



STUDENT CATALOG

10001 LAKEFOREST BLVD. #400
NEW ORLEANS La., 70127 (504)245-7855
www.washingtonacademyofbarberingandarts.com

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FERPA(FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)
SCHOOL STANDARDS/RULES AND REGULATIONS

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Washington Academy of Barbering & Arts
10001 Lake Forest Blvd. 400
New Orleans La., 70127
(504)245-7855

State Agencies

Licensed By: State of Louisiana Board of Barber Examiners

4626 Jamestown Ave. Ste. 1

Baton Rouge La, 70898-4029

NACCAS: The school has applied for Initial Accreditation

(as presently published on the NACCAS website)

(National Accrediting Commission of Career Arts & Sciences)

3015 Colvin Street Alexandria, VA 22314

703-600-7600

Administrative Staff

Rebecca Washington President/Instructor/Public Relations/Director of Admissions

Revised January 1, 2025

All programs are taught in the English Language.

In addition, the school catalog and enrollment agreement is published in English too.

WELCOME

Dear (Barber/Instructor Trainee School Student),

On behalf of the staff and administration at Washington Academy of Barbering and Arts, we welcome you to our Academy. We would like you to know that whatever your goal, you will find Washington Academy of Barbering and Arts to be a great choice in this industry.

We maintain a commitment to excellence in its programs. So, in choosing Washington Academy, you have, indeed, chosen one of the best. We will continue to provide you with educational opportunities and services that merit such prestige. We challenge you to take advantage of all the valuable programs available to you and wish you success as you work toward your licensure.

Sincerely,



Rebecca L. Washington
PRESIDENT

Mission Statement

Our mission is to provide a comprehensive educational experience, which will promote meaningful life skills to individuals, focusing on financial literacy, community partnerships, building rapport and building strong interpersonal skills.

We provide an energetic, safe, and supportive environment with quality instruction for our students. It helps facilitate the knowledge, skills, and confidence necessary to attain success and assist our graduates in securing gainful employment in their field allowing them to be reliable and responsible contributing entrepreneurs to society.

ADDITIONS & AMENDMENTS

Additions and amendments to this catalog will be changed or added with prior notice. These changes will be announced during class, posted on the bulletin board and on the website. Questions about any policies, procedures, professional commitments, or the entire contents of this catalog should be directed to school associates. All students are expected to be aware of the entire contents of this catalog and to follow each as outlined throughout this catalog. To promote and maintain the professional atmosphere, we ask that any problem's be taken to the instructor(s) or school official(s), rather than discussing with another student. Other students do not have the authority to comment on or interpret the information within this catalog.

LANGUAGE USED

All programs are taught in English. In addition, the school catalog and Enrollment Agreement are published in English.

FACILITIES AND EQUIPMENT

Our educational institution includes classrooms, shampoo room (dispensary), offices and modern clinic laboratory in which the students practice "hands on" customer service. Washington Academy of Barbering and Arts occupies approximately 2400 square feet of space, inside of a plaza style building on the 4th floor and it is divided into 03 Administrative Offices, 02 Classrooms, 01 shampoo room, 01 Storage Room, 01 Break Area and Clinic Floor. The school is centrally air-conditioned and heated to provide a comfortable learning environment. It is handicap accessible with public bus transportation and public restrooms in which you need a key to enter.

OWNERSHIP

Washington Academy of Barbering & Arts is owned by Washington Academy of Barbering & Arts L.L.C. The president and Chief Executive Officer is Rebecca Washington.

NEW START DATES

Washington Academy of Barbering & Arts has a continuous enrollment policy with new classes starting on Tuesdays. This means that students can enroll/apply anytime during the year, because instruction occurs in teaching modules. **Orientations are on the Monday before a student starts.** (USUALLY)

COURSES

Barbering Course

The barber course of study is designed to prepare students for the state licensing examination and for entry-level employment in the barber industry. The knowledge and skills obtained will prepare you for work in a full-service salon, or barbershop, as a Stylist, Barber, shop manager or shop owner etc.

Instructor Training Course

The instructor training course is designed to prepare master barbers for the state licensing examination for a profitable employment as a barber instructor/ teacher. Requirements: High School Diploma or GED Certificate and Licensed as a Barber Requirements:

ENROLLMENT REQUIREMENTS

- All students are required to attend an entrance interview/orientation at the school. This is by appointments only. Call school (504)245-7855
- All students are required to provide documentation needed for a complete file and must submit all documentation before beginning class unless authorized by personnel.
- All students are required to provide proof of name change if applicable.
- All students must be 17 years of age or older with a high school diploma/transcript.
- Pay \$100 application fee

ADMISSIONS

ADMISSIONS REQUIREMENTS

The school requires that each student enrolling in the **Barber** or **Instructor Training** programs

must:

- Provide a copy of a current government issued photo ID
- Provide a copy of a current social security card
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.
- Pay application fee of \$100 (non-refundable) **Once a student is accepted into the institution he/she must then pay a registration fee of \$175.00 and a Barber Board Registration Fee of \$90.00**
- **Instructor training applicants must meet all the above requirements and hold a current license as a practitioner in barbering.**

The school does not discriminate in its employment, admissions, instruction or graduation policies on the basis of sex, age, race, color, religion, sexual orientation or ethnic origin, nor does it recruit students already attending or admitted to another school offering similar programs of study.

The institution does not accept Ability-to-Benefit students.

Should an enrolling student provide a foreign high school diploma, the prospective student must provide a verification that the diploma is the equivalent of a U.S high school diploma by submitting an outside agency that is qualified to translate into English and confirm academic equivalence. If he/she cannot provide proof from another source of authenticity, then this certificate cannot be accepted as official proof of high school education.

TRANSFER/RE-ENTR POLICY

Washington Academy of Barbering and Arts accepts students from other barber schools. Interested students must go through orientation based on admission requirements and the rules of the institution. Transfer students will be given hours for training completed in the previous institution, provided that such training has been approved with a grade average no lower than 70% (2.0 = C) and that institution is approved by the Louisiana Board of Barber Examiners and/or a federal agency that accredits barber schools. The hours transferred will also count as attempted and completed for determining when the allowable maximum time frame for course completion has been exhausted. However, satisfactory academic progress will be based on clock hours completed within our institution. The school does not guarantee the transferability of its credits to any other institution unless it has a written agreement on file of current acceptability of such credits from other institutions. Students transferring in or re-entering the school will be given credit for a documented official transcript of hours in accordance with the regulations of the State Board. Credit will be given for all legally acquired hours of previous training as certified by the State Board or school from which transfer occurs. Transfer-in and/or re-entry students may be required to purchase the books, equipment, and supplies necessary to complete the course of study. The school only accepts transfer hours into the Barbering Program.

TRANSFER/RE-ENTRY IN POLICY

A maximum of 750 clock hours of transfer hours from other colleges will be accepted. The school reserves the right to recommend to an applicant with previous clock hours, enrollment into the full program. The frequency of evaluations(to be completed within 7 school business days ensures that students have had at least one evaluation by midpoint in the academic year or course and/or program, whichever comes first.

