



2023-2024 Catalog

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Mission Statement

To educate men and women in the field of barbering to establish a successful career as a Professional Barber.

School History

Headlines Barber Academy (HBA) is a postsecondary private vocational school specializing in the teaching of all facets of the barbering profession. It is centrally located in the metropolitan area of Kansas City and within easy access to cars, bus, and public transit authority. It is one of few Barber Schools in Kansas City who continuously provides the barbering industry with professional tradesmen.

School Philosophy

To our students, we strive for superior, expert, and ethical instruction to prepare you for a career in the hairstyling world. {Through Headlines Barber Academy, our method of individual instruction and constant teachers training is aimed at providing you with only quality education. We strive to produce creative professional hairstylists, with the ability to compete and excel in today's competitive and fascinating haircutting world.}

With the Headlines Barber Academy tested system of training, students will become professional hairstylists, proficient in all the modern methods and professional techniques.

Licensure and Agreements

- Kansas Board of Barbering
700 SW Jackson #1002, Topeka, KS 66603
- Vocational Rehabilitation Services of Kansas 500 SW Van Buren St., Topeka, KS 66603
- Veterans Administration GI Bill

You are instructed to carefully read this catalog. Should any information in this catalog be unclear or not be fully understandable by you, an appointment should be made with a member of the administrative team for further clarification and/ or explanation to your questions. Throughout this catalog and other school documents Headlines Barber Academy is also referred to as HBA Academy. The programs will be taught in English; the enrollment contract is in English. You must sign the last receipt page, acknowledging full understanding and comprehension of all material prior to starting class, and agree to all provisions of this catalog.

Facilities and Equipment

Headlines Barber Academy has approximately 2500 square feet that is utilized for office space, practical lab, and an instructional classroom. The practical lab has 48 barber stations with 48 sinks and 48 mirrors. The academy has the following teaching aids to support the students; a library with reference books and magazines, an audio or video blackboard player that includes access to trends in hairstyling, haircutting, perming, color, and scalp treatments.

Anti-Discrimination

Headlines Barber Academy provides a welcoming environment to everyone regardless of race, color, religion, gender, gender expression, politics, social class, age, national origin, disability, marital status, parental status, sexual orientation, or military status in all its activities and operations.

Admission Policy

To enroll in Headlines Barber Academy, you must meet the following requirements below:

1. 16 years of age
2. Take a tour of the academy and interview with the Admissions Administrator
3. Must complete all enrollment forms
4. Provide proof of secondary education such as high school diploma*, or a GED certificate*, or an official transcript showing secondary school completion, or a state certification of home-school completion.
5. Provide a copy of a current government issued ID (State ID, Driver's License)
6. Provide a copy of social security card
7. Tuberculosis (TB) skin test (to be completed prior to start date)
8. No conviction of a sexually related crime or any crime against a child
9. The academy will not allow students already attending another institution to enroll. HBA may or may not accept hours obtained from other Barber or Cosmetology or Esthetics schools.
10. Acceptance of transfer hours will be at the discretion of the academy and Kansas Board of Barbering.
11. A student who left the academy in good standing and wants to return will be required to make their intent known to the administrator. The student will need to sign a new contract, pay the non-refundable registration fee to re-enroll and meet the requirements per state regulations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Headlines Barber Academy will adhere to the rules of the FERPA policy in that only students or parents of dependent students may review their school records. This information will be released only by written permission of the student or by the parent (s) of the dependent student. To obtain a copy of these records. Mail or present a written request to the Administrative Office at 4327 State Ave., Kansas City, KS. 66102.

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

(1) The right to inspect and review the student's education records within 45 days of the day the Headlines Barber Academy receives a request for access.

A student should submit to the Financial Aid Office a written request that identifies the record(s) the student wishes to inspect. A Financial Aid official will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask HBA to amend a record should write Headlines Barber Academy's official, responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If HBA decides not to amend the record as requested, HBA 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 academy discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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.

b) 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

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

d) The school may release the educational records of a student to a parent, provided the student is claimed as a 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.

e) Under FERPA, the school may disclose to third party's 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."

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

ANNUAL NOTICE

Notice of these rights will be published annually in booklet form; notices will also be posted online at www.headlinesbarberacademy.com

Headlines Barber College does not release any information known as Directory Information.

