



Toledo Public Schools Adult Education

Barber



2023-2024 Student Handbook



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School Handbook Purpose

Policies in this handbook are compiled by the faculty and students. The purpose of a student handbook is to assist the student throughout his/her program of study. Every effort has been made to enable the student to have the same set of policies throughout his/her academic year. Policies will remain in place at least (1) year. The handbook is reviewed and revised annually. Recommendations for change may be submitted throughout the year. Policies contained in the student handbook may be changed at any time upon a majority vote of the faculty.

Military Statement

TPS Adult Education will review and evaluate all military acquired learning as to how this learning relates to the courses offered at TPS Adult Education program applied for.

Mission Statement

To deliver high quality education and training that provides students the skills, knowledge and experience that lead to career success.

Vision Statement

- To provide students with the highest quality educational experience and confidence to excel in their future endeavors.
- To create and maintain a warm and welcoming environment for students, employees, and visitors from diverse backgrounds.
- To successfully fulfill the needs of the students by utilizing and achieving the school's fundamental academic mission.
- To allow students with marketable skills to become productive citizens by enriching their lives through education.

School Objectives

The Toledo Public Adult & Continuing Education/Barber Program's method of teaching was carefully planned by our directors and staff. Our system of teaching is keyed to the demands of the modern hairstyling salon. Our graduates are not only trained in practical and scientific barbering, but they are also trained in all principles of barbershop management, business and personal ethics, and conduct towards the public as well as fellow workers.

Educational Objectives

The Toledo Public Adult & Continuing Education/Barber Program has specific educational objectives for each student. The school will provide the student with specific skills necessary to pass state licensure examination and to be gainfully employed in the Barber/Styling profession. The Barber Program offers to its student's one training program for those with no prior experience in the Barber Styling field.

Accreditation and Affiliations

Adult Education Division

Toledo Public Schools Adult Education program is approved by the Ohio Department of Education, Division of Career & Technical Education, Post-Secondary (adult) education. Toledo Public Schools Adult Education is governed by the Ohio Department of Higher Education and accredited by the



Commission of the Council of Occupational Education (COE),
7840 Roswell Road, Building 300, Suite 325,
Atlanta, GA 30350,
Telephone: 770-3960-3898 / FAX: 770-396-3790
, www.council.org

Ohio State Cosmetology & Barber Board
1929 Gateway Circle, Grove City, OH 43123
619-466-3834 (Fax) 614-466-6880



Governing Body and Adult Education Administrative Staff

Board of Education:

Polly Taylor-Gerkin – President, Toledo Public Schools
Sheena Barnes – Vice President, Toledo, Public Schools
Randall Parker - Board Member
Chris Varwig – Board Member
Bob Vasquez– Board Member

Administrative Staff

Romulus Durant, Superintendent
Ryan Stechschulte, Treasurer
Tirrell Brenneman , Adult Education Director

Adult Education Staff

Tirrell Brenneman , Director
Linda Glover, Financial Aid Coordinator
Kyle McGee, Barber Instructor
John Hobbs III , Barber Instructor
Robin Benn, Secretary

BARBER STAFF

2400 Collingwood Blvd.

Toledo, OH 43620

Instructor

Kyle McGee

kmcgee@tps.org

419-671-8700

Instructor

John Hobbs

jhobbs@tps.org

419-671-8700

Tuition for the program:

1800 hours 13 months \$14,000 includes kit/books

1000 hours 9 months \$8,000.00 with a current cos. Lic.;
includes kit/books

All classes are M-F 9am - 5pm.

Completion for the 1800 hr program could be done in 48 weeks.

Completion for the 1000 hr program could be done in 27 weeks.

Start Dates for 1800 hour and 1000 hour (w/cos lic.) , first Monday of the Month upon availability.

2023- 2024 Barber Calendar Holidays No Classes

July 3-7, 2023	Summer Break
September 4, 2023	Labor Day
November 20 - 24, 2023	Thanksgiving Break
December 21, 2023	Faculty day, no students
December 21, 2023 -	January 2, 2024 Winter Break
January 3, 2024	Classes Resume
January 15, 2024	Martin Luther King Day
February 16 - 19, 2024	President's Day
Mar 29, 2024	Good Friday
April 1 – 5, 2024	Spring Break
May 27, 2024	Memorial Day

(All Dates Subject to Change)

Program & Facility Information

The Toledo Public Schools Adult Education/Barber Program is located at 2400 Collingwood Blvd, Toledo, OH 43620 inside the Toledo Scott High School.

The Toledo Public Schools Adult Continuing Ed/ Barber program consists of:

Instructor office

21 Barber Stations: Barber Chair, Sink, Floor Mat, sanitation station

Customer Waiting Area

Hair drying Station

Washer and Dryer for Sanitization

Student Break Room

Restroom

Lockers for student's belongings, students provide locks

Mixing room for chemicals

Barber Courses offered at Toledo Public Schools Adult & Continuing Education/Barber program:

Barbering 101, Becoming a Master Barber in the State of Ohio.

Course is an 1800 Clock hour's program.

After completion of 1800 hours, students must take the Ohio Barber Board test to obtain a Barber License.

Barbering 201, Becoming a Master Barber in the State of Ohio.

Prerequisite, must hold a valid cosmetology license.

Course is a 1000 clock hour's program.

After completion of 1000 hours, students must take the Ohio Barber Board test to obtain a Barber License.

Program Cost are:

For Barbering 101:

Total course cost = \$14,000

Break down of cost (All-inclusive in \$14,000)

\$750.00 for Barber Kit - Book Included

Tuition \$13,250

For Barbering 201:

Total Cost = \$8,000

Break down of cost (all-inclusive in \$8,000)

\$750 for Barber Kit - Book Included

Tuition \$7,250

Students can apply for Financial Aid assistance after completing FAFSA. Other methods of payment can be CASH, Money Order or Credit Card.

Barbering 101 Course outline.

1800 clock hour program.

Course covers:

History of Barbering

Covers Life Skills

Professional Image,

Infection Control

Implements, tools and equipment,
General Anatomy and Physiology,
Basics of Chemistry and Electricity,
The Skin,
Properties and disorders of the Hair and Scalp,
Treatment of the Hair and Scalp,
Men and women's Haircutting and Styling,
Men's Hair replacement,
Chemical Texture Services,
Hair coloring and lightening,
Preparing for Licensure and employment,
Barber Law,
Sanitation and Shop Regulation,

Barbering 201-course outline.

1000 clock hour program.

Course covers:

History of Barbering,
Covers Life Skills,
Professional Image,
Infection Control,
Implements, tools, and equipment,
General Anatomy and Physiology,
Basics of Chemistry and Electricity,
The Skin,
Properties and disorders of the Hair and Scalp,
Treatment of the Hair and Scalp,
Men and women's Haircutting and Styling,
Men's Hair replacement,
Chemical Texture Services,
Hair coloring and lightening,
Preparing for Licensure and employment
Barber Law,
Sanitation and Shop Regulations,

Barber 1800 Curriculum

Subject Area
<p>At least 100 hours of theoretical study</p> <ul style="list-style-type: none"> • Scientific fundamentals of barbering; • Hygiene and bacteriology; • Histology of the hair, skin and nerves; • Structure of the head, face and neck (anatomy and physiology); • Elementary chemistry relating to barbering sterilization and antiseptic; • Diseases of the skin, hair and glands; • Barber history; • Law pertaining to barbering; • Salesmanship, advertising, public relations, and human relations; and • Barber ethics and shop management. • Human Trafficking Education (1-Hour)
<p>At least 200 hours of scientific barbering practice</p> <ul style="list-style-type: none"> • Facial treatments (rolling cream - rest facial - packs - bleach - clay); • Shampoo treatments (plain shampoo and tonic - hot oil shampoo); • Tinting; • Bleaching; • Facial shaving; • Haircutting I (tapers); • Haircutting II (style/trend cuts); • Haircutting III (styling); • Straightening and relaxing; • Permanent waving; • Hairpieces; and • Barber implements.
<p>At least 1200 hours of general barber practice</p> <ul style="list-style-type: none"> • Facial treatments; • Scalp treatments; • Shampoo treatments; • Tinting; • Bleaching; • Facial shaving; • Haircutting I (tapers); • Haircutting II (style/trend cuts); • Haircutting III (styling); • Hair straightening and relaxing; • Permanent waving; • Shop duties; • Shop management; and • Hair pieces.
<p>300 hours may be allocated by the school to related theory, practice or clinic as it deems necessary.</p>