A student who has withdrawn officially or unofficially will re-enter the school under the following conditions:

1. Students will enroll with the same satisfactory academic progress status as at the time of withdrawal progress status as at the time of withdrawal;
2. Students must re-enroll within 1 year of their withdrawal date to continue at the point (in hours)no leaving the program. Student hours are only valid for a year;
3. For students who re-enter within 6 months from the time of withdrawal all tuition payments made, and the remaining balance will be honored;
4. If approved for re-entry after 6 months from the time of withdrawal, the student will be charged for the remaining clock hours at the current hourly rate for the program of study, plus the registration fee, and a new enrollment agreement must be completed. A student, who re-enters more than 6 months after the original withdrawal date, may be evaluated scholastically in the same manner as a transfer student to determine class level assignment;
5. Students who were terminated by the school for violations of any of the policies may not be accepted back for re-enrollment, unless mitigating circumstances apply.

NON-DISCRIMINATION POLICY

As an equal opportunity barber school, the school does not discriminate in it's employment, admissions, instruction, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap, or ethnic origin. A STUDENT MAY BE TERMMINATED if they show any signs of discrimination to faculty, staff, clients or any other students. The school does not recruit students already attending or admitted to another school offering a similar program of study.

SEXUAL HARRASSMENT POLICY

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal. Sexual harassment is illegal and will not be tolerates. WABA is committed to providing a learning environment that is free from unlawful harassment and that is in compliance with our company policy. Washington Academy of Barbering & Arts' sexual harassment policy focuses on prevention and encourages individuals to report prohibited behavior and insures a commitment on the part of the school to take prompt and effective disciplinary action against any individual who violates it. While a consensual sexual relationship between an employee and a student is not considered sexual harassment, it is prohibited. All employees and students are required to comply with this policy.

HOLIDAYS

MARDI GRAS
MARTIN LUTHER KING DAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
JUNETEENTH
THANKSGIVING DAY
CHRISTMAS DAY
NEW YEARS EVE
NEW YEARS DAY

SCHOOL CLOSINGS

Unexpected school closings will be reported to students by 7:00 am for the day. Students will be notified by school officials in the event of inclement weather and will receive updates via phone messages/text.

ADVISING SERVICES

The academy provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Advising sessions are held on an as needed basis, however, students requiring additional, or emergency advising are encouraged to contact their assigned advisor for an appointment.

EMPLOYMENT ASSISTANCE

The school will not make any guarantees of employment or salary upon graduation. The school will provide placement assistance which will consist of identifying employment opportunities and advising on appropriate means of attempting to realize these opportunities. Job openings are posted on the school bulletin board.

OFFICE HOURS

Washington Academy of Barbering & Arts is open 8:00-4:00 P.M(T-F) Sat. 7:00 A.M-1:00 P.M (when night class is in session)T,W,F 5:00 P.M-10:00 P.M. SATURDAY CLASS IS MANDATORY FOR BOTH DAY AND NIGHT CLASSES.(UNLESS AUTHORIZED WITH PERSONNEL)

FACULTY AND STAFF

President/Chief Executive/Public Relations/Director of Admissions/School Director/InstructorRebecca Washington

ATTENDANCE POLICY

If a student does not maintain the minimum 67% of completed hours, student will be placed on attendance probation at the end of each module. If during the probationary period student does not clock the minimum hours of 67% of their scheduled hours, it is possible the student can/will be terminated.

ABSENTEE POLICY

If a student is going to be absent, he/she will need to call the school to notify and SPEAK to an associate before the scheduled class begins for the day. **Failure to notify the school of absence and failure to SPEAK to an associate before class begins may result in a one day suspension.** A report of the absence will be accepted from the student or his/her immediate family. If hours are completed and student plans to complete other graduation requirements, the student is required to attend his/her regular schedule.

NOTE-SUSPENSIONS DO COUNT AS AN ABSENCE, SO EXCESSIVE ABSENCES COULD RESULT IN A STUDENT ATTENDING BEYOND HIS/HER ENROLLMENT AGREEMENT (CONTRACTING DATE, WHICH COULD COST HIM/HER ADDITIONAL MONEY(SEE COST OF COURSE INFORMATION

A STUDENT IS A STUDENT UNTIL ALL GRADUATION REQUIREMENTS ARE MET. ONE MAY NOT ATTEND UNTIL ALL FINANCIAL OBLIGATIONS ARE MET. See catalog and Enrollment Agreement for attendance/termination information.

MAKE UP HOURS POLICY

Students are expected to be in school during their scheduled time as indicated in the Enrollment Agreement and must successfully complete all required hours of training. Occasionally students may find themselves in a position where they were unable to attend during their scheduled hours and have to reconcile hours that were missed. Students can reconcile time missed either before or after their scheduled hours of attendance. **Students will only be given credit for reconciled time if they are receiving instructor provided training, instructor supervised lab, clinic client services or clinic exercises or working on a mannequin.** All reconciled time must be certified by an instructor, or credit will not be awarded. Days and hours for reconciliation are available based on the availability of an educator. **Students reconciling hours must be in compliance with the uniform dress code policy and have their names on the roll as if it's a normal school day.**

TIME CLOCK POLICY/PROCEDURE

Recording time is a requirement for all federal, state and local agencies. Unless the student **clocks-in/ and sign in** the hours for that day will not be credited to the student's accumulated hours. Students are not considered legally in school if not clocked or signed in. **Until the student clocks-in and sign in , the student will not receive any credit for his/her hours.**

1. Students must clock-in and sign in upon arrival and not leave the building.
2. Students must be clocked in for class and out for lunch or when leaving for the day or night.
3. Students not clocking in when getting to class on time will be considered tardy and those hours or minutes can count against them in the future.

TARDY/LEAVE EARLY POLICY

If a student isn't in class by 9:30 A.M. (day class)/6:30P.M (night class) he/she may not clock in for the day. If a student is going to leave early, he/she must notify the educator at the commencement of class. If leaving early changes the students' schedule, then an addendum must be made to the enrollment agreement. **A student must be in the classroom when class is scheduled to begin before and after lunch or he/she may be suspended for the rest of the day.**

BREAK/LUNCH POLICY

Students are allowed an hour break for lunch. Lunch is at noon however, if a student is cutting clients, he/she is allowed to take an hour lunch once finished. When students are not on break, lunch, or have a client, **they must be performing skills on a mannequin, watching an instructor demonstrate, working on student workbook, bookwork, projects, watching videos pertaining to their subject or reading barbering related materials. STUDENTS ARE NEVER TO BE DOING NOTHING WHILE IN SCHOOL.** No one is permitted in the break room unless on a scheduled break or lunch. Student's MUST clock in and out for lunch with the receptionist and/or his/her educator. Night time students receive two 15 minute breaks.

SANITATIONS FOR STUDENTS

Daily sanitation duties are required of all students during the last 30 minutes of scheduled classes. Sanitation duties will be given to the students by the educator on the clinic floor. School will NOT be dismissed until all sanitations are completed by ALL students.

