

Bladesmith Barber College

STUDENT HANDBOOK

Bladesmith Barber College
1100 Dallas Drive, Suite 116, Denton, TX 76205
enrollmentatbbc@gmail.com
bladesmithbarbercollege.com
940-222-2919

Catalog

Published: June 30, 2019

Last update: April 3, 2023

All information in the catalog/handbook is current and true, as certified by:

Charnei Smith, Owner/Administrator

The handbook is written in English. The courses are taught in English.

Bladesmith Barber College Student Handbook Table of Contents

● Welcome	3
● Mission Statement	3
● Hours	3
● Schedule	3
● Notice	3
● Approval Disclosure	4
● Health & Physical Considerations	4
● Non-discrimination/Disability Statement	4
● School Closure and Bankruptcy Statement	5
● Admission Policy	6-8
● Criminal History Disclosure	8
● Employment Assistance	8
● Tuition, Fee, Refund, Payment Policy	9-12
● Attendance Policy	14
● Clock Hour/Distance Education/Leave of Absence Policy	16-17
● School Observed Holidays	18
● Satisfactory Academic Progress Policy	19-22
● Basic Licensing Requirements	23
● Curriculum Outlines; Make-up Work Policy	24-25
● Student File Access/FERPA	26
● Student Grievance Policy	27
● Student Conduct/School Rules & Regulations	28-30
● Staff; Licensing & Regulatory Agencies; Graduation Stats	31
● Video/Photo Opt-Out Form	32
● Student Schedule Agreement	33

As a prospective student, you are required to review this handbook prior to signing an enrollment agreement. If you choose to become a student, you are required to sign and acknowledge that you have read and received this handbook. The signature page must be signed and returned on/before the first day of class.

TO OUR PROSPECTIVE STUDENTS:

Thank you for considering our school for your educational needs to become a licensed barber as recognized by the State of Texas. Our school emphasizes what is required to be successful as a professional in the barber industry. Students of Bladesmith Barber College will exemplify skill, hard work, dedication, preparation, and professional integrity. We are happy to have you visit our school. We will be pleased to answer all of your questions.

MISSION STATEMENT

Bladesmith Barber College's mission and purpose is to educate students in the barbering field with hands-on techniques, classroom theory, and professional development skills so that our graduates will be prepared to pass the barber exams and begin successful careers as licensed barbers.

BUSINESS HOURS

Monday-Friday 9:00 a.m. - 4:30 p.m. Monday-Thursday 4:30 p.m. - 8:30 p.m.

Admin available by appointment (schedule via phone or email)

NOTE* Orientation will be held during the enrollment meeting. Admin will not be available during orientation; however, applicants will be able to come in and obtain a pre-enrollment form. Phone- 940-222-2919; email- enrollment@bladesmithbarbercollege.com

TEACHING SCHEDULE

Monday - Thursday: Theory from 9:15 a.m. - 10:30 a.m.; Practical floor open from 10:30 a.m. - 4:30 p.m. The last walk-in will be accepted at 3:45 p.m. For new students, the first two weeks are theory only.

Monday - Thursday: Theory from 7:15 p.m. - 8:30 p.m.; Practical floor open from 4:45 p.m. - 7:00 p.m. The last walk-in will be accepted at 6:45 p.m. For new students, the first two weeks are theory only.

NOTICE

Bladesmith Barber College reserves the right to modify and change its programs, tuition and fees, admission and graduation requirements, schedules and other policies and regulations as stated in the handbook as necessary. Students will be notified of any changes via handout or digital update to the handbook. **Note*** Any changes in tuition and/or fees will NOT apply to current students

Bladesmith Barber College reserves the right to change, modify, update, or alter this handbook at any time

APPROVAL DISCLOSURE STATEMENT

Bladesmith Barber College is a private post-secondary school and is approved to operate by the Texas Department of Licensing and Regulation. The Department's approval means that the school and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. The following are approved courses: Class A Barber 1000 hours, and Crossover 300 hours.

PHYSICAL CONSIDERATIONS FOR BARBERING

Prospective students should be aware of the physical demands required of a barber industry professional. Occupations in the barber industry generally require continued standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Certain individuals may have allergies or sensitivities to the typical chemical products used in barber occupations. A student must be physically capable of performing all required activities conducted at the school and complying with all safety policies and procedures.

HEALTH WARNING

Exposure to chemicals used in the Barber industry may cause cancer and birth defects or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing the enrollment agreement.

STATEMENT OF NON-DISCRIMINATION

Bladesmith Barber College does not discriminate on the basis of Race, Ethnic Origin, Color, Religion, Sex, Age, Handicap, Financial Status, Sexual Preference, or Residence in its Admissions, Instruction, or Graduation policies.

STUDENTS WITH DISABILITIES

Access to the institution's facilities is available at our school for students with disabilities.

FACILITIES & EQUIPMENT

Bladesmith Barber College's facility occupies 2050 sq. ft. The facility features a reception desk equipped with a cash drawer, an Ipad, and a card reader. The front desk also houses the phone and sign-in equipment for clients as well as students. The classroom has individual desks and chairs. On the practical floor, there are 20 barber chairs and stations, 6 waiting chairs, two desktop computers, a mannequin station, two wash bowls and chairs, along with two bins to house dirty and clean towels. The towel warmers are kept in the classrooms. There is also a coffee machine and a microwave in the classroom. At the back of the facility, there are two bathrooms, a storage closet, a microwave, a refrigerator, and cabinets with plasticware and plates. The facility has a storage closet off the practical floor to store supplies, and other equipment. Bladesmith Barber College does not have dormitory facilities.

Bladesmith Barber College reserves the right to change, modify, update, or alter this handbook at any time

SCHOOL CLOSURE/COURSE CANCELLATION/BANKRUPTCY POLICY

SCHOOL CLOSURE POLICY

In the event of an actual closure, Bladesmith Barber College shall be considered in default of the enrollment agreement if the institution closes prior to completion of the educational program. If Bladesmith Barber College is in default, student institutional charges may be refunded on a pro rata basis. The school shall do its due diligence to make provisions for students enrolled at the time of default to complete a comparable educational program at another institution.

COURSE CANCELLATION

Bladesmith Barber College may provide all affected students with a pro rata refund in the case of course cancellations either by the institution or the institution's regulating authority. If a course is canceled at the institution, the institution shall provide students with a copy of the "How to Locate an Accredited Institution Within Your Field of Study" document. If a course is canceled with the regulating agency, student's will be provided with correspondence from the regulating agency, and a pro rata refund may be issued following termination.