Barber 1000 Curriculum

Subject Area
<p>At least 35 hours of theoretical study</p> <ul style="list-style-type: none"> • Scientific fundamentals of barbering; • Hygiene and bacteriology; • Histology of the hair, skin and nerves; • Structure of the head, face and neck (anatomy and physiology); • Elementary chemistry relating to barbering sterilization and antiseptic; • Diseases of the skin, hair and glands; • Barber history; • Law pertaining to barbering; • Salesmanship, advertising, public relations, and human relations; and • Barber ethics and shop management. • Human Trafficking Education (1-Hour)
<p>At least 100 hours of scientific barbering practice</p> <ul style="list-style-type: none"> • Facial treatments (rolling cream - rest facial - packs - bleach - clay); • Shampoo treatments (plain shampoo and tonic - hot oil shampoo); • Tinting; • Bleaching; • Facial shaving; • Haircutting I (tapers); • Haircutting II (style/trend cuts); • Haircutting III (styling); • Straightening and relaxing; • Permanent waving; • Hairpieces; and • Barber implements.
<p>At least 800 hours of general barber practice</p> <ul style="list-style-type: none"> • Facial treatments; • Scalp treatments; • Shampoo treatments; • Tinting; • Bleaching; • Facial shaving; • Haircutting I (tapers); • Haircutting II (style/trend cuts); • Haircutting III (styling); • Hair straightening and relaxing; • Permanent waving; • Shop duties; • Shop management; and • Hair pieces.
<p>65 hours may be allocated by the school to related theory, practice or clinic as it deems necessary.</p>

Revised 04152019

Employability Skills and Assessments

Career and Workplace Skills

To assist students in meeting their goal of employment, their job-training program includes job seeking skill sessions provided by OhioMeansJobs, Lucas County. These sessions include:

- Job Market Overview
- Resume Preparation
- Security References
- Cover Letters
- Interview Preparation
- Interviewing Techniques
- Following-up Tips

Additional hours will be scheduled individually as needed with the Adult Education Office.

OhioMeansJobs Lucas County is a free job search for jobseekers that offers:

- A full-service resource room providing the right tools to conduct an effective job search.
- Workshops focusing on Resume and interviewing essentials, using
- Ohio MeansJobs.com, social media for the job search, and networking.
- One-on-one career counseling with a team of workforce professionals.
- Networking connections with local employment opportunities.
- Registration required.

Individual Career and Study Plan

The Adult Education Support Staff is committed to student success. We will work with students to identify ways to achieve individual success in their program of study and future work career. Students may contact the Adult Education Office to schedule a personal appointment with the director to determine which services are appropriate to them.

The Road to Success

More than half of what you need for success is personality and the ability to get along with people. You may be surprised to learn that less than half of your key to success is the skill in your hands. However, can this always be true?

This is the reason that we say “Student Attitude” is one of the vital subjects that you must master if you are to be a successful barber. You must learn the art of cooperation, good human relations, the ability to smile, general friendliness, enthusiasm, personal cleanliness, and all other aspects of high motivational qualities. Without these qualities, you may graduate with good skills in your hands, but it is doubtful that you would find success as a professional barber.

Preamble

As a condition upon which the Toledo Public School Adult Education Barber program agrees to accept a student for training, the student agrees to abide by all requirements of the Student Handbook. The rules and regulations that follow represent the minimum standards of the school. They apply to all students alike without regard to race, creed, color, sex, national origin, age or handicap.

It is not our intent to restrict your individuality or freedom of expression, but only to establish the standards that through our experience has proven to be necessary for a successful training program.

The Ohio Law establishes as a minimum standard for barbers within the State of Ohio that they be of "good moral character". Therefore, throughout a student's training in this school, certain judgments, sometimes subjective, must be made as to whether in the school's best judgment; a student satisfies this statutory requirement. Therefore, this school cannot evaluate for purposes of admission, promotion and graduation, a student's performance solely upon objective tests but must also consider all aspects of a student's profile and must also make subjective determinations regarding the quality of a student's work.

To the extent that objective standards are possible, they are set forth within this "Student Handbook" and must be complied with by all students. These rules, regulations and standards will serve as guidelines for our evaluation, subjective and objective, or your performance in this school. You may be assured that any decision we reach regarding potential and/or performance in this school will be made upon criteria that our experiences has shown are important in the area of barber-styling.

Successful completion of the barber program does not guarantee licensure or employment in relevant occupation, or transferability/admission to other educational institutions or programs.

Barber Admissions Policy/Process

Admission Requirements

Step 1: Complete and return the Barber Pre-Registration Form

Step 2: Financial Aid

- Required to file for Financial Aid
 - ❖ Apply for a FSA ID (Federal Student Aid ID)
 - ❖ Complete Free Application for Federal Student Aid online at www.fafsa.ed.gov
 - ❖ School code is : 015957
 - ❖ Financial Aid Procedure Sheet Attached
 - ❖ Must see/contact the financial aid advisor for approval
 - ❖ Financial aid completed and approved before the Admissions Appointment

Step 3: Background check (BCI and FBI)

Available at the TPS Security Department – 1609 N. Summit St.

- Between the hours of 8:00 am – 5:00 pm, M-F
- Cost is \$47.25

MUST CALL 419-671-8293 FOR APPOINTMENT (if using TPS Security Department)

The Barber Program reserves the right to deny admission based on a negative background check or criminal history. No sex offenders will be accepted into program, No exceptions!

Step 4: Admissions Appointment – Must Call to Schedule for appointment (419-671-8700)

- Must have the following information with you
 - H.S. Diploma/GED Required
 - Birth Certificate (must be 17 to enroll in Barber Program)
 - Current ID/Driver's License
 - Create Ohio Barber Board On-line portal
 - Complete application and submit documents through the online portal
 - Make Barber Board payment of \$40.00 through portal account (when available)

IF ANY OF THESE DOCUMENTS ARE MISSING, YOUR APPLICATION WILL BE DELAYED

Step 4: Barber Board Approval

- All Documents received must be approved through the State Barber Board.

All Paperwork must be Approved and on file at the Toledo Public Schools Adult & Continuing Education/Barber Program's office **2 weeks prior** to the start of class. Once approved, you will be sent an Acceptance Letter, which will include a start date.

English for Speakers of other Languages

Students should be aware that all documentation from students' needs to be in English and all instruction is given in English.

Accommodations

Toledo Public Schools Adult Education follows guidelines established by the Americans with Disabilities Act (ADA). Programs are ADA accessible, EEOC complaint, and reasonable disability accommodations are available upon request. All students will have equal access to our services without regard to race, color, creed, religion, national origin, gender, marital status, familial status, disability, or sexual orientation.

Criminal Records Check

Any applicant seeking to enroll in courses offered by the Adult Education Division shall undergo a criminal record check requested by the Board from the Superintendent of the Bureau of Criminal Identification and Investigation (BCI). The applicant shall pay the cost of the check (\$47.25) to the Toledo Public Schools Security Dept. or a facility of their choosing (cost may be different).

The Board may deny admission to any applicant who has been convicted of, or pled guilty to, certain specified offenses identified in O.R.C.3319.39(B)(1)(a), or has engaged in activities that could have an adverse effect on other students. Due to the Barber program being located in a high school, all background checks received with felony charges/convictions, must be approved by the TPS Public Safety Department.

Policy of Non-Discrimination

The Toledo Public Schools Adult Education/Barber Program is an equal educational opportunity school in compliance with Title IX of the Educational Amendments of 1972 and other relevant laws. The Barber Program does not discriminate on basis of sex, race, age, color, ethnic origin, sexual orientation, gender identity, or religion. All alleged discrimination complaints with respect to race, color; sex, ethnic origin, sexual orientation, gender identity, or religion should first be discussed informally at the Director's level before commencing Step 1 of Section II.

