

# Goodfellas

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## BARBERCOLLEGE

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**Student Handbook**

**June 2019**

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## Welcome

*The staff at GoodFellas Barber College would like to welcome you to our school. This school catalog details our school's policies, it is designed to inform, protect, and prepare you for the time you spend at our school preparing for your new career in the field of Barbering.*

*Excellent appearance is stressed because of its importance to your career success. Our rules draw attention to the need for cheerfulness, good manners, courtesy and consideration of customers, fellow students and supervisors. Proper sanitation procedures and safety practices are also stressed. Rules are applied regarding attendance. This is done in recognition of the need for self-discipline in work habits.*

*Students must attend their scheduled classes.*

*This school catalog outlines policies and procedures to be followed by the students of GoodFellas Barber College. The institution reserves the right to make changes to the school catalog as needed.*

*Congratulations,*

*The Staff of GoodFellas Barber College*

## Frequently Asked Questions

Question	Answer
<b>How long is the Barber Course?</b>	<i>1500 Hours of learning and experience extending over 44 weeks for day class and 68 weeks for nights. The first 150 hours are devoted exclusively to classroom work, where you learn design principle, technical information and professional practices. The remaining 1350 hours are spent in the clinic, which is practical experience.</i>
<b>When do classes start?</b>	<i>Every Tuesday</i>
<b>How do I enroll?</b>	<i>A personal interview is required with our admissions office to begin the enrollment process.</i>
<b>What are the admission requirements?</b>	<p data-bbox="734 655 1424 684"><i>To enroll, we need the following documents:</i></p> <ul data-bbox="792 722 1424 856" style="list-style-type: none"> <li>• <i>Proof of high school diploma, transcript or GED</i></li> <li>• <i>State identification</i></li> <li>• <i>Proof of age if under 18</i></li> <li>• <i>Social security card/picture ID</i></li> </ul>
<b>How are we graded?</b>	<i>During the enrollment at GoodFellas Barber College, you will take written and practical tests</i>

## History

On July 21<sup>st</sup>, 2015, GoodFellas Barber College was licensed to operate as a Barber College, by the State of Arkansas, under the authority of the Arkansas State Board of Barber Examiners. GoodFellas Barber College was founded by Mr. Donald Teague and Mr. Anthony Matthews. Mr. Donald Teague serves as GoodFellas Barber Colleges' chief financial officer. Mr. Anthony Matthews serves as GoodFellas Barber Colleges' chief operating officer. The first students started class on July 1<sup>st</sup>, 2015 and the school celebrated its first graduate in the Barber Teacher Manager Instructor program on December 8<sup>th</sup>, 2015 and its Barber Program on May 26<sup>th</sup>, 2016.

## Location

GoodFellas Barber College is located at 4306 Asher Avenue Little Rock Arkansas 72204.

## Mission Statement

To go above and beyond what has become tradition in the barber schooling industry. At GoodFellas Barber College, we are committed to training, educating, and preparing students to become successful in the industry of barbering.

At GoodFellas Barber College we are dedicated to show students their potential and helping our students strive for excellence.

## Vision Statement

The vision of GFBC is "To become the elite barbering training institution for the state of Arkansas by providing all aspects of education for our students to become pillars of the community."

## Program Overview

The school offers two programs. The programs consist of a 1500 Barber program a 600 hour and Teacher-Manager-Instructor program (TMI). The programs are designed to prepare graduates for the State Licensing Examination and to ensure employment opportunities upon graduation.

Programs are designed to help students develop desirable work habits, attitudes, safety practices and awareness of their professional responsibilities. In order to provide students with a working knowledge of current practices, each program will be evaluated periodically and revisions of the programs are made so that new techniques, practices and products can be incorporated into the study programs.

## School Goals

1. To teach our students the current Arkansas State Barber Board Laws, Sanitation and Sterilization procedures, and the Arkansas State Barber Board Licensing Laws.
2. To educate students in the field of barbering, by introducing and teaching the techniques involved in the latest hairstyling trends.
3. To develop each students professional qualities by teaching them the importance of good public relation and customer Service.
4. To educate students to be successful through personal motivation with the understanding of the financial aspects of hairstyling.
5. To ensure that students master the necessary skills and procedures required to successfully pass the State Board Examination and obtain their license.
6. To ensure that our students have adequate employment upon completion of the course, and licensure.

## Accreditation and Licensing

The school is accredited through the Counsel of Occupational Education. Operational licensing is held through the state of Arkansas. The barbering education license is held through the State Board of Barber Examiners.

## Staff

<b>Name</b>	<b>Title</b>	<b>Position</b>
<i>Mr. Donald Teague</i>	Owner	Chief Financial Officer
<i>Mr. Anthony Matthews</i>	Owner	Chief Operating Officer
<i>Mrs. Tametra Bowie</i>	Administrative Staff	Director and Financial Aid Officer
<i>Mrs. Katrina Higgins</i>	Administrative Staff	Compliance Officer
<i>Ms. Tarrian Jones</i>	Educational Staff	Director of Education

## **Facilities and Equipment**

GoodFellas Barber College is a newly renovated state of the art campus which entails a clinic floor which has 20 work stations with mirrors. The school has 7 operational shampoo bowels and 5 hooded hair dryers. The facility has 2 classrooms with a training area located inside of each classroom. The building is centrally heated and air conditioned, for the maximum comfort for students, staff, and clients. There are two restrooms located in the school one for men and one for women. There is ample parking, located on the side and directly behind the building. The Learning Resource Center is equipped with three computers to enhance learning and it also provides the students with additional resources. We provide a break room equipped with a soda and snack machine. The entire campus is handicap accessible.

