



Central Texas Barber College

CATALOG

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LICENSED BY: TEXAS DEPARTMENT OF LICENSING AND REGULATION FOR BARBERING
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Central Texas barber College
STANDING SCHOOL RULES FOR STUDENTS

Effective March 2021

On behalf of the administrative staff here at Central Texas Barber College, we welcome you to our school. We would like you to know that whatever your goals are, you will find Centex Barber College to be your best choice for a hair artist education. We are pleased to offer you a quality educational program.

Central Texas Barber College maintains a commitment to excellence in its programs and we are dedicated to providing you with marketable skills which you can utilize in your new career.

In choosing Central Texas Barber College, you have, indeed, chosen the best. We will continue to provide you with educational opportunities and services that merit such prestige. We challenge you to take advantage of all the valuable programs available to you. We wish you success as you work toward your educational goals.

If you have any questions or complaints, follow the Chain of Command.

Sincerely,

Central Texas Barber College Staff

MISSION STATEMENT

1. To recruit, retain and reinvest in talented, motivated personnel in a way that:
 - Comply with all regulatory guidelines.
 - Nurtures personal and professional growth including both professional and organizational skills.
 - Ensures that each student feels connected, capable, and contributing.
 - Treats staff, fellow students and clients and with respect and celebrates diversity.
 - Promotes equality in excellence.
 - Models principle-centered behavior demonstrating professional ethics.
 - Begins with the End in mind.
 - Prepare student to pass a state administered exam to become licensed and or meet Certification requirements to practice The Art of Barbering.
 - Become gainfully employed in the field of Barbering
2. To assist graduates in securing employment in the Barber Industry.

Educational Goals

Barber Course: The Class A Barber Course of study is designed to prepare students for the licensing examination and for entry-level employment in the barber industry. The knowledge and skills obtained will prepare you for work in a full- service barber shop or salon as a barber stylist, shop manager or shop owner.

Cosmetology Crossover Course: The Cosmetology Crossover Course is designed to help licensed stylists add to their skill set by training in the barber field.

Master Barber Course: The Master Barber Course is designed to prepare a barber for the state licensing examination for profitable employment with advanced skills as a barber in hair replacement, color enhancements and platform artistry.

Facilities and Equipment

Our educational institution includes classrooms, dispensary, offices and modern clinic laboratory in which the students engage in practical training and customer service.

New Class Starting Dates

Class start date: 1st Tuesday of each month unless that day falls on a recognized holiday or the school staff decides otherwise.

Holiday and School Closings

The following holiday schedule will be observed and does not count as absent days for students. These Holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student. Closure for any holiday (or vacation) may be extended by management; a notice will be posted on the bulletin board 10 days prior to the scheduled holiday or events.

- *Martin Luther King Day*
- *Memorial Day*
- *Independence Day (Summer Break)*
- *Labor Day*
- *Thanksgiving Break the week of*
- *Christmas Eve & Christmas Break*
- *New Year's Day*

Admissions Requirements/Policies

For enrollment to our programs, an applicant must bring the following items must be submitted prior to class start date.

- *Must be at least 16 years of age or beyond the age of compulsory education in the state where they reside.*
- *High School Diploma or GED*
- *College transcripts*
- *Proof of Citizenship or Immigration status (social security card or green card)*
- *Registration fee (150.00) non-refundable*
- *TDLR permit fee (25.00) non-refundable*
- *Book fee (225.00) non-refundable*
- *2 Recommendation letters*
- *Typed Entrance Essay:*
 - . *The reason you chose Central Texas Barber College.*
 - . *Why are you a good candidate?*
 - . *How will this certification assist you in a positive manner?*

Additional Requirements

For All Military Veterans or dependents using Chapter 33, 35 (Montgomery GI Bill, Post 9/11) or Vocational Rehabilitation

- ***Copy of your or military personnel DD214***
- ***Military Joint service transcripts***
- ***VA Acceptance Letter***

Students inquiring about the admissions policy & procedure may do so by phone, email, website and or visit the college to personally visit admissions personnel. Students wishing to enroll must come to the college for personal interview with a school official. In most cases the perspective student will come to the school a second time for greater understanding and clarity of the school's policy and procedures. Students receive ample information to assist them in making a wise career choice. During the personal interview, the student will be given statistics in the area of the outcome rates that make a student aware of previous graduates of the program, of the graduates how many passed a state exam became licensed and or certified to perform services in the industry and of those that become licensed and or certified how many became employed in the field. Perspective students also receive information on graduation and licensure requirements, Policies and procedures regarding parking, dress code, holidays, mandatory Saturday attendance and campus crime report etc.