Section I

If any student believes that the Toledo Public Schools Adult Education/ Barber Program or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title VI (race, color, and national origin) of the Civil Rights Acts of 1964, (2) Title IX (sex discrimination) of the Education Amendment Act of 1972, and/or (3) Section 504 (disability) of the Rehabilitation Act of 1973, she/he may bring forward a complaint, which shall be referred to as a grievance, to the Adult Education Director, Tirrell Brenneman ; 419-671-8700

Section II

The person who believes she/he has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the district's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. She/he may initiate formal procedures according to the following steps:

Step I A written statement of the grievance signed by the complainant shall be submitted to the district's Civil Rights Title IX and Second 504 Coordinator within five (5)

business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step II If the complainant wishes to appeal the decision of the district's Civil Rights Coordinator, she/he may submit a signed statement of appeal to the Superintendent of Schools within (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

In Case of Discrimination

The grievance procedures begin with the student or staff member presenting in writing his or her alleged grievance to their instructor or the Adult Education Director. A copy of the complete grievance procedure is in the Student Handbook.

FINANCIAL AID

Requirements for PELL Grants are as follows:

1. Students must not be college graduates.
2. Student must be enrolled as a full time student in an eligible program
3. Students must be a full time student enrolled for obtaining a certificate.
4. Students must be academically qualified for study at the post-secondary level.
5. A student must have a high school diploma or recognized equivalent or be beyond compulsory school attendance and have passed an independently administered test approved by the Department of Education before he/she may receive Title IV aid.
6. A student may not receive Title IV funds if the student is enrolled in an elementary or secondary school program at the same time as the post-secondary program
7. A student must be a U.S. citizen or an American National or permanent resident of the United States. Or, the student must be a resident of the Trust Territory of the Pacific Islands (PALAU) and citizens of the Marshall Islands and the Federate States of Micronesia or an eligible not-citizen.
8. A student must have a signed statement of educational purpose.
9. A student must sign a statement of Selective Service Registration Status.
10. A student must sign a certification statement of refunds and defaults.
11. A student must be making satisfactory academic progress by maintaining a 2.0 grade point average on a 4.0 scale, per quarter/level and minimum of 85% quarterly attendance.
12. A student must demonstrate financial need.
13. Financial need equals the student's cost of attendance minus the expected amount the family funds can contribute.

Refund Policy

100% Refund – Withdrawal on or before Day 1

90% Refund – Withdrawal on or before Day 5

50% Refund – Withdrawal on or before Day 14

25% Refund - Withdrawal on or before Day 28

NO REFUND – WITHDRAWAL ON OR AFTER DAY 29

- Refunds are processed upon completion of withdrawal form or upon Dismissal. This date will be used for refund computation.
- Student does not need to make a written request for funds to be returned
- All Funds are made within 45 days of last day of attendance or dismissal
- Refund policy complaint with A.R. OAC 4713-3-11.

Return of Title IV Funds (R2t4) Policy

If a student who is eligible for federal financial aid, stops attending classes before completion of the training program, federal law requires Toledo Public Schools Adult Education to calculate, within 14 days of the last day of attendance (LDA), the amount of financial aid the student has earned. The amount of aid earned is based on the portion of the scheduled hours in the payment period that the student completed as of the student's last day of attendance.

For purposes of this policy, Toledo Public Schools Adult Education defines a student's LDA as the date which the student signs the Withdrawal form. If the student is physically unable to sign the form, the LDA shall be the last day the student attended. A student, who stops attending without completing the official Withdrawal form, will be unofficially withdrawn after 14 days of non-attendance. This is considered an unofficial withdrawal.

Students who receive federal financial aid must "earn" the aid they receive by staying enrolled in classes. The amount of federal financial aid assistance the student earns is on a prorated basis. Students who withdraw or do not complete all registered classes during the payment period may be required to return some of the financial aid they were awarded based on the Return of Title IV (R2T4) Calculation. Once 60% of the hours are completed, a student is considered to have earned all of his/her financial aid and will not be required to return any federal funds.

The following formula is used to determine the percentage of unearned aid that has to be returned to the federal government:

- The percent earned is equal to the number of hours completed up to the withdrawal date, divided by the total hours in the payment period (less any scheduled breaks that are at least 5 days long)
- The percent unearned is equal to 100 percent minus the percent earned

Students who stop attending the program before completing 60% of the hours in the period could be responsible to repay a portion of the aid. The calculation for the return of Title IV funds can result in the student owing money to Toledo Public Schools Adult Education.

As mandated by the federal government, Toledo Public Schools Adult Education is required to return the unearned portion of Title IV funding to the U.S. Department of Education within 45 days of determining the LDA.

Toledo Public Schools Adult Education will use the LDA when calculating the need to return funds. If all Title IV funds have not been disbursed at the time of withdrawal, the student may be eligible for a post withdrawal disbursement. A post withdrawal disbursement of Federal Grants may be applied to a student's account to cover eligible charges without the student's consent. However, a student (or parent) eligible for a post withdrawal disbursement of Federal Direct Loan funds, they must be notified in writing within 30 days of the LDA of the eligibility for the disbursement. If the student (or parent) accepts the post withdrawal disbursement, they must notify the school in writing within 14 days of the date the school determined the LDA. If no response is received within 14 days of the notification, the award will be canceled.

The school returns unearned aid, which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source:

- 1) Unsubsidized Loans
- 2) Subsidized Loans
- 3) Direct PLUS (Parent PLUS)
- 4) Pell Grant

Financial Aid Warning

Any student failing to achieve SAP at the end of a payment period will be notified by mail or e-mail that they have been placed on Financial Aid Warning for the following payment period. A student who is placed on Financial Aid Warning may continue to receive financial aid, but will be expected to meet the minimum standards by the end of the warning quarter. Failure to meet the minimum standards after a warning term will result in financial aid suspension

Financial Aid Suspension

Financial aid is suspended when a student fails to meet the minimum Satisfactory Academic Progress requirements for one or more of the following reasons:

- A student has been assigned a warning status and fails to meet the requirements of the warning status.
- A student is readmitted whose prior coursework is below the minimum Satisfactory Academic Progress threshold, and because of this, the student is considered suspended and ineligible unless completing the appeals process.
- You have exceeded the maximum time frame limits for your program.
- Student will be notified by mail or email if their financial aid has been suspended.

Appeal Process

A student who does not meet the satisfactory academic progress standards at the end of the second payment period will have his/her Title IV Funds terminated. A student may submit a written appeal of his or her Title IV termination within five calendar days of the receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from obtaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary conditions will be considered, such as an injury or illness of the student, the death of a relative or other special circumstances. Before an appeal may be granted, a written academic plan will be provided to the student, which clearly identifies a viable plan for the student to successfully complete the program within the maximum time frame allowed.

The Adult Education Director and Financial Aid Administrator will assess all appeals and determine whether the student may be permitted to continue in the program on probationary status. The student will be sent the written decision within five calendar days of the school's receipt of the appeal. The decision of the Adult Education Director and Financial Aid Administrator is final.

You are still eligible to attend Toledo Public Schools, Adult Education, without the assistance of federal or state financial aid. While attending at self-pay, if classes are passed with a 79% and attendance is 80%, you may reapply for financial aid. Program must be completed within 150% of scheduled completion

Financial Aid Probation

A student reinstated upon appeal is on financial aid probationary status during which time he/she must meet the terms and conditions set out in the letter granting the appeal. A student on financial aid probation may continue to receive Title IV Funds.

Reinstatement

In order for reinstatement to occur, the student must follow the appeal process as previously stated with the Adult Education Director and Financial Aid Advisor making the final decision.

Eligibility Requirements Policy

Periods when a student does not receive Title IV funds must count toward the maximum time frame. This means that when a student is paying cash, and then uses Title IV funds, the time and classes taken when paying cash are still used in determining SAP.

Satisfactory Academic Progress Policy

Federal financial aid, also referred to as Title IV Funds, is awarded to a student contingent upon that student attending classes and successfully completing an entire payment period. Payment periods determine when funds are disbursed and the exact amount to be disbursed. There are four financial aid payment periods; each quarter is considered a payment period, all in accordance with this Satisfactory Academic Progress Policy and other school published policies and procedures.

The Barber Program consists of 60 weeks of instruction for students with 37 ½ clock hours per week.