New Student Orientation

Students must have visited the school prior to orientation, turned in all required preliminary documents for enrollment, and selected a schedule-Barber Styling Program or Crossover Program. Students are taken on a tour of the facility and given the opportunity to ask questions about the college and the program(s). Orientation for students is held on the 1st Tuesday of the month. All new students, transfers and re-enrollment students are required to attend orientation prior to beginning coursework. At orientation, students will be informed of school policies, regulations, as well as the laws governing the practice of Barbering in the state of Kansas. Students will learn how to use the academy's fingerprint time-clock system for attendance. When clocking in or out, the student must confirm that the time clock transaction was completed before walking away from the time clock. Students watch a First Aid video on this day. First Aid Kits are accessible and available to students. Instructors will assist with First Aid in case of emergency.

Re-enrollment

1. Students who withdrew may re-enter into the program without the loss of program clock-hours provided it is within four (4) years from the date of withdrawal.
2. Students being readmitted to the school must complete an Application for Admission prior to the beginning of the session for which enrollment is sought. The application must be accompanied by the applicable non-refundable fee.
3. Students who are eligible for readmission and who attended HBA in the past will be considered transfer students. To be eligible for unconditional readmission, students must have earned at least an 75% grade point average on all work attempted at HBA including an 80% attendance rate. If this condition is not satisfied, applicants for readmission will be placed on academic probation.
4. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contract hours at the institution.
5. *If applicable:*
 - A) Before 180-days/6 month return in the same Payment Period the student left, same SAP and same contract.
 - B) After 180-days/6 months the student returns as a transfer student with the approved amount of transfer hours and new contract.
6. All student records are the responsibility of the said student. HBA reserves the right to

evaluate the previous enrollment to verify the student was in good standing and their tuition account paid up to the last date of attendance before the student is accepted for re-enrollment.

7. Students will be readmitted under the curriculum in effect at the time of readmission.
8. Students eligible for readmission under a different program must meet all program requirements for admission to that program.

School Admission Procedures

1. New enrollment occurs the first Tuesday of each month.
2. Potential students should contact the school by phone, email, visit our website to request an interview, or stop by the school during service hours for more information.
3. A copy of a High School Diploma or G.E.D. certificate is required. However, any Title IV (i.e., Financial Aid, G.I. Bill and/or Vocational Rehabilitation) funding and/or graduation may not take place until such a requirement is met.
4. Once all requirements are met and the school accepts the student's application, they must enter into an enrollment agreement with the school by signing the Enrollment Agreement form before starting their program.
5. The enrollment form must be returned to the school accompanied by a \$100.00 enrollment fee (non-refundable) to be officially enrolled.
6. US Veterans whose tuition is covered by the State will not be charged a late fee should an issue arises.

Transfer Hours Policy

Students may transfer to another institution hours accumulated towards the Kansas Barber License will be at the discretion of the receiving institution and their State Barber authority. The transferability of clock hours a student earns at Headlines Barber College is at the complete discretion of an institution to which the student may seek to transfer. HBA does not guarantee transfer of credits; this is solely up to the receiving institution. Acceptance of the certificate a student earns for completing any program at HBA is also at the complete discretion of the institution to which the student may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending HBA to determine if you will receive credit for the classes you complete at HBA.

Tuition and Payment Schedule 1200 Hour Barber Styling Program

Tuition Cost \$10,000.00

**Deposit Fee \$1,000.00*

**Toolkit Fee \$ 600.00*

**Deposit Fee and *Toolkit (toolkit, book, uniform) = \$1,600 must be paid up front.*

- State License and testing fees are the student's responsibility (see **Additional Fees**)

Monthly payments are due on the 5th of each month. Weekly payments are due every Friday by 3:00 p.m. Bi-weekly payments are due on the 1st and 15th of each month. Payments are paid

using cash, check, and or credit card. Payment arrangements must be made in advance. No Title IV funding currently.

- Fees are payable to Headlines Barber College and the college is responsible for processing licenses and application with the Kansas Board of Barbering

Tuition and Payment Schedule 500 Hour Crossover Program

Tuition Cost \$4,400.00

**Deposit Fee \$400.00*

**Toolkit Fee \$600.00*

- *Deposit Fee and Toolkit (toolkit, book, uniform) = \$1,000 must be paid up front.
- State License and testing fees are the student's responsibility (see **Additional Fees**)

Books and Tool Kits are non-refundable.

Monthly payments are due on the 5th of each month. Weekly payments are due every Friday by 3:00 p.m. Bi-weekly payments are due on the 1st and 15th of each month. Payments are paid using cash, check, and or credit card. Payment arrangements must be made in advance. No Title IV funding currently.

- Fees are payable to Headlines Barber College and the college is responsible for processing licenses and application with the Kansas Board of Barbering.