ENROLLMENT

Students may enroll Tuesday-Friday 9am to 2pm. Enrollment time for the purpose of calculating refunds is defined as the time elapsed between the actual starting date and the student's last day of physical attendance in consideration of scheduled hours. Any unexcused absence time that occurs during the student's enrollment period is considered scheduled time.

1. Enrollment fee, textbooks, tool kit and hair goods are not included in refund computation. Tuitions, laboratory fees and library fees are refundable.
2. Students and school have a complete description of services school is to furnish for schedules may be augmented by bulletins and other notices furnished to the student by the school. The school is operated on a continuous basis throughout the year. Instructional classes commence at 8:45 am and run thru 4:30 pm Tuesday-Saturday and 8:30-8:30 Tuesday-Friday.
3. If a student withdraws from classes or is terminated by the school a termination fee of \$100.00 will be charged to the student by the school
4. If the school is permanently closed and no longer offering instruction after a student enrolled, the student shall be entitled to a pro-rate refund of tuition.
5. If a course is cancelled subsequent to a student enrollment but, prior to a student starting training, the school shall at its option:
 - A. Provide a full refund of all monies paid; or

B. provide completion of the course at mutually agreeable location. If a student has started training prior to cancellation of the course the refund schedule in #4 will apply.

TUITION SCHEDULE

Program	Clock Hours	permit	Full-Time	Part-time	Enrollment Fee	Tool kit	Tuition Total
Class A Barber	1000	34wks	67wks	\$150.00	\$825.00	\$9,000	\$10,000
Cosmo Crossover	300	10wks	15wks	\$150.00	\$825.00	\$4,000	\$5,500
Master Barber	1500	50wks	75wks	\$150.00	\$1500.00	\$13,500	\$15,175

\$25.00 FEE INCLUDED IN ALL TUITION TOTAL FOR TDLR PERMIT FEE

Extra instructional fees will be charged on training extended beyond completion date. Charges are \$50.00 a day and payable in advance before graduation. Fees may be waived this option is made on case by case assessment.

- ❖ *STUDENTS MUST PAY A NOMINAL DEPOSIT PRIOR TO ACCEPTANCE OR/CLASS START DATE.*
- ❖ *ALL COURSE PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.*

TUITION PAYMENTS

- In the event the student is paying his or her tuition through other programs, all disbursements will be credited to the student's account for actual tuition or other charges.
- Students will be billed and can elect to make weekly or monthly payments. The barber college reserves the right to suspend any student from school whose account is delinquent.

Instructional Fees, Charges for Services

- Enrollment fees are due the day of registration. Exceptions will be determined by the administrator.
- Senior students may charge services and supplies not to exceed 25.00 unless approved by the administration. Fees must be paid by the 5th day of the month. A late fee of \$10.00 will be assessed after the 5th day. Failure to pay by the 10th day will result in the student not being permitted to clock in for classes and lost time will be at the expense of the student. Payment of instructional and late fees after the 10th class day will be determined by the administrator.
- The student will not be permitted to clock in on the final day of attendance unless all outstanding bills are paid in full.

- The students are responsible for quotation of prices from the instructor before a service and informing the patron of the prices of products and services. All products and services must be written on white tickets at front desk. Failure to record products and/or services not recorded.
- If a student has debt to the school, the student may not take the kit or books with them if he/she withdraws from the school. The student has 30 days to redeem these articles and clear up the debt. The school will not hold a student's personal belongings more than 30 days. The student will not be allowed to reenroll until all debt is satisfied to the Administration.
- A charge of (\$50.00) will be assessed to any student who burns the station counter top. This is considered destruction of school's property. Use the appropriate trays, towels, or etc.... to lay hot tools/equipment on.

