



Northwest Educational Center

MAIN CAMPUS

2910 Antoine Dr SteB100
Houston, TX 77092

BRANCH – BARBER/COSMETOLOGY

6521 Hwy 6 N
Houston, TX 77084

BRANCH-CONSTRUCTION TECHNOLOGY

6001 W 34th St
Houston, TX 77092

STUDENT POLICIES

- 1) Students should report to school a few minutes early each day to get signed in and settled before class begins. Students are expected to be in class at class start time.
- 2) Students should bring their books, paper, and a pen/pencil to class each day. Students are responsible for taking their books home at the end of the day and returning with them the following day.
- 3) Students should not leave books, cell phones, backpacks, purses, or other personal items in the classroom or at the school at the end of the day. Students must take their belongings with them as they move between classes. Northwest Educational Center does not provide lockers.
- 4) Northwest Educational Center will provide students with books and most of your classroom materials. Students will need to supply paper, pens, and occasional miscellaneous supplies. Instructors will notify students of any specific material needed for that subject. Northwest Educational Center sells basic school supplies such as pens, pencils, highlighters, folders, and notebook paper.
- 5) Students should not leave money or any valuable belongings unattended at any time. Northwest Educational Center recommends that students not bring items of value to school. NWECC is not responsible for any lost or stolen items.
- 6) All cars parked in the school parking lot should be locked. Do not leave valuable items in view in your vehicle. NWECC is not responsible for damage to vehicles parked in the parking lot resulting from auto accidents, vandalism or theft.
- 7) Eating and drinking is not allowed in any classroom at any time. A designated break room is available for eating and drinking during breaks and lunchtime.
- 8) Smoking is not allowed anywhere in the building. Students may not smoke directly in front of any entrances to the building. Please move at least 20 feet from the entrance doors to smoke.
- 9) NWECC currently has two different lunch breaks for day students. Early lunch is from 11:00 AM to 11:30 AM. Late lunch is from 12:35 PM to 1:05 PM. NWECC will assign lunch breaks based on class schedules and program training. Lunch time may change without notice when new schedules are issued. Students cannot request a specific lunchtime. Students are allowed to leave the campus for lunch. However, with only thirty minutes for lunch breaks students should not expect to have a sit-down meal in a restaurant.
- 10) Northwest Educational Center provides students with a break room. The Center sells water, soft drinks, and snack foods during breaks and at lunchtimes. The Center allows students to bring food from home or food purchased elsewhere into the break room to eat.
- 11) NWECC provides day medical students with two break periods for 10 minutes each. All day students have their first break from 9:25 AM to 9:35 AM. Students with late lunch will have a

second break from 10:55 AM to 11:05 AM. Students with early lunch will have a second break from 12:55 PM to 1:05 PM.

- 12) NWECC provides medical evening students with two break periods. All evening students have their first break from 7:10 PM to 7:20 PM. Next break is from 8:35 PM to 8:40 PM.
- 13) Cell phones and pagers must be set to vibrate or turned off during all classes. Students are not allowed to make or receive phone calls during class. Students are not allowed to use their cell phone to photograph class work, exams, or classroom activities. Students are not allowed to send or receive text messages during class. Students are not allowed to photograph fellow students or staff members without their permission.
- 14) No children or visitors are allowed at the school during class, lunch, breaks, or at any other time. All people coming into the school must register with the front office. Under no circumstances may a visitor enter the school property without notifying the office.
- 15) Medical Assistant and Pharmacy Tech Students must sign in and out on the Master Sign-In sheets provided. Students who do not sign in and out properly will not receive credit for that portion of time. Please refer to the Sign In policy provided for more details. Cosmetology, Barber, and Construction Technician must clock in with the time card provided. Only one time card per month will be issued.
- 16) Students must park in the designated parking area. Please do not park directly in front of the other business. Failure to park in the proper area could result in the vehicle being towed at the vehicle owner's expense.
- 17) Students must follow the NWECC Dress Code. Failure to follow the dress code may result in students being asked to go home and change clothes. Please see the Dress Code page for more information. Medical Assistant and Pharmacy Technician students must wear medical scrubs.
- 18) The thermostats at Northwest Educational Center are programmed with a timer and cannot be manually changed. Some rooms are frequently cold. The Center recommends that students bring a sweater, jacket, or lab coat with them to school.
- 19) Medical Assistant and Pharmacy Technician Day students are provided a Progress Report or Report Card every eight weeks. The first progress report is issued between the tenth and eleventh week of school. Progress reports are issued every eight weeks after that. Please refer to the Progress Report policy for further details.
- 20) Attendance is measured in quarter hours. Day students can receive anywhere from 0 to 6 hours per day. Day students will have an automatic 30-minute lunch deducted from their total hours every day, even if a lunch break is not used.
- 21) Daily attendance is important. There are no excused absences. Regardless of the reason, if you are not physically in school, you will not receive credit for that time.