BANKRUPTCY

This Institution has no pending petition in bankruptcy nor is it operating as a debtor in possession. This institution has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of The United States Bankruptcy Code.

ADMISSIONS POLICY

ADMISSION REQUIREMENTS

Students will need to apply in person by completing a pre-enrollment form or online by completing the interest form via our website. Prior to enrollment, the institution will provide prospective students a copy of the student handbook and conduct an orientation where the handbook contents are discussed. This will assist the student in making an educated selection of the programs of study offered by this institution, and to be aware of the school's program offerings, hours, and fees before submitting any payments and completing the enrollment form for a student permit.

The school requires that each student enrolling in the Class A 1000-hour or Crossover 300-hour Course must:

- A. Be at least 17 years old at the time of enrollment; and
- B. Have a high school diploma, or its equivalent, as evidenced by any of the items on the following non-exhaustive list: copy of high school transcript showing high school completion, a GED, a state certification of home school completion, a certificate from a state-authorized high school equivalency examination showing a passing score, an academic transcript showing successful completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree, or a certificate of attainment (only applicable to non-Title IV recipients); or
- C. Have evidence that 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 to confirm the academic equivalence to a U.S. high school diploma; or
- D. **SECONDARY STUDENTS ONLY:** Obtain written permission from the secondary school in which student is enrolled and successfully complete a pre- enrollment evaluation, as established by the institution. Note: No more than 10% of the number of students enrolled can be secondary students.

Each student must also provide:

- A. A valid copy of his/her driver's license or government issued photo ID (including passports). Secondary students with no ID may submit a valid birth certificate;
- B. A copy of current social security card;
- C. Proof of education from the list in item (B) above, or written permission as listed in item (D) above;
- D. Valid cosmetology license - Crossover only
- E. Signed Notice of Potential Ineligibility (provided by the school)

Once the student has completed orientation and signed the enrollment agreement, the registration fee (\$75), the permit fee (\$25), and kit fee (amount based on course of enrollment) will be due. For

Bladesmith Barber College reserves the right to change, modify, update, or alter this handbook at any time

students utilizing the payment plan, the tuition deposit (amount based on course of enrollment) will also be due.

At this time, Bladesmith Barber College is not accepting Ability to Benefit applications, nor are we in a training agreement with any other agency.

CREDIT FOR PREVIOUS TRAINING

Transfer students must provide their state permit number and their hours must be released from their previous school. Transfer students are not required to pay a permit fee. Bladesmith may accept up to 500 transfer hours for the Class A 1000 program, and up to 150 transfer hours for the Crossover program. A prospect hoping to transfer an amount of hours beyond the maximum amount allowed will be considered on a case-by-case basis. If a student has recognized transfer hours from another school, he/she will be charged a prorated portion of the program tuition. This prorated amount will be calculated by dividing the total amount of hours the student needs for licensure by the total amount of hours for the full program. This resulting amount of hours will then be multiplied by the cost of tuition per hour at the time of enrollment.

RE-ENTRY / RE-ENROLLMENT POLICY

All students who withdraw may re-enter into the program without the loss of credit program hours provided it is within four (4) years from the date of their withdrawal. All student records are kept only for four (4) years and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify the student was in a good standing with a tuition account paid up to the last date of attendance before the student is accepted for re-enrollment. A re-enrollment fee of \$150 will be charged if re-enrollment will occur more than 180 days after withdrawal or termination. ***Note:** If tuition has increased when a student wishes to re-enroll, the new tuition balance will reflect those changes unless the reenrollment occurs within two (2) months of the withdrawal date.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

Students may transfer from Bladesmith Barber College at any time. Hours earned will be released within ten (10) days of written notification by a student of his/her desire to transfer. Notification **MUST** be received in writing. Bladesmith Barber College has not entered into an articulation or transfer agreement with any other college or university.

DISCLOSURE STATEMENT REGARDING CRIMINAL PLEA/CONVICTION

The Texas Department of Licensing and Regulation will accept applications from applicants who wish to have their criminal history/convictions reviewed prior to beginning school. Please see the Department's website at www.tdlr.texas.gov for information regarding this disclosure. All students, regardless of criminal history, will review and sign a Potential Ineligibility form before completing an application for student permit. Bladesmith strongly recommends students complete the criminal history evaluation and questionnaire forms with TDLR PRIOR to enrolling in a program.

Bladesmith Barber College reserves the right to change, modify, update, or alter this handbook at any time

ORIENTATION CLASS

Orientation classes are held at the time of enrollment in the office. If multiple students attend orientation at once, it will be held in the classroom. All new students, transfers and re-enrollment students are required to attend orientation. In order to attend orientation, each student must have submitted an appointment request and have received an appointment confirmation from the Administrator.

At orientation, the Student Handbook will be reviewed along with other documents requiring student acknowledgement/signature. Orientation can last anywhere from 45 minutes to 2 hours, depending on how many students are attending. Students will receive theory hours for orientation.

FIRST DAY OF CLASS

The first day of class will begin no sooner than 7 (seven) business days following payment of tuition and fees, with the exception of transfer or reentry students. A student may not earn practical hours until the student kit has been received. Kits are ordered 3 (three) business days after payment is received. After kits and other supplies are disbursed, students will be required to adhere to the uniform policy. Bladesmith operates under an open enrollment schedule, with the exception of the month of December, when no new classes will begin. The first day will be the first Monday of each month, unless otherwise noted during enrollment.

BOOKS/TOOLS/UNIFORM

Students will be given an instructional kit, required books, and a smock. The school is not responsible for a student's equipment, books, or smock in the event the items are lost, damaged or stolen.

Students must learn to be responsible for the tools of their trade.

Students may wear appropriate clothing consisting of pants or jeans, shorts, t-shirts, blouses, or collar shirts. Any shorts must be between mid-thigh and the knee in length. Jeans should not have oversized holes. Holes above mid-thigh are not permitted. No students will be permitted into class if they are sagging. Pants will be considered sagging if they are worn below the waistline. Any student out of dress code may be asked to leave and return when in dress code. A smock must be worn when clocked in.

EMPLOYMENT ASSISTANCE

Bladesmith Barber College will not make any guarantees of employment or salary upon graduation. However, the school will provide students with placement assistance by identifying employment opportunities, posting job openings and career opportunities on the job board, advising students of appropriate strategies to locate employment opportunities, and by providing lessons on business management and professionalism.