REGISTERING HOURS WITH TDLR

In order for student to register hours with TDLR the State Licensing Agency they must submit the following documents:

1. Birth certificate
2. Driver's License or state issued identification

TRANSFER POLICY

Central Texas Barber College accepts hours from other institution on a case by case scenario provided that such are accepted by TDLR. (Texas Department of Licensing and Regulation) Tuition for the transfer students is charged by the hour. There is an additional \$150.00 charge for all transfer students.

NON-DISCRIMINATION POLICY/RECRUIT FROM ANOTHER SCHOOL

As an equal opportunity barber school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, or ethnic origin. The school does not recruit students already attending or admitted to another school offering a similar program of study.

SEXUAL HARRASMENT POLICY

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the Federal Equal Employment Opportunity Commission (EEOC) Sexual harassment is sexual attention that is Unwelcomed, Unwanted, Harmful, or Illegal.

NOTIFICATION OF RIGHTS & PRIVACY UNDER FERPA (Release of Information)

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

1. The right to inspect and review the student's education records within 10 days of the day the School receives a request for access. A student should submit to the appropriate official, a written request that identifies the record(s) the student wish to inspect (with written consent from student unless student is a minor) parents are not allowed access to the student information (NO EXCEPTIONS). The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student want changed, and specify why it should be changed. If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information from student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic research, or support staff position (including, law enforcement unit personnel and health staff), a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials.(ex) attorney, auditor, or collection agent, a person serving on The Board of Trustees, student serving on an official committee such as disciplinary or grievance committee or assisting another school official performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for school.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family policy Compliance Office

U.S. Department of Education

400 Maryland Avenue

SW Washington, DC 20202-5901

RECORD RETENTION

All student records will be maintained for a minimum of three years. Federal student financial aid records will be maintained for the most recent three award years.

ATTENDANCE POLICY

Student must at all times be progressing at a pace that ensures completion of the program within 150% of the program length. If at any time throughout the program it becomes documented that completion within 150% of the program is prohibitive, student automatically loses eligibility for federal funds. To continue in the program student must appeal the reason or reasons he was unable to comply with attendance requirements and state how the matter will be remedied. If student prevails in the appeal, he/she will be placed on probation until the next evaluation. See SAP policy. The contract you make with the school provides additional hours in which you can complete your program if necessitated by an emergency or unanticipated absence. A student will be terminated from school if he/she misses 14 consecutive days unless mitigating circumstances can be documented.

LEAVE OF ABSENCE POLICY

The maximum leave of absence is a one-time 30 day leave only in a case of mitigating circumstances beyond a student's control. Any student needing a leave of absence from his/her program should complete the appropriate form. This form must be submitted to the school administrator before a request for an official leave will be considered. The school administrator determines whether or not to approve a leave. Students must have clocked at least 150 hours before a request for leave of absence will be considered. Approval and or denial will be clearly noted in the student's permanent file. Any student who does not return from leave on the agreed documented date of return may automatically be subjected to termination. An approved leave of absence will not affect the contract or the progress of the student. Leave of absence extended the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Student returning from an approved leave of

absence will return to classes in the same SAP status as that when the leave of absence began. This policy shall be applicable to all programs offered.

GRADUATION REQUIREMENTS & DIPLOMA

Students must complete the clock hour requirements of their program with a cumulative grade point average of 70% or better and pay all tuition and instructional materials costs in order to receive a diploma from the college. The diploma signifies that you have successfully completed the basic course training program.

EMPLOYMENT ASSISTANCE

I understand that the school has not made and will not make any guarantees of employment or salary upon my graduation. The school provides placement assistance which consist of identifying employment opportunities and advising the student on appropriate means of attempting to realize these opportunities.

INSTRUCTIONAL MATERIALS

Students who are enrolled in the programs are furnished clinic apparel, textbooks, workbooks and kits by CTBC.

ADVISING SERVICES

The school provides a support system for each individual student. Our faculty and staff are concerned and caring. They are each here to assist in addressing student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment at the earliest convenience.

STUDENT CONDUCT

All students must conform to federal, state and local laws, rules and regulations. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty or student, use of profanity, theft, use or possession of alcohol and/ or drugs on school property are considered grounds for immediate dismissal. The school reserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to reenroll in to the program for at least (90) days unless there are mitigating circumstances.

