

2025



Course Catalog

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Class Start Dates:

New classes are set to start on the first Tuesday of each calendar month. There may be a few exceptions depending upon the holidays. Please refer to schedule below. Enrollment must be made by the 15th of the previous month (some exceptions may apply).

Month	Class Start Date	Enrollment Deadline
January	January 7, 2025	December 15, 2024
February	February 4, 2025	January 15, 2025
March	March 4, 2025	February 15, 2025
April	April 1, 2025	March 15, 2025
May	May 6, 2025	April 15, 2025
June	June 3, 2025	May 15, 2025
July	July 1, 2025	June 15, 2025
August	August 5, 2025	July 15, 2025
September	September 2, 2025	August 15, 2025
October	October 7, 2025	September 15, 2025
November	November 4, 2025	October 15, 2025
December	December 2, 2025	November 15, 2025

Holiday Schedule:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Black Friday
Saturday after Thanksgiving
Christmas Eve
Christmas
The school will be closed the week of Christmas and part of New Years

Hours of Operation

- Day Class Hours Full-time: Tuesday thru Friday 9:00-5:00 and Saturday 9:00-2:00
- Day Class Hours Part-time: Tuesday thru Friday 9:00-12:30 and Saturday 9:00-2:00
- Evening Class Part-time: Tuesday thru Thursday 5:00-9:00 and Saturday 9:00-2:00

~ We will be closed the third Saturday of each month unless otherwise noted ~

<u>Program</u>	<u>Schedule</u>	<u>Weeks</u>	<u>Hours Per Day</u>	<u>Hours Per Week</u>
Master Barber (Apprentice 1.5 X normal program)	Full-Time	49 weeks (Apprentice 73.5 weeks)	7	33
(1500 Hours) (Apprentice 1.5 X normal program)	Part-Time	86 weeks (Apprentice 129 weeks)	3.5-4	17-19
Barber Instructor/Crossover	Full-Time	10 weeks	7	33
(300 Hours)	Part-Time	19 weeks	3.5-4	17-19

Each student will be allotted 100 hours of time which will be added to their graduation date resulting in a FINAL completion date. These hours are to be used for planned and unplanned absences for things such as sickness, doctor's appointments, weather related absences and other life events. It is the responsibility of the student to make up any missed hours beyond the 100 hours allotted. Any hours not completed by the final completion date on the enrollment agreement will result in a \$15 per hour charge.

School Information

- Address: 210 E. Economy Suite A, Morristown, TN 37814
- Phone #: 423-888-8552
- Email: Info@kobarberacademy.com
- Website: <http://kobarberacademy.com/>

Admissions

Master Barber Admissions:

- Applicants must be at least 16 years or older.
- Applicants must have completed the 10th grade or scored at least 38% on the GED or HiSET examination. Documentation of education must be provided.
- Each student must complete an online application, upload required documents and pay the \$100 non-refundable application fee.

Barber Instructor Admissions:

- Applicants must be at least 18 years or older.
- Applicants must have completed the 12th grade or higher; or scored at least 38% on the GED or HiSET examination. Documentation of education must be provided.
- Applicants must hold a valid barber license for three years or longer and must provide proof.
- Each student must complete an online application, upload required documents and pay the \$100 non-refundable application fee.

K.O. Barber Academy will only accept students that we determine can complete and benefit from the chosen program of study and meet all requirements of the state barber board. Students who are accepted by the school will be contacted by the school staff via phone to set up a time to complete the enrollment agreement.

Readmission

Any student who withdraws from the school and returns to the school within 180 days will remain under their previous enrollment agreement. Anyone re-enrolling after the 180 days would need to complete a new enrollment agreement and would be liable for any differences in tuition cost.

Transfer Students

- Student must provide official transfer documentation from the previous school.
- It is at the discretion of K.O. Barber Academy the number of transferrable hours. It will be based

on skill level and knowledge. This will be determined by an examination in both the practical and theory portions of the program.

- The tuition for a transfer student will be based on the number of hours transferred plus 10%.
Example: if you transfer 30% of the hours your tuition cost will be 40% of the total tuition.
- Any student completing 75% or more of the tuition at the academy is responsible for the full tuition.
- We will allow students to transfer hours to another school with a paid balance.

Tuition and Payment Information

- Master Barber Tuition (1500 clocked hours): \$9000.00
- Barber Instructor Tuition (300 clocked hours): \$6000.00
- Crossover Tuition/Cosmetologist to Barber (300 hours): \$5000.00

Master Barber	Down Payment	Installments
Full-Time	\$1,000.00	11 installments of \$727.00
Part Time	\$1,000.00	19 installments of \$421.00
Instructor	Down Payment	Installments
Full-Time	\$1,000.00	2 installments of \$2500.00
Part Time	\$1,000.00	4 installments of \$1250.00
Crossover	Down Payment	Installments
Full-Time	\$1,000.00	2 installments of \$2000.00
Part Time	\$1,000.00	4 installments of \$1000.00

See above for payment breakdown based on the program. This pricing does not include any hour overage charges. In the event overage charges incur a payment plan will be worked out based on the amount of

hours the student is short.