## **Scheduling**

### **Academic Calendar**

The campus operates on a continuous basis, 12 months a year.

### **Breaks**

A break room is provided for all students. There is a microwave, refrigerator and vending machines available for all student use.

Please do not smoke, eat, drink, or chew gum in the classrooms or clinic areas.

Students must clock in and out when leaving the school building. Students are not required to clock out for breaks if they stay in the building. Should the break policy not be followed, the staff of GoodFellas Barber College may require students to clock out and clock back in after breaks are concluded.

### **Calendar of Holidays**

The school observes the following holidays: Dr. Martin Luther Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day through the Monday following Thanksgiving and the day before Christmas Eve through the day after New Year's Day. Additional breaks during holidays or to coincide with the local school district are utilized as needed.

### **Class Start Dates**

Classes start on a weekly basis.

### **Inclement Weather**

At the discretion of the school, classes may be cancelled. Notification of such cancellation will be broadcast on local news affiliate KARK Channel 4 as well as the schools social sites. In addition, students will receive a notification text via the emergency notification system.

## Lunch

Day students have 30 minutes for lunch every day. The time for lunch will vary due to the nature of your training, but will be between 12:00 p.m. and 2:00 p.m.

Instructors are responsible for the smooth operation of the school and may assign lunch times, as they deem necessary.

Students **MUST** clock in and out upon leaving and returning from lunch. This applies to students leaving the premises as well as those remaining in the building for lunch.

## School hours and record of attendance guidelines

Day	Hours
<b>Monday</b>	<b>Appointment Only</b>
<b>Tuesday</b>	8:00 a.m. – 5:00 p.m.
<b>Wednesday</b>	8:00 a.m. – 5:00 p.m.
<b>Thursday</b>	8:00 a.m. – 5:00 p.m.
<b>Friday</b>	8:00 a.m. – 5:00 p.m.
<b>Saturday</b>	8:00 a.m. – 5:00 p.m.
<b>Sunday</b>	Closed

1. A record of your daily attendance is kept by a time clock. Students must clock in and out to receive credit for hours attended. Clock in immediately upon arrival and departure. Students are required to clock in and out for a lunch period of 30 minutes.
2. At all times, clock in upon entering or leaving the school. Lunch period also. The clock in procedure is necessary to meet requirements for the number of hours you are in school. Clocking in when you are not in the building, actively engaged instruction is not allowed. You must clock out and in for lunch, whether staying on the premises or not. Students may not clock in or out for each other. Any students found to be clocking in and out for other students will be subject to suspension or expulsion from program.
3. Student Absent hours:
  - a. Absent hours are accrued if a student comes to school late, leaves school early, or takes a longer than allocated lunch break.
  - b. Makeup hours remove absent hours.
  - c. Overtime charges result when a student does not make up missed time.
  - d. Overtime charges are due as accrued. Students are billed on a monthly basis. Payment for overtime charges is strictly enforced.
  - e. Any time that is not made up is charged at a rate of \$10.45 per hour.
4. Students knowing in advance that they will be tardy or absent must fill out a planned absence form and submit it to their advisor for approval.
  - a. For unplanned absences or tardiness, the student must call in and speak directly to an available instructor.

- b. Students with an unplanned tardy must receive permission from an instructor to come in late. Saturday attendance is mandatory for all students.
  - c. Failure to attend on Saturday without prior approval will result in a \$25 charge, due before the student is able to return to school.
5. Students leaving the school building at any time during the day must notify their Instructor and clock in and out. Students should be aware that any time they are clocked out other than their lunch period, absent hours will be accrued.
  6. All students are required to attend on Saturdays. Saturdays provide students the greatest number of patrons, thereby giving them the best opportunity to develop their practical skills. Tardiness and unexcused absence on this day will be considered cause for possible interruption of training. An excused absence is one that is due to personal illness, illness, death in the immediate family, or an emergency. All work missed must be made up. There is \$25.00 charge for being absent on Saturday without prior approval.
  7. Students should strive for excellent attendance and are encouraged to maintain 75% or above attendance each month. Student's attendance is monitored daily. However, progress reports are given out every month.
  8. No drugs or alcoholic beverages are allowed on the premises. Any student found to be in non-compliance with this rule, will be suspended. A second violation will mean the immediate termination without recourse. Any student thought to be under the influence of a controlled substance will be required to submit to a drug test.
  9. In the event of a life emergency you may request a leave of absence. If the leave is granted you will need to vacate your station and locker.
  10. If you are going to be absent, you MUST call in. All continued unexcused absences of 14 days or more would mean cancellation of your contract.
  11. Students must pay student prices for supplies and chemicals used for personal use. Student prices are 1/2 of the cost for clients.
  12. A student who misses 14 consecutive school days of scheduled class time and has not been granted an official leave of absence will be terminated.
  13. Any student found stealing from the school or another student or causing willful destruction of school property will be terminated from the school.
  14. Any student in violation of an instructor's direction may be suspended from school immediately.
  15. Any student, who does not respond to the third call from the desk and is still on the clock, will be clocked out for the day. This will be an unexcused time loss.
  16. Valid reasons accepted for Excused absences are; death in the immediate family or severe family emergency. YOU MUST HAVE DOCUMENTATION.
  17. The school reserves the right to interrupt training whenever a student is behind in payment of tuitions or has incurred a considerable amount of overtime charge. All monies must be paid in full before your total hours are completed.
  18. Students are allowed to receive emergency calls ONLY. Personal calls may be made on break. You must monitor your own calls keeping them to the immediate family.