UNIFORM DRESS CODE POLICY

ALL STUDENTS are required to dress and groom themselves in a manner that portrays the highest standards of the professional beauty industry. These standards will be maintained during all regularly scheduled school hours as well as during off-site educational events. ALL STUDENTS will wear white Washington Academy of Barbering and Arts' uniform shirts given in the student kit or their barber smocks. Solid all black pants/jeans must be worn. **DISTRESSED JEANS ARE PROHIBITED.** No shorts or skirts are to ever be worn under any circumstances. No hats, jewelry, scarves etc. All clothing should fit appropriately and at the discretion of the school associates. Students not meeting all the standards of the professional attire will not be allowed to attend classes. Dirty clothes are not allowed to be worn, including any clothing that is touching the ground. Clean manicured nails, with or without polish can be worn. Please be considerate of others: bathe daily, wear clean undergarments and use proper deodorant. Students will be sent home if not in compliance with the dress code.

BOOKS/EQUIPMENT

Students are responsible for the safekeeping of their personal items, including the barber kit. The school isn't responsible for lost or stolen items. Kit supplies, and textbooks may be changed at the discretion of the school. Additionally, kit supplies, and books may be distributed in intervals, as items are available from the distributor. The **books and equipment are non- refundable as per the Enrollment Agreement.** If a student is absent without notice for 21 days or more he/she will be considered terminated, and his/her books and equipment will become property of the school 30 days thereafter the last date of attendance.

If a student fails to return from an approved leave of absence on the scheduled date of return, as documented on the L.O.A papers, in the student's file, or fails to notify the school concerning this matter, that date serves as the termination date, and his/her books and equipment will become property of the school after 30 days from the scheduled return date.

COURSE OVERVIEW

BARBERING

The barbering course of study is designed to prepare students for the state licensing examination and for entry-level employment in the barber industry. The knowledge and skills obtained will prepare you for work in a full-service salon, or barbershop, as a Stylist, Barber, shop manager or shop owner. Our course provides 1500 hours of education over a period of 52 weeks or more depending on student's schedule. The full-time course is 11.25 months at 34 hours a week, and the part time course is 17 months at 21 hours a week. A student's actual start and ending date is calculated accordingly on the Enrollment Agreement.

Instructional methods used to teach the Barber Program is Milady's Standard Barber book 6th Edition, Exam Review 6th Edition, workbook, TV's, Magazines, projector screen, clinic floor, etc. The sequence of units depends on start date and rotation of units. Units covered are as follows: **(THEORY)**

History of Barbering and The Professional Image (75 hrs.)

Student will learn the history of barbering, Louisiana State Laws, rules and regulations, ethics, personal and professional qualities required by the student and successful barber/stylist

Sanitation, Bacteriology, Safety and Precautions Associated with Tools, Equipment and Supplies (45 hrs.)

Student will study types of related bacteriology and communicable diseases. It includes identification and use of tools, implements and supplies, as well as methods of cleaning, sanitizing and safety precautions of the tools, implements, supplies and station/shop.

Mens/Women's Basic Haircutting/Styling(60 hrs.)

Student will identify and discuss basic haircuts and styles and factors to be considered to determine an appropriate hairstyle.

Discuss/demonstrate the theory of the art of cutting and styling men's and women's hair using fundamental principles of the tapered haircut/styling while considering various facial shapes. Discuss and demonstrate the proper handling of tools for tapering techniques. Perform basic men's and women's hair cutting/styling procedures including side and back tapers

Shaving, Mustaches and Beards (30 hrs.)

Identify the object of shaving, related terminology and definitions, equipment and supplies and sanitation precautions or procedures.

Discuss facial hair, the different types and the effect each might have on the shaving procedure. Explain/demonstrate the areas to be shaved and the theory of standard razor strokes.

· Discuss/demonstrate the fundamental shaving procedure.

Discuss/demonstrate different beard and mustache styles and trimming techniques.

Electricity, Light Therapy and Safety(15 hrs.)

Describe the common types of electrical currents and equipment used, as well as the associated procedures, benefits and required safety precautions.

Discuss the types, uses and safety precautions of light therapy.

Chemistry (30 hrs.)

Introduce briefly the nature, structure, properties and changes of matter, elements and compounds and their relationship to barbering/styling.

Anatomy and Physiology(45 hrs.)

Summarize the structures and functions of the organs and systems of the human body. Discuss the structure, functions and disorders of the body systems related to barbering/styling skills with emphasis on the bones, nerves and muscles of the head, scalp, hair, skin, face and hormones affecting these area.

Introduce related disorders, treatments and communicable diseases.

Facial Massage and Treatments (45 hrs.)

Review of the bones, nerves, muscles of the head, face and neck and study of motor points related to facial massage manipulations and procedures.

Demonstration of equipment and supplies used for complete facials and other types of facials. Demonstration of procedural steps and techniques for giving facial massage manipulations and treatments. Discussion of treatment theories associated with certain disorders

Properties/Disorders/Treatment of skin, Scalp and Hair (45 hrs.)

Discuss, review and analyze skin, scalp and hair according to structure and function. Identify/ review disorders/diseases determining appropriate recommendations to the patron. Present shampoos, rinses, -conditioners, other hair products and modes of scalp and hair treatments to be explored in order to meet the patron's individual needs. Demonstrate shampooing, the techniques and products used.

Permanent Waving/Chemical Hair Relaxing (60 hrs.)

Discuss the principal actions and purposes of permanent waving, soft and curl permanents and chemical hair relaxing of the hair.

Explain rods, solutions and their properties, different types of perms and relaxers, the perm or relaxer selection, related terminology and definitions. Review analysis of hair and scalp, pre-perm or pre-relaxer and patron preparation and post-perm or relaxer procedures. Explain dangers and precautions associated with the solutions used.

Men's Hairpieces (30 Hrs.)

Discuss the types of hairpieces, including construction details, measuring and fitting the patron, applying, trimming/styling, coloring and appropriate care and cleaning.

Career Readiness and Job Seeking (15 hrs.)

Discuss how students learn to identify and perform skills necessary to make immediate and future decisions concerning job choices and education growth.

Barber/Styling Shop Management and Sales (60 hrs.)

Discuss management of the shop according to the Louisiana State Board of Barber Examiners rules and regulations. Provide information on business principles, sales, management techniques/functions as well as requirements for opening, maintaining or working in a shop.

Hair Coloring (60 hrs.)

Discuss the definition, laws of color and principles of hair coloring, lightening and the classifications and solutions related to hair color and safety precautions and procedures.

State Barber Board Review(45 hrs.)

Review of theory in preparation for taking the State written examination for license.

PRACTICAL

Sanitation, Bacteriology, Safety with Tools, Implements and Equipment(30 hrs)

Student performance is the emphasis of this course which includes safety and methods of cleaning and sanitizing, as well as identification, proper handling and care of tools, implements, equipment and supplies. The student will correctly demonstrate usage of tools, implements, equipment, supplies and other items utilized in the school based barber/styling shop.

Barber /Styling(Men and Women's Basic Haircutting/Styling 160 hrs.)Shaving, Mustache and Beard Trimming 20 hrs.)(TOTAL180 hrs)

Performance of basic men's and women's haircutting/styling and facial and neck shaving, as well as mustache and beard trimming techniques with manikins and in the school based barber/ styling shop.