Payment Details

- Each student's payment schedule will be listed in their enrollment agreement.
- All student payments are interest free.
- Payment is due by the 1st of each month with a 5-day grace period.
- Any payments made after the close of business on the 5th day will incur a \$25 late fee beginning on the 6th day and will continue to incur a \$25 late fee every three days that the student has not paid. Example if you do not pay your tuition until the 16th of the month you will have accrued \$100 in late fees. If you pay on the 15th of the month you will have accrued \$75 in late fees. The late fee will continue to accrue until the balance is paid.
- Any student who has not made their payment by the 5th will not be permitted to accrue hours/attend school. Exceptions MAY be made at the school administration's discretion with a valid payment arrangement. Should the student not adhere to the agreed upon payment arrangement the student will be asked not to attend school until the payment is up to date. It is the school's discretion as to allow a student to attend school with a payment arrangement. This will vary depending on the circumstances around why the payment cannot be made and the student's prior payment status.
- Payments can be made via cash, personal check, or credit/debit card. Anyone using a credit/debit card will be charged the current rate of the credit processing company.
- Returned payments will be charged \$16 plus any other fees incurred by K.O. Barber Academy due to the returned payment.
- Any student who is past due will be reported to a collection agency after 90 days. The student will be liable for any and all charges associated with the attempt to collect the debt and will be reported to the student's credit bureau. We have a contract with Account Resolution team and they will handle all of our collection efforts and the collection fee of 40% will be added to the balance that is due.
- **EXTRA INSTRUCTIONAL RATES:** any hours not completed by the student's final completion date will be charged at \$15 per hour. Until the overage and full tuition including any late fees are paid students will not be permitted to take any state testing and hours will not be reported.

Receipt Policy

- Students will be given a receipt upon payment.
- All receipts will be kept in paper and electronic form on file at the school.
- All receipts should be kept by the student for record of payment.

Tax Information

- K.O. Barber Academy is NOT an accredited school and does not accept financial aid.
- You will NOT receive a 1098-T tax form from K.O. Barber Academy.
- Our school does not qualify for tax credits as we are not accredited (please refer to the IRS website for further details and information).

Refund Policy

The school maintains a refund policy in the event a student withdraws or is terminated from the school. The details of the refund policy will be listed below. All tuition refunds will be based on the percentage of hours completed minus applicable fees. All fees are listed below.

Percentage of Scheduled Time Enrolled to Total Course	Amount of Total Tuition Owed to/Retained by the School
.01%-25%	50%
25.1%-49.9%	75%
50% and over	100%

Refund Details:

- All refunds will be made within 45 days of the student's last date of attendance via a check made out to the student for documentation purposes.
- Refunds will be based on hours completed from the student's last date of attendance and the percentage of hours completed. (see chart above)
- All applicable fees will be deducted from the refund balance due to the student. (see fees below)
- Reasons for a refund include and are not limited to: voluntary or involuntary withdrawal or termination from the school, medical reasons, etc.

Refund Fees:

- The \$100 application fee is a non-refundable fee in all circumstances.
- Any student who cancels enrollment **within** three days of the date on the enrollment agreement will be refunded in full minus the non-refundable \$100 application fee.
- Any student who cancels enrollment **after** three days of the date on the enrollment agreement will be charged a \$300 cancellation fee plus the \$100 non-refundable application fee. If the student re-enrolls within 365 days of the date on the original enrollment agreement the \$300 cancellation fee will be awarded back to the student. After one year from the original date the \$300 cancellation fee will be forfeited.
- Kits and textbooks are non-refundable once given to the student. The fee for the kit and textbooks will be deducted from any refund owed to the student. The value of the kit and

textbooks is \$750.

Kit and Textbooks

- Students enrolling in the Master Barber Program will be given a kit including all required material to complete the program as well as both the textbook and workbook (\$750.00 value).
 - Students enrolling in the Crossover Program will be given a kit including trimmers, clippers, a textbook, and the workbook (\$500.00 value).
 - Students enrolling in the Instructor Program will be given a textbook (\$250.00 value).
 - Kits and textbooks are non-refundable items and will be deducted from any refund as stated in the refund policy.
 - Any lost, stolen, or damaged items are the responsibility of the student.
 - All kits and textbooks are to be taken home daily and the school is not responsible for these items.
 - After successful completion of the program the student is responsible for removing all of their supplies from the school. Anything left on the premises becomes property of the academy.
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Course Curriculum and Programs

Teaching Techniques:

- All course programs are taught in English. Spanish textbooks and workbook can be provided as requested by the student, however all curriculum will be in English.
- Courses will be taught with a combination of teaching techniques such as lecture, demonstration, practice sessions, and student clinical practice.
- Instruction will be supplemented by guest speakers, visual aids, and other instructional techniques such as Kahoots. (Each chapter of the Master Barber program is uploaded to Kahoots and can be found by searching K.O.BarberAcademy)
- Students will occasionally take field trips to visit barbershops and other schools in the industry to get a feel for the various atmospheres.
- Guest speakers are welcomed to help provide different viewpoints and techniques about the industry. Any demonstrations must be from a licensed master barber.

Curriculum Goals:

- Our courses are designed to prepare our students to take the final exams for licensure in the program they have chosen. We strive to offer a top-quality education and prepare the student for entry into the barber industry.
- Our curriculum has been approved and follows all guidelines of the Tennessee State Barber Board.
- We use board certified textbooks and workbooks to provide the most up to date curriculum to our students.

