SETTING THE STANDARD

BARBERING & NATURAL HAIR

**STUDENT HANDBOOK**



**711 TEXAS STREET**

**SHREVEPORT, LA 71101**

**318-635-0070**

[**www.sts-academy.com**](http://www.sts-academy.com/)

Email: [sts.academy@gmail.com](mailto:sts.academy@gmail.com) for Admissions Information

**2022-2023**

*Setting the Standard Barbering & Natural Hair Academy (REV 01/2022)*



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## APPROVAL/ DISCLOSURE STATEMENT

Setting the Standard Barbering and Natural Hair Academy, 711 Texas Street, Shreveport Louisiana 71101, is a private institution approved to operate by the Louisiana State Board of Barber Examiners.

The Louisiana State Board of Barber Examiners and the accreditation entity, NACCAS requires that a student who successfully completes the Barber Stylist or the Barber Stylist Instructor course of study be awarded a certificate verifying that the student has met all academic and salon clinical requirements.

As a Future professional, you are encouraged to review this catalog before signing an enrollment agreement. The school is currently approved to participate in the Title IV Financial Aid program through the Department of Education to provide Pell grants, Subsidized and Unsubsidized loans for a portion of tuition and fees.

The Louisiana Board of Barber examiners has set *1500 clock hours for the Baber Stylist program of study and 700 total clock hours for the Barber* Stylist *Instructor’s program of study* as outlined in the Profession- al and Occupational Standards, Part VII-Barbers, Regulations §1501-§1507 for Students and §1701-§1705 for Instructors.

The information found in this catalog is current and correct as so certified by the executive director, Terri Pugh.

## FACILITIES AND EQUIPMENT

Setting the Standard Barbering and Natural Hair Academy is a 999 square foot facility. It includes a reception area, clinic floor, shampoo area, dispensary, theory rooms, facial room, and restrooms for students and clients, lounge areas, laundry facilities, storage closets, an administrative office, and student’s lockers. Setting the Standard Barbering and Natural Hair Academy furnishes: shampoo bowls, barber and styling chairs, facial room equipment, Marcel irons and stove, dryers, styling stations, and other equipment for the benefit of the students. Educational equipment consists of: Video tapes, DVDs, TVs, projectors, styling and educational posters and materials. Our lounge area is equipped with tables, chairs, refrigerator, micro- wave, coffee pot and a coke machine.

## HOURS OF OPERATION

Setting the Standard Barbering and Natural Hair Academy is open Monday through Saturday. Monday is open for student instruction only. Hair service is provided to the public Tuesday through Thursday 9:30am – 3:30pm Day Class 6:00pm – 8:00pm Night Class and Friday and Saturday 9:30 am - 3:00 pm.

Students class schedule for Day Enrolled Students ***Monday through Friday 8:00a.m.-4:00 p.m., and 8:00 a.m. – 4:00 p.m. on the 2nd and 4th Saturday of every month.*** Students class schedule for Night Enrolled Students ***Monday through Friday 5:00p.m.-9:00 p.m., and Every Saturday 8:00 a.m. – 5:00 p.m.***

## EMERGENCY RESPONSE & EVACUATION PROCEDURES

Federal regulations require that the Academy have in place a policy and procedure that describes how the school will immediately notify the campus community of a significant emergency or dangerous situation. Any immediate threat or compromise to the health/safety of students or staff occurring on the campus must be dealt with immediately to minimize any harm. Should a threat occur that jeopardizes the health and

safety of students/staff on the campus, the Administrative staff will handle all necessary campus notifications without delay and will initiate a 911 call.

## MISSION STATEMENT

At Setting the Standard Barbering and Natural Hair Academy, we are committed to giving our future professionals not only training in hair artistry, but also to provide students with a well-rounded lifestyle education. This part of our program provides life skills to enhance personal development, business building, financial, and management skills. These skills will help you succeed through school, prepare you for the state board exam and employment in your professional Barber Stylist career.

## HISTORY AND OWNERSHIP

The company is a for-profit Corporation. Setting the Standard Barbering and Natural Hair Academy, Inc., began its’ first barbering class on August 24, 2009. The company is owned and operated by Ms. Terri Pugh, the Executive Director. The Academy is located at 711 Texas Street, Shreveport, Louisiana.

Ms. Pugh is a graduate of Lamert Park Cosmetology School in Los Angeles, California and Louisiana Technical College Barber Program. She has been an active Cosmetologist, Barber stylist and instructor for over 20 years. She has also been an educator for Mc Bribe Laboratories (Design Essentials), AROSCI (Revlon), and ARUM (Farouk). She strives to teach the latest techniques of the field to all students. She is Director of Education/Instructor at Setting the Standard.

## LICENSING

Setting the Standard Barbering and Natural Hair Academy, Incorporation is licensed by the Louisiana State Board of Barber Examiners:

4626 Jamestown Avenue, Suite 1

P.O. Box 14029

Baton Rouge, Louisiana 70898-4029 Phone: (225) 925-1701

Fax: (225) 925-1703

## ACCREDITATION

Setting the Standard Barbering and Natural Hair Academy, Inc., is accredited through the *National Accrediting Commission of Career Arts and Sciences*. To file a complaint, you may contact the entity below at:

3015 Colvin Street

Alexandria, Virginia 22314

Telephone: 703-600-7600

[www.naccas.org](http://www.naccas.org/)



## FACULTY AND STAFF

Director/Instructor: Terri Pugh

## ADMINISTRATIVE STAFF

Executive Director: Terri Pugh

Student Service Administrator: Taylor Franklin

## STS ON THE WEB

To obtain more information about Setting the Standard Barbering and Natural Hair Academy, please visit our home page at: Website: [**www.sts-academy.com**.](http://www.sts-academy.com/)

Email:

## STUDENT RULES AND REGULATIONS

Setting the Standard Barbering and Natural Hair Academy has standards for all students to follow through- out their training. Attention to these standards can deliver the best training possible while maintaining the efficient operations of the school. The following is a list of the rules and regulations each student is ***re-quired*** to follow:

* Students are required to call the school at least 30 minutes before class, to inform proper personnel that he/she will be absent or tardy. Vacations and days off must be arranged in advance.
* Students are required to be in theory class at 8:00 A.M. *(doors will be closed at 8:30 A.M. FOR DAY STUDENTS and 5:30P.M. FOR NIGHT STUDENTS)* with theory book, paper, and pen. Excessive tardiness **WILL NOT** be tolerated.
* All students must be neat and clean in appearance and must look professional.
* The classroom must be kept reasonably quiet and orderly at all times.
* All clean-up duties must be done daily before dismissal.
* Student must behave at all times displaying good moral character and temperate with his/her daily actions, interactions and habits.
* Supplies and products for students’ personal use are to be purchased by students. All student services must be approved. *NO STUDENT IS ALLOWED TO DO HIS/HER HAIR ON THURSDAY, FRIDAY,*

*OR SATURDAY* **(***UNLESS APPROVED).*

* On required scheduled Saturdays, students are required to attend and if student does not show up or does not have a valid excuse, there will be a $25.00 charge applied to student’s tuition. **(2nd and 4th Saturday for Day students and EVERY Saturday for Night Students)**
* Visitors are permitted at school but must be approved by school Administrative Office or your Instructor prior to arrival.
* All students are given one (1) hour for lunch. Lunch is from or 12:00 P.M. - 1:00 P.M.
* Students ***WILL*** accept all appointments given to them or will be sent home without hours.
* ALL work done on clients (family, friends, walk-ins and scheduled appointments) must be checked by an Instructor. **NO EXCEPTIONS**.
* Any *unassigned time* in school will be *spent working on classroom assignments, mannequins, or other students, etc.*
* Check with an Instructor before leaving early. Students only receive time for the hours attended. If a student forgets to sign out he/she will only receive 6 hours for that day.
* Keep your station, chair and mirror clean and in satisfactory condition at all times. Follow all sanitary procedures at all times to keep your tools, equipment and school clean. Check duty sheet for monthly duties**.** *(THIS IS REQUIRED)* **NO** food or drinks on the clinic floor. **(NO EXCEPTIONS)**
* Smoking is NOT permitted in the school. All students and staff must smoke in designated areas.
* Conflicts with other students, staff, patrons, or visitors of the school **ARE NOT** permitted on the school premises. (*Violators will be prosecuted)*

## CALENDAR YEAR

The Academy may be closed for continuing education of our Instructional Staff. Setting The Standard will “mirror” the Caddo/Bossier Parishes School system schedule for our Holiday Schedule.

In the event of an unexpected closure due to extenuating circumstances (ex. Weather, Maintenance issue that effects the safety of public and student) announcements will be made via all Social Media platforms and signs will be placed on the doors if the situation permits. School Officials will notify the students by 1 of 4 ways, Email, Text, Phone, and/or social media. The school reserves the right to close for all or part of a day for the purpose of continuing education of its staff. The school also may- be closed during student enrollment for unexpected reasons. In the event of inclement weather, classes may be canceled or open late depending on road conditions.

