2025 Course Catalog



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School Information

- Address: 405 E. Market St. Kingsport, TN 37660
- Phone #: 423-218-0082
- Email: info@elevatebarbercollege.com
- Website: http://elevatebarbercollege.com

New Class Start Dates & Enrollment Deadlines

New classes are scheduled to begin on the **first Monday of each calendar month**, with occasional exceptions due to holidays. Please refer to the schedule below for exact start dates. To secure a spot, **enrollment must be completed by the 15th of the previous month**. Exceptions to this deadline may apply in certain circumstances.

Month	Class Start Date	Enrollment Deadline
September	September 1, 2025	August 15, 2025
October	October 6, 2025	September 15, 2025
November	November 3, 2025	October 15, 2025
December	December 1, 2025	November 15, 2025
January	January 5, 2026	December 15, 2025
February	February 3, 2026	January 15, 2026
March	March 2, 2026	February 15, 2026
April	April 6, 2026	March 15, 2026
May	May 4, 2026	April 15, 2026
June	June 1, 2026	May 15, 2026
July	July 6, 2026	June 15, 2026
August	August 3, 2026	July 15, 2026

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: Monday thru Friday 9:00-5:00 &

*Day Class Hours Part-time: Monday thru Friday 9:00-12:30

Program	Schedule	Weeks	Daily Schedule	Hours Per Day	Hours Per Week
Master Barber Program (Apprentice Program is 1.5 times the standard program)	Full-Time	43 weeks (Apprentice 64.5 weeks)	Mon-Fri 9-5	7.5	37.5
(1500 Hours)(Apprentice Program is 1.5 times the standard program)	Part-Time	86 weeks (Apprentice 129 weeks)	Mon-Fri 9-12.30	3.5-4	17-19
Barber Instructor	Full-Time	10 weeks	Mon-Fri 9-5 &	7	37.5
(300 Hours)	Part-Time	19 weeks	Mon-Fri 9-12.30	3.5-4	17-19
Crossover Program	Full-Time	10 weeks	Mon-Fri 9-5 &	7	37.5
(300 Hours)	Part-Time	19 weeks	Mon-Fri 9-12.30	3.5-4	17-19

- Each student will be allotted 100 hours of flexible time, which will be added to their
 program length to determine a final completion date. These hours are intended to cover
 both planned and unplanned absences, such as illness, medical appointments, weatherrelated closures, and other personal matters.
- It is the student's responsibility to **make up any missed hours that exceed the 100-hour allowance**. Failure to complete all required hours by the final completion date listed in the enrollment agreement will result in a **\$15 per hour charge** for each hour needed beyond that date.

Admissions

Master Barber Program Admissions Requirements:

- Applicants must be at least 16 years of age.
- Applicants must have completed the 10th grade or achieved a minimum score of 38% on the GED or HiSET examination. Educational documentation is required.
- Each applicant must complete the online application, upload all required documents, and submit a \$100 non-refundable application fee.

Barber Instructor Program Admissions Requirements:

- Applicants must be at least 18 years of age.
- Applicants must have completed the 12th grade or higher, or achieved a minimum score
 of 38% on the GED or HiSET examination. Educational documentation is required.
- Applicants must have held a valid barber license for at least three years, with proof of licensure required.
- Each applicant must complete the online application, upload all required documents, and submit a \$100 non-refundable application fee.

We will only admit students who demonstrate the ability to **successfully complete the program** and meet all applicable **state barber board requirements**. Accepted students will be contacted by school staff via phone to schedule a time to **finalize the enrollment agreement**.

Readmission

- Any student who withdraws and returns to the school within 180 days will be reinstated under their original enrollment agreement.
- Students who re-enroll after 180 days will be required to complete a new enrollment
 agreement and will be responsible for any changes in tuition rates or fees that have
 occurred since their original enrollment.

Transfer Students

- Students seeking to transfer must provide **official transfer documentation** from their previous school.
- The number of transferrable hours is determined at the discretion of the Academy.

 Hours accepted will be based on the student's demonstrated skill level and knowledge, which will be evaluated through both practical and theory examinations.
- Tuition for transfer students will be calculated based on the percentage of hours accepted, plus an additional 10%.
 - For example: if 30% of the required hours are transferred, the tuition will be 40% of the total program cost.
- Students who complete **75% or more of their program hours** are **responsible for the full tuition amount**.
- Students may transfer their hours to another school only if their account balance is paid
 in full.

Tuition and Payment Information

- Master Barber Tuition (1500 clocked hours): \$11,000.00
- Barber Instructor Tuition (300 clocked hours): \$8,000.00
- Crossover Tuition/Cosmetologist to Barber (300 hours): \$7,000.00

Master Barber	Down Payment	Installments	
Full-Time	\$1,000.00	11 installments of \$909.00	
Part Time	\$1,000.00	19 installments of \$526.00	
Instructor	Down Payment	Installments	
Full-Time	\$1,000.00	2 installments of \$3500.00	
Part Time	\$1,000.00	4 installments of \$1750.00	
Crossover	Down Payment	Installments	
Full-Time	\$1,000.00	2 installments of \$3000.00	
Part Time	\$1,000.00	4 installments of \$1500.00	

Please refer to the payment breakdown above for program-specific tuition costs. **This pricing does not include any additional charges for hours beyond the contracted program length.**

In the event a student exceeds their allotted hours, an **hourly overage fee will apply**. A **customized payment plan** will be arranged based on the number of additional hours required to complete the program.

Payment Details

- Payment Schedule: Each student's payment schedule is outlined in their enrollment agreement.
- Interest-Free Payments: All student payments are interest-free.
- Due Date & Grace Period: Payments are due by the 1st of each month, with a 5-day grace period.

Late Fees:

- Payments received after the close of business on the 5th will incur a \$25 late fee starting on the 6th.
- o An additional \$25 late fee will accrue every three days until the balance is paid.
 - Example: Paying on the 15th results in \$75 in late fees; paying on the 16th results in \$100.