Facial Massage Treatment & Treatment of Scalp and Hair (Facial Massage/Treatment10 Hrs.)(Treatment of Hair and Scalp 80 Hrs.) (90 Total)

Perform facial massage manipulations, procedures and treatments as well scalp and hair treatments with manikins and in the school-based barber/styling area.

Permanent Waving/Chemical Hair Relaxing (90 hrs.)

Performance of permanent waving, chemical hair relaxing and soft curl permanent waving procedures with manikins and in the school based barber/ styling shop with emphasis on the appropriate safety precautions.

Barbering/Styling (Hairpieces 10 hrs.) (Advanced Hair Cutting/Styling(200 hrs.) (210 hrs. Total)

Performance of the selection, ordering, measuring, fitting, trimming/styling, applying, removing, cleaning, coloring, reconditioning and general care procedures of hairpieces. Performance of men and women's basic and advanced haircutting/styling.

Hair Coloring (60 hrs.)

Performance of hair coloring and lightening procedures (before and after), preparations and safety precautions.

State Barber Review Practical (180 hrs.)

Comprehensive practical review in men's and women's haircutting/styling and permanent waving, chemical hair relaxing, soft curl perms and coloring in preparation for taking the state practical examination for license.

GRADING SCALE

A=90-100 EXCELLENT B =80-89 GOOD C=70-79 SATISFACTORY D=60-69 BELOW SATISFACTORY F=0-59 FAIL

INSTRUCTOR TRAINING COURSE

The barber instructor course is designed to prepare master barbers for the state licensing examination for a profitable employment as a barber instructor, school director/administrator, Trainer, Salon Manager, Salon/Spa/School Owner, Industry writer, Research Specialist, Product Analyst, State Board Inspector, or Platform Artist. Requirements: High School Diploma or GED Certificate and Licensed as a Barber. This Barber Instructor program instructs the student in the following: curriculum development, lesson planning, teaching methods, classroom management teacher-student relationships, and testing evaluation.

Instructional methods used to teach the Barber Training Program is Milady's Standard Barber book 4th Edition Master Educator, Exam Review 4th Edition, workbook, Tv's, Magazines, projector screen, clinic floor, etc. The sequence of units depends on start date and rotation of units. Units covered are (THEORY)The 500 hour Training Course Requirements is as follows:

Instructional methods used to teach the Instructor program are Milady Standard Instructor 4th Edition, Exam Review, workbook, Tv's, Magazines, projector screen, clinic floor, etc.

Class Room Training in the science of teaching(110 hrs.)
Teaching assistance and observation (180 hrs.)

Performance and Demonstration(50 hrs.)
Supervised practice Teaching(160 hrs.)

TEST

All test practical or theoretical(theory)must be passed with a 70% or better or student WILL HAVE TO RETAKE.

GRADING POLICY

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily, and the theory determines test scores. Students are evaluated on the following grade scale:

<u>Grade Scale</u>		
<u>A</u>	<u>100-90</u>	<u>EXCELLENT</u>
<u>B</u>	<u>89-80</u>	<u>GOOD</u>
<u>C</u>	<u>79-70</u>	<u>SATISFACTORY</u>
<u>D</u>	<u>69-60</u>	<u>BELOW SATISFACTORY</u>
<u>F</u>	<u>59-0</u>	<u>FAILING</u>

MOCK BOARD

ALL FINACIAL OBLIGATIONS MUST BE PAID IN FULL BEFORE TAKING THE MOCK BOARD TEST. Upon completion of the course of study ALL students will administer a mock board. A mock board is to help each individual student have an early inclination of what it feels like to take a board test before the actual test with their instructor. It also helps the student prepare for the test correctly. A student CAN NOT complete the course without the mock board therefore he/she won't be able to take board test. Normally the Mock Board is the last test the student will take at the school. Mock testing can ONLY be taken upon completion of ALL other work at the students discretion. The mock board is MANDATORY to take and pass before the student goes to board. The student's first attempt at the mock board is free however if the student fails it after the first time taking it, or miss it after being scheduled to take it they will be charged \$65.00 each time to take it thereafter.

EXCUSED & UNEXCUSED ABCENCES

If the student cannot attend class, or will be late the student should TEXT/CALL e school. Dr. appointments, jury duty, extenuating circumstances, etc. will require a note to be excused. In case of an absence, the student should obtain the material covered in class through classmates or instructor to keep up with the progress of the program. If student doesn't notify the school or the administrator it will result in a 1 day suspension. Absences or tardiness can become makeup hours. Excessive absences or tardiness may result in extra cost to student and/or dismissal from the program. Suspensions do count as an absence, so excessive absences could result in a student attending beyond his/her enrollment agreement (contract) ending date, which could cost him/her additional money. A student is a student until all graduation requirements are met. Therefore, a student will attend his/her regularly scheduled hours per enrollment agreement until all graduation requirements are met. ONE CANNOT GRADUATE UNTIL ALL FINANCIAL OBLIGATIONS ARE MET. Absences or Tardiness will become mandatory make-up hours.

GRADUATION REQUIREMENTS AND CERTIFICATE

Will grant a certificate of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school and successfully completed the mock board.

OPPOURTUNITIES IN OCCUPATIONS IN BARBERING AND INSTRUCTOR TRAINING

In today's appearance service market, making a career choice is a very serious undertaking. We, at Washington Academy of Barbering & Arts , feel that we can help students make the right choice. Barbering occupations available are barber and barbershop owner/manager, barbering sales and much more. A career as a Instructor gives the opportunity to become a platform artist, a professional educator, a product technician, etc.

SMOKING POLICY

Washington Academy of Barbering & Arts is a 'SMOKE FREE ENVIRONMENT". During breaks and lunch periods, students can smoke outside the school building in designated smoking areas. Smoking odor can be offensive to some, so fragrance spray should be used on coats and clothes.

STUDENT AS A CLIENT

A student can become a client as long as other clients aren't waiting. If a client is waiting and there aren't any other students who can cut said client, student must get out of the chair even if haircut is not t finish and may resume after all clients are done.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluation periods:

<u>BARBERING</u>	<u>INSTRUCTOR TRAINING</u>
450 actual hours or 14 weeks (FT)/(PT)22WEEKS	250 actual hours or 8 weeks(FT)(PT)12 WEEKS
900 actual hours or 27 weeks (FT)/(PT)43 WEEKS	500 actual hours or 15 weeks(FT)(PT)24 WEEKS
1200 actual hours or 36 weeks (FT)/(PT)58 WEEKS	
1500 actual hours or 45 weeks (FT)/(PT)72WEEKS	

STUDENT SERVICING CLIENT POLICY

Student barbers will begin to service clients at 150 hours of attendance. The school is structured to develop knowledge and skills within a student to make he/she employable and to achieve a financially rewarding career. Training a student to merely pass a state board exam is secondary to our school's objectives. Students will get a ticket from the front office for clients who have paid to receive a haircut. This ticket is to keep count for the students 200 haircuts needed to complete the program.