**Constitution Day & Citizenship Day,** the day will be observed as follows:

*Constitution Program of Events:*

* + Display and Exhibits of the Constitution will be displayed with small flags strategically placed around the display.
  + Students will write an essay on, “What kind of freedom does the US Constitution offer to its citizens”.
  + During an assembly program the best two essays will be read by the student who wrote them.
  + Patriotic music will be played during the assembly program.
  + Program will culminate with refreshments.

## VOTER REGISTRATION

A voter registration campaign will be conducted on Constitution Day. Approximately 70% of all Americans who are eligible to vote have not registered. A student can complete an application and start exercising his/her civil rights and make a difference. To register contact the Financial Aid officer of the academy and the information will be forwarded to the Caddo Parish Supervisor of Elections office.

## Other Activities & Graduation Preparation

During the Calendar Year, students will participate in salon design contest, product marketing contest and be involved in Fall and Spring high school Career Day programs that are designed to recruit new students.

*2021-2022 Graduation Activities will be as follows*:

* Review of Clock hours for each graduating student
* Review of any final fees that are due and paid
* Exit interview
* Preparation for State Board Exam
* State Board Exam (TBA)
* Graduation, Issuance of Certificate and Official Transcript

## HOLIDAY SCHEDULE CLOSURE SCHEDULE

|  |  |
| --- | --- |
| Independence Day | July 7, 2021 (Closed) |
| Summer Break | TBA |
| Labor Day | September 6,2021 (Closed) |
| Thanksgiving Break | November 22-26,2021 (Closed) |
| Winter Holiday Break | December 21, 2021—January 4, 2022(Closed) |
| Martin Luther King, Jr. | January 17, 2022 (Closed) |
| Good Friday/Easter | April 15-18, 2022 (Closed) |
| Spring Break | TBA |
| Memorial Day | May 30, 2022 (Open) |
| Independence Day | July 4, 2022 (closed) |
| Labor Day | September 5, 2022 (closed) |
| Halloween | October 31, 2021 (closed) |
| Veterans Day | November 11, 2022(closed) |
| Thanksgiving Break | November 21-26, 2022 (closed) |
| Winter Holiday Break | December 23,2022-January 3, 2023 (closed) |
| \*Start Dates | Setting the Standard Barbering and Natural Hair Academy has open enrollment so start  dates vary from month to month. |

STS Academy admits students on a continuous basis. Classes start monthly. Students who had been accepted to STS academy will be notified and expected to attend orientation. At orientation each student will receive a checklist and signature page of acknowledgment.

## ADMISSIONS ELIGIBILTY REQUIREMENTS: For BARBER STYLIST

* No students can commence barber school prior to their seventeenth birthday.
* Shows proof of graduation from high school or its equivalent by presenting a notarized copy of

diploma or transcript from a public, foreign, private or home schooled. (*If it is determined that your diploma or GED certificate is not valid, through a Federal, State agency, other government organizations or associations that recognizes accrediting agencies you will be denied entrance into the program).*

* Student must complete a State Board application.
* Provide two 3 x 5-inch signed photographs.
* $90 Money order to be submitted to the State Board for Student License.
* $110 Money order submitted for an Entrance Application to Setting the Standard Barbering and Natural Hair Academy. The application must be completed and signed prior to registration.
* Submit entrance forms.
* A personal interview will be conducted with the admissions and financial aid team before registration.
* All students are required to attend a one (1) hour orientation class prior to scheduled start date**.**
* Birth Certificate
* Social Security Card and Driver’s License for Identification

## For BARBER STYLIST INSTRUCTOR

* Has held a valid certificate of registration as a barber in Louisiana and has practiced barbering in Louisiana for at least the last two years before issuance of the

instructor's certificate;

* Has graduated from a barber college in a course embracing all theory and scientific manipulation taught in barber schools.
* $110 Money order to be submitted to the State Board for Student Instructor’s License.
* $110 Money order submitted for an Entrance Application to Setting the Standard Barbering and Natural Hair Academy
* Birth Certificate
* Social Security Card and Driver’s License for Identification

## TRANSFER STUDENTS/ RE-ENTRY STUDENTS

A transfer student may be accepted after careful evaluation of the student’s academic records. Each transfer must be evaluated on an individual basis. All transferred clock hours accepted are applied at the end of training. If a student is transferring from another Barber School, Setting

the Standard Barbering and Natural Hair Academy and the Louisiana Barber Board reserves the right to accept all or part of the hours accumulated. Students’ who are transferring must provide STS

Academy with a transcript and transfer papers from the previous School or College. ***STS does not recruit students already attending or admitted to another school offering a similar program of***

***study.*** A competency test may be given to a student to see if he/she is up to date with the hours that have been accumulated. Students who have earned credit or clock hours outside of Louisiana will be granted credit or hours as advised by the Louisiana State Barber Board.

Students re-entering the program from an approved leave of absence or students returning from academic suspension, will maintain the same standing they had upon leave.

## TRANSFERABILITY OF CREDITS

Transferability of credits earned at this institution is determined by the receiving institution. It is the student’s responsibility to confirm whether credits will be accepted by another institution of

the student’s choice.

## NONDISCRIMINATION

Setting the Standard Barbering and Natural Hair Academy in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. If you have a disability and need an academic adjustment, please notify our Admissions Officer as soon as possible to review your request.

The Academy does not allow or tolerate discrimination of any kind, bullying, or harassment of any sort. If any student experiences or witnesses anyone being bullied or harassed in any way, he / she is required to report the matter to the school’s Director, or anyone in Management or by calling (318)

635-0070. This notification is to be done immediately so appropriate action can be taken and a wit- ness statement and report can be taken to report to the Shreveport Police Department.

## STUDENT FILE ACCESS

Students and/or parents or guardians of dependent minors are allowed to access/view their records by making an appointment and written notice. For a student and/or parents or guardians of dependent minors to

request that their information be shared, the student must complete a Release of Information form each time a request is made.

## PRIVACY ACT INFORMATION RELEASE

Student records are only readily available to the agencies covered under the Family Educational Rights and Policy act (FERPA). Examples of these agencies are: Department of Education, Louisiana Board of Barber Examiners and NACCAS. Student information to all other parties is not given without written consent of students. Setting the Standard Barbering and Natural Hair Academy, Inc., has the option to publish a

directory of or for students; students may request in writing not to be included in the directory. All files are kept in a locked file cabinet or in an office that remains locked at all times. Our school is governed by the **FERPA policy**. At no time can a student’s record be released without his/her consent.

## STUDENT SERVICES

STS Academy provides academic advising throughout the program. Attention is given to those students that need additional help. Academic assistance is available to each student to help improve or maintain

satisfactory progress. Advisement is also available to assist students in other school related areas, such as monitoring and supervising attendance. A student may schedule a session with the appropriate school officer during regular business hours or as their schedule permits with the Director, Financial Aid Director or the School Administrator.

## EDUCATIONAL OBJECTIVES

In order to maximize guidance and direction of the program at Setting the Standard Barbering and Natural Hair Academy the following educational objectives are necessary for student success. The goals are:

1. To develop professional ethics, hygiene and good grooming, visual poise and personality of each student enrolled at Setting the Standard Barbering and Natural Hair Academy.
2. To prepare each student for successful completion of the Louisiana State Barber Exam, with the goal of successful entry and continual employment in the Barber profession.

**EMPLOYMENT ASSISTANCE (*Gainful Employment)***

Setting the Standard Academy will provide placement assistance, which will consist of identifying employment opportunities after graduation and passing of State Board exam. STS does not make any guarantees of employment or a salary. The final decision regarding jobs (accepting are rejecting) is between the student and the employer.

## ATTENDANCE/MAKE-UP POLICY

Developing and maintaining a good attendance record is an important part of each student’s professional development. Therefore, all students are expected to attend at a rate of **70**% and not to extend past their contracted end date to avoid overtime charges. To maintain satisfactory progress, all students are required to average ***70%*** of their schedule attendance. It is solely the student’s responsibility to sign in/out correctly to receive proper credit. STS reserves the right to request documentation to support any tardy, absence or early dismissal from the student before permitting the student to return to school. **Examples of excused absences are:** *Dr. visits, hospital stay, court, or funeral programs, etc.*

Students are required to be on time and remain in class for the duration. A class attendance record is kept on each student. Class cuts, tardiness, and partial days will be recorded. Students are **required** to call as soon as they realize they will be absent or tardy. All absences that occur and have a valid excuse will be given 4 hours per day excused. Students will be required to makeup all assignments, exams or other work missed as a result of any excused or unexcused absence.