• Attendance Hold for Non-Payment:

- Students who have not made payment by the 5th will not be allowed to attend school or accrue hours.
- Exceptions may be granted at the discretion of school administration, based on a valid payment arrangement.
- Failure to follow the agreed arrangement will result in suspension from school until payment is current.

Payment Methods:

- o Accepted methods: Cash, personal check, or credit/debit card.
- A processing fee will apply to all credit/debit card payments based on current rates.

• Returned Payments:

 A \$16 fee will be charged for any returned payments, plus any additional fees incurred by the Academy.

Collections:

- Accounts past due for more than 90 days will be referred to a collection agency.
- The student will be responsible for all collection costs, including a 40% collection fee and reporting to credit bureaus.
- All collections will be handled by Account Resolution Team.

• Extra Instructional Hours:

- Any hours not completed by the final completion date will be charged at a rate of \$15 per hour.
- State testing and hours will not be reported until all tuition, late fees, and overage fees are paid in full.

Receipt Policy

- Students will receive a receipt at the time of each payment.
- All receipts are maintained in both paper and electronic form on file at the school for administrative records.
- Students are encouraged to retain their own copies of all receipts for personal recordkeeping and proof of payment.

Tax Information

- We are not an accredited institution and do not participate in federal financial aid programs.
- As a result, the school does not issue 1098-T tax forms.
- Because the school is not accredited, tuition payments are not eligible for educationrelated tax credits.
 - For more details, please consult the IRS website or speak with a qualified tax advisor.

Refund Policy

Our school maintains a refund policy for students who **withdraw or are terminated** from the program. All tuition refunds will be **calculated based on the percentage of hours completed** at the time of withdrawal or termination, **minus any applicable fees**.

The complete breakdown of **tuition refund percentages** and **non-refundable fees** is provided below.

- Hour-based refund calculations
- · Application and enrollment fees
- Kit and supply charges
- Other applicable administrative fees

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 Policy

We offer a refund policy for students who **withdraw or are terminated** from the program. Refunds are based on the **percentage of hours completed** as of the student's **last date of attendance** and are subject to the deductions listed below.

- All refunds will be issued within 45 days of the student's last date of attendance.
- Refunds will be issued by check made payable to the student for documentation purposes.
- The **percentage of hours completed** determines the amount of tuition refunded. (See refund chart above.)
- All applicable fees (listed below) will be deducted from the refund balance.
- Refunds may be issued for reasons including, but not limited to: **voluntary withdrawal**, **involuntary termination**, or **medical circumstances**.

Refund Fees & Deductions

- The \$100 application fee is non-refundable under all circumstances.
- Students who cancel enrollment within three (3) days of signing the enrollment agreement will receive a full refund, minus the \$100 non-refundable application fee.
- Students who cancel enrollment after three (3) days of signing the enrollment agreement will be charged:
 - o A \$300 cancellation fee, and
 - o The \$100 non-refundable application fee.
 - If the student re-enrolls within 365 days, the \$300 cancellation fee will be credited back.
 - After 365 days, the \$300 cancellation fee is forfeited.
- Kits and textbooks are non-refundable once issued to the student.
 - The value of the kit and textbooks is \$750, and this amount will be deducted from any refund owed.

Kit and Textbooks Policy

• Students enrolled in the **Master Barber Program** will receive a professional kit that includes all required materials, as well as the **textbook and workbook**.

Total value: \$750.00

• Students enrolled in the **Crossover Program** will receive a kit containing **clippers**, **trimmers**, **textbook**, **and workbook**.

Total value: \$500.00

• Students enrolled in the Instructor Program will receive the required textbook.

Total value: \$250.00

- **Kits and textbooks are non-refundable** and will be **deducted from any tuition refund** as outlined in the refund policy.
- Students are responsible for any **lost, stolen, or damaged items**. The school is **not liable** for replacement costs.
- All kits and textbooks must be taken home daily. Our school is not responsible for any items left on campus.
- Upon successful completion of the program, students must remove all personal supplies from school property.
- Any items left behind will become the property of the school.

Kit Checklist:

Comb Set	Neck Strips
Picks	
PICKS	Water Bottle
Round Vent Brush	(12) Perm Rods
Vent Brush	Color Bowl
All-Purpose Styling Brush	Color Brushes
Rubber Styling Brush	(1) Cuticle Snipper
(12) Butterfly Clips	(3) Orangewood Sticks
(6) Duckbill Clips	(1) Box of Emory Boards
Blow-dryer	(1) Sanitizable File
Curling Iron	(1) Finger Bowl
Clipper and Trimmer Set	(1) Nail Brush
Straight Razor	Hand Form
Razor Blades	Cuticle Pusher
Shear Set	Large Storage Case
Chemical Cape	Fingernail Clipper
Cutting Cape	Buffing Block

Mirror	Mannequin
Ethnic Brush	Textbook
Bag	Workbook

Course Curriculum and Programs

Teaching Techniques:

- All programs are taught **in English**. Spanish-language **textbooks** and **workbooks** are available upon request; however, the core curriculum and instruction will remain in English.
- Instruction is delivered through a variety of teaching methods, including **lectures**, demonstrations, hands-on practice sessions, and student clinical practice.
- Lessons are supplemented with visual aids, guest speakers, and interactive tools such as Kahoots.

(All Master Barber program chapters are available on Kahoots).

- Students will participate in **occasional field trips** to visit local barbershops and barber schools, allowing them to experience different professional environments.
- Licensed master barbers are invited as guest speakers and demonstrators to offer students exposure to a variety of techniques and perspectives within the industry.

Curriculum Goals:

- The goal of each course is to prepare students to successfully pass the Tennessee State
 Board exams for licensure in their chosen program.
- Our curriculum is fully approved by the Tennessee State Barber Board and adheres to all regulatory standards.
- We utilize **board-approved textbooks and workbooks**, ensuring that students receive the most **current and comprehensive education** available.

