDENT HANDBOOK (continued)

TIME CARD

Each student is required to punch in and out on the time clock. Students will receive credit for the hours shown on the time card only. No student is permitted to punch another student's time card. Cards are to be kept in alphabetical order in the card rack. If an error is made on your time card, an instructor must correct it immediately.

Any time a student leaves the school for any reason they must clock in and out. Tardies, absences and errors on the time card must be documented on the time card by an Instructor. Students failing to clock in or out will receive 1/2 hour less for the day.

A student must be clocked in by 10:00 a.m. on Monday and Wednesday and 9:00 a.m. on Tuesday, Thursday, Friday and Saturday. Anyone clocking in after this time will be considered tardy.

A student must be clocked in at least 10 minutes out of every quarter to receive the full 15 minutes. If a student is clocked in less than 10 minutes in a quarter, the time will be rounded to the next 15 minutes.

In addition, each student initialing the student hours' sheet after the end of each month is confirmation that the hours are correct and will not be modified for any reason.

ABSENCE & TARDINESS

Students are expected to attend every scheduled day. Excessive absence and tardiness may result in disciplinary action. Students who will have a "same day" absentee or will be late for any reason must notify their advisor or school director before 8:30 a.m. (no messages accepted). Any prearranged absence must be cleared through the Advisor, not a student or another instructor, and must be documented on a consultation form or time card. Student having an appointment with an attending physician must show proof of appointment to be placed in file.

Any student receiving three unexcused absences, or an accumulation of nine demerits, may lose the privilege of being included in any or all school affiliated scholarships or grants. The final decision will be at the discretion of the school director.

UNEXCUSED ABSENCES ARE:

1. Failing to call in.
2. Missing any part of a day the day before or a day after a holiday.
3. Leaving the school without permission.

DEMERITS ARE:

1. Calling or clocking in after the assigned time in the mornings and after lunch or dinner.
2. Unprofessional behavior

STUDENT HANDBOOK (continued)

SATURDAY ATTENDANCE POLICY

Students who give at least a one-week notice for planned & legitimate absences will be excused if they find a replacement student to fill in for their absence or trade Saturdays with a student from another scheduled Saturday.

* A written request from students as well as prior approval from an advisor or director is needed before making the change. Students who give no notice or call in last minute on a scheduled Saturday will be counted unexcused and automatically be scheduled for the following Saturday. It is a State requirement that any hours missed will be made up as per State Board requirement.

MAKE UP WORK

It is the responsibility of the student to acquire all make-up assignments from the appropriate instructor. This must be arranged the first day the student returns to school following an absence. When absent the day of an exam, it must be made up the first day of student's return. If the exam is not completed in this time frame, a zero will be given the student as a grade, until the assignment is completed. All retake tests and redo projects shall be completed without benefit of additional hours earned and shall be at the school's discretion to schedule time for the same. This is as per Iowa Law.

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 refund the school for the ticket. Con-Ed slips must be turned into the office. When attending these classes, students are expected to dress and conduct themselves in a professional manner. Student must attend school the day before and the day after a convention or seminar to receive these hours. Students must be accounted for in the scheduled classes of the convention to receive hours.

EATING

No eating or drinking anywhere in school except in the student lounge. Gum chewing is not permitted on the Clinic Laboratory or anywhere else in the school.

STUDENT HANDBOOK (continued)

LUNCH PERIOD

Each student is allowed a forty-five-minute lunch period Monday, Tuesday, Thursday and Friday; Wednesdays will be thirty-minute lunch and dinner. A student clocking in after that time will be considered tardy. Lunch and dinner breaks will be shown on the time card. Students may go out to lunch or eat on the school premises. You may not wait for another student to go to lunch. Dispose of lunch wrappers, pop bottles, etc., immediately after eating. Students must furnish their own drinking cups and paper towels/napkins. Using the school's cups and paper towels is prohibited. When a student clocks in from lunch or dinner they will return to the clinic floor or return to the appropriate classroom and begin working on clients or assignments. If a student fails to clock back in after lunch or supper they will receive 1/2 hour less for the day. Lunch breaks must be shown on time card. If a student works through their noon or supper hour and is unable to take a lunch break by 3:30 PM or dinner break by 6:30, the student will receive credit for the hours worked. Lunch and dinner breaks are not at the student's discretion; an instructor will assign them. The time card must be signed by the appropriate Instructor to receive credit for the extra hours worked. This does not include student personals.

VISITORS

Your friends and family are welcome in our school; however, your visit with them must be conducted in the reception area only. They are not permitted to sit or visit with you in the student lounge this is a private area. You may give them a tour of the school, but then take them back to the reception area.

CELL PHONE POLICY

Student cell phones are to be used only in the student lounge unless otherwise allowed by a STAFF PERSON. While in the student lounge, the phone will be kept on silent. **YOUR PERSONAL PHONE IS TO BE CHARGED BEFORE SCHOOL.** No phones will be allowed to be charged at school. No phone calls will be made while in the lounge as this is a distraction to others. An exception is to use the phone camera/video for recording a finished cut, color or style or other activity allowed by a STAFF PERSON. Any student failing to follow cell phone procedure will have their phone placed in the office for the day. The student will pay \$5.00 to get the phone back at the end of the day (this fee will go to the student council) Students that are habitually abusing the rule will be clocked out and asked to leave for the day.

STUDENT HANDBOOK (continued)

PHONE CALLS

Our telephones are limited to business calls only. **No personal calls are allowed.** Please advise your family and friends of this policy. Students will only be called to the phone in case of an emergency. The Receptionist will handle all phone calls at the Reception Desk. Messages will be accepted for the students. If a student needs to use the phone, please get permission from an instructor. If a long-distance call is required, the call must be collect, or a calling card must be used. Calls must be limited to two (2) minutes.

INSTRUCTION

You will find the student library in a Media Room; these books and information sheets can be used as supplements to your classes and to advance your knowledge. The Video library can also be found in a Media Room; they may be watched whenever you have down time.

Instruction is given entirely by your instructors, who have been licensed by the Iowa State Board of Cosmetology. Instructors have the authority to inspect all lockers, kits and stations at any time.

CLIENTS

Cosmetology is a "Service" profession, it is important for students to treat clients with courtesy, kindness and professionalism. While in school, the student will perform cosmetology services on all clients assigned them. This must be done in a timely manner, as to not make the client wait for their stylist. At times, fellow students will need your help, please give freely of your skills and time, it maybe you who needs help next time.

All services on clients must be checked and approved by an instructor. This includes sets, comb-outs, haircuts, permanents, tints and bleaches, etc. Students are responsible for the client's clothing. Client gowns are available for the client to wear during a chemical service. Any time a client's clothing is damaged because of student negligence; the student will be responsible for paying the cost of replacing that item of clothing damaged. Always use capes for all services. When working on a client do not leave the clinic floor, they may need something and not be able to find you.

CLEAN-UP DUTY

Each student will be assigned daily duty or duties for each month he or she is in school. Please cooperate. Keeping the school clean is part of your training on how to keep a beauty salon clean and presentable to the public. Students may not clock-out until all duties are complete. Assignments will be made daily when necessary.

STUDENT HANDBOOK (continued)

SCHOOL OFFICE

All business connected with your training will be conducted in the school office. Any student receiving Pell Awards must notify the office when they get to (525), (1,050), (1,575) hours respectively. Pell checks are awarded per hours.

ATTITUDE

A disrespectful attitude toward your instructors, uncomplimentary remarks or refusal to do the work assigned to you by your instructors will result in a demerit and may result in your dismissal. Under no circumstances may one offer criticism or make derogatory comments about another student work, and never in front of a patron.

GRADE AND ATTENDANCE REQUIREMENTS

Students must maintain an 80% average or above in grades, and a 75% or above in attendance, to stay eligible for financial aid; to receive personals; and to give personals. Iowa Law requires that all retake tests, redo projects and makeup work shall be completed without benefit of additional hours earned and shall be at the school's discretion to schedule the time. All retake class work and exams will be scheduled by an Instructor and given on Monday mornings. The Senior Test requires 85% to pass. Any student not averaging an 85% will be re-tested.

ACCESS TO FILES POLICY AND SAFEGUARDING

The Institute guarantees the right of students and in the case of a minor, their parents, and 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 a Faust staff member. The Institute provides privacy and protection concerning information in the student files in accordance with the Family Educational 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.

Disclosure may be made to authorized representatives of Federal, State and National agencies, or in response to a directive of the Commission. Each student's records will be available for a minimum of 5 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 \$10.00 fee.

Paper records are stored in fire-proof, locked file cabinets. Electronic records are commonly password protected and our third-party servicer collects electronic copies of all FA files and are protected and available to staff on a "need to know" basis. Sensitive files are backed up and maintained in a protected cloud. FA records and transcripts are maintained for 5 years per NACCAS requirements.

STUDENT HANDBOOK (continued)

PARKING

Appropriate parking areas will be outlined by the School Director or Instructors for each campus. Only the areas outlined by the staff will be used for parking. If a student must move their car because they are not parked in the correct place, the student must clock out and move their car. Violators can be towed at their expense.

