**Headlines Barber Academy**

**2017- 2018 Catalog**

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**“The Future Is Now”**

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**Headlines Barber Academy**

**Address:**

4327 State Avenue

Kansas City, KS, 66102

**Instructional Staff:**

Ronnell Jones

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**Administration:**

 Admissions Director, Lisa Stewart

Secretary, Darryl Stewart

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**School History**

Headlines Barber Academy 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 car, 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 them for a career in the hairstyling world. Through Headlines Barber Academy method of individual instruction and our constant teachers training, our aim is to provide our students 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 Headlines Barber Academy tested system of training, students will become a professional hairstylist, proficient in all the modern methods and professional techniques.

**Admission Requirement**

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

1. Must be a High School Graduate.
2. Must be a holder of a G.E.D. Certificate and 16 years of age or older.
3. Must complete interview and tour the Academy.

**School Admission Procedures**

1. New Enrollment will occur the first Tuesday of each month.
2. Potential students should contact the school by phone, email or Headlines website to request an interview. Stop by the shop during service hours for more info.
3. A copy of a High School Diploma or G.E.D. certificate, as well as a birth certificate is required. A student may begin classes before obtaining their G.E.D. 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 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 registration form must be returned to the school accompanied by a $600.00 registration fee in order to be officially enrolled.
6. The school may credit the student with any previous hours obtained in an accredited barber styling school and for hours registered at the Board Registration of Barbers.
7. US Veterans whose tuition is covered by the State will not be charged a late fee should an issue arise

**Tuition and Payment Schedules 1500 Hour Barber Styling Program**

Tuition Cost $7,800.00

Tool Cost $500.00

Registration Fee $100.00

Total Cost $8,400.00

\*Tools and Registration Fee ($600) must be paid up front.

**Full and part-time students** may pay **$600.00 per month for 12-15 months**, first week (**$156.00 per week** for 52 weeks, or **$31.20** per day (**$4.80 per hour**) payment. Monthly payments are due the 5th of each month. Weekly payments are due every Friday by 5:00 p.m. Bi-weekly payments are due the 1st and 15th of each month.

**Additional Fees**

Students will incur a $50 fine for **unexcused** Saturday absences without a prior Leave of Absence form. All absences are reviewed and approved by Headlines Owners/Administration.

Following **3 unexcused absences** students will be placed on probation and up to termination from the program following. Academic Probation will be based on Headlines Owner/Administration determination.

Student will incur a $15 fee for every 30 minutes the student is a late arrival without notification to the Headlines Owners/Administration. Late arrival is based on the student’s submitted schedule except Saturday. The Academic Contract requires Saturday’s. A Leave of Absence is required for all Saturday when students are working hours less than 6.5 hours.

**Leave of Absence**

All leave of absences must be submitted 5 days prior to the request date. Leave of absence form request form must be completed and submitted to the Admissions Director. All requests will be reviewed and subject to approval based on academic progress.

Emergency leave of absence will be considered based on medical or appropriate documentation regarding the absence.

**1500 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.

Program Starting Dates- the Barber Styling 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 6:00 p.m. Saturday from 9:00 a.m. to 6:00 p.m.

Schedule of Completion\*

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** | **Class Schedule** | **Hrs. per week** | **No. of Months** |
| Full-Time | Tues-Sat 9:00 a.m. – 4 p.m. | 28.0 | 12 |
| Full-Time \* | Tues-Sat 11:00 – 6 p.m. | 28.0 | 12 |
| Part-Time | Tues-Sat 9:00 a.m. – 2 p.m. | 20.0 | 15 |
| Part-Time \* | Tues-Sat 11:00 - 4 p.m. | 20.0 | 15 |
| **FT/PT \*\*** | **Tues-Sat 9:00 a.m.-4 p.m.** | **8.0** | **12/15** |

**Note:** \* Evening class, 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 by 5 parts which averages

approximately takes 2.5 months for full-time and 3 months for part-time.

The curriculum breakdown is listed below by hours:

**Part 1: Overview 0- 300 hours**

1. Study Skills
2. Learning Styles
3. Developing Study Habits
4. The History of Barbering
5. The Rise of the Barber Surgeons
6. Modern Barbers and Barbering
7. Professional Image
8. Your Professional Image
9. Human Relations
10. The Psychology of Barbering
11. Guidelines for Student Success
12. Bacteriology
13. Bacteriology
14. Bloodborne Pathogens
15. Parasites
16. Immunity
17. Hepatitis
18. HIV/AIDS
19. Infection Control/Safe Work Practices
20. Principles of Prevention and Control
21. Level of Prevention and Control
22. Solution and Strengths
23. Sanitizers
24. Disinfection Procedures
25. Universal Precautions
26. OSHA
27. Public Sanitation
28. Professional Responsibility