FIREARM/THEFT/CHEATING POLICY

WABA is committed to a safe and secure environment in which to conduct educational activities for its students, faculty, employees, and visitors. Accordingly, possession, transfer, sale, or use of weapons (e.g., firearms, knives, etc.) within school the building or at school events is prohibited by any person other than by authorized law enforcement or authorized military personnel. This prohibition applies to individuals who have been issued a conceal weapons permit from the state of La. Students violating this policy may be subject to disciplinary action, up to and including, dismissal from the program. Students who are observed violating the policy may be referred to appropriate law enforcement agencies. Violations of this policy should immediately report the matter to a school official.

Neither proven theft nor proven cheating by students will be tolerated at Washington Academy of Barbering & Arts. The school reserves the right to search all school lockers. All personal items are to be kept in locked lockers.

FIRE SAFETY

Washington Academy of Barbering & Arts will conduct periodic fire drills. There have been no fire related incidents, accidents or deaths in the schools history.

FIRST AID SUPPLIES/LOCATIONS

The front office /storage room is equipped with a first aid kit.

LOCKER POLICY

Students will be issued a locker upon admission. Each student is responsible for obtaining a combination lock for his/her locker that has been issued to him/her. The combination must be kept in the student's file in the office.

NOTE* The school has a right to search all college lockers on premises

PARKING POLICY

Students are allowed to park anywhere in the parking lot with the exception of handicapped parking unless student has a placard card.

CHANGE OF PERSONAL INFORMATION

Students must notify school personnel in the office of any changes of name, address, or telephone number(s).

PROFESSIONAL COMMITMENTS

The purpose of professional commitments is to comply with the State of Louisiana Board of Barber Examiners to maintain the high standards of our school and to promote professional and marketable qualities in our students. The following is a list of professional commitments (do's and Don'ts):

These are a set of commitment that will be enforced from the day the student begins training until the day he/she graduates. The school does not deduct hours from a student's official record for any reason. Deductions are not used for disciplinary actions.

1. Students are not allowed to refuse reservations/appointments/performing barber services on clients.
2. Dismissal is allowed for the day or evening as soon as all sanitations have been satisfactorily completed and the instructors have checked them.
3. Phone messages for students will be taken by the receptionist and /or instructor and given to the students.
4. Absolutely no gum chewing is allowed by students during school hours inside the school.
5. Absolutely no profanity of any sort is permitted on school premises. If your client is using profanity we ask that you please correct them.
6. Shoes must be kept on during class and kept off chairs, tables, and walls.
7. No card playing, sewing, or reading non related books or magazines allowed in the school. Hair and Fashion related materials are allowed.
8. ALL food and drinks should be kept in the break/lunchroom, never in the classroom.
9. Students are not allowed in the break/lunchroom UNLESS ON BREAK/LUNCH
10. Students are never allowed to yell in the school at anyone or for anything except of course as a warning or emergency.
11. Equipment/Supplies are the personal responsibility of the student. Sanitary procedures must be followed very closely in the disinfecting of all equipment in kit. If student lose something, it is the students' responsibility to find it or replace it with another identical item that the school has for sale to students or buy on own. The school is not responsible for stolen or lost items.
12. Sanitations are performed during the last half an hour of the day and/or evening schedules. Each student will have a sanitation duty along with cleaning their stations on top and around.
13. ALL areas of the entire school are to be kept clean, neat and orderly during the day and the evening.
14. Practice areas of the school are used for mannequin practice, practical work, or final exams unless otherwise directed by the instructor.
15. ALL personal belongings are locked in the student lockers. Student coats can be hung on provided coat racks on the clinic floor.
16. Please remove all unwanted food from the refrigerator as it will be disposed of at the end of the day.
17. Students who may have to leave earlier than regular dismissal, must notify the instructor of the time he/she may have to leave. Students must clock out at that time.
18. Students will not disrupt class.
19. Absolutely no student is allowed in any office unless instructed to do so . It is for the assigned student's own protection in case items come up missing.
20. No soliciting/selling of outside raffle tickets, Avon or related products unless it pertains to the industry (barber battles, school fundraiser etc.)
21. The school reserves the right to make class assignments and to reschedule assignments when necessary.
22. Students are responsible for all work missed during their absence. It is necessary to reschedule and complete all work missed. (See make up test)
23. Students are responsible for keeping their workstations clean and orderly. Consideration is always to be shown for instructional material and school property.
24. Any student that receives a termination notice must leave the school immediately.
25. We reserve the right to suspend and/or terminate immediately any students from the school for:
 - a. Insubordination
 - b. Excessive tardiness/absences
 - c. Non payment of cost of course
 - d. Gossiping, causing discord, or in any way disrupting classes

- e. Refusing clients
 - f. Foul language
 - g. Use, distribution or sale of drugs(PROVEN)
 - h. Student under the influence of alcoholic beverages or non-prescribed drugs; or students caught drinking alcohol anywhere in the school before, during or after hours(PROVEN)possession of alcohol
 - i. Forging educator's signature(PROVEN)
 - j. Cheating (PROVEN)
 - k. Physical violence of any matter
 - l. Stealing
 - m. Any other infractions not listed above but are part of the policies and procedures as updated by school.
38. Student can take phone calls OUTSIDE of classroom.
39. If a student has completed his/her required hours and has skills to complete, the student can make up skills with the required instructor at either evening or day class.
40. Absolutely zero tolerance of student drama.
41. Absolutely zero tolerance for less than perfect appearance.

STUDENT CONDUCT

All students must conform to federal, state, and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and /or drugs on school property are considered grounds for immediate dismissal/termination. The school Reserves the right to suspend, dismiss or terminate any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

SUSPENSIONS

Suspensions are issued to a student by the instructor in the case of a student not being in compliance with the professional commitments(do's & Dont's) of which he/she has reviewed and have given written acknowledgment that he/she understood. Suspensions are issued following a student/instructor conference concerning the matter. Suspension length is determined by the extremity of the offense and if the student has disobeyed the commitment previously. Suspensions do count as absences according to the school attendance policy. Suspensions do affect the student's S.A.P., and suspensions do not extend the life of the Enrollment Agreement. Accumulation of suspensions could and may result in extra instructional charges to the student if he/she goes beyond the life of the enrollment agreement.(SEE TUITION/EXTRA INSTRUCTIONAL CHARGES) A suspended student is prohibited from attending his/her scheduled classes for any reason during the suspension period. **A Student can be suspended for a day for not calling into school to report being late or absent**

WITHDRAWAL POLICY

A charge of \$150.00 (withdrawals/termination fee) is due from a student once he/she either withdraws voluntarily or is terminated by the school for his/her course of study(See Refund Policy). All students who withdraw must submit documentation to the school in writing, containing the reason(s) for withdrawal/termination. A student may enroll, separate, and re- enroll no more than three(3) times. After the third enrollment, a one year cooling off period is required before the student may return to re-enroll at WABA(See Entry Policy

TERMINATION POLICY

Washington Academy of Barbering and Arts may terminate a student's enrollment for noncompliance with General Policies, the Enrollment Agreement, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school, willful destruction of school property;,non payment of fees, and theft or any legal act ther-of.