Curriculum Breakdown:

Master Barber Program (1500 Total Hours):

1500 Hours of training are required of applicants for a certificate of registration as a master barber with at least one hour of theory class per day. The hours are shown below:

a. General Hours:

- ☐ History and fundamentals of barbering
- ☐ Elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene.
- ☐ Barber implements
- ☐ Shaving
- ☐ Skin, scalp, and hair
- ☐ Haircutting, hairstyling, and hair setting
- ☐ Hairpieces- (sales and service)
- ☐ Chemical theory (permanent waving, hair coloring, bleaching, and straightening) ☐ Manicure and nail care
- ☐ Anatomy, physiology and systems structure of the head, face, and neck, including muscles and nerves
- ☐ Makeup and skin care
- ☐ Theory of massage and facial treatment
- ☐ Disorders of the skin, scalp, and hair
- ☐ Barber law, rules, and regulations
- ☐ Business management and salesmanship
- ☐ Preparation for seeking employment

Required Total: 240 hours

b. **Chemical Hours:**

- ☐ Permanent waving
- ☐ Hair relaxer
- ☐ Hair coloring, bleaching, and toning ☐
- Manicures

Required Total: 360 hours

c. **Physical Hours:**

- ☐ Shampooing and rinses
- ☐ Hair care and scalp care
- ☐ Haircutting (male and female)
- ☐ Shaving (beards and mustaches)
- ☐ Hairpiece-fitting
- ☐ Hairstyling
- ☐ Facials and makeup
- ☐ Manicures

Require total: 900 Hours

Curriculum total: 1500 Hours

Barber Instructor Program (300 Total Hours):

a. **Lesson Planning:**

- ☐ Course outlining and development
- ☐ Lesson planning and motivation
- ☐ Record keeping
- ☐ Testing
- ☐ Grading

Required Total: 100 Hours

b. **General:**

- ☐ Book knowledge
- ☐ Teaching techniques
- ☐ Visual aid equipment
- ☐ Classroom management
- ☐ Student motivation
- ☐ Product knowledge
- ☐ State laws

Required total: 100 Hours

c. **Physical:**

- ☐ Permanent waving
- ☐ Relaxers
- ☐ Shampooing
- ☐ Nail care
- ☐ Facials
- ☐ Hair coloring/lightening
- ☐ Haircutting
- ☐ Clinic floor management

Required Total: 100 Hours

Crossover Program (300 Total Hours):

Any cosmetologist who has held a license for 5 years has the option to take the Master Barber testing without the need of the additional 300 hours. The classes offered here at K.O. Barber Academy are to learn the fundamentals of barbering and preparing you for the world of barbering when you are in the field. The curriculum will be geared to the fundamentals of barbering to help build strong techniques. You will be required to complete both the theory and practical state board exams before being licensed as a Master Barber.

Apprenticeship Program (1500 Total Hours):

- All students enrolled in the apprenticeship program must complete 750 hours of theory at K.O. Barber Academy and pass the Theory portion of the state board before completing the other 750 hours of the practical within the shop in the agreement.
- Apprentice students will pace at a different pace from students participating in the traditional Master Barber Program.
- The curriculum for the apprentice will be only the theory portion of the Master Barber

program.

- Any supervising licensed professional in responsible charge as provided in this rule shall have at least ten (10) years of experience as a licensed professional in the field of study in which the supervision is provided and shall hold a certificate of registration as a master barber or barber instructor issued by the Board and all licenses must be active and in good standing.
- Each supervising licensed professional shall be the responsible charge of no more than one apprenticeship student. "Responsible charge" means a licensed professional in supervision of a student enrolled in an apprenticeship program curriculum, approved by the Board, and responsible for all aspects of that student's apprenticeship instruction.
- Apprenticeship students shall complete instructional hours and pass the initial theory examination prior to initiating apprenticeship activities in a salon, shop, or establishment. A student shall be actively enrolled in a licensed school in order to participate in an apprenticeship program.
- Any school offering an apprenticeship curriculum shall maintain a record of all hours completed under the apprenticeship program, including classroom hours, for which credit is awarded in a student's academic file. This record shall include the number of hours completed under direct supervision and responsible charge, the dates these hours were earned, the license number of the professional in responsible charge who directly supervised the student, and the signatures of both the student and the supervising licensed professional in responsible charge.
- A daily log accounting for all apprenticeship hours awarded under this chapter by any school offering an apprenticeship curriculum shall be maintained by the school and updated monthly. This log shall be made available for inspection at any time.
- This daily log shall be submitted to the approving school no later than the close of business of the first (1st) day of the month for the previous month.
- Should an apprentice change salon, shop, establishment, or supervising licensed professional, a notarized transcript of the total hours accumulated shall be signed by the salon, shop, or establishment owner or manager, along with the supervising licensed professional, and submitted to the approving school within ten (10) days of the change.
- The owner of the business providing the student an apprenticeship shall provide the school with a written acknowledgement accepting the student.
- The supervising licensed professional must notify the participating school that the apprentice is no longer under his or her supervision and submit a transcript of all hours completed within ten (10) days of termination of the apprenticeship
- Any salon, shop or establishment participating in an apprenticeship program shall provide a workstation for the apprenticeship student.
- Students enrolled in an apprenticeship program must complete their apprenticeship within one-and-one-half times the length of enrollment under the school's standard full-time contract agreement.
- All students participating in an apprenticeship program in a licensed school must wear attire prescribed by the school and participating shop collectively. The student must wear a name tag identifying the student as an apprenticeship student and identifying the school under which the student is participating in the apprenticeship program.
- Each student acknowledges that they are NOT allowed to perform any services on clients unless the supervising barber is on site.

Graduation Requirements

- Each student must complete the applicable hours of the program they are enrolled:
 - Master Barber: 1500 Hours
 - Master Barber Apprentice: 750 at the academy and 750 outside teaching-1500 total
 - Crossover: 300 Hours
 - Instructor Program: 300 Hours
- Each student must be passing in all areas of the program with at least a 70% or higher average
- Each student must do a 1 hour in person or online Domestic Violence training program and the certificate will need to be submitted to school admin and added to your record for documentation. Click link to complete this required training online: [Shear Haven Domestic Violence Training | BARBICIDE®](#)
- All balances must be paid in full before graduating.
- After all requirements are fulfilled the student's hours will be reported to the state and you will be permitted to take the applicable state board exams.