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. <u>General Hours:</u>	
	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. Chemi	cal Hours:
	Permanent waving
	Hair relaxer
	Hair coloring,
	bleaching, and
	toning 🛽
	Manicures
Required Total	: 360 hours
c. Physic	al Hours:

☐ Shampooing and rinses

		Hair care and scalp care
		Haircutting
		(male and
		female)
		Shaving (beards
		and
		mustaches)
		Hairpiece- fitting
	П	Hairstyling
	П	Facials and
		makeup
		Manicures
Require	total: 9	000 Hours
Curricul	lum tota	al: 1500 Hours
Barber Inst	truct	tor Program (300 Total Hours):
a.	<u>Lesson</u>	Planning:
		Course outlining and development
		Lesson planning and motivation
		Record keeping
		Testing
		Grading
Require	d Total:	100 Hours
b.	<u>Genera</u>	<u>l:</u>
		Book knowledge
		Teaching techniques
		Visual aid equipment
		Classroom management
		Student motivation
		Product knowledge
		State laws
Require	d total:	100 Hours
c.	<u>Physica</u>	al:
		Permanent waving

Relaxers
Shampooing
Nail care
Facials
Hair coloring/lightening
Haircutting
Clinic floor management

Required Total: 100 Hours

Crossover Program (300 Total Hours):

Cosmetologists who have held an active license for **five (5) years or more** are eligible to **take the Master Barber licensure exams without completing the additional 300 hours** of training required for our crossover students.

We offer **Crossover classes** designed to teach the **fundamentals of barbering** and prepare students for success in the field. While not required by the state for eligible cosmetologists, these classes are highly recommended to help build **strong foundational techniques and industry-specific skills.**

To become licensed as a Master Barber, all applicants **must successfully complete both the theory and practical** portions of the Tennessee State Board examination.

Apprenticeship Program (1500 Total Hours):

- All students enrolled in the apprenticeship program must complete 750 hours of theory at our school 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

To be eligible for graduation, students must meet the following requirements based on their program of enrollment:

- Complete the required program hours:
 - Master Barber: 1,500 hours

- Master Barber Apprentice: 750 hours at the academy + 750 hours under external instruction (1,500 total)
- o Crossover Program: 300 hours
- o Instructor Program: 300 hours
- Maintain a minimum overall average of 70% in all theory and practical areas of the program.
- Successfully complete a 1-hour Domestic Violence training course, either in person or online.
 - The **completion certificate must be submitted** to school administration for documentation.
 - To complete the required training online, visit: Shear Haven Domestic Violence Training | BARBICIDE®
- All financial obligations must be paid in full prior to graduation.

Once all graduation requirements are met, the student's **hours will be reported to the Tennessee State Board**, and the student will be eligible to take the applicable **State Board licensing exams**.

Grading Policy

All students are evaluated on both **theory (classroom)** and **practical (floor)** performance. The following outlines our grading procedures and expectations:

- Students will complete workbook assignments for each chapter in the textbook.
- Master Barber students will take 21 chapter tests based on the *Milady Standard Barbering* textbook.
- Practical skills are evaluated based on performance standards outlined in the Milady curriculum.
- A minimum overall grade point average (GPA) of 70% is required in both theory and practical components to remain in good academic standing.

Grading Scale:

- A = 90–100
- B = 80–89
- C = 70-79
- Below 70 = Failing

Additional Guidelines:

- It is the student's responsibility to make up any missed or failed tests.
- Tests will be returned to students after grading for study and review purposes, especially for State Board exam preparation.
- If a student's **GPA falls below 70%**, hours will not be reported to the **State Board** until the average is brought above the required threshold.
- Students struggling academically may be placed on an **Academic Performance Plan** to support improvement.
- Grades are monitored monthly, and students will receive an unofficial transcript every other month showing current grades and total hours completed.
- All grades are recorded in both electronic and manual formats for accountability. In the
 event of an electronic system failure, a manual sign-in and grading system will be used.
- If a student is absent on the day of a test, they must **make up the test on the day they** return to school.

Attendance Policy

Attendance Expectations:

- Attendance is mandatory and is monitored on a daily, weekly, and monthly basis.
- Students are expected to follow the **schedule outlined in their enrollment agreement**, unless a change is approved in writing by both the student and administration.
- Persistent attendance issues may result in verbal and written warnings and may ultimately lead to termination from the program.

Key Attendance Dates:

- Official Start Date: The date the student begins school.
- Official Completion Date: The date the student would graduate with perfect attendance and no missed time.
- **Final Completion Date:** The last day a student may attend before incurring additional hourly charges. Any hours not completed by this date will result in a **\$15 per hour overage fee**.

Absence Policy:

 Each student is given 100 hours of personal time to use for illness, vacations, or other personal matters.

- Any hours missed beyond the 100-hour allowance must be made up before the Final Completion Date.
- Balances, including any overage fees, must be paid in full before a student is eligible to take the State Board exam.

Excused Time Off:

- Up to **3 days of excused absence for illness** with a doctor's note (does **not** count against the 100-hour allotment).
- Up to **3 days of bereavement leave** for immediate family members (mother, father, child, sibling, grandparent) with documentation.
- Approved Leave of Absence (LOA) requests are available for extended absences due to unforeseen circumstances.
 - Students returning **within 6 months** will retain the original terms of their enrollment agreement.
 - Students returning after 6 months must sign a new agreement and will be responsible for any tuition increases.

School Schedule & Punctuality:

Class begins at 9:00 AM. The building doors will be locked at 9:20 AM.
 Students arriving after this time will not be allowed to attend that day.

