

# Student Handbook



**J's Barber College**

**1207 Center St**

**New Iberia, LA 70560**

**Phone: (337) 364-2552**

**FAX: (337) 364-2544**

**J's Barber College**

**1207 Center Street, New Iberia, LA 70560 Phone  
(337) 364-2552 Fax (337) 364-2544**

**E.mail: [jbarbercollege@att.net](mailto:jbarbercollege@att.net)**

**Website: [www.jsbarbercollege.com](http://www.jsbarbercollege.com)**

**Licensed by:**

**Louisiana Department of Licensing and Regulation**

**P.O. Box 14029, Baton Rouge, LA 70898-4029**

**Phone: (225) 925-1701 or Fax: (225) 925-1703**

**Private Barber College License Number: 00038**

**Accredited by:**

**National Accrediting Commission of Career Arts & Sciences**

**3015 Colvin, Alexandria, VA 22314**

**Phone: 703-600-7600**

**Website: [www.naccas.org](http://www.naccas.org)**

**ADMINISTRATIVE STAFF & FACULTY**

**PRESIDENT/OWNER: Jennifer Olivier**

**DIRECTOR: Jennifer Olivier**

**ADMISSIONS & FINANCIAL ADMINISTRATOR: Jennifer Broussard**

**BUSINESS OFFICE ADMINISTRATOR: Yvette Hamilton**

**INSTRUCTOR:**

**Jennifer Olivier**

**PART-TIME**

**Jessica Thomas**

**SUBSTITUTE INSTRUCTORS:**

**Jason Latula**

**Jessica Thomas**

In accordance with the Louisiana Department of Licensing and Regulation's Rules and Regulations, the School's teacher-to-student ratio does not exceed twenty students per instructor. Generally, the instructors have had shop experience, including positions as hair stylists, salon manager or salon owner. The instructors are required each year to complete twelve hours of advanced training in the practice of teaching in Barbering/Cosmetology. They attend state seminars as well as many local classes for barbers/cosmetologists and instructors.

**\*\*\*Note: This handbook is subject to change at any time, with or without prior notice\*\***

**Revised: 3 / 6 / 2025**

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# Vision Statement

At J's Barber College, we envision broadening the intellect of our students in the art of barbering and hair design with vigorous science applications that will provide an effective, innovative, and rewarding career.



**Classroom**



**Hands on Training**



**Demonstration**



**Individualized Training**

# Mission Statement

The mission of J's Barber College is to provide a positive learning environment that allows all students to develop a quality post-secondary barbering education that prepares the graduates for licensure and job entry-level skills for success in the workplace.

## Belief Statements

1. By fostering positive educational advances for our students at J's Barber College a partnership will be built among our students, staff, and the community.
2. By providing a safe environment conducive to the learning process, all students can learn and become productive and socially responsible citizens.
3. By developing effective means of identifying areas of improvement, students will be able to cooperatively and systematically provide self-assessment of their developmental progress.
4. By respecting the cultural diversity of each student as a critical aspect for a quality education, J's Barber College will prioritize the importance of diversification.
5. Involving the community is crucial in the success of our students' quality education.
6. In preparing our students for the 21st century, J's Barber College will expose, encourage, and educate its students in this ever-advancing technological world.

# Goals & Objectives

1. To improve student achievement:
  - a. Provide small group and individualized instructions
  - b. Utilize hands-on techniques.
  - c. Identify and teach according to students' learning style
2. To enhance student social skills:
  - a. Provide avenues which will foster student motivation
  - b. Develop and promote students' self-esteem
3. To continue developing staff competency skills:

Provide workshops, trainings, in-service and conferences designed to motivate staff members to use various instructional approaches.
4. To actively involve the community and public/charter school system in the college program.
  - a. Provide information on parenting skills, drug prevention and health education.
  - b. Encourage community/students to increase educational/literacy skills.

# Admissions Policy

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at J's Barber College as a regular student. J's Barber College must adhere to the United States Department of Education, **Louisiana Board of Barber Examiners and the National Accrediting Commission of Career Arts and Sciences (NACCAS)** and **Financial Aid (Title IV)**. As a part of the admissions procedure, we encourage prospective students to view our website [www.jsbarbercollege.com](http://www.jsbarbercollege.com) Applications may be submitted at any time during the year. Enrollment is continuous with new classes starting quarterly. (dates maybe adjusted if applicable)

**For more information you may contact the Office of Admissions at:**

**J's Barber College**  
**1207 Center Street, New Iberia, LA 70560**  
**Telephone: (337) 364-2552**  
**Fax: (337) 364-2544**

**E-mail: [jbarbercollege@att.net](mailto:jbarbercollege@att.net) Website: [www.jsbarbercollege.com](http://www.jsbarbercollege.com)**

**Attn: Prospective Student Information Request**

## General Admission Requirements

J's Barber College is an equal opportunity employer and follows the same policies in accepting applications from potential students in Barbering and/or Barber Instructor. J's Barber College is open to all students without regard to race, color, religion, age, sex, creed, ethnic origin, sexual orientation, disability, or marital status. The admission policy is compliant with the United States Department of Education, Louisiana Board of Barber Examiners, the National Accrediting Commission of Career Arts and Sciences (NACCAS), Federal Financial Aid (Title IV), and the Veterans Administration Education Department.

To be eligible for General Admission, an applicant must be able to read and write English, and the student must meet the following requirements:

- Complete an application for enrollment
- Must be at least 17 years of age
- Have an initial interview with an Admission Representative (student, spouse, or parent)
- Provide proof of appropriate educational requirement such as:  
Copy of high school diploma or transcript showing graduation date.

(Note: The high school diploma or transcript requirement can also be from a foreign school; if the evaluation indicates it is equivalent to a US high school diploma; Verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. Documented proof of completion is required for secondary education from a foreign country must be officially translated into English and officially certified as the equivalent or high school completion in the United States.)

-Have a recognized equivalent of High School Diploma such as a home-schooling at the secondary level as defined by the state law. Due to the passage of the Consolidated Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a homeschool setting can no longer gain eligibility for Title IV, HEA funds by passing an “ability-to-benefit” test.

- A Skills and Achievement Commencement Credential for Students with Severe Disabilities is replacing the Individual Education Program (IEP) diploma effective July 1, 2013. Neither the IEP nor the Skills and Achievement Commencement Credential is acceptable for entrance into the program requiring high school graduation or a GED.
- Be able to speak, read, and write fluently in English (all classes are taught in English).
- Pay the required Registration Fee(s)
- Provide a verifiable Social Security Card
- Provide a valid driver’s license or state photo identification card or passport
- Provide a valid copy of your birth certificate
- Provide 2 passport-sized photos (mini wallets)

**Instructor applicants must meet all the above requirements and:**

Hold a current barbering license as a practitioner.

**J’s Barber College does not accept Ability to Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program.**

**Note:** A High School completion is not the same as a High School diploma; generally, a certificate of high school completion (as opposed to a high school diploma) is issued to students who have completed high school coursework, but who have not met all the academic high school graduation requirements, including passing any required examinations.

**General Documentation Requirements:** All documentation must match, including SSN Card, driver’s license, etc. Further documentation may be requested for identity verification purposes.

**Definition of “Diploma Mill”:** a term that refers to any entity that offers, for a fee, degrees, diplomas, or certificates, that may be used to represent to the general public that the individual possessing such a degree, diploma, or certificate has completed a program of education or training; and requires such individual to complete little or no education or coursework to obtain such degree, diploma, or certificate; and lacks accreditation by an accrediting agency or association that is recognized as an accrediting agency for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, or state government.

**Students with Disabilities:** The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements.



**Transfer Policy:** A student who has attended another barber college is classified as a transfer student. Enrollment is available for students wishing to transfer to J's Barber College after they have withdrawn from other schools both in and out of state. Applicants must submit transcripts from all schools attended prior to admission to J's Barber College. A transfer student may be admitted to the program upon verification of the previous hours and the state board transfer requirements. Transfer hours are at the discretion of the administrator. J's Barber College may also administer tests to determine proficiency of knowledge and therefore the number of hours that will be accepted into program. If accepted, transfer students will be required to purchase a kit to meet J's Barber College requirement. Application fee and registration fee apply. In addition, the student will be charged based on the current tuition rate and how many hours are needed for completion.

\*\*All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

**PLEASE NOTE:** J's Barber College is not obligated to accept a full credit transfer for students transferring from any institution. Nor is any other school obligated to accept hours obtained from J's Barber College in the event of a transfer. As a result, we strongly encourage you to exercise extreme caution when deciding to transfer to a different school, because of the potential time commitment and financial impacts of such a decision.

Students enrolling under a training agreement with another entity, the applicant must meet the admission requirements set forth in the training agreement with the other entity. (If applicable)

**Re-Entry Policy:** Students who have been dropped for excessive absence may request reinstatement. A student must submit a written letter of their reason for reinstatement. If the reinstatement is approved by the administrator, the student must pay a fee of \$100.00 for reinstatement. The school will allow the student to re-enter at the same progress within a six-month length of time. If there has been an increase in tuition, there will be an adjustment on the remaining hours added to the previous balance.

The institution does allow students who withdraw to re-enter a program after they have withdrawn. A student must submit a letter of their reason for reinstatement. The school will allow student to re-enter at the same progress within a six-month length of time. There is a \$100 re-admit fee. If there is an increase in tuition, there will be an adjustment on the remaining hours added to the previous balance.

## J's Barber College Enrollment Procedures

### Step 1

Visit our website [jsbarbercollege.com](http://jsbarbercollege.com) to review Enrollment Process and School Catalog. Complete all relevant Financial Aid forms located under our Financial Aid tab. Print and complete the J's Enrollment Application.

### Step 2

Once your complete FASFA is received you will be contacted for a pre-enrollment meeting with our Admissions Advisor. At this meeting we ask that you submit the following documents to be considered for an interview:

- \_\_\_\_\_ Completed Enrollment Application & \$20.00 application fee (Non-refundable)
- \_\_\_\_\_ Birth Certificate
- \_\_\_\_\_ Verifiable Social Security Card
- \_\_\_\_\_ Valid Current State Issued Driver's License or State I.D.
- \_\_\_\_\_ High School Diploma and/or GED (with your transcript)

### Step 3

After all documents have been received and reviewed, you will be contacted for an interview.