The student must make arrangements with the instructor to ensure that all work is made up. The student has only one opportunity to take test and the resulting makeup grade will be recorded. . Make up hours can be made outside of regular schedule class time ONLY **DURING THE TIMES LISTED BELOW:**

Monday: 8am – 4pm or 5pm- 9pm

Tuesday: 8am – 4pm or 5pm- 9pm

Wednesday: 8am – 4pm or 5pm- 9pm

Thursday: 8am – 4pm or 5pm- 9pm

Friday: 8am – 4pm

Saturday: 8am – 4pm

\*You cannot make up partial hours. You must schedule time with the instructor that in schedule during the time slot that you desire. Understand, make – up hours can only be made during the time that you are staffed or scheduled.

Also keep in mind that Saturdays are mandatory and any occurrence without an excused will result in a $25 occurrence.

A copy of Saturday Requirements can be found on page 7 of your handbook at the 15th bullet.

Effective Immediately: There is a 3 Saturday absence occurrence rule. This is effective across the board for both day and night students. Upon the 3 Saturday missed with no valid excuse the student will be suspended for 5 full days minimum and cannot return until paying the full amount owed for the Saturdays that have been missed.

## TUITION AND COST

### Financial commitment

Attending STS Academy is a big responsibility, both personally and financially. Students must fulfill their financial commitment with us in order to attend school. Below is a breakdown of

tuition, fees and cost. (*The school is currently eligible to participate in the Federal Title IV Financial Aid and the Veterans Administration, Veterans Education Benefit programs.)*

|  |  |
| --- | --- |
| **Tuition: Barber Stylist program** | **$13,500.00** |
| Student State license | $90.00 (non-refundable) |
| School Registration Fee | 110.00 (non-refundable) |
| Books, Kit and Supplies | 1,650.00 (non-refundable) |
| Student Activity Fees | 1,000.00 (non-refundable) |
| Uniform Fees (3shirts/ 1 smock) | 100.00 (non-refundable) |
| Baber stylist state board exam Fee | 50.00 (non-refundable) |
| Locker Fees | 25.00 (non-refundable) |
| Technology Fee | 520.00 (non-refundable) |
| **TOTAL COST OF PROGRAM:** | **$17,045.00** |

|  |  |
| --- | --- |
| **Tuition: Barber Stylist Instructor program** | **$6,000.00** |
| Student Instructor State license | 110.00 (non-refundable) |
| School Registration Fee | 110.00 (non-refundable) |
| Books and Supplies | 650.00 (non-refundable) |
| Technology Fees | 390.00 (non-refundable) |
| Student Activity Fees | 750.00 (non-refundable) |
| Uniform Fees | 100.00 (non-refundable) |
| Locker fees | 25.00(non-refundable) |
| State Board Exam fee | $70.00 (non- refundable) |
| **TOTAL COST OF PROGRAM:** | **$8,185.00** |

|  |  |
| --- | --- |
| ***ADDITIONAL FEES*** |  |
| Termination /Withdrawal/Cancellation fee | $150.00 |
| Re-Entry/Transfer fee | $175.00 |

## Payment options

* + A student may pay for the full tuition and fees at the time of registration via certified check or money order.
  + Before registering, a student can complete a FAFSA online application and receive approval for a Pell grant, subsidized and unsubsidized direct loans through the Title IV Financial Aid programs
  + A student may make financial payment arrangements prior to starting class if they do not qualify for Title IV Financial Aid.

### All financial arrangements must be completed prior to starting classes.

*If a student goes beyond their contracted hours of completion, they will incur a $16 per hour overtime charge. The accumulated overtime charges will have to be paid before graduation. If a student’s con- tract is extended by a leave of absence (LOA) then the overtime charge will not go into effect until*

*after the revised date of completion has been exhausted.*

## Refund policy

This refund policy applies to those students who paid tuition and fees in full and those students who made weekly or monthly financial arrangements only. Any monies due the applicant shall be refunded within forty-five (45) days of a written official cancellation or withdrawal. Official cancellation or

Withdrawal of shall occur on the earlier of the dates if:

1. A student (parent or guardian) cancels his/ her enrollment agreement and demands his/her money back in writing, within three (3) business days of signing the enrollment agreement or contracts. In this case all monies collected by the school shall be refunded less $150 cancellation/termination or withdrawal and $110 registration fee.
2. If a student is on an approved leave of absence (LOA), then notifies STS that he/ she will not be returning, the student may be eligible for a refund. The date of withdrawal shall be the earlier of

the date of expiration of the leave of absence or the date that the student notified the Academy that he/she will not be returning. Official notification can be provided through verbal communication. A withdrawal worksheet will be used to calculate the refund that is owed the student. Enrollment is defined as the time elapsed between the actual start date and the date of the students last day of physical attendance at the school. All refunds will be calculated based on students last day of

attendance.

1. The cost of extra items such as: books, kits, locker fees, state board fees and application fees are identified as nonrefundable items. These items will not be factored with the refund.
2. In cases of illness or disabling accident, in the immediate family or other circumstances beyond the control of the school or the student; the school will make a settlement that is reasonable and fair to both parties.
3. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be subject to a pro rata refund or completion of the course.

Below is a chart that will be used to calculate the student’s refund. Students scheduled hours are used in the calculation.

|  |  |
| --- | --- |
| ***Percentage of Scheduled Time***  ***Enrolled to Total Course*** | ***Total Tuition School Shall Receive/***  ***Retain*** |
| ***0.01% to 4.9%*** | ***20% + $150.00 (Termination Fee)*** |
| ***5.0% to 9.9%*** | ***30% + 150.00 (Termination Fee)*** |
| ***10% to14.9%*** | ***40% + 150.00 (Termination Fee)*** |
| ***15% to 24.9%*** | ***45% + 150.00 (Termination Fee)*** |
| ***25% to 49.9%*** | ***70% + 150.00 (Termination Fee)*** |
| ***50% and over*** | ***100% + 150.00 (Termination Fee)*** |
|  |  |

## LEAVE OF ABSENCE, INJURY, ILLNESS OR BEREAVEMENT POLICY

If enrollment is interrupted for a Leave of Absence (LOA) and the student returns to school, his/her progress status prior to leave will be the same. Hours elapsed during a leave of absence will extend the

student’s contract by the same number of days taken and will not be included in the student’s cumulative attendance percentage calculation. If or when a student returns to enroll, he/she will return in the same satisfactory academic progress status.

**Allowable leave of absence (LOA) are:** *Death in family, military call to duty, major illness/injury with hospital stay of self or relative, care for elderly parent or birth/adoption of a baby.*

The Director will grant a student leave of absence, not to exceed 180 days, during the current award

year the student is in. A student on leave of absence (LOA) is required to contact the administrative office or financial aid office (if any changes of intel LOA) to update his/her situation. Failure to do so may result in termination. The financial aid office nor the business office will not assess the student any additional school charges as a result of the leave of absence. If the student left in a satisfactory status, he/ she will return in a satisfactory status. If the student receives federal financial aid Title IV funding, he/ she can submit a request for a leave of absence. If the Director approves the leave of absence, the student will continue in an enrolled status at STS. The financial aid office will assess the status the student academic and attendance status stands and give the student a percentage at current of where they are. At that time there will be a discussion of how LOA works with the students’ current grades and SAP status, what can be done once the students return to school and help them understand that once they return this is where the student will pick up and return. At that time wherever the student stands in reference to financial aid eligibility is where the student will stand and stay until they return and take steps for an

appeal if so desired. The administrative office will extend the student’s contract period by the

number of days taken during the leave of absence. An addendum may be added to the contract denoting the changes to the enrollment agreement and must be signed and dated by the administrative office and the student. STS is required to take attendance for clock hours earned, if the student does not re-turn at the expiration of an approved leave of absence the student’s withdrawal date is the date the student began the leave of absence per NACCAS regulations, this is for the purpose of calculating a refund. A student taking an unapproved leave of absence will be investigated by the Administrative office, if the unapproved leave of absence was deemed to be justified; the Director will have the student to provide documentation for the unapproved leave. The administrative office and the financial aid office will keep original documentation in the student’s file folders and the student will be given copies of the original documents.

## CLASS SIZE

The average starting class is approximately 15-20 students. The school strives to maintain a Student/ Teacher ratio of no more than 20 students per Instructor.

# CURRICULUM/COURSE OUTLINE

## Name of Course: Barber Stylist 1500 Hours Required

**Course Description:** To develop in each student the technical skills and knowledge necessary for the diagnosis and application of chemical process related to hair coloring, styling, and shaping of the hair, required to meet the high standards of the Barbering profession.