Timekeeping & Breaks:

- Time-off requests must be submitted via the **Homebase app** for approval.
- Students clocked in for 8 or more hours are required to take at least a 30-minute break.
- Per State Board regulations:
 - Students may not stay over 10 hours per day
 - May not exceed 45 hours per week
 - May not attend more than 6 days per week

Disciplinary Actions for Attendance Violations:

- Verbal warning
- Written warning
- Termination if necessary.

Timekeeping Requirements:

- All students are required to clock in and out daily using the Homebase app at the beginning and end of each day, and for lunch breaks.
- Any student on campus for 8 or more hours must take a minimum 30-minute lunch break.
- **Homebase** is the official timekeeping system. Students must **download and use the app** to manage clock-ins and request time off.

Time Corrections:

- Time corrections must be submitted via private message in the GroupMe app.
- Corrections must be submitted promptly—within the same week the error occurred.
- No corrections will be made after the monthly hours have been reported to the state.
- Hours are submitted to the state by the 3rd of each month; all time corrections must be resolved before this date for accurate credit.

General Timekeeping Policies:

- If a student leaves the building at any time, they must clock out.
- Students may not exceed:
 - o 6 days of attendance per week
 - o 48 total hours per week
 - o 10 hours in a single day
- If the electronic time system is down, time will be tracked **manually using written logs** until the system is restored.

Violations:

- Falsifying hours—such as failing to clock out when leaving the premises—will result in:
 - o First offense: One-week suspension
 - Subsequent offenses: Possible termination from the program

Reminder: Accurate timekeeping is the student's responsibility and directly affects graduation.

Time-Keeping Methods Primary and Backup

We utilize **Homebase**, an online timekeeping system, to accurately track student attendance and hours.

In the event that the **Homebase system is temporarily inoperable**, the Academy will implement a **manual time tracking process** to ensure continuity in recording hours. Students will be required to **sign in and out on a physical log sheet** during the outage.

Once the Homebase system is restored:

- All manually tracked hours will be entered into the system, and
- Records will automatically update to reflect the accurate attendance for each student.

This backup process ensures that **no hours are lost** and that all timekeeping remains **compliant** with state reporting requirements.

Communication and Announcements

To ensure clear and consistent communication, our school will use the GroupMe app as the primary method of communication with students.

- All students are required to download the GroupMe app on their mobile devices.
- Important announcements such as weather-related closures, schedule changes, health alerts, and other school updates will be shared through GroupMe.
- Centralizing communication in one location is essential to effectively manage announcements for our growing student body.

Students are expected to check the GroupMe app regularly to stay informed and up to date.

Withdrawals

- Any student who wishes to withdraw from school must submit their request in writing to school administration.
- Students who withdraw prior to their graduation date will be charged a \$300 withdrawal
 fee.
 - This fee will be **credited back** if the student **re-enrolls within 365 days** of the original enrollment agreement.
- If a student is on an approved Leave of Absence and fails to return or fails to communicate with the school, they will be considered withdrawn.
- Unofficial withdrawals will be initiated after a student has missed 15 consecutive days without any communication.

State Licensing

- Upon successful completion of the program, student hours will be submitted to PSI for scheduling of the Tennessee State Board examinations.
- Completion of required hours does not guarantee licensure. Students must fulfill all state board requirements, including passing both the theory and practical exams, to become licensed.
- All state licensing fees are the responsibility of the student.
- For the practical exam, we do offer a kit rental option as a convenience. However, we do
 not assume responsibility for exam outcomes.
- Students who plan to transfer their license to another state are responsible for working
 directly with that state's licensing agency. We are licensed in the State of Tennessee and
 follow the rules and regulations of the Tennessee State Barber Board. We are not
 responsible for the licensing requirements of other states.

Sanitation Policy and 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.
- 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.
- 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.

2 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

We are committed not only to academic excellence but also to the development of ethically responsible individuals. Our goal is to foster a learning environment that promotes **honor**, **integrity**, **professionalism**, **and respect for others**.

By enrolling, students agree to uphold the **highest standards of conduct** both inside and outside the classroom. Each student is expected to contribute to a positive and respectful learning atmosphere by:

- Acting with honesty, integrity, and respect in all interactions.
- Refraining from **cheating**, **plagiarism**, **stealing**, or knowingly providing false information.
- Demonstrating professionalism and commitment by:
 - Completing all assigned services, projects, and duties.
 - o Attending all scheduled classes as outlined in the enrollment agreement.
 - Following instructions given by instructors and school administrators.

Unacceptable Conduct Includes (but is not limited to):

- Disruptive or unruly behavior
- Insubordination or refusal to follow reasonable instructions
- Creating conflict or dissension among students or staff
- Insulting, disrespectful, or threatening behavior toward the public, fellow students, or instructors

Violations of the Student Code of Conduct may result in **disciplinary action**, including but not limited to:

- Verbal or written warnings
- Suspension
- Termination from the program

Disciplinary decisions will be made according to the policies and procedures outlined in this Code.

By maintaining these standards, we ensure a safe, professional, and productive environment for all students to thrive and succeed in their barbering careers.

STUDENT CODE OF CONDUCT - BEHAVIORAL STANDARDS

As a student, I understand that I am responsible for upholding the values of respect, professionalism, and integrity throughout my education. The following categories outline conduct

expectations and violations that may result in disciplinary action, including suspension or termination:

RESPECT

I pledge to **respect my instructors, staff, and fellow students** at all times. I understand that a professional and respectful attitude is essential to the learning environment and my success in the program.