**Upon acceptance** you will be notified of our orientation date and time. You must submit the following no later than orientation to complete your enrollment:

- \_\_\_\_\_ Registration Fee \$100.00
- \_\_\_\_\_ Two (2) passport pictures
- \_\_\_\_\_ Receipt of Handbook Acknowledgement form found on the last page of the J's Barber College Handbook on the website. If you are unable to download the handbook & print the form, contact admissions for a paper copy.

### **Payment methods**

The institution has established working partnerships with the following agencies to assist qualified individuals. (Each agency requires certain criteria to participate, not all students are eligible.)

- Federal Financial Aid (see page 26)
- Workforce development (LWC)
- Department of veteran's affairs

**Note:** Students may pay with cash, cashier check, or money order. In some instances, an individual promissory note may be granted, interest free.

<b><u>Programs:</u></b>	<b><u>Tuesday- Friday 9:00 am-5:30 pm</u></b>	<b><u>Length of Program</u></b>
<b>Barbering (English only)</b>	<b>32 hrs. per week /47 wks. Full</b>	<b>1500 clock hours</b>
<b>Barber Instructor (English only)</b>	<b>32 hrs. per week /22 wks. full time 15 hrs. Per week/ 47 wks. Part-time</b>	<b>700 clock hours</b>

\*Part time available upon request for instructors only\*

\*\*Hours are subject to change\*\*

# BARBERING PROGRAM

## Course Description And Curriculum Outline

### **Barbering Description– 1500 Hours**

Barbering is one of the oldest professions in the world. With the advance of civilization, barbering, and hairstyling, the study of this profession leads to an appreciation of the accomplishments, evolution, and position of high esteem attained by early practitioners.

### **Course Curriculum/Outline**

1. History of Barbering/ Professional Image/Study Skills	75 Hours
2. Sanitation, Infection, Safety, Tools, And Equipment	45 Hours
3. Sanitation, Infection, Safety Lab/Practical	30 Hours
4. Men and Women Basic Haircutting and Styling	60 Hours
5. Shaving, Mustaches, And Beards	30 Hours
6. Men’s/Women’s Basic Haircutting and Styling Lab I	180 Hours
7. Electricity, Light Therapy	15 Hours
8. Chemistry for Barbers	30 Hours
9. Barbering Anatomy and Physiology	45 Hours
10. Facial Massage and Treatments Theory	45 Hours
11. Properties and Disorders of Skin, Scalp and Hair	45 Hours
12. Barbering/Styling Lab Hair & Scalp, Facial Massage Treatment	90 Hours
13. Chemical Services in Barbering	60 Hours
14. Chemical Services in Barbering Lab	90 Hours
15. Men’s Hairpiece Theory	30 Hours
16. Men’s/Women’s Advanced Haircutting Lab II	210 Hours
17. Hair Coloring for Barbers	60 Hours
18. Hair Coloring for Barbers Lab	60 Hours
19. Barber Shop Management/Job Readiness	75 Hours
20. La State Barber Board Review	45 Hours
21. La State Barber Board Review Practical	180 Hours

**Total Hours .....1500 Hours**

### Grading Procedure

Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated and counted toward course completion. Practical skills are evaluated according to text procedures, performance standards established by the state-licensing agency. Students must maintain an academic grade average of 70%.

Students must pass makeup or missed tests and final written exams prior to graduation. Numerical grades are considered according to the following scale:

90-100	Excellent
80- 89	Very Good
70-79	Satisfactory
0-69	Unsatisfactory (Below Satisfactory Academic Progress)

\*\*Students must maintain a minimum of 70% average in theory, laboratory, and practical work to be considered making satisfactory progress

### **Instructional Method**

The instructional methods are presented through comprehensive lesson plans that reflect effective education methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in this course.

### **Employment Opportunities**

Graduates of this course will have acquired the knowledge and skills to pass the Louisiana Department of Licensing and Regulation Exam and seek employment in several beauty related industries. Most girls and guys who choose this profession already love fashion, style and trends. With a Barbering license a person can do more than just cut hair. Barbers can work for a product line such as, Matrix, OPI, Joico and many more. They can become a product advisor, a platform stylist working with models and photographers, or work for television studios, nursing homes and even funeral homes. The career opportunities in this field, whether as a salon owner, make-up artist, or a product sales representative are endless.

A Barber Instructor can pursue a teaching job utilizing teaching and planning techniques and skills learned.

## **Barber Instructor Course**

### **Course Description AND Curriculum Outline**

#### **Barber Instructor – 700 Hours**

The barber instructor’s course will allow you to learn philosophy and professional development to become a successful master educator. You will also learn the basic functions to facilitate learning amongst students in the study of the art and science of teaching and instruction of Barbering.

#### **Course Curriculum/Outline**

1. Classroom Training in The Science of Teaching .....	154 Hours
2. Teaching Assistance and Observation .....	235 Hours
3. Performance of Demonstration.....	76 Hours
4. Supervised Practice Teaching .....	235 Hours
<b>Total.....</b>	<b>700 Hours</b>

#### ***Grading Procedures***

Students in the Instructors course are assigned theory study and are evaluated after each unit of study. Student Instructors practical assignments are evaluated on performance skills when assisting students as well as performance standards established by TDLR. Student Instructors must maintain academic grade average of at least a 70%.

Students must pass makeup or missed tests and final written exams prior to graduation. Numerical grades are considered according to the following scale:

- 90-100    Excellent
- 80- 89    Very Good
- 70-79    Satisfactory
- 0-69    Unsatisfactory (Below Satisfactory Academic Progress)

Students must maintain a minimum of 70% average in theory, laboratory, and practical work to be considered making satisfactory progress

#### ***Instructional Method***

The instructional methods are presented through comprehensive lesson plans that reflect effective education methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in this course.

#### ***Employment Opportunities***

Graduates of this course will have acquired the knowledge and skills to pass the LDLR State Board Exams and become a successful master educator. Upon licensure, employment can be obtained in several beauty related industries. The career opportunities for licensed instructors are many such as product educator for a variety of beauty related products or choose to work for or manage a beauty school. A Barber Instructor can pursue a teaching job utilizing teaching and planning techniques and skills learned.

## FINANCIAL INFORMATION

### FEES

All applicants are assessed a registration and application fee and is payable at the time of application. Students who pay the application fee and do not enroll may have their application reinstated for one fiscal year. The application fee is non-refundable, except in cases where J's Barber College is unable meet the needs of the applicant. Registration fee must be paid in full at the time of registration. A student is considered officially registered once fees are paid and all required admission documents have been submitted. A \$75.00 fee may apply to a change of enrollment schedule: if applicable. \*Extra Instructional charges

If a student must attend longer than the time allotted for the barbering course and surpasses his/her estimated graduation date for any unexcused reason, he/she will be charged additional tuition at a rate of \$12.00 per hour instruction fee.

### TUITION PAYMENTS

In the event the student is paying his or her tuition through outside programs, all disbursements will be credited to the student's account for actual tuition or other charges. Students not paying tuition through the outside program (such as VA, Louisiana Workforce or Title IV) or whose outside programs will not completely cover the tuition, will be placed on a monthly plan. The school reserves the right to suspend any student from school whose account is delinquent. A student's registration, and application are paid prior to enrollment (**cash, money orders/cashier checks**) Student ID and State Board Registration is a one-time payment in the first payment Period through (**Title IV, VA, LA, Rehab or Cash**) A portion of the books, equipment, and tuition is paid through **Title IV((financial aid), VA, LA Rehab** utilizing four payment period until paid in full.

Students are not subject to tuition increases after enrollment unless they terminate and later return. In those instances, students will pay the prevailing tuition costs at the time they re-enroll. **Students may pay cash, money order, and/or cashier check.**

<b>**Barbering**</b>	<b><u>Tuition and Fees</u></b>
Application Fee	\$ 20.00
Registration	\$ 100.00
State Board Registration	\$ 90.00 (Barbering)
Student ID	\$ 10.00
Student Textbooks	\$ 519.00 (Barbering)
Equipment	\$ 1,463.00
Tuition	\$ 21,233.00 (Barbering)
<b>Total</b>	<b>\$ 23,435.00</b>

<b>**Barber Instructor**</b>	<b><u>Tuition and Fees</u></b>
Application Fee	\$ 20.00
Registration	\$ 100.00
State Board Registration	\$ 110.00
Student ID	\$ 10.00
Student Textbooks	\$ 400.00
Equipment	\$ 1,464.00
Tuition	<u>\$ 9,317.00</u>
<b>Total</b>	<b>\$ 11,421.00</b>

Fees are paid directly to the Louisiana State Board upon completion of hours.

Louisiana State Board Barbering Exam Fee .....	\$50.00 (upon completion of 1500 hrs.)
Louisiana State Board Barber Instructor Exam Fee .....	\$70.00 (upon completion of 700 hrs.)

All other fees are paid to the school office. Students can pay cash, money order, and/or cashier check payable to J's Barber College.

## Net Price Calculator

The Department of Education mandated a new requirement to post net price calculator according to the Higher Education Opportunity Act of 2008. J's Barber College has post net price calculator on their web site that uses that uses institutional data to provide estimated net price information to current and prospective students. The Department's template is available at the following link: <http://nces.ed.gov/ipeds/netpricecalculator>. (J's Barber College Net Price Calculator is under construction).