19. Confrontational outburst from students will not be allowed. Any student involved will be clocked out immediately. She/he will not be allowed to come back to school until can determine fault. Upon determination each student will be dealt with on an individual basis and will be notified.
20. Any student guilty of refusing a client ticket for services may be suspended from school immediately.
21. Hours from the time clock are recorded on a permanent record. Corrections in hours are not made after the 10th of each month.
22. Sanitation must be completed daily by each student. Your name will be posted on the “clean up” list weekly. Sanitation will be called at 3:15.
23. The school reserves the right to make any changes or add to the above rules and regulations at any time and all students will be notified of any changes immediately.
24. Bringing children to school during your scheduled hours of attendance is NOT permitted.

## Admission Procedures

Students may contact admissions personnel by telephone, fax, email, or by visiting the facility. There is someone available during normal business hours to discuss available programs. Students are given a tour of the facility, introduced to staff and students along the tour site and during the tour students are encouraged to ask questions. If the potential student is a dependent minor they must be accompanied by a parent and or legal guardian.

If the potential student expresses a desire to become a student with GoodFellas Barber College another appointment is scheduled, it is at the second appointment that matters of signing an enrollment agreement, financial aid discussions and class schedule etc. is completed. The enrollment process will take approximately one week from application to actual enrollment in our training program. A personal interview will be scheduled upon a prospect consideration for the program of choice. All necessary documents, as listed in the admissions packet, should be submitted prior to start date. New classes will begin every Tuesday. Students are provided with copies of the enrollment agreement, catalog, and consumer information.

**Students are required to attend orientation prior to their start date classes.**

## Admission Requirements

GoodFellas Barber College admits as regularly enrolled students only those persons who have:

1. Have Identification (current driver’s license or state issued photo identification.)
2. Have a Social Security card
3. Have a High School transcript, diploma, or a General Education Diploma (GED)
4. Are at least 16 years of age
5. Are not currently enrolled at a primary, secondary institution, or post-secondary.

The facility does accept certified transfer hours. Students seeking to transfer hours in from another institution will be reviewed on a case by case basis.

## **Family Educational Rights and Privacy Act Policy**

Certain rights are given to parents of students regarding their education records. These rights transfer to the student or former student upon reaching the age of 18. Students and former students to whom the rights have transferred are called eligible students.

1. Parents/guardians if the student is a dependent minor or eligible student have the right to inspect and review all of the student's education records maintained by the school. The school does not need to provide copies of these records but if it is impossible for the parents or eligible student to inspect the record personally, the school may charge a fee for any copies requested.
2. Parents of eligible students may request that correction be made if the records are believed to be inaccurate or misleading. Parents or eligible students have the right to a formal hearing if the school refuses to change the records. If after the hearing, the school still refuses the correction, the parents or eligible student has the right to place a statement in the records commenting on the contested information.
3. In most cases, the school must have written permission from the parents or eligible student before releasing any information from a student's record. The law does however, allow schools to disclose records, without contest to the following:
  - School employees who have need to know
  - Other schools to which a student is transferring
  - Certain government officials in order to carry out lawful functions
  - Appropriate parties in connection with financial aid to student
  - Organizations doing certain studies for the school
  - Accrediting organizations
  - Individuals who obtained court orders of subpoenas
  - A person who needs to know in cases of health or safety emergencies
  - State or local authority to whom disclosure is required by state laws adopted before Nov. 19, 1974
  - "Directory" type information (school must inform parents or eligible students to request that information not be closed). The above policy and procedures apply to all parents and eligible students in compliance with (FERPA) Family Educational Rights and Privacy Act of 1974.

## **Individuals with Disabilities**

GoodFellas Barber College is in compliance with the Rehabilitation Act of 1973 (Section 504) in that no handicapped person, by reason of the handicap, that meets the admission criteria, will not be excluded from enrolling in our training program

## **Statement of Non-discrimination**

GoodFellas Barber College has zero tolerance for discriminatory practices against any individual. This includes, but is not limited to, admissions, instruction, or graduation policies. GoodFellas Barber College does not practice, nor tolerate discrimination on the basis of race, financial status, creed, religion, sex, or ethnicity.

## **Student Services**

### **Advising**

Advising is available to all students as an aid to student motivation and as a means of maintaining the productive attitudes and professional. Each student may meet with an advisor and/or instructor on an as needed basis for evaluation of progress. Students receive a progress report on a quarterly basis.