- 22) Students who are running late or will not be attending school must call every time. If you are absent for several days, you are required to call in every day. The main telephone number (713) 680-2929 is answered 24 hours per day by a human or an answering machine.
- 23) Students who do not call into school each day to report their absences will be disciplined. Please see the policy on absences for further details.
- 24) Day students who are absent from school are required to attend a mandatory 15 minute after-school session the day following their absence. Failure to attend this session will result in disciplinary action. Please see the policy on absences for further details.
- 25) Students who need to leave school early must notify the counselor before signing out for the day. The students should also notify the instructor of their need to leave class early.
- 26) Students enrolled in the MA and PT programs are not allowed to make up time by coming in early, staying late, or working through lunch. Attendance in these programs can only be earned during regularly scheduled school hours.
- 27) In addition to the school rules, each instructor has classroom rules. All students must observe the rules of the school, the classroom, and the instructor. All students must be respectful toward NWEAC staff and instructors.
- 28) NWEAC maintains three different types of individual records on students. These include an attendance card, a grade card, and a payment ledger (money card). A student may request a copy of any or all cards themselves at any time. Students may not see any other students' cards or information.
- 29) NWEAC maintains a strict confidentiality policy with students and staff's personal information. We cannot give out or discuss a student's information with another person or third party without the student's permission.
- 30) Students must maintain a minimum of 70% overall attendance to be considered making satisfactory progress in school. Students who fall below 70% overall attendance will be placed on probation for the next term. Students who do not improve their attendance may be terminated from school.
- 31) Any student who is absent from school for ten straight school days must be dropped from the program. Students who are dropped may be allowed to return to school after the start of the next grading period. A drop calculation will be completed, and any required refunds will be made. Students who wish to re-enter into school will be required to attend a second Student Services interview and a Class Start Orientation prior to re-entry.
- 32) Day students who miss more than 180 hours during the first 625 scheduled hours will be automatically dropped from the program. Students who miss more than 180 hours during the entire program will not graduate on their originally scheduled completion date.

- 33) In order to receive the Pell Grant, the student must maintain satisfactory progress in both grades and attendance. If you stop making satisfactory progress, you can lose financial aid. Please see the Satisfactory Progress for Financial Aid Recipients policy in this handout.
- 34) NWEAC offers the Pell Grant to those students who meet the Federal qualifications. Applications for Free Federal Student Aid may be submitted/completed at any time during the enrollment process. Please see the Financial Aid office for more details on the Pell Grant program.
- 35) NWEAC does not participate in any type of Federal Student Loan program. A grant is free money that does not have to be paid back. A loan is money that must be paid back with interest.
- 36) NWEAC charges students for scheduled time of attendance. Please see the Refund Policy in the Catalog and on the back of the Enrollment Agreement. When a refund needs to be made, NWEAC returns money back to the source from where it came. Pell Grant refunds will be refunded back to the Grant agency.