GRIEVANCES PROCEDURE

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are in frequent. If the complaint cannot be handled in an informal

manner, the student can confer with their instructor unless that instructor is involved in the complaint. In the event a dispute cannot be successfully resolved at the institution level a student can request a hearing with the entire school staff to help resolve the problem. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint an instructor will meet with the complainant to resolve the problem. An instructor will respond to the complaint within 10 working days from the time of the complaint. If the problem cannot be resolved, the student can forward the original complaint to the state of licensing agency (TDLR).

RE-ENTRY PROCEDURE

The school will allow student to re-enter at the same satisfactory progress status as that of when they withdrew. If there has been an increase in tuition, there will be an adjustment on the remaining hours added to the previous balance. There is also a \$100.00 re-admit fee.

REFUND AND CANCELLATION POLICY

In the event student withdraws, terminated or a course is cancelled the following refund policy shall apply. An applicant rejected by the school shall be entitled to a refund of all monies paid. A student (or in the case of student under legal age, his/her parent or guardian) may cancel this agreement at no penalty within 3 business days after signing, but prior to entering the classes. In this case the student shall be entitled to a refund to all monies paid to the school less a registration fee. In the case of official cancellation or withdrawal, the cancellation date will determine by the postmark on the written notification or the date such information is delivered to the school administrator in person. IF a student choose to withdrawal from his or her course, they may be subject to this institution withdrawal fee rate of 40 percent which is non refundable.

WITHDRAWAL or TERMINATION of STUDENT

If a student withdraws or is terminated before the last 50 percent of the course begins, the school shall refund:

1. (90%) of any outstanding tuition for a withdrawal or termination that occurs during the first week or first 1/10 of the course, whichever period is shorter.
 2. (80%) of any outstanding tuition for a withdrawal or termination that occurs after the first two week or first 1/10 of the course, which ever period is shorter, but within the first three weeks of the course
 3. (75%) of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course;
- (50%) of any outstanding tuition for a withdrawal or termination that occurs not

Not later than the completion of the first 50% of the course

- ❖ **A REFUND OWED UNDER THIS SECTION MUST BE PAID NOT LATER THAN THE 30TH DAY AFTER THE DATE THE STUDENT BECOMES ELIGIBLE FOR THE REFUND.**

Any monies due the applicant shall be refunded in 30 days of formal cancellation by the student, or formal termination by the school which shall occur no more than 30 days from last day of physical attendance. In the case of a leave of absence, the date of withdrawal is the earliest of the date of expiration of the leave of absence or the date the student notifies the school that the student will not be returning. If the school is permanently closed and no longer offer instruction after the student has enrolled, the student shall be entitled to a pro-rated refund tuition.

SATISFACTORY ACADEMIC PROGRESS POLICY

This policy shall be consistently applied to all students attending the same program; it is at least as strict as the policy applied to students that are not receiving federal funds. The school is not currently eligible for federal funds. See disclosure statement. In order to be considered making quantitative satisfactory academic progress toward a graduation diploma, a student must be progressing at a pace leading to completion of the program within 150 % of the course length, this equates to 67% of scheduled attendance.

Students must maintain a qualitative grade point average of 70%. The school will evaluate students at the following intervals. This does not prohibit the school from reviewing progress at any point it deems necessary.

CLASS A BARBER PROGRAM: 1000 CLOCK HOURS

0-350 12WKS

351-700 12WKS

701-1000 10WKS

COSMETOLOGY CROSSOVER PRGRAM: 300 CLOCK HOURS

0-150 5WKS

151-300 5WKS

MASTER BARBER PROGRAM: 1500 CLOCK HOURS

0-500 15WKS 501-1000 15WKS

1001-1500 15WKS

Students must finish number of hours, number of weeks, and qualitative measure before being evaluated, for a specific evaluation period.

MINIMUM TIME FRAME

The minimum time frame for a full -time student attending an average of 20 hours per week is 18 months. The minimum time frame for a student attending an average of 30 hours per week is 12 months. The minimum time frame for a full-time student attending an average of 40 hours of week is 10 months; maximum time frame is 15 months.