**Course Objective:** Our goal is to ensure that each student will successfully complete the Louisiana State Barber Exam. To enter the Barber profession with knowledge and skills to maintain continued employment. Successful completion of the course will qualify and prepare students for further study in the Barber Industry through advanced hair styling courses, workshops, and seminars.

**Contents of Instruction:** To develop in each student theoretical and hands-on knowledge and skills in manicuring, shampooing, and hair shaping, necessary for successful entry and continual employment in the Barbering profession.

**Instructional Method:** Milady’s Professional Barbering (ISBN-13:978-1-4354-971-3) textbook, Mi- lady’s Workbook *(ISBN-13:978-1-4354-971-9)*, Milady’s Exam Review *(ISBN-13:978-1-4354-9712- 2)*, and Summit Salon Stylist Fast Track Planner is also used. The use of DVD’s, Industry

|  |  |
| --- | --- |
| Barber Stylist | State Board Member/Inspector |
| Barber Shop Owner | Beauty Product Executive |
| Platform Artist/Educator |  |

**Grading:** Students’ progress is graded through classroom theory, quiz, rubric and chapter test, clinic floor progress sheets, and attendance. A written report is given to students during each evaluation peri- od showing progress, weaknesses and strengths. A passing grade average of ***70%*** is required for Barber Stylist course and ***70%*** for Barber Stylist Instructor course. Below is the grading scale:

|  |  |
| --- | --- |
| Score | Grade |
| 100-90% | A |
| 89%-80% | B |
| 79%-70% | C |
| 69%-60 | D |
| 59%-Below | F |

# CURRICULUM/COURSE OUTLINE

## Name of Course: Barber Stylist Instructor 700 Hours Required

**Course Description:** To develop in each student the technical skills and knowledge necessary for teaching barber stylist. To provide supervised practical experience for each student in the areas needed to effectively teach barber styling.

**Course Objective:** Our goal is to ensure that each student will successfully complete the Louisiana State Barber Exam. To enter the Barbering Instructing profession with knowledge and skills to maintain continued employment. Successful completion of the course will qualify and prepare students for further study in the Barber Stylist Instructor Industry through advanced hair styling courses, work- shops, and seminars.

**Contents of Instruction:** To develop in each student theoretical and hands-on knowledge and skills in manicuring, shampooing, and hair shaping, necessary for successful entry and continual employment in the Barbering profession.

1. **Instructional Method:** Milady’s Professional Barbering (ISBN-13:978-1-4354-971-3) textbook, Milady’s Workbook *(ISBN-13:978-1-4354-971-9)*, Milady’s Exam Review *(ISBN-13:978-1-4354*

*-9712-2)*, and Master Educator *(ISBN: 1428321519)/(ISBN 13: 9781428321519)*. Summit Salon Stylist Fast Track Planner is also used. The use of DVD’s, Industry related periodicals and field trips will be incorporated in our teaching methods. Successful completion of the Barber Styling course will prepare you for work as:

|  |  |
| --- | --- |
| Barber Stylist Instructor | State Board Member/Inspector |
| Barber School Owner | Beauty Product Executive |
| Platform Artist/Educator | Barber School Director/Manager |

**Grading:** Students’ progress is graded through classroom theory, quiz, rubric and chapter test, clinic floor progress sheets, and attendance. A written report is given to students during each evaluation period showing progress, weaknesses and strengths. A passing grade average of ***70%*** is required for Barber Stylist course and ***70%*** for Barber Stylist Instructor course. Below is the grading scale:

|  |  |
| --- | --- |
| Score | Grade |
| 100-90% | A |
| 89%-80% | B |
| 79%-70% | C |
| 69%-60 | D |
| 59%-Below | F |

## Approved Course of Study for Barber Stylist Training: 1500 Hours

|  |  |
| --- | --- |
| Units of Theory Instruction | Clock Hours |
| Study Skills | 10 |
| History of Barbering | 15 |
| Professional Image | 15 |
| Bacteriology | 25 |
| Infection Control | 25 |
| Implements, Tools and Equipment | 15 |
| Anatomy and Physiology | 15 |
| Chemistry | 25 |
| Electricity and Light Therapy | 15 |
| Properties and Disorders of the Skin | 25 |
| Properties and Disorders of the Hair and Scalp | 25 |
| Treatment of the Hair and Scalp | 15 |
| Men’s Facial Massage and Facial Treatments | 25 |
| Shaving and Facial Hair Design | 15 |
| Men’s Haircutting and Styling | 50 |
| Men’s Hair Pieces | 15 |
| Women’s Haircutting and Styling | 50 |
| Chemical Texture Services | 25 |
| Hair Coloring and Lightening | 25 |
| Nails and Manicuring | 25 |
| Barbershop Management | 15 |
| Job Search | 15 |
| State Board Preparation and Licensing Laws | 25 |
| **TOTAL CLOCK HOURS** | **510** |

**Units of Instruction:** *990 hours of practical application training to include but not limited to sub- jects listed and minimum operations*:

|  |  |
| --- | --- |
| Instruction | Clock Hours |
| Implements, Tool and Equipment | 10 |
| Treatment of Hair and Scalp | 30 |
| Men’s Facial Massage and Treatments | 25 |
| Shaving and Facial Hair Design | 25 |
| Men’s Haircutting and Styling | 200 |
| Men’s Hair Pieces | 25 |
| Women’s Haircutting and Styling | 200 |
| Chemical Texture Services | 125 |
| Women’s Facial Massage and Treatment | 20 |
| Hair Coloring and Lightening | 125 |
| Nails and Manicuring | 20 |
| Barbershop Management | 15 |
| Job Search | 15 |
| State Board Preparation and Licensing Laws | 155 |
| **TOTAL CLOCK HOURS** | **990** |

# CURRICULUM/COURSE OUTLINE

**Name of Course: Barber Stylist Instructor 700 Hours Required Units of Instruction:** *700 Hours of theory and clinical training shall*

*include but not limited to:*

|  |  |
| --- | --- |
| Instruction | Clock Hours |
| Classroom Training in the Science of Teaching | 154 |
| Teaching Assistance and Observation | 235 |
| Performance and Demonstration | 76 |
| Supervised Practice Teaching | 235 |
| **TOTAL CLOCK HOURS** | **700** |

## CODE OF ETHICS and CONDUCT

All students and faculty of Setting the Standard Barbering and Natural Hair Academy have a duty to con- duct themselves in a manner appropriate to a professional work environment with integrity. Integrity re- quires that conduct be honest and candid. The guiding standard of this code is that all members should

conduct themselves with honesty and integrity and adhere to all legal requirements and to ethical behavior in all that they do. This code does not attempt to anticipate every possible situation or to cover every topic in detail. However, the student conduct policy includes, but is not limited to the following and may result in a clock-out, suspension and/or termination:

* Destroying or damaging the academy’s property.
* Conducting the sale, possession, use or distribution of illegal drugs or alcohol while attending classes.
* If a student has the appearance or smell of being under the influence of a controlled substance such as: marijuana, alcohol, or any type of recreational drug will be terminated.
* Cheating on any kind of test, quiz, or exam.
* A student who brings a weapon of any kind on the property will be terminated.
* Exhibiting violent behavior, insubordination or inappropriate language toward any school staff, client or another student.

## DRESS CODE

A clean uniform must be always worn. A student may be sent home and clocked out if they are not in compliance with proper attire or proper shoes. All uniforms are purchased at the expense of the student. School attire is as follows:

## FEMALE

ALL BLACK ***OR*** BLACK AND WHITE

**PANTS**: Dress pants, pedal pushers. ***NO SHORTS and NO SWEATPANTS, Please*.**

**BLOUSES**: Appropriate for business attire. ***NO Mid-sections showing.***

**SKIRTS & DRESSES**: Students and Staff are cautioned to use discretion in choosing short skirts and dresses. ***THINK PROFESSIONALLY***

**SHOES**: Closed-toed shoes only.

## MALE

BLACK BOTTOMS & BLACK ***OR*** WHITE POLOS OR BUTTON DOWNS

**PANTS**: Business attire. **NO SHORTS, NO JOGGERS, and NO SWEATPANTS**

**SHIRTS**: Appropriate for business attire. ***NO graphic tees with slang or provocative pictures.***

**SHOES**: Closed-toed shoes only.

***(SCHOOL T-SHIRT MAY BE WORN, CAN BE PURCHASED FROM THE SCHOOL*.)**

**DRESS CODE STRICTLY ENFORCED. STUDENTS/STAFF WILL BE SENT HOME WITH NO DOCUMENTED HOURS EARNED.**

***!!SMOCKS OR APRONS MUST BE WORN ON STUDENT SALON AREA!!***

## 

## STUDENT EVALUATIONS

## Setting the Standard Barbering and Natural Hair Academy students will be provided with a status of hours and clinic work every monthly to help keep students up with his/her progress to ensure success. Evaluations are to cover areas as needed such as: personal and social behavior, financial requirements, study habits, dress code, theory grade, attendance, and practical progress. This is done so that the student is aware of where they are at all times, and they are given a fair chance to obtain the needed percentages 70% prior to the required SAP evaluations. GRADUATION REQUIREMENTS

To graduate from Setting the Standard Barbering and Natural Hair Academy, the student must:

1. Complete 1500 hours of Barber Styling training and maintain at least a grade average of ***70%*** to be cleared for the Louisiana State Barber Examination or 700 hours of Barber Stylist Instructor training

and maintain at least a ***70%*** grade average to be cleared for the Louisiana State Barber Stylist Instructor Examination.