Additional Fees

\$100 enrollment fee (non-refundable) and a \$55 student license fee. Students will incur a \$200 fine for Saturday's absences. Transcript fee of \$10.00 if needed.

Financial Aid

HBA Scholarship 1.0 is available depending on funding. To learn more, please visit our website: headlinesbarberacademy.com or stop by the office.

1200 Hour Barber Styling Program

The objective of the Barber Styling program is to train students in all aspects of the hairstyling profession. The student will acquire skills in haircutting, tapering, trimming of the beard and mustaches, scalp treatments, facials, shampooing, honing and stropping, shop management, light therapy and perming. Students who complete their program will be eligible for entry-level positions in the barber/styling field or choose to assume positions as assistant barber instructors, manufacturer's representative, or hair colorist.

500 Hour Crossover Program

The objective of the Crossover Program is to educate Licensed Cosmetologist on how to properly shave with a razor and how to perform advanced clipper cutting techniques in order to prepare the students who completes the course to pass the State Examination and enter the field as an entry level licensed Barber.

Program Starting Dates- The Barber Styling and Crossover Program starts the first Tuesday of every month throughout the calendar year. Classes are in session five (5) days a week, Tuesday through Friday, 9 a.m. to 4:00 p.m. Saturday from 9:00a.m. to 4: 00p.m for the Barber Styling Program. The Crossover Program is five (5) days a week, Tuesday through Friday, 9 a.m. to 2:00 p.m. Saturday from 9:00a.m. to 4: 00p.m (OPTIONAL).

Schedule of Completion*

Program	Class Schedule	Hours Per Week	# of Months
Full-Time	Tues-Sat 9:00am-4pm	32.5	9
Part-Time	Tues-Fri 9:00am-2pm Saturday 9:00am-4pm	26.5	11
FT/PT**	Saturday 9:00am-4pm	7	9/11

Note: *FT (Full-Time) and PT (Part-Time)

**MANDATORY

The normal schedule of completion is based on 100% attendance

School Curriculum

Headlines Barber Academy will use Milady’s Standard Professional Barbering Aid for teaching and instruction. The curriculum is broken down into 5 parts which averages approximately 2.5 months for full-time and 3 months for part-time.

Part 1: Overview

- 1. Study Skills**
- 2. The History of Barbering**
 - a. The rise of the Barber Surgeons
 - b. Modern Barbers and Barbering
- 3. Professional Image**
 - a. Your Professional Image
 - b. Human Relations
 - c. The Psychology of Barbering
 - d. Guidelines for Student Success
- 4. Bacteriology**
 - a. Bacteriology
 - b. Bloodborne Pathogens

- c. Parasites
- d. Immunity
- e. Hepatitis
- f. HIV/AIDS

5. Infection Control/Safe Work Practices

- a. Principles of Prevention and Control
- b. Level of Prevention and Control
- c. Solution and Strengths
- d. Sanitizers
- e. Disinfection Procedures
- f. Universal Precautions
- g. OSHA
- h. Public Sanitation
- i. Professional Responsibility

Part 2:

1. Implements, Tools, and Equipment

- a. Combs
- b. Haircutting Shears
- c. Clippers and Trimmers
- d. Razors
- e. Additional Barbering Implements, Tools, and Equipment

2. Anatomy and Physiology

- a. Cells
- b. Tissues
- c. Organs
- d. The Skeletal System
- e. The Muscular System
- f. The Nervous System
- g. The Circulatory System
- h. The Endocrine System
- i. The Digestive System
- j. The Excretory System
- k. The Respiratory System
- l. The Integumentary System

3. Chemistry

- a. The Basics of Chemistry
- b. The Chemistry of Water
- c. Cosmetic Chemistry

4. Electricity and Light Therapy

- a. Electricity
- b. Light Therapy

5. Properties and Disorders of the Skin

- a. The Structure of Hair
- b. Hair Growth
- c. Hair Analysis
- d. Hair Loss
- e. Disorder of the Scalp

Part 3:

1. Treatment of the Hair and Scalp

- a. Shampoos and Conditioners
- b. Draping
- c. The Shampoo Service
- d. The Shampoo Procedure

2. Men's Facial Massage and Treatments

- a. Subdermal Systems and Facial Massage
- b. Theory of Massage
- c. Facial Treatments

3. Shaving and Facial Hair Design

- a. Fundamentals of Shaving
- b. Intro to Facials Hair Design
- c. The Mustache
- d. The Beard