TUITION/FEE POLICY

<u>PROGRAM</u>	<u>CLOCK HOURS</u>	<u>TUITION</u>	<u>KIT</u>	<u>PERMIT FEE</u>	<u>REGISTRATION FEE</u>
Class A Barber	1000	\$10,240	\$1,012	\$25	\$75
Crossover	300	\$3,240	\$736	\$25	\$75

Once a prospective student has decided upon a course of study, has completed the pre-enrollment form or interest form, and orientation, the student may submit the application for a student permit. At the time of enrollment, the student will be required to pay the \$25 permit fee, the \$75 registration fee, and a down-payment/kit fee of \$3452 (Class A 1000 hr Barber course) or \$1876 (Crossover 300 hr course).

The remaining tuition balance will be paid out over the next 14 months for Class A Barber students, 5 months for Crossover students. At this time, Bladesmith does not charge an application fee.

Please note payments will begin on the 15th or 30th of the month **following enrollment. This may cause a final payment to be due after program hours have been completed, or students may cover the balance on/before hours are complete. An attempt will be made to achieve a zero balance before the completion of program hours.

**Bladesmith Barber College offers a tuition discount of 5% for active or retired military enrollees with a valid military ID. The discount applies to children of military veterans or active military as well. The discount is taken off of the tuition deposit.

CLASS A BARBER, 1000 HOURS:

Months 1-13 = \$564/month; Month 14 = \$568

Per TDLR, Class A Barber program cannot be completed in less than 6 months

CROSSOVER, 300 HOURS:

Months 1-5 = \$440/month

Per TDLR, Crossover 300-hour program cannot be completed in less than 9 weeks

Scholarship Policy

Students with private scholarships must ensure the scholarship covers the costs in full. If the scholarship covers only a portion of tuition and fees, the student is responsible for the remaining balance. Any payments due from the student must be paid prior to beginning class or according to a payment arrangement made at the time of enrollment.

Bladesmith Barber College may offer full or partial scholarships for the price of tuition only, on a case-by-case basis. Scholarship applicants must meet admission requirements, submit an application, and have a financial need. The Head Instructor and the Administrator will determine whether or not a scholarship will be awarded. Scholarship recipients are bound by the same policy and procedure as all other students. Scholarships may not cover max time frame charges, should they occur.

Bladesmith Barber College reserves the right to change, modify, update, or alter this handbook at any time

**** Bladesmith Barber College reserves the right to modify, alter, or update the tuition at any time. Changes will not impact current students, and will be reflected in an updated version of this document. ****

* If students wish to prepay, there is no penalty.

*The total cost of tuition for students enrolling with transfer hours that have been verified and accepted according to policy will be calculated based on the school's program costs and hours needed toward the students program. **Tuition does not include any additional fees.** A waiver will be granted for students who have a kit comparable to kit requirements at Bladesmith Barber College. Items will receive a waiver on a per item basis.

*Tuition costs include the cost of books, barber smock, and instructional materials necessary for training. All books, kits, and student smocks become the property of the student in the event of cancellation or termination of enrollment. **Tuition, permit, and registration fees do NOT include license or testing fees.**

****PLEASE NOTE THAT ALL FEES AND THE COST OF KIT ARE NON-REFUNDABLE, WITH THE EXCEPTION OF CIRCUMSTANCES OUTLINED IN REFUND AND TERMINATION POLICIES. PERMIT AND REGISTRATION FEES ARE NOT REFUNDABLE AT ANY TIME****

The student agrees to pay the above stated tuition and fees even if hours are completed before tuition is paid in full. In the event a student's tuition is being paid through an approved agency, the school will credit the student's account as payments are dispersed according to the agency's rules and regulations. If the approved agency payments are less than the total expenses, the student will be responsible for the difference. The difference may be paid in monthly installments. In the event a student account becomes delinquent, Bladesmith Barber College reserves the right to refer the account to a collection agency.

Students must complete the clock hour requirements of their program with the cumulative grade point average of 71% or better, pass the mock practical, and pay all tuition and fees in order to receive a certificate at the time of graduation. The certificate signifies that you have successfully completed the program.

Students agree to maintain regular attendance at the institution during the period of training and abide by the school's rules contained in the handbook.

The student agrees that, if for any reason, he/she cannot continue the course of study, he/she will discuss the matter with an official of the school, at which time the school agrees to issue the student a written release, provided the student has complied with the schools refund and cancellation policies as stated below the agreement.

Bladesmith Barber College reserves the right to change, modify, update, or alter this handbook at any time

Refund and Termination Policy

In the event a student withdraws, is terminated, or a course of study is canceled, the following refund policy shall apply:

If a student cancels within 3 business days of signing the enrollment agreement, all monies paid, less the \$25 permit fee and \$75 registration fee, will be refunded. This policy applies regardless of whether or not the student has started training. In the case of an official cancellation or withdrawal, the cancellation date will be determined by the postmark in the written notification or the date such information is delivered to the school administration in writing (email).

For students who cancel after 3 business days, but before beginning classes, a refund of all monies paid shall be given, MINUS \$75 registration fee, \$25 permit fee, and the cost of kit, smock, and supplies. The student shall take possession of the kit, smock, and supplies.

For students who enroll and begin classes, the following schedule of tuition adjustments is authorized:

Percentage of enrollment Time to Total Time Of Course	Amount of Total Tuition School Shall Receive or Retain
.01% to 10%	10% to be retained or received
10.01% to 10.5%	20% to be retained or received
10.51% to 25%	25% to be retained or received
25.01% to 50%	50% to be retained or received
50.01% and over	100% to be retained or received

Any monies due to the applicant shall be refunded within 30 days of formal cancellation by the student, or by formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance. In case of a leave of absence, the date of withdrawal is the earlier of the date of expiration of the leave of absence or the date the student notifies the school that the student will not return. If the school is permanently closed and no longer offers instruction after the student enrolled, the student shall be entitled to a prorated refund of tuition. In the case of illness, disabling accident, death or circumstances beyond the control of the student, the school will make a settlement that is reasonable to all concerned parties.

If a course is canceled by TDLR subsequent to a student's enrollment, the school shall, at its option, provide a full refund of all monies paid.

NOTE: Students receiving assistance from other agencies will have monies reimbursed to those agencies accordingly.

Bladesmith Barber College reserves the right to change, modify, update, or alter this handbook at any time

SCHEDULE OF PAYMENT

Students are expected to submit payments on time. Payment plans are available, and are listed under the Tuition and Fee Schedule section of this handbook. Full payment of all school charges is a graduation requirement. If a student has difficulty making monthly payments, he/she is encouraged to speak to the administrator immediately.

After the initial deposit has been made, a student shall begin submitting monthly payments on the 15th or 30th of the next month as outlined in the student's contract. Remaining payments will be made on the same day each month thereafter, until paid in full.