DAY SIGN IN AND CLOCK IN POLICY

All healthcare students must sign in and sign out using the Master Sign In sheets provided in the front office. Students cannot sign in or out for anyone other than themselves. Students should sign in upon arrival each day by indicating the time of their arrival under the IN column and by signing their name. When students go to lunch, students should sign out by writing the time of their departure under the OUT column. Students should sign back in upon return by writing the time under the second IN column. Students should sign out at the end of the day by writing the time of departure in the last OUT column. Students should treat this sign in process like a time clock. DO NOT sign in or out before the actual time. For instance, students may not sign themselves out for 2:30 until 2:30. Students who do not follow the proper sign in procedures will receive a "0" (zero) for that day. A zero cannot be changed or made up. The staff will calculate the amount of time the student has attended, and this number will be placed in the total column. Students should not complete the total column.

All cosmetology/barber/and Construction technology students must clock in and out using the timecard and time clock provided. Cosmetology, Barber, and Construction Technology students will be provided with a timecard upon class start and then on the first school day of each month thereafter. Students should punch in using their timecard upon arrival each day. Students should punch out when they go to lunch. Students who do not follow the proper procedure will not receive credit for time that is not shown on the timecard. The only exception is in the event of a time clock failure. Students should not clock in for other students. If a student is caught clocking in another student, that student will be suspended for two weeks for the first offense. For the second offense the student will be withdrawn from the program.

All instructors will also take attendance for each class. Signing in and out in a classroom will not give you credit on your attendance card. Likewise, signing in and out at the front desk will not give you credit for a class unless you signed in and out properly in that class.

I have read and understand the Sign – In Policy listed above. I understand that failure to follow this policy exactly could result in not receiving full credit for that day or a portion of the day.

PROPER SIGN IN SUMMARY FOR HEALTHCARE STUDENTS

- 1) **LOCATE** your name on the Master Sign – In Sheets. If you cannot locate your name, **HANDPRINT** your name at the bottom of the page for your program.

- 2) On the line by your name, **SIGN IN** by writing the time of day that you are arriving under the “**IN**” column and place your signature on the line under the Participant’s Signature column.

- 3) **SIGN OUT** for lunch by writing the start of your lunch time under the ‘**OUT**’ column.

- 4) **SIGN BACK IN** after lunch by writing the end of your lunch break under the second “**IN**” column.

Be HONEST by signing in and out at the actual time of your arrival and departure.

NORTHWEST EDUCATIONAL CENTER DRESS CODE

Clothing

- Northwest Educational Center Medical Assistant and Pharmacy Technician students **MUST** wear scrubs at all times (this includes pants and shirts). As of July 2010, **Medical Assistant** students are to wear Monday through Thursday Royal Blue scrubs. **Pharmacy Technician** students are to wear Monday thru Thursday Navy Blue scrubs. Cosmetology / Barber students are to wear Monday through Thursday all black scrubs or all black clothing.
- No hats, caps, scarves, hair wraps or hair rags of any kind are permitted during class/lab or on externships.
- On a case-by-case basis religious headwear can be worn. Students must provide NWECC with a letter on 'official' letterhead from your church or temple director or religious leader. This will be verified by an NWECC staff member.
- Shoes must be leather or vinyl with closed toes and heels. (Example: Tennis Shoes). Slides, mules, crocs, flats, or Mary jane type shoes are not allowed. You must wear socks.

Casual Friday

Friday is the official Casual Day. MA and PT students are allowed to wear jeans on casual Friday. Jeans should be clean and without holes. No frayed or cutoff jeans are allowed. Sweatpants and tights are not allowed. (If a student wants to wear a dress or skirt, it must come to the knee.)
Cosmetology and Barber only

Jewelry (*Exception Cosmetology*)

- **NO** more than two (2) pairs of earrings will be allowed (two in each earlobe) and must be small, conservative size. Loop earrings should have an opening no longer than a dime and long earrings **are not permitted**.
- Nose, eyebrow, lips and tongue rings are not considered professional and will not be allowed in class/lab or on externship.
- Bracelets and necklaces must be conservative in size and number and must be worn underneath clothing.
- Rings must be removed when wearing gloves (can cause punctures). It is recommended that rings be placed on safety pins inside your pocket for safekeeping during labs.