D ACADEMIC INTEGRITY

I agree to maintain honesty in all academic work. The following are strictly prohibited:

- Collaborating, conspiring, or cooperating during an exam without authorization
- Copying or obtaining answers from another student's exam
- Selling, giving away, stealing, or buying any part of an exam or assignment
- Submitting another person's practical, written, or exam work as my own

INFORMATIONAL MISCONDUCT

Students must provide accurate and truthful information. Prohibited actions include:

- Fabricating, forging, altering, or misusing school records, documents, or IDs
- Providing false information to the Academy with intent to deceive
- Presenting false identification to any authorized staff member

PERSONAL CONDUCT

All students are expected to behave in a manner that supports a safe and orderly learning environment. Violations include:

- Disorderly conduct disrupting school operations or infringing on others' rights
- Intentional interference with others' lawful rights on school property
- Loud music, noise, or disruptive behavior that interferes with instruction

PROPERTY MISUSE

Respect for school and personal property is mandatory. The following are prohibited:

- Vandalism, destruction, defacement, or damage to property
- Misuse or abuse of equipment, whether intentional or due to negligence

OTHER VIOLATIONS

Students must comply with lawful directions from staff and school officials. Additional violations include:

- Failing to follow directives issued by Academy employees in the course of their duties
- Engaging in conduct that negatively affects the educational process or community rights
- Aiding, encouraging, or inciting others to commit any infraction listed in this Code

Acknowledgment

By enrolling, students agree to abide by the standards set forth above. Violations of this Code may result in disciplinary consequences up to and including **suspension or expulsion**.

Non-Discrimination Policy

We are committed to providing an inclusive and respectful educational environment. In all aspects of admissions, instruction, and graduation, the Academy does not discriminate on the basis of sex, race, age, color, ethnic origin, religion, disability, sexual orientation, or ancestry.

Discrimination, **bullying**, **harassment**, or **hazing** of any kind is strictly **prohibited**. This applies to all students, faculty, staff, and visitors.

Any student or faculty member who **experiences or witnesses** acts of bullying, harassment, or hazing is **required to report the incident immediately** to school administration. All reports will be addressed promptly, and **appropriate disciplinary action** will be taken to ensure a safe and respectful learning environment for everyone.

Students with Disabilities Policy

We are committed to providing equal educational opportunities for all students and ensuring that students with disabilities are provided **Reasonable Accommodations** in compliance with the **Americans with Disabilities Act (ADA)**, as amended, and **Section 504 of the Rehabilitation Act of 1973**.

Purpose and Scope

Reasonable Accommodations may include **academic adjustments**, **auxiliary aids**, **or services** tailored to the documented needs of the student. Accommodations are determined on a case-by-case basis and are designed to ensure access **without compromising the academic integrity** of the program.

Student Responsibilities

Students requesting accommodations must:

- Meet all standard admission requirements for enrollment.
- Self-identify as a student with a disability.
- Submit a completed Request for Reasonable Accommodations along with supporting documentation from a qualified healthcare or educational professional.
- Follow the school's established procedures for requesting accommodations.
- Make requests in a timely manner by meeting with school administration as early as possible.
- Submit an appeal within 10 calendar days if a request for accommodation is denied.

School Responsibilities

- Ensure that programs, services, and activities are accessible to students with disabilities.
- Explore and provide reasonable accommodations that meet the individual needs of the student while maintaining the academic and professional standards of the program.
- Engage in an interactive process with the student to determine appropriate accommodations.
- **Maintain confidentiality** and handle all disability-related documentation and communication in compliance with applicable laws.

Reasonable Accommodations may be **reviewed and adjusted** periodically to reflect changes in the student's needs or program requirements.

Cell and Office Phone Usage Policy

To maintain a focused and professional learning environment, the following guidelines apply to phone usage:

Office Phone Use

• Students are **not permitted to use the school telephone** without prior approval from an instructor.

- Only emergency calls will be accepted or permitted.
- Messages for students will be taken at the front desk and the student will be notified promptly.
- Students should inform family and friends of this policy to avoid unnecessary disruptions.

Cell Phone Use

- Cell phones are not to be used during classroom instruction unless explicitly approved for educational purposes.
- On the **clinic floor**, cell phone use is permitted **only for educational purposes** (e.g., research, tutorials, client consultation tools). During downtime cell phone use may be permitted; however, your education and client interactions are your number one priority.
- Cell phones may not be used during practical or theory assignments or while working on clients.
- Repeated violations of the cell phone policy may result in disciplinary action.
- Earbuds are NOT permitted to be used during any client interactions.

We recognize that **emergencies may arise**. In such cases, students should **communicate with their instructor or administration** in advance to request permission for cell phone accessibility.

Our goal is to ensure that all students remain fully engaged in their education without unnecessary distractions.

Dress Code Policy

Students are expected to maintain a **professional appearance** that reflects positively on both themselves and the institution. The following guidelines must be followed at all times:

Approved Attire

- Pants: Black or khaki pants are required.
- Shirts: Black, white, or gray shirts only.
- Shoes: Must be clean, closed-toe, and professional in appearance.
 - o **No slides, sandals, or open-toed shoes** are allowed.
- Skirts, dresses, and shorts must be no shorter than two inches above the knee.

Grooming Standards

Hair and makeup (if applicable) must be styled professionally before clocking in each day.

- Hair must be dried and combed out promptly if the student receives a service on campus.
- Personal hygiene must be maintained to a high standard.

Unacceptable Attire

- Clothing with **stains**, **tears**, **rips**, or that appears unpressed or unkempt.
- Tops that reveal cleavage, underarms, backs, or midriffs.
- Tank tops, low-cut tops, or backless shirts.
- Clothing displaying profane or inappropriate content.
- Sagging pants or unprofessional fit.
- No sweatpants or leggings.

Enforcement

- Students who **violate the dress code** will be asked to **leave for the day** unless they have an immediate change of clothes that complies with the policy.
- Being sent home due to dress code violations will not excuse an absence and time missed will count against attendance.

Note: Your **personal appearance is a direct reflection** of your professionalism and the school. We expect students to arrive each day with a polished look that represents the standards of the barbering industry.

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.

Employment Placement

While we do not guarantee employment upon graduation, we are fully committed to supporting and assisting every graduate in their job search.