REFUND POLICY-NOTICE OF CANCELLATION

This refund policy applies to all terminations for any reason, by either party, including student decision, course/program cancellation, or school closure. For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 45 calender days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund if all monies paid except a non-refundable enrollment fee of \$100.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME SHALL RECEIVE/RETAIN

TOTAL TUITION SCHOOL ENROLLED TO TOTAL COURSE/PROGRAM

0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the student’s last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student’s immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If the course is canceled after a student’s enrollment, and before instruction in the course/program has begun, the school will either provide:

a full refund of all monies paid or completion of the course/program. If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, provide completion of the course, participate in a Teach-Out Agreement or provide a full refund of all monies paid. If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student or participate in a Teach Out Agreement.

Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA continued on page 22)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that that affords parents the right to have access to their children’s education records, to seek to have the records amended, and to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student. Generally, written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows records to be disclosed without consent under the following conditions:

- School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific state law.
- Some LEAs and schools have relied on 17:3914 (H) to adopt policies that allow directory information to be shared unless a parent opts out as per FERPA.

STUDENT RECORDS/PRIVACY ACT/SAFEGUARDING RECORDS

Privacy Act Information–This complies with the Privacy Act

Students may review their records at any time. WASHINGTON ACADEMY OF BARBERING AND ARTS guarantees the rights of students and parent/guardians of dependent minors to access student records by appointment and with supervision and interpretation. No records will be released without written permission from a student and/or parent/guardian of dependent minor.

Information about a student is only released upon receipt of a written consent form from the student, if independent, or a written consent form from his/her parent or guardian if a dependent minor.

Safeguarding Records

All records at the academy are kept in locked, fire-resistant file cabinets. Only school personnel have keys and are permitted to enter these files. The school provides adequate safeguards of records requested by governmental agencies as follows:

1. Written legally authorized requests are required from the agency desiring information.
2. The school protects the privacy rights of students and staff members.
3. The school provides for necessary duplicate records of any information sent out of the school.
4. The school does not publish a student directory containing pertinent information about a student.
5. The school will provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

The school ensures the release of personal information from the student, and/or parent or guardian if the student is a dependent minor, only upon written instruction from the student for each 3rd party request.

The school maintains cumulative education records for each student for a maximum of seven years and financial aid records for five years after graduation or termination of said student.

A copy of the official transcript, including the school seal, will be provided when all financial obligations have been satisfied. A release form must be signed by the student if he/she wants the official transcript sent to another school/agency. Transcripts are kept on school premises in locked, fire-resistant files.

An unofficial transcript will be issued, upon request, if financial obligations have not been met. A \$25.00 fee will be charged to students requesting a second transcript.

GRIEVANCE COMPLAINT/ POLICY AND PROCEDURE

1. Prior to filing a formal grievance, the student should notify any staff member of the situation. If the staff member is unable to resolve the grievance, the student shall notify the school Director. If the School Director is unable to resolve the grievance, the student should then file a formal grievance as stated below.
2. The student should register the grievance in writing on the designated form provided by the institution within 15 days of the date that the act which is the subject of the grievance occurred.
3. The grievance form will be given to the school Director.
4. The grievance will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the grievance. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the grievance.
5. If the grievance is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
6. Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.
7. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the grievance. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has not been involved in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the grievance or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions from all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
8. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

Contact information for the college's regulatory agencies can be found below:

Licensing Agency: ***State of Louisiana Board of Barber Examiners 4626 Jamestown Ave #1 Baton Rouge, La., 70808***

LEAVE OF ABSENCE POLICY AND REQUEST

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing
- The request must include the student's reason for the LOA; and
- The request must include the student signature

The reasons for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the family
- Vacation
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision
- The institution collects the request from the student later; and
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or used by the student. No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days. A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. The Satisfactory Academic Progress Policy is consistently applied to ALL students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the 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. The institution evaluates student' S.A.P at the conclusion of each evaluation period.

Grading Scale

A=100-90 B=89-80 C=79-70 D=69-60 F=59-0

SATISFACTORY ACADEMIC PROGRESS EVALUATIONS

EVALUATION PERIODS

(SAP) Policy Evaluation Period (based on scheduled hours completed) ALL Students (including receiving veteran education benefits)will be evaluated for Satisfactory Academic Progress at 450, 900, 1200 AND 1500 hours for the Barbering Program and at 250 and 500 hours for the Instructor Training Program. Maximum Time Frame Students receiving veteran education benefits of the approved clock hour program need to complete in less than 110% of the total length of the program. In no case are Veteran benefits used past 110% of the total length. The VA will not pay for additional hours, but the veteran student may complete the program using other funding. All programs are on a 900 clock hour academic year and students will receive a hard copy of their satisfactory academic progress at the end of the evaluations Students are evaluated for Satisfactory Academic Progress as follows:

Barbering

450 Clock hrs. (13wks.)FT/22wks.PT 1st Evaluation Period
900 Clock hrs.(27wks.)FT/43wks.PT 2nd Evaluation Period
1200 Clock hrs.(36wks.)FT/58wks.PT 3rd Evaluation Period
1500 Clock hrs.(45wks.)FT/72wks.PT 4th Evaluation Period

Instructor Training

250 hrs.(8wks.)FT./12wks.PT 1st Evaluation Period
500 hrs.(15wks.)FT./24wksPT 2nd Evaluation Period

Evaluation periods are based on scheduled hours completed.

The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program.

The Satisfactory Academic Progress Policy is provided to every student before enrollment.

**Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.*

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog also to ensure that all students receive a copy prior to enrollment. The policy complies with the 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.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation 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 evaluation period, the school will determine if the student has maintained at least 67% 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. Students are required to maintain a minimum of cumulative average of 67% in order to be considered maintaining S.A.P

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below: School will charge additional tuition for hours remaining after the contract ending date at the rate of \$250 per wk. or any part thereof payable in advance until graduation.

<u>COURSE</u>	<u>MAXIMUM TIME ALLOWED</u>	<u>WEEKS SCHEDULED</u>	<u>HOURS</u>
Barbering (Full time, 34 hrs./45wks.) - 1500 Hours	67 Weeks	2250	
Barbering(Part time, 21 hrs./72wks.) - 1500 Hours	107 Weeks	2250	
Instructor Training(Full Time, 34hrs./15wks.)-500 Hours	22 Weeks	750	
Instructor Training(Part Time, 21hrs./24wks.)-500 Hours	36 Weeks	750	

The maximum time allowed for transferring students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

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 (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 70% prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the grade scale. Institution evaluates the student S.A.P at the conclusion of each evaluation period.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation if the student has prevailed upon an appeal.

TUITION PAYMENTS

Students will be billed monthly. Students must make payment arrangements in orientation for the purpose of their enrollment agreement. The school reserves the right to suspend any student from school whose account is delinquent. Tuition payments that aren't met by the student's due date, (LATE) have a three day grace period for payment before a **\$10.00 a day late fee** is attached to the balance owed for that month. A student is considered officially registered once fees are paid and all required admission documents have been submitted. A STUDENT HAS NO MORE THAN 30 DAYS OF SCHOOL BEFORE THE FIRST MONTH OF TUITION AND STUDENT KIT PAYMENTS ARE DUE.