4. Men's Haircutting and Styling

- a. The Client Consultation
- b. Basic Principles of Haircutting and Styling
- c. Fundamentals of Haircutting
- d. Haircutting Techniques
- e. Intro to Men's Hairstyling

5. Men's Hairpieces

- a. Hairpiece Quality
- b. Measure for the Hairpiece
- c. Cleaning and Styling Hairpieces
- d. Hair Restoration Techniques

Part 4:

1. Woman's Haircutting and Styling

- a. Basic Haircutting
- b. The Blunt cut (0 Degree)
- c. The Graduated Cut (45 Degree)
- d. Uniform Layered cut (90 Degree)
- e. Long Layered Cut (180 Degree)
- f. Other Cutting Techniques
- g. Hairstyling

2. Chemical Texture Service

- a. Chemical Texture Service

- b. The Nature of Chemical Texture Service
 - c. The Client Consultation
 - d. Permanent Waving
 - e. Reformation curls
 - f. Chemical Hair Relaxing
- 3. Hair Coloring and Lightening**
 - 4. Characteristics and Structure of Hair**
 - 5. Color Therapy**
 - 6. Hair Coloring Products**
 - 7. Hair Coloring Procedures/Terminology**
 - 8. Hair Color Application Terms**
 - 9. Hair Coloring Product Applications**
 - 10. Special Effects of Hair Coloring**
 - 11. Corrective Problems in Hair Coloring**
 - 12. Coloring Mustaches and Beards**
 - 13. Hair Coloring Safety Precautions**

Part 5:

- 1. Barbershop Management**
 - a. Self-Employment
 - b. Operating a Successful Barbershop
 - c. Selling in the Barbershop
 - d. The Job Search
 - e. Industry Trends
 - f. Preparing for Employment
 - g. The Employment Interview
 - h. Kansas State Board Preparation
- 2. Kansas State Board Preparation and Licensing Law**
 - a. Preparation for Kansas State Board Exam
 - b. Kansas Board of Barbering Rules and Regulations

**Kansas Board of Barbering Policy and Procedure
KANSAS BARBER MINIMUM CURRICULUM (1,200 Hours)
Adopted by Board July 28, 2016**

REQUIRED SUBJECTS IN COURSE OF STUDY	Minimum Hours of Supervised Practice	Minimum Hours of Demonstration & Lecture
Scientific Fundamentals of Barbering		150
Histology of the Hair and Skin		10
Anatomy, including particularly structure of the head, face and neck		10
Skin, Scalp and Hair and their Common Disorders		10
Electricity as applied to Barbering		2
Elementary Chemistry in Relation to Sterilization and Antiseptics		10
Chemistry and Pharmacology		2
Sanitation and Sterilization	10	10
Hygiene and First Aid		5
Bacteriology		5
Scalp Care and Shampooing	30	5
Instruments		5
Economics, Equipment and Shop Management		15
History of Barbering		5
Singeing and Hair Tonics	1	1
Soaps, Shampoos, Creams, Lotions and Tonics		5
Facials, Massages and Packs	20	5
Honing and Stropping	1	1
Shaving	100	20
Haircutting	600	25
Hair Styling and Arranging	30	10
Permanent Waving	20	10
Coloring Bleaching Tinting and Dyeing the Hair	25	17
Law and Ethics		25
MINIMUM TOTAL OF EACH	837	363

**Kansas Board of Barbering
Policy and Procedure
INDUSTRY-RELATED MINIMUM ADDITIONAL CURRICULUM
Crossover Program (500 Hours)
Adopted by Board July 28, 2016**

Required Subjects in Course of Study	Minimum Hours of supervised Practice on Clinical Floor	Minimum Hours of Demonstration & Lecture in Classroom
Anatomy, including particularly structure of the head, face & neck		10
Electricity as applied to barbering		2
Bacteriology		5
History of Barbering		5
Singeing and Tonics	1	1
Honing and Stropping	1	1
Shaving	100	20
Haircutting	325	29
TOTAL OF EACH	427	73
TOTAL NUMBER OF HOURS (MINIMUM) 500		

Basic Barber Tool Kit (\$600)

- All Purpose
- Andis Pivot Motor combo (1 trimmer) (1 speed master clipper)
- Barber Textbook
- Cape clip
- Chair Cloth
- Clipper Cleaning Brush
- Disinfectant Spray
- Mannequin
- Smock
- Steel Clip (Hair Clip)
- Taper Comb
- Taper Shear
- Thinning Shear
- Water Bottle

Barber Tools (Not Included in the Basic Kit)

**Additional Cost **

- Andis BGRC Detachable Clippers – \$130.00 each
- Detachable Blades (7) – \$23.00-30.00 each
- Razor - \$4.00-20.00 each

Grading System

The school’s grading system is based on a Satisfactory, Unsatisfactory, and Incomplete system and is used for all written and practical examinations.