EXTRA INSTRUCTION TIME CHARGES

(VA is not allowed to cover Extra Instructional Time Charges) Students are expected to complete their training within the maximum time allowed as specified in his/her Enrollment Agreement. If a student exceeds the time frame outlined in the Agreement, an extra time charge is required for the balance of hours required and/or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour and a new completion date will be determined. The current rate is \$12.00 per hour. This extra instruction time process will continue until the student has completed the course. Example: If a student needs 100 hours to complete an enrolled course by the date on the enrollment agreement, the student will be charged \$12.00 x 100 hours (\$1200) to complete the course. At that time a new completion date to complete will be granted and recorded on the enrollment agreement. Make-up work does not apply to our courses because our courses require a set number of hours to be completed before graduation.

FEE/PAYMENT OPTIONS

Payments can be made via cashier's check, money order, CASH APP (BladesmithBC), or cash. Cashier's Checks/Money Orders should be made payable to Bladesmith Denton. Write your name and student permit number on the cashier's check/money order. Submit in person or by mail to: Bladesmith Barber College 1100 Dallas Drive, Suite 116 Denton, TX 76205. NO PERSONAL CHECKS WILL BE ACCEPTED. There is no prepayment penalty.

CASH PAYMENTS

Cash payments may be paid in the Admissions office in person only. Do not send cash in the mail.

THIRD PARTY PAYMENTS

Bladesmith Barber College is an approved vendor with the Texas Workforce Commission -VR program. If your tuition is going to be paid by a Third Party (i.e. Dept. of Rehabilitation, Scholarship, etc.), please submit your paperwork to the Admissions Office at least 48 hours prior to enrolling.

NON-PAYMENT DROP AND LATE FEE SCHEDULE

Students who do not have their accounts paid according to their individual contracts are subject to late fees after the seventh (7th) business day. A late fee of \$10 will be added to the balance if paid on the (8th) business day following the contracted due date. A \$5 fee will be added each business day thereafter until the fourteenth (14th) day following the grace period. If the account is not brought

Bladesmith Barber College reserves the right to change, modify, update, or alter this handbook at any time

current fourteen (14) business days following the grace period, it will result in a student being suspended from the program. If the account is not brought current by the payment due date of the following month, including payments due that month, the student shall be dropped.

GROUND FOR TERMINATION

The school reserves the right to terminate a student for the following: Failure to make contracted monthly payment amount after the allotted time period, failure to return from a Leave of Absence, course cancellation, Breach of School Standards or Policies.

ATTENDANCE POLICY

Your commitment to your agreed upon schedule is vital to your success in our barber school. We take our attendance policy seriously by enforcing the policy daily. Each student is asked to commit to a schedule (full or part time) within one week of signing the enrollment agreement. The schedule will create the student a completion date on the contract. Good attendance will ensure graduation by the completion date. An 87% attendance rate is required.

ABSENCE POLICY

1. Student success is directly related to student attendance.
2. Students must notify the school before their scheduled start time if they will be absent.
3. Be prepared to provide a medical excuse signed by a doctor if absences persist and/or for absences to be excused.
4. Excessive unexcused absences may result in termination of enrollment as per the Instructor's discretion.

TARDY POLICY

Students must call the school to report a tardy. A student is tardy if he/or she is not clocked in by 9:15 a.m. (morning) and 4:45 p.m. (evening). Excessive tardiness may result in a one-day suspension. Excessive tardiness puts a student at risk of going over his/her maximum time frame.

SUSPENSIONS

Two suspensions during the course may result in termination at the instructor's discretion.

TERMINATIONS/WITHDRAWALS FOR ABSENCES

Any student absent 30 consecutive calendar days without notifying the Admissions Office will result in termination.

CHANGE IN SCHEDULE

You may request to change your schedule to an alternate schedule, where applicable, during your course. All schedule changes must be submitted in writing to the admissions office the week before the new schedule starts. All schedule changes must be approved by the Administrator. Once your schedule change is approved, the new schedule will start on the following Monday.

9:15 a.m./4:45 p.m. CLOCK – IN

All students must be clocked in by 9:15 a.m. Students arriving after 9:15 a.m./4:45 p.m. will not be allowed to clock in until 10:15 a.m./5:40 p.m. NO EXCEPTIONS (Unless previously discussed with Administrator or the Instructor, or in the event of an emergency).

SICK/PERSONAL TIME OFF

Two (2) days (or the equivalent number of hours based on full or part-time enrollment) of personal time off, and two (2) days of sick time off is included in the contracted hours for programs of up to 500

Bladesmith Barber College reserves the right to change, modify, update, or alter this handbook at any time

hours. For all other programs, three (3) days of personal time and three (3) days of sick time are included. Time off may also be allotted for grievances, such as death or disability of family members. Time allotted for grievances will be given on a case-by-case basis.

COVID: Any time off due to a student who has a **documented** covid positive test result will be added to the maximum time frame. Documentation may be in the form of an email or text copy of the positive results from a reputable testing site or reputable home test kit (ex Binax Now). A negative test result **must** be obtained and documented or the student **must** be symptom-free without medicine for at least five (5) consecutive days prior to the student's return. Any student who has been exposed to a covid positive person must not return to school for at least two (2) days and receive a negative covid test result prior to returning to class. If an exposed student develops symptoms, the student should test immediately, then again 48 hours after the first test. If the result is negative, the student shall submit the result and return to class. Please do not take a Covid test prior to two (2) days **following** exposure, unless experiencing symptoms, under which conditions you may test as soon as symptoms appear. Hours may be obtained online during this time for eligible students. A mask must be worn for three (3) days upon return to class.

NOTIFICATION OF TIME OFF

If a student knows in advance that they will need SICK/LATE/PERSONAL TIME OFF, an email must be submitted to enrollment@bladesmithbarbercollege.com and received by the school administration. The notification of time off must be less than or equal to the amount of calendar days allotted for each program in order to be taken from the students' available sick/personal time off. Notifying the Instructor does not satisfy this requirement.

LEAVING EARLY POLICY

If a student wishes to leave early, the student **MUST** let the instructor know. Note: Any time missed outside of allotted hours may put a student at risk of exceeding the max time frame.

EXTENDED LUNCHES

If a student needs to take an extended lunch, he/she must notify the instructor or administrator.

MAKE UP HOUR POLICY

If a student wants to stay longer than their daily scheduled time or to attend a different class schedule to make-up hours, it must be approved with the instructor.

MISSING STUDENTS

If a student is clocked in and cannot be found during a period of time (20 minutes) more than three times, they will not get credit for any hours on that day from that point on.