Grading

- Students will be given both theory (classroom) and practical (floor) assignments.
- Each student will be required to complete their workbook for each chapter of the text.
- Master Barber students will be given a total of 21 Chapter tests from the Milady Barbering textbook for the barbering programs.
- Practical skills will be evaluated based on skills learned from the Milady textbook.
- Each student must maintain at minimum at 70% grade point average for both the theory and practical.
- Numerical grades are considered according to the following grading scale:
 - A=90-100
 - B=80-90
 - C=70-80
 - Below a 70 is considered Failing
- It is the student's responsibility to make up and failed or missed tests.
- Students will be given back each test after scores are recorded to use for future reference and

to study for the state board tests.

- For any student whose GPA falls below the 70% average their hours will not be reported to the state until the GPA is above the 70% threshold.
- Any student who has ongoing issues with their grades can and may be put on an academic performance plan to help the student achieve future success.
- Student's grades will be monitored on a monthly basis.
- Each student will be sent an unofficial transcript every other month with their current average and total hours.
- Grades will be logged manually and electronically for record-keeping purposes. In the event our electronic time clock is down we will have a sign in sheet to record manually.
- If a student is absent and missed a test, they will be required to make-up the test on the day that they return to school.

Attendance and Time Keeping

Attendance:

- Attendance is monitored on a daily/weekly/monthly basis.
- Attendance is mandatory.
- Ongoing attendance issues will result in a write-up and if the problem persists could be expelled.
- Each student is expected to attend class according to the schedule on their enrollment agreement unless a change is agreed upon by both parties in writing.
- All students have an official start date, official completion date, and final completion date. Please see below for details for each date:
 - Official Start Date: The date the student begins school.
 - Official Completion Date: The date the student is set to graduate with no missed days.
 - Final Completion Date: The date the student must be completed before incurring the \$15 per hour charge. (see below for details)
- Students are given 100 hours to be used for sickness, vacation, and other unforeseen absences. Missed time beyond these 100 hours should be made up before the final completion date. ***Any hours not completed by the final completion date will be charged \$15 per hour in addition to the tuition rate.*** All balances MUST be paid in full before being permitted to take the state board test.
- K.O. Barber Academy does offer a Leave of Absence policy for long-term unforeseen circumstances. Any student who returns to school within 6 months will keep the original

terms of the enrollment agreement. Anyone returning after 6 months will be liable for any tuition increase and the enrollment agreement will need to be amended. The approval of a LOA is at the discretion of the school administration and must be approved in writing.

- School will be closed on major holidays; this time is built into graduation dates. Details are listed in the school catalog updated with correct dates each school year.
- Students MUST be in the building by 9:20 each morning. The door will be locked at 9:20. Any student who arrives after 9:20 will not be permitted to school that day. Class starts at 9:00.
- Saturday attendance is MANDATORY! If you miss a Saturday without a 30 day notice you will not be permitted to attend school on the following Tuesday. (Should there need to be an exception for a job or religious beliefs this would need to be verified in writing.)
- If you are not in the building by 9:20 on Saturdays, you will not be permitted to attend school that day and will also not be permitted to attend school on the following Tuesday.
- Any student who needs a Saturday off for a planned occasion may request time off in Homebase at least 30 days in advance and it will be approved and you WILL be able to attend the following Tuesday.
- All time-off requests must be entered into the Homebase app to be approved.
- Students are allowed 3 days for sickness with a doctor's note that does not pull from your 100 allotted hours. (documentation is required)
- Students are given 3 days for bereavement for immediate family members that does not pull from your 100 allotted hours. Immediate family consists of the following: mother, father, child, sibling, grandmother, and grandfather. (documentation is required)
- Students are not permitted to leave early on Saturdays unless agreed upon before enrollment with proper documentation.
- Any student who is clocked in for 8 hours or longer must take at least a 30-minute break.
- Students are not permitted to stay over 10 hours a day; no more than 45 hours per week; or more than 6 days per week per the state board.
- Excessive attendance issues can result in a verbal warning, written warning, or termination if the problem continues after the verbal and written warning.

Timekeeping

- All students are required to clock in and clock out daily at the beginning and end of each day as well as lunch.
- Homebase is the system we utilize for timekeeping purposes. Each student needs to download the Homebase app to manage their daily timekeeping and time off requests.
- Any student who stays 8 hours or longer must take at least a 30-minute lunch.
- All time corrections must be sent to school admin via private message in the GroupMe app to the K.O. Barber Academy contact.
- Time corrections need to be made promptly. Promptly means within the same week as the error.
- Any time changes found after the hours are reported to the state will not be corrected.
- Hours are reported to the state for the prior month by the 3rd of each month and all-time corrections need to be corrected prior to the 3rd to get proper credit.