Definition of Satisfactory Academic Progress

All enrolled students are required to maintain satisfactory academic progress towards meeting the established graduation requirements of the program. A student must meet each of the following qualitative and quantitative standards to demonstrate satisfactory academic progress:

Qualitative - A student must have a minimum test grade of 80 %

Quantitative - A student must attend at least 80% of the scheduled class hours on a cumulative basis during each evaluation period

Increments for Evaluation

Satisfactory academic progress is to be evaluated at the following time periods to determine eligibility of disbursements for students receiving Financial Aid (Title IV Funds):

- At the point when the student has completed each 12 weeks of instruction
- Students who have not met the satisfactory academic progress requirements will be notified by mail within 5 business days of the end of the quarter. This includes notification that they are not eligible for Title IV financial aid disbursements until the clock hours for that portion of the payment period have been completed.

Quantitative measurement

The maximum time to complete the certificate or degree must not exceed 150% of the published length of the program.

- Barber – 20 months

Non-credit remedial classes.

The Toledo Public Schools Adult Education department does not offer non- credit courses

Grievance/Appeal Procedure - Academic Appeals Procedure

Grievance/Appeal Procedures

The term "grievance" is defined as a dispute between a student and the school concerning the interpretation, application of, or compliance with any provision of school policies. All students without fear of retaliation or intimidation may use the grievance procedure. All conversations with the student or his/her representative concerning the student's grievance shall be held in strict confidence by those involved.

STEP I: A student with a perceived grievance must first discuss the issue with the appropriate Instructor involved in an effort to arrive at a solution within three (3) working days after the occurrence.

STEP II: If the grievance is unresolved from Step I, it may be pursued further by submitting the grievance in writing to the Director of Adult Education within six (6) working days of the original dispute. Documentation must include verification that Step I occurred without a resolution between the Instructor and the student. Within five (5) working days from the submission of the written grievance, the student (with or without a representative of choice), the Director of Adult Education and the Instructor will meet jointly to try to resolve the grievance.

The Director of Adult Education's written disposition of the grievance will be given to the student and the Instructor within three (3) working days of the meeting. The grievance will end if an agreement is reached at this point.

STEP III: If the measure in Step II does not bring resolution to the student's grievance, the student may appeal in writing to the Director of Adult Education within three (3) working days after the receipt of the written recommendations/resolutions in Step II.

The Director of Adult Education shall dispose of the grievance in writing with reasons stated within five (5) working days after the conference with the student. The decision at this point is binding and concludes due process. The Barber Office Secretary maintains all complaints/grievance files.

Grievance Policy

Any school licensed by the Ohio State Cosmetology and Barber Board and any Post-Secondary Institute/College accredited by the Council on Occupational Education must have a procedure and operational plan for handling student complaints, the student may consider contacting the board and/or the Accrediting Commission.

Please direct all inquiries regarding grievances to:

Council on Occupational Education
7840 Roswell Rd. Bldg. 300, Suite 325
Atlanta, GA 30350
800-917-2081
<https://council.org/>

Ohio State Cosmetology and Barber Board
1929 Gateway Circle
Grove City, OH 43123
614-466-3834
www.cos.ohio.gov

Academic Appeals Procedure

1. Students have the privilege of the appeals process however; it does not apply to academic problems only.
2. If the dismissal resulted from academic failure, academic dishonesty, failure to provide client safety, or for using verbal or physical threats against faculty members, students, or clients the student's dismissal will not be considered for re-admission.
3. To protect the faculty member and the student, all test papers, written assignments, quiz grades, and other such materials which were considered in arriving at the final grade will be available for inspection by the student and the persons involved in the appeals procedure.
4. Students are responsible for keeping records of their grades. It is recommended that all reports and projects be saved. Students should keep a copy of reports submitted to the instructor.
5. The grade book is a permanent record. This record does not necessarily make it clear the process by which the final grade is determined. The faculty must be able to explain the process by which the grade was achieved.

Unresolved Grievance / Appeals Issues

After exhausting all measures of the Grievance and or Appeal, procedures available and you feel that your issues were not resolved to your satisfaction you may then contact the Council on Occupational Education (COE) at:

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

770-396-3898 / 800-917-2081

www.council.org

Cancellation/ Withdrawal Policy

A student may withdraw from the program at any time by:

- Speaking with the program director: prior to withdrawal as well as providing the reason for withdrawing
- Complete the written withdrawal form obtained from the secretary within three days, pursuant to rule 4713-3-11 of the Administrative Code.

Courses being taken at the time of the withdrawal will be considered in "hours attempted" toward the maximum time frame. The time frame for the programs is 150% of the of the published length of the program

Completion Time

Job-training programs are designed to be completed in a stated number of hours. Uninterrupted training is the most effective preparation for employment. Any extension of the program time must be approved by the Director of Adult Education or designee and may affect total program cost. The maximum allowable completion time is dependent on the instructor's decision but shall not exceed 150% of the published length of the education program.

Academic Awards

Students achieving an overall 95% and above will receive an Academic Excellence Award at graduation.

Potential Health Hazards and Safety Risks Encountered during Adult Education programs

Because Toledo Public Schools Adult Education/Barber Program strives to provide the most realistic training possible, many of the hazards present in the real working environment are also present during training. The types of hazard exposure and safety risks include, any incidents incurred during practicum.

During training, students will be required to wear personal protective equipment (PPE) until further notice as directed by the Toledo Health Dept. and/or Director of Adult Education.

Handicapped Accessible

The Toledo Public Schools Adult Education/ Barber Program is fully handicapped accessible including physically impaired automatic access doors, handicapped restroom facilities.

Transportation and Parking

Each student is responsible for his/her transportation to and from school. Students are encouraged to carpool whenever possible.

Students are to park in the parking lots and on the street and also in the UAW lot in the marked area.

Weather Policy/Class Cancellation

The Barber program may cancel classes due to unforeseen incidents. Students will be notified via **REMIND 101**. It is the students' responsibility to sign up for the notifications. Any hours canceled will not be at students' expense. Students will be credited hours to the end of the original exit date.

1. Text @9kh72c to 81010

2. Go to website www.remind.com/join; class code is 9kh72c.

If Toledo Public Schools announce a two hour delay due to weather, students' needs to report to the school by 11 A.M.

Change of Status and Address

Once you are enrolled in the Adult Education Dept/Barber program It is important to notify the school secretary as soon as possible if your status, address, telephone number changes or email address.

Social Media

The Toledo Public Schools Adult Education does not allow inappropriate and/or illegal use of social media. The intent of this policy is to protect students, visitors, and staff against misuse of social media content. This also includes staff and visitors associated with The Barber Program. . Social Media includes, but is not limited to, Facebook, Twitter, LinkedIn, Instagram, Snapchat, TikTok, email or any other methods of disseminating personal and private information.

Food

Food is only permitted in the lunch/breakroom. Food is not permitted in the classroom, lab, hallways or study areas. Food containers must only be disposed of in breakroom trashcan. You may have beverages at your station if you do not have a patron.

Smoking

(Effective 7/1/2019) Per the Toledo Public Schools Board of Education "smoking Policy" pertaining to our students ... if and when you take a smoke break, smoking is prohibited on **ANY Toledo Public School Property or Building**. Failure to comply will result in the following:

First Offense: A verbal warning will be given

Second Offense: The student will be asked to leave the property for one day.

Third Offense: Student will be dismissed from the program for failing to comply with school policy. There will be no opportunity to appeal this decision.

Alcohol and Drugs

Students will not be permitted in class if there is evidence of the use of alcohol or other drugs. Alcohol and/or drug use is a cause for dismissal from the barber program.

Video Surveillance Equipment

Toledo Public Schools Adult Education Department reserves the right to utilize surveillance equipment in all common areas on Career Center property to maintain a safe and secure environment for students and staff.

If a student's actions indicate a violation of the Code of Conduct, the record will be viewed by the administration and possibly the police as evidence. Because surveillance records are considered part of the student record, they can be viewed only in accordance of law.

Student Lockers

Student Lockers are issued by the Adult Education Office on an as needed and as available basic. The Adult Education office will have a student locker list with the student name, locker number. Lockers are the property of the Adult Education Department and may be searched by the administration with reasonable cause.

Disciplinary Probation and Dismissal

Students may be subject to a disciplinary dismissal for conduct disruptive to the educational process or destruction of school property. Classes must operate in accordance with rules and regulations as set forth by the school administration and the Board of Education. A student may be dismissed for academic dishonesty, poor attitude, lack of progress or interest, misconduct, not following directions from instructors, or excessive absences. ***Insubordination is grounds for dismissal***

Students whose progress is unsatisfactory will be notified in writing and placed on disciplinary probation for a time determined by the instructor and the Adult Education Director not to exceed 30 days. Students who do not show improvement during the probation period will be dismissed.

When it is deemed advisable by the instructor to confer with a student on a discipline situation, the Director shall be notified.

The conference shall be held in a friendly, not adverse, atmosphere. Adequate opportunity for all parties to present their point of view shall be permitted.

The Director, when present, should be the moderator and assume the responsibility of making a report of the conference.

Code of Conduct – Applicable to all Toledo Public Schools Adult Education/ Barber Program students.

A specific list of classroom and lab rules, as well as the requirements of a quarterly professionalism grade is written in each Program Guide.

School Rules, Standards & Regulations

The washer/dryer on the clinic floor is to be used to launder towels, smocks and chair cloths, not personal clothes.

No use of obscene words or gestures is allowed.

Loud arguing in the clinic or classroom in the presence of customers or fellow students will not be tolerated.

Disrespect or insubordination toward any staff member will not be allowed.

No pushing, shoving, striking, fighting or loud discussions.

Security reserves the right to search a student's locker for probable cause. Possession of or being under the influence of alcohol or drugs will not be permitted and termination will result.

Altering or tampering with time cards, misuse of clinic control plastic cards, or attempting to clock someone else in or out will result in school action.

Cheating, stealing or lying while a student is at the school will not be permitted. Cheating on a test results in a Failure with no make-up permitted.

Discourtesy to or refusing to accept a customer when so directed by an Instructor is not permitted. You will be asked to leave for the day.

Desk person must charge the correct full price for services. Violation of this rule may lead to termination.

Actions by a student that reflect unfavorably upon the school will result in disciplinary action.

Any student who, in the judgment of school authorities, appears not to be in full command of their physical and mental faculties will be asked to leave school until the school agrees to the student's return following submission of a doctor's medical report describing the nature of the illness and certifying the student to be in good health and able to perform barber styling services on the public.

Conduct deemed unbecoming and not in keeping with the dignity and ethics of the profession may result in termination.

Any student defacing or breaking school property, will be required to pay for any and all damages including charges for labor and materials. These actions may lead to termination.

If a student has a complaint concerning the school, he/she will not hassle other students, customers, etc. Take your complaint to an Instructor immediately.

Personal cell phones are to be turned to vibrate or turned off while you are clocking time.

Default in the required monthly tuition payments may result in termination. Tuition balance must be paid before taking the final test.

The school reserves the right to suspend or terminate any student whose conduct reflects inability to function within the spirit of any rule, standard or regulation.

Any student whose legal problems are such that they interfere with the student's ability to devote his/her time to studies may be terminated from school.

Conviction of any crime involving moral turpitudes or a certain felony shall result in termination.

Unacceptable Conduct

Any student guilty of using or possessing dangerous objects, vandalizing, stealing, insubordination, or engaging in harassment, fighting, or physical assaults against other students or staff members may be subject to a suspension and/or expulsion hearing and/or charges filed with the police.

- Any student using, possessing, selling, or suspected of using alcohol or drugs by appearance or odor will be subject to a suspension and/or an expulsion hearing and/or assessment.
- Violations of safety procedures and regulations, immoral and unbecoming behavior, arson or other acts of misconduct will be disposed of based on the seriousness of the infraction.
- Because adult students will enter the workforce in professional careers, it is incumbent upon them in particular, to be drug free. Consequently, as a condition of admission, adult students agree to take random drug testing as requested.

Consequences

- Offenses may result in suspension of one (1) to five (5) days removal from class or dismissal from the program.
- Consequences for major offenses will be decided upon by the Adult Education Director on a case-by-case situation.

Academic Dishonesty/Misconduct – (Cheating, Plagiarism, Collusion)

A student will not obtain by fraudulent, dishonest, or deceptive means and use as his/her own (or provide to another student) course assignments, or questions and/or answers to written evaluations.

Personal Appearance/Dress Code

You should look conservative, neat, clean and professional in the eyes of the average customer. The clothing you wear must be free of rips and tears. Instructors are required to point out violations of dress code to the students and take whatever measures are necessary to correct them. In the event questions arise, the Instructors' decision will be final.

1. Shoes: A students' shoes must look like a shoe, not a thong, house slipper, etc. All shoes must have a strap or back for proper fit. No sandals or open-toed shoes are permitted. Footwear must be in good repair and clean. Socks or hose must be worn at all times.
2. Dresses and Skirts: The length must be adequate to cover sufficiently, particularly when you are bent over the shampoo bowl. No miniskirts or shorts are allowed. Female students wearing dresses or skirts should make sure they are at knee length.
3. Shirts, Blouses & Tops: Under the smocks, a student may wear t-shirts, blouses or sweatshirts (no hooded sweatshirts are to be worn). Tie and dress shirts are permitted.
4. Smocks: Students must always wear their smock, which must be clean, neat and pressed. Smocks must have sleeves, be properly zipped, and in good repair. Students Chair cloth should be clean and neat.
5. Name Tags: The nametag is part of the uniform and must be worn at all times on the right hand side of the smock. Nicknames are not permitted. Affixing an attachment such as photo, cartoons, etc. to the name tag is not permitted.
6. Jewelry and Sunglasses: The Instructor will evaluate jewelry and other adornments. No sunglasses, hats, caps, or head rags are permitted.
7. Proper Dress: All students must be fully dressed and ready for clinic duties this includes zipped smocks and name tags in place. Students may not change their clothes or perform any act of dressing or undressing while they are in the clinic or classroom. In addition, students should not perform any personal toiletries while in the clinic, i.e. putting on makeup, brushing teeth, washing face, or other personal chores. Students may not work on their own hair or beard while in school.
8. Proper slacks: Casual or dress slacks are to be fitted to your size, belt at the waist, not falling off your hips and bagging at the ankles. Students may only wear the following colors of pants (black, blue, khaki or brown). Blue jeans, sweat pants, running pants, pajama pants, leggings/jeggings, army fatigues or scrubs are NOT appropriate for a professional barber student to wear. **Noncompliance to this dress code is a violation of insubordination and students will be clocked out for the day if slacks are sagging.**
9. Chewing or Unlit Smokes: At no time are toothpicks, floss sticks, chew sticks, or unlit smokes allowed to hang out of any student's mouth while on the clock.

The student may receive a grade of zero on the test/paper or may be terminated from the program.

Maintaining your Equipment

The student is responsible for keeping his/her own personal equipment in good working condition. This includes damage by dropping or mistreatment. The Instructor may inspect all equipment at any time. If a student's equipment is missing or broken, it is the student's responsibility to see that it is fixed or replaced. The Instructor will designate the period of time the student will have to replace or fix their equipment. Borrowing equipment from other students is discouraged.

Attendance Policy

Toledo Public Schools Adult Education's Barber Program assumes that when registering for a program, one accepts the responsibility for participation in all classes and lab activities. The Barber Board requires 300 hours of theory, 1200 hours of practical applications, and the remaining 300 hours are to be allocated where needed. A clock hour is a period of 60 minutes.

The Barber Program is open Monday through Friday. Friday attendance is **mandatory** and the consequence for an unexcused absence on that day is not being permitted to clock hours on Monday. The student's schedules are arranged by the BarberInstructors to meet attendance guidelines. Class attendance is a vital consideration when course grades are figured. All students are expected to contact the Barber Instructors (419-671-8708) and advise their Instructors of an absence **prior** to the start of class. Each student is responsible for satisfactory completion of all work assigned during an

absence. The student works with the Instructors on an individual basis to complete all makeup assignments and tests within the time specified by the Instructor.