Percentage		Grading
90%-100%		Excellent
80%-89%		Very Good
75%-79%		Satisfactory
0%-74%		Below Satisfactory

1. Our students must have 75% GPA to graduate. Progress records are maintained for each student and recorded in a progress report. The student’s records are available to him/her for explanation/clarification by the school director or instructor during regular school hours. Student records are maintained for four years.
2. Headlines Barber Academy has in place a Satisfactory Academic Progress Policy. This policy establishes a maximum time frame during which students must complete the program of study. The maximum time frame is then divided into segments; at the end of each segment, students must complete certain minimum requirements, as set forth below to be making satisfactory progress.
3. The length of each program, as measured in clock hours, is the normal time frame plus 50% to complete the program.

Measure of Satisfactory Progress 1200 Scheduled Clock Hours

Maximum time frame

Segment	Practical Hours Required	Written Test Required	GPA
400 actual	400 hr. exam	25%	75% +
800 actual	800 hr. exam	50%	75% +
1195 actual	1195 hr. exam	75%	75% +
1200 actual	1200 hr. exam	All Exams	100% +

To graduate within the max time frame, students must attend 80% of their schedule. Conversely, if at the end of each increment of designated attend clock hours a student has not maintained an 75% level in GPA and/or meets minimum required practical and written exams and/or has exceeded the maximum number of scheduled clock hours, Headlines Barber Academy will certify that he/she is not maintaining satisfactory progress. In this case, the student will be placed on probation for a one-month period, in addition to the work normally required during the one-month probationary period, the student must bring his/her GPA up at least 75% and/or must make-up the number of clock hours required to establish his/her satisfactory progress for the segment he/she was placed on probation.

At the end of the probationary period, the student must have brought his/her GPA up to at least 75% and/or meet required practical and written exams and/or must have made up the clock hours required as of the end of the segment for which he/she was placed on probation. If not, Headlines Barber Academy will certify that he/she is not making satisfactory progress and the student will be terminated.

Make-Up Work & Make-Up Hours

1. Students are responsible for all class work missed due to absence or tardiness.
2. All hours and examinations missed because of absence or tardiness must be made up to complete the program successfully and receive their Certificate of Completion.
3. Students may arrive and sign in as early as 8:45 a.m. and stay as late as 5:15 p.m. to make up for missed time.
4. An incomplete grade will be considered a failure when a student fails to make-up or retake a missed or failed scheduled exam within 30 days after his/her monthly review. The grade or a grade of "O" will be applied towards his cumulative average.

Class Schedule

1. Theory classes are held three times a day consisting of classroom work, demonstrations, and lectures along with visual and audio aids.
2. The period after class is spent working on the clinic floor under the supervision of licensed instructors.
3. The school class schedule makes it convenient for the student to attend class whether on a full or part-time schedule and to make up classes that are missed due to tardiness or absenteeism.
4. There are always a minimum of two instructors on duty as required by the Kansas Board of Barbering.
5. New classes begin on the first Tuesday of each month. The 1200-hour barber/styling program lasts for 37 weeks on full-time basis and for 45 weeks on a part-time basis.

School Calendar

The school is closed on the following legal holidays:

New Year's Day M.L.K Day Washington's Day Memorial Day
Juneteenth National Independence Day Independence Day
Labor Day Thanksgiving Day Christmas Day

Please watch FOX 4 news or visit their website for school closings.

School Objective

Our owners and staff carefully planned the Headlines Barber Academy method of teaching. Our system of teaching is key to the demands of modern barber hairstyling.

Our graduates are not only trained in practical and scientific barbering, but they are also trained in all principles of barber shop management, business, and personal ethics, and conduct towards the public as well as fellow workers.

Educational Objectives

The Headlines Barber Academy has specific educational objectives for each student being successful upon completion of the 1200-hour program in Barber/Styling Program and the 500-hour Crossover Program as required by the Kansas Board of Barbering. The school will provide the student with specific skills necessary to pass the state licensure examination and to be gainfully employed in the Barber/Styling profession. Headlines Barber Academy offers its students one training program for those with no prior experience in the Barber/Styling field.