Makeup / Hair (*Exception Cosmetology*)

- All makeup must look natural and not excessive
- Scents and perfumes must be kept to a minimum. Please keep in mind some people are allergic to scents and perfumes that can cause adverse health problems (i.e., asthma attacks, difficult breathing etc.).
- Proper hygiene must be maintained at all times. The use of the correct products such as deodorant, soap, and feminine hygiene products should be used.
- Hair must be worn short (above the collar) or if long pulled back.
- Hair and hair extensions/weave must be of 'natural' color. Before going out on externship hair must be a natural color. Northwest Educational Center wants our students to walk, talk, look and perform in a professional manner.

Nails (*Exception Cosmetology*)

- Nails must be worn short. Long nails interfere with gloves, typing and are a source of bacterial growth.
- Nails must be clean and manicured. Nail polish must look professional.

Tattoos

- Some externship sites will not let you interact with patients if tattoos are visible. Tattoos must not be visible at any time. Long sleeves to cover arm tattoos or tattoo make up to cover neck and face tattoos must be worn.

OSHA (Occupational Safety and Health Administration)

- OSHA (Occupational Safety and Health Administration) U.S. Department of Labor is a federal agency that enforces workplace safety standards. You MUST follow OSHA guidelines for the safety of the general population as well as your own safety and health.
- Anyone caught eating or drinking, applying makeup, or lip balm in the MA or PT lab area will be suspended. It is an OSHA violation, according to the Bloodborne Pathogens Standards.

NEW STUDENTS

Northwest Educational Center understands that new students may not have suitable clothes when they first start school. New students will be allowed to wear street clothing during the first week of school.

UNDERSTANDING YOUR SCHEDULE AND CLASSES

Day students receive a new Class Schedule every two to four weeks. Schedules are issued in the main office. Each student will tell you the time of the class, the subject name, the room number, and the instructor's name. Students must follow the schedule that is provided for them. Students may not request a specific instructor, class, or lunch period. Schedule questions or changes should be directed to the schools Student Service Coordinator and must be approved by the Director of the School.

All classes on the schedule are conducted Monday through Friday. Some subjects will be only 2 or 4 weeks in length and other subjects will be longer. Most programs have four classes per day with each class lasting 1 hour and 25 minutes. Attendance is important to maintain progress in the program.

For every schedule students must attend more than half of the scheduled class sessions for that subject to receive credit. Students who do not meet the minimum required attendance standard are not eligible to make up the work and will have to repeat that subject. Students who only attend the minimum number of days to pass a course risk falling below the requirements for Satisfactory Progress and may lose their financial aid eligibility. Students are required to maintain a minimum of 80% overall attendance to be making Satisfactory Progress and to qualify for financial aid.

All instructors are required to give exams periodically. If you are absent on the exam day, you must make arrangements to take a make-up exam. Each teacher has a Make up Policy, which may include not awarding a perfect score on the make-up exam. Students who do not take a makeup exam will receive an incomplete grade.

All students must receive a minimum average grade of 70 to pass. All students must pass every course (subject) listed within the program to pass the course. Students who do not pass a specific subject or portion of a subject will have to repeat that portion. This may delay the original graduation date.

Each instructor at Northwest Educational Center has specific classes that they are responsible for teaching. Some students will enjoy some classes more than others. Some students will enjoy some instructors more than others. Students must understand that they are required to attend all scheduled classes even if they do not like the subject matter or the instructor.

PROGRESS REPORT POLICY

Individual Progress Reports are the report cards of NWEAC. Day students enrolled in a 900-hour program will receive a progress report every 8 weeks. Day students enrolled in a 300- or 600-hour program will receive a progress report every 4 weeks.