## TEXTBOOKS

The textbooks utilized to administer the curriculum (as approved by TDLR) to the students for the courses offered at J's Barber College are included in the toolkit offered to each student enrolled in our barber programs. Depending on the program enrolled, the textbooks included in the toolkit are as follows:

- Milady's Standard Professional Barbering, 6th Edition – ISBN-13: 978-1305100558
- Milady's Standard Professional Barbering, Student Workbook – ISBN-13: 978-1305-100664
- Milady's Standard Professional Barbering, Exam Review – ISBN-13: 9781305100671
- Milady's Master Educator, Student Textbook 3rd Edition – ISBN-13: -9781133693697
- Milady's Master Educator, Exam Review, 3rd Edition – ISBN-13: 9781133776598

**\*\*\*Uniforms are to be purchased through the local vendors.**

**Additional Tuition Charges If a student must attend longer than the time allotted for the barbering course and surpasses his/her estimated graduation date for any reason will be charged additional tuition at a rate of \$12.00 per hour instruction fee.**

**\*\*Tuition and/or fees are subject to change with/without prior notice**

**Students unable to pay their tuition in full have the following options:**

1. Financial assistance is available to qualified students under the Workforce Investment Act (W.I.A) administered by Louisiana Workforce Commission. The W.I.A. program promotes employment and training designed to provide services that will increase skills for adults and youth that will result in employment and increased earnings.
2. J's Barber College will not offer a tuition-financing program. Students must seek an outside source for tuition; however, a contractual program will be offered for the program length and the payment. The payment schedule and amount are based upon the contractual program length and the down payment. Payment Finance charges are explained in the enrollment contract and only apply if payments are past due.
3. Financial assistance is available to qualified students by the Louisiana Department of Veteran Affairs for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for VA funds is made directly through the **Louisiana Department of Veterans Affairs.**

4. Students who meet eligibility requirements can get some type of federal student aid, regardless of age or family income. To determine your level of student aid, complete a FAFSA at <https://fafsa.ed.gov/>. For more details about eligibility requirements refer to <https://studentaid.ed.gov/sa/eligibility>.



## **PAYMENT PLAN SERVICE**

Students may request a payment plan of tuition only. All other fees and related costs cannot be included in this service. Under this plan tuition is due in monthly payments by the payment deadline. Default on the monthly payments without prior arrangements with the administrator may subject to the student's account to be paid in full. Students can pay with cash, money order and/or cashier checks.

### **LATE PAYMENT FEE**

Payments received after due date are subject to a \$25 late fee unless prior arrangements are made with the administrator.

### **KIT POLICY**

Student kit contains all the equipment you will need during your training period. Each student is responsible for the care and upkeep of their kit. Additional items that are professional in nature may be required at the student's expense and items must be brought to school daily. Random Kit inspections can be expected. Failure to have the required items in the school can result in being sent home for the day.

### **Student kits include:**

Milady 5th ed. Textbook Barber Styling

Milady 5th ed. Styling Workbook/Test Review Book

Permanent Rods

Outliners II or T-Outliners

Andis Master /Andis detachable

Shears/Thinning Shears All purpose &

Rat Tail Combs

Blades OA, 1, 1A, 1 1/2, 2

Bristle Brush, Blow- Dryer

Razor

Taper/clipper comb Hair Clips (clamp)

Manikin (4) & Stand

Haircut cape

Spray Bottle

*\*Additional supplies may be required as needed. (students' expense) \**

## **PHYSICAL DEMANDS OF THE BARBER PROFESSION**

The physical demands of the barber profession require a healthy body and mind. Good health is a basic element for living. Without it one cannot work efficiently or enjoy a pleasurable life. As a barber you should be living by example so that you can increase value to yourself, your employer, and to the community. You should practice stress management through relaxation, rest, and exercise. Avoid substances that can negatively affect your good health such as cigarettes, alcohol, and drugs. Being a barber demands standing on your feet for long periods of time and working long hours. Persons who cannot stand for long periods of time could choose a career as a nail technician, which requires sitting with good posture. Good health, personal hygiene and posture are important requirements in the barbering field. The use of your hands to handle and control the combs, scissors, and clippers is also required.

It is important for barbers to be able to:

- Hold the arm and hand steady in one position
- Use fingers and hands to grasp and move small objects
- Understand the speech of another person
- Speak clearly so that listeners can understand

## **POLICY & PROCEDURES**

To ensure that all students are familiar with their rights and responsibilities, students must sign and return the form located on the last page of this handbook.

### **RIGHT TO PRIVACY AND INFORMATION RELEASE**

NACCAS and governing agencies have access to student files and are exempt from written release requirements. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students. The release information policy also applies to parents or guardians in the event the student is still a dependent minor.

### **POLICY FOR REVIEWING FINANCIAL OR EDUCATIONAL FILE**

Upon written request, student or parent/guardians of minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. Student information will be released to students and parents and/or guardians of dependent minors as per occurrence. All student records will be maintained for at least six years.

### **Family Education Rights and Privacy Act**

J's Barber College adheres to all rules and regulations set forth by the Family Educational Rights and Privacy Act of 1974 (**FERPA**), Federal Law 93-380. Student records are maintained by J's Barber College in compliance with PL93-380, the Federal Education Act of 1974. The school has a written policy that all information concerning the student is private and will not be released. This information can only be released to the student, parent or guardian to protect the rights of the students. Request to access student's academic information may only be granted upon receiving written consent from the student or parent if the student is a minor. The exceptions to this rule pertain to the following: School employees who have a need-to-know, other schools to which a student is transferring, parents when a student over 18 is still dependent, certain government officials in order to carry out lawful functions, appropriate parties in connection with financial aid to a student, organizations doing certain studies for the school, accrediting organizations, individuals who have obtained court orders or subpoenas, persons who need to know in cases of health and safety emergencies, and state and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

**Procedure:** Current students wishing to review their records must submit a written request to the school's administrator. Within 10 working days of submission of the request, records will be made available to the student for inspection. In addition, the student may challenge any portion of the records. Upon the student's request, the school will send an official transcript to any college or agency provided that: (1) a release of information form has been signed by the student; and (2) financial obligations to the school have been met. the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

## **RESPONSIBILITIES**

### **Instructors**

All instructors and administrators shall foster an environment which encourages adherence to the principles of honesty and integrity. Each instructor shall give specific directions concerning the nature of exams and assignments.

### **Students**

Students have the responsibility for mastering in the barber/stylist program. The learning process is a joint effort; hence, partners in education. To make a seamless transition into the professional world, students are encouraged to put their best effort into studying at home as well as in the classroom. All students are expected to adhere to the principles of the code of conduct.

## **STUDENT RIGHTS**

In order to provide conditions indispensable to the full achievement of each student J's Barber College guarantees the following rights to all students:

1. Consideration for admission to J's Barber College and equal participation in all programs, activities, and offerings, without regard to sex, race, age, color, ethnic origin, and religion. J's Barber College complies with all government regulations along with Louisiana State Board of Barber Examiners.
2. Due process in discipline matters.
3. Issuance of publications following appropriate procedures.
4. Ability to freely engage with others, in off-campus activities, provided students do not claim to represent J's Barber College.
5. Use of school facilities, with appropriate approval from the administrator.

### **REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The institution refund policy is utilized for all students (Title IV, VA, LA Rehab, and cash paying students). The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. The timeframe for which a calculation will be performed is determined and calculated within 30 calendar days of the first day of withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid except a non-refundable application fee which is \$20.00.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes. All monies collected by school are refunded except a non-refundable application fee that does not exceed \$100, if applicable.
3. A school or student cancels his/her enrollment after three business days of signing the contract, but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the Application fee of \$20.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

PERCENT OF SCHEDULED TIME TOTAL

TUITION SCHOOL ENROLLED

COURSE/PROGRAM

SHALL RECEIVE/RETAIN

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

All refunds will be calculated based on the students last date of attendance and refunds will be made in a timely manner. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made and may exceed the minimum tuition adjustment schedule.

If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option: school may provide a full refund of all monies paid; or provide completion of the course and/or program. If a school cancels a course and/or program and ceases to offer instruction after a student has enrolled and instruction has begun, the school shall at its option; provide a Pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; provide completion of the course and/or program; or provide a full refund of all monies paid.

If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a Pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or provide course completion. The institution does not participate in a Teach Out Plan with another institution.

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

## **ATTENDANCE POLICY**

Class attendance is an obligation as well as a privilege. All students are expected to attend all classes and practical training in which they are enrolled regularly and punctually. Our policy is based on monthly and cumulative hours. Students must maintain 67% of monthly scheduled hours. If a student fails to maintain 67% attendance in any given month, the student will be placed on warning for the following month. If a student falls below 67% for a second consecutive month, he/she will be placed on probation once a written appeal is submitted by the student. Once the probation period is exhausted, the student must have obtained satisfactory attendance and or academics or he or she will be dropped from the program. See complete Satisfactory Progress Policy. Students must see instructor to make up all missed work/tests.

- Students must attend school regularly and be on time to benefit from the instructional program.
- Students are tardy after scheduled time. Attendance is recorded for state purposes and is based solely on the students' presence.
- All students begin with a 30-day probationary period. During first 30 days of enrollment if the student has excessive absences or does not meet satisfactory academic and attendance requirements may be terminated.
- There are two 15-minute breaks, one before lunch and one after lunch. (Students are not to leave campus)
- Students are not to take any unscheduled breaks without permission. Violation of this rule will result in dismissal for the day.
- Students are not permitted to attend or leave school mid-day. If you do not clock the minimum hours, you may be placed on attendance probation, during this period if you do not clock the minimum hours, you will be terminated.
- Missed hours can be made up with a verified excuse and the instructor approval.

*\*It is mandatory for all students to be present as scheduled. Failure to attend sessions without an excused absence approved by the director can result in a WARNING and/or SUSPENSION.*

## **ABSENCES & TARDINESS**

You must notify the school in writing, prior to the absence for an excused absence. All students must present a valid excuse the first day of return otherwise it will be considered an unexcused absence. If a student arrives at school later than scheduled time, he/she is considered tardy. Exceptions may be made on days when bad weather or unexpected emergencies delay a student arrival. Students who must be absent from school for the purpose of observing a religious holy day when it is a tenet of their faith will be counted absent.

- Students are responsible for knowing their own schedules.
- Excessive absences will result in termination.
- No call/no show of 32 hours will result in termination.
- Students that arrive more than 15 minutes may be sent home for the day.
- Three (3) tardies after scheduled time (ex 9:00) will result in one (1) absence.