GRADING SCALE

A student's grade is determined by his/her practical, theory and clinical grades. The practical and clinical grades are computed on a daily basis. Theory is determined by test scores. Students are evaluated on the following grade scale:

<u>EVALUATION</u>	<u>RANGE</u>
❖ EXCELLENT	90-100
❖ ABOVE AVERAGE	80-89
❖ AVERAGE	70-79
❖ BELOW SATISFACTORY	01-69

GRADING POLICY

A student must maintain a 70% grade point average. If the student falls below 70% average for the evaluation period the student will be advised and counseled on the student academics and offered help in area's that's needed.

TRANSFER OF CREDIT

- ❖ **ACCEPTANCE OF TRANSFER HOURS FROM ANOTHER SCHOOL IS MADE ON A CASE BY CASE BASIS RELATIVE TO CONDITIONS NOTED BELOW.**

First and fore most "Why do you want to transfer from another school"? It is probable that you'll find some of the same characteristics at Central Texas Barber College regardless of what your reason for leaving the other school may have been. The first recommendation is that you return to the original school and work things out; likely to resolve the issue in a work environment rather than run away from it. Transferring from one school to another almost always increase the amount you'll spend for your education.

Consideration regarding transfer hours from another institution offering the same program are accepted toward the student's educational program, will count as both attempted and completed clock hours. Student's seeking to transfer from one school to another must have officially withdrawn from the previous school. Your withdrawal data must be recorded with the entity that over sees state regulation. Acceptance of transfer

hours from another institution offering the same course work will be taken into consideration; amount of time since the student last attended school. Document must reflect whether the student owes a balance to the school from which they're transferring from previous school. Does the document indicate satisfactory progress at the time of withdrawal from previous school? The school will not request a deferment for existing student loans (translate to student having to pay payments towards student loans).

16 TEXAS ADMINISTRATIVE CODE. CHAPTER 82.120

CLASS A BARBER

The professional course in barbering requires the satisfactory completion of 1500 hours of training. The instructional methods used to teach are from TDLR approved text book and practical hands on training.

BARBERING CURRICULUM IS AS FOLLOWS:

Theory on Texas Barber Laws and Rules.....	250 Hours
Practical haircutting and barbering procedures.....	750 Hours
Total Hours (44wk course)	1000 Hours

OBJECTIVES:

To prepare the student in the basic skills for licensure and practice of Barbering as prescribed by the Texas State Law. Barber classes begin under the School discretion.

MASTER BARBER COURSE

The professional course in barbering requires the satisfactory completion of 1500 hours of training. This course extends all training past basic on to expertise. This will entitle you to take the Texas State Board of Barber Examination for the Texas Barber Instructor License. The Instructional methods used to teach are from a TDLR approved text book and practical hands on training.

MASTER BARBER CURRICULUM AS FOLLOWS:

Theory on Texas Barber Laws and Rules.....	250Hours
Classroom Teaching and Clinic Management.....	1250 Hours
Total Hours (15wk course)	1500 Hours

OBJECTIVE:

To prepare the student in the basic skills for licensure and employment as Instructor of barbering as prescribed by Texas State Law. Classes begin every first Tuesday of each month or at the school discretion.

EVALUATION & PAYMENT SCHEDULE:

0-500 Hours.....	15wks
501-1000 Hours.....	15wks
1001-1500 Hours.....	15wks

COSMETOLOGY CROSSOVER

The professional course in barbering requires the satisfactory completion of 300 hours of training. This will enable the student to take the Texas State Board of Barbering examination to enable you to carry a dual license. The instructional methods used to teach are from the TDLR approved textbook and practical hands on training.

Theory on Texas Laws and Rules.....	25 Hours
Practical haircutting and barbering procedures.....	275 Hours
Total Hours (10wk course)	300 Hours

To prepare a cosmetologist in the basic skills for licensure and employment as a barber and a cosmetologist as prescribed by Texas State law.

EVALUATION & PAYMENT SCHEDULE:

0-150 Hours.....	5wks
151-300 Hours.....	5wks

SCHOOL STANDARD RULES AND REGULATIONS

In order for Central Texas Barber College to operate effectively and for all students to receive maximum benefit, all rules and regulations must be followed or violations may result in grounds for suspension or termination.