Our goal is to equip students with the **tools, skills, and knowledge** necessary to succeed in the barbering industry. The curriculum includes dedicated **employment preparation units**, covering key topics such as:

- Professional appearance and presentation
- Job search strategies and referrals
- Résumé writing and interview preparation

As employment opportunities become available and are shared with the Academy, **we promptly communicate these openings to our students and graduates**. Our staff remains available to offer **guidance and support** throughout the job placement process.

We take pride in helping students transition from education to employment with confidence and professionalism.

Surveillance and Camera Policy

Our school has and maintains a comprehensive video and audio surveillance system throughout the facility—**except within private restrooms**—for the safety and security of students, clients, and staff.

- **Coverage Areas:** Cameras are installed in all common areas, classrooms, the clinic floor, hallways, and entryways.
- Purpose: Continuous monitoring and recording help protect the Academy's property, ensure client and student safety, and support resolution of any incidents.
- Access and Review: Recorded footage may be reviewed by authorized personnel only when deemed necessary (e.g., safety concerns, policy violations, or incident investigations).
- **Privacy:** No audio or video recording takes place in private restroom facilities to respect personal privacy.

By attending, you acknowledge and consent to this surveillance policy in order to maintain a secure learning and professional environment.

Video and Photography Policy

As a student, you may be **photographed and/or videotaped** during your time at the school for purposes including, but not limited to, **security monitoring**, **educational use**, **promotional materials**, **website content**, **and social media marketing**.

By enrolling, you **grant permission to the school** to use your image, likeness, or voice in photos and videos, and you **release all rights** to such media for the purposes stated above.

If you **prefer not to be included** in any photos or videos, you must **submit a written request** to the school administration. Once submitted, the Academy will make reasonable efforts to exclude you from non-security-related media.

This policy helps support our educational efforts and brand visibility while respecting each student's right to privacy.

Social Media Guidelines

Students are expected to use social media responsibly and professionally. This policy applies to all forms of social networking, including but not limited to **Facebook, Instagram, Pinterest, Twitter, YouTube, blogs, file-sharing platforms**, and other user-generated media.

Expectations:

- Students are **personally responsible** for the content they post or share on social media.
- Posts must not include ethnic slurs, personal insults, profanity, cyberbullying, threats, or any form of harassment.
- Behavior that would be considered unacceptable in the classroom is also unacceptable online, especially when referencing or tagging the school or its community.

Restrictions:

- Students must not share false, misleading, or confidential information about K.O. Barber Academy, its faculty, staff, students, or clients.
- You may **not cite**, **quote**, **or refer to the school**, **its staff**, **or fellow students publicly** on social media without prior **written consent**.
- All online interactions that involve the Academy must uphold the school's values and reputation.

The school reserves the right to:

- Monitor and remove any posts or content involving the school that violates these guidelines.
- Take **disciplinary action**, including suspension or termination, if a student's social media activity harms the school or violates this policy.

Our goal is to foster a **positive**, **respectful**, **and professional online presence** that reflects the standards of the barbering industry and our institution.

Harassment Policy

Our school is committed to maintaining a **safe, respectful, and harassment-free environment** for all students, staff, and visitors. Harassment of any kind—including **sexual, racial, ethnic, or any behavior that creates a hostile environment**—is strictly prohibited.

Policy Statement

Harassment will not be tolerated under any circumstances. **Disciplinary action, up to and including termination or expulsion**, will be taken against any individual who engages in such conduct.

Sexual Harassment Definition

Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances
- Requests for sexual favors in exchange for academic or workplace benefits
- Verbal or physical conduct of a sexual nature, including inappropriate jokes, comments, or gestures
- Non-consensual touching
- Display of **sexually suggestive images**, objects, or behaviors
- Conditioning grades, evaluations, or treatment on the basis of sexual cooperation or rejection
- Failure to stop harassing behavior after being asked

Reporting and Enforcement

Anyone who **experiences or witnesses** harassment is encouraged to report the incident to school administration **immediately**. All reports will be treated seriously and handled in a **confidential and respectful** manner.

Our school is committed to ensuring that **no student or staff member faces retaliation** for reporting harassment or participating in an investigation.

Professionalism Policy

Students are expected to maintain a **high standard of professionalism** at all times while on school premises or representing the Academy in any capacity.

Expectations:

- Students must **conduct themselves in a respectful and professional manner** both in and around the school at all times.
- Lounging in classroom or lobby chairs is not permitted. These spaces are for learning and client services, not for casual rest.
- Sleeping on school grounds is strictly prohibited.

Sleeping Policy & Consequences:

First offense: Student will be sent home for the day.

- Second offense: Student will be suspended for one week.
- Subsequent offenses: Student will be suspended for two weeks per occurrence.

Note: Any time missed due to disciplinary action for sleeping will count **against the 100-hour allowance** provided for personal absences. **No exceptions will be made.**

Maintaining professionalism is essential for your success as a barber and for building a strong reputation in the industry.

Drug, Alcohol, and Tobacco Policy

We are committed to providing a **safe**, **healthy**, **and professional environment** for all students, staff, and clients. In alignment with federal, state, and local laws, the Academy enforces a strict **drug-**, **alcohol-**, **and tobacco-free policy** on campus.

Policy Guidelines

- We are a 100% tobacco-, drug-, and alcohol-free campus.
- The **possession**, **use**, **or sale of alcoholic beverages** is strictly prohibited on school property, regardless of an individual's age.
- The possession, use, or sale of illegal drugs is strictly prohibited.
- All students and employees are expected to comply with federal, state, and local laws regarding controlled substances and alcohol.
- Smoking, vaping, and the use of smokeless tobacco (e.g., dipping) are not permitted anywhere inside or outside of our property.
- If a student or staff member is **suspected of being under the influence** of drugs or alcohol at any time, they will be **asked to leave the premises immediately**.
 - o Repeated incidents will result in **indefinite termination** from the school.
- Violations of this policy may result in disciplinary action, including probation, suspension, or termination, and criminal prosecution if applicable.