1. Student will complete all required hours and phases of study, required tests, and practical assignments. Pass a final comprehensive written and practical examination; complete all exit paperwork; attend an exit interview; and make satisfactory arrangements for all debts owed to the school.

## LICENSURE REQUIREMENTS

* Pass a written and practical final exam given by Setting the Standard Barbering and Natural Hair

Academy and score at least a ***70%***. If a student fails to score at least a ***70%*** he/she **must** re-take both exams before being cleared for State Board Examination.

* The student will provide a money order of ***$50.00*** for Barber Styling Exam; ***$70.00*** for Instructor Ex- am. All money orders will be payable to Louisiana State Barber Board, which will be due two (2) weeks before the test date**.**

When graduation requirements are met, the student will receive a certificate of completion and an Official Transcript of Hours from Setting the Standard Barbering and Natural Hair Academy. ***Upon graduating from Setting the Standard Barbering and Natural Hair Academy the Student Services Coordinator or the Director will assist with job placement, but placement is not guaranteed.***

**TITLE IV FINANCIAL AID REQUIREMENTS**

## The Student Financial Aid Services Organizational Chart and

**Division of Responsibility**

|  |  |  |
| --- | --- | --- |
| Staff Name | Title | Telephone |
| Terri R Pugh | Executive Director | (318) 635-0070 |
| Taylor Franklin | Student Services Administrator /Fiscal Acting Admissions Officer | (318) 635-0070 |
| Jasmine Flores | Marketing and Social Media | (318) 635-0070 |
|  |  |  |

## FINANCIAL AID FOR STUDENTS

Setting the Standard Barbering and Natural Hair Academy, Inc., does not participates in financial aid programs to assist students who need money to attend school. Eligibility for assistance is determined by the needs of the student. Each case is different. The Federal Financial aid programs which the school makes available are: Pell grant and the Subsidized and Unsubsidized direct loan program. The free application for Federal student aid (FAFSA) is available online (www.fafsa.ed.gov). The FAFSA form must be completed first, then processed online. The student will need to enter our school code **(042259)**. Our Financial aid office will assist every student that needs help with their application.

**At this moment Setting the Standard Barbering and Natural Hair Academy does not off this program and at this moment the option is not valid.**

## ALTERNATIVE FUNDING PROGRAMS

### Veteran’s Educational Assistance Program

The student will complete VA Form 22-1990 (application for benefits), or Form 22-1995 *(change of school or program)* if student has utilized benefits before. These steps are to be completed via the Veteran or Veteran beneficiary that is receiving the benefits at their locator VA Center.

The Veterans Representative/Admission Personnel on staff will complete Form 22-1999 *(certification of enrollment)* or Form 22- 1999(b) *(certification of change in student status and termination)*. All forms and correspondence are to be sent to the VA Regional Office for processing. A check for the tuition benefit amount may be sent to the student or the school.

Any student receiving VA benefits who takes an approved leave of absence is now considered to be withdrawn from school per VA requirements and benefits are stopped. The Veteran’s Administration must be notified of the leave and resulting paperwork dispatched to the VA. The school should contact the state approving agency to obtain the correct procedures for notification and reinstatement of bene- fits. The ***maximum time limit for a student taking a leave of absence is 180 days.*** A Leave of Ab-

sence (LOA) may expand the students contract. Students returning after this interruption will retain the same progress status as when they withdrew or terminated.

### In House Scholarships

Scholarship recipients of Setting the Standard Barbering and Natural Hair Academy will be based on need. The Scholarship Committee headed by the Executive Director, Financial Aid Director, and School Administrator of STS will administer the Scholarship Program. Each applicant must meet the following requirements:

* 1. Show proof with a current tax return that income is at or below poverty level, and show proof of Louisiana residency,
  2. Must have at least one child in public school that is on reduced or free lunch,
  3. Write an essay stating the need for the scholarship, and must be unemployed,
  4. Must complete a Scholarship Application, an admissions application, and have transcripts from high school or previous college forwarded to STS.
  5. Students receiving an In House scholarship must maintain a 2.5 GPA.
  6. Applicants must meet all of the Admissions requirements and must pay the following: $90 Money order to be submitted to the State Board for Student License and a $110 Money order submitted for an Entrance Application.
  7. Student must be willing to make payment arrangements for books, kit, manikins and other sup- plies. All kits must be purchased no later than 30 days of enrollment date. Student will have to purchase additional manikins during his/her program of study.

## Outside Scholarships

Students may seek scholarships through faith-based programs, non-profit organizations or through the Section VIII Housing programs. The student will need to contact such organizations to see what the requirements are, complete the request, and provide accurate documentation. The organization will notify student and the Academy of its decision and how much will be awarded to the recipient if ap- proved.



## Pay as You Attend Arrangements

Tuition is due and in full at the time of graduation. However, the student can set up a monthly payment plan by interviewing with the Executive Director, Administrator and the Director of Financial Aid. For consideration of this type of payment plan option a student must present the following documentation:

1. Show proof of Louisiana residency,
2. Agree and sign a weekly or monthly payment contract that is binding.
3. Student must understand that if the payment agreement goes into default, he/she will be terminated and collection proceeding will be filed through the courts.
4. All monies owed the Academy must be paid before graduation and State Board exam.
5. Student must complete an admissions application, and have transcripts from high school, GED or previous college forwarded to STS.
6. Student must maintain a 70% attendance and 70% academics over at all times.
7. Applicant must meet all of the Admissions requirements and must pay the following money orders up front: $90 Money order to be submitted to the State Board for Student License, and a $110 Money order submitted for an Registration FEE along with a $500 down payment. ***(total due school at***

### the time of registration is: $700)

Students at STS are given excessive time *(up to 52 weeks of completion time for Barber Stylist and 68 weeks completion time for Barber Stylist Instructor)* to complete each course. If additional time is required beyond the stated maximum end date on the student’s contract due to lack of attendance or suspension, additional instruction, charges will be applied to students’ tuition at an hourly rate $16.00.

**REFUND and TITLE IV RETURN POLICY**

Any student officially or unofficially withdrawing for the Academy will be provided with w*ritten notification of an action or actions that will be taken in determining his/her status at the school and/or refund within a thirty day timeframe.* The Academy will determine the amount of refund in accordance with Federal Regulations, Return of Title IV Funds. After the school has determined the amount of the refund which must be returned, the school will first return all sums to the Federal Loan program, then the Pell Grant program, the school and then the student. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

* 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 and/or program; or
* Participate in a Teach – Out Agreement; or
* Provide a full refund of all monies paid

If permanently closed or no longer offering instruction after a student has enrolled, 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.

**Official Withdrawal**

A student may withdraw through written documentation or verbally. The student’s official date of withdrawal is the date the student initiates the written notification. If the student initiates the withdrawal process orally, the Administrative Officer or Financial Aid Director, will ask the student to come in and complete the withdrawal process. An exit interview will be conducted at that time. For applicants who cancel enrollment or students who withdraw, a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school ***with the exception of student license fees, withdrawal//cancellation fee and non- refundable application fee.*** If student *(or in the case of student under legal age, his/her parent or guardian)* cancels the enrollment in writing within three (3) business days of signing the enrollment agreement, all monies collected by the school ***(less the application fee and termination fee)*** will be refunded even if the student has begun classes.

**Unofficial Withdrawals**

These students are considered as dropped students as determined by the school through monitoring clock hours attendance every 10 days. If the student fails to appear for 10 consecutive scheduled attendance days the student will be considered unofficially withdrawn and the refund calculation will be calculated based on the student’s last day of attendance. *If the student’s circumstances allow; he/she may submit a request for a leave of absence (LOA). (See Leave of Absence Policy)\**

**Withdrawals Prior to Course Completion**

Students who withdraw or terminate before course completion are charged a termination fee of $150. Other

miscellaneous charges the student may incurred at the academy (*are: extra kit materials, manikins, books, products, unreturned school property, Saturday fees)* will be calculated separately at the time of withdrawal. All refunds are based on actual clock hours earned.