Advising hours for the administrative and education departments are posted outside those offices. Students can schedule an appointment in advance or receive assistance during those hours. If the student is experiencing an emergency, he/she may speak with their assigned Advisor so that assistance can be provided immediately.

Individual advising is available for students with personal or academic problems. Schedule an appointment with your Advisor or one of the other staff members.

### **Childcare Services**

GoodFellas Barber College does not provide childcare services. We can make recommendations to different childcare facilities to meet your needs. Payments and transportation would be the responsibility of the student.

### **Employment Assistance**

GoodFellas Barber College offers job placement assistance for graduates who become licensed. We also offer assistance in finding suitable employment during school

Students are also offered resume building training, portfolio creation and assistance in learning proper job interview skills.

### **Field Trips**

Throughout the program, students will be scheduled to take field trips to hair supply stores, hair shows, and hair salons. Field Trips are incorporated into the lesson plans of the institution and they are used to educate students in marketing, trends, and get students and staff involved in the community. Student participation in field trips is based on satisfactory performance in the program.

## Honor Roll

The student with the highest attendance and excellent academic achievement, 90% and higher will be recognized each month.

## Housing

GoodFellas Barber College does not have on campus housing. Apartment housing is available near the school facility. The school office will gladly refer students to an agency for assistance.

## Facility Rules and Regulations

### Code of Conduct

All students of GoodFellas Barber College are expected to represent the school in a manner which is respectful and follows the guidelines as established in this school catalog and the school textbook. This does include but is not limited to proper school uniform during school hours, appropriate conversations with fellow students and staff and clients that does not contain sexually explicit language or profanity. Students are to conduct themselves as professionals at all times and be respectful of each other, clients, and staff members.

**Anti-Harassment:** Students have the right to enjoy their learning experience in an environment free of harassment. If students feel that other students or staff members are harassing them, this matter should be brought to the attention of their instructor or School Administration.

Students found to be engaged in the harassment of other students or school faculty will be expelled.

**Anti-Violence:** Students have the right to enjoy their learning experience in an environment free from violence or the threat of violence. GoodFellas Barber College does not permit weapons, including knives and firearms in the school building. Students with firearm permits are not permitted to carry their firearms while in the school building or premises.

Students found to be carrying weapons in the school building or premises or students making threats against other students or faculty will be expelled.

**Hate Crime Reporting:** Current federal regulations require institutions to report any of the following hate crimes: criminal homicide, sex offenses, robbery, aggravated assault, motor vehicle theft, burglary, larceny-theft, arson, simple assault, intimidation, destruction, damage, or vandalism of the property and any other crime involving bodily injury reported to local law enforcement agencies that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Students are encouraged to report crimes that fall into these categories to your instructor or directly to the School Director as soon as possible.

## Damage to School Property

Any damage resulting to school property through negligence on the part of a student shall result in that student being charged for that damaged property. The balance will be due in full prior to the student graduating from school. This includes but is not limited to the snack vending machine, soda machine, school stations, etc.

## Drug-Free Schools and Communities Act (Public Law 101-226)

- a. Student's must certify that as a condition of the policies of this school, the student will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance during my enrollment at school.
- b. Students must have received, reviewed, and do comprehend the rules, regulations and policies as set forth by the school and the Public Law 101-226 of the Drug Free Schools and Communities Act.
- c. Students must certify that I do understand that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful and the use or distribution of illicit drugs and alcohol by student on the school premises shall ensure immediate suspension and/or termination of my enrollment at school.
- d. If any student cannot comply with the above code of ethics, the school will offer them a transcript to any other school that will accept them, as long as they meet their financial obligations.
- e. These Rules and Regulations, and others which may be added, are designed to help the students and instructors carry out our training program. Failure to adhere to the above rules and regulations will result in dismissal from one (1) to ninety (90) days or indefinitely.

## Hair Benefits

Occasionally, with an instructor's authorization, depending on schedules and time, a student may be able to have personal hair services performed at a discounted rate. Students are to check with the Clinic Floor Instructor to make sure that they are not interfering with the smooth operation of the school.

- a. Students receive a 50% discount on all services. There are no discounts given for family or friends of students.
- b. Students may not do their own hair while on the time clock.
- c. No more than once weekly per student.
- d. Students who are absent on Saturday and who miss a theory class the previous week are not allowed to receive hair benefits for the following week
- e. A student has to have 85% in attendance, practical, and written averages. This rule also applies to students performing hair services on other students.
- f. Students must attend school the day that they receive hair benefits.
- g. A ticket is required and all supplies must be paid for before the service is given.
- h. Students are not allowed to bring in their own products.
- i. No services are allowed on Saturday for day students.
- j. Students absent for that day or that are on suspension cannot receive discounted hair services.