CLOCK HOUR POLICY

Each student **MUST** clock themselves in/out daily using the Uattend time clock located at the front desk. Students are required to be clocked in for school promptly at the start of the scheduled day. All governing agencies will only recognize time if the student is engaged in a learning environment. A learning environment is defined on our school campus as engaged in barber related education while on campus. A student must clock "IN" when entering and "OUT" when leaving the school's campus, for any reason. After clocking in, you are required to maintain applied effort in education and refrain from personal grooming, leaving the building (unless you clock out), or engaging in other activities not related to your training. Each student **MUST** clock out when taking a lunch break. A thirty (30) minute - 1 (hour) lunch break **may** be taken when a student attends a **5-hour or more** class day. For students attending less than 5 hours, a lunch break is optional. Lunch breaks are taken between 11:30 a.m. –1:30 p.m. Once theory classes have begun, no one will be allowed to enter the theory classroom until the break. School staff **will NOT** adjust time for students who fail to clock in or out (or sign-in/out in case of a system failure) after the third occurrence, except for cases of emergencies. It is the student's responsibility to adhere to the clock hour policy. Violation of this could result in suspension or missed hours. **PLEASE BE SURE TO CLOCK IN/OUT WHEN ENTERING OR EXITING THE SCHOOL. IF THERE IS A SYSTEM FAILURE, YOU MUST SIGN AND DATE THE PROVIDED PAPER SIGN IN SHEET. THIS IS HOW YOUR HOURS WILL BE RECORDED. FAILURE TO DO SO WILL RESULT IN LOSS OF HOURS.**

DISTANCE EDUCATION- Class A 1000 Hour Students ONLY (VA funded students may not clock online hours)

Distance education is not live. It is access to the book and assessments via an online portal. Students enrolled in the Class A Barber 1000hr course may complete up to 250 hours online, per TDLR. The instructor may assign online assessments and readings in conjunction with in-person training for make-up hours and additional training only. No practical work is offered online. **PM Class A** students are **required** to clock 5 online hours per week.

To participate in distance learning, review and acknowledge the following policies:

Technology Requirements:

- A desktop computer, tablet or laptop (optional add: with a camera and a microphone) with the latest version of Google Chrome, Firefox, Safari or Microsoft Edge browser.
- Reliable, high-speed Wi-Fi or wired broadband internet access with a connection speed of at least 15 mb/s (for cellular data, 4G LTE/5G is required).

Student Behavior Requirements:

- Adhere to our code of conduct and exercise good time management skills
- You **MUST manually log out** of CIMA for your hours to be properly recorded, do not just close your browser
- Work within one tab while inside of CIMA
- Do not log into your CIMA Course and your CIMA mobile app at the same time
- Refrain from installing ad blockers, privacy browser extensions or other programs or configurations that might interfere with accurate time tracking

Online Hours Calculations:

- **PM students:** You may earn a maximum of 10 hours per week for an approximate total of 43 hours per month until you reach the maximum allowable hours (250 max).
- **AM students:** You may earn a maximum of 9.5 hours per week for an approximate total of 41 hours per month until you reach the maximum allowable hours (250 max).
- We will pull hours reports from CIMA during the first week of every month for the prior month (the 1st of the prior month at 12:00 am - the end of the same month at 11:59 pm)

User Abuse per Cima

Per guidelines, distance learning hours must be documented with an accurate log of all activity comprised of regular and substantive interaction. Should student behavior result in excessive time recorded for an individual activity, that activity will be excluded from total hours earned.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems that make it difficult to attend class. The school may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. Covered circumstances include a death in the family, personal and/or family medical issues, vacation, or other mitigating circumstances. The student must submit a written request for leave of absence in advance unless unforeseen circumstances prevent the student from doing so. In such cases, students must submit the request within 3 days of leaving and the institution. Under such circumstances, the first date of the approved LOA is the first date the student was unable to attend. The request must include the reason for the student's request, the dates of the requested LOA, supporting documentation verifying the reason for the request, and the student's signature. Each leave of absence request will be considered on an individual basis and may be granted to a student at the discretion of the school. The student will not be charged any additional school charges as a result of the approved LOA. Students may be granted one leave in a twelve-month period, for a minimum of two (2) weeks. Additional LOA requests by the same student will be reviewed and/or granted on a case by case basis. The total time for Leave of Absence may not exceed 180 calendar days in one twelve (12) month period. Do not request a LOA unless you absolutely need one. Students returning from a LOA will be returned to the academic progress standing they held prior to the start of the leave. Students who fail to return from a LOA on the approved date of return will be considered dismissed as of the last class day of attendance prior to the start of the leave. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. With an approved LOA, the student's contract period will be extended by the same number of days taken in the LOA. An addendum to this change will be signed and dated by all parties.

CALENDAR/HOLIDAYS

Bladesmith Barber College is closed on Saturdays and Sundays, and the following holidays:

New Year's Day-January 1st

Martin Luther King, Jr Day

Good Friday (April)

Memorial Day

Juneteenth (June 19th) If a Sunday, the following Monday will be observed.

4th of July

Labor Day

Indigenous People Day

Thanksgiving- Closed the day before, the day of, and the day after Thanksgiving

Christmas- Closed Christmas Eve, Christmas day, and the following day

Days of all religious beliefs are respected and allowed

In the event the school is closed for personal time or emergencies, students are encouraged to complete theory hours via the school's distance learning curriculum, where available. Students will be informed two (2) weeks prior to school closing for any personal time. In cases of emergencies, students will be notified as soon as the situation allows, and will NOT be penalized for the lost hours.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

Theory work is tested on all chapters of the textbook. Practical work, when graded, is graded as each service is completed. An instructor will notify you immediately if the service resulted in failing work.

GRADING SYSTEM

Students are evaluated on a regular basis on theory (exams and quizzes) and practical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a minimum of "C" (71%) cumulative grade average or practical evaluation to maintain satisfactory academic progress status.