- ❖ **CENTRAL TEXAS BARBER COLLEGE RESERVES THE RIGHT TO TAKE ANY DISCIPLINARY ACTION IT DEEMS NECESSARY AND REASONABLE UNDER THE CIRCUMSTANCE.**
 - A. Refusing to service an assigned patron or refusing to comply with the Instructor assignment.
 - B. Discussing of sexual activities or beliefs
 - C. Cursing or using foul or vulgar language
 - D. engaging in disruptive behavior

- E. Immoral or unprofessional conduct
- F. Arguing with an instructor in the presence of another student or patron
- G. Cheating, dishonesty or falsification of records
- H. Consuming or possessing alcoholic beverages and/or illegal substances during school hours or on school property.
- I. Student not having supplies needed to give service.
- J. Servicing your friends and family member's hair for free
- K. Adding services to a customer's ticket w/out informing the floor instructor

Activities that will result in immediate termination are:

- A. Theft from a student, patron or school property
- B. Tuition payments not being made according to your contract
- C. Students not attending class regularly and pursuing the instructions and practical work diligently.
- D. Student using any type of tobacco product
- E. Students are not allowed to be involved in any type of verbal or physical discomfort.

TEXAS DEPARTMENT OF LICENSING AND REGULATION REQUIREMENTS

- ❖ TDLR requires that each student wishing to enroll in The Class A Barber program purchase a student permit. The cost is \$25.00 and should be paid in the form of a Money Order. Make payable to Central Texas Barber College. This is due the day of or before the first day of school. The permit is good for the entire course.
- ❖ This fee does not serve as the student's fee for the Texas State Exam.

TDLR has appointed another agency to test applicants. (PSI)

STUDENTS ATTIRE:

- ❖ **DRESS CODE:** The purpose of this dress code is to provide the parameters for an atmosphere that is professional, but at the same time relaxed. Dressing for school environment b=not only demonstrate pride in ourselves, but influence how our school is perceived by others, whether they are customers or members of the school. It has an impact on our performance as well as the performance of those around us. Our emphasis is that each student should be neat and clean and take pride in their appearance. This policy applies to all students
 - **STUDENTS MUST BE IN COMPLETE UNIFORM, UNLESS OTHERWISE DIRECTED.**

The students must wear the following attire:

- The School designated uniform

- Pants cannot be tight fitting or sagging. No stretch pants material, exercise or jogging attire.
- No wearing or displaying of money. (ex: birthday, etc.)
- Shoes must be closed toe, solid black or white in color. No sandals.
- Smock: Students must wear smock at all times while on the clock.

The student uniform will be clean and pressed. Shoes will be clean and or polished. If student arrives for class in an untidy uniform the instructor has the authority to suspend the student and allow the student to correct the dress code violation. Undergarments should not be shown.

ATTENDANCE, BREAKS, AND LUNCH:

- School Hours: Tuesday thru Saturday 8:30 a.m. -4:30 p.m.
Tuesday thru Friday 8:30 a.m. -8:30 p.m.
- Tardiness will result in the student not being allowed to enter the classroom if class is in session. The student cannot clock in until the class break or lunch. (school's discretion)
- No student may clock in or out for another student. Never intentionally attempt to clock in for another student. This is Texas State Law. Any student violating this rule will lose his/her time for the day and possible suspension.
- If a student forgets to clock in or out, that time is lost. The school is not responsible for a student's lost time. It is the student responsibility to use the bio metric time clock
- **ATTENDANCE ON SATURDAY IS MANDATORY!** Prior approval for absence must be made in writing (doctor's excuse, etc.) to administration and instructor or the student will receive a "zero" grade for time missed and will not be permitted to make up the work. All unexcused absences will be at the students own expense. Continued absence will result in disciplinary action.
- All students registered at Central Texas Barber College will comply with attendance rules of a minimum of 67% attendance.
- Each student is allowed two break periods daily (15 minutes in the morning, 15 minutes in the afternoon). Break time will be designated by the instructor
- The student will be allowed 30 minutes for lunch time. The student must clock out during the assigned lunch period. The instructor will designate the time when a student may go to lunch.
- The student must clock out anytime he/she leaves the campus. Once a student is clocked in, he/she is considered available for patrons.
- A student with any medical limitation (broken bones, etc.) that prohibits him/her from properly acquiring barber clock hours (tasks, practical, lab floor or class

work) should check with management regarding LOA. Reenter upon approval from doctor and the school administration. The student must wait for an opening.

