



Hair Masterz Barber School
SCHOOL HANDBOOK
November 9, 2016



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The Hair Masterz Barber School is a private coeducational institution owned and operated by Hair Masterz LLC.

MISSION STATEMENT

The mission of this institute (HMBS) is to provide students with a quality and debt-free Barbering education

VALUES

Hair Masterz Barber School demonstrates the following values:

- Development of community partnerships
- Respect for diversity
- Effective teaching and learning
- Overall skills necessary for barbering success in the real world

APPROVALS

North Carolina State Board of Barber Examiners

LICENSING AGENCY

The North Carolina State Board of Barber Examiners 5809-102 Departure Dr. Raleigh, N.C. 27616

(919) 615-2323

OWNERS

Keith Richardson

Eric West

Thirkeal Williams

FACULTY

Director of Education: Eric West

Campus Director: Berard West

Administration Director: Thirkeal Williams

Instructors: Eric West and Berard West

STATEMENT OF NON-DISCRIMINATION

Hair Masterz Barber School enrolls all applicants meeting the admission requirements without discriminating the basis of race, color, sex, age, religion, ethnic, origin, marital status, personal appearance, sexual preference, physical or mental handicap, family obligation or political affiliation.

SEXUAL HARRASMENT

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus. Sexual harassment can occur between any individuals associated with the Institution, an employee and a supervisor; coworkers; faculty members; a faculty, staff member, or student and a customer, vendor, or contractor; students; or a student and a faculty member.

PROGRESS TRAINING REPORTS

Students are graded monthly on permanent record forms. These forms are in the student folder. At the end of each month every student will receive a monthly progress report. This report is used to monitor progress in all areas and to notify the student of their current rate of progress. If there are any problem areas, we will make every effort to assist the student in improving their performance.

STUDENT DISMISSAL/TERMINATION

Students will be dismissed/termination from the school for nonpayment of tuition, insufficient progress, loud and rude behavior to patrons, fellow students or school staff. Excessive absences and lateness, and failure to meet the rules and regulations of conduct as published herewith may also cause dismissal.

STUDENT FILE ACCESS

Students are allowed to view their records by requesting an appointment with a written notice to the School Director.

PRIVACY ACT INFORMATION RELEASE

Student records are only readily available to agencies covered under Family Education Rights and Policy Act (FERPA). Examples of these

agencies are the Department of Education, NC State Barber Board of Examiners, and NACCAS, (Privacy Act Information Release, continued)

and said representatives of programs regulated by or represented by these offices. Student information to all other parties is not given without the written consent of students. Hair Masterz Barber School does not publish a directory of or for its students.

COMPLAINT PROCEDURE

The party filing a complaint must submit the complaint in writing. Hair Masterz Barber School will acknowledge all written complaints and all complaints will be thoroughly investigated. Students will be notified of the results of the investigation in a timely manner to the School Director.

Students also have a right to submit written complaints/grievances regarding actions taken by Hair Masterz Barber School or Hair Masterz Barber School policies which they feel are in violation of state and/or federal laws.

SERVICES FOR STUDENTS WITH DISABILITIES

Hair Masterz Barber School addresses the specialized needs of students with disabilities by integrating them into the life of the Institution and to help them participate in and benefit from the activities enjoyed by all students. Services for students with disabilities include comprehensive academic support, accessibility services, and parking. These reasonable accommodations are in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The Institution does not discