Toledo Public Schools
Adult & Continuing Education

The Toledo Barber Academy

2019-2020 Student Handbook
(Section B)
Disclaimer

This handbook has been proofread numerous times by a variety of individuals. Every effort has been made to eliminate errors; however, errors may still occur. You should, therefore, not consider this handbook to be a contract with Toledo Public Schools, Adult & Continuing Education. We reserve the right to cancel or change policies as necessary. We will make every effort to correct errors and notify you of any changes or cancellations.

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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 School 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 barber within the State of Ohio that they be of “good moral character”. Therefore, throughout a student’s training in this school, certain judgments, sometime 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.

Personal Appearance
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 also 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 nametag is not permitted. One nametag will be provided by the school.

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 appearance 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. Students may only wear the following colors of pants (black, blue, tan or brown). Blue jeans sweat pants, running pants, pajama pants, army fatigues, leggings, yoga, jeggings or scrubs are NOT appropriate for a professional barber student to wear. Noncompliance to this dress code is a violation of insubordination and student will be clocked out for the day.

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.

**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 not permitted.

**Attendance Policy**

Toledo Public Schools Adult & Continuing Education’s Barber Academy requires that when registering for a program, one accepts the responsibility for participation in all classes and lab activities. The Barber Board requires 100 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 School 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 Barber School Instructors to meet attendance guidelines. Class attendance is a vital consideration when course grades are figured. All students are expected to contact the Barber School 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 at 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. Students are required to report to class on time and remain in class until the scheduled dismissal time. 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. If student walks out of class or lab without permission, student will be clocked out for the remainder of the day.

Any student not on the floor or in the classroom attending theory class that is not signed out for break or clocked out for lunch will be:

- First offense: clocked out no hours credited for entire day
- Second offense: clocked out no hours credited for entire day
  Three day additional suspension
- Third offense: TERMINATION

**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. Student 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.

**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 FAX 770-396-3790 www.council.org
**Academic Appeals Process**

1. A student has the privilege of the appeals process. It does not apply to academic problems only.
2. Note: If dismissal resulted from dishonesty, failure to provide client safety and/or for using verbal or physical threats against faculty members or another student, the student is dismissed and will not be reconsidered for readmission.
3. To protect the faculty members and the student, all test papers, written assignments, quiz grades, and other such material, which were evaluated and were considered in arriving at the final grade, will be available for inspection by the student and persons involved in the appeals procedure.
4. Students are responsible to keep records of their grades and attendance. It is recommended that all reports and projects be saved. Students are responsible for retaining a copy of reports submitted to the Instructor. (Log hours on Hours Log sheet)
5. The grade book is a permanent record. This record does not necessarily make clear the nature of the process by which the final grade is determined. The faculty member must be able to explain the process by which a grade was assigned.

**Absence**

On the day of absence, the student must telephone the Instructor or leave message with office 419-671-8700.

When a student returns to class after an absence, the student must supply an approved absence excuse to the instructor – on the first day returning to class. **No note will count as an unexcused absence (see below)**

**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 legitimate reason for the leave in writing. The Director/Instructor is responsible for approving any “leave of absence”.

**Satisfactory Progress Policy**

In order to maintain satisfactory progress in the Barber Academy, a student must maintain an 80% grade average and proceed through the program by maintaining an 85% 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 Academy 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, student is docked 15 minutes.
2. A maximum of 30 minutes of tardiness will be allowed. If a student is later than 30 minutes an excuse must accompany them for approval from Instructor 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 a tardy and the same disciplinary procedure will apply. (student taking lunch must be clocked out for period 30 minutes)
4. Three times tardy will equal one absence. (3 times tardy = 1 day absent). Continual tardiness will warrant further disciplinary action.

**School Closings**
School closings are announced on all local television and radio stations as well as found on local television and radio websites. Suggest downloading TV station App for school closing/delays (WTOL)

**Academic Policy**
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 not using Academic Assistant when assigned will be terminated from program. Student must wait 6 months to re-enroll.