For students who enroll and begin classes but withdraw prior to course completion, the following schedule of tuition earned by the school applies.

|  |  |
| --- | --- |
| ***Percentage of Scheduled Time Enrolled to Total Course*** | ***Total Tuition School Shall Receive/ Retain*** |
| ***0.01% to 4.9%*** | ***20% + $150.00 (Termination Fee)*** |
| ***5.0% to 9.9%*** | ***30% + 150.00 (Termination Fee)*** |
| ***10% to14.9%*** | ***40% + 150.00 (Termination Fee)*** |
| ***15% to 24.9%*** | ***45% + 150.00 (Termination Fee)*** |
| ***25% to 49.9%*** | ***70% + 150.00 (Termination Fee)*** |
| ***50% and over*** | ***100% + 150.00 (Termination Fee)*** |
|  |  |

## Overpayment of Funds

The federally required calculation may results in the student also refunding Pell grant and/or loans money. Should that occur, the student would be notified by the school in writing.

Students who owe funds to a grant program are required to make payment of those funds within forty-

five (45) days of being notified that they owe the overpayment. During the forty-five (45) day period, students can remain eligible for Title IV funds. Setting the Standard will notify the US Department of Education of the student’s overpayment situation. The student will no longer be eligible for Title IV funds until they enter into a satisfactory repayment agreement with the US Department of Education.

During the forty-five (45) day period, the student can make full payment to Setting the Standard for

the overpayment. The Academy will forward the payment to the US Department of Education and the student will remain eligible for Title IV funds. The student should make checks payable to: Setting the Standard Barbering and Natural Hair Academy, Attn: Financial Aid Overpayment. The Academy’s mailing address is: 711 Texas Street, Shreveport, LA 71101.

## Cost of Attendance Budgets

Cost of attendance is an overall look at tuition, fees, books, kits, manikins, products/supplies, personal and transportation that will cost a student while attending the Baber academy. This is an estimated

cost of attendance budget only for the academic year. The following is the localized cost of attending (COA) budget for the 1500 hours Barber Stylist program.

## LOCALIZED COST OF ATTENDANCE (COA)

Direct and Indirect Costs

*(Based on an estimated cost for transportation, and personal needs for 52 weeks)*

|  |  |
| --- | --- |
| **Tuition: Barber Stylist program** | **$13,500.00** |
| Status | Full-time |
| Duration | 43 Weeks /1500 clock hours |
| Student State license | $90.00 (non-refundable) |
| Registration Fee | $110.00 (non-refundable) |
| Books, Kit and Supplies | $1650.00 (non-refundable) |
| Uniform Fees (2 shirts/1 smock) | $100.00 (non-refundable) |
| Baber stylist state board exam Fee | $50.00 (non-refundable) |
| Locker Fees | $25.00 (non-refundable) |
| Technology Fees | $520.00 (non- refundable) |
| Student Activity Fees | $1000.00 (non-refundable) |
| Room & Board and Personal | $13,646.00 (optional) |
| Transportation | $1820.00 (optional) |
| **TOTAL COST OF PROGRAM:** | **$19,107.00** |

|  |  |
| --- | --- |
| **Tuition: Barber Stylist Instructor program** | **$6,000.00** |
| Status | Full-time |
| Duration | 20 Weeks/700 clock hours |
| Student State license | $110.00 (non-refundable) |
| Registration Fee | $110.00 (non-refundable) |
| Books, Kit and Supplies | $650.00 (non-refundable) |
| Uniform Fees (2 shirts/1 smock) | $100.00 (non-refundable) |
| Baber stylist state board exam Fee | $70.00 (non-refundable) |
| Locker Fees | $25.00 (non-refundable) |
| Technology Fees | $390.00 (non- refundable) |
| Student Activity Fees | $750.00 (non-refundable) |
| Personal | $9542.00 (optional) |
| Transportation | $1820.00 (optional) |
| **TOTAL COST OF PROGRAM:** | **$19,567.00** |



“Budget Your Money Wisely”

LOCALIZED COST OF ATTENDANCE (COA)

Direct and Indirect Costs

*(Based on an estimated cost for transportation, and personal needs for 52 weeks)*

The cost of attendance is based on a calculation that is developed from national average amounts pulled via the internet. The amount of aid you can receive depends on your financial need once the cost of attendance at your school is met. Once the amounts are pulled, they are assigned in based the dependency of the student as shown via their ISIR. Amounts are the same for independent and dependent students, but the student’s calculation categories may be different based on dependency. (i.e. housing cost for a dependent student vs independent student are different.) The following categories are used, calculated, and divided by payment periods in the program. Barber stylist has 4 payment periods and barber stylist instructor has 2 payment periods. The following categories State License Fee, Registration Fee, Activity Fee, Female/ Male Kits, Technology Fee, Uniform Fee, Barber Stylist State Board Exam Fee, Locker Fees, Manikins, Personal, Transportation, Room / Board.

Cost of Attendance for Independent Student



LOCALIZED COST OF ATTENDANCE (COA) Con’t

Direct and Indirect Costs

Cost of Attendance for Dependent Student



## SATISFACTORY PROGRESS POLICY

**Satisfactory Progress**

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

policy is in compliance with the guidelines established by NACCAS and the Federal regulations established by the U.S. Dept of Education. Determination of progress status is based on the student meeting the minimum requirements for academic and attendance at the evaluation point for each scheduled evaluation. Students deemed not maintaining a satisfactory SAP may have their Title IV funding interrupted, unless the student is in a warning status or on probation with an appeal status. A student may receive an informal progress report on a monthly basis that will show his /her academic and attendance progress.

## Periods of Evaluation

**BARBER STYLIST STUDENTS:** The student’s attendance will be used to determine if he/she is meeting his/her attendance requirements expected to complete the course of study which is not to exceed 150 % the length of their program. An initial evaluation at 450 clocks hours will be used to see if the student is meeting the 70% attendance and an academic grade average of 70% or better. This will be done for 900 clock hours, 1200 clock hours.

**BARBER STYLIST INSTURCTOR STUDENTS:** The student’s attendance will be used to deter- mine if he/she is meeting his/her attendance requirements expected to complete the course of study which is not to exceed 1 50 % the length of their program. The initial and only evaluation is done evaluation at 350 clocks hours will be used to see if the student is meeting the 70% attendance and an academic grade average of 70% or better. SAP will not be measured again from that point.

## Evaluation of Attendance

Students are required to maintain a minimum of 70% in attendance at all times throughout their enrollment at Setting the Standard Barbering and Natural Hair Academy in order to be considered maintaining satisfactory attendance. The attendance percentage is determined by dividing the total hours attended 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 70% cumulative attendance since the beginning of the course which indicates that the student will graduate within the maximum time frame allowed.

## Academic Progress Evaluation

The qualitative elements used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Mastery of chapter content is evaluated after each unit of

study. Chapter exams, quizzes, rubric haircuts, and practical assignments are evaluated as completed and counted for course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements it is not counted, then the performance must be repeated. Students must maintain a written grade average of 70% or better. Students must make up failed or missed test and incomplete assignments. Numerical grades are considered according to the following scale:

|  |  |  |
| --- | --- | --- |
| 90-100 | Excellent | A |
| 89-80 | Very Good | B |
| 79-70 | Satisfactory | C |
| 69-60 | Unsatisfactory | D |
| 59-0 | Fail/Incomplete | F |

### If a student is not meeting SAP the process is as follows:

* + The first time the student does not meet SAP he/she is placed on Financial Aid Warning status. At this point student is still eligible to received Title IV Funding. This status last for one payment period only.
  + If the student fails to meet SAP after the Financial Aid Warning period is complete he/she will

lose Title IV eligibility unless they successfully receive an appeal and the following steps for the appeal is listed below. If the appeal is granted the student is placed on probation for 1 payment

period only and is able to received Title IV funding for 1 payment period only. A student cannot appeal for the reason more than once.

* + If the student does not meet SAP after the period of probation is completed at that point the student will lose options for appeal and will longer be eligible for Title IV funding.

## FAILURE TO MAKE SATISFACTORY PROGRESS MAY RESULT IN TERMINATION FROM THE PROGRAM.

**Incompletes/Repetition or Non-Credit Remedial Courses**

An incomplete course, repetitions and non-credit remedial courses do not apply to this Academy and has no effect upon the institution’s Satisfactory Academic Progress (SAP) standards.

## Maximum Time Frame / (150% Direct Subsidized Loan Limit)

The US Department of Education allows the student up to 150% to complete the course. For Barber Stylist its 1 year and 6 months and Barber Stylist Instructor its 10 months (7 Months for the program and 3 months for the 1/2). The institution uses this information and displays this information on the SAP Report Form so that the student understands where they are and the pace at which they are completing the program. This is shown in the weeks of instruction field. The institution uses this information as a tool so that we can encourage students to complete the program within a timely manner. This number is important because the results determine the amount of time left for that will be covered by Title IV with this program.