Absences and tardiness affect a student's grades. Grades are based on attendance, daily work, tests, and practical skills. The student is required to notify his/her instructor in advance of any absence to retain the privilege of making up written work without grade penalty. Make-up work for excused absence must be completed within one week of return to school. This does not apply to the state board exit exam.

TELEPHONES:

- Students are not permitted to use the school business phone and it is not the responsibility of the receptionist to take messages.
- **EMERGENCY** calls are authorized. **JUST CLOCK OUT.**
- Absolutely no student cellular phones, head phones, or digital devices are allowed in the school building. This includes but not limited to the restroom, breakroom, classroom or clinic floor. The student must clock out and leave the building to use a cell phones, etc. When entering the facility, student must turn off cell phones or all other electronic devices. If a student is caught using a cell phone or electronic device in the building he/she may be suspended. This is a violation of Central Texas Barber College Policy.

CLASSES:

- The student is required to come to each class prepared. All assignments are expected to be completed. Students are expected to bring supplies such as notebooks, books, pens, etc. Sanitation is scheduled for 15 mins each day. The student daily sanitation requirements must be completed and graded by an instructor at the end of each day. Students is responsible for violations including fines assessed by TDLR.
- The student is required to furnish items such as towel for use on their manikin. The instructor will provide a list of articles required for classroom work. Students are solely responsible for their personal property. This includes kits, books, or bags etc. Lost or stolen kit items must be replaced by the student.
- Texas Department of Licensing and Regulation requires that the student must have his/her kit and supplies with them to be clocked in and receive hours. All supplies must be in compliance with TDLR rules and regulations. The TDLR inspector will check and may issue violations and or applicable fines

EXAMINATION:

- The student is required to pass the final examination (exit exam) given by this school in accordance with the Texas State law, Section 22(4). This school will not issue a diploma and will not recommend a student to take the examination for licensure unless the student has passed the final examination (exit exam, practical and written) with the required grade.
- The final examination (EXIT EXAM) date will be announced by the instructor. If the student does not appear on the scheduled date or must retake the final examination (exit exam) the instructor will inform the student prior to taking the make-up examination, and the make-up date will be at the date and time assigned by the instructor. If only a written test is required, the test will be scheduled at the convenience of the school staff. Students must satisfactorily complete all their academic assignments.

SERVICES:

- The student is required to pay for chemical services done on themselves or family members. It is the responsibility of the student to get permission from the instructor **PRIOR** to having any service performed and a ticket must be given to the receptionist. Permission may be granted or denied by the instructor. If a student is caught doing their own hair, nails, etc. or having it done by another student without permission, he/she will be charged full price and may be suspended. The receptionist will assign patrons to students and pass the ticket to the floor instructor who will pass the ticket to the student to go get the patron and greet them for service. You will then perform only the service on the ticket. If the patron request additional service, they must be informed of the additional cost. At no time, will a student perform service on a family member for free all family will pay for services.
- **No** student is allowed to eat or drink on the clinic laboratory floor. Students are not allowed to sit in barber chairs unless a service is being performed.
- **No** student may perform services outside the school to receive any compensation for such services. This is in accordance with Texas State law. This is an unlawful act and is strictly prohibited. **The student permit can be cancelled.**

RULES: INFRACTIONS ARE CONSIDER FOR CAUSE DISCIPLINARY ACTION

- Students **will** address instructors formally; i.e., Miss, Mrs., or Mr., whichever is appropriate. The instructor will be shown the proper respect at all times
- B. The student **will** be courteous and respectful to the patron and guests of the school at all times.

- C. The student **will not** keep a patron waiting, and is responsible for the completion of any services started for a patron. No profanity or Vulgar language at all.