EQUIPMENT

All equipment must be maintained in a clean and sanitary condition always. Each student is responsible for keeping his own equipment properly cleaned and stored. Each student must clean up their own station after each client. Students are responsible for their own tools and equipment, which is issued to them to be used in training. Students are expected to maintain a COMPLETE kit of equipment throughout their course; if an item is broken or lost it must be replaced. The student may purchase any added equipment needed as you progress with your training. Borrowing equipment is prohibited, as is taking any kit items off the Faust premises.

SUPPLIES

No supplies or permanent wave rods 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 by clients or students unless authorized by school administrator.

LOCKERS

Each student will be assigned a locker for the training period. Please keep personal belongings, books and other equipment in it at all times. Keep lockers locked at all times. The school is not responsible for your lost articles. Lockers may be inspected at any time. A \$5.00 (2X\$5.00 = \$10.00) deposit for your locker keys will be returned when the key is returned at the close of your training.

TUITION

The Institution cannot continue a student who is delinquent in payment of tuition. The current month's tuition must be paid no later than the fifth of the month. If any student misses enough school to require an extension beyond 60 weeks, an additional tuition charge will be made at the rate of the current tuition per hour. That fee is due at the end of the 60-week period and payable prior to continuation of training. Tuition must be paid in full before a school diploma will be issued.

STUDENT HANDBOOK (continued)

TERMINATION POLICY

The termination of a student may result if a student has violated a major policy of the Institute such as:

- a) Stealing
- b) Cheating
- c) Lying
- d) Swearing
- e) Forgery of grades or school records
- f) Exhibiting a propensity for physical or mental violence that would pose a threat to the well-being and safety of other students, staff or clients
- g) An observable use, or effects of use, of mind-altering chemicals on scheduled school time or school activities, including lunch and break time.
- h) Failing to meet the condition of a course of action during a suspension period.
- i) Shows flagrant, blatant or habitual abuse of student policies.
- j) Shows an inability to maintain the training goals.

DROPPED-DISMISSED

Students are required to have an exit interview with admission office. The School is not responsible for equipment left here by the student - it must be picked up within 6 months of the drop, dismissal or graduation.

PERSONAL BEAUTY SERVICES

Students should be rewarded for good grades and attendance. The Faust Institute of Cosmetology believes, like in life, good deeds should be rewarded. We also believe that looking and feeling good is good for the student as well as the school. You represent yourself and the Faust Institute of Cosmetology! Because of this we have a policy for personal beauty services.

Students will bring in no other materials or supplies.

Students may not have any manikin work or make-up tests if they are to receive a personal.

Students must maintain a monthly project sheet grade of 80% **and** must be meeting satisfactory progress to receive a personal.

An instructor or staff member will assign the student who will give/perform the service per the needs sheet.

*** NO PERSONALS MAY BE SCHEDULED ON THURSDAY, FRIDAY OR SATURDAY**

(Discretion of an instructor)

*** PERSONALS WILL BE PAID FOR BEFORE THE SERVICE IS DONE**

*** PERSONALS WILL BE INTERRUPTED IF A CLIENT NEEDS A SERVICE**

Personal beauty services are considered a privilege.

STUDENT HANDBOOK (continued)

AWARD DAY

Students receiving 100% on their Project Sheets for the month will be entitled to an Award Day. This means a student has completed all work on the front of the assigned project sheet and has no manikin work on back up. (**Back up work is not considered as part of the 100%**). Award Days are to be used to further the student's knowledge and benefit their learning by watching and listening to educational tapes and performing services on models recruited by the student receiving the Award Day. Students should keep in mind when performing services to create **creative** styles etc. Models will receive these creative styles free; shampoo sets, blow dry iron curls, braids, all other services will be charged to the Models. One-week prior, the student must submit to their Advisor, a schedule of creative & educational activities for that day. The Advisor will then schedule the award day when approved. Award day may not be scheduled on a Thursday, Friday or Saturday.

Alternately the student receiving 100% could opt for a salon visit day. Students will be allowed no more than two salon visit days while in school (Must have two 100% project sheets). The student must submit in writing to their advisor the salon that the student wishes to visit. The intention of the visit day is to shadow the salon; per Iowa Law no services or part of services can be done while shadowing. Award days are a privilege and not a right for students. They must be earned, and the student must be in good standing with the school.

The Faust Institute of cosmetology reserves the right, without notice to adjust the requirements for admission or graduation; to change the arrangement or content of courses, instructional materials tuition and other fees; to modify regulations affecting the student body; to refuse admission or readmission to any student or dismiss any student should it be in the interest of the Institute or the student to do so. Any changes made will be posted on the students' bulletin board and explained to enrolled students.



FAUST INSTITUTE OF COSMETOLOGY PROGRAM OUTCOMES

Completion Rate:	69.23%
Employment Rate:	94.44%
Licensure Rate:	100.%

Additional Educational Outcomes can be viewed on line at:

<http://nces.ed.gov/ipeds/>

10/17



The following is an outline of the criteria a student must meet in order to receive a Faust Institute of Cosmetology based scholarship and/or discount. Credits for such will only be applied after all noted conditions and requirements have been met by the student.

SCHOLARSHIP CRITERIA

Ann Smith Honorary Grant -- \$1,000.00

1. The student must have a High School Diploma, GED or Home School Diploma.
2. The student must maintain at least a 90% attendance each **month**.
3. The student must maintain at least a 90% grade average each **month**. This is the average of Theory, Practical, Lab, and Project sheet. For the Ann Smith Honorary Grant, a student is allowed to omit one (1) project sheet grade from an average.
4. The student may NOT drop and then re-enroll in the course.
5. The student may NOT take a Leave of Absence.
6. 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.
7. The student must set an exemplary standard in Attitude, Performance, Appearance, and Professionalism with the staff, other students, clients, and guests while enrolled at Faust Institute of Cosmetology.

I understand the above stated Criteria(s). I understand that failure to achieve the above criteria will result in the loss of the scholarship/discount.

Student Signature: _____

Date: _____



Below you can find a list of the grants and scholarships available to students at the Faust Institute of Cosmetology and brief descriptions of the criteria*:

Scholarships available to students that qualify:

Competitive Grant -- \$500.00

This grant is awarded to any student that can provide official transcripts from their high school or GED that is equal or greater than a 3.00 GPA for the entire time they were in school (HS GPA on an official transcript must be 3.0 or higher and be the GPA as the final grade at graduation). These funds will be awarded in the payment period in which the student provides the official transcripts. A student from a Home School must provide a document from the State of Iowa attesting to the GPA carried while attending a Home School. No other document will be accepted from the Home School student.

Alice Madden Barton Cosmetology School Scholarship – up to \$500.00

Awarded annually based on an application, essay, and letter of recommendation.

Great Clips Iowa Scholarship – \$300.00

Awarded annually based on an application, essay, and letter of recommendation.

OPI/ ACCS Nail Scholarship – \$500.00

Awarded quarterly based on an application, essay or video, and recommendation from institute.

* Specific details on all scholarships can be obtained by contacting the admissions offices:
Spirit Lake, 712-336-0512; or Storm Lake, 712-732-6571.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress policy (SAP) is consistently applied to all students at Faust Institute. This policy is given to each student prior to enrollment and is printed in the Student Handbook to ensure that all students receive a copy. This policy complies with all guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS: Students are evaluated for SAP as follows:

Cosmetology 525, 1050 and 1575 clocked (actual) hours

Nail Technology 150 and 300 clocked (actual) hours

*Transfer Students – Midpoint of the contracted hours or the established evaluation period, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Financial Aid eligibility is monitored on a payment period basis and only students who are making satisfactory academic progress as defined by this policy are eligible for financial aid. Students making the minimum standards are considered making satisfactory academic progress until the next scheduled evaluation. This notification is given to the student in person. If the student is considered not to be making satisfactory progress at the end of the evaluation period please refer to the section of this policy titled (Warning Period). For the student to be considered to be making satisfactory progress as of the evaluation points, the student must be making satisfactory progress on both attendance and grades.

FAUST INSTITUTE maintains an accumulation file on each student, concerning their progress throughout the program to verify their progress in academics, attendance and professional performance during their training.

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

MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of course length) allowed for student to complete each course at SAP is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULE HOURS
Cosmetology - 2,100 Hours Academic Year – 1050 Hours	80 Weeks	2,793 Hours
Nail Technology – 400 Hours	16 Weeks	532 Hours

SATISFACTORY ACADEMIC PROGRESS POLICY (continued)

CONTRACT LENGTH: The Contract length of the 2100 hour Cosmetology course for students attending a minimum of 36 1/2 hours per week is 60 weeks. This provides the student with approximately two (2) weeks of incidental absences for which they are not charged. However, any student not completing the course within 60 weeks will be charged at the current tuition rate per hour for any additional instruction needed to complete the course.

ACADEMIC PROGRESS: The qualitative element used to determine academic progress is a reasonable system of grades as determined by 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 only when rated as satisfactory or better (80% or better) are given. If performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Written tests not meeting satisfactory requirements must be completed within the month or a 0% will be factored into theory grade average. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures as set forth in practical skills evaluation criteria adopted by the Institute. Students must maintain a grade average of 80% and pass FINAL written and practical exam prior to graduation. Student must make up failed or missed tests and incomplete assignments.