- If you leave the building, you must clock out.
 - Timekeeping is a key responsibility of the student.
 - No student will be permitted to attend more than 6 days in a week, no more than 48 hours a week, or ten hours per day.
 - If the electronic time clock is inoperable time will be manually tracked in written form.
 - Leaving the premises without clocking out is falsifying your hours and will result in a week suspension for the first offense and can result in termination for any other occurrences.
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Communication and Announcements

- We would like to consolidate all communications with students via the GroupMe app.
 - Each student will need to download the GroupMe app on their mobile phone.
 - All announcements such as weather-related closings, sickness, or other important announcements will be sent out via GroupMe.
 - Having all the communication in one place is important due to the number of students.
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Withdrawals

- Any student who wishes to withdraw from the school must be submitted in writing.
 - Students who withdraw before their graduation date will be charged a \$300 withdrawal fee which would be credited back as long as the student returns within 365 days of the original enrollment agreement.
 - If a student does not return from a Leave of Absence or communicate with the school, they would be considered to be withdrawn from the academy.
 - Unofficial withdrawals will start after 15 missed days from the school without communication.
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State Licensing

- Upon program completion the student's hours will be submitted to PSI to schedule state board testing.
 - Completion of the hours does not guarantee licensing. You must complete all components of the state board requirements to be licensed.
 - All fees for state licensing are the responsibility of the student.
 - As a convenience for the practical exam, we will offer a kit rental option. K.O. Barber Academy holds no responsibility for the results of the practical exam.
 - Students who wish to transfer their license out of state must work with the other state licensing agent. K.O. Barber Academy is not responsible for out-of-state licensing requirements. We are licensed in the state of Tennessee and adhere to the laws and rules of the State of Tennessee Barber Board.
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Sanitation Requirements

A key aspect in barbering is to keep a clean and sanitary work environment for both the students and the clients. It is important that every student understands it is everyone's responsibility to make sure that they are doing their part in keeping up the sanitary requirements per the Tennessee State Barber Board. Students are responsible for the cleanliness of their work area and equipment throughout the day. Students are required to follow all State Board sanitation and sterilization laws including keeping his/her chair, individual workstation, mirror, drawers, kit and supplies neat and clean during training hours. Hair and any garbage must be promptly swept from the floor and placed in the garbage. School sanitation must be done every day in the various departments. It is the responsibility of everyone to make sure that the school stays clean and neat, and all students must participate in the sanitation duties each day. You will be written up if you fail to complete your sanitation or it is marked as unsatisfactory. For every four unsatisfactory sanitation grades, you will be given a warning which could lead to probation, suspension, or termination.

- Location:
Barber schools and colleges may be operated only in rooms which are adequately lighted and ventilated, and so constructed that they can be kept clean. Floors, walls, ceilings, and windows must remain free of dirt, dust, and other unclean substances. Floors shall be thoroughly swept or mopped each day. All hair, nail dust and nail tips shall be removed from the floor promptly after completion of each customer.
- Communicable Diseases:
 1. No patron with definite open sores, exhibiting symptoms of infectious or contagious disease or disorder of the skin, or parasitic infestations will be served in a shop or school unless written permission from a physician has been secured.
 2. No master barber or barber technician who knowingly has an infectious or contagious disease or parasitic infestation in a communicable stage shall give service in a school or shop.
 3. The Board shall have the right to require a physical examination of any person employed in a shop or school who is suspected of having a contagious or infectious disease or parasitic infestation in a communicable stage.
- Sanitation and Disinfection:
 1. No licensee or student shall commence work on any patron before:
 - a) Washing hands with soap and water; and
 - b) Placing around the patron's neck a fresh neck strip or towel, so that the cape does not contact the skin.
 2. Wet Disinfection Standard.

- a) All tools and implements which come into contact with the face, neck, feet or hands must be treated after each use by washing thoroughly with soap and water and must be disinfected by complete immersion in a United States Environmental Protection Agency (EPA) registered bactericidal, virucidal, fungicidal and pseudomonacidal (formulated for hospitals) disinfectant that is mixed and used according to the manufacturer's directions.
- 3. Dry Disinfection Standard.
 - a) All tools and implements which have come in contact with blood or body fluids must be disinfected, at a minimum, by complete immersion in an EPA registered disinfectant that is effective against HIV-1 and human hepatitis B virus or in a tuberculocidal that is mixed according to the manufacturer's directions.
 - b) Disinfected implements must be stored in a disinfected, dry, covered container.
- 4. A licensee shall maintain a supply of seventy percent (70%) alcohol to be used if a patron's skin is accidentally broken during the manicuring process.
- 5. Before use, manicuring instruments must be cleaned with soap and water, and immersed in seventy percent (70%) alcohol for at least ten (10) minutes. The alcohol for this purpose may be kept in a covered container of sufficient size to accommodate the instruments to be immersed.
- 6. When not in use, manicuring instruments must be dried and kept in a cabinet sanitizer.
- 7. The foot bath shall be cleaned and disinfected after each use. The filters and jets must be flushed, cleaned and disinfected twice a week with the use of a hospital grade tuberculocidal disinfectant, or an equivalent solution circulated through the machine for the minimum time recommended by the manufacturer.
- 8. Towels.
 - a) A separate, clean towel shall be provided for each patron, as required.
 - b) The headrest shall be covered with a separate, clean towel or paper for each customer.
 - c) The practice of dipping a towel previously used for any purpose into a container of hot water and using the towel on a patron is prohibited.
- 9. Combs.

- a) Each licensee shall have enough combs to allow for proper sanitation.
- b) No licensee shall carry combs or other instruments in the pocket of his/her uniform.

10. Powders, Lotions and Creams.

- a) Powders and lotions must be applied with cotton or gauze puffs. Such puffs shall be disposed of in a waste receptacle immediately after use.
- b) Creams and other semi-solid substances must be removed from their container with a clean spatula (or similar device) and disposed of in a waste receptacle immediately after use. Any device used for the removal of such substances must not contact the skin of a patron.