**Part 2: 300- 600 hours**

1. Implements, Tools, and Equipment
2. Combs
3. Haircutting Shears
4. Clippers and Trimmers
5. Razors
6. Additional Barbering Implements, Tools, and Equipment
7. Anatomy and Physiology
8. Cells
9. Tissues
10. Organs
11. The Skeletal System
12. The Muscular System
13. The Nervous System
14. The Circulatory System
15. The Endocrine System
16. The Digestive System
17. The Excretory System
18. The Respiratory System
19. The Integumentary System
20. Chemistry
21. The Basics of Chemistry
22. The Chemistry of Water
23. Cosmetic Chemistry
24. Electricity and Light Therapy
25. Electricity
26. Light Therapy
27. Properties and Disorders of the Skin
28. The Structure of Hair
29. Hair Growth
30. Hair Analysis
31. Hair Loss
32. Disorder of the Scalp

**Part 3: Overview 600- 900 hours**

1. Treatment of the Hair and Scalp
2. Shampoos and Conditioners
3. Draping
4. The Shampoo Service
5. The Shampoo Procedure
6. Men’s Facial Massage and Treatments
7. Subdermal Systems and Facial Massage
8. Theory of Massage
9. Facial Treatments
10. Shaving and Facial Hair Design
11. Fundamentals of Shaving
12. Intro to Facials Hair Design
13. The Mustache
14. The Beard
15. Men’s Haircutting and Styling
16. The Client Consultation
17. Basic Principles of Haircutting and Styling
18. Fundamentals of Haircutting
19. Haircutting Techniques
20. Intro to Men’s Hairstyling
21. Men’s Hairpieces
22. Hairpiece Quality
23. Measure for the Hairpiece
24. Cleaning and Styling Hairpieces
25. Hair Restoration Techniques

**Part 4: Overview 900- 1200 hours**

1. Woman’s Haircutting and Styling
2. Basic Haircutting
3. The Blunt Cut (0 Degree)
4. The Graduated Cut (45 Degree)
5. Uniform Layered Cut (90 Degree)
6. Long Layered Cut (180 Degree)
7. Other Cutting Techniques
8. Hairstyling
9. Chemical Texture Service
10. Chemical Texture Service
11. The Nature of Chemical Texture Service
12. The Client Consultation
13. Permanent Waving
14. Reformation Curls
15. Chemical Hair Relaxing
16. Hair coloring and Lightening
17. Characteristics and Structure of Hair
18. Color Therapy
19. Hair coloring Products
20. Hair coloring Procedures/Terminology
21. Hair color Application Terms
22. Hair coloring Product Applications
23. Special Effects of Hair coloring

**Part 4: Overview 900- 1200 hours (continue)**

1. Corrective Problems in Hair coloring
2. Coloring Mustaches and Beards
3. Hair coloring Safety Precautions

**Part 5: Overview 1200- 1500 hours**

1. Barbershop Management
2. Self-Employment
3. Operating a Successful Barbershop
4. Selling in the Barbershop
5. The Job Search
6. Industry Trends
7. Preparing for Employment
8. The Employment Interview
9. Kansas State Board Preparation
10. Kansas State Board Preparation and Licensing Law
11. Preparation for Kansas State Board Exam
12. Kansas Board of Barbering Rules and Regulations

**Basic Barber Tool Kit($600)**

\_\_ All Purpose Comb

\_\_ 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

**Additional 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 the A, B, and C system and is used for all written and practical examinations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Letter Grade** | **Percentage** | **GPA** | **Class** |
| A | 95% - 100% | 4.0 | Excellent |
| B | 85% - 94%  | 3.0 | Good |
| C | 75% - 84% | 2.0 | Satisfactory |
| D | 65% - 74% | 1.0 | Unsatisfactory |
| F | 0% - 64% | 0.0 | Failing |

1. Our students must have a 3.0 by graduation. Progress records are maintained for each student and recorded on 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’s records are maintained permanently.
2. Headlines Barber Academy has in place a satisfactory 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, student must complete certain minimum requirements, as set forth below to be considered 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 1500 Scheduled Clock Hours**

Maximum time frame

|  |  |  |  |
| --- | --- | --- | --- |
| **Segment** | **Practical Hours Required** | **Written Test Required** | **GPA** |
| 300 actual | 300 hr. exam | 10% | 80% |
| 600 actual | 600 hr. exam | 45% | 80% |
| 900 actual | 900 hr. exam | 75% | 80% |
| 1200 actual | All exams | All exams | 80% |

In order to be able 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 a 80% 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 2-month period, in addition to the work normally required during the 2-month probationary period, the student must bring his/her GPA up at least 80% 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 80% 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**

1. Students are responsible for all class work missed due to absence or tardiness. Class notes and class work missed must be obtained from fellow students.
2. All hours and examination missed because of absence or tardiness must be made up in order to complete the program successfully and receive their Certificate of Completion.
3. Student 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 twice a day consisting of classroom work, demonstrations, and lectures along with visual and audio aids.
2. The period after class is spent working in our modern clinic salon on live models 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 a minimum of two instructors on duty at all times as required by the Kansas Board of Barbering.
5. New classes begin on the first Tuesday of each month. The 1500-hour barber/styling program lasts for 52 weeks on full-time basis and for 64 weeks on a part-time basis.