For day students enrolled in a 900-hour program the first progress report will be issued during tenth or eleventh week of school. This report will cover weeks 1 through 8 of school. Every 8 weeks after another progress report will be issued. The average day student enrolled in a 900-hour program will receive 4 progress reports during their time in school.

For day students enrolled in a 300- or 600-hour program the first progress report will be issued during the sixth or seventh week of school. This report will cover weeks 1 through 4. Every 4 weeks after, another progress report will be issued.

In the grade portion of the report, each of the subjects taken during the progress report period will be listed. Normally, 2 or more grades will be listed beside each subject. All subjects except typing & 10-key grades will receive a number grade between 0 and 100. A grade of 70 or above is considered passing. Typing and 10 key grades are listed as speeds and accuracy and are not averaged into a test average grade. Students should work to improve these figures as they progress through school.

Attendance information is listed toward the bottom of the report. This includes attendance information for the progress report time period as well as cumulative attendance information. Attendance information includes scheduled hours, hours attended, hours absent, and attendance percentages.

TEST AVERAGE: Each subject's grade is averaged together to get the Test Average.

ATTENDANCE AVERAGE: The percentage Attended for that progress report period is listed. Any student with attendance less than 70% will receive an attendance grade of 70.

COURSE AVERAGE: The test average is multiplied by 85%. The attendance average is multiplied by 15%. These two numbers are added together to get the Course Average by subject.

POLICY FOR ABSENCES

RULES CONCERNING CALLING IN TO REPORT AN ABSENCE

Northwest Educational Center policy requires that all students must call into the school daily to report when they will be absent from school. Because we are serious about enforcing this policy, we have implemented the following policy for students who fail to call in.

Failure to call in to report an absence on a daily basis will result in the following:

1st offense: Verbal Warning

2nd offense: Written Counseling

3rd offense: 1 Day Suspension

4th offense: Termination

RULES CONCERNING AFTER SCHOOL SESSION FOR ABSENCES

Students who are absent from school must attend a MANDATORY 15 minute counseling session after school from 2:30 to 2:45 PM the day following the absence.

During this session, all students must write a short essay explaining why they were absent and the steps they are taking to prevent the absence from re-occurring.

Failure to attend this MANDATORY session will result in the following action:

1st offense: Counseling & Write Up

2nd offense: 1 Day Suspension

3rd offense: Termination

REFUND POLICY FOR TITLE IV PELL GRANT RECIPIENTS

If a student has received Title IV Federal Aid withdraws from school, The Center will complete both a Federal Refund Calculation and a State Refund Calculation. The Center will calculate the refund amount based on Federal Guidelines. The Center will compare the two refund amounts and will refund the larger of the two calculations.

Up through the 60% point in each payment period, a pro-rated schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. For a student who withdraws after the 60% point in the payment period, there are no unearned funds.

When a refund of Title IV Funds is required, The Center will return the amount of Title IV funds as soon as possible but no later than 45 days after it determines that the student withdrew from the program.

POST WITHDRAWAL DISBURSEMENT POLICY

If a student who has withdrawn from school receives less Federal Aid than the amount earned, The Center must offer a disbursement of the earned aid that was not received. The Center must have received and processed a valid Student Aid Report or Institutional Student Information Record with an official expected family contribution prior to the student's withdrawal. The Center must make the post-withdrawal disbursement within 120 days of the date the student withdrew from school. The amount of the post-withdrawal disbursement is determined by following the requirements for calculating earned Federal aid.

The Center will credit the student's account with post-withdrawal disbursement funds without the student's permission to cover current charges for tuition and fees. However, The Center must obtain a student's authorization to credit their account with grant funds for other charges. If The Center determines that a student due a post-withdrawal disbursement of Title IV grant funds has no outstanding charges on his or her account, The Center must notify the student in writing within 30 calendar day after the withdrawal date that the grant funds are available. The Center will include on this notice the source, type, and amount of the grant funds. In addition, The Center will inform the student that he or she may reject the funds or accept all or just a portion of the funds. The Center will document and maintain in the students file both the results of the notification process and the final determination concerning the post withdrawal disbursement.