OTHER RULES:

- Students **cannot** bring children to school while they are clocking barbering hours
- There will be **no** personal parties held in the school building or on school grounds. All personal parties will be held away from school facilities
- All students must enter and exit the front door. There will be no loitering in the lobby
- The students **cannot** have food and/or drinks on the lab floor in cabinets, or the classroom there is a break room provided. The student is responsible for taking all personal items home each day. Items not taken home will be disposed of. The instructor may permit drinks in the classroom, however, **no food** is allowed in classroom.
- Each student is required to have a lock for his/her kit. The school is not responsible for lost or stolen items.
- Students **will not** be allowed to read personal non- barbering program material or do personal non-program related writing during normal class hours.
- All students are assigned a clean- up duty. Students work as a team to ensure sanitary and safety precaution are met in accordance with the Texas Department of licensing and Regulations Law and Central Texas Barber College. Each student will be assigned specific housekeeping tasks (sweeping, mopping, cleaning or etc.). The task scheduled is posted weekly. Each student has the responsibility to complete his/her assigned task daily. Failure to do assigned task will result in the student receiving a zero as a daily grade. Constant neglect of assigned task or failure to do your part will result in disciplinary actions.
- When a student goes beyond contract end date, students are assessed overtime fees for making up absences at the discretion of school staff.

PARKING:

Students parking will be designated by the instructor on the first day of enrollment. **THIS RULE WILL BE STRICTLY ENFORCED.** There will be no parking in the front of the business establishment all students will park on the side of the building

PRACTICAL:

Correlating the theory that has been taught, to developed skills. Practical work is performed on patrons, manikin, or other students.

THEORY:

Consist of lecture and class participation with textbook, workbook (**Absolutely no cell usage during theory**).

PATRONS:

Patrons are taken on number basis, first come, and first served basis. An all-out effort must be made to do as many clients as necessary in order to achieve the fullest educational experience. You will be assigned particular jobs in order to round out to prescribed curriculum necessary to state licensing. Your progress book and/ or requirement sheet will reflect a variety of job skills.

- ❖ A patron may request you, but she must not go ahead of a waiting patrons. Please be fair and polite as to how long you will be and suggest another student if you are too busy. It is an honor to be requested, never be rude to that honor. If you feel you are no longer having a learning experience on a particular patron, ask for advice as to how to transfer him/her to another student needing that particular job experience

SCHOOL PERKS:

ALL FAMILY MEMBERS PAY ONLY ½ PRICE FOR SERVICES!

Students may use their permit for admittance to professional supply houses.

- ❖ Armstrong McCall
- ❖ Redken (RDA)
- ❖ Sally's Beauty Supply (10% discount)

DAILY ROUTINE:

1. Clock in immediately.
2. Check your sanitation duty for the day on the Clean-up Roster. (These are to be done throughout the day, not just at time to go home.
3. Go to class/lab.
4. Lunch time (clock out, clock back in).
5. Go to class/lab.
6. Complete end of day sanitation/ clean your station and turn chair outward.
7. Clock out before going home.

Guidelines to Professionalism:

1. Listen
2. Service all clients to the best of your ability. Treat every person in your environment as the special person they are.
3. Consult with each client/instructor prior to their service. This establishes good communications and avoids service errors.
4. Teamwork and cooperation with colleagues, instructors, and staff makes all goals easier to attain. Help colleagues and instructors when possible. An atmosphere of teamwork is easily noticed and appreciated.
5. Gossip has no place in a professional environment.
6. Support the efforts of all colleagues and instructors.
7. Personal conversations with other students/instructors while in the classroom and on the service floor are not permitted. Full attention and focus regarding your education and the service{s} you are performing on clientele must be maintained at all times.
8. Personal or school problems will not take place in classrooms, or in front of the client. Students will follow grievance procedures.
9. Smile – Often.
10. No gum chewing anywhere in the school.
11. Profanity will not be tolerated. Slang expressions should be eliminated in communication with peers, instructors, clients or management.

EVALUATION:

Attitude, hygiene and cooperation are vital to our program. Personal sit down evaluation is held periodically as to progress and goals.

- A prospective student must be dedicated and agree to abide by the Code of Ethics established by the profession, in order to maintain the high standards sought by Central Texas Barber College.
- Central Texas Barber College reserves the right to suspend or terminate any student who violates the school's rules and regulations.
- At the discretion of the director, these rules may be changed, posted to a bulletin board and become effective immediately.

Print: _____

Sign: _____

Date: _____