## Leave of Absence

- a. An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. A LOA must meet certain conditions to be approved:
- b. A Leave of Absence must be submitted in advance in writing and should include the reason for the student's request and student's signature.
- c. In instances of unforeseen circumstances that prevent the student from doing so, the student would not have to request the Leave of Absence in advance.
- d. The institution will not assess additional institutional charges as a result of the LOA.
- e. The LOA along with any additional Leaves of Absence must not exceed a total of 180 days in any 12 month period.
- f. A student granted a LOA that meets the school requirements is not considered to have withdrawn and no refund calculation is required at that time.
- g. A Leave of Absence extends the student's maximum time frame in the contract period by the same number of days taken in the LOA.
- h. If a student does not return from the LOA, the six month grace period for Student Loans will start as of their last day of attendance.
- i. A student applying for an LOA must be satisfactory in attendance and grades
  - a. 60% attendance
  - b. 75% GPA
- j. A leave of absence expires on the end date and requires an extension if the student does not return on return date. If an extension is not completed in a timely manner, that student will be responsible for any absent hours that accrued from the days missed.
- k. A student on an approved leave of absence that notifies the school that he/she will not be returning will have a date of withdrawal based on the last date of attendance.

## Make-Up Work

- a. Test may be made up on the first Tuesday of each month. Only two exams will be allowed on make-up day. This is the only time makeup test will be made.
- b. IT IS YOUR RESPONSIBILITY TO MAKE UP MISSED TESTS!

## Physical Demands

Prospective students that might be adversely affected by long periods of standing or sitting, or by being exposed to chemicals used in the Barber Industry, should obtain a doctor's release before entering the School or continuing school. Examples of such health conditions might include Asthma, Pregnancy, or Allergic Reactions to odors from certain chemicals used in the profession. Persons at risk with health, nervous or emotional conditions should consult a physician before considering enrolling.

## Practical Assignments

- a. Each student is required to accept and finish work that is assigned to him or her.

- b. The instructor must inspect all work before the patron is released. The student must give his/her full attention to the instructor during a final check.

## **Safety Requirements**

Basic safety requirements for each course are introduced on the first day of classes and during orientation. Safety instructions include but are not limited to:

- Information on how to safely store and use chemicals and equipment associated with the specific course of study.
- Use of protective gloves when applying chemicals
- Removal of hair from clinical floor
- Rubber sole shoes to prevent slips and falls

## **Sanitation and Equipment**

The Board requires that all equipment is clean and sanitary at all times.

- Students must have adequate supplies in their kit or they will be excused for the day. This school is not responsible for the loss or damage of personal belongings, money or equipment.
- Periodically kit checks and station checks will be conducted at the discretion of the instructor. Students are responsible for keeping all equipment, supplies, stations, and kits in clean and sanitary condition. If items are found to be unsanitary, student will be required to clock out to clean the items and allow the items to be re-inspected prior to clocking back in. Chronically having unsanitary items may result in suspension.
- Students are responsible for keeping their own station clean and sanitizing all equipment that is used on models. Each station should be neat and clean throughout the entire day. This will be expected in a salon setting also. Each student will be assigned a sanitation duty and must complete the assigned duty.
- Additional sanitation duties may be assigned as needed to assist in proper sanitation and upkeep of the institution.

## **Services for students with disabilities**

Prospective students with disabilities should contact the institution to ensure their needs can be fulfilled. This would include review of accommodations for classroom, practical, salon activities, job placement and licensure after graduation.

## **Theory Classes**

General theory is held from 9:00 a.m. - 10:00 a.m. Tuesday-Friday.

- Students are required to always be prepared for class by bringing your textbook, workbooks, pen or pencil and loose-leaf paper or spiral notebook as well as their kit.
- Students may be sent home, required to clock out, or suspended for not having supplies.
- Students are required to attend theory class during scheduled times. If you are not in class by the assigned time, you will not be allowed to clock in until theory has concluded.
- Students must maintain a minimum of 75% in written and practical.
- Two or more missed theory classes within a four-week grading period may result in suspension.

## Transcripts

Any transcript or certificate of completion is withheld until all fees and charges have been met. The student receives a copy of the written contract, rules and regulations, and the school catalog at the time of execution. Students may obtain a transcript from the school office upon request if he/she has fulfilled his/her financial obligation to the school.

## Vaccinations Policy

GoodFellas Barber College does not have an immunization requirement for admissions to this institution.

## Voter Registration

In the United States, voter registration is the right and responsibility of all people. Approximately 70% of all Americans who are eligible to vote have actually registered. Register today and start exercising your civil right to make a difference. To register contact your county Supervisor of Elections Office, stop by and pick up a form at your local Revenue Office or in the Administration Office.

## Use of facility telephone

- Personal calls are to be kept to a minimum. Regarding incoming personal calls, messages will be taken on a message sheet, which is kept at the front desk. Students may check their messages throughout the day. A student may return the call during lunch, after school or during a scheduled break. In cases of an emergency, the student would be notified about their phone call right away.
- Please advise family and friends of this policy.
- No long distance phone calls and no directory assistance calls will be allowed.
- Do not use the school's front desk phone. Personal calls should be limited to three minutes.
- Cellular telephones may not be used in the school building.
- Bluetooth's, IPODS, IPADS, laptops, tablets and MP3 Players may not be used. Students may not leave class or a client because of a message unless they have pre-arranged it with their instructor (for example, the student has told their child to text them if there is a problem, and the student has made the instructor aware of the situation before class begins). All reading material should further your knowledge of hair, and skin.

## Uniform Policy

All students at GoodFellas Barber College are expected to present a professional image. The image you project to others is a reflection of you as an individual. Your personality, attitude, abilities, appearance and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life.