Applicability

This policy applies to **all students, staff, faculty, and visitors** while on school premises or during any school-related activities.

Sexual Misconduct Policy & Procedures

We are committed to maintaining a **safe, respectful, and inclusive educational environment** that is free from **violence, harassment, discrimination, and sexual misconduct** of any kind.

Policy Statement

- **Sexual misconduct is strictly prohibited** and will not be tolerated under any circumstances.
- Sexual misconduct includes, but is not limited to: unwanted sexual advances, verbal or
 physical harassment of a sexual nature, non-consensual sexual contact, sexual
 assault, and any behavior that creates a hostile or intimidating environment.
- Any individual found to have engaged in sexual misconduct will be subject to immediate termination from the school.

Reporting and Response

- All reports of sexual misconduct will be taken seriously and treated with confidentiality and respect.
- We will report any allegations of sexual misconduct to the appropriate law enforcement authorities.
- Retaliation against anyone who reports misconduct or participates in an investigation is strictly prohibited and will result in disciplinary action.

Support and Procedures

- Students or staff who experience or witness sexual misconduct are encouraged to **report** the incident immediately to school administration.
- The Academy will cooperate fully with law enforcement and will support the safety and well-being of any affected individuals.

This policy reflects our commitment to fostering a **safe and professional learning environment** for all students and staff.

Student Payments and Tips

Students **shall not receive any form of payment**, including **wages or tips**, for services performed while attending the school.

All services provided by students are considered part of their **educational training** and are supervised by licensed instructors in compliance with **state barbering regulations**. This policy ensures that all services are treated as **learning experiences** rather than employment activities.

Personal Supplies Policy

Students are expected to respect the property and supplies of others at all times while at school.

 Do not use, borrow, or handle another student's supplies without receiving explicit permission from the owner.

- If permission is granted, the item must be returned immediately and in the same condition.
- This includes, but is not limited to: neck strips, combs, clips, razor blades, shears, and other personal tools.
- Taking or using another person's supplies without permission is a violation of school policy and may result in disciplinary action.

Respecting each other's property helps maintain a **professional and trustworthy learning environment** for everyone.

Student Complaint / Grievance Policy

In alignment with the mission of our school, the institution is committed to **addressing and** resolving student complaints promptly and fairly, provided such complaints are not frivolous or without merit.

Policy Overview

- All students are informed of the complaint process during new student orientation to ensure awareness of their rights and the steps for filing a grievance.
- The Academy maintains **records of all resolved complaints** to monitor for trends and ensure institutional accountability.
- The school practices an **open-door policy**, encouraging students to voice concerns early, in order to **address issues before they escalate into formal complaints**.
- Students are protected from **retaliation or adverse action** for filing a complaint in good faith.

Complaint Procedure

1. Written Submission

The student must submit a **written complaint** to school administration within **7 calendar days** of the incident.

The written statement must include a **detailed description** of the conditions and circumstances surrounding the issue.

2. Administrative Review

Upon receiving the complaint, administration will conduct a **review**, which may include:

- Discussion with relevant staff and instructors
- o Interviews with other students or parties involved, as needed
- Evaluation of related documentation or evidence

3. Resolution

After gathering all necessary information, administration will determine an appropriate **resolution** and communicate the outcome to the student.

A record of the resolution will be maintained in school files.

This process ensures that **student voices are heard** and that all complaints are handled with **fairness, confidentiality, and professionalism**.

Record Retention Policy

As a school we are committed to maintaining accurate, secure, and confidential student records in compliance with applicable regulatory and institutional standards.

Policy Guidelines:

- Student records will be maintained in both paper and electronic formats.
- All records will be **securely stored** in locked cabinets and/or password-protected systems to ensure **privacy and confidentiality**.
- Records will be retained for a minimum of seven (7) years from the student's official graduation date.
- Student files will include, but are not limited to:
 - Academic and course progress records
 - o Programs of study, grades, and completed coursework
 - o Dates of enrollment, withdrawal, or completion
 - Student status (e.g., graduated, on probation, terminated)
 - Attendance records
 - Financial and payment history
 - Documentation of admissions compliance
 - Theory and practical transcripts
- Records for full-time and part-time students will be maintained separately for clarity and compliance.

The school ensures that **all permanent records are adequately preserved** and readily accessible to authorized personnel when needed, such as for regulatory review, student inquiries, or verification of academic history.

Cleaning Requirements and Standards

Maintaining a clean and professional environment is a shared responsibility. A clean facility reflects the **standards of the school and the professionalism of its students**.

General Expectations:

- Each student is responsible for cleaning up after themselves at all times.
- The **overall cleanliness of the school** contributes to a positive learning experience and leaves a lasting impression on clients and visitors.
- After eating, all trash must be disposed of immediately.

Shared Responsibility:

- If you notice something that needs attention, take initiative:
 - o Full trash can? Take it out
 - Hair on the floor? Sweep it up
 - Dirty mirror? Wipe it clean
 - Messy restroom? Tidy it up
- Weekly chore charts will be assigned to ensure all areas of the school are maintained regularly.

Client Services:

- Students must clean and sanitize their station after every client.
- No student is allowed to leave the building without first ensuring their workstation is clean, organized, and ready for the next service.

Keeping the school clean is not just a requirement—it's part of your training as a future professional in the barbering industry.

Clients and Walk-Ins Policy

Our school operates as a **training facility** for students preparing for careers in the barbering industry. To ensure a professional and educational experience for both students and clients, the following policies apply:

Client Assignments

 The Academy does not guarantee students a specific number of walk-in clients or services.

- Services are assigned based on the student's skill level and readiness, as determined by instructors.
- Clients may request a specific student, but services are provided on a first-come, first-served basis. The Academy does not accept appointments.

Supervision and Responsibility

- Students are at varying levels of experience, and instructors will ensure that students are prepared for the services requested.
- We assume no responsibility for client dissatisfaction or negligence by students. All services are performed under supervision as part of the student's training.
- **Professionalism is mandatory** when interacting with clients. Conduct will be **closely monitored** by staff.