Theory, Practical and Clinic will be graded according to the following scale.	A	(90-100)
	B	(80-89)
	C	(70-79)
	D	(60-69)
	Below 80 is Not Satisfactory	

*Grades and attendance are evaluated monthly. Students falling below monthly standards receive an advising notice. For purposes of SAP; cumulative attendance and cumulative grades are measured at each payment period.

DETERMINATION OF PROGRESS: Students meeting the minimum requirements for academics and attendance at the evaluation points (payment periods) are considered making satisfactory academic progress until the next scheduled evaluation (payment period). Students will receive upon request from their advisor a hard copy of their SAP Determination at the time of each evaluation (payment period). Students deemed not maintaining SAP may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. In addition each student will perform a written self-evaluation and have an advisory session with an appointed official once before and once after the midterm of the program (approximately 500 hours and 1300 hours). This written self-evaluation will be recorded on their report card by the student's initials and date of evaluation. This self-evaluation is another point that allows student and Institute to measure progress.

WARNING PERIOD: Students failing to meet minimum progress requirements for attendance or academics are placed on warning and considered to be making SAP during this warning period. The student will be advised in writing on the actions required to attain SAP by the next evaluation period. This period will allow the student to be counseled by Institute officials. At the end of the Warning period, the students' progress will be re-evaluated. A student meeting minimum requirements will be determined as making satisfactory progress. If at the end of the warning period, the student has still not met either the attendance or academic minimums, the student may be placed on probation and, if applicable, students may be deemed eligible to receive Title IV funds.

SATISFACTORY ACADEMIC PROGRESS POLICY (continued)

PROBATION: Students who fail to meet the minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while on probation, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing of the actions required to attain SAP by the next evaluation. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for SAP or by the academic plan, the student will be determined as NOT making SAP and, if applicable, student will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SAP: Students may re-establish SAP and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS: Faust Institute of Cosmetology has a Leave Of Absence (LOA) policy please see your student handbook for the LOA policy. The student returning from an LOA will be in the same progress status as prior to the LOA. Hours elapsed during the LOA will extend the student's contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students failing to return on the date of the expiration of a LOA will be considered withdrawn. If a student receives Title IV Direct Loans and they do not return from an approved LOA, the last day of actual attendance will be used for computing the six-month grace period before repayment begins on loans. A student who withdraws from the contracted course or fails to complete their training will have notice placed in their file as to progress at point of withdrawal. A student who has withdrawn, and chooses to re-enroll, will re-enter without loss of hours and at their previous status. Tuition charge will be made reflecting current tuition. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment and will be considered to be making satisfactory progress at point of re-entry.

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

NONCREDIT, REMEDIAL COURSES, REPETITIONS: Noncredit, remedial courses and repetitions do not apply to this Institute. Therefore, these items have no effect upon the school's SAP standards.

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

COSMETOLOGY COURSE OUTLINE

This course is designed to train students in both theory and practical concepts and techniques of cosmetology. The following units of instruction includes the 150-hour 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 Iowa Law 765 hours of the course work will be in theory, demonstration and classroom experience and 1,335 hours of practical, hands-on clinical experience.

COURSE FORMAT:

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

- | | |
|--|---|
| a) Suggested theory and practical activities | d) Practical and theory worksheets |
| b) Illustrations | e) Lecture and practical demonstrations |
| c) Audio or Video instruction | f) Quizzes and exams |

GOALS:

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

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT:

Students will be tested over theory, practical and clinic work.

- a) Examination after each unit in the course.
- b) Monthly practical project sheet and clinic grade sheet.
- c) 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 2100 hours of training a student must pass a final examination with a grade not less than 85% to be eligible to receive a diploma. (Refer to the Satisfactory Academic Progress policy for additional requirements)

COSMETOLOGY COURSE OUTLINE (continued)

TEXTS:

1. Milady's Standard Textbook of Cosmetology Revised
2. Cengage Milady Mindtap Digital Learning and Interactive
3. The Faust Institute Student Handbook

REFERENCES:

Refer to the cosmetology reference list for all texts, videos and supplements.

COURSE CONTENT:

ORIENTATION

COSMETOLOGY: The History & Opportunities

7 Hours Theory

History of Cosmetology
Importance of Continuing Education
Career Paths for Cosmetologists

LIFE SKILLS

12 Hours Theory

The Psychology of Success
Set Goals
Time Management
Successful Learning Tools
Ethical Standards
Positive Personality and Attitude

YOUR PROFESSIONAL IMAGE

15 Hours Theory

Healthful Habits in Daily Routine
Image Building Basics
Proper Ergonomics

COSMETOLOGY COURSE OUTLINE (continued)

COMMUNICATING FOR SUCCESS **15 Hours Theory**

Communication Skills
Client Consultation
Communication Barriers
In-Salon Communication

IOWA & FEDERAL LAW **75 Hours Theory**

State & Federal Law
Administrative Rules & Standards

GENERAL SCIENCES

INFECTION CONTROL: Principles & Practices **15 Hours Theory**

Current Regulations for Health and Safety
Principles of Infection
Prevent the Spread of Disease
Sanitation, Sterilization, Disinfection
Precautions to Protect You and Your Clients
Professional Responsibilities

GENERAL ANATOMY & PHYSIOLOGY **15 Hours Theory**

Why Anatomy and Physiology are Important to You
Cells – Tissues – Organs – Body Systems
The Skeletal System & The Muscular System
The Nervous System & The Circulatory System
The Endocrine System & Reproductive System
The Lymphatic/Immune System
The Integumentary System

SKIN STRUCTURE & GROWTH **15 Hours Theory**

Anatomy of the Skin
Nutrition and Skin Health

COSMETOLOGY COURSE OUTLINE (continued)

NAIL STRUCTURE & GROWTH

15 Hours Theory

The Natural Nail
Nail Growth
Nail Anatomy
Know Your Nails

PROPERTIES OF THE HAIR AND SCALP

25 Hours Theory

Structure of The Hair
Chemical Composition of Hair
Hair Growth
Understand Hair Loss and Causes and Treatments
Disorders of The Hair & Scalp
Perform a Thorough Hair and Scalp Analysis

BASICS OF CHEMISTRY

6 Hours Theory

How Chemistry Influences Cosmetology
Define Matter
Understand Potential Hydrogen (pH) and how it Affects Hair, Skin and Nails

BASICS OF ELECTRICITY

6 Hours Theory

Understand Electricity and Electrotherapy
Practice Electrical Equipment Safety
Light Energy and Light Therapy

COSMETOLOGY COURSE OUTLINE (continued)

HAIR CARE

Total Practical: 950 Hours

PRINCIPLES OF HAIR DESIGN

30 Hours Theory

Philosophy & Elements of Hair Design
Principles of Hair Design
Influence of Hair Type and Texture on Hairstyle
Creating Harmony Between Hairstyling & Facial Structure
Designing for Men

SCALP CARE, SHAMPOOING, & CONDITIONING

20 Hours Theory

Safely and Effectively Use Massage in Scalp Care
Benefits of Proper Hair Brushing
Proper and Effective Shampoo Service
Recommend and Use Conditioners
Professional Draping
Benefits of the Three-Part Procedure

HAIRCUTTING

45 Hours Theory

Basic Principles of Haircutting
Effective Client Consultation
Proper Use of Haircutting Tools
Proper Posture and Body Position
Safety in Haircutting
Basic Haircutting Techniques
Other Cutting Techniques
Clippers and Trimmers

COSMETOLOGY COURSE OUTLINE (continued)

HAIRSTYLING

45 Hours Theory

Client Consultation
Wet Hairstyling Basics
Finger Waving, Pin Curls & Roller Curls
Comb-Out Techniques
Hair Wrapping & Blow-Dry Styling
Thermal Hairstyling
Thermal Hair Straightening (Hair Pressing)
Creative Style Long Hair
Formal Styling and Artistry of Hairstyling

BRAIDING & BRAID EXTENSIONS

15 Hours Theory

Understanding the Basics
Braiding the Hair
Textured Sets and Styles

WIGS & HAIR ADDITIONS

8 Hours Theory

Difference Between Human and Synthetic Hair
Basic Wig Knowledge
Wigs, Hairpieces & Hair Extensions

CHEMICAL TEXTURE SERVICES

65 Hours Theory

How Chemical Services Affect the Structure of Hair
Proper Techniques of Permanent Waving and Chemical Relaxers
Curl Re-Forming (Soft Curl Permanents)

HAIRCOLORING

60 Hours Theory

Why People Color Their Hair
Hair Facts
Identifying Natural Hair Color & Tone
Types of Hair color & Effective Consultation
Selecting and Formulating Hair color & Applications
Using Lighteners & Toners

COSMETOLOGY COURSE OUTLINE (continued)

Special Effects Haircoloring Techniques
Special Challenges in Hair color/Corrective Solutions
Hair coloring Safety Precautions

SKIN CARE

Total Practical: 210 Hours

SKIN DISEASES & DISORDERS

20 Hours Theory

Identify Disorders and Diseases of the Skin
Identify Disorders of Sebaceous Glands and Sudoriferous Glands
Inflammations, Common Infections, Pigment Disorders and Hypertrophies
Skin Cancer, Acne, Problem Skin and Dermatitis
Aging of the Skin
The Sun and its Effects