- The school uniform is school issued smock, black pants and any colored enclosed shoes.
- School uniforms must be free of stains, wrinkles, and fit appropriately. Those students attending school and are found to be out of uniform will immediately be issued a new uniform and charged \$25.
- Student's attire and hair must be neat in appearance. As a current student, you should project an image that reflects the industry.

### Students may not wear

Skin tight clothing, sagging clothing, hats, vests, headgear, rags, bandanas, shorts or skirts, high heels, t-shirts with pictures or writing of any kind, sleeveless clothing, flip flops, opened heels or toes, jackets, or coats.

## Visitor Policy

Due to security reasons, all visitors must check in at the front desk.

## Disciplinary Regulations

When a student is found to not be in compliance with the rules and regulations as established by GoodFellas Barber College that student is subject to disciplinary action. Depending on the severity of the non-compliance to policy, the instructor may submit a suspension or expulsion.

The following may result in disciplinary action, suspension, or dismissal:

- a. Failure to follow policies as stated in the school catalog or as addressed by staff GoodFellas Barber College.
- b. The use of obscene words or gestures on the school premises.
- c. Any conduct disruptive to the proper functioning of the school's operation.
- d. This school's management has a zero tolerance policy regarding behavior toward each other, staff, or customers, in which there is a loud verbal confrontation or any appearance (as determined by the staff) of the threat of physical violence. Any student participating in such a display will be discontinued.
- e. Students who have been suspended or discontinued must leave the school premises when asked to do so by the instructor or Director of Education.
- f. Unsatisfactory academic progress.

- g. Failure to make up tests within the allotted time period.
- h. Continued disregard of the uniform policy.
  - i. Repeated:
    - i. Failure to turn in required projects and record keeping at the end of a grading period.
    - ii. Failure to have live model practice checked by an instructor.
    - iii. Application of chemical solutions to live models without instructor authorization.
    - iv. Application of products not distributed by the school, unless prescribed by a physician.
    - v. Performance of services not included on the client's ticket.
  - j. Refusal to participate in assigned clinic services or assignments.
  - k. Chronic patterns of missing theory and other scheduled classes.
  - l. Failure to clock in and out properly. Students will lose the hours from any missed punches.
  - m. Taking a longer than allocated lunch period or assigned break.
  - n. The use of alcohol or drugs while on school premises or coming to school with the appearance or smell of alcohol or drugs.

## Graduation and Licensing Requirements

In order to receive a diploma in the program from GoodFellas Barber College and be certified for the licensing examination, a student must: (For graduation)

1. Satisfactorily complete our 1500-hour for Barbering, 600 TMI.
2. Satisfactorily complete all required written and practical performances.
3. Complete program with a minimum grade point average of 75% in practical and written grades and minimum 67% in attendance.
4. Pass the school's final written examination with at least a grade of 70.
5. Fulfill all contractual and financial obligations.

## Grading System

Students receive numerical grades in their theory and practical phases. The following grading scheme will be utilized:

Grade Range	Grade
90-100	A - Excellent
80-89	B - Good
75-79	C - Satisfactory
Below	F- Failing

Those students who fall below an overall average of 75% in theory or practical phases will be placed on probation. If by the end of the probationary period satisfactory progress has not been achieved, the student may be discontinued.

## Licensing Requirements

### Barber Program

1. Complete 1500 Clock-Hours barber course in a licensed barber school
2. Complete an application for Examination, accompanied by a certification from the school that the student completed the 1500 require hours
3. Provide a valid form of government identification (driver's license, state identification card; or a govt. issued passport)
4. Pass both the written and practical examinations
5. Pay a \$75.00 fee for the written /practical portion of the test.
6. Pay a \$50.00 to Arkansas State Barber Board of Examiners for Barbers license.
7. GoodFellas Barber College will retain certification of hours until all charges and requirements are fulfilled upon graduation.

**Certification of hours is required to take the state licensing board exam.**

### Barber Teacher Manager Instructor Program

A Barber Teacher Manager Instructor license will be granted by the Arkansas State Board of Barber Examiners only after the student has successfully completed and graduated from the Instructor Trainee course as described above and passed the State Board Exam with an overall average of 70%.

1. Complete 1600 Clock-Hours barber course in a licensed barber school
2. Complete an application for Examination, accompanied by a certification from the school that the student completed the 600 require hours
3. Provide a valid form of government identification (driver's license, state identification card; or a govt. issued passport)
4. Pass both the written and practical examinations
5. Pay a \$80.00 fee for the written /practical portion of the test.
6. Pay a \$50.00 to Arkansas State Barber Board of Examiners for Teacher-Manager- Instructor license.
8. GoodFellas Barber College will retain certification of hours until all charges and requirements are fulfilled upon graduation.