Chemical Services & Liability

- A signed liability waiver is required for all chemical services (e.g., color, perm, relaxers).
- For minor clients, the waiver must be completed by a parent or legal guardian.
 This policy is non-negotiable and ensures compliance and safety for both the student and the client.

Contingency Plan

The safety and success of our students remain our highest priority. In the event of an emergency or unexpected disruption, we are committed to doing everything necessary to **ensure the continuity of education** and maintain a stable learning environment.

Emergency Response Commitment

- The Academy will take all necessary steps to **minimize disruption** and allow students to **continue their training without delay**.
- We are dedicated to maintaining a safe, functional, and supportive environment for both students and staff during any emergency situation.

Educational Continuity Plan

- In the event of a closure or emergency that prevents normal operations, **Elevation Barber College has partnered with K.O. Barber Academy** to allow students to continue their education in person.
- If commuting to K.O. Barber Academy is not reasonable due to distance, weather, or safety concerns, students will be provided access to an **online education plan via ZOOM**.
- This **electronic learning option** ensures that students can stay on track with their curriculum remotely, without falling behind.

We are fully committed to supporting our students throughout any unforeseen circumstances and will continue to **communicate clearly and promptly** during emergencies.

Natural Disaster & Building Damage Policy

In the event of a **natural disaster or physical damage** to the Elevation Barber College facility, the safety and continued education of our students will remain our top priority. We are committed to assessing the situation promptly and providing alternative learning solutions as needed.

Damage Assessment and Response

- Following any natural disaster or facility damage, the Academy will assess the extent of the damage to determine the estimated timeframe for repairs and reopening.
- If repairs are expected to take **longer than one week**, students will be temporarily relocated to a partnering institution to continue their education.

Temporary Training Location

Elevation Barber College has a partnership with K.O. Barber Academy, located at:
 210 E. Economy Rd Morristown, TN 37814.
 This facility will serve as a temporary location for classes and training until our campus is restored and operational.

Remote Learning Option

- For students unable to reasonably commute to K.O. Barber Academy due to distance, safety, or other circumstances, we will offer an electronic learning option via ZOOM.
- This virtual option will allow students to remain engaged and on track with their education during the recovery period.

We are dedicated to maintaining the quality of education and ensuring minimal disruption to student progress during any emergency or recovery period.

Long-Term Illness or Injury Policy (Instructor Coverage)

In the event that **Elevation Barber College is without instructors or instructional assistants** due to illness or injury lasting **longer than one week**, we are prepared to ensure that student learning continues with minimal disruption.

Temporary Instructional Arrangements

If no instructional staff is available for an extended period, Elevation Barber College will activate its partnership with K.O. Barber Academy, located at:
 210 E. Economy Rd. Morristown, TN 37814.

• Students may be temporarily relocated to K.O. Barber Academy to continue hands-on and in-person training under licensed instruction.

Remote Learning Option

- Depending on the **nature of the illness/injury** and availability of staff, an alternate **temporary remote learning environment via ZOOM** may be implemented.
- An **electronic learning process** is in place to ensure that all students receive instruction, theory lessons, and support during the disruption.
- This remote option is particularly available to students for whom commuting to K.O.
 Barber Academy is not feasible.

We remain committed to maintaining the **continuity and quality of instruction** under all circumstances, ensuring that student progress is not delayed due to unforeseen staffing issues.

Right to Change Policy

The school reserves the right to **modify its curriculum, rules, policies, or procedures** at its sole discretion in order to maintain compliance, improve educational quality, or reflect operational needs.

Notification of Changes

- Any updates or modifications will be communicated to **current and prospective students** through an **updated version of the school catalog**, which will be:
 - Posted on the Academy's website
 - Emailed directly to all enrolled students
- For changes that directly affect currently enrolled students, the Academy will also:
 - o Announce the change in class
 - Post a notice on the classroom bulletin board

Please note: All **terms outlined in current Student Enrollment Agreements will be honored** for the duration of the agreement, unless mutually amended in writing.

Class Start Date Changes

- The school reserves the right to reschedule, postpone, or cancel class start dates as necessary.
- In such cases, students will be offered the choice to:
 - o Receive a full refund of all monies paid, or
 - Sign a new Student Enrollment Contract reflecting the updated start date.

This policy ensures that all operational and academic changes are handled with transparency and respect for our students' time and commitment.

Student Rights, Responsibilities, & Privileges

By enrolling and signing the enrollment agreement, each student acknowledges and agrees to uphold the following responsibilities and understand their role in maintaining satisfactory progress and professional standards:

Student Responsibilities:

• Compliance:

The student agrees to comply with all **Standards of Conduct**, **general school policies**, **State Laws and Regulations**, and **educational requirements**, including clinic floor assignments and client services.

• Participation:

The student agrees not to **refuse client services or any other program-related responsibilities** that are part of the curriculum.

• Financial Obligations:

The student agrees to pay all applicable school and state board testing fees, and to submit all required registration paperwork in a timely manner.

Professionalism & Dress Code:

The student agrees to **adhere to the school's dress code** and maintain a **professional image** that reflects the standards of the barbering industry.

• Scheduling & Attendance:

The student agrees to follow the **assigned schedule** for their program, understanding that schedules may change at the school's discretion.

The student must attend **all theory classes as scheduled**, regardless of whether tests have already been completed or passed.

Academic Standards:

The student understands that **minimum attendance and grade requirements** must be met to maintain **satisfactory academic progress**.

Failure to do so may result in **academic probation or termination** from the program, in accordance with policies outlined in the school catalog.

Licensing and Reporting:

The student understands they are responsible for covering **state licensing exam fees and related expenses**.

The student also agrees to report their **state board exam scores**, **licensure status**, and **employment information** to the school upon request.