HAIR REMOVAL

15 Hours Theory

Client Consultation
Contraindications for Hair Removal
Permanent Hair Removal and Temporary Hair Removal

FACIALS

40 Hours Theory

Skin Analysis & Consultation
Determining Skin Type
Aging and Sun Damaged Skin
Skin Care Products
Facial Massage
Purpose of Facial Equipment
Electrotherapy & Light Therapy Treatment
Facial Treatments for Basic and Specialty Skin Types
Aromatherapy

COSMETOLOGY COURSE OUTLINE (continued)

FACIAL MAKEUP

15 Hours Theory

Facial Makeup and Their Uses
Makeup Color Theory and Faceshapes
Basic Makeup Application
Special Occasion Makeup

NAIL CARE

Total Practical: 120 Hours

NAIL DISEASES & DISORDERS

20 Hours Theory

Common and Uncommon Nail Disorders
Recognizing Nail Diseases
Hand, Nail and Skin Analysis

MANICURING

20 Hours Theory

State & Government Regulations
Work with Nail Technology Tools and Supplies
Components to Perform the Basic Manicure
Performing a Man's Manicure
Hand & Arm Massage
Difference Between Spa Manicure and Basic
Aromatherapy
Benefits of Paraffin Wax Treatment
French Manicures and Nail Art

PEDICURING

20 Hours Theory

Pedicure Tools
Performing Basic and Spa Pedicures
Foot Massage
Properly Disinfecting Foot Spas

COSMETOLOGY COURSE OUTLINE (continued)

NAIL EXTENSIONS

Total Practical: 55 Hours

NAIL TIPS AND WRAPS

52 Hours Theory

Nail Tips and Nail Wraps
Maintenance, Repair and Removal

MONOMER LIQUID & POLYMER POWDER ENHANCEMENTS

Chemistry of Liquid & Powder Nail Enhancements
Supplies Required
Acrylic (Methacrylate) Nail Enhancements Using Forms
Maintenance, Crack Repair & Removal
Nail Enhancements
Odorless and Colored Powder Products
Liquid and Powder Nail Art

LIGHT CURED GELS

Understand the Chemistry of Light Cured Gels
Supplies Required and Choosing the Proper Gel Technology
Difference Between Light Cured Bulbs and Lamps
Advantages of Light Cured Gel Polish
Nail Art, Maintenance & Removal

BUSINESS SKILLS

PREPARING FOR LICENSURE AND EMPLOYMENT

12 Hours Theory

Preparing for Licensure
Preparing for Employment
Resumes and Arranging Job Interviews

COSMETOLOGY COURSE OUTLINE (continued)

ON THE JOB

12 Hours Theory

Moving from School to Work & Out in The Real World
Managing Your Money
Discover the Selling You & On your Way
Keeping and Expanding Client Base

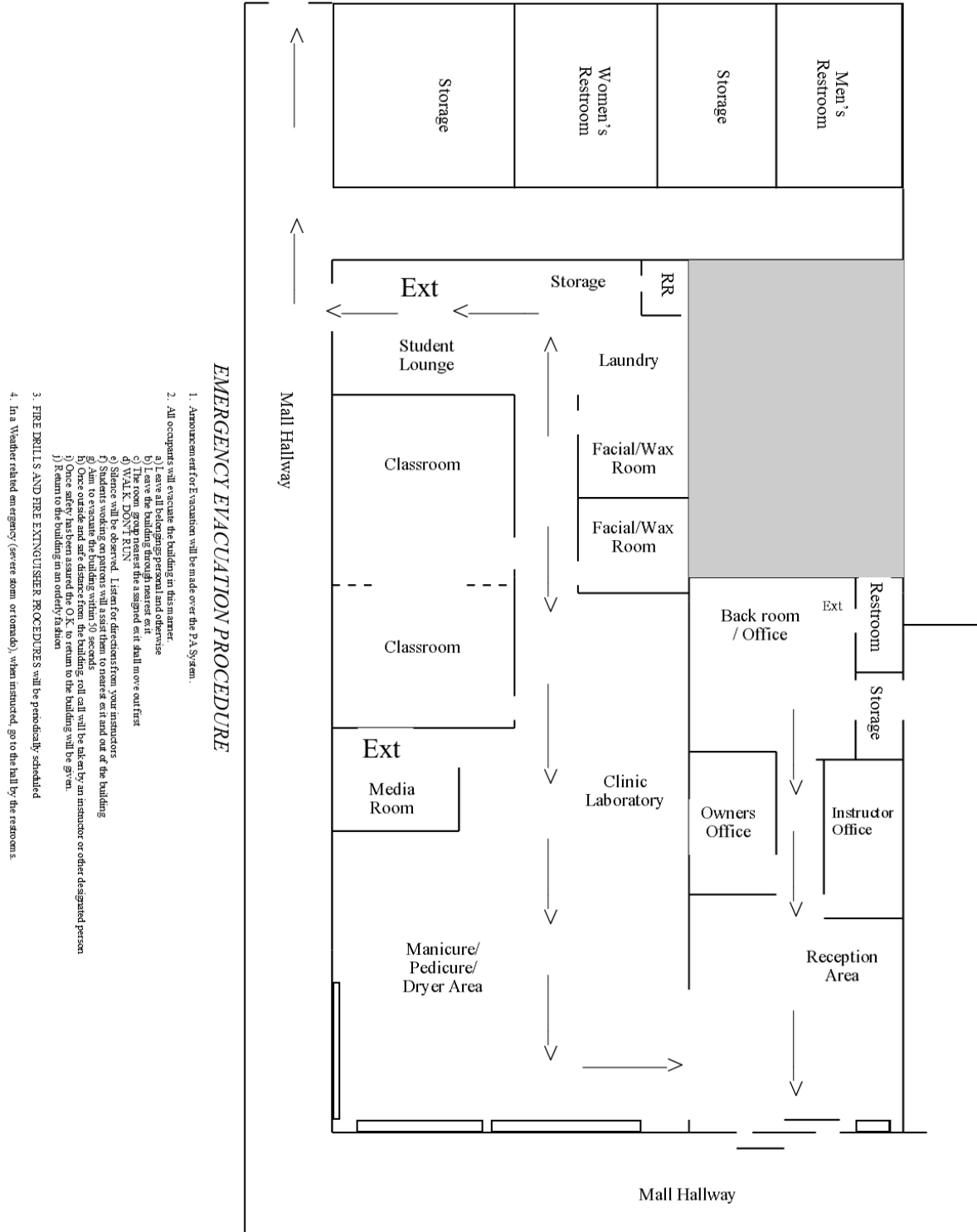
THE SALON BUSINESS

30 Hours Theory

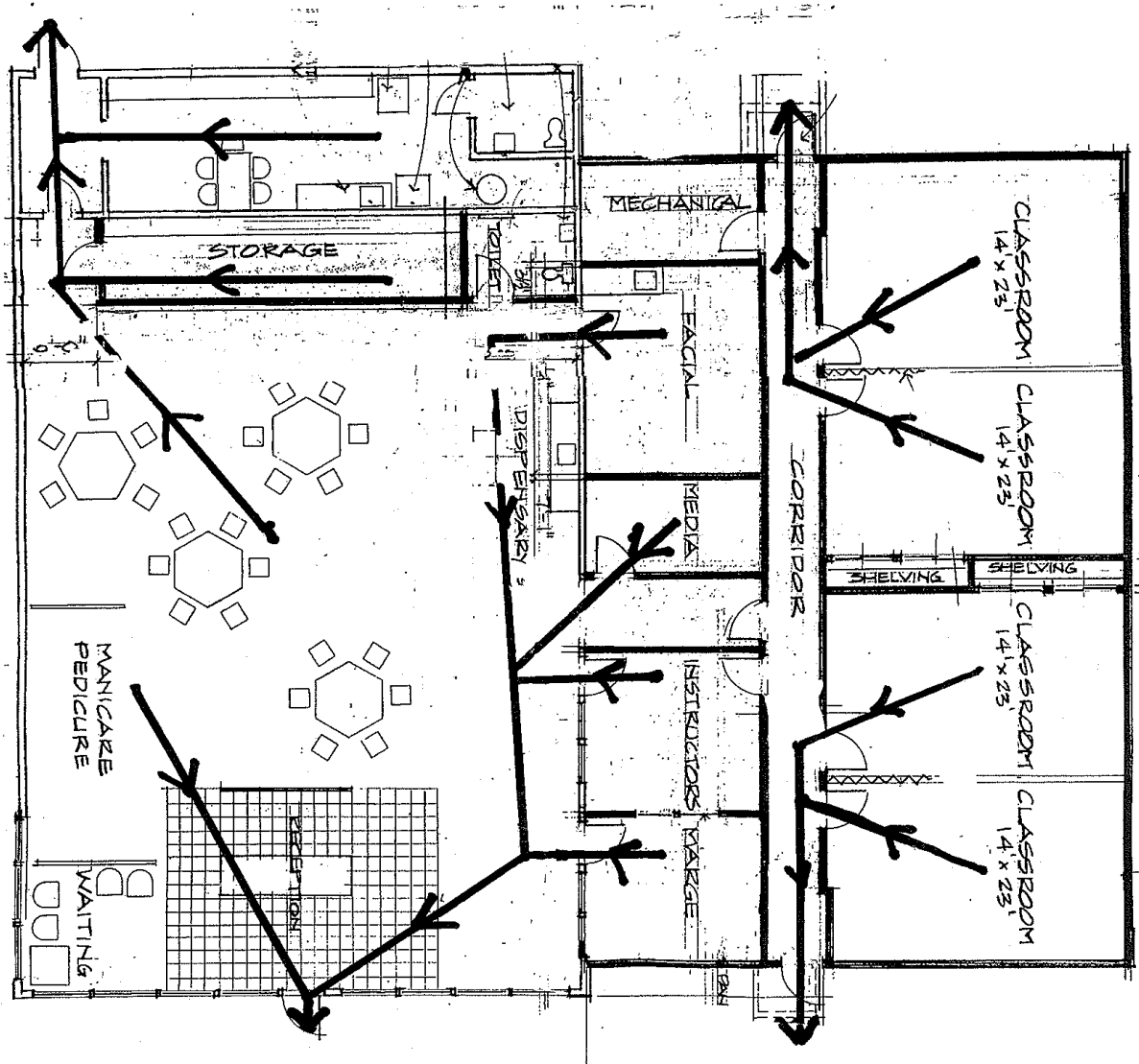
Types of Business Options
Booth Rental, Salary, Commission, Going into Business for Yourself
Elements of a Successful Salon
Building Your Business