Exams = 40%

Quizzes = 25%

Practical = 35%

Students are evaluated to determine Satisfactory Academic Progress at the completion of the following evaluation periods based on an academic year of 900 clock hours to be completed in 28 academic weeks:

<u>Class A Barber 1000 Hour</u> -	450 scheduled hours and 14 weeks
	900 scheduled hours and 28 weeks

<u>Cosmetology to Class A Barber 300 Hour</u> -	150 scheduled hours and 7 weeks
	300 scheduled hours and 14 weeks

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 87% of the hours possible based on the applicable attendance schedule in order 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 87% 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

Students must complete the educational program within the maximum time frame to avoid additional charges. Maximum time frame is not the same as the expected graduation date. Note: Times are approximate and include student and instructor vacation/sick day allotments as well as school observed holidays. 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:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Class A (Full time, M-F, 32.5 hrs/wk) - 1000 Hours	35 Weeks	1150
Class A (Part time, M-Th, 21 hrs/wk) – 1000 Hours	55 Weeks	1150
Crossover (Full time, M-F, 22.5 hrs/wk) – 300 Hours	16 Weeks	345
Crossover (Part time A, M-W, 16.5 hrs/wk) – 300 Hours	22 Weeks	345
Crossover (Part time B, Th-F, 13 hrs/wk) – 300 Hours	27 Weeks	345
Crossover (PM Part time C, M-Th, 16 hrs/wk) – 300 Hours	22 Weeks	345

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 28 academic weeks.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 87% of the scheduled contracted hours.

Students who have not completed the course within the maximum time frame will be terminated. Such students will be able to re-enroll and continue on a cash pay basis under an updated contract with a new time frame to complete the remaining hours. Remaining hours are billed at a per hour rate of \$12, and are payable prior to completing the course either in full or according to the new attendance schedule. If maximum time frame charges are not paid within ten business days of signing the updated contract, the student will be terminated from the program.

Per Texas Department of Licensing and Regulation, the Class A 1000 hour course may not be completed in less than six (6) months. The Crossover 300 hour program may not be completed in less than nine (9) weeks.

EXCEEDING MAX TIME FRAME:

Students who exceed the maximum time frame may be charged an additional fee of \$12 per hour remaining. If a student is at risk of exceeding the maximum time allowed for completing his/her program, the administrator will set up a meeting to determine the next best course of action, or to inform the student if extra time fees will be required to finish the program.

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

Bladesmith Barber College reserves the right to change, modify, update, or alter this handbook at any time

assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). 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 71% and pass a FINAL written and practical exam prior to graduation. Students must make-up failed or missed tests and incomplete assignments. Make-up assignments are scheduled with the instructor. Numerical grades are considered according to the following scale:

91% - 100% Excellent (A)

90% - 81% Very Good (B)

80% - 71% Satisfactory (C)

Below 71% - Unsatisfactory (D)

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. If requirements are not met, students will be determined not satisfactory and placed in warning status, until the next evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed 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 be considered not making satisfactory academic progress, and may be subject to termination.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress by prevailing upon appeal, meeting minimum attendance and academic requirements, and adhering to recommendations by the next evaluation period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence or grievance, 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.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten 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 describing why they failed to meet satisfactory academic progress standards, along 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, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

GRADUATION REQUIREMENTS

When a student has completed the required theory and practical hours for his/her program of enrollment with an average of 71% or better, has successfully completed practical instruction as determined by the Instructor, and has fulfilled all of his/her financial obligations, the student will be awarded a certificate certifying his/her graduation. Students will be assisted in completing the necessary applications to file for the appropriate licensing exam once payments are made in full.

DETERMINATION OF WITHDRAWAL

Bladesmith Barber College will determine a student's withdrawal as per the following: 1) a student who did not return from an approved Leave of Absence; 2) those who were terminated from enrollment by the school due to breach of standards and/or policies; 3) those who withdrew from the program and notified the school; 4) those who fail to attend classes for 30 calendar days.

BASIC LICENSING REQUIREMENTS

To be eligible for a Class A Barber License, the applicant must complete the required hours for the enrolled course, submit the completed application to PSI testing services; and pay the required fee. A barber license will be granted by the State of Texas only after the student has successfully completed the Barbering course as described above, passed the State's required written and practical exams with an overall score of 70% or higher, and submitted the required application and fees.

CURRICULUM OUTLINE

CLASS A BARBER 1000HR/CROSSOVER 300HR COURSE BASIC OUTLINE

Course Description:	Complete study of all areas of barbering and its related sciences
Textbooks:	Milady's Standard Barbering Textbook, Student Workbook for Milady Standard Barbering
Objectives:	<ol style="list-style-type: none"> 1. To provide the students with knowledge of the sciences and skills to pass exams necessary to become skilled, licensed Barbers. 2. To provide the students with hands-on training and job-related skills necessary to succeed in the barbering industry.
Format:	Theory (lectures and discussion); Practical (demonstrations and hands-on practices) Some theory hours will be assigned online.
Evaluation:	The student is evaluated daily throughout the course. Weekly quizzes and exams are given to help maintain the knowledge to ensure much success on the clinic floor and in the classroom. Practical applications will also be evaluated. Attendance will be evaluated at the end of each evaluation period.

Class A Barber 1000 hours

Theory= 250 hours; Practical instruction= 750 hours

<u>Theory topics</u> : anatomy and physiology; disorders of the skin, scalp, hair and nails; chemistry (hair coloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation; safety, first aid, and sanitation; barber implements, tools, equipment and related theory; and history of barbering	150 hrs
<u>Practical applications</u> : shaving; mustaches and beards; haircutting; hairstyling; hair and scalp treatments, scalp massage; safety, first aid, and sanitation; hair weaving, extensions, and wigs; face and neck massage and treatments; facial hair removal; manicuring; chemistry (hair coloring, chemical waving, and relaxing); and razor techniques, safety, first aid, and sanitation	750 hrs
<u>Business basics</u> : Texas barber laws and rules; customer service; barbershop management; professional ethics and image; safety, sanitation, related practices and theory; and hygiene and good grooming	100 hrs
	TOTAL 1,000

Crossover 300 hours

Theory= 25 hours; Practical instruction= 275 hours

Theory topics:

25 hrs

History of Barbering; Barber Laws and Rules Review; Implements, Honing, and Stropping; Shaving; Men's Haircutting and tapering; Beard and Mustache Trimming and Design; Hair color Review; Permanent Waving and Relaxing Review; Manicuring and Nail Care Review; Facial Treatments and Skin Care Review; Anatomy and Physiology Review; Blow-dry Styling Review; Shampooing and Conditioning Review

Practical Applications:

275 hrs

Men's Haircutting and tapering; Shaving, Mustache and Beard Trimming; Hair coloring; Permanent Waving and Relaxing; Facial Treatments; Shampooing and Conditioning and Blow-dry Styling; Manicuring

Total: 300 hrs

*Theory for the morning class is held Monday through Friday from 9:15 AM-10:30 AM. Practical instruction is scheduled immediately following the conclusion of morning theory.

*Theory for the evening class is held Monday - Thursday from 7:15 PM-8:30 PM. Additional hours will be required via the online course for Class A 1000 students only. Unless specifically assigned, Class A 1000 students may obtain online hours at their convenience, as long as at least 5 hours are obtained each week.