**School Calendar**

The school is closed on the following legal holidays:

New Year Day Memorial Day Veteran’s Day

M.L.K. Day Independence Day Thanksgiving Day

Washington’s Day Labor Day Christmas Day

**School Objective**

Our directors and staff carefully planned the Headlines Barber Academy method of teaching. Our system of teaching is keyed to the demands of the 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 1500-hour program in Barber/Styling 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 to its’ students one training program for those with no prior experience in the Barber/Styling field.

**Placement Service**

The Headlines Barber Academy staff is always available to its graduates for placement advising. The school cannot guarantee, by law, that a graduate will secure employment. However, the school has an on-going placement service.

Job placement assistance is arranged by:

1. Personal referrals by the school staff to potential employees
2. Personal interviews between potential employers and students who have completed the course.

**Attendance Policy**

1. The school should be notified if the student is late or absent from classes. See Request For Leave Form.
2. The only absenteeism that will be permitted is one that is accompanied with a Request For Leave Form or documentation of a medical or personal emergency.
3. The school will determine if an absence of a nonmedical nature is permitted
4. If a student is 15 minutes late for class, he/she will be asked to attend the afternoon class and morning hours will be spent in clinic work
5. All students are expected to arrive and leave on time for all class sessions. Students will submit an academic schedule of clinic hours.
6. Each student must clock in at the required time. Clocking in or out of for another student is prohibited. A student must be off the clock if they are out of the building for any reason
7. Students are not allowed to loiter in the building or on school grounds
8. Arriving late or leaving prior to the completion of your scheduled day will be considered tardy. See page 6.
9. Students who forgot to clock in must present the school office a written request for an adjustment. Students who do not comply with this regulation will not receive credit for hours attended

**Tardiness**

1. All students are expected to clock in and out on time.
2. The school is run on clock hours; therefore, students only received credit for the time clock-in and clock-out.
3. Tardiness will reduce the amount of clock hours and will increase the student’s projected graduation date.
4. Therefore, it is in the student’s best interest to be on time daily.

\*\*See page 6\*\*

**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:

1. Infractions of the school’s rules and regulations.
2. Absent from class for 14 consecutive days
3. Not maintaining satisfactory progress from two consecutive months.
4. Failure to return from a leave of absence on the scheduled date
5. Student failure to meet their financial obligations to the school

**Graduation Requirement**

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

1. All academic, practical and attendance criteria
2. When all tuition fees 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 received his/her certificate, then student is eligible to apply to the Kansas Board of Barbering for licensure examination

**Student Services**

Headlines Barber Academy offers many student 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.

Out of town students who may require assistance with housing, transportation, or childcare, may access this information by contacting the school director.

Student 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 drug

and alcohol issues. Students will be referred to the appropriate agencies by the school.

**State Mandated Refund Policy**

1. The termination date for refunds computation purposes is the last day of actual attendance. State mandated charges would be based on “scheduled hours.” Scheduled hours is 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 paid, provided that 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

1. **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
2. **2nd Quarter:** If you terminate this agreement during the second quarter of the program, you will received a refund of at least 50% of the tuition, less the actual reasonable administrative cost described in paragraph 4
3. **3rd 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
4. **4th 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% |

**Satisfactory Progress Policy**

A detailed Satisfactory Progress Policy will be presented to the student on the first day of class

All students enrolled in the 1500-hour Barber/Styling program must maintain a minimum cumulative GPA of 80% based on the cumulative scores for all written and practical criteria administered during the program. Students will receive a

progress report at the end of every month during their enrollment.

All students must be complete the required 1500-hours of training within 1500 scheduled or they will be dismissed from the program.

Students must attend 67% of their contracted hours from the first day of attendance to the end of the evaluation period (each month). Students must also attend a minimum of 50% of the monthly contracted hours. Students who do not meet either of the above criteria will be placed on probation for a period of 30 days. At the end of the 30 day probationary period, the student‘s attendance will be reviewed and if the students have not met their 67% attendance obligation, they will be terminated for lack of attendance.

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 failed grade or a grade of “O” will be applied towards his/her cumulative average.

The school does not have a policy for course repetitions or remedial course since they are not applicable.

Students who leave the program (s) prior to completion of al program requirements will be graded as follows:

 WP (Withdrew Passing)

 WF (Withdrew Failing)

 WI (Withdrew Incomplete)

**Clinic Management**

1. All service must be paid for in advance
2. Service tickets are to be with the client at a times
3. Service tickets must be returned to the checkout counter and the student must accompany the client
4. Client card must be completed on all/every chemical service and turned into the checkout counter
5. 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). Floor instructor is responsible for 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 on customers
3. All work on students must be done with instructor’s permission
4. The floor and unit 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 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. Students without tools will be sent home with no time for the day
13. 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
14. 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 worn at all times
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 for 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 area 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 TV’s 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

**Sanitation**

1. 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
2. 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
3. Sanitary inspection of tool kit and back bar station may be made by the instructor or any school official at any time.
4. Smoking, eating, or drinking is prohibited on the clinic

**Drug Policy, Hazing, and Campus Security**

Information pertaining to the school’s policies on drug hazing as well as statistics on campus security may be obtained at the school’s office.

**Grievance Policy**

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.