EMERGENCY EVACUATION PROCEDURE

Spirit Lake Campus



Storm Lake Campus



EMERGENCY PHONE NUMBERS

STORM LAKE

Emergency: 911

Non-Emergency:

Ambulance	(712) 732-4030
Fire Department	(712) 732-8010
Police Department	(712) 732-8010
Buena Vista County Hospital 1525 West 5 th Storm Lake, IA 50588	(712) 732-4030
CAASA	(712) 732-8120
MidAmerican Energy Company	888-427-5632
LongLines Telephone Company	800-897-9477
Carpenter: Mike	(712) 299-1984
Hawk I Electrical and Plumbing	(712) 732-1566
Plumber: Comfortec / Copper Cottage	(712) 262-2480

SPIRIT LAKE

Emergency: 911

Non-Emergency:

Ambulance	(712) 336-2525
Fire Department	(712) 336-2525
Police Department	(712) 336-2525
CAASA	(712) 262-4612
Alliant Power	1-800-255-4268
Century Link Phone	866-822-8553
Black Hills Gas	888-890-5554
Doctor: Lakes Family Practice	(712) 336-3750
Carpenter: Joel Smith	(712) 330-5332
Electrician: Milford Electric	(712) 338-2113
Plumber: Comfortec / Copper Cottage	(712) 262-2480
Dentist: Dr. Brandy Lancaster	(712) 336-2533



RIGHTS AND PRIVACY

The Policy of the Faust Institute of Cosmetology abide by the family Educational Rights and Privacy Act of 1974.

1. The Institute 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 student's 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 \$10.00 fee unless the student owes the school money. Transcripts will then be released upon full payment.

RELEASE OF INFORMATION AUTHORIZATION FORM

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 /organizations to gain access to certain information in my student file.

I, _____, hereby authorize _____

to have access to the following information: _____

Student's Signature

Authorized Signature

Date

Date

Right/Privacy 03/12

LEAVE OF ABSENCE POLICY

Faust Institute of Cosmetology has a Leave of Absence (LOA) policy for medical reasons only within the immediate family (immediately family refers to the student's parents; spouse; siblings and children) OR required Military duty. The LOA will be written for a minimum of two weeks. Documentation from your attending physician or medical professional will be required to place in your file attesting to your need for time away from school. Students may request an official leave of absence subject to these following U.S. Department of Education and Faust Institution limitations.

- All leave of absences must be requested by the student in writing and must specify the reason for the leave of absence unless unforeseen circumstances prevent the student from doing so. If the LOA was requested by a student due to unforeseen circumstances the Institute will document these circumstances on the LOA form. *The beginning date of the approved LOA will be the first day the student was unable to attend the Institute because of the accident.*
- The schools Director must approve any leave of absence. And the student will also sign the form as well as date it.
- A student may take more than one leave of absence; however, the combined number of Leave of Absence days may not exceed 180 days within a single 12-month period starting on the first day of the first leave of absence.
- A student may return early from a leave of absence.
- The Institute may not assess the student any additional institutional charges as a result of the LOA.
- The student meeting the criteria above is not to be considered withdrawn and therefore no Iowa Refund or R2T4 calculations will be done.
- The student's contract will be extended by the number of days of the LOA. This will be noted on the LOA form and on the enrollment agreement.

August 2014

REQUEST FOR A LEAVE OF ABSENCE

A student may be granted a leave of absence for medical reasons only 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

The maximum time frame for a leave of absence is one-hundred eighty days (180). The school permits more than one leave of absence in a 12-month period provided that the total numbers of days of all leaves of absence do not exceed 180 days in a 12-month period.

Date: _____

I request a leave of absence from _____ to _____

Due to (reason):

I expect to return to school on: _____

I understand that if I am on financial aid, no federal loan payments will be disbursed during this leave of absence. I further understand that if I have federal student loans and do not return from the leave of absence within the 180 days, my loan will go into repayment immediately.

 Student's Signature Date

 Address City State Zip Phone Number

.....

School Section:

Approved _____ Disapproved _____ New Completion Date: _____

Keys turned in _____ Locker locked up _____

Comments: _____

 School Administrator Signature Date 09/11

INTERNAL SCHOOL COMPLAINT PROCEDURE

A student, Instructor, or interested party may file a complaint against the school in writing. It must be to the attention of Mr. Latham and should outline the allegation or nature of the complaint.

Mr. Latham will bring this to the attention of the school's director, and she will then, meet with the complainant within 10 days of the written complaint. The school will document the meeting between the director and the complainant in writing, and a copy given at the time of the meeting.

If the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. This committee is comprised of 3 individuals from the following categories: school owner, director, instructor, financial aid administrator, member of the public interest, or student. The 3 in attendance will be determined by the nature of the complaint. The institution's complaint committee will meet within 21 days of receipt of the complaint and review the allegations.

If more information from the complainant is needed, a letter will be written outlining the additional information.

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 stating 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, before pursuing the matter further. A complaint form is available through the Faust Institutes accrediting agency.

NACCAS
4401 Ford Ave
Suite 1300
Alexandria, VA 22302

These complaints will be kept on file for 2 complete accreditation cycles.

INTERNAL COMPLAINT 08/14

CAMPUS SECURITY REPORT

For Staff and Students

The following provides information required under Public Law, 34 CFR Part 668, Student Assistance General Provisions, and Campus Safety.

Reporting Procedures

Should you need to report criminal actions or other emergencies occurring on campus please report this directly to the Manager of the Faust Institute of Cosmetology. If the Manager is not available, please report to the instructor in charge. These officials will notify the local law enforcement agency or emergency medical technicians depending on the seriousness of the incident. The Faust Institute of Cosmetology does not recognize any off-campus student organizations that would be covered by this act.

The purpose and authority of Faust Institute's Staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond this scope are referred to and investigated by the Spirit Lake/Storm Lake Police department.

To ensure accurate and prompt reporting of all crimes, Faust Institute will take full written statements from involved parties and witnesses on all emergency or criminal incidents. The written statements are included as part of the written report, and such statements may be used by staff and Local/ State Law enforcement authorities for the purpose of apprehension and /or crime prevention.

The Faust Institute strictly prohibits the possession, use and sale of illegal drugs and alcohol and strictly enforces Federal and State Drug and alcohol laws. The Institute has a drug and alcohol abuse program in effect, as required under sections 1213 of the HEA. For additional information on the drug program please see the schools Drug Free School and Community Act Policy.

School Access

The only people allowed in the school are Faust Institute's Staff; students and patrons. The Faust Institute of Cosmetology reserves the right to ask any visitor, student, staff or patron to leave the facility following any disruptive behavior. The Institute opens its doors at 8:30 a.m. daily. The doors are locked at 5:00 p.m. - Mon., Tues., Thurs. and Fri. and on Wednesday at 7:00 p.m. Saturday doors open at 8:30 a.m. and close at 2:00 p.m. Students and staff are advised to leave the building in a group and to be aware of the surroundings.

THE FAUST INSTITUTE of COSMETOLOGY

Once a year, The Faust Institute of Cosmetology has the Center Against Abuse and Sexual Assault (CAASA) come to the Institute and talk to the students about crime prevention; how to prevent sex offenses, and the procedure to follow when sex offenses occurs along with other safety related issues.

New students and staff receive this Campus Crime Report at orientation and are advised at this point that they must be responsible for their own security and the security of others.

Sexual Offenses

The Faust Institute has the Center Against Abuse and Sexual Assault (CAASA) come to the school yearly. This group discusses and promotes the awareness of rape; acquaintance rape, and other forcible and non-forcible sex offenses.

Students are to follow the procedures detailed below if a sex offense occurs:

1. Notify the Manager of the Faust Institute of Cosmetology and the local police department. If requested, the institution will notify the local police. It is very important that the victim preserve evidence for the proof of a criminal offense.
2. Although Faust Institution has no on-campus housing we will assist you, if requested, in finding other living situations after an alleged sex offense.
3. The institution does not have any on-campus counseling centers but has attached a supplement listing the centers that victims of sexual offenses may contact for assistance.