The attendance record is a permanent part of each student's record and is included in the information that may be requested by prospective employers following graduation. All students must be in attendance no later than **9:30 am M-F while** school is in session. If you are not here by 9:30am, you will be sent home. If the student is not present on Friday – he/she cannot clock hours on Monday. If a student is going to be late to school (i.e. overslept, getting kids to school) they must still be here by 9:30am. If a student has a Doctor Appointment, Court Appearance, Legal appointment, you must inform an Instructor the day **before** your appointment. You will need to tell the instructors the time of your appointment and when you expect to be in. If you find that your appointment is taking longer than you had expected, you **must** call in and speak to an Instructor and they will tell you if you should still come in or not. You must also bring in an excuse note from your Doctor, Court, Lawyer or whomever you had an appointment with. Tardiness and leaving early are recorded in increments of no less than 15 minutes and are noted on the student's attendance record at each occurrence.

No students will walk out of class or lab floor during class time unless permitted by the Instructor.

Absence

On the day of absence, the student is to telephone the Instructor or office (419-671-8700) by 9:00am.

When a student returns to class after an absence, the student must supply an excuse to the teacher – on the first day returning to class for an excused absence.

Excused absences

- Personal illness – student must have a doctor's certification, excuse or a return to work slip
- A document confirming a court appearance
- Death in the immediate family
- An unavoidable incident can be excused (at the discretion of the Instructor and the Director)

Unexcused Absences

- Students are allowed five (5) unexcused days of absence for each 900 hour session
- If there are more than five (5) unexcused absences, the student will be suspended
- 5 days of unexcused absence = 3 day Suspension
- Suspension notices will be mailed to the students
- After 2 suspensions for attendance, the student will be Expelled

Leave of Absence

If a student is faced with a situation whereby a leave of absence is needed, the student must submit a Leave of absence form with a legitimate reason for the leave in writing. The Director is responsible for approving any "leave of absence".

Satisfactory Progress Policy

In order to maintain satisfactory progress in the Barber Program , a student must maintain an 80% grade average and proceed through the program by maintaining an 80% attendance rate. This is necessary in order to remain eligible for financial assistance. Satisfactory progress is measured at the end of each quarter of the program. Written documentation is placed in each student's file. Satisfactory progress is defined by the following criteria for all students, including those who do not participate in financial aid programs.

Satisfactory Progress and Attendance

Your skill-training program is your opportunity to prove your dependability to prospective employers that you will be there on time and can get the job done. Strive for perfect attendance and keep in mind that this is a tremendous asset when seeking employment.

Each month your Instructor will complete and submit an Attendance and Progress Report to the Adult Education office, this report is available for your review at any time. Good progress and attendance are necessary to develop the “hands on” skills needed for employment.

Tardiness

The TPS Barber Program requires that students be at their stations ready to receive their first patron before they are allowed to clock in. This means properly dressed, personal tasks taken care of, tools set up in the sterilizer and all equipment ready for use.

1. A student is considered tardy 15 minutes for each fraction of a quarter hour that he/she is late. After 4 minutes tardy, the student is docked 15 minutes.
2. A maximum of 30 minutes of tardiness will be allowed from start time. If a student is later than 30 minutes an excuse must accompany them for approval from the Instructor and Director to be admitted to class. Students who arrive later than this will not be allowed to clock hours for that day.
3. Overstaying the lunch period is also considered tardy and the same disciplinary procedure will apply.
4. Three times tardy will equal one absence. (3 times tardy = 1 day absent). Continual tardiness will warrant further disciplinary action.

Academic Policy/Grading

Grading Policy:

TPS Barber Program 's Grading Policy is:

Must obtain minimum of 80% for passing all Theory exams.

Must obtain minimum of 80% for passing all Practical exams.

Must obtain an 80% for passing the 200,500,750 and 1750 hour exams.

Students have no more than 3 opportunities to obtain a passing 80% on exams.

A written examination is given weekly. A grade of 80% or better is acceptable. A student who scores below 80% must take another examination and score 80% or above. Students are promoted in the clinical area according to their practical ability, conduct, grades, attendance and professional attitude.

- Students who fail a test three (3) times will be on **academic probation for 3 days**
- During the 3 day probation period, the student must retake the test and pass it
- An unexcused absence on test day will result in an 80% being the highest obtainable grade
- After 2 academic probations, the student will be dismissed from the barber school

Grade Scale: 90 - 100 is Passing

80-89 is Passing

79 and below is failing

Graduation Policy

The requirements for graduation are as follows:

- Students must have a 80% overall accumulated grade point average in all components

Barber 101 – 1800 hours

Barber 102 – 1000 hours with a current cosmetology license.

- Students must achieve a minimum of 80% to complete the program and be eligible to sit for the certification exams.

- Students must complete 1800 hours, or 1000 hours with a current cosmetology license, to complete the program.,
- Students are required to take and pass with 80% program-specific exam(s) throughout the program.
- Students must complete 100% of the required practicum hours prior to the date of the certification exam to be eligible to sit for the exam.
- Grades or certificates will not be released and a student will not be permitted to graduate if the student has any outstanding financial obligations to the school.
- Students must wear professional attire, in order to participate in the Awards Ceremony.

Post-Graduation

Graduates of the Toledo Public Schools Adult Education/ Barber Program will be contacted by the office up to one year after course completion. Part of the government funding agreement requires the school to collect information about students' job placement and/or plans post-graduation. Students may be contacted by mail, phone or email.

Request for Student Transcript

An Official copy of the student's record is issued to the student. Students must request additional copies of school transcripts by completing the Request for Student Transcript form. A student must complete this form to grant permission to any request made from an outside entity (prospective employers or other institutions). This form is in the Adult Education Office. The form shall remain in the student's file. **All financial obligations to Toledo Public Schools Adult & Continuing Education/Barber Program must be met before any records or transcripts will be released.**

Career Placement/Transition Services

The TPS Adult Education is committed to assisting its students in becoming employed within their chosen field of study. Students enrolled in career development adult education programs receive assistance and support in job-seeking skills, resume writing, and interviewing techniques. Adult Education does not guarantee employment to graduates.

Student Services

- Counseling for personal, social, and academic concerns.
- Assistance with understanding learning styles, study skills, and balancing schedules.
- Identifying barriers to achieving success.
- Information regarding healthy living, communication, work ethics.

Appointments are arranged with the Adult Education Director.

Academic Attendance Process

Clinic Procedures

1. Students must ring their own time card at all times and may ring it only at the properly designated time. Altering or tampering with time cards, misuse of clinical control plastic cards, or attempting to clock someone else in or out will result in school action. There is **no** four-minute grace period on an hour lunch. Not punching a time card or punching over another time will result in a loss of one hour for the day.

2. Students must be completely set up at their stations and be ready to take a customer before clocking in. Tool bags, hats and personal items must be put in lockers not on the floor or back bars.
3. All stations must be clean if the station is not clean (according to Ohio State Barber Board's regulations), the student will be sent home.
4. Students must always courteously accept the customer that is brought back to their chair. Refusal to serve the customer or any discussion that is embarrassing to the customer, the Instructor or the school, will result in severe disciplinary action. Students will have to clock out and will not be able to return until they see the Director.
5. If a customer is brought to your station late in the day, you are to accept that customer courteously. Under no circumstances are you to attempt to turn the customer away or make any comment. If you have to leave early, call an Instructor aside and explain your situation quietly and away from the customer. The Instructor will attempt to cooperate with you.
6. A student must not converse with another student while either of them is performing a service.
7. Discussion of tips within earshot of the customer is strictly prohibited.
8. Students must remain at their stations between services and not roam around the clinic floor or hallway. Permission to leave the clinic floor must be obtained from an Instructor. Students may read school oriented material while waiting at their station. General reading or objectionable materials are not permitted.
9. Soft drinks are allowed at the station but never while the student is working on a customer. Food is not permitted on the clinical floor.
10. Students must stay completely set up while they are clocking time in the clinic. Students must not partially tear down their equipment toward the end of the day or do anything that would otherwise prevent them from performing a complete service on the patron without having to dig into their kit.
11. Drinking any alcoholic beverage during any day you are scheduled to be in school is not permitted and will expose the student to immediate termination. Bringing an alcoholic beverage into the school, even to put it into the locker until quitting time is not permitted.
12. Illegal use or possession of drugs or hallucinogens in or near school will result in immediate termination.
13. Students are not allowed to sit in the Barber chair. Stools are provided for students to sit in while not giving a service.
14. All Barber Chairs are to remain in an upright position. Students caught sleeping on the clinic or classroom floor will be asked to clock out and leave for the day
15. Students must ask permission from an Instructor to receive a personal service.
16. Desk duty or floor duty is assigned only to students who have shown satisfactory progress in their barbering skills, a good attendance pattern and are conscientious and reliable. The Instructor may use discretion in selecting the students for these duties.
17. The school telephone is for school business only. Students wishing to make a call must ask the Instructor for permission to leave the Barber Shop. Cell phones are to be set on vibrate during school hours. **No music or video games on cell phones will be allowed while the student is on the clock.**
18. Students cannot be called to the school telephone. A message will be taken and the student may obtain permission from an Instructor to call from a phone outside the Barber Shop. Students are asked to tell their relatives and friends not to call the school unless there is an emergency.
19. Students may not leave the school premises unless they are on lunch or have special permission.
20. All visitors must wait in the designated waiting area. No visitors during class time, unless prior approval has been given.
21. Each student must bring his/her tools to school everyday in order to clock hours for that day, No tools, no hours
22. Students must see an Instructor to sign out for a break. The Instructor will record the time. Students must also clock out for lunch and clock back in upon returning.