- Students who fail a test two (2) 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

**Barber School Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100%</td>
</tr>
<tr>
<td>B</td>
<td>85-91%</td>
</tr>
<tr>
<td>C</td>
<td>80-84%</td>
</tr>
<tr>
<td>D</td>
<td>70-79%</td>
</tr>
<tr>
<td>F</td>
<td>69 or below</td>
</tr>
</tbody>
</table>

**Clinic Procedures**

1. Students must punch their own time card at all times and may punch 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 (see below). 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 time for the day.
   i. First offense: clocked out no hours credited for entire day
   ii. Second offense: clocked out no hours credited for entire day
      Three day additional suspension
   iii. Third offense: TERMINATION
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 station is not cleaned (according to Ohio State Barber Board’s regulations), 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. Student will have to clock out and will not be able to return until they see the Instructor.
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 on clinical floor between services and not roam around the 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 is 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, before/during school hours, will result in immediate termination, at school discretion.
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. Personal ear buds may be permitted as long as student can hear instructor while on clinical floor. Not to be used during theory class.
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 wait in the designated waiting area. No visitors during class time, unless prior approval has been given.
22. Students must see an Instructor to sign out for a break. The Instructor will have a sign out sheet to record the time. Students must also clock out for lunch and clock back in upon returning. Students NOT following clinical procedures are subject to disciplinary action:
   1. First offense: clocked out no hours credited for entire day
2. Second offense: clocked out no hours credited for entire day  
   Three day additional suspension  
3. Third offense: TERMINATION  

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 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, as stated in practical book. 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 cash register tape, check waiting tickets, count and arrange money. Floor person should check on supply of white linen and steam towels. This also includes washing and drying towels.  
5. Keep 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 run 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 (4:30, or other time determined, 30 minutes before close of shop) for the service, they wish, do not turn him away, and call for 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.

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

All patron 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 clinic is closed, clean up 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 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.

**School Rules, Standards & Regulations, Consequences**

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 an F 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. If your phone is heard, it will be confiscated and returned to you after you clock out.

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

Failure to follow Rules, Standards & Regulations will result in the following:

1. First offense: clocked out no hours credited for entire day
2. Second offense: clocked out no hours credited for entire day
   Three day additional suspension
3. Third offense: TERMINATION
Any student not on the floor or in the classroom attending theory class that is not signed out for break or clocked out for lunch will be:

1. First offense: clocked out no hours credited for entire day
2. Second offense: clocked out no hours credited for entire day
   Three day additional suspension
3. Third offense: TERMINATION

**Refreshments**
The student’s lunch must be eaten in the lunchroom not at your station. This means all food containers are put in the lunchroom trash. You may have beverages at your station if you do not have a patron.

**Termination/Suspension**
Any barber student that has been terminated or suspended may not be on any Barber Academy premises of Toledo Public Schools without the director or instructor’s permission. A student on suspension will have a return for suspension. A terminated student may not return to the program. Student that is dismissed from program may not return to program before 6 months at schools discretion. Student returning from dismissal must complete a 300 hour refresher course in barbering (combination of clinical and theory).

**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 Barber Academy 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:

- 800 barber services completed, minimum of four services a day including patron, student to student, mannequin and technique practice
- 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.

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

Any student who completes the required 1800 hours 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.
Appendix A

Requirements for PELL Grants are as follows:
1. Student must not be a college graduate.
2. Student must be enrolled as a full time student in an eligible program
3. Student must be a full time student enrolled for the purpose of obtaining a certificate.
4. Student 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.

Appendix B

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 termination. When appropriate, such infraction will also be reported to the local authorities. Specific details of this institution’s drug policy are outlined in the campus drug free policy statement distributed annually to all staff and students under separate cover.
I have received a copy of the revised/new 2018-2019 Barber Student Handbook.

I also understand it is my responsibility to refer to the Student Handbook and seek clarification if I have any questions.

I agree to abide by the policies and procedures in the current Student Handbook.

Signed: _______________________________ Date: ______________

Print Name: ____________________________________________