## Program Curriculums

### Barber Program

The curriculum to prepare a student for the examination for the registered barber license will consist of 1,500 hours to include the following:

#### Subjects

- *Two (2) hours of orientation, consisting of: 2 hours*
  - Rules and Regulations of the school
  - Introduction to school personnel and students
  - Outlay of school facilities and exit plan
- *One hundred and twenty (120) hours of theory, consisting of:*
  - History of barbering 1 hour
  - Professional image 4 hours
  - Hygiene and good grooming 1 hour
  - Bacteriology, sterilization, and sanitation 10 hours
  - Barbering implements 1 hour
  - Honing and stropping 1 hour
  - Shaving 5 hours
  - Haircutting, male and female 5 hours
  - Mustache and beard 2 hours
  - Shampooing and rinsing 1 hour
  - Scalp, hair treatments and skin 5 hours
  - Facial treatments 2 hours
  - Anatomy and physiology (hair, skin, muscles, nerves and cell) 30 hours
  - Disorders of the skin, scalp and hair 10 hours
  - Electricity and Light therapy 1 hour
  - Chemistry 5 hours
  - Barber styling shop management 5 hours
  - Arkansas State Barber Board Laws 15 hours
  - Scientific fundamentals of barbering 4 hours
  - Cosmetic preparations 3 hours
  - Sanitary professional techniques 4 hours
  - Salesmanship 5 hours
- *One thousand three hundred seventy-eight (1,378) hours of instructions in practical work:*
  - Barber Implements 15 hours
  - Shaving 80 hours
  - Hair cutting, tapering, trimming, dressing the hair 800 hours
  - Shampoo and rinsing 45 hours
  - Scalp, hair treatment and tonics 10 hours
  - Massage and Facial treatments 10 hours

- Bleaching and dyeing the hair 30 hours
- Arranging 10 hours
- Beautifying 10 hours
- Beards and Mustaches 20 hours
- Processing 15 hours
- Manicures and nail disorders 10 hours
- Hair-Styling 70 hours
- Cleansing 25 hours
- Curling Iron Techniques 15 hours
- Dressing 15 hours
- Hair Shaping 15 hours
- Singeing 7 hours
- Hair Straightening 25 hours
- Hair waving 28 hours
- Hair Clipping 15 hours
- Hair Weaving and Hair Pieces (sewing) 17 hours
- Scientific fundamentals of barbering 10 hours
- Professional Ethics 33 hours
- Barber Shop management 22 hours
- First Aid and Safety Precautions 11 hours
- Sanitation 15 hours

**TOTAL HOURS: 1500**

## Barber Teacher Manager Instructor Program

The curriculum for students enrolled in an instructor trainee course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of barbering. For the purpose of this section, technical instruction shall mean instructions by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles. Please note 110 hours are devoted to clinic/theory experience, which shall include all phases of being an Instructor. Such technical instruction and practical operations shall include:

### Subjects

- Classroom Preparation 25 hours
- Teaching Methods 25 hours
- Speech 25 hours
- Purpose and Types of Tests 35 hours
- Selection of Appropriate Testing Methods 25 hours
- Validity and Reliability of Teaching Methods via Tests 35 hours
- Proper Conduct of Instruction 40 hours
- Classroom Supervision and Control 40 hours
- Classroom Conditions 50 hours
- Keeping Records 50 hours
- Motivation 50 hours
- Assessing Student's Need 50 hours
- Utilization of Safety Procedures 40 hours
- Job Seeking Skills 10 hours

**TOTAL HOURS: 600**

### Instructor Performance Objectives

Graduates of the Teacher Manager Instructor program will qualify for entry-level positions as a Barbering Instructor.

### Expectations

1. Teach related information, manipulative operations, and techniques.
2. Use various teaching aids, such as instruction sheets, visual aids and test.
3. To provide information about specific teaching techniques used by the vocational teacher in the working area and in the classroom.

### Skills to be developed

1. Develop occupational experiences and personal characteristics that will upgrade the barbering profession by producing quality students.
2. Develop lesson plans, outlines, procedures and tests that will insure student comprehension and will instill the will to learn in even the most difficult student.
3. Development of a course content reflecting a comprehensive, correlated unit of study.
4. Development of instructional materials that will facilitate set-up and preparation of class.
5. Development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

## Tuition and Fees

### Barber Program

Item	Cost
Tuition	\$15,675.00
Student Permit Fee	\$20.00
Books, Supplies, Uniform, kit	\$680.00
Barber Testing Fee	\$75.00
Barber License Fee	\$50.00
<b>Total Cost \$16,500.00</b>	

### Teacher Manager Instructor Program

Item	Cost
Tuition	\$6,270
Student Permit Fee	\$20.00
Books, Supplies, Uniform, kit	\$580.00
Barber Testing Fee	\$80.00
Barber License Fee	\$50.00
<b>Total Cost \$7,100.00</b>	

## Financial Aid

GoodFellas Barber College currently accepts Title IV, Arkansas Rehabilitation and VA funding to cover tuitions, fees and supplies. Please see the Financial Aid office to determine what financial aid you are qualified for.

## Self-Payment Policy

GoodFellas Barber College does not accept self- payment.

## Student Withdrawal

A student who wishes to withdraw from the Institution must officially notify the Institution of his or her intent. Depending on the timing of the withdrawal there are different procedures and implications to consider. Failing to attend classes for 14 consecutive days will automatically withdraw a student.