## The Appeal Process

If a student is not meeting SAP and appeal process is as follows:

The first time the student does not meet SAP he/she is placed on Financial Aid Warning status. At this point student is still eligible to received Title IV Funding. This status is for one payment period only. This is the period immediately following the period that was failed.

If the student fails to meet SAP after the Financial Aid Warning period is complete he/she will loses Title IV eligibility unless the student chooses to apply for an appeal hearing in writing (following steps for the appeal is listed below). The institution advised the student that that the appeal hearing is grant- ed. If during the appeal hearing the Appeal Committee will review the documentation submitted to the committee. If the appeal committee finds the documentation and the reason for appeal is acceptable AND determines that the student can meet the standards by next evaluation period the student is

placed on Probation Status. If the Probation Status is granted to the student, he/she is placed on probation for 1 payment period only and is able to received Title IV funding for 1 payment period only. The institution has chosen not to implement academic plans. The student only gets one chance to appeal. A student cannot appeal for the same reason more then once.

Reasons for appeal are but are not limited to: Death of an immediate family member: Child (adopted included), Parent, Spouse, Grant Parent, Uncles and Aunts, Chronic illness, Critical accident (car or serious injury). \*documentation must be provided.

If the student does not meet SAP after the period of probation is completed at that point the student will lose options for appeal and will longer be eligible for Title IV funding. ***FAILURE TO MAKE SATISFACTORY PROGRESS MAY RESULT IN TERMINATION FROM THE PROGRAM.***

## Title IV Leave of Absence Guidelines

Any student receiving Title IV Financial Aid funds who has been granted an approved Leave of Absence (LOA) is not considered to be withdrawn from school; he/she will not be charged any additional fees as a result of the Leave of Absence. Title IV funds will not be credited to their account and any

loan proceeds released to the student will be placed on hold during their Leave of Absence. The ***maximum time limit for a student taking a leave of absence is 180 days.*** A Leave of Absence (LOA) will expand the students contract by the number of days taken. Students returning after this interruption will retain the same progress status as when they withdrew or terminated.

*Setting The Standard Barbering and Natural Hair Academy / Revised 2/2021*

## Transfer of Hours

Transfer students will be enrolled for the full contracted hours of the program. Students will receive credit for previous training from an accredited Barber College with proper documentation of hours, services and tests. After being evaluated in both theoretical and practical abilities by a designated

school instructor or officer, the Admissions office will then adjust the hours of the contract along with the tuition cost/school fees to the student’s account. The acceptance of any/or all of the transferring hours and services is at the discretion of the Louisiana State Barber Board of Examiners and Setting

the Standard Hair Academy.

## STS Assessment Outcomes

Consistent with NACCAS Standard I: Educational Objectives and Institution Evaluation – D5: an institution is responsible for the achievement of expected and acceptable outcomes, on the basis of pass rates on examinations for licensure (70% minimum), placement rates for graduates who took the licensing exam (60% minimum) and the program completion rate (50% minimum). STS is committed to the success of our students.

The institution maintains documentation that can be verified and supports the Setting the Standard Barbering and Natural Hair Academy holding the following licensure 100%, placement 63.64, and graduation 48.00.

## Consumer Information Student Right-to-Know

The Student-Right-To-Know And Campus Security Act of 1990 requires all institutions participating in the Federal Student Aid Program to disclose basic institution information, graduation/completion

rates, transfer-out rates and information on students receiving student aid, campus security policies and campus crime statistics. Copies of this information is available upon request.

## Student Locker

A locker is available to each student during their time here at STS. A fee of $25.00 is required. A student may purchase his/her lock, but must provide a master key to the Admissions office. Or, a student my purchase a lock from the Admissions office. Each student will be required to maintain his or her locker in good repair while enrolled at STS. Should damage occur, the student will receive an itemized statement of costs to repair the locker. No graduation or licensing paperwork will be completed until damaged charges have been paid in full. Setting the Standard reserves the right to enter any student’s locker with or without the student’s permission should the school deem it to be necessary. Stu- dents are discouraged from sharing or trading lockers. To do so means that the student runs the risk of having their locker cleared by accident when one of the sharing/trading student drops or graduates.

**CAREER PLANNING** *(Nature of the Work)*

|  |  |
| --- | --- |
| Knowledge | Core Skills |
| **Active Listening** — Giving full attention to what other people are saying, taking time to understand  the points being made, asking questions as appropriate, and not interrupting at inappropriate times. | Clean and sterilize scissors, combs, clippers, and other instruments |
| **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do. | Cut and trim hair according to clients' instructions or current hairstyles, using clippers, combs, hand-held blow driers, and scissors. |
| **Service Orientation** — Actively looking for ways to help people | Drape and pin protective cloths around customers' shoulders. |
| **Judgment and Decision Making** — Considering  the relative costs and benefits of potential actions to choose the most appropriate one. | Question patrons regarding desired services and haircut styles. |
| **Operations Analysis** — Analyzing needs and product requirements to create a design | Clean work stations and sweep floors |
| **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. | Record services provided on cashiers' tickets or receive payment from customers. |
| **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making | Order supplies |
| **Time Management** — Managing one's own time and the time of others. | Shape and trim beards and moustaches, using scissors |
| **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents. | Stay informed of the latest styles and hair care techniques. |
| **Persuasion** — Persuading others to change their minds or behavior. | Suggest |
| **Writing** — Communicating effectively in writing as appropriate for the needs of the audience. | treatments to alleviate hair problems. |
| **Learning Strategies** — Selecting and using training/instructional methods appropriate for the situation when learning teaching new things. | Shampoo hair. |

## POSSIBLE EARNING POTENTIAL

**Employment Trends & Job Outlook**

|  |  |
| --- | --- |
| **Median wages (2017)** | $14.38 hourly, $29,900 annual |
| **State /National wages** | [High $37,490/48,480]  [Median $25,000/$30,300] |
| **Employment (2012)** | 52,000 employees |
| **Projected growth (2012-**  **2022)** | Average (8% to 14%) |
| **Projected job openings**  **(2017-2022)** | 87,600 |
| **Top industries (2012)** | [Self-Employed](http://www.onetonline.org/find/industry?j=39-5011.00&amp;i=94) (76% employed in this sector) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **United States** | **Employment** | | **Percent Change** | [**Projected**](http://www.careerinfonet.org/faq_info.asp?question=107&amp;id=1&amp;nodeid=102)  [**Annual Job**](http://www.careerinfonet.org/faq_info.asp?question=107&amp;id=1&amp;nodeid=102)  [**Openings**](http://www.careerinfonet.org/faq_info.asp?question=107&amp;id=1&amp;nodeid=102) **1** |
| **2012** | **2022** |
| Barbers | 52,100 | 57,900 | +11% | 1,930 |
| **Louisiana** | **Employment** | | **Percent Change** | [**Projected**](http://www.careerinfonet.org/faq_info.asp?question=107&amp;id=1&amp;nodeid=102)  [**Annual Job**](http://www.careerinfonet.org/faq_info.asp?question=107&amp;id=1&amp;nodeid=102)  [**Openings**](http://www.careerinfonet.org/faq_info.asp?question=107&amp;id=1&amp;nodeid=102) **1** |
| **2010** | **2020** |
| Barbers | [N/A](http://www.careerinfonet.org/faq_info.asp?question=94&amp;id=1&amp;nodeid=102) | [N/A](http://www.careerinfonet.org/faq_info.asp?question=94&amp;id=1&amp;nodeid=102) | [N/A](http://www.careerinfonet.org/faq_info.asp?question=94&amp;id=1&amp;nodeid=102) | [N/A](http://www.careerinfonet.org/faq_info.asp?question=94&amp;id=1&amp;nodeid=102) |

**Note:** The data for the State Employment Trends and the National Employment Trends are not directly comparable. The projections period for state data is 2010-2020, while the projections period for national data is 2012-2022.

Additional information about the Barber Industry can be located on the web at:

One Online:

[www.onetonline.org.](http://www.onetonline.org/) A student can also, go to the Bureau of Labor Statistics and the U.S. Department of Labor to find more information by entering the SOC Occupational Code 39-5011.00 for Barbers.

## PLACEMENT SERVICES & CAREER COUNSELING

Setting the Standard Barbering and Natural Hair Academy makes every effort to assist its graduates in locating suitable employment. **\*Setting the Standard Barbering and Natural Hair Academy does not guarantee employment upon graduation. However, the school will post jobs available to students on the bulletin board.** Upon completion of this course, the graduate must completeand pass an examination required by the State of Louisiana. Setting the Standard Barbering and Natural Hair Academy will assist graduates in the following:

1. Maintain a good report and ethical relationship with salons
2. Assist students upon request in preparing resumes and job applications
3. Make job listings available to graduates
4. Be available to assist students who wish to open a salon, i.e. provide resources and contacts for equipment and information regarding State board Regulations
5. Make available to salons the names, addresses, and phone numbers of graduates

**Copyright Infringement Policy**

STS will comply with all copyright laws, this includes but is not limited to copying manuals, work- books, textbooks, periodicals, or peer-to-peer file sharing. All students and employees are to be aware of and follow these laws.