*\*\*Students are allowed up to 10 valid excused days regardless of the type of excuses. Excuses will not be considered valid beyond 10 days.*

*\*\*The Administrator reserves the right to make exceptions due to unforeseen circumstances.*

(updated (7/23/24)

## **Leave of Absence Policy**

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

A LOA must meet certain conditions to be counted as temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation. A student must follow the institution's policy in requesting a LOA.

For a student at J's Barber College to be approved for a Leave of Absence whether for medical (illness, accident, family illness) or personal reason (death, family emergency, etc.) the following conditions must be met:

- All requests for leaves of absence be submitted in advance in writing, unless unforeseen circumstances prevent them from doing so and include the reason for the student's request and include the student's signature.
- The student has completed and signed a school leave of absent request form within two weeks of leave unless of extenuating circumstances
- The institution may grant the LOA request who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collect the request form from the student at a later date.
- The institution must establish a start date of the approved LOA as the first date the student was unable to attend.
- A student will not be assessed any additional charges as a result of a requested LOA.
- A student will not be granted a leave of absence if the LOA, together with additional LOAs previously granted, exceed a total of 180 days in any 12-month period.
- A student granted an LOA in accordance with the institution's policy is not considered to have withdrawn and that no refund calculation is required at that time.
- The student contract period will be extended by the same number of calendar days taken in the LOA and that such changes to the contract period must be either.
- Changes to the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that either-(at an institution required to take attendance) the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance; or (at an institution not required to take attendance) the student's withdrawal date for the purpose of calculating a refund will be the date the student began the LOA.

- The institution requires that students are expected to return after their LOA ready for teaching and learning. When the student returns from a LOA, the student's education will continue from the actual hours earned. The start and ending date will be adjusted accordingly.

\*\*Please note that any student who fails to return to the school at the end of an approved leave of absence is considered to have withdrawn from the school.

Students who do not follow the procedure for obtaining an approved Leave of Absence will be subject to the school's stated policies on attendance for any and all absences recorded, regardless of circumstance.

### **Satisfactory Academic Policy**

(Updated 10/28/19)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in Barbering and/or Barber Instructor program and scheduled for a particular category of attendance (part-time/15 hours per week for Barber Instructor and/ or full- time/32 hours per week for Barbering and/or Barber Instructor) at the school. It is printed in the catalog to ensure that all students receive a copy during pre-enrollment, prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

#### **EVALUATION PERIODS (NACCAS)**

Students are evaluated for Satisfactory Academic Progress as follows: Barbering 450, 900, 1200 actual hours completed Barber Instructor 350 actual hours completed

#### **EVALUATION PERIODS (FEDERAL FINANCIAL AID/TITLE IV)**

Students are evaluated for Satisfactory Academic Progress as follows:

Barbering Student	
450 (first pay period)	14.0 weeks
450 (second pay period)	14.0 weeks
300 (third pay period)	9.0 weeks
300 (fourth pay period)	9.0 weeks

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 32 academic weeks.

#### **Barbering Academic Year**

The academic year is based on 900 clock hours. The first evaluation must occur no later than the midpoint of the Academic Year. The mid-point of the Academic Year for the Barbering Program is 900 actual hours within 32 weeks. The first SAP evaluation must occur by 900 actual hours; however, a student is evaluated based on 4 pay periods.

#### **Barber Instructor Academic Year**

The academic year is based on 900 clock hours. The first evaluation must occur no later than the mid-point of the Academic Year. The mid-point of the Academic Year for the Barber Instructor Program is 350 actual hours within 22 weeks. The first SAP evaluation periods are determined based only on the actual hours earned for all students; however, if a student has withdrawn and/or terminated, the institution utilizes scheduled hours to determine pro rata refund owed to student and/or school. The school then follows the institution refund policy at this point

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

### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67 % cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<u>ALLOWED</u> <u>SCHEDULED COURSE HOURS</u>	<u>WEEKS</u>	<u>MAXIMUM</u> <u>TIME</u>
<b>Barbering (Full time, 32 hrs./wk.) – 1500 Hours</b>	70	2250
<b>Barber Instructor (Full time, 32 hrs./wk.) –700 Hours</b>	33	1050
<b>Barber Instructor (Part time, 15 hrs./wk.) –700 Hour</b>	70	1050

\*A student’s leave of absence extends the student’s contract period and maximum time frame by the same number of days taken in the leave of absence. Any transferred students who need less than the full course requirements or parttime students will be determined based on 67% of the scheduled contracted hours. Students who exceed the Maximum time frame shall be terminated from the program and at a later date will be permitted to re-enroll in the program at a later date on a cash-pay basis in a manner that is consistent with re-enrollment provision of the institution’s admission policy. (See student handbook) A student must submit a written letter of their reason for reinstatement. If the reinstatement is approved by the administrator, the student must pay a fee of \$100.00 for reinstatement. The school will allow the student to re-enter at the same progress within a six-month length of time. If there has been an increase in tuition, there will be an adjustment on the remaining hours added to the previous balance.

### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% cumulative grade and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<b>90 –100</b>	<b>Excellent</b>
<b>80 – 89</b>	<b>Very Good</b>
<b>70 – 79</b>	<b>Satisfactory</b>
<b>0 – 69</b>	<b>Unsatisfactory (Below Satisfactory Academic Progress)</b>

### DETERMINATION OF PROGRESS STATUS



Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Report results at the time of each of the evaluation period. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are given a warning and considered to be making satisfactory academic progress while during the warning period. (The institution may elect to place the student on satisfactory academic progress probation without first placing the student on warning.) The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will become ineligible for Title IV funds, or VA funds if applicable, unless he/she successfully appeals and is placed on academic probation. \*\*Students will be placed on academic probation.

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decisions, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students who cannot meet the SAP Policy standards by the end of one evaluation period will be placed on probation for one evaluation period and also given an academic plan developed specifically to his/her academic requirements. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds and/or VA funds.

#### **Financial Aid Probation**

If Probation Status is granted, the student will regain Title IV eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV funding for the next payment period. Students who regain SAP at the next reporting period will have regained full eligibility for Title IV funding; those who are not making SAP will continue to be ineligible to receive Title IV funds.

#### **Reinstatement of Title IV Aid**

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV funding.

#### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid and/or, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Repetitions may affect a student's maximum time frame to receive Title IV funds and/or VA funds, if applicable.

### **NONCREDIT AND REMEDIAL COURSES**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within fourteen calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, he/she will be placed on probation for one evaluation period (with or without an academic plan) and Title IV aid will be reinstated and/or Veteran Aid funds, if applicable.

#### TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

## Financial Aid

J's Barber College believes that students and their families have primary responsibility for a student's educational costs. However, many families are unable to fund immediately the entire cost of education. To that end, J's Barber College participates in several federal Title IV financial assistance programs that are available to students who qualify. The following sections describe the policies and procedures that govern financial aid at J's Barber College.

### What is Financial Aid?

Financial aid encompasses all funding that students receive because of their enrollment in a postsecondary institution. Such financial aid includes but is not limited to loans, grants, employment, agency funds, Veterans Benefits and employer reimbursement.

#### **Title IV Programs Offered at J's Barber College Participates are as Follow:**

**Federal Pell Grant program, the Stafford Loan Program, and the Federal PLUS Loan Program.**

#### **Federal Pell Grant (Title IV)**

The Pell Grant is an award that does not have to be repaid. Pell Grants are awarded only to undergraduates who have not earned a bachelor's or professional degree. Applying for the Federal Pell Grant is the first step of the financial aid process. Prospective students must complete a Free Application for Federal Student Aid to determine eligibility for the Federal Pell grant. Awards are based on student eligibility, cost and length of the program. The FAFSA may be filled out on-line at FAFSA on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

#### **Stafford Loan Program (Subsidized)**

This loan program provides a maximum of \$3,500 for programs one year in length. These loans are interest free while a student is in school and for six months after graduation or withdrawal. Eligibility for this loan program is determined by the FAFSA form used in applying for the Pell Grant awards.

#### **Stafford Loan Program (Unsubsidized)**

This loan program provides a maximum of \$6,000 for programs one year in length. Interest accrues from the point the student receives the loan money but can be deferred for up to six months after graduation or withdrawal. Loan payments can also be deferred up to six months after graduation or withdrawal.

### **Federal Direct PLUS Loan Program**

This loan program is for parents who wish to apply for a loan for their child's education. The amount a parent can borrow is determined on an individual basis utilizing the cost of attendance and the amount of other financial aid received. Interest accrues from the point the loan money is received. Payments must begin within 60 days of the second disbursement of the loan.

Anyone wishing to apply for federal Title IV financial assistance must complete a Free Application for Federal Student Aid (FAFSA). These applications are available online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). In order to ensure that applicants have a complete Financial Aid package no later than the date classes begin, paperwork should be completed as soon as possible. The Financial Aid Administrator will assist students with form completion and answer any questions. Information is available on Student Aid on the Web at [www.studentaid.gov](http://www.studentaid.gov)

### **Eligibility for Federal Title IV Aid**

In general, an applicant is eligible for Federal Title IV financial assistance if the requirements listed below are met. The applicant must:

- Be enrolled as a regular student in an eligible program
- Be a U.S. citizen or eligible non-citizen
- Not be in default on any Federally Guaranteed Student Loan
- Not owe a repayment on any federal grant
- Not be enrolled at another institution receiving Title IV funds at the same time

### **Financial Aid Transcript Requirement**

It is a requirement of federal regulations that institutions determine all previous Federal Title IV Aid received by a student prior to disbursement of funds. J's Barber College uses the National Student Loan Data System to obtain financial aid information from each school at which a student was previously enrolled. If this information is incomplete, J's Barber College will request hard copies of Financial Aid transcripts from previous institutions. Financial Aid disbursements are withheld until this verification of previous aid has been completed.