Job Placement Service

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow up with the school on current employment needs. In addition, the school maintains a network of relations with professionals and employers who participate in the learning experience as guest speakers and provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

Attendance Policy

An attendance rate of 80% must always be maintained by every student. If a student does not maintain 80% attendance corrective action may be taken in the following way:

If a student falls below 80% at any evaluation period, the student should be placed on warning until attendance can be reviewed at the next evaluation period. If the attendance rate shows improvement, the student will continue to be on a written warning until the 80% criteria is met.

If a student who has been on attendance warning has decreased their attendance percentage at the next evaluation period, the student will be placed on probation until the next evaluation period. The student will be reviewed at the next evaluation period, if the attendance percentage shows improvement, the student will continue probation until the 80% criteria is met.

If a student has not improved attendance during probation, the student may be suspended. After a suspension the student will be reviewed at the next evaluation period, if the student is not showing the ability to maintain a satisfactory attendance, termination should be considered. A student receiving Financial Aid is at risk of losing eligibility for failure to maintain 80% attendance.

Monthly Progress Reports are provided to ensure attendance meets the 80% minimum criteria.

1. The school should be notified if the student is late or absent from classes (see Infraction's Point System).
2. The only absenteeism that will be permitted is one that is accompanied by a Request for Time Off or documentation of a medical or personal emergency.
3. The school will determine if an absence of a nonmedical nature is permitted.
4. All students are expected to arrive and leave on time for all class sessions. Each student must clock in at the required time. Students are not allowed to loiter in the building or on school grounds.
5. Arriving late (after 9:15am) or leaving prior to the completion of your scheduled day will be considered tardy.
6. Students who forgot to clock in must inform the office for an adjustment. Students who do not comply with this regulation will not receive credit for that period.

Tardiness

1. All students are expected to clock in and out on time.
2. The school is run on clock hours; therefore, students only receive credit for the time clocked-in and clocked out.
3. Tardiness will reduce the number of clock hours and will increase the student's projected graduation date.

Non-Discrimination Policy

Headlines Barber Academy (HBA) does not discriminate based on race, sex, age, religion, national or ethnic origin, sexual orientation, disability, marital status, or prior military service in connection with the administration of any of its educational, employment, financial aid, scholarships, or student activity programs. Nondiscrimination will always be the policy of HBA. It is the policy and practice of Headlines Barber Academy to comply with the American with Disabilities Act of 1990, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. No qualified individual with a disability shall be denied access to or participation in services, programs, and activities of the academy. If you feel you have been discriminated against, please submit complaints to:

Kansas Board of Barbering

* 700 SW Jackson Ave Suite #1002 Topeka, KS 66603/785-296-2211

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 action required to attain satisfactory academic progress by the next evaluation, if at the end of the warning period, the student has not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. The student will be

notified in writing and must make arrangements to pay the college by other means to remain enrolled.

Probation

Students may be subject to probation if they fail to meet minimum requirements for attendance or academic progress during the warning or previous evaluation period; and the student prevails upon appeal of a negative progress determination prior to being placed on probation; and is able to make satisfactory academic progress by the end of the probation period. A student can appeal the decision due to extenuation circumstances including but not limited to death of a relative, injury or illness of the student, or other allowable special circumstances. When an appeal is made, the student must supply documentation describing the circumstance which caused them to not meet Satisfactory Academic Progress in addition at the next evaluation period. Students who are progressing according to the specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student still has not met both the attendance and academic requirements required for satisfactory academic progress or the academic plan, he/she will be determined as NOT making satisfactory academic progress and if applicable, students will not be deemed eligible to receive Title IV funds.

Appeals Procedures

A student may appeal a determination that he/she is not making satisfactory academic progress at Headlines Academy by submitting a signed, dated “Satisfactory Academic Progress Appeal Form” to the school’s business office within 14 days of the determination that she/he is not making satisfactory academic progress. The school’s business office will issue a “Satisfactory Academic Progress Appeal Decision” to the student within 14 days of the student’s appeal. The decisions of Headlines’ business office concerning SAP appeals are final. As with any use of professional judgment, adequate documentation is critical. Since third parties may sometimes be used to document the mitigating circumstances surrounding an SAP appeal, the following provides some acceptable documentation that may be submitted in support of an appeal. Some examples might include but are not limited to:

- Newspaper obituaries or death certificates to substantiate deaths
- Physician’s statement to substantiate illness or accident
- Statement from clergy or family member who knows the student’s situation
- Statement from instructor
- A student who loses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their SAP Evaluations.

Termination Policy

A student may terminate their enrollment with the school at any time in accordance with the school’s minimum cancellation and settlement policy.

The school may terminate the enrollment agreement under the following conditions:

Infractions of the school’s rules and regulations.