## Use of Computers, DVD and other School Property

Students may use designated computers or they may use their personal computers, tablets or iPhones

to do assignments, research websites that pertains to the barber industry, order or design business cards or other activities as it relates to the curriculum. No student will change any passwords, download any information without the express consent of the instructor.

School property such as: DVD’s, videos and DVD players with monitor/TV may be used for class- room activity. However, DVD’s will need to be returned to the instructor after usage. Any student that damages or misplaces any DVD’s or damage any of the electronics will have to reimburse the school for repairs or replacement.

## Amenities

The Executive Director Ms. Terri, provides coffee, tea, and *at times* will provide lunch, breakfast, dough- nuts or cookies for the students. It is her desire for the students to have a good and positive experience at Setting the Standard.

## Telephone Policy

**School:** The school telephone may be used for emergency purposes only. All phone calls on the Academy’s line should be local calls and limited to a minimum of five (5) minutes or less. Under NO Circum- stances should there be any long distance calls. These types of call will result in disciplinary action.

**Personal Cell phones:** In order to provide an optimum learning environment, students are expected to have cell phones off or on vibrate during instructional and salon clinic hours. Ringing cell phones are a distraction to staff and other students and can interfere with learning. Cell phones can be used during breaks, lunch, and outside the building. Flexibility will be considered in emergency situations. And under no circumstance can a student use their cell phone on the clinic floor.

## Smoke Free Environment

STS is a smoke-free school. Smoking is not permitted in the classrooms, salon clinic or office areas. However, for those who smoke, you may use the extreme front end of the building at the side parking lot. If you break in the back of the building, do not sit and smoke at the door. Move to the end of the building to avoid sending the smoke back into the building.

## STUDENT INTERNAL GRIEVANCE POLICY

It is Setting the Standard Barbering and Natural Hair Academy’s goal to have a complaint free school. However, occasionally a situation may arise where a student feels his/her problem has not received adequate attention or the student feels the instructor has made an improper decision. Students and staff are urged to make every effort to resolve disputes informally. Informal resolutions are much faster and usually much more satisfactory in regards to outcomes rather than formal resolutions. In the event an informal

resolution of a problem is unsatisfactory the student shall follow procedure for filing a formal complaint:

1. ***Written Statement*** - the student should give a written statement with two copies to the school administrator. The statement should give a detailed description of the problem and any necessary history; it should detail what attempts have been made to resolve the problem and what the outcomes of those at-

tempts were. The statement should also recommend a resolution.

1. ***Documentation of the Date Complaint Received*** - the school administrator should put the date the complaint was received on page one of all three copies of the complaint and sign his/her name under the date of acknowledgement. One of the acknowledge copies is then returned to the student for his/her file.

\*\*At this time the administrator shall discuss the complaint with the student to assure a thorough under- standing of the problem. \*\*

1. ***Investigation*** - the school’s administrator has five school days to investigate the complaint. During this time the administrator should discuss the problem which brought about the complaint with staff or

anyone else necessary to reach an understanding of the situation and determine a resolution.

1. ***Written Report*** - the administrator has five school days from the end of the investigation period to

reach a proposed resolution and write a report detailing the results of the investigation and the recommend- ed resolution.

1. ***Student Conference*** - the administrator has five school days after the end of the written report period to have a conference with the student. During the conference the administrator shall tell the student of the recommended resolution and may explain how that decision was reached. The administrator shall also

write the date of the conference on the original complaint and both student and administrator will sign indicating the conference was held.

The student has five school days beginning with the first day after the conference to accept or reject the administrators’ decision. The student must write a letter accepting or appealing the decision.

1. ***Appeal of Decision*** - if the student does not accept the administrator decision and wants to continue to pursue the complaint, a letter of appeal must be written. The letter should include a copy of the original

complaint. It should state the incident in the students’ words and the administrators recommended resolution. It should state why the student disagrees and suggest a resolution. The appeal should be presented in written form to the owner of the school.

**Owner/Director** Terri L. Pugh

711 Texas Street.

Shreveport, La 71101

## \*\*At any time the student may contact the Louisiana Barber Board at 4626 Jamestown Ave. suite 1

* 1. **Box 14029 Baton Rouge, La 70898-4029 for Further Resolution\*\***

**Language (Limited English Proficiency) Policy**

Setting the Standard Barbering and Natural Hair Academy acknowledges that we live in a diverse society with many languages spoken. Throughout our curriculum, we want our students to succeed, regardless of the language spoken. Therefore, in line with our mission and educational objectives, we at the request of non-speaking English students and/or hearing/ deaf impaired will provide a list of resource (s) that is avail- able to help with understanding the “English” course content and instruction.

At the time of admission, the applicant must make a request for the resource information. If it is deter- mined that an interpreter or translator is needed, the student will be responsible for this expense or they may seek assistance for government agencies that help in providing such services.

## CAMPUS SECURITY

Setting the Standard Academy has designated Ms. Terri Pugh, Executive Director, as the contact per- son for any issues relating to campus security. Her emergency contact number is (318) 349-5487.

* + - Ms. Terri Pugh, Owner and Executive Director, Financial Aid Director, Christena Frances, Taylor Franklin and Carol January, School Administrator are designated individuals to open or close the school.
    - Students and employees are encouraged to leave the building in groups and no loitering in the parking after school is closed.
    - All campus issues are referred to the Shreveport City Police Department, Louisiana State Troopers or the Caddo Parish Sheriff’s Department. The emergency number 911 should be called for emergencies. For non-emergencies the telephone numbers are: (318) 637-7300 /Shreveport Police, (318) 675-2170/ Caddo Parish Sheriff, (318) 741-7411/ Louisiana Sate Trooper.
    - STS will request the Shreveport City Police to provide the Academy with a copy of criminal activity in the surrounding demographic area for its’ Annual Report.
    - It is the civic responsibility of all students and employees to report any criminal activities or actions on campus to the Administrative staff. Ms. Pugh will assist students or employees in reporting the incident to Local or State law enforcement authorities and an internal report log will be

kept in the administrative office. There should be prompt reporting of the following criminal activities or actions: manslaughter, arson, murder, forcible/non-forcible sex offense, robbery, aggravated assault, burglary motor vehicle, liquor violations, illegal drugs, weapons violations or aggravated assault that shows evidence of hate crimes based on race, religion, sexual orientation or ethnicity as dictated by the Hate Crimes Statistics Act [28 U.S.C. § 53](http://www.fbi.gov/about-us/cjis/ucr/hate-crime/2010/resources/hate-crime-2010-hate-crime-statistics-act)4.

* + - A student is encouraged to report to Ms. Pugh immediately of a sexual assault (rape), or other forcible/non-forcible sex offenses that should occur on campus. Ms. Pugh along with other administrative staff will take immediate steps to report the offense to the correct authorities. It is important to preserve evidence for proof of a criminal offense. The individual should not bath, wash, or discard any items of clothing that the assailant came in contact with until the authorities have been notified and an investigation has ensued. The victim will be encouraged to go to the hospital’s ER to receive medical attention. The victim should also contact the Rape Crisis and Sexual Abuse Hotline at (800) 656-4673 to receive counseling.
    - If the offense happens between students, student/employee or both, the school will implement disciplinary actions. The accused and the accuser will be present during a disciplinary proceeding, both will be informed of the school’s determination and of any sanction that is imposed

against the accused.

* + - The Academy will make every effort to prevent any types of criminal offenses from occurring. Management will instantly report any incident that is considered to be a threat to students or employees and the safety of the Academy.
    - STS annual security report is available upon request. This report is required by Federal law and contains policy statements and crime statistics for the school. The policy statements address the school of policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years’ worth of statistics are

included for certain types of crimes that were reported to have occurred on campus, in or more on off -campus buildings or property owned or controlled by the school and on public property with- in or immediately adjacent to the campus. This report is available upon request in the administrative office and kept in a green binder. Annual copies are sent out on October 1st of every year to all active employee(s) and currently enrolled students and a copy is provided to enrolling students upon admissions interest.

*(Intentionally left blank)*

NOTES

## I HAVE RECEIVED AND AGREE TO COMPLY WITH THE POLICY AND PROCEDURE MANUAL OF SETTING THE STANDARD BARBERING ACADEMY

**Student Signature**

**––**

**Date**

Setting the Standard Barbering and Natural Hair Academy, Incorporation. The Academy is an equal opportunity educator and employer.

Www.sts-academy.com