### **Citizenship Verification Requirements**

If a student applies for Federal Title IV financial assistance, a database match will be conducted to determine the student's eligibility status with the Social Security Administration (SSA) and the Department of Homeland Security (DHS). If the SSA or the DHS is unable to complete the match, the student will be asked to submit additional documentation. The Financial Aid Office will assist the student in completing and submitting the necessary federal forms for additional SSA or DHS matching. Financial Aid disbursements will not be made until citizenship status has been verified

## **Financial Verification Requirements**

Federal regulations require that some student aid applications be subject to a process called verification. This process involves gathering proof of the information submitted on the student's FAFSA and verifying that the information is correct.

The procedures covering verification are:

### **Time period within which requirement documentation must be provided**

Unless extenuating circumstances intervene, the required documentation must be provided within 30 days of the date the applicant is notified that he/she must do so. All financial aid disbursements are withheld until this process has been completed.

### **Consequences of failure to provide the information within the 30-day period**

Students will receive no disbursement of funds if they fail to provide the information required for verification. In addition, they will be expected to make cash payments to the Institution to cover their cost of education.

If the results of the verification satisfy the requirements, the funds for which the student is eligible will be released. If the verification results are inconsistent with previously provided information, the student will be called into the Financial Aid Office and the items that were not valid will be discussed. If the Institution has reason to believe that any application has been intentionally submitted under false or fraudulent circumstance, such application will be referred to the Office of the Inspector General.

### **Required Documentation:**

Copies of the student's and spouse's prior year federal income tax returns must be submitted. If the applicant is a dependent student, parents' tax returns must also be submitted. The applicant must complete a Verification Worksheet. The Financial Aid Office will give the worksheet to the applicant.

### **Each applicant has the following rights and responsibilities regarding verification:**

- The right to be informed that he/she has been selected for verification and what the responsibilities of such selection are.
- The consequences for not meeting those responsibilities, explained in detail orally and, when necessary, in writing.
- The applicant will be informed of his/her right to appeal aid decisions. Such appeals must be made in writing to the Director within 10 calendar days of the date of the decision. The school will inform the applicant of the results of the appeal within 30 calendar days of the receipt of the applicant's appeal.
- Information must be correct as of the date of verification or as of the date the first Institutional Student Information Record (ISIR) is received by the Institution.

## **Student Cost of Attendance**

An average cost of attendance for a student attending J's Barber College includes allowances for room and board, transportation, supplies and exam fees, miscellaneous expenses and tuition and registration fees for the period in which they are attending their program of study. A sample cost of attendance for a 10-month period of attendance is as follows:

### **Living with Parents Budget-yearly**

Books and Supplies	\$1490.50
Loan Fees	\$ 132.00
Personal and Misc.	\$4739.00
Room and Board	\$5320.00
Transportation	\$2597.00
Tuition and Fees	\$10432.30

**Off Campus Living Budget-yearly**

Books and Supplies	\$1490.50
Loan Fees	\$ 132.00
Personal and Misc.	\$4739.00
Room and Board	\$7945.00
Transportation	\$2597.00
Tuition and Fees	\$10432.30

The program's direct educational costs (tuition, fees, supplies and exams) are added to this living expense amount to arrive at the student's cost of attendance. These components of the cost of attendance are estimates and will vary from student to student and program to program.

**Electronic Application Processing**

J's Barber College participates in a program known as Electronic Data Exchange, which provides an Institutional Student Information Record (ISIR) that is used by the Financial Aid Office to establish eligibility for Title IV financial assistance programs.

**Federal Aid Applications** -The Free Application for Federal Student Aid (FAFSA) must be completed by the applicant and submitted electronically. An ISIR will be received by J's Barber College electronically. The applicant will receive a Student Aid Record (SAR) from the Department of Education.

**Correction of Information-** If as the result of verification or another documentation process, it becomes necessary to correct any of the information on an ISIR, the Financial Aid Administrator will note the corrections on the current ISIR and submit the corrections electronically. A new ISIR containing the correct information will then be generated.

If the corrections result in a change in eligibility, the applicant will be informed by the Financial Aid Administrator and the Financial Aid Administrator will complete an updated Education Financing Plan with the student.

**How Satisfactory Academic Progress Affects Student Aid**

If students are placed on academic or financial aid warning, they remain eligible for financial aid disbursements. If a student meets the conditions of their warning, they will retain eligibility for Title IV Financial Aid. If a student fails to meet the conditions of his/her warning by the end of the warning period, the student will be suspended from financial aid eligibility. Students who wish to appeal financial aid suspension should follow the student appeals process outlined elsewhere in this catalog. If the student's appeal is successful, the student may be put on financial aid probation and be eligible for aid.

## Return of Title IV Funds Policy

The institution is required by federal statute to calculate the percentage of earned Title IV Funds received or pending to be received and to return the unearned funds for a student who withdrew, was terminated or failed to return from an approved leave of absence.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

**Percentage of aid earned** = the number of days in the payment period completed up to the date of determination that the student withdrew, divided by the total number of days in the payment period. Any break of five days or more is not counted as part of the days in the term.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula:

**Aid to be returned** = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

***\*\*\*Withdrawal=Payback If a student withdraws from the program, the student would have to pay back the Title IV funds received.***

**When Title IV funds are returned, the student may owe a balance to the institution.**

If a student earned more aid than was disbursed to them, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and within 180 days of the student's date of determination that they withdrew for loans.

**Refunds are allocated in the following order:**

**Unsubsidized Federal Stafford Loan**  
**Subsidized Federal Stafford Loan**  
**Federal Parent (PLUS) Loan**  
**Federal Pell Grant**  
**Federal Supplemental Opportunity Grant**  
**Other Title IV Assistance**  
**Private and Institutional Aid**  
**The Student Net Price Calculator**

The Department of Education mandated a new requirement to post net price calculator according to the Higher Education Opportunity Act of 2008. J's Barber College has post net price calculator on their web site that uses that uses institutional data to provide estimated net price information to current and prospective students. The Department's template is available at the following link: <https://nces.ed.gov/ipeds/netpricecalculator/#/>

### Return of Title IV questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid administrator, you may call the **Federal Student Aid Information Center at 1-(800-433-3243)**. TTY users may call **800-730-8913**. Information is also available to students on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

\*\*\*Note: This policy is subject to change at any time, with or without prior notice.

## **ADVISING SERVICES**

The school provides a support system for each individual student. Our faculty and staff are concerned and caring. Each instructor is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions on academics and attendance are held each month; however, students requiring additional or emergency advising are encouraged to contact their assigned instructor for an appointment.

## **PROFESSIONAL COUNSELING**

Our faculty and staff are concerned and caring; however, J's Barber College does not have a professional counselor at the school. Therefore, students cannot be recommended to seek professional help. Students needing professional counseling services will be provided a list of public organizations, religious organizations and governmental agencies where they may receive additional assistance. The staff is always willing to listen to a student at any time and provide available information. Any student requesting medical assistance of situations other than the immediate need for first aid; the school campus will be referred to an outside agency. This is a free service provided as a courtesy by the school to its students. (Listing can be found in the administrative offices).

## **VIDEO SURVEILLANCE**

Video surveillance cameras at J's Barber College are used for the sole purpose of ensuring the safety of students, faculty, staff, guests, and clients. The purpose of the cameras is to prevent the possibility of violent intruders and criminal activities. The release of video-recorded images is restricted to police for criminal investigations and to school administrators for review and action.

## **GRADING SCALE**

Students will be given written or practical tests weekly. With an approved excuse, grades can be made up by consulting the instructor at his/her discretion. Students must achieve a minimum of 70% on all work attempted both written and practical to attain satisfactory standing. Students are evaluated for Satisfactory Academic Progress (SAP). The following system will be used for theory and practical work:

Excellent	90%-100%
Very Good	80%-89%
Satisfactory	70%-79%
Unsatisfactory (Below Satisfactory Academic Progress)	0%-69%

## **MAKE-UP WORK**

With an approved excuse, grades can be made up by consulting the instructor. Students must achieve a minimum of 70% on all work attempted both written and practical to attain satisfactory standing. If a student misses a test, the test must be made up within 7 calendar days. If the test is not taken within 7 calendar days of the original date after the student return, the student may receive a "0" for that test.

***\*\*Exceptions may be made for students who were on an approved leave of absence when the test(s) were offered and/or extenuating circumstances approved made by the instructor and/or school director.***

## **ALCOHOL & DRUG FREE POLICY**

J's Barber College is a designated Drug Free Zone that assures compliance with Public Law 101-226. The school abides by all state, federal, and local laws pertaining to alcohol and will enforce underage drinking laws. It is unlawful to possess, use, or distribute illicit drugs on J's Barber College property or at any school-sponsored event located on the property or any other property. J's Barber College prohibits the consumption, possession, or distribution of alcohol on school grounds.

J's Barber College believes that the impairment of employees and/or students due to his or her use of illegal drugs or alcohol abuse is hazardous to the impaired employee, students and to third parties such as clients and/or business guest. "Impairment" or "being impaired" means that a person's normal physical or mental abilities or faculties while at work have been affected by use of illegal drugs or alcohol.

The impairment of students or employees while at work is guilty of a major violation of the school policy and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal or any other penalty appropriate under the circumstances. The use, possession, transfer, or sale of any illegal drugs on campus premises or in any J's Barber College site is strictly prohibited. If any student and/or employee violates this rule, he/she is subject to severe disciplinary action. All disciplinary actions will be administered at the sole discretion and determination of J's Barber College. When there is a violation of this policy J's Barber College may additionally notify appropriate authorities. Such notice will be given "only" after such an incident has been investigated and reviewed by the Administration and/or Owner of J's Barber.