TUITION COST

PROGRAM	HOURS	FULL TIME	PART TIME	APPLICATION FEE	TUITION	BOOKS/ UNIFORM / ID/KIT	BARBER BOARD REGISTRATION	REGISTRATION FEE	TOTAL
BARBERING	1500	45 WKS./ (34 HRS. WEEKLY)	72 WKS. (21 HRS. WEEKLY)	\$100.00	\$9000.00FT \$10,000.00pt/nt	\$2000.00	\$90.00	\$175.00	\$11,365.00FT \$12,365.00(PT)/NT
INSTRUCTOR TRAINING	500	15 WKS. (34 HRS. WEEKLY)	24 WKS. (21 HRS. WEEKLY)	\$100.00	\$5000.00FT \$6000.00(PT/nt)	\$750.00	\$150.00	\$175.00	\$6,125.00 FT \$7,125.00PT/NT

THE FOLLOWING TUITION AND FEES APPLY TO ALL STUDENTS AT WASHINGTON ACADEMY OF BARBERING AND ARTS
FULL TIME(FT) PART TIME(PT)/ NIGHT TIME (NT)

METHOD OF PAYMENT

Monthly payments: Cash (Zelle, CashApp, Check, Money Order, Apple Pay, Credit card, Square, or through non-federal agency or loan programs.

A student agrees to pay the academy's full tuition agreed upon during enrollment on or before graduation from the program, in consideration for admitting him/her into the program providing necessary instruction to complete the program. The student must pay the \$175.00 registration fee, the books/equipment fee of \$2000.00(\$750.00 barber instructor)and minimum of \$400.00 monthly(standard minimum plan)until tuition is paid in full or have an agreed upon payment arrangement with third party funding(must provide documentation of third party-funding approval).

Explantion:

- **Registration fee:** is for the purpose of enrolling a student in school.
- **Application fee:(NON REFUNDABLE)** is for the purpose of placing space aside for this particular student.
- **Barber Board fee:** Enrollment to the state as well as be able to cut hair at the school.
- **Books:** Milady Master Educator is a variety of material used to teach theory, practical skills, salon success, business, marketing and sales.
- **The Hourly Rate:** \$12.00 is used to calculate tuition fees for those transferring in with acceptable hours.
- **The Weekly Rate:** \$250.00 for extra instructional charges for a student going beyond his/her enrollment agreement date. (This rate is also used to calculate tuition charges for hours required by state for license re-instating, etc.)
- **A transcript -transfer fee:** \$25.00 is charged when a student needs a second transcript of his/her accumulated hours at Washington Academy of Barbering & Arts sent to another school.
- **A fee of \$65.00:** will be charged for missing/retaking a MOCK BOARD . A student must pass with a 70% or better.
- **A fee of \$150.00:** will be charges to any student who withdraws from his/her classes for any reason.
- **EACH STUDENT IS ALLOWED:** ONE SCHEDULE CHANGE PER ENROLLMENT AGREEMENT. If he/she wishes to have another schedule change, a fee of \$175.00 will be charged for each change thereafter.
- **Late Fee:** \$10.00 a day after 3 days of the tuition not being paid on the due date.

EXTRA INSTRUCTIONAL CHARGES

Each course/program has been scheduled for completion within an allotted time frame. A grace period of ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$250 per week, or any part thereof, payable in advance, until graduation. Students will not be allowed to clock in until applicable weekly payments are made.

PAYMENT INFORMATION

Tuition payments are due on the date specified during the initiation of the enrollment agreement. In addition to all paperwork submitted, a student must have his/her \$175.00 registration fee, \$100 enrollment fee and \$90.00 Barber Board fee in order to begin classes. **A STUDENT HAS NO MORE THAN 30 DAYS TO COME UP WITH THE \$2000.00 FOR THE BARBER KIT AFTER STARTING CLASS AS WELL AS THE 1st. MONTHS TUITION FEE.** Or student may be ask to leave school until doing so as in the enrollment agreement.

DISABILITY DESCRIPTION

Washington Academy of Barbering and Arts is accessible by persons with disabilities in conformance with the law and upon receipt of documentation indicating the existence of a disability. The instructors and staff are trained to aid and accommodate persons with disabilities. Persons with intellectual disabilities may request assistance including for example, assistance in reading materials, assistance in test taking, re-phrasing of some documentation, and offering make up hours to allow additional time for completion or comprehension, as needed. The school is committed to assuring that persons with disabilities have and receive, the same opportunities for completion of the course of study as other persons.

MAKE UP/RETAKE TEST

Any student who is absent the day of a test is required to reschedule and take the test before he/she goes on to the next course. The instructor has discretion regarding any work to be rescheduled. If a student knows in advance that he/she will be absent the day of a test, he/she will be allowed to take the test prior to the test date and will receive full credit. The instructor will handle those situations with prior notice. If a student fails a test, the test must be retaken before the end of the month. ALL students must pass each test with a 70% or better. If a test is not retaken prior to the end of the month, the grade is 0%. The test MUST be taken in order to pass the subject.

Students are expected to be in school during their scheduled time as indicated in the Enrollment Agreement and must successfully complete all required hours of training. Occasionally students may find themselves in a position where they were unable to attend during their scheduled hours and must make up hours that were missed. Students can makeup time missed either before or after their scheduled hours of attendance. **Students will only be able to be given credit for makeup time if they are doing work.**

STUDENT SERVICES

The following is a list of various services that are offered to our students during their enrollment period at our school:

- Assistance with placement in a barbershop/salon or related field upon graduation.
- State Board filing.
- Employment opportunities
- Information about business banking
- Guidance on receiving assistance regarding issues such as: attendance, grades and personal issues a student may have.

STUDENTS RECORDS AND TRANSCRIPTS

Academic records are safely retained at the school under lock and key. Records of academic progress are furnished to the student. One transcript including the school seal is provided to students upon graduation and fulfillment of debt owed the school. An additional transcript is available to students upon written request and notification of permission for a fee of \$25.00. Student records will be provided only after receipt of a written request, which has been made by the individual student. Student records are maintained for a minimum of 6 years. All students shall maintain a current name, address, and phone number with the school. Inform the school office of any changes immediately. Student Transcripts will be kept permanently. A release form must be signed by the student if he/she wants the official transcript sent to another school/agency.

STUDENT INFORMATION AND RELEASE POLICY

Unless otherwise required by law, or as required for any accreditation process initiated by this institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission. No information will be released to ANY party without written authorization from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any information to agencies, prospective employers, or any other party seeking information about the student. Students and parents or guardians of dependent minor students may deny authority to publish "directory information" such as name, address, phone number, etc.

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 school on the designated form describing why they couldn't make S.A.P. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation if the student has prevailed upon an appeal.

PROBATION

Students who fail to meet 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 during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic 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 Satisfactory Academic Progress. The student will be advised in writing on any potential impact on their financial aid eligibility and 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 satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

APPEALS RULES

cannot be written that will apply to every situation in every school. Therefore, any policy established by the school may be appealed due to mitigating circumstances. If a student wishes to appeal a non-satisfactory academic progress determination, it must be done in writing and contain reasons such as the death of a relative, an injury or illness of student, or other mitigating circumstances. Students must also provide documentation supporting this claim with a statement including changes in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.