Please be advised that the institution does not have any institutional proceedings. All sexual offenses are reported to the local authorities. If the accused is convicted, the institution will, based upon the crime, suspended the student; require counseling and/or terminate the student from the institution.

CAMPUS SECURITY 01/18

VIOLENCE AGAINST WOMEN ACT:

Faust Institute Sexual Assault and Reporting Policy

Lynnae Faust Latham, Title IX Administrator

Contact Information: Faust Institute Spirit Lake

1543 18th Street

Spirit Lake, IA 712-336-0512.

A sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Under Violence Against Women Act, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel

As disclosed on the US Department of Education Jeanne Clery Campus Safety and Security Report, Faust Institute has zero sexual assaults reported to date. This may be attributed to our campuses being small, with no dormitories or housing and enrollments being predominately female. However, Faust Institute has implemented programs and protocol to educate and serve our students. These programs comply with the Violence Against Women Act. The policy for reporting sexual assault is included in the Faust Institute Student Handbook. Also, included is the Faust Institute's Jeanne Clery Campus Security Report, which is also updated and made available to each student in paper copy October 1. This report offers the campus sexual assault reports and crime statistics for three prior years.

The original Clery Act requires that colleges inform students of procedures that victims should follow, such as preservation of evidence and to whom the offenses should be reported. VAWA adds that institutional policies must also include information on:

1. Victims' option to, or NOT to, notify and seek assistance from law enforcement and campus authorities
2. Victims' right and institutional responsibilities regarding judicial no-contact, restraining, and protective orders.

Preventative safety measures in place at Faust Institute include timely scheduled presentations addressing sexual assault risk reduction, sexual assault education and reporting protocol, evidence preservation processes, stalking prevention (stalking, defined as conduct directed at a specific person that would cause a person to fear for his/her/other's safety, or suffer substantial emotional distress) domestic abuse, dating violence, acquaintance rape, etc. These issues are addressed at orientation, as well as scheduled programs for all students throughout the calendar year. The dates of these educational events are posted prior to the presentation date and announced to the student body. Student Support Services keeps on file a schedule of the programs, as well as a participant attendance roster. Other safety measures in place include a regime encouraging students to leave the building in groups and/or inform the college staff that they will be walking alone to their car. Complete literature on sexual assault risk reduction, date rape education, and the responsibility and reporting process of the College is available through Student Advisors or from the School Director.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault, whether it occurs on or off campus, should be reported directly to the Faust Institute School Director and/or Student Advisor. **Filing a police report with the Faust Institute will not obligate the victim to prosecute, nor will it subject the victim (either student or employee) to scrutiny, negative repercussion or judgmental opinions from the Faust Institute.** The Faust Institute will help file a police report, if requested. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Upon report of an alleged sex offense, the school will investigate immediately with the victim's confidentiality respected. The specifics of the assault and the names of the victim and the offender will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of Faust Institute to provide protective measures. The school has mandated protocol in place of reporting any and all sexual offenses to the School Director. The school will adhere to any legal sanctions or protective measures imposed as a result of a final determination of any sexual assault incidences. The Faust Institute is also obligated to comply

with a student's request for an academic situation change following an alleged sex offense, which includes a change in schedule, protection and precautions that the alleged offender not be permitted to have contact with the victim through classes or lab services.

As per VAWA, Faust Institute will ensure staff and school officials are provided with appropriate training on an annual basis.

Various counseling options are available from the city POLICE DEPARTMENT. Counseling and support services can be obtained through the Rape and Sexual Abuse Center and the Victim Intervention Programs. See a listing of services and phone numbers posted in the student lounge and in the reception desk manual. Also, a listing of state-wide counseling opportunities can be found at the following website. <http://www.state.ia.us/government/ag/map/map.html>.

Additional Sources:

Rape, Abuse & Incest National Network (RAINN)

(800) 656-HOPE (4673)

<https://www.rainn.org/safety-prevention>

COPYRIGHT INFRINGEMENT POLICY

Copyright Law, the Illegal Use of File Sharing Programs, Institution Policies and Procedures for Handling Violations

This document is intended to explain the policies and procedures Faust Institute of Cosmetology (FIC) follows in responding to notifications of alleged copyright infringements on the Institution network:

What is copyright?

Copyright is legal protection of intellectual property, in whatever medium that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright law include, but are not limited, to literary, dramatic, musical, artistic, pictorial, graphic, film and multi-media works. Many people understand that printed works such as books and magazine articles are covered by copyright laws but they are not aware that the protection extends to software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and subsequent use.

What is the current law concerning digital copyright?

The Digital Millennium Copyright Act (DMCA), signed into law in 1998, recognizes that digital transmission of works adds complexity to the Copyright Law. The DMCA provides non-profit educational institutions with some protections if individual members of the community violate the law.

DMCA infractions can result in serious consequences regarding activities of faculty, graduate students, or staff who are performing teaching or research functions if the institution has received more than two notices of infringement against an individual within a three-year period.

Institutions and individuals can be subject to the imposition of substantial damages for copyright infringement incidents relating to the use of institutions network services. In a civil action, the individual infringer may be liable for either actual damages or statutory damages of up to \$30,000 (which may be increased to up to \$150,000 if the court finds the infringement was willful). In addition, individual infringers may be subject to criminal prosecution. Criminal penalties include up to ten years imprisonment depending on the nature of the violation.

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COPYRIGHT INFRINGEMENT POLICY (continued)

Why is this an important issue right now?

Copyright is an issue of particular seriousness because technology makes it easy to copy and transmit protected works over our networks. While FIC encourages the free flow of ideas and provides resources such as the network to support this activity, we do so in a manner consistent with all applicable state and federal laws. FIC does not condone the illegal or inappropriate use of material that is subject to copyright protection and covered by state and federal laws.

What kinds of activities violate federal law?

Following are some examples of copyright infringement that may be found in an institute setting:

- Downloading and sharing MP3 files of music, videos, and games without permission of the copyright owner
- Using corporate logos without permission
- Placing an electronic copy of a standardized test on a department's web site without permission of the copyright owner
- Scanning a photograph that has been published and using it without permission or attributes
- Downloading licensed software from non-authorized sites without the permission of the copyright or license holder
- Making a movie file or a large segment of a movie available on a web site without permission of the copyright owner

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COPYRIGHT INFRINGEMENT POLICY (continued)

Specifically, is sharing and downloading MP3 files (*or other types of music files*) and videos illegal?

It is true that some copyright holders give official permission to download MP3 files and you might be able to find a limited number of videos that are not copyright protected. It is also true that some MP3 files are copyright free and some MP3 files can be legally obtained through subscription services. However, most MP3 and video files that are shared do not fall into any of these categories.

US Copyright Law allows you to create MP3's only for the songs to which you already have rights; that usually means you purchased the CD or downloaded files via subscription service. US Copyright Law allows you to make a copy of a purchased file only for your personal use. Personal use does not mean that you can give a copy to other people, or see a copy of it.

If the IP address leads to my computer, what happens next?

First-time violations: If this is the first notification that FIC receives we will track down the users of our system that violated the copyright law. Violations of this law can fall under our reasons for termination in our Student Handbook section.

Second-time violations: If the incidence occurs a second time the student will be withdrawn from FIC.

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DRUG-FREE WORKPLACE

DRUG-FREE WORKPLACE

Alcohol

Effects: Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderated doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol causes marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics.

Iowa's OWI Law - Effective July 1, 2003

As of July 1, 2003, the "legal limit" in Iowa is .08 blood alcohol content (BAC) – lowered from .10 BAC.

Criminal Penalties for OWI in Iowa

Deferred Judgment

Available only for *first offender* who was not involved in a personal injury crash, who consented to the test and whose test result was less than .15 BAC.

Jail/Prison and Fine Minimums

1st offense - 48 hours jail / \$1,000 (reductions in fine possible)

2nd offense - 7 days jail / \$1,500

3rd offense - 30 days jail or commit to prison (5 years maximum) / \$2,500

License Sanctions for OWI and Implied Consent

License Revocations, Temporary Restricted Licenses ("Work Permits"), "Hard Suspensions" (Periods of Ineligibility for a Work Permit), and Ignition Interlock

Requirements

.02 BAC violation (drivers under age 21 with alcohol in their system)

--License will be revoked for 60 days for a first .02 violation and 90 days for second or subsequent .02 violation. However, if a .02 violator

refuses a test, the license revocation will be for 1 year.

--This is an administrative, not criminal, action. Violators are NOT eligible for a work permit.

1st offense (defendant consented to test) - revocation of 180 days

Work permit rules:

--Test between .08 and .10 BAC, and no crash involving personal injury or property damage, then no 30-day hard suspension and no ignition interlock requirement

--Test between .10 and .15 BAC and no crash involving personal injury or property damage, then no 30-day hard suspension but ignition

interlock is required to receive a work permit

--Test above .15 BAC or test below .15 BAC with a crash involving personal injury or property damage - 30-day hard suspension and

ignition interlock is required to receive a work permit

1st offense (defendant refused a test) - revocation of one-year, hard suspension of at least 90 days

Work permit rules:

No work permit until hard suspension has passed; ignition interlock is required to receive a work permit

2nd offense (defendant consented to test) - revocation of one year and hard suspension of one year

Work permit rules:

No work permit is possible, because the hard suspension and the revocation are both one year. However, a person convicted of second or subsequent offense must have an ignition interlock installed for license reinstatement.