Smoking is not permitted in the building or other facility which is occupied by students, faculty, staff and/or administrator. Smoking is only allowed at locations outside the main building in the designated smoking areas. **This also includes electronic and battery-operated instruments.**

## **SCHOOL SANCTIONS**

Violation of school drug/alcohol by students, faculty, or staff will result in disciplinary action. The disciplinary action could be a written reprimand, suspension, dismissal, reduction in pay, expulsion, and/or termination. This is for students and employee accordance to the School's Code of Conduct policy. All illegal activities of substance abuse and/or alcohol could result in criminal prosecution as well, under state and federal laws, including section 22 of the Drug Free Schools and Campuses Act Amendment of 1989 (Public Law of 101-226)

### **LEGAL SANCTIONS**

In Louisiana, it is unlawful to produce, manufacture, distribute, dispense, or possess illegal drugs. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine, cocaine derivatives, and amphetamines. The Criminal Code of Louisiana carries specific penalties for the possession and use of illegal drugs. Louisiana Revised Statute 40:891.3, Violation of Uniform Controlled Dangerous Substances Law; Drug Free Zone, states that any person

who violates a provision of the Uniform Controlled Dangerous Substances Law (Louisiana Revised Statute 40:966 through 970) while on any property used for school purposes by any school, within two thousand feet of any such property, or while on a school bus, shall, upon conviction, be punished by the



imposition of the maximum fine and be imprisoned for not more than one and one-half times the longest term of imprisonment authorized by the applicable revisions of R.S. 40:966 through 970 of the Uniform Controlled Dangerous Substances Law. It is also unlawful in Louisiana for anyone under 21 years of age to purchase or possess any alcoholic beverages for any reason, in any place open to the public. Exceptions occur when the alcohol is possessed or consumed for the following reasons: for established religious purposes; for medical purposes when prescribed by a licensed authority; when an 18-20-year-old is accompanied by a parent, spouse, or legal guardian at least 21 years of age; in private residences or private clubs or establishments when lawfully employed by a licensed enterprise for the lawful sale, handling, transport or dispensing of alcohol beverages. In accordance with Louisiana Revised Statute 14:98, Operating a Vehicle While Intoxicated, driving under the influence of alcohol is illegal in Louisiana, and anyone with a blood alcohol concentration of .08 or above will be charged with driving while intoxicated (DWI) or driving under the influence (DUI)

## **CODE OF CONDUCT**

The Student Code of Conduct provides information to students, regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline. The integrity of J's Barber College is based on the honesty of the entire faculty, administration and student body. Students are always expected to be familiar with these responsibilities. No student of J's Barber College should tolerate any form of academic dishonesty because the school depends on the willingness of both instructors and students to uphold the Code of Conduct. When a violation is observed it is the duty of every person who has evidence of the violation to take action. Students should report any suspected offense to the instructor or administrator.

In all work and documents submitted for credit, students are expected to represent themselves honestly. Work submitted with a student's name on it is an assurance that the work and ideas are the results of the student's own effort and produced independently unless acknowledgment of sources is stated. This principle applies to all assignments, reports, and projects.

### **The following code of conduct will be adhered to:**

- A.** Students are always expected to conduct themselves in a professional manner.
- B.** J's Barber College maintains aesthetic standards for students, which encompasses all professional hygiene and grooming (i.e., hair, make-up, facial hair, nails, etc.) and strict dress code requirement.
- C.** Students are to arrive at school groomed in uniform and in compliance with all appearance standards or will be sent home. Instructors reserve the right to send any student home if his/her choice of attire is unprofessional
- D.** Students must enter and exit the school through the front door only, students are not permitted to use the rear exit. The rear exit will be used only in an emergency. The school is open for students 8:30 a.m.– 5:30 p.m. Tuesday-Friday.
- E.** All students must treat clients in a professional manner. Any student refusing a client will be suspended and/or dismissed.
- F.** J's Barber College is a smoke-free facility.
- G.** Use, consumption or possession of illegal drugs or alcohol on the school premises is strictly prohibited.
- H.** Sign-In: Students are to clock in and out in the designated area. Failure to sign in or out could result in a loss of
- I.** Each student is responsible for his or her own equipment. Kits must be in students' possession or locked at the school. J's Barber College will not be responsible for lost or stolen items.

- J.** All students must keep their working area clean (station, chair, floor, shampoo bowl, etc.) Additionally, students will be assigned housekeeping duties to be done daily.
- K.** Students are not allowed to do barber work outside the school, or working in a licensed Salon, until they have taken their State Board Examination and received their license. Refer to the State Board Regulation Book. If a student is interviewing with a barber shop or salon for post graduate employment, and that interview requires the student to miss school and or demonstrate competencies in the salon, there is a form that can be obtained from the Administrative Office that clearly sets forth the term of that visit.
- L.** All client services performed must be signed-in at the front desk

### **Voter Registration**

J's Barber College encourages students to register to vote if you meet the following registration requirements:

- Must be a U.S. Citizen
- Must be at least 18 years of age by Election Day
- Must not be under an order of imprisonment for conviction of a felony
- Must not be under a judgment of full interdiction for mental incompetence or partial interdiction with suspension of voting rights
- Must reside in the state and parish in which you seek to register
- Must be registered at least 20 days prior to an election if registering through Geaux Vote Online

Registration or 30 days prior to an election if registering in person or by mailing registration. If registering in person at a parish Registrar of Voters Office, you are required to bring proof of age, residency and identity. You must submit your current Louisiana driver's license and/or your birth certificate or other documentation which reasonably and sufficiently establishes your identity, age and residency. If you have no picture ID, you may bring a utility bill, payroll check, or other government document which includes your name and address.

You may also apply by mail by downloading the Louisiana Voter Registration Application, completing and mailing it to your local Registrar of Voters Office. Please note that the list of offices for registrars of voters is also included on the form.

More information regarding voter registration can be found on the Internet at:  
<http://www.sos.la.gov/ElectionsAndVoting/RegisterToVote/Pages/default.aspx>.

### **Copyright Infringement Policy**

J's Barber College prohibits copyright infringement. The school will take disciplinary action against any student who distributes unauthorized copyrighted materials including peer-to-peer file sharing and the prohibited use of the institution's information technology system for those activities. Any student involved in such an act will be reported to the proper authorities and charges will be pressed.

## GENERAL RULES

1. Hands must be washed before and after every client.
2. Students must clean and sweep around their station after every rendered service.
3. Clients and students are not to sit in barber chairs unless they are receiving a service.
4. Students are NOT allowed in the supply room unless permission is given by the instructor.
5. Students are NOT to distract other students while servicing clients.
6. Students are NOT allowed to leave clients while giving a chemical service.
7. Students cannot borrow supplies or tools from the school at any time.
8. All required materials/tool kit must always be at school. If a tool inspection is requested, and something is missing, you will be sent home until you obtain the required equipment.
9. Students are NOT allowed to borrow supplies from another student.
10. Students must label and mark ALL their equipment. The school is not responsible for any lost supplies or equipment.
11. It is the student's responsibility to replace any broken, lost, or stolen equipment.
12. NO outside products brought in by clients are to be used unless permission is given by the instructor.
13. Students may use the break room for lunch and breaks ONLY, **NO** clients are allowed in break room.
14. NO visitors during school hours unless they are receiving a service.
15. Three (3) write-ups will result in a suspension.
16. If a student fails a test an alternate make-up MAY be given.
17. If a student is absent on test day, he/she must take it within 3 days of return to class.
18. Students are NOT allowed to collect money from clients for paid services.
19. Students are Not allowed to ask for tips from clients. Students may **Only** accept a monetary tip through the receptionist.
20. It is Mandatory for All students to be present and on time! Failure to

INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO CLOCK OUT ANY STUDENT WHO EXHIBITS UNBECOMING BEHAVIOR. IF A STUDENT CONTINUES TO

EXHIBIT UNBECOMING BEHAVIOR THE STUDENT WILL BE TERMINATED. \*\*\*  
PROFANITY IS NOT ALLOWED IN THE SCHOOL\*\*

## **DISCIPLINARY INFRACTIONS**

**Students who violate the following infractions are punishable by dismissal, termination, or expulsion:**

1. CONTINUOUS MISCONDUCT OR CONSTANT NEGLECT OF CLASSROOM AND FLOOR RULES.
2. USE OF FOUL, PROFANITY, & VULGAR LANGUAGE OR OBSCENE GESTURES DIRECTED TOWARD INSTRUCTORS, CLIENTS, STUDENTS, ADMINISTRATORS OR OTHER SCHOOL EMPLOYEES.
3. THE USE OF THE "N" WORD.
4. REFUSAL OF ANY ASSIGNMENT GIVEN BY AN INSTRUCTOR OR ADMINISTRATOR.
5. REPORTING TO SCHOOL UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL DRUGS.
6. POSSESSION OF OR USE OF ALCOHOLIC BEVERAGES OR DRUGS AND PARAPHERNALIA AT SCHOOL, OR AT ANY SCHOOL SPONSORED PROGRAM, WHEREVER THE PROGRAM MAY BE HELD.
7. POSSESSION OF A GUN, KNIFE, EXPLOSIVES, OR ANY ITEM DESIGNED TO BE USED AS A WEAPON.
8. STEALING, FIGHTING, CHEATING
9. HARASSMENT OF ANY KIND MAY INCLUDE SEXUAL, VERBAL, PHYSICAL, BULLYING, THREATS, INAPPROPRIATE MESSAGES, OR ANY OTHER BEHAVIOR LEGITIMATELY INTERPRETED AS HARASSMENT. THIS INVOLVES STUDENTS, CLIENTS, AND INSTRUCTORS & ADMINISTRATORS.
10. ENGAGING IN ANY SEXUAL ACTIVITY ON CAMPUS. ANY CONDUCT THAT DISRUPTS THE SCHOOL'S ABILITY TO CARRY OUT THE SCHOOL'S RESPONSIBILITY TO STUDENT

## **GROUNDS FOR TERMINATION**

A student may be terminated for failure to maintain satisfactory progress, failure to maintain financial obligations or failure to comply with the school rules and regulations. The school reserves the right to modify the rules and regulations and the students will be advised of all modifications. In the event a student is terminated he/she can be charged an administrative fee of up to \$100.00 or a % of the application fee, books, and tuition, whichever is less.