Not maintaining satisfactory progress for two consecutive months.

Failure to return from a leave of absence on the scheduled date.

Student failure to meet their financial obligations to the school.

Graduation Requirements

To successfully complete the school programs, the student must complete the following criteria:

1. All academic, practical and attendance criteria.
 - 1200-hour completion
 - 80% Attendance rate
 - 75% GPA
 - All tests completed and passed
 - Exit exams completed and passed
 - Mock Board scheduled, completed, and passed
 - Tuition balance paid in full
 - Fines paid in full
2. When all tuition and fines are paid in full.
3. When the student completes the above requirements, he/she will be awarded a Certification of Completion.
4. Once the student receives his/her certificate, then the student is eligible to apply to the Kansas Board of Barbering for licensure examination.

Student Services

Headlines Barber Academy offers students' advisory services to enable the student to complete his/her program successfully. Students may consult with the office or their instructors for any academic or personal advising they may require. Students will automatically be advised by the school if the student is at risk of being placed on probation because of lack of academic progress.

Students may request or be recommended by school personnel for personal advising regarding emotional, family and/or drugs, and alcohol issues. Students will be referred to the appropriate agencies by the school.

Headlines Barber Academy Mandated Refund Policy

1. Termination date for refunds computation purposes is the last day of actual attendance. State mandated charges would be based on "scheduled hours". Scheduled hours are the number of clock hours a student should have completed based on contracted number of hours per week (from actual start date to last day of attendance, less school holidays and closings).
2. If you terminate this agreement within five business days, you will receive a refund of all monies (the application fee of \$100.00 is non-refundable) paid if you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program you will receive a refund of all monies paid, less the actual reasonable administrative cost described in paragraph 4.
4. If you terminate this agreement after the initial five-day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative cost shall not exceed \$100 or 5% of the contracted price, whichever is less.
5. **First Week:** For a student terminating training after entering school and starting the course of training but within the first week, the tuition charges made by the school shall not exceed 10% of the contracted price of the course plus \$100.
6. **After the First Week:** For a student terminating training after one week but within the

first 25% of the course the tuition charges made by the school shall not exceed 25% of the contracted price plus \$100.

7. **Second Quarter:** If you terminate this agreement during the second quarter of the program, you will receive a refund of at least 50% of the tuition, less the actual reasonable administrative cost described in paragraph 4.

8. **Third Quarter:** If you terminate this agreement during the third quarter of the program, you will receive a refund of at least 25% of the tuition. Less the actual reasonable administrative cost described in paragraph 4.

9. **Fourth Quarter:** The school is not obligated to provide any refunds if you terminate this agreement during the fourth quarter of the program.

Time to Total Time of Course		School Shall Receive or Retain
3.0 to 25.0%	=	25%
25.1% to 50.0%	=	50%
50.1% to 75.0%	=	75%
75.01% to 100.0%	=	100%

Veterans and VA Students Refund Policy Pro Rata Refund (GI Bill Recipients)

§ 21.4255 Refund policy; non accredited courses. Non-accredited schools must refund tuition and fees on a pro rata basis when VA students withdraw from courses or do not enroll after paying for courses, in whole or part. The pro rata refund must, at a minimum, meet the following criteria:

1. The refund must be prorated on a daily basis.
2. VA regulations allow a 10% deviation from the requirement that the amount of the refund be exactly pro rata.
3. VA regulations allow schools to retain up to \$10.00 of any registration fee.
4. If schools have refund policies that are more favorable to the students, SAAs will require the schools to use those policies.
5. School or course catalogs must have description of the refund policies. A simple statement that refunds are made on a pro rata basis is not sufficient. The description must be clear enough for students to determine the amount of their refund.
6. Schools must make refunds promptly, i.e., within 40 days.
7. Schools must not require VA students to request the refunds.
8. Schools may apply the pro rata refund policy to VA students only.

Extra-Instructional Charges Policy

If a student does not graduate within the contract period, additional training will be billed at the

rate of \$7.85 per hour based on the student's applicable schedule, payable in advance, until graduation. Students will not be allowed to clock in until applicable daily payments are made.

Clinic Management

All services must be paid for in advance.

The floor instructor is the only person allowed in the cash register. Students may not be permitted to gather around the cash register or waiting area (lobby). The floor instructor is responsible for the assignment of customers.