All appeals and results of the appeal are documented in the student's file. Anyone wishing to appeal a policy must do so using the appeals form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Appeals regarding a failure to meet the Satisfactory Academic Progress (SAP) must be made within 15 days of the negative determination. Should the student fail in his/her appeal, they will be terminated from the program. Note: The VA will be notified of veteran termination for lack of satisfactory academic progress and student benefits may be impacted. Any Student using VA benefits that wishes to continue attending WASHINGTON ACADEMY OF BARBERING AND ARTS may need to apply for financial aid or assume personal responsibility for continuing to attend WASHINGTON ACADEMY OF BARBERING AND ARTS.

LEAVE OF ABSENCE POLICY AND REQUEST

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing
- The request must include the student's reason for the LOA; and
- The request must include the student signature

The reasons for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the family
- Vacation
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision
- The institution collects the request from the student later; and

The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or used by the student. No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days. A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

TERMINATION POLICY

Washington Academy of Barbering and Arts may terminate a student's enrollment for noncompliance with General Policies, the Enrollment Agreement, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school, willful destruction of school property; non payment of fees, and theft or any legal act ther-of.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, to seek to have the records amended, and to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student. Generally, written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows records to be disclosed without consent under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Some LEAs and schools have relied on 17:3914 (H) to adopt policies that allow directory information to be shared unless a parent opts out as per FERPA.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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Exceptions Allowed Under FERPA:

a) The school may disclose education records without a student's prior written consent to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted for service (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

b) Upon request, the school may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

c) The school may release the educational records of a student to a parent, provided the student is claimed as dependent for tax purposes and the individual seeking education records meets the definition of "parent" under FERPA. Under FERPA, a "parent" is defined as "a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian." Parents may be asked to submit a signed copy of their most recently filed tax return, which must indicate the student as a dependent on the return.

d) Under FERPA, the school may disclose to third parties information from the educational records of a student, provided the information is disclosed due to an "articulable and significant threat to the health and/or safety of the student or other individuals."

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5901

SCHOOL STANDARDS/RULES AND REGULATIONS

- FULL TIME STUDENTS are expected to attend class from 8:00 AM TO 4:00 PM Tuesday – Friday and Saturday 7:00 AM -1:00 PM. SATURDAYS ARE MANDATORY (UNLESS OTHERWISE NOTATED ON THE ENROLLMENT AGREEMENT)**
- PART TIME STUDENTS from 5:00 PM TO 10:00PM Tuesday, Wednesday and Friday and Saturday 7:00AM-1:00PM Saturdays. SATURDAYS ARE MANDATORY UNLESS OTHERWISE NOTATED ON THE ENROLLMENT AGREEMENT**
- THREE MISSED SATURDAYS WILL RESULT IN A WEEKS SUSPENSION OF SCHOOL.**
- Legal verification of hours must be made for each student. Each student must clock in upon arrival and clock out upon departure from the school even on lunch breaks. This also includes signing in and out on the physical sign in sheet. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST CLOCK OUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED CLOCKING PROCEDURES. **Students will not be given time if they do not clock in.**
- Students will be excused from an absence with proper documentation. Students will not be excused without proper documentation.
- The Louisiana state board of barbers and the school requires that all students be in school every day in the correctly stated uniform. Any student not in the prescribed uniform will not be allowed to stay in school out of uniform and will be sent home. No open toe shoes, flip flops, or sandals will be allowed. Uniform shoes are to be all black and uniform pants are all black. PLEASE NO DISTRESSED JEANS. Students are allowed to wear uniform shirts are barber jackets given with the barber kits only.
- Full time students will have an hour for lunch each day.** Students MUST have a reason of returning late after lunch and should report it to school otherwise they may not be able to return to class that day.
- Students, patrons and staff members will be provided a sanitary environment. Louisiana state board of barbers requires that sanitary conditions be always maintained. As part of the student's credit and training, thirty minutes each day is scheduled for sanitation. The student's daily sanitation requirement(s) must be completed and graded/discussed with an instructor at the end of each day.
- Instructors and administrators are authorized to clock out any student who exhibits unbecoming behavior. If a student continues to exhibit unbecoming behavior the student will be terminated. **NO PROFANITY IS ALLOWED ANYWHERE IN THE SCHOOL.** PROFINITY IS NOT PROFESSIONAL OR EXCEPTABLE.
- Students must park their cars in the parking lot. Please do not park in handicapped parking without a placard card.
- Students are allowed to leave class or clinic area to receive personal calls. ALL CELL PHONES MUST REMAIN ON SILENT.
- ANY STUDENT WHO POSSESSES OR USES ILLEGAL SUBSTANCES ON SCHOOL PROPERTY WILL BE TERMINATED FROM THE SCHOOL. (NO EXCEPTIONS)
- Students ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES AND ECT. THE SCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN KIT ITEMS MUST BE REPLACED BY THE STUDENT.
- STUDENTS CANNOT CONDUCT FREE FAMILY MEMBERS HAIR SERVICES. THEY WILL BE CHARGED THE FULL PRICE AS ANY OTHER CLIENT.
- THE FLOOR INSTRUCTOR WILL ASSIGN PATRONS TO STUDENTS FOR CLINICAL SERVICES. A SERVICE TICKET IS ISSUED FOR EACH CLINIC ASSIGNMENT. NO SERVICE IS TO BE PERFORMED ON ANY CUSTOMER WITHOUT A TICKET. YOU WILL PERFORM ONLY THE SERVICE ON THE TICKET. IF THE PATRON REQUEST ADDITIONAL SERVICES, THEY MUST PAY FOR THE SERVICE FIRST.
- NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT OR DRINK IN THE CLINIC LABORATORY.
- STUDENTS ARE NOT ALLOWED TO MAKE UP HOURS WITHOUT DOING ANY WORK UNLESS STUDENT IS COMPLETED ALL WORK
- SMOKING IS NOT ALLOWED IN THE SCHOOL. STUDENTS AND STAFF MUST SMOKE OUTSIDE.
- STUDENTS MUST SATISFACTORILY COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITH-IN THEIR DESIGNATEIENROLLMENT PERIOD. STUDENTS MUST MAKE-UP ANY TEST MISSED OR A ZERO WILL BE GIVEN.
- ANY DAY STUDENT THAT ARRIVES AFTER 9:30 AM WILL NOT BE ABLE TO CLOCK IN. NIGHT STUDENTS CAN'T CLOCK IN AFTER 6:30 PM.
- STUDENTS WILL RECEIVE A COMPREHENSIVE PROGRESS REPORT AT THE END OF EACH EDUCATIONAL MODULE. THIS REPORT WILL REFLECT THE STUDENTS WRITTEN, PRACTICAL AND CLINICAL WORK. THE INSTRUCTOR WILL COUNSEL WITH THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.
- SUSPENSION FROM SCHOOL CAN LAST FROM ONE TO THIRTY DAYS.
- STUDENT MUST COMPLETE REVIEW QUESTIONS AND WORKBOOK FOR THAT CHAPTER BEFORE THE CHAPTER HAS BEEN COMPLETED TO HELP STAY ABOVE S.A.P.