## **PERSONAL DAY**

Except for those situations covered under the Medical/Family Leave policy, students may request time off in advance when necessary. A personal day request form should be completed by the student and turned in to the instructor. A personal day request will affect your attendance percentage. Each case will be evaluated on its own merit and the following will be taken into consideration:

- 1. The reason for the request**
- 2. The amount of time required**
- 3. The student's attendance and past record**

## **DROPS, WITHDRAWALS AND REINSTATEMENT**

### **DROPPING /WITHDRAWAL**

A student is responsible for dropping or withdrawing from school if he/she is unable to complete the program. To withdraw from J's Barber College, a student must complete the official Withdrawal form.

The form and instructions for proceeding are available in the administrator's office. All financial obligations must be paid before form can be completed.

### **REINSTATEMENT**

Students who have been dropped for excessive absences may request reinstatement. A student must submit a written letter of their reason for reinstatement. If the reinstatement is approved by the administrator, the student must pay a fee for reinstatement. The school will allow student to re-enter at the same progress within a six-month length of time. If there has been an increase in tuition, there will be an adjustment on the remaining hours added to the previous balance. There is a \$150 re-admit fee.

### **EMPLOYMENT ASSISTANCE**

**J's Barber College** does not guarantee employment to our students; however, the school assist students in finding employment. The school does receive inquiries from prospective salons and barber shops and these may be posted on the bulletin in the break room. I understand that the school has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide me with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

### **SEXUAL HARASSMENT**

**J's Barber College** will not allow any form of sexual harassment within the school environment. Sexual harassment interferes with school/work performance and creates an intimidating, hostile or offensive environment. Sexual harassment influences or tends to affect the career, salary, working conditions, responsibilities, duties or other aspects of career development of an employee or prospective student; or creates an explicit or implicit term or condition of an individual's employment. It will not be tolerated. Sexual harassment, as defined in this policy, includes, but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature (e.g., signs and posters) or requests for sexual favors.

Any intentional sexual harassment is considered a major violation of school policy and will be dealt with accordingly by corrective counseling and/or suspension or termination, depending upon the severity of the violation.

## **GRADUATION REQUIREMENTS**

To graduate, students in the Barbering and Barber Instructor program must successfully complete the designated hours of theory and practical and pass the final written examination with a minimum grade of 70%. A diploma is issued upon completion of 1500 hours for a Barbering student and/or 700 for an Barber Instructor student.

**A student is eligible for graduation if:**

- 1. Students have completed all required coursework with a passing grade.**
- 2. Students have met financial obligations unless approved by school administration.**
- 3. Students have returned all schools materials, equipment, and or resource materials.**
- 4. Students have received, completed and returned a state board exam application.**

## **LICENSING REQUIREMENTS (State Licensure Exam)**

Applicant must be 17 years of age or older. To be eligible for the Louisiana State exam you must graduate from a course or instruction of not less than fifteen hundred hours completed within nine months with no more than eight hours to any one workday. A barber instructor must earn 700 hours beyond the required fifteen hundred hours with no more than eight hours to any workday. The students may obtain a license from the Louisiana State Barber Board after meeting the acquired hours. The state requires that a student take a written and practical exam to obtain a State Barber license. At J's Barber College the students are administered a mock state exam ensuring they master and know what to expect from the state licensure exam. Students are tested on written and practical work through the course of study. A barbering license will be administered only after the students met the acquired hours. The state requires that a student take a written and practical exam to obtain a State Barber license. At J's Barber College the students are administered a mock state exam ensuring they master and know what to expect from the state licensure exam. Students are tested on written and practical work through the course of study. A barbering license is issued when a student has successfully passed the Barbering Licensing Exam with an overall average of 70%.

## **HOLIDAY AND BEREAVEMENT LEAVE**

J's Barber College operates on a 12-month academic calendar, with the classes in session January through the end of December. New classes begin throughout the year. (Can be adjusted when applicable)

### **SCHOOL HOLIDAYS** The

school observe the following holidays:

New Year's Day

Martin Luther King Day

Mardi Gras and Ash Wednesday

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day and the following Friday including Christmas Day

**\*\*Additional closures may occur at the school's discretion.**

## **BEREAVEMENT LEAVE**

J's Barber College will allow for time off in the event of death of the following immediate family members:

Spouse Parent	Mother-in-law	Grandchild	Sister
Grandparent	Father-in-law	Child or Stepchild	Brother

## **DRESS CODE**

Good grooming is very important to your career. Personal hygiene is of the utmost importance: clean clothing and appropriate hair and facial grooming are required. Instructors reserve the right to send any student home if his/her attire is unprofessional. In order to maintain the state and school dress code, the following will be observed:

- 1. Black scrubs with school logo. Scrubs can be purchased and embroidered with Jenz Trenz, 615 S Lewis, 337-367-7427**
- 2. Black barbering lab jackets are mandatory, and all students must purchase their own.**
- 3. ABSOLUTELY NO JEANS, TIGHTS, OR CAPRIS. (Men & Women)**
- 4. Black shoes or tennis shoes are required. Shoes must be professional without loud colors (*NO SLIDES or any open toe shoes*)**
- 5. No hats in the building (*this includes bandanas and/or hoodies*)**
- 6. Black tank or t-shirt (*long or short sleeve*) can be worn under uniform.**
- 7. School t-shirts with logo with black scrubs or black jeans (*no open holes*) on Fridays, Saturdays, or any other requested event.**
- 8. ID Badge must be worn daily.**

## **STUDENT RESPONSIBILITIES**

### **SERVICES**

Students are not to provide or receive any services without permission from the instructor. STUDENTS IN VIOLATION WILL BE WRITTEN UP.

### **PHONE CALLS**

Students cannot make or receive personal phone calls. (*Except in emergency*)

**All cell phones must be on silent; the use of cell phones is prohibited during class or clinical time.** You may return phone calls during break times.

### **JURY DUTY**

There is no compensation of clock hours for time spent on jury duty; however, you can arrange to make-up any missed assignment.

## **CONFIDENTIAL INFORMATION**

In order to protect the school's trade secrets and confidential information, no student shall copy or remove from the school premises or disclose to another person, firm or corporation including but not limited to the following: Customer cards, customer lists or other customer information, personnel information, operating manuals, business records, sales records, payroll data, inventory, tracking, & accounting data, etc. A violation of this policy may result in disciplinary action up to and including expulsion.

## **PROCEDURES FOR INCLEMENT WEATHER & DISASTERS**

### **INCLEMENT WEATHER PROCEDURES AND EMERGENCY CLOSINGS**

The decision to close school based on inclement weather will be made by 8:30 a.m. School closing decisions are reported to television channel KATC along with their radio station. If needed, late start time or closures due to inclement weather will also be sent via school's internal messaging platform.

### **DISASTER PROCEDURES**

In the event of fire, instructors will direct students and clients out of the building through the nearest exit in an orderly and calm manner. The administrator will call the fire department or 911. In the event of a tornado, students will be directed to the ground floor and instructed to face an interior wall, covering their heads with their hands. In the event of a hurricane that is a category 3 or above, we are required to vacate the premise.

## **SCHOOL INTERNAL COMPLAINT PROCEDURE POLICY**

A student, client, instructor or interested party may file a complaint against the school; however, the complaint must be in writing to the school's owner/administrator and should outline the allegation of the complaint. A school representative will meet the complaint within ten (10) days of receipt of the written complaint. Of after careful evaluation, the problem cannot be resolved through discussion; the complaint will be referred to the school's complaint committee. The school will document the meeting between the school representative and complaint in writing. The complaint will be provided a copy of this written record at time of the meeting.

The school's complaint committee will review all allegations received. The committee has four (4) members: Owner, Administrator, Staff member and or instructor. The committee will meet within twenty-one (21) calendar days upon receipt of the complaint and review the allegations. If more information from the complaint committee is needed, a letter must be written outlining the additional information. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complaint to show that the allegations were not warranted or based on fact.



# **SCHOOL ENVIRONMENT**

## **FACILITY AND EQUIPMENT**

The facility is housed at **1207 Center Street, New Iberia, 70560**, offering easy access to major highways. The entrance area is a spacious lobby with a reception area to receive clients. Our clinic floor features a modern state of the art barber shop equipment in bright surroundings consisting of 14 barber chairs, and shampoo area with 2 bowls and a small hair dryer area with two dryers. The facility has three restrooms. The area is a total of 3,108 square feet. Students enjoy a brisk diversified client base on which to practice their art.

## **CLINIC SERVICE AREA**

J's Barber College offers a variety of hair services to clients. All hair services are to be performed in the clinic area only. As a student, you can perform a full spectrum of hair services in a newly renovated environment, under the supervision of your instructors. The clinic area also features hair dryers and shampoo bowls. Demonstrations are performed in the classroom and/or on the clinic floor.

## **CLASSROOM**

The separate private classroom boasts a warm comfortable setting for adult learning. The classroom has been designed to provide the proper environment for different styles of learning. Students learn at an easy pace with videos and DVDs as well as various methods of teaching. We rely heavily upon the lecture method of teaching with constant feedback and weekly testing for evaluation. We use overheads, and white boards.

## **SCHOOL SECURITY**

The following precautions are necessary to ensure the safety of student, staff, and clients:

1. No one should leave the building at night alone.
2. After the clinic floor is closed, all doors shall be locked.
3. No one will be permitted to remain in the building alone.
4. All students are urged to put away personal property in their cars and staff should keep valuables in a secure place.
5. J's Barber College has designated the instructor on duty as the contact person for any issues relating to school security.
6. We request that students and employees report any criminal activity/actions on the school grounds to the individuals designated. (Owner) The designated individual will assist the student/employee in reporting the incident to the local police authorities.
7. We refer all law enforcements issues to local police authorities since the school does not have any Campus based security personnel. J's Barber College encourages prompt reporting of criminal activity/actions as being in the best interest of all students/clients and employees.
8. Prospective students or students upon registration are notified of security procedure.

## **PARKING**

Students may park in the rear and side school parking lot in areas not reserved for handicap, faculty, or customers. Students are not allowed to park in front of school.

## **KITCHEN/BREAK ROOM**

**J'S Barber College** provides a break room for the benefit of its student and faculty. Student and faculty shall be responsible to keep the area clean, including the washing of personal dishes and utensils. All trash should be disposed of in the trash container. A clean environment means a safe environment.