Student Rules

1. The school is not responsible for lost, stolen, or damaged property.
2. Students are not allowed to talk to one another while working with customers.
3. All work on students must be done with the instructor's permission.
4. The floor and station must be cleaned after each service.
5. The management reserves the right to supervise, instruct and manage the facility.
6. Students are not allowed to leave the building without permission.
7. Students are not allowed to receive telephone calls except in emergencies.
8. Cellphone use is prohibited in the classroom.
9. Cellphones should be limited to business-related calls (i.e. appointments).
10. All students must obey the rules of personal hygiene, sanitation, and personal conduct.
11. All students must sign in and sign out at the correct time.
12. Students must have tools in their possession to receive credit.
13. Students without tools will be sent home with no time for the day.
14. Students who are in attendance and do not take a scheduled exam will get an automatic grade of "0" and will be allowed one retake only.
15. Waiting area chairs are for customers only.

Dress Code

1. Students are expected to dress as a representation of good grooming.
2. School issued jackets are to be always worn.
3. Headphones or personal stereos are not to be used or worn at any time.
4. Open toed sandals are not to be worn for hygienic reasons.
5. Tank top shirts are not to be worn.

Professional Ethics

1. The use of profanity, alcohol, and drugs during school is prohibited including lunch period. Improper or abusive behavior of other students, school officials, or school patrons is cause for suspension or dismissal. Racial remarks, discrimination or sexual harassment is prohibited and is cause for termination from the school.
2. Do not ever refuse a customer. If you cannot do the service, first take the customer to the chair, excuse yourself politely and ask the instructor for help.
3. Cheating, stealing, or willful destruction of property will not be tolerated, and be cause for suspension or dismissal.
4. There will be no smoking in the building. Eating or drinking will be in designated areas only.
5. All students must return school supplies immediately upon completion of work and under

- no circumstances can they be taken from the building.
6. There will be no loud conversation on the floor to the extent of disturbing students or clients. This includes the classroom and lounge area.
 7. All customers must be treated with courtesy and respect. If any customer harasses a student, the student will ask the instructor to handle it.
 8. Telephone conversations are prohibited on the clinic floor.
 9. No negative talk is allowed in the school.
 10. No headphones or electrical equipment, stereos, or TVs are allowed in the school that are not related to the profession.
 11. A school official reserves the right to prohibit the use of cell phones if it interferes with the clinic floor. Cell phones are not to be used while working on clients.

Library Resource Center

Periodicals, texts, computers, internet access, electronic resources, other similar resources, and equipment are available for students to use. These materials are housed in the learning resource center. We provide a video library for the students' use. Electronic Video Files, DVD's and demonstrations are performed in all classrooms, as well as on the clinic floor. Please ask the instructors to locate any needed resources.

Student Photo Release

Students attending Headlines Barber Academy give the academy the absolute right and permission to take photographs and/or video of the students in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

Sanitation

Each student is responsible for cleaning their own station and their daily clean up duty. This will be checked by an instructor before clocking out at the end of the day.

Paper, hair, and other trash must be placed in the proper receptacles. Tools must be kept in the sterilizer and towels in the enclosed cabinet.

Sanitary inspection of the tool kit and back bar station may be made by the instructor or any school official at any time.

Smoking, eating, or drinking is prohibited in the clinic.

Grievance Policy

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

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 had no involvement 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 of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' 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.

It is the mutual goal of the Kansas Board of Regents and its certified institutions to provide quality educational training and programs. When problems arise, students should make every attempt to find a fair and reasonable solution by working with their institution to resolve the issues. If further attention is needed beyond the institution level, please contact the Kansas Board of Regents.

Security Policy

Every person must assume responsibility for his/her own safety both on and off premises. HBA strives to offer its students and employees a secure and safe environment in which to learn and teach. Through compliance with applicable federal, state and city building codes as well as the board of health and fire marshal regulations.



I acknowledge that I have received a copy of the Headlines Barber Academy (HBA) Handbook/Catalog.

I understand that this student handbook replaces all prior verbal and written communications regarding Headlines Barber Academy working conditions, policies, procedures, appeal processes, and benefits.

I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my enrollment with Headlines Barber Academy.

I have read and understand the Rules and Regulations expected by Headlines Barber Academy and I agree to act in accord with the Rules and Regulations as a condition of my enrollment by Headlines Barber Academy.

I understand that if I have questions or concerns at any time about the handbook or the Rules and Regulations, I will consult with the Admissions Director or the Instructional Staff.

Finally, I understand the contents of this student handbook are policies and guidelines. The contents of the student handbook may change at any time.

Please read this handbook and HBA Rules and Regulations carefully to understand the conditions of enrollment before you sign this document.

Student Name **(Print)**

Student **Signature**

Date