*The first two weeks of each new class will be theory only.

*Courses are taught by licensed Barbers.

MAKE-UP WORK

If any assignments, including practical work, are missed, it is the responsibility of the student to request a make-up date with the instructor within one week of missing the assignment. In cases of excused absences, the student will have one week after returning to complete make-up work. Make-up work will be assigned by the instructor to be completed online. This does not apply in cases of approved LOA absences, or other excused absences. In the case of an approved LOA, assignments are not considered late, and the student will pick up where he/she left off.

ACCESS TO STUDENTS FILES

It is the policy of Bladesmith Barber College to guarantee each student access to that student's record. A student can request access to his/her files during business hours or by appointment. To request an appointment, please call or email the school administrator. The school's policy requires written consent, each time, from the student and parents or guardians of dependent minors before releasing any student information in response to a third-party request, other than a request by TDLR, unless otherwise required by law. The school provides access to student and other school records as required for any accreditation process. For current students enrolled, the files will be made available within 24-48 hours. For graduated and withdrawn students, please specify the year of graduation or last date attended, and the files will be made available within 10 business days. Please note that the FERPA act (detailed below) will apply to both cases. It is the policy of Bladesmith Barber College to retain all student records for 5 years, and transcripts are kept permanently. The records are the property of Bladesmith Barber College and will be kept in the administrator's office or digitally.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY POLICY

Bladesmith Barber College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 Buckley Amendment, Public Law 93-380, Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and/or review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should complete a record request form and forward it to the school and allow up to 10 business days for processing. Records request forms can be obtained at school. Written consent is required before education records may be disclosed to the third party. Students are not entitled to inspect the financial records of their parents. A college official must be in the office at all times during the examination of the student's files. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Bladesmith Barber College reserves the right to change, modify, update, or alter this handbook at any time

STUDENT GRIEVANCE POLICY

STUDENT GRIEVANCE POLICY

Bladesmith Barber College has an established procedure for addressing student grievances. Bladesmith Barber College will attempt to resolve any student grievance that is not frivolous or without merit. A copy of the grievance form is available at the school or may be obtained by contacting the school's instructor or administrator. Students may, at any time during school hours, approach a member of the staff with his/her concerns. All formal grievances must be submitted to the administrator in writing and signed by the student. Anonymously signed forms will not be accepted. All grievances, regardless of the nature, will be given to the owner and/or administrator and reviewed. The owner and/or administrator will evaluate the grievance and set an appointment with the person within 5 business days from the receipt of the form. Involved parties will be interviewed, as necessary, to reach an amicable resolution. An informal hearing may also be held in situations where such a response is required. If the grievance is an emergency, it will be addressed within 24 hours. Any grievance that cannot be resolved with the personnel of the institution should be directed to: Texas Department of Licensing and Regulation- Texas Department of Licensing and Regulation P.O. Box 12157 Austin, Texas 78711 Phone: 512-463-6599 Toll Free (In Texas) (800) 803-9202 www.tdlr.texas.gov

All grievance forms filed with the school will be maintained in the student's records. The school would appreciate the opportunity to adequately address the student's concerns before the student contacts TDLR. If the student feels that the school has not addressed a grievance adequately, they may consider contacting the Texas Department of Licensing and Regulation. A student or any member of the public may file a complaint about this institution with the Texas Department of Licensing and Regulation by calling (800) 803-9202 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website www.tdlr.texas.gov

QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Texas Department of Licensing and Regulation using the contact information above.

***Note: This is not a Title IX Grievance Policy*

STUDENT CONDUCT/SCHOOL RULES AND REGULATIONS

CONTROLLED SUBSTANCE POLICY: ALCOHOL AND DRUG ABUSE NOTICE TO ALL EMPLOYEES AND STUDENTS

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, solicitation or use of a controlled substance or alcohol within the premises of the College is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or college program.

DRESS CODE

Students are required to arrive at school each day in accordance with the approved dress code (pants, jeans, shorts-at or below mid thigh, blouses, t-shirts, collar shirts), and must wear a smock. Bottoms should not have holes or frays above pocket/mid-thigh level. (Destroyed denim is fine as long as holes are not above pocket or mid-thigh level). Shirts must cover the entire midsection. Bottoms must be pulled all the way up. Shoes must be closed-toe with a low heel. A work type shoe is recommended. Students must arrive at school appropriately groomed. Violation of Dress Code Policy will result in the student being sent home to correct his/her attire. If the student is sent home, the student will be required to clock out.

CONDUCT POLICY

The school requires that a student conduct himself/herself in a courteous manner at all times. Refusal to conduct themselves in an orderly and considerate manner and comply with all rules and regulations of the school will be sufficient cause for suspension or termination. Our rules for student conduct are put in place to foster our expectation of a professional atmosphere. Failure to adhere to the Standards of Conduct could result in suspension or termination.

1. Students are to refrain from using profanity, hate speech, or any other form of speech, written or verbal, that is offensive to others both verbally and written.
2. Students must not engage in sexual behaviors or use sexual jargon on and around school premises. Physical or verbal sexual harassment are prohibited and will result in termination.
3. All forms of assault and vandalism are prohibited. There will be no physical fights, no verbal threats or provocations allowed. As aspiring professionals, we will all be expected to handle differences in a mature manner.
 - a. We prefer any simple conflicts be handled amongst each other. In situations where a reasonable, respectful, resolution cannot be met, please see the administrator.
4. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language or conversations, causes discord or discriminates.
5. Students may NOT wear smock outside of school, nor post unauthorized photos of the school or school materials on any platform.
6. The school will not tolerate the use of or solicitation of alcohol or drugs at any time. No student will be allowed to attend school that is under the influence of drugs and/or alcohol, and no drugs/alcohol is permitted to be brought on or around school premises.
7. This school is a weapon free zone. Keep any weapons in your vehicles.

Bladesmith Barber College reserves the right to change, modify, update, or alter this handbook at any time

SCHOOL RULES AND REGULATIONS

All students receive a copy of the Rules and Regulations in the school catalog prior to signing the school's Enrollment Agreement. All School Rules and Regulations are reviewed in Orientation. Failure to comply with school rules and regulations may result in a student's suspension or termination.