2nd or subsequent offense (defendant refused a test) - revocation of two years, hard suspension of one year

Work permit rules:

No work permit until hard suspension has passed; ignition interlock required to receive a work permit

3rd or subsequent offense - Sentencing court imposes six-year revocation

123.47 Persons under legal age - penalty.

1. A person shall not sell, give, or otherwise supply alcoholic liquor, wine, or beer to any person knowing or having reasonable cause to believe that person to be under legal age.

2. A person or persons under legal age shall not purchase or attempt to purchase, or individually or jointly have alcoholic liquor, wine, or beer in their possession or control; except in the case of liquor, wine, or beer given or dispensed to a person under legal age within a private home and with the knowledge, presence, and consent of the parent or guardian, for beverage or medicinal purposes or as administered to the person by either a physician or dentist for medicinal purposes and except to the extent that a person under legal age may handle alcoholic beverages, wine, and beer during the regular course of the person's employment by a liquor control licensee, or wine or beer permittee under this chapter.

3. *a.* A person who is under legal age, other than a licensee or permittee, who violates this section regarding the purchase of or attempt to purchase alcoholic liquor, wine, or beer, or possessing or having control of alcoholic liquor, wine, or beer, commits the following:

(1) A simple misdemeanor punishable as a scheduled violation under section [805.8C](#), subsection 7.

(2) A second offense shall be a simple misdemeanor punishable by a fine of five hundred dollars. In addition to any other applicable penalty, the person in violation of this section shall choose between either completing a substance abuse evaluation or the suspension of the person's motor vehicle operating privileges for a period not to exceed one year.

(3) A third or subsequent offense shall be a simple misdemeanor punishable by a fine of five hundred dollars and the suspension of the person's motor vehicle operating privileges for a period not to exceed one year.

b. The court may, in its discretion, order the person who is under legal age to perform community service work under section [909.3A](#), of an equivalent value to the fine imposed under this section.

c. If the person who commits a violation of this section is under the age of eighteen, the matter shall be disposed of in the manner provided in chapter [232](#).

4. Except as otherwise provided in subsections 5 and 6, a person who is of legal age, other than a licensee or permittee, who sells, gives, or otherwise supplies alcoholic liquor, wine, or beer to a person who is under legal age in violation of this section commits a serious misdemeanor punishable by a minimum fine of five hundred dollars.

5. A person who is of legal age, other than a licensee or permittee, who sells, gives, or otherwise supplies alcoholic liquor, wine, or beer to a person who is under legal age in violation of this section which results in serious injury to any person commits an aggravated misdemeanor.

6. A person who is of legal age, other than a licensee or permittee, who sells, gives, or otherwise supplies alcoholic liquor, wine, or beer to a person who is under legal age in violation of this section which results in the death of any person commits a class "D" felony.

123.46 Consumption or intoxication in public places - notifications - chemical tests - exoneration.

1. As used in this section unless the context otherwise requires:

a. "Arrest" means the same as defined in section [804.5](#) and includes taking into custody pursuant to section [232.19](#)

b. "Chemical test" means a test of a person's blood, breath, or urine to determine the percentage of alcohol present by a qualified person using devices and methods approved by the commissioner of public safety.

c. "Peace officer" means the same as defined in section [801.4](#).

d. "School" means a public or private school or that portion of a public or private school which provides teaching for any grade from kindergarten through grade twelve.

2. A person shall not use or consume alcoholic liquor, wine, or beer upon the public streets or highways. A person shall not use or consume alcoholic liquor in any public place except premises covered by a liquor control license. A person shall not possess or consume alcoholic liquors, wine, or beer on public school property or while attending a public or private school-related function. A person shall not be intoxicated or simulate intoxication in a public place. A person violating this subsection is guilty of a simple misdemeanor.

3. When a peace officer arrests a person on a charge of public intoxication under this section, the peace officer shall inform the person that the person may have a chemical test administered at the person's own expense. If a

device approved by the commissioner of public safety for testing a sample of a person's breath to determine the person's blood alcohol concentration is available, that is the only test that need be offered the person arrested. In a prosecution for public intoxication, evidence of the results of a chemical test performed under this subsection is admissible upon proof of a proper foundation. The percentage of alcohol present in a person's blood, breath, or urine established by the results of a chemical test performed within two hours after the person's arrest on a charge of public intoxication is presumed to be the percentage of alcohol present at the time of arrest.

4. *a.* A peace officer shall make a reasonable effort to identify a person under the age of eighteen who violates this section and, if the person is not referred to juvenile court, the law enforcement agency of which the peace officer is an employee shall make a reasonable attempt to notify the person's custodial parent or legal guardian of the violation, whether or not the person is taken into custody, unless the officer has reasonable grounds to believe that notification is not in the best interests of the person or will endanger that person.

b. The peace officer shall also make a reasonable effort to identify the elementary or secondary school which the person attends if the person is enrolled in elementary or secondary school and to notify the superintendent or the superintendent's designee of the school which the person attends, or the authorities in charge of the nonpublic school which the person attends, of the violation. If the person is taken into custody, the peace officer shall notify a juvenile court officer who shall make a reasonable effort to identify the elementary or secondary school the person attends, if any, and to notify the superintendent of the school district or the superintendent's designee, or the authorities in charge of the nonpublic school, of the violation. A reasonable attempt to notify the person includes, but is not limited to, a telephone call or notice by first-class mail.

5. Upon the expiration of two years following conviction for a violation of this section, a person may petition the court to exonerate the person of the conviction, and if the person has had no other criminal convictions, other than simple misdemeanor violations of chapter 321 during the two-year period, the person shall be deemed exonerated of the offense as a matter of law. The court shall enter an order exonerating the person of the conviction, and ordering that the record of the conviction be expunged by the clerk of the district court.

FIREARMS

- A. Firearm Enhancement: A person in the immediate possession or control of a firearm while participating in a violation of subsection 204.401 shall be sentenced to two times the term otherwise imposed by law, and no such judgment sentence, or part thereof shall be deferred or suspended.
- B. Offensive Weapons Enhancement: A person in the immediate possession or control of an offensive weapon, as defined in section 724.1, while participating in a violation of this subsection, shall be sentenced to three times the term otherwise by law, and no such judgment, sentence, or part thereof shall be deferred or suspended.
- C. Mandatory Minimum Sentence: A person sentenced pursuant to section 204.401 shall not be eligible for parole until the person has served a min. period of confinement of one-third of the max indeterminate sentence prescribed by Iowa law. Iowa Code 204.413

FEDERAL PENALTIES

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance (As of 1/1/96)

*The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance's medical use, potential for abuse, and safety or dependence liability.

Controlled Substances	1st Offense	2nd Offense	Quantity	Drug	Quantity	1st Offense	2nd Offense
I and II	*Not less than 5 years. Not more than 40 years *If death or serious injury, not less than 20 years or more than life *Fine of not more than \$2 million individual, \$5 million other than individual	*Not less than 10 years. Not more than life *If death or serious injury, not less than life *Fine of not more than \$4 million individual \$10 million other than individual	10-99 gm pure or 100-999 gm mixture	Methamphetamine	100 gm or more pure of 1 kg or more mixture	*Not less than 10 years. Not more than life. *If death or serious injury, not less than 20 years or more than life. *Fine of not more than \$4 million individual, \$10 million other than individual	*Not less than 20 years. Not more than life *If death or serious injury, not less than life *Fine of not more than \$8 million individual, \$20 million other than individual.
			100-999 gm mixture	Heroin	1 kg or more mixture		
			500-4,999 gm mixture	Cocaine	5 kg or more mixture		
			5-49 gm mixture	Cocaine Base	50 gm or more mixture		
			10-99 gm pure or 100-999 gm mixture	PCP	100 gm or more pure or 1 kg or more mixture		
			1-9 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	Fentanyl	400 gm or more mixture		
			10-99 gm mixture	Fentanyl Analogue	100 gm or more mixture		

Controlled Substances	Drug	Quantity	1st Offense	2nd Offense
I and II	Others (law does not include marijuana, hashish, or hash oil)	Any	*Not more than 20 years *If death or serious injury, not less than 20 years, not more than life *Fine \$1 million individual, \$5 million not individual	*Not more than 30 years *If death or serious injury, life *Fine \$2 million individual, \$10 million not individual
III	All (included in Schedule III are anabolic steroids, codeine and hydrocodone with aspirin or Tylenol®, and some barbiturates)	Any	*Not more than 5 years *Fine not more than \$250,000 individual, \$1 million not individual	*Not more than 10 years *Fine not more than \$500,000 individual, \$2 million not individual
IV	All (included in Schedule IV are Darvon®, Talwin®, Equanil®, Valium®, and Xanax®)	Any	*Not more than 3 years *Fine not more than \$250,000 individual, \$1 million not individual	*Not more than 6 years *Fine not more than \$500,000 individual, \$2 million not individual
V	All (over-the-counter cough medicines with codeine are classified in Schedule V)	Any	*Not more than 1 year *Fine not more than \$100,000 individual, \$250,000 not individual	*Not more than 2 years *Fine not more than \$200,000 individual, \$500,000 not individual