11. After handling any patron with any eruption or skin disorder, the attendant shall immediately disinfect his/her hands by thoroughly washing with soap and water, followed by rinsing in alcohol (no less than seventy (70%) percent pure), or some equivalent disinfectant.

12. Finger bowls, basins, shampoo boards, cups, etc. shall be thoroughly cleaned after each service, and always kept in good repair and in a sanitary condition. Back bars and mirrors shall be always kept clean.

☐ Prohibited Hazardous Substances/Use of Products:

- a) No establishment or school shall have on the premises cosmetic products containing hazardous substances which have been banned by the United States Food and Drug Administration (FDA) for use in cosmetic products, including, but not limited to, liquid methyl methacrylate. No product shall be used in a manner that is inconsistent with the cosmetic products manufacturer's instructions.

☐ Animals:

- a) No animals, birds or fish, shall be permitted in any establishment with the exception of animals used to help disabled person(s), (i.e. guide dogs).

Student Code of Conduct

K.O. Barber Academy is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible people. It seeks to achieve these goals through a sound educational program and effective policies that govern student conduct and encourage individual responsibility and maturity. Students who enroll at K.O. Barber Academy are expected to maintain high standards of honor, integrity, morality, and consideration for others in their personal behavior. Students are expected to act honestly and respectfully. Cheating, plagiarizing, stealing, or knowingly furnishing false information is considered unsatisfactory conduct. Students must also exhibit dedication by completing all services, projects, and duties, by attending all classes as outlined, and by following the directions of the instructors and administrators in the performance of their duties. Unruly conduct at the school, insubordination, creating dissension, insulting conduct toward the public, fellow students, and/or instructors will be cause for disciplinary action, which may include suspension or termination. The following types of behavior are not allowed, and individuals found to have committed such infractions by the procedures set forth in this Code shall be subject to sanctions being imposed including suspension or expulsion from the program.

- **RESPECT** - I pledge to respect my instructors, staff, and peers while attending K.O. Barber Academy

- **RESPECT**

- **ACADEMIC** – collaborating, conspiring, or cooperating during an examination with any other person by giving or receiving information without authorization; copying or obtaining information from another student’s examination paper; selling or giving away all or part of an examination; stealing, buying, or otherwise obtaining all or part of an examination; submitting as one’s own any practical assignment, written work, or examination of another person

- **INFORMATIONAL** – fabricating, forging, altering, or misusing any K.O. Barber Academy document, record, instrument of identification, etc.; furnishing false information to K.O. Barber Academy with the intent to deceive; providing false identification to authorized K.O. Barber Academy personnel.

- **PERSONAL CONDUCT** – disorderly conduct which disturbs the orderly functions and processes of the facility and/or infringes on the rights of others defined in this Code; the intentional interference with the lawful rights of any person on school property; loud music, noise, or disruptive conduct at school that interferes with educational events or processes

- **PROPERTY** – vandalism, destruction, damage, defacement, abuse, or misuse of public or personal property, whether intentional or by negligence

- **OTHER** – failure to comply with a lawful order, direction, or request of a K.O. Barber Academy employee made by the employee in the performance of the employee’s duties; any conduct not specifically stated herein which adversely

affects the educational processes or the rights of members of the community or others; aiding or inciting others to commit any infraction in this Code.

Non-Discrimination Policy

K.O. Barber Academy in its admissions, instruction, and graduation policies and practices does not discriminate based on sex, race, age, color, ethnic origin, religion, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or faculty member experiences or witnesses anyone being bullied, harassed, or hazed in any way he/she is required to report the matter to the school's administration immediately so appropriate action can be taken.

Students with Disabilities Policy

K.O. Barber Academy is responsible for ensuring that students with disabilities are provided Reasonable Accommodations that meet their corresponding needs (academic adjustments, auxiliary aids, and services).

Student requests for accommodation will be considered under the Reasonable Accommodation Policy and in Compliance with the ADA as amended and section 504 of the Rehabilitation Act of 1973 without discrimination. The need for Reasonable Accommodations depends upon the student's disability and is determined by the needs of the student, documentation from the student, and documentation from appropriate professionals. The determination of what specific accommodations will be provided will be based upon evaluation of the individual Student's documentation, personal needs, and academic requirements. A Student's Reasonable Accommodations may be subject to review and adjustment from time to time.

For a student requesting accommodations:

- Students must meet admission qualifications.
- Self-identify as a student with a disability.
- Complete the Request for Reasonable Accommodations and provide documentation.
- Follow established procedures for requesting accommodation.
- Request accommodation in a timely manner by meeting with the school administration.
- File an appeal within 10 days if the Request for Reasonable Accommodations is denied.

The above procedures lay out the responsibilities of the student. The responsibility of K.O. Barber Academy include: Ensuring that programs, services, and activities are accessible, exploring and providing appropriate Reasonable Accommodations that maintain the academic integrity of the

program, communicating with the student with a disability about reasonable accommodations, and ensuring that all information will be maintained and used in accordance with applicable confidentiality requirements.