1. Students must comply with all school policies, rules and regulations as stated in this handbook. Please note that Bladesmith Barber College will always refer to our school's handbook during the student's enrollment. It is each student's responsibility to be familiar with each section in the school handbook. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated and can result in suspension or termination/expulsion.
2. A student must attend school for at least the minimum number of hours per week required for the program in which he/she enrolled.
3. Students are responsible for their own student records (tests, make-up tests, hours, etc.) If there is a discrepancy in a student's record, please notify the office immediately. Notify the office immediately of any address, email, or telephone change.
4. In case of illness or emergency on any school day, the student must call the school staff and report his/her absence within one day of his/her scheduled arrival time.
5. Students **must** sign off on each client serviced as required in the curriculum. All work must be checked by an instructor unless advised otherwise. Signatures for services must be neat and clear, using the student's name as written on the student permit.
6. Our facility is a Non-Smoking facility. Smoking is not permitted within the building or within 25 feet of the building. Any smoking must be done on student's breaks or lunch time away from the building. This includes all forms of smoking (chewing tobacco, vaping, etc.)
7. No visitors are allowed to disrupt the learning process. If you receive a visitor, please inform them of this policy.
8. Students are not permitted to use cell phones while working on a patron, and may not leave a patron to answer the phone. All cell phones are to be kept on vibrate while clocked in school. In case of emergency, you may give your family the school phone number. If you determine a phone call is an emergency, excuse yourself from the client or the classroom and take your emergency phone call outside (clock out) or in the break room. *This does not include cell phone use authorized by the Instructor.
9. Rigid adherence to the rules of sanitation and disinfection and personal hygiene are required at all times. Students must keep their work stations clean and in sanitary condition at all times. A minimum of ½ hour of sanitation duties must be completed by each student daily. All kits must be in a sanitized condition at the end of each day. All work stations and common areas will be inspected weekly. If a student does not pass a sanitation inspection on the workstation, they will be in jeopardy of losing their privilege to work at a station. Continued violation of sanitation rules will result in limited practical floor services.
10. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all services assigned to them. Failure to take a patron is grounds for disciplinary action.

Bladesmith Barber College reserves the right to change, modify, update, or alter this handbook at any time

11. No student may leave a patron while doing a service, except in an emergency and/or when excused by an instructor. Students must not socialize with another student who is busy with a patron. Good customer service is MANDATORY.
12. Students are ONLY allowed to render services to the patron as noted on the client sign in sheet. Students violating this rule will be disciplined accordingly. If a patron would like to add a service to the sheet, please call an instructor for permission to render the service, and add the service to the sign in sheet.
13. Each student MUST have an instructor check each customer service unless advised otherwise by the instructor.
14. Students are discouraged from borrowing equipment/tools from each other. Each student is responsible for their own tools. Tools must be kept in good working condition. If a student does not have good working tools, or a complete tool kit, then the student will not be allowed to work on the practical floor until his/her tools are in good working condition. Only products furnished by the college may be used unless otherwise approved by the instructor.
15. Students are to eat in the lunch area only or classroom when class is NOT in session. Food is not allowed on the practical floor, in the school lobby, reception area or at work stations at any time. Open liquid drink containers cannot be on the station. Only liquids with twist tops are allowed at stations, and must be closed tightly when not being consumed.
16. Students are to park their cars at their own risk and expense.
17. Personal listening devices for music are not allowed to be used by students without instructor's permission and always in a professional manner. This includes any headphones.
18. As a part of the Non-Fraternization Policy, students must refrain from developing personal relationships with instructors, administration, and other employees of Bladesmith Barber College. Employee/student social relationships must be professional for the school setting. This includes all social media, email, phone or text messaging. Relationships formed pre-enrollment between Bladesmith employees and students should be immediately disclosed to the Director so that a determination can be made as to whether the relationship violates this policy.
19. All chairs will be assigned by administration and faculty. Chair assignments will change every five-to-ten weeks. It is expected that students will comply with chair assignments.
20. While clocked in, each student is to adhere to the dress code.
21. While clocked in, each student is to be engaged in an educational environment. Any activity not part of the curriculum is not allowed.
22. Students must clock out to go to lunch off campus and on campus, and when leaving the building for any reason. No exceptions. Failure to adhere to this policy may result in loss of hours.
23. It is the student's responsibility to clock in when entering the building and clock out when exiting. Unless the time clock is malfunctioning, time will NOT be adjusted for missed punches after the second occurrence. **Sign and date** the sign in sheets if the machine is down.
24. Students may not share any part of the curriculum outside of the school. This includes social media.
25. Quizzes and tests are scheduled for 9:30 Thursday mornings. If a student arrives after this time, he or she will have to make up the quiz the following day before any practical work is allowed.

STAFF

Head Instructor, AM/PM Class - Danny Smith, Jr

Instructor, PM Class - Jose Alvarez

Instructor, AM Class Samuel Milo

Administrator - Charnei Smith

LICENSING AND REGULATORY AGENCIES

Texas Department of Licensing and Regulation

P.O Box 12157

Austin, TX 78711

1-800-803-9202

www.tdlr.texas.gov

Bladesmith Barber College is not accredited.

GRADUATION & LICENSURE RATES

Program	Percentage Graduated	Percentage Licensed	Percentage Employed
Class A 1000 Hour	89%	100%	100%
Crossover 300 Hour	100%	100%	100%

*Current reporting year - 2021

BLADESMITH BARBER COLLEGE PHOTO AND VIDEO RELEASE OPT-OUT FORM

Throughout the program, Bladesmith Barber College students are photographed and video/audio recorded as they participate in routine academic, artistic, and practical activities. The photos and videos are used in school related promotional and advertising materials, disseminated to the public through newspapers, magazines, admissions materials, our website, social media, and other channels deemed appropriate and safe by Bladesmith Barber College.

Unless otherwise noted below, I give Bladesmith Barber College permission to use, edit, reproduce, and publish media that includes my person in the means listed above both during, and after my attendance at Bladesmith Barber College.

I further understand that this consent will remain in effect until removed in writing by signing and dating below stating my intent to opt out. A signed form must be turned in to the administrator to be valid.

PROVIDE SIGNATURE AND RETURN TO ADMIN ONLY TO OPT OUT (**DO NOT SIGN IF YOU AUTHORIZE USE OF MEDIA**):

*******SIGN ONLY IF YOU DO NOT CONSENT*******

Name: _____

Signature: _____

STUDENT SCHEDULE AGREEMENT

I acknowledge that I am a full / part (circle one) time student, enrolled in the _____ course, and must attend a minimum of _____ hours per week. My weekly schedule will be as follows:

Monday: _____ to _____ Tuesday: _____ to _____ Wednesday: _____ to _____

Thursday: _____ to _____ Friday: _____ to _____

***NOTE:** If your schedule needs to change, see the Administrator.

Name: _____

Signature: _____

Date: _____

Approved by: _____