### Withdrawal Immediately

- Complete the withdrawal from
- A meeting will be scheduled with the Director to discuss your withdrawal
- Return any school property

### *Items to Consider Before Withdrawing*

- **Stay:** The Institution wants all students to be successful. Talk with us about the problem, maybe we can help.
- **Charges:** Visit Student Accounts to determine the financial impact of withdrawing during the semester. Students may be responsible for some fees
- **Financial Aid:** Visit the Return of Federal Title IV Funds Policy or stop by the Financial Aid office to determine the impact of withdrawing during the payment period or between payment periods. Depending on the timing of the withdrawal all your current financial aid may not have been earned or withdrawing may make receiving aid in the future more difficult.
- **Readmission** - Future readmission to the Institution is not guaranteed.
- **International Student:** Visit the Registrar's Office for specific information.
- **Veteran:** Check with the Registrar's Office for specific information regarding benefits. Repayment of benefits may be necessary. *Veterans School Certifying official must be contacted*
- **Active Duty:** Bring documentation of your orders to the Director's Office.
- **Official Transcript** - Official transcripts are available once all financial obligations to the Institution have been resolved.

### Withdrawal between payment periods

- Complete the Withdrawal Form
- A meeting will be scheduled with the Director to discuss your withdrawal
- Return any school property

## Withdrawal/ Refund Policies

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
  - 2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
  - 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the terminationn fee in the amount of \$150.
  - 4 A student notifies the institution of his/her withdrawal in writing.
  - 5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  - 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
  - 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percentage Length Complete to Total Length of Program	Scheduled Hours as of Last Day attended	Total Tuition owed to school
0.01% to 4.9%	15-74	20%
5% to 9.9%	75-149	30%
10% to 14.9%	150-224	40%
15% to 24.9%	225-374	45%
25% to 49.9%	375-749	70%
50% and over	750-1500	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or

injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and before instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00 at the owner’s discretion. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- Students who withdraw or terminate prior to course completion may also incur at the institution (EG: unmet charges for R2T4 returned to Department of Education) will be calculated separately at the time of withdrawal.

## Satisfactory Academic Progress Policy

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

## Evaluation Periods

The guidelines for Satisfactory Academic Progress as follows:

Programs	Academic Progress
<b>Barbering</b>	450 900 1200 actual clocked hours
<b>TMI</b>	300-600 actual clocked hours
<b>Transfer Students</b>	Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

## Attendance Progress Evaluations

Students are required to attend a minimum of 60% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations

are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 60% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## Grievance Policy and Procedure

A grievance is a just or supposed basis for complaint arising out of any alleged unauthorized or unjustified act or decision made by a member of the Grievance committee that in any way adversely affects the status, rights, or privileges of a student. An aggrieved student may complain to the administration to correct the problem. The burden of proof is on the individual who submits a complaint. The grievance process is not the correct means for appealing disciplinary actions, for contesting a grade, or appealing an academic decision. (See separate policies within the Catalog and/or Student Handbook.

Students with concerns and issues should first contact the Director to discuss any concerns that they have. Many issues can be resolved via a conversation. If a complaint cannot be resolved informally through a discussion, the student may file a written grievance via the process outlined below.

**Level 1** — Since grievances should be raised and settled promptly, a grievance shall be raised as soon as the event occurs or the student gains knowledge of it and in no event more than **sixty (60) days** after the event occurred. The written grievance, including any written statements by any persons the student deems relevant, is filed with the Director and shall contain the name of the complainant, the date of the filing, and a brief, specific description of the grievance and the redress sought.

The Director shall provide a written response to the student within thirty (30) calendar days of receipt.

**Level 2** — If not satisfied with the grievance disposition at Level 1, the student may file a written grievance with the school Chief Executive Office. The written grievance is filed with the school Chief Executive Office and shall contain the name of the complainant, the date of the filing, and a brief, specific description of the grievance and the redress sought, and the results of the disposition of the grievance at Level 1.

The Chief Executive Office shall provide a written response to the student within thirty (30) calendar days of receipt.

**Level 3** — If not satisfied with the grievance disposition at Level 2, the student may file a written grievance with the Chief Financial Officer within thirty (30) calendar days of receipt of the written decision from the school Director. The written grievance shall contain the name of the complainant, the date of the filing, a brief, specific description of the grievance and the redress sought, and the results of the disposition of the grievance at both Levels 1 and 2.

The Chief Financial Officer will contact the student upon receipt of the written grievance and will issue a written response within thirty (30) calendar days of receipt. The decision of the Chief Financial Officer will be final.

The timelines above apply only to GoodFellas Barber College staff and processes. If grievances are not settled to the student's satisfaction for any reason, the student may contact the following organizations:

**State Board of Barber Examiners** by mail at 501 Woodlane St. Little Rock, AR 72201 or by phone (501) 682-4035. The State Board of Barber Examiners website address is <https://www.arbarber.com/>.

**Council of Occupational Education** by mail at 7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 30350 or by phone (770) 396-3898 or (800) 917-2081 or by facsimile (770) 396-3790. The Council on Occupational Education's website address is [www.council.org](http://www.council.org).

## Revisions

- Removed Crossover program information and added Staff Development Coordinator – T.O. Bowie 12/18/2017
- Per accreditation, we can only withhold \$100 for registration fee. Altered withholding from refund to show \$100 for registration fee and \$50 for license fee – K. Higgins 01/23/2018
- Changes due to receiving Title IV funding – K. Higgins 04/10/2019
- Added correct amount for termination fee - K. Higgins 05/31/2019