Cell/Office Phone Usage Policy

- Students are not permitted to use the school telephone without permission of an instructor. Only emergency calls will be permitted or accepted. Messages will be taken at the front desk, and the student will be contacted immediately. Please inform your family and friends of these rules.
 - Cell phones are not to be used during class. Cell phones are only permitted to be used on the clinic floor for educational purposes. Students may not use cell phones while working on a practical/theory assignment or on a client. Should we have ongoing issues with cell phone usage it could result in further discipline. Phones are a distraction to all students and during the time at the academy we want full attention to your education. We understand emergency situations and should there be a warranted reason for you to need to have your cell phone please make sure and talk to your instructor or administration.
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Dress Code

- The dress code includes black or khaki pants along with a black, white, or gray shirt.
- K.O. Barber Academy T-Shirts can be purchased and worn as part of the dress code.
- All clothes must be kept clean, stain-free, not torn or shredded, pressed, and professional-looking at all times.
- Hair and makeup (if applicable) must be done daily in a professional look prior to signing in. Hair must be dried and styled. Also, when a student has the privilege of receiving a service, the hair must be dried and combed out promptly.
- Clean, professional-looking shoes must be worn at all times.
- Skirts/Dresses/Shorts must not be shorter than two inches above the knee.
- Shirts must not show cleavage or underarm. No tank tops allowed. Backs and midriffs must be covered at all times.
- Clothing must not include any profane or inappropriate content.

- No Sagging.
- Your personal appearance is a direct reflection of you and of the school. It is important that you come in with good personal hygiene and your appearance in a good manner or you will be asked to leave for the day.
- No slides or open-toed shoes allowed.

If your attire does not comply with the above-mentioned rules and is deemed inappropriate or offensive, you will be sent home for the day unless you have a change of clothes that are within dress code. Being sent home for dress-code related reasons will not excuse an absence.

Student Parking

- Students must abide by all local parking rules and regulations.
 - The school will not be responsible for parking violations and/or towing fees.
 - Students will have designated parking areas based on the agreement of our building landlord.
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Employment Placement

K.O. Barber Academy does not guarantee employment; however, we are committed to assisting the placement of every graduate seeking employment. We provide our students with the knowledge and information necessary to be successful in the industry. Our curriculum contains employment units, which include topics such as appearance guidelines, job referrals, and résumé preparation to help our students gain the knowledge needed to successfully interview and prepare for a job at the end of their training. As employment opportunities and openings are made known to K.O. Barber Academy, this information is then provided to our students.

Surveillance/Cameras

We have cameras within the facility in every area except for the private bathroom. It is important that you understand that these cameras are for the protection of the school, students, and clients. These cameras will be reviewed should there be a time that it is deemed necessary. Our cameras record both sound and video.

Video/Photographing

As a student of K.O. Barber Academy, there will be times that you will be videotaped and/or photographed for security and/or educational purposes. Additionally, photographs may be used in advertising, on our website, and/or for internet marketing. Unless you state otherwise, you agree to be

photographed and/or videotaped and release all rights to photographs to K.O. Barber Academy. If you prefer not to be in any photos or videos this request must be made in writing.

Social Media Guidelines

K.O. Barber Academy students are responsible for what they post on social networking sites (including, but not limited to Facebook, Instagram, Pinterest, Twitter, YouTube, blogs, file-sharing & user-generated video and audio). K.O. Barber Academy does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or any other conduct that would not be accepted inside K.O. Barber Academy on any of K.O. Barber Academy social media sites. K.O. Barber Academy reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. Students may not provide misleading, false, or confidential information about K.O. Barber Academy, faculty/instructors, students, or customers. You may not cite or refer to the school, faculty/instructors, students, or customers without their approval. It is the duty of K.O. Barber Academy to protect itself from undue harm related to information that is shared on social networking sites.

Harassment Policy

It is the policy of K.O. Barber Academy to maintain a workplace free from any type of harassment including sexual, ethnic, or racial harassment, creating a hostile work environment, racial slurs, or demanding sexual favors for work-related benefits. In this regard, we will discipline up to and including discharge of anyone who engages in such activity. Under this policy, sexual harassment is defined as: unwelcome sexual advances; employment, grades, advances, or lack thereof based on sexual favors or lack of such favors; non-consensual touching or sexual jokes; requests for sexual favors; verbal or physical conduct of a sexually harassing nature; physically suggestive objects, pictures, or obscene gestures; or failure to cease any such act upon request of any other person.

Professionalism

- You must uphold yourself in a professional manner at all times while in or around the school.
 - No lounging in the chairs in the lobby or classroom.
 - No sleeping at school. The first time you are caught you will be sent home for the day, the second time you will be suspended for a week, any times after that you will be suspended for two weeks. The time missed WILL go against your 100 hours given for unforeseen circumstances. NO EXCEPTIONS!
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Drug, Alcohol, and Tobacco Policy

- K.O. Barber Academy is a tobacco, drug, and alcohol-free campus.

- It is the policy of K.O. Barber Academy that the possession, use, and sale of alcoholic beverages on campus are prohibited, without regard to an individual's age.
 - K.O. Barber Academy is committed to maintaining an alcohol & drug-free environment for its students and employees in compliance with applicable federal, state, and local laws.
 - The possession, use, and sale of illegal drugs are prohibited.
 - K.O. Barber Academy adheres to all state and federal drug laws.
 - Students or employees who violate federal, state, or local laws concerning drugs or alcohol are subject to criminal prosecution and can be terminated from the academy.
 - If we at ANYTIME feel like you are under the influence of any drugs or alcohol, you will be asked to leave for the day. If this continues to be a problem, you will be terminated by the school indefinitely.
 - This policy applies to both students and staff.
 - Smoking is not permitted inside or outside of K.O. Barber Academy.
 - Vaping is not permitted inside of K.O. Barber Academy.
 - Dipping and other smokeless tobacco are not permitted inside K.O. Barber Academy.
 - If these policies and guidelines are not followed the student could be subject to probation, suspension, or termination.
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Sexual Misconduct Policy & Procedures

- K.O. Barber Academy is committed to providing a safe educational environment which is free of violence, harassment, and discrimination.
 - Any sexual misconduct is grounds for termination from the academy.
 - Sexual misconduct will be reported to the authorities.
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Student Payments and Tips

Students shall not be paid any wages including tips for services completed while attending the academy.