NOTICE OF SANITATION

Please help us maintain clean and sanitary classrooms, break rooms, and restrooms. We clean the school daily, but we rely on students to help us keep the facility clean. We cannot follow each individual student to monitor cleanliness. Everyone must clean up after themselves and leave the rooms clean for the next students. If you see a mess or a spill, please report it to the office or counselor so they may notify the custodian.

BREAK ROOM

Students should dispose of any personal trash after using the break room. If you spill food or drink, you must clean it up. The sink in the break room DOES NOT have a disposal. Do not put food into this sink. Scrape any food from the container into the garbage can prior to washing the container. When using the microwave, clean up any spill or splatter. If needed, cover your food with a paper towel to prevent splatters on the inside of the microwave. Please do not put any metal objects inside of the microwave, such as aluminum foil, metal forks or spoons, metal bowls etc. Any food or drinks left in the refrigerator overnight will be thrown away along with the container. Do not leave opened drinks in the refrigerator or on the refrigerator door.

CLASSROOMS

Eating and drinking is not allowed in ANY classrooms. Students should limit any eating and drinking to the break room or outside the facility. Students should dispose of any food or drink containers in the break room garbage cans prior to going to class. Classroom garbage cans should be used for paper trash not food and drink trash. Students should remove all personal items from the classroom at the end of the class period. If you make a mess, please clean it up. Do not write or carve on the tables, desks, or walls of the classroom. Do not put gum under the tables or chairs. Do not lean against or place your feet on the walls.

MEDICAL & PHARMACY LABS/CLASSES

Biohazard Safety Regulations prohibit any food or drinks in the laboratories. Students found eating or drinking in the laboratories are subject to suspension. ALL infectious waste must be disposed of properly. This includes placing the infectious waste in the proper disposal containers to be picked up by the waste disposal agency. Infectious waste includes any item that contains blood or infectious material. The instructor will guide you on what is and is not considered infectious waste. Always follow proper safety regulations to ensure your safety. Failure to follow regulations may result in suspension or termination of enrollment.

RESTROOMS

Throw only toilet paper into the commodes. Do not throw toilet paper or other types of paper in the urinals. Use a normal amount of toilet tissue. Using too much paper will clog the toilet. If you must use more than a normal amount of paper, flush the toilet midway through so that the paper goes down in two flushes. Wrap sanitary items such as Kotex, tampons, etc. in toilet tissue and throw in the garbage can located with each stall. Do not throw these items or paper towels in the toilet as this will clog up the toilet. If you drip or leave fluids on the toilet seat, you must wipe up after yourself. Do not leave paper on the sink area or the floor. If you splash water around the sink area, wipe it up.

If any portion of the school needs immediate cleaning, please inform the front office staff or the counselor who will direct the custodian to that area for cleaning.

ANNUAL SECURITY REPORT

A full detailed copy of Northwest Educational Centers Annual Security Report is available upon request to any student, potential student, or interested party. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. You may request a paper copy of the full report at no charge from the school's front office.

Provided below is a portion of the Annual Security Report's information. This includes three years' worth of statistics for certain types of crimes that were reported to have occurred on campus.

| OFFENSE | 2021 | 2022 | 2023 |
|---|-------------|-------------|-------------|
| MURDER / NON-NEGLIGENT MANSLAUGHTER | | | |
| NEGLIGENT MANSLAUGHTER | | | |
| SEX OFFENSES: FORCIBLE | | | |
| SEX OFFENSES: NON – FORCIBLE | | | |
| ROBBERY | | | |
| AGGRAVATED ASSAULT | | | |
| BURGLARY | | | |
| MOTOR VEHICLE THEFT | | | |
| ARSON | | | |
| ARRESTS: WEAPONS, CARRYING, POSSESSION, ETC. | | | |
| DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS | | | |
| HATE CRIMES | | | |
| DOMESTIC VIOLENCE | | | |
| DATING VIOLENCE | | | |
| STALKING | | | |