Maintaining Your Station

Before a student can clock out and leave, he/she must call for a check to make sure his/her station is clean and ready for the next day. All waste cans are to be dumped in the large containers at the back of the room. Bowl and mirror must be cleaned and back bar orderly. The floor must be swept, baskets are put on chairs and the chair base shined with Windex. There must not be any food in drawers or cabinets.

Front Desk Duties

1. Since the duties of the front desk play a serious and important part of management training for students, it must be maintained with good common sense judgment and a very professional attitude.
2. In addition to the obvious, such as greeting the patron, helping with decisions on types of services, seating the patron, handling the cards, receiving money and making correct change, each student should be fully advised of all duties and responsibilities. The general management of the entire front area is the register person's responsibility. If there is a shortage in the day's receipts, the Instructor has the discretion to not put that person on the register again.
3. Always call an Instructor whenever there is a question about anything, i.e. difficulties with a patron or any problem that would require an Instructor's judgment. It is better to call an Instructor and get his/her permission beforehand, than to call him/her later to solve a problem that could have been avoided.
4. All register and floor persons must be at their assigned station 15 minutes before services start. The register person should check the cash register tape, check waiting tickets, count and arrange money. Floor person should check on the supply of white linen and steam towels. This also includes washing and drying towels.
5. Keep the desk area clean and free of personal items.
6. No drinking, eating, or cell phone activity at the front desk.
7. Make sure to read all information at the front desk.
8. Any questions about services or prices not listed should be directed to an Instructor.
9. Only the people assigned to the front desk are authorized to operate the register, make change, write tickets, and handle plastic cards. It is his/her responsibility to keep all other students away from the front desk. An Instructor must authorize any switch in desk personnel.

Register Duties

1. Only the person assigned as cashier or the relief person will take money and make change. No person assigned may choose his/her own relief. An Instructor will assign someone if it is necessary for you to leave the desk. **Never leave the register unattended.**
2. In case of a mistake, running out of tickets, or any problem, call an Instructor to correct the problem. Never make any corrections on the cash tape or tickets.
3. When change is needed, call an Instructor. Never send anyone for change on your own.
4. When making change, lay the bill on the register until change is made and then put the bill in the drawer. Count money aloud to the customer

Greeting the Customer

Always stand when greeting or conducting business with a customer. Greet the patron with a pleasing tone of welcome in your voice, a smile and a friendly "Hello, may I help you?"

Let the patron tell you the type of service he/she desires. If it is a new patron or the patron is unsure of what type of service he would like, help the patron decide. Explain the service in question and that prices increase with the experience of the student. Use good judgment when doing so. If a patron is

in need of a complicated style (wedge, elevation, etc.), it is your responsibility to see that the service is directed to a Full Stylist.

If the patron comes in too late for the service he wishes, do not turn him away, call an Instructor.

Stay alert. Do not make the customer wait for you to serve them.

Writing Service Tickets

All service tickets must include the time, date, type of service, student's name, and price. A receipt must be filled out. Give the white copy to the patron. Under no circumstances should a student change the price or service on a service ticket. If there is a change, call an Instructor.

If using computer sign in: all services must be entered in the calendar.

A plastic card must accompany all service tickets, both when being sent to the chair and when coming back from the chair, unless the student has asked permission to go to lunch or class.

All service tickets must be rung up on the register. All services are paid for in advance.

Floor Person

- Greet the patron in a pleasing tone.
- Keep needed items supplied at the front desk. Do laundry.
- Directing patrons to the proper place for service, deliver patron service ticket, plastic card, and all necessary linens.
- Keep the front area clean and organized.
- Pick up debris off the floor in the front area.
- After the clinic is closed, clean up the front area.
- Assist in collecting plastic cards.

Breaks

If you must leave the front area, you must first get permission from the Instructor. You may take a break only if a relief person is free to relieve you, and the Instructor must be notified. All personal business should be taken care of before you start your front desk duties. No student will get a student service or patron service when he/she is on desk duty. Students may not walk out of the classroom or clinic floor without permission of the Instructor in charge of the clinic or classroom.

Self-Inflicted Injuries

The school does not assume any responsibility for any kind of injury sustained while on the school premises. Students are given very careful instruction in the proper use of their tools. Students are required to exercise care in the use of their tools and instruments to avoid any injuries to them, or to the public. The school does not assume any responsibility for medical bills or treatment

Administrative Statement

State Laws, Government Agencies and/or School Policies set the rules, regulations, standards and/or school policies that appear in this Student Handbook. Students are presumed to be aware of the contents of the Student Handbook. At the discretion of the school administrator, action can be taken for not following any rule, regulation, standard or school policy. These actions are not limited to a warning, conference, suspension and/or termination, as deemed suitable for the situation.

The staff of the Toledo Public Schools Adult & Continuing Education/Barber Program wants to assure you that we are here to assist you in your goal of becoming a barber. If any statement or information

in this handbook is not clear, or if questions arise, please feel free to speak to the Instructor for an explanation or clarification.

Completion Requirements

Prior to completing the 1800-hour course, the following must occur:

- 1750 written test is passed
- 1750 practical test is passed
- All chapter or unit tests are taken and passed
- Fees and fines are paid

An exit interview with the Financial Aid Advisor will occur after all of the above is completed.

Any student who completes the required 1800-hour program (or 1000-hour program) but fails to complete any practical or written tests will have two weeks to take and pass them. Failure to do so will result in an additional 300 hours of study at the student's expense.

No student will participate in graduation or receive completion papers unless all hours are completed and tests have been passed.

Lab/Classroom Cleanliness

All students are responsible for cleanliness in the lab and classroom. Instructors will designate the clean-up procedures, and all students are required to participate in clean-up activities. No food is permitted *in any lab area*.

Records Management

Toledo Public Schools Adult Education ensures the confidentiality of student educational records in accordance with School Board Policy, state and federal laws including the Family Educational Right and Privacy Act of 1973 (The Buckley Amendment provides students with access to their educational records and limits dissemination of personally identifiable information without a student's written consent). As a rule, all currently enrolled students and former students have the right to review their records to determine their content and accuracy. Students wishing to view their student records must schedule an appointment with the Adult Education Office. Students wishing to view their financial aid records must schedule an appointment with the Financial Aid Coordinator.

Administration of Security

All personnel having access to records receive periodic training in security, with emphasis upon privacy rights of students and staff. Records are kept under the supervision of the Director of Adult Education at all times.

Confidential, Personal Files of Professionals in the School

In some instances, professionals (school psychologists, social workers, counselors) working in the school may maintain personal and confidential files containing notes, transcripts of interviews, clinical diagnosis, and other memory aids for their own use in counseling students.

FERPA (Family Educational Rights & Privacy Act)

As defined by the Federal Department of Education
<http://www.ed.gov/policy/gen/quid/fpco/ferpa/index.html>

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Information regarding student progress will be shared with the student; parents of adult students may receive information only with a signed **Student Consent for Release of Information to Third Parties** form (Appendix D).