Personal Supplies

It is important that you do not touch or use anyone else's supplies while at the school. If you would like to use something of someone's you must ASK them, and they must agree and needs to be returned immediately to whom it belongs. It is important that you do not take anyone's supplies including neck strips, combs, razor blades etc without prior consent to do so.

Student Complaint/Grievance Policy

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of the final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution.

K.O. Barber Academy endorses an open-door policy for all persons associated with the institution. This open-door policy is practiced addressing potential negative issues before they become complaints. Any student who wishes to initiate a complaint has the assured right that staff will not take any adverse actions against the student for bringing forth an issue. The following procedure outlines the specific steps of the complaint process:

- The student must submit the complaint in writing to the administration. The written statement must include a full description of all conditions and circumstances related to the complaint. The student must submit the complaint in writing within 7 calendar days from when the grievance occurred.
- The administration will then discuss with staff and instructors. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

Record Retention Policy

- All student records will be maintained in both paper form and electronic form.
- Records will be kept for 7 years from the student's graduation date.
- All records will be locked and kept protected for privacy.
- A record of student academic or course progress at the school including programs of study, dates of enrollment, courses taken and completed, grades, and indication of the student's current status (graduated, probation, etc.) will be retained.
- The school will maintain adequate permanent student records and have them readily available, if necessary, which will include evidence of compliance with school admissions requirements, theory and practical academic transcripts, dates of enrollment/withdrawal/completion, financial records, and attendance records.
- Full-time and Part-time records will be kept separate from each other.

Cleaning Requirements

- Every student is responsible for picking up after themselves.
- The cleanliness of the school is a direct representation of the school and you as a person.
- We want to make sure that the environment is clean and welcoming.

- After lunch all trash needs to be thrown away immediately.
- If you see a trash can that is full- take it out; if you see hair that needs swept-sweep it up; if you see a dirty mirror-wipe it off; if you see the bathroom is not clean-tidy it up. It is everyone's responsibility to maintain the cleanliness of the school.
- Each student will have a weekly chore chart to help maintain the cleanliness of the school.
- You must clean up after every single client. DO NOT leave the building without making sure that your area is neat and cleaned up.

Clients and Walk-ins

- We do not guarantee students a certain number of client walk-ins or services.
- Services will be assigned to barber students based on skill and ability.
- Customers can request a certain barber student; however we do not do appointments. This is a first come first serve business.
- Everyone is at different levels and the instructors will make sure that the student is ready for the type of service the customer is requesting.
- We at K.O. Barber Academy assume no responsibility for any negligence by a student.
- Professionalism is key and will be monitored when working with clients coming into the academy.
- A liability form is required for all chemical services. This is non-negotiable. If the child is a minor this form must be completed by the parent/guardian.

Contingency Plan

In the event that there is an emergency at K.O. Barber Academy we will do everything necessary to ensure that students are able to operate business as usual. We guarantee to always work hard to maintain the proper environment for our students and staff. In the event there is an emergency we have the following plan in place and have partnered with Crown Cutz Academy to allow continued education. We also have an electronic process in place to help accommodate all students which will be completed via ZOOM in the event of an emergency and the commute to Crown Cutz Academy is not within reason.

Natural Disaster/Building Damage

In the event of a natural disaster in our area or any other damage to our facilities, we will assess the damage to determine the length of time to get the school back in working order. Should the property take longer than a week to repair we have an agreement with Crown Cutz Academy at 809 N Roan St, Johnson City, TN 37601 to use their facilities. This would be a temporary solution until the repairs are in place. We also have an electronic process in place to help accommodate all students which will be

completed via ZOOM in the event of an emergency and the commute to Crown Cutz Academy is not within reason.

Long Term Illness/Injury

Should there be circumstances where there are no instructors/instructor assistants available due to illness lasting more than a week we will utilize our agreement with Crown Cutz Academy at 809 N Roan St, Johnson City, TN 37601. Depending upon the type of illness/injury we will use Zoom as an alternate option for learning in a TEMPORARY online environment. We also have an electronic process in place to help accommodate all students which will be completed via ZOOM in the event of an emergency and the commute to Crown Cutz Academy is not within reason.

Right to Change

K.O. Barber Academy reserves the right to modify its curriculum, rules, or any other policies at its discretion. Any modifications to curriculum, rules or any other policies will be disclosed to current and prospective students in an updated version of our catalog, which can be accessed on the school's website and will be emailed out to each enrolled student. If the modification affects current students, the change will be announced in class and posted on the bulletin board in the classroom. Please note that all terms of current student enrollment agreements will be honored. K.O. Barber Academy reserves the right to reschedule, postpone, or to cancel class start dates. In the event of a change in start date, the student will be provided with the opportunity for a full refund of all monies paid or be provided with the opportunity to sign a new Student Enrollment Contract.

Student Rights, Responsibilities, & Privileges

Per the terms of the enrollment contract, the student:

- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to pay applicable school and state board testing fees and provide all required registration paperwork in a timely manner.

- Agrees to always comply with the school's dress code and project a professional image representative of the barber industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that minimum attendance and grade requirements must be maintained for satisfactory progress; failure to comply will result in possible probation or termination from the program according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.
- Understands and agrees that he/she is responsible for reporting to the school state board examination grades, progress, licensure date, and employment information.