Federal Trafficking Penalties - Marijuana (includes hashish and hashish oil) (as of 1/1/96)

Description	Quantity	1st Offense	2nd Offense
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	*Not less than 10 years, not more than life *If death or serious injury, not less than 20 years, not more than life *Fine not more than \$4 million individual, \$10 million other than individual	*Not less than 20 years, not more than life *If death or serious injury, not more than life *Fine not more than \$8 million individual, \$20 million other than individual
Marijuana	100 kg to 999 kg mixture; or 100-999 plants	*Not less than 5 years, not more than 40 years *If death or serious injury, not less than 20 years, not more than life *Fine not more than \$2 million individual, \$5 million other than individual	*Not less than 10 years, not more than life *If death or serious injury, not more than life *Fine not more than \$4 million individual, \$10 million other than individual
Marijuana	50 to 99 kg mixture ----- ----- 50 to 99 plants	*Not more than 20 years *If death or serious injury, not less than 20 years, not more than life *Fine \$1 million individual, \$5 million other than individual	*Not more than 30 years If death or serious injury, not more than life Fine \$2 million individual, \$10 million other than individual
Marijuana	Less than 50 kg mixture	*Not more than 5 years *Fine not more than \$250,000, \$1 million other than individual	*Not more than 10 years *Fine \$500,000 individual, \$2 million other than individual
Hashish	10 kg or more		
Hashish Oil	1 kg or more		

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

Federal Tracking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gm or more	Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	30 to 999 mgs	Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mgs	Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> Not less than 20 years, not more than life If death or serious injury, mandatory life Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, mandatory life Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> Not more than 30 years If death or serious injury, mandatory life Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> Not more than 5 years Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

DRUGS OF ABUSE / USES AND EFFECTS

U.S. Department of Justice
Drug Enforcement Administration

				Dependence							
Drugs	CSA Schedules	Trade or Other Names	Medical Uses	Physical	Psycho-logical	Tolerance	Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Narcotics											
Heroin	Substance I	Diamorphine, Horse, Smack, Black tar, <i>Chiva</i> , <i>Negra</i> (<i>black tar</i>)	None in U.S., Analgesic, Antitussive	High	High	Yes	3 - 4	Injected, snorted, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine	Substance II	MS-Contin, Roxanol, Oramorph SR, MSIR	Analgesic	High	High	Yes	3 - 12	Oral, injected			
Hydrocodone	Substance II, Product III, V	Hydrocodone w/ Acetaminophen, Vicodin, Vicoprofen, Tussionex, Lortab	Analgesic, Antitussive	High	High	Yes	3 - 6	Oral			
Hydro-morphone	Substance II	Dilaudid	Analgesic	High	High	Yes	3 - 4	Oral, injected			
Oxycodone	Substance II	Roxicet, Oxycodone w/ Acetaminophen, OxyContin, Endocet, Percocet, Percodan	Analgesic	High	High	Yes	3 - 12	Oral			
Codeine	Substance II, Products III, V	Acetaminophen, Guaifenesin or Promethazine w/Codeine, Fiorinal, Fioricet or Tylenol w/Codeine	Analgesic, Antitussive	Moderate	Moderate	Yes	3 - 4	Oral, injected			
Other Narcotics	Substance II, III, IV	Fentanyl, Demerol, Methadone, Darvon, Stadol, Talwin, Paregoric, Buprenex	Analgesic, Antidiarrheal, Antitussive	High-Low	High-Low	Yes	Variable	Oral, injected, snorted, smoked			
Depressants											

DRUGS OF ABUSE / USES AND EFFECTS

U.S. Department of Justice
Drug Enforcement Administration

				Dependence							
Drugs	CSA Schedules	Trade or Other Names	Medical Uses	Physical	Psycho-logical	Tolerance	Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose	Withdrawal Syndrome
gamma Hydroxybutyric Acid	Substance I, Product III	GHB, Liquid Ecstasy, Liquid X, Sodium Oxybate, Xyrem®	None in U.S., Anesthetic	Moderate	Moderate	Yes	3 - 6	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol, impaired memory of events, interacts with alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Benzodiazepines	Substance IV	Valium, Xanax, Halcion, Ativan, Restoril, Rohypnol (Roofies, R-2), Klonopin	Antianxiety, Sedative, Anti-convulsant, Hypnotic, Muscle Relaxant	Moderate	Moderate	Yes	1 - 8	Oral, injected			
Other Depressants	Substance I, II, III, IV	Ambien, Sonata, Meprobamate, Chloral Hydrate, Barbiturates, Methaqualone (Quaalude)	Antianxiety, Sedative, Hypnotic	Moderate	Moderate	Yes	2 - 6	Oral			
Stimulants											
Cocaine	Substance II	Coke, Flake, Snow, Crack, <i>Coca, Blanca, Perico, Nieve</i> , Soda	Local anesthetic	Possible	High	Yes	1 - 2	Snorted, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increased body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamine/ Methamphetamine	Substance II	Crank, Ice, Cristal, Krystal Meth, Speed, Adderall, Dexedrine, Desoxyn	Attention deficit/ hyperactivity disorder, narcolepsy, weight control	Possible	High	Yes	2 - 4	Oral, injected, smoked			
Methylphenidate	Substance II	Ritalin (Ily's), Concerta, Focalin, Metadate	Attention deficit/ hyperactivity disorder	Possible	High	Yes	2 - 4	Oral, injected, snorted, smoked			
Other Stimulants	Substance III, IV	Adipex P, Ionamin, Preludin, Didrex, Provigil	Vasoconstriction	Possible	Moderate	Yes	2 - 4	Oral			
Hallucinogens											
MDMA and Analogs	Substance I	(Ecstasy, XTC, Adam), MDA (Love Drug), MDEA (Eve), MBDB	None	None	Moderate	Yes	4 - 6	Oral, snorted, smoked	Heightened senses, teeth grinding and dehydration	Increased body temperature, electrolyte imbalance, cardiac arrest	Muscle aches, drowsiness, depression, acne

DRUGS OF ABUSE / USES AND EFFECTS

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Drugs	CSA Schedules	Trade or Other Names	Medical Uses	Physical	Psycho-logical	Tolerance	Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose	Withdrawal Syndrome
LSD	Substance I	Acid, Microdot, Sunshine, Boomers	None	None	Unknown	Yes	8 - 12	Oral	Illusions and hallucinations, altered perception of time and distance	(LSD) Longer, more intense "trip" episodes	None
Phencyclidine and Analogs	Substance I, II, III	PCP, Angel Dust, Hog, Loveboat, Ketamine (Special K), PCE, PCPy, TCP	Anesthetic (Ketamine)	Possible	High	Yes	1 - 12	Smoked, oral, injected, snorted		Unable to direct movement, feel pain, or remember	Drug seeking behavior * Not regulated
Other Hallucinogens	Substance I	Psilocybe mushrooms, Mescaline, Peyote Cactus, Ayahuasca, DMT, Dextromethorphan* (DXM)	None	None	None	Possible	4 - 8	Oral			
Cannabis											
Marijuana	Substance I	Pot, Grass, Sinsemilla, Blunts, <i>Mota</i> , <i>Yerba</i> , <i>Grifa</i>	None	Unknown	Moderate	Yes	2 - 4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disorientation	Fatigue, paranoia, possible psychosis	Occasional reports of insomnia, hyperactivity, decreased appetite
Tetrahydrocannabinol	Substance I, Product III	THC, Marinol	Antinauseant, Appetite stimulant	Yes	Moderate	Yes	2 - 4	Smoked, oral			
Hashish and Hashish Oil	Substance I	Hash, Hashoil	None	Unknown	Moderate	Yes	2 - 4	Smoked, oral			
Anabolic Steroids											
Testosterone	Substance III	Depo Testosterone, Sustanon, Sten, Cyp	Hypogonadism	Unknown	Unknown	Unknown	14-28 days	Injected	Virilization, edema, testicular atrophy, gynecomastia, acne, aggressive behavior	Unknown	Possible depression
Other Anabolic Steroids	Substance III	Parabolan, Winstrol, Equipoise, Anadrol, Dianabol, Primabolin-Depo, D-Ball	Anemia, Breast cancer	Unknown	Yes	Unknown	Variable	Oral, injected			
Inhalants											

DRUGS OF ABUSE / USES AND EFFECTS

U.S. Department of Justice
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				Dependence							
Drugs	CSA Schedules	Trade or Other Names	Medical Uses	Physical	Psychological	Tolerance	Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Amyl and Butyl Nitrite		Pearls, Poppers, Rush, Locker Room	Angina (Amyl)	Unknown	Unknown	No	1	Inhaled	Flushing, hypotension, headache	Methemoglobinemia	Agitation
Nitrous Oxide		Laughing gas, balloons, Whippets	Anesthetic	Unknown	Low	No	0.5	Inhaled	Impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage	Vomiting, respiratory depression, loss of consciousness, possible death	Trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, convulsions
Other Inhalants		Adhesives, spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid	None	Unknown	High	No	0.5 - 2	Inhaled			
Alcohol		Beer, wine, liquor	None	High	High	Yes	1 - 3	Oral			

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