## **ENVIRONMENTAL SAFETY**

**J's Barber College** strives to provide its students and employees with a safe and healthful workplace environment. To accomplish this goal, both faculty and students must diligently undertake efforts to promote safety.

All school-related injuries or illnesses are to be reported to your administrator immediately, regardless of severity. In the case of serious injury, reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may result in suspension or termination.

Public sanitation is the promotion of measures to protect public health and to prevent the spread of infectious diseases. The importance cannot be overemphasized. Professional services bring the barbering direct contact with client's skin, scalp, hair, and nails. By practicing the best sanitary measures, you protect your client's health, as well as your own.

A person with an infection disease is a source of contagion to others. Barbering with colds or other communicable disease must not be permitted to serve clients. Likewise, clients suffering from infections disease must not be accommodated in a beauty salon. The State Board of Barbering of Louisiana has formulated sanitary regulations governing salons. Every Barber must be familiar with these regulations and obey them. Adherence of the following sanitary rules will result in cleaner and better public service:

1. All hair, cotton, or other waste material; must be removed from the floor and properly disposed immediately.
2. Each Barber must wear a clean uniform/barber jacket while working on clients.
3. The Barber must cleanse his/her hands thoroughly before and after each client and after leaving the restroom.
4. A freshly laundered towel must be used for each client. Clean towels must be stored in a sanitized closed cabinet.
5. Headrest covering, and neck strips must be changed for each client.
6. Do not permit the shampoo cape to meet the client skin.
7. The common powder puffs, dusters, sponge or styptic pencils are prohibited.
8. Keep lotion, ointments, creams, and powders in clean, closed container.
9. Use a clean spatula to remove creams or ointments from jars.
10. Use sterile cotton pledges to apply creams, lotions, and powders.
11. Combs, brushes, and other implements must be sterilized immediately after each use.
12. Combs and implements must not be placed in the mouth
13. All implements and articles used must first be sanitized and then placed in a dust- proof or airtight containers.
14. Combs and implements must not be placed in the pockets of uniforms.
15. Objects dropped on the floor are not used until they are sanitized.

## **REPORTING VIOLATIONS**

### **a) REPORTING SUSPECTED VIOLATIONS**

Any student of the school may file charges against a student for violations of the Code. A charge shall be prepared in writing and directed to the administrator. Charges should be submitted as soon as possible after the complainant becomes aware of the relevant actions or events, preferably with five (5) working days of the alleged violation.

### **b) COPY OF THE CHARGES**

If a violation is suspected, the Administrator will provide the accused student with a copy of the formal charges in writing; the nature and occasion of the alleged violation, the documents pertinent to the allegation and a copy with five (5) working days or as soon as possible.

### **c) ADMINISTRATIVE REVIEW**

If alleged violation of the Code has been reported, the Administrator shall review written charges to confirm that the charge being made falls within range of this Code and that all documents have prepared according to its provisions. This review shall take place within two (2) working days of Administrator's receipt of the charge. If in the considered opinion of the Administrator, the charge is improper and should not be taken action, that decision shall be communicated to the complainant, who retains the right to have the Administrator decision reviewed by the owner of J's Barber College.

### **d) ADMINISTRATOR DISPOSITION**

If the accused student (or students) in the case informs the Administrator that he or she plans to plead guilty. The accused may waive the hearing and the penalty for violating the Code will be given the consequences stated in this handbook deemed for the charged. The students must also sign a statement acknowledging the violation and the penalty; the sign statement will become part of the record in the case for any of the other students who do not plead guilty. The Administrator's disposition of the case will appear on the student's record as violation of the Code of Conduct.

### **e) EXONERATED STUDENTS**

Students exonerated as the result of a hearing process would have the original honor code decision removed from his or her record and ant institutional financial aid that had been withdrawn as a result of the conviction retroactively reinstated.

## **AMENDMENTS AND REVISIONS**

These procedures and regulations may be amended or revised with the approval of the Administrator/ Owner of **J's Barber College** only.

# Sanitation Guidelines

J's Barber College will mitigate the threat of communicable disease spread by adjusting the schedules and physical environments to enable CDC social distancing recommendations, and by following the below guidelines of the Louisiana State Board of Barber Examiners, as well as the guidelines outlined by the State of Louisiana Office of The Governor and the Louisiana Office of State Fire Marshall detailed at [opensafely.la.gov](http://opensafely.la.gov).

\*\*\*End of Day Sanitation Duties are assigned to every student\*\*\*

## Business Operations and Environment

### A. The Layout of Classroom, Salon Area, Dryer Room, and Breakroom of the school

1. Use every other chair or station or arrange seating at least 6 feet apart to create separation.
2. Utilizing front and rear doorways to establish a one-way traffic flow through the facility.
3. Staff, students, and clients will have temperature taken daily

### B. Establish New Policies and Schedules

1. Stagger employee/worker schedules to minimize risk of overcrowding and over-scheduling. Only 50% occupancy is allowed.
2. Stagger theory/lab/clinic instructional delivery schedules to facilitate smaller groups to practice social distancing.
3. Require appointment scheduling and/or require walk-ins to wait outside.
4. Keep record of clients serviced and the date for up to 6 months for contact tracing abilities. (Sign-In sheets)
5. Alert and train staff about new policies and procedures.
6. Alert and review students and clients about new policies and procedures.
7. Require staff, students, and clients to wear masks.
8. Require a freshly laundered, freshly disinfected, or disposable cape be used for each client.
9. Sweep and dispose of hair clippings after every
10. Have students and employees sign a liability agreement and clients sign a liability agreement for services rendered.

### C. Communicate

1. New policies and procedures for staff, students, or clients will be given in writing and verbally reviewed.
2. Create and post signs/posters advising the public of new policies or procedures, as applicable.

### D. Products and Supplies

1. Order personal protection equipment, primarily masks, client capes, and gloves.
2. Maintain a sufficient amount of cleaning and disinfecting products.
3. Maintain a sufficient number of tools and implements to always have clean items available.
4. Maintain inventory control of supplies and materials to ensure availability as needed.

## **E. Cleaning and Disinfection**

- I. Deep clean and disinfect all fixtures, furnishings, equipment, entrance and exit points, waiting rooms, restrooms, etc. Check, clean, and disinfect restrooms and breakroom every hour.
2. Clean and disinfect all non-porous implements prior to each use (combs, shears, razors, blades, brushes, etc.)

### **NOTE:**

1. The responsibility for sanitation rests with each student in barbering school. The administrator must provide the necessities for school sanitation
2. You must obey the rules issued by the Health Department and State Board of Barbering regarding acceptable methods of sanitation.

## GLOSSARY

1. **Accused Student**-any student accused of violating the Code
2. **Armor**- piercing ammunition is handgun ammunition designed primarily for the purpose of metal or body armor and to be used primarily in pistols and revolvers.
3. **Arson**-occurs when a person starts a fire, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage:
  - Any vegetation, fence, or structure on open-space land
  - Any building, habitation, or vehicle
  - Knowing that it is within the limits of an incorporated city or town Knowing that it is insured against • damage or destruction
  - Knowing that it is subject to a mortgage or other security interest Knowing that it is located on property
    - belonging to another
  - When the person is reckless about whether the burning or explosion will endanger the life of an individual or the safety of the property of
4. **Assaults**- a person, commits an assault and/or if the person intentionally, knowingly, or recklessly causes bodily injury to another
5. **Bullying** - written or oral expression or physical conduct. Physically harming students, damaging a student's property, or placing a student in reasonable fear of harm. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.
6. **Cheating**, giving, receiving, using, or attempting to give, receive, or use unauthorized assistance, information or study aids in theory or practical work, or preventing or attempting to prevent another from using authorized assistance, information, or study aids.
7. **College Official** any person employed by the College to perform administrative or professional responsibilities.
8. **Complainant** means any person who submits a charge alleging that a student violated the code.
9. **Dismissal** means students may be dismissed from school for the remainder of his or her clock hours term. Application for readmission for the following term may be made. There is no right to re-admission after a dismissal.
10. **Explosives** is any explosive or incendiary bomb, grenade, rocket or mine that is designed, made or adapted for the purpose of inflicting serious bodily injury, death or substantial property damage.
11. **Expulsion** means a student is dropped from college and any not be readmitted at any time in the future.

- 12. False Alarm or Report** occurs when a person knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or another emergency that he or she knows is false or baseless and that would ordinarily:
- Cause action by an official or volunteer agency organized to deal with emergencies.
  - Place a person in fear of imminent serious bodily injury.
  - Prevent or interrupt the occupation of a building, room, or place of assembly.
- 13. Harassment** means repeated unwelcome and offensive slurs, jokes, or other oral, written graphic or physical conduct related to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.
- 14. Instructor** any person who conducts classroom or teaching activities for J's Barber College or who is otherwise considered by the college to be a member of its faculty.
- 15. Paraphernalia** is any device that can be used to inhale, ingest, inject, or otherwise introduce a controlled substance into a human body.
- 16. Possession** means to have on a student's person or in the student's personal property, including but not limited to the student's clothing, purse, or backpack; in any private vehicle used by the student for transportation to or from college or college-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other college property used by the student, including but not limited to their station/desk.
- 17. School** means J's Barber College.
- 18. Suspension** is a sanction which precludes a student from attending school for a specified length of time. \*\*The length of the suspension depends on the severity of the violation. Generally, suspension is for one (1) to five (5) days.
- 19. Student** all persons officially enrolled at the school pursuing training in barbering. Persons who withdraw after allegedly violating the Code, who are not officially enrolled but who have a continuing relationship with J's Barber College, or who have been notified of their acceptance for admission are considered students.

**RECEIPT OF HANDBOOK ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_ acknowledge that I have received and read a copy of **J's Barber College's Handbook**.

Student's Signature \_\_\_\_\_

Instructor's Signature \_\_\_\_\_

Director's Signature \_\_\_\_\_

Date \_\_\_\_\_

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