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless for reasons such as a great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct a record, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- 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 a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific state law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice).

Individuals who use TDD may call 1-800-437-0833

Or you may contact us at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Ave., SW
 Washington, DC 20202-8520

Identification Badges

All full-time students, instructors, and visitors are required to wear ID badges while on campus. ID badges will be issued within the first 2 weeks of class. If an ID badge is lost, it is the student's responsibility to pay \$25.00 for a reissued badge.

Health and Safety Plan

The Toledo Public Schools Adult Education Department believes that employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board provides reasonable and adequate protection to the lives, safety and health of its employees and students in compliance with federal and state laws and regulations.

Refer to Board Policy EB, revised 2/05.

The following elements are implemented and evaluated on a yearly basis:

1. Management Commitment and Employee Involvement.
2. Worksite Analysis – Inspections of the school and lab areas are conducted regularly; accidents are investigated so that their causes and means of prevention can be identified.
3. Hazard Prevention and Control – Personal protective equipment is provided; training and practice for emergencies is provided; first aid kits are available in labs and the main office.
4. Safety and Health Training – Employees receive training and are aware of the hazards to which they or their students may be exposed.

Refer to United States Department of Labor: Occupational Safety & Health Administration

Medical Emergency Contact Form

Barber students are required to submit a medical emergency contact form that is secured in the Adult Education Office.

Accidents/Incidents

In case of accident, injury, illness or incident, the procedure is as follows:

1. Notify the instructor immediately.
2. Instructor or instructor's designee will notify the main office.
3. Administration will respond with first aid, emergency medical service (as necessary) or other trained healthcare/OSHA personnel.
4. The injured party will fill out an incident form from the main office.
5. Administration will investigate the incident.

Refer to Board Policy EBBA-R and EBBB, revised 2/05

Complaints

Students who have complaints or concerns about their program, instructor(s), and/or administration should take the following steps:

- Discuss the concern with the instructor(s)
- If the concern cannot be handled at the instructor(s) level, contact the Adult Education Office.
- If the concern is not resolved, contact the Adult Education Director in writing.

APPENDIX A

Information Technology Acceptable Use Agreement

This agreement is entered into this _____ day of _____, 202____ between _____, hereinafter referred to as student, and the TPSACE, hereinafter referred to as district. The purpose of this agreement is to provide network (electronic mail and electronic bulletin board) and Internet access, hereinafter referred to as network for educational purposes to the student. As such, this access will: (1) Assist in the collaborative exchange of information, (2) Facilitate personal growth in the use of technology, and (3) Enhance information gathering and communication skills.

The intent of this contract is to ensure that students will comply with the Acceptable Use Procedure approved by the District for information technology utilization.

In exchange for the use of the informational technology resources either at school or away from school, I understand and agree to the following:

- A. The use of information technology is an accommodation, which may be revoked by the District at any time and for any reason. Appropriate reasons for revocation include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files and limit or deny access.
- B. The District reserves all rights to any material stored in files that are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
- C. All information services and features contained on District or network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- D. The District information technology resources are intended for the exclusive use by its registered users. The student is responsible for the use of his/her account/password and/or access privileges. Any problems, which arise from the use of a student's account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- E. Any misuse of the account will result in suspension of the account privileges and/or other action determined by the District. Misuse shall include, but not be limited to:
 - (1) Seeking information, obtaining copies, or modifying files, other data, or passwords intentionally belonging to other users.
 - (2) Misrepresenting other users on the network.
 - (3) Disrupting the operation of the network through abuse of the hardware or software.
 - (4) Using the network maliciously through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
 - (5) Interfering with others use of the network.
 - (6) Using extensively for non-curriculum related communication.
 - (7) Installing copyrighted software illegally.
 - (8) Downsizing, copying, or use of licensed or copyrighted software without authorization.

- (9) Allowing anyone to use an account other than the account holder.
- F. The use of District and/or network resources are for the purpose of:
- (1) Support of the academic program
 - (2) Telecommunications
 - (3) General information
 - (4) Recreational
- G. The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- H. The student will diligently delete old messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- I. The District and/or network will periodically make determinations on whether specific uses of the network are consistent with the acceptable-use practice. The District and/or network reserve the right to log internet use and to monitor electronic mail space utilization by users.
- J. The student may transfer files from information services and electronic bulletin board services. For each file received through a file transfer, the student agrees to check the file with a virus-detection program before opening the file to use. Should the student transfer a file, shareware, or software will be liable for any and all repair costs to make the network once again operational any may be subject to removal.
- K. The student may not transfer files, shareware, or software from information services and electronic bulletin boards without the permission of the (District Network Director/Designee). The student will be liable to pay the cost of fee(s) of any file, shareware, or software transferred, whether intentional or accidental, without such permission.
- L. The student may only log on and use the network with his/her authorized account number.
- M. The District reserves the right to log computer use and to monitor File Server space utilization by users. The District reserves the right to remove a user account from the network to prevent further unauthorized activity.

In consideration for the privileges of using the District and/or network resources, and in consideration for having access to the information contained on the network, or by the network, I hereby release the District, network and their operators and administration from any and all claims of any nature arising from my use, or inability to use the District and/or network resources.

I agree to abide by such rules and regulations of system usage as may be further added from time to time by the District and/or Network. These rules will be available in the Adult Education Office.

Policy Ref. No.: 7540.01
Adopted: 5/28/96

A copy of your signed agreement will be maintained in your student file.

APPENDIX B**Student Consent for Release of Information to Third Parties**

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records by prohibiting their disclosure without the student's written consent, except under limited circumstances. Students may choose to allow the release of their education records to specified third parties by completing this form. Please note that all fields listed below must be completed and that the student must **sign** and **date** this form. Please further note that while this form may *authorize* the Toledo Public Schools Adult Education Dept. To release the student's records, it does not *obligate* the Toledo Public Schools Adult Education Dept. to do so. This Consent for Release of Information is a one-time authorization specific to this request only. Toledo Public Schools Adult Education Dept. reserves the right to review and respond to requests for release of education records on a case-by-case basis.

STUDENT INFORMATION

Student Legal Name (Last, First, Middle Initial):

Date:

AUTHORIZED THIRD PARTY

Name (First, Last):

Address (Street, City, State, Zip):

Relationship to Student:

Purpose of Disclosure (e.g., Family, Employment Admission, Litigation):

EDUCATION RECORDS TO BE RELEASE (PLEASE SPECIFY

All official transcripts requested by a third party must be obtained through the Adult Education Dept.

I understand that I have the right to: (1) not to consent to the release of my education records, (2) inspect any written records released pursuant to this consent, and (3) revoke this consent at any time by delivering a written revocation to the Office of Adult Education.

Student Signature

Date

APPENDIX C

Please sign and return this page to your instructor.

**Toledo Public Schools Adult Education Dept.
Student Handbook Sign-Off Sheet
2023-2024**

My Signature below indicates that I have read and agree to follow the guidelines outlined in this Student Handbook including the Information Technology Acceptable Use Agreement.

Student Name (Printed)

Student Signature

Date

Crime Awareness Report:

The following information is provided and updated annually as directed by the U.S. Department of Education through Public Law 101-542, the "Criminal Awareness and Campus Security Act of 1990".

Campus Security Policies and Procedures are as follows:

1. Reporting and Criminal Incidence: TPS Adult Education strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any knowledge of a criminal or suspicious nature to the main office. The institution will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified.
2. Security on Campus: the institution is in operation from 8:00 a.m. until 6:00 p.m.
3. Campus Security Programs: All students are informed of campus security procedures during orientation. This policy is published in the institution's handbook. All staff members are briefed on campus security procedures upon hiring. Both staff members and students are encouraged to be responsible for their own security and the security of those around them by carefully reading the campus security procedures and reporting any incidents when they occur.
4. Campus Policy Regarding Illegal Substance: The institution strictly forbids the possession, use or sale of any alcoholic beverages and/or illegal drugs on all campus grounds. Students and staff members should report any knowledge of such activities to the appropriate school personnel mentioned in Part I of this report. Any infraction is cause for immediate suspension and possible specific details of the institutions drug policy are outlined in the campus drug free policy statement distributed annually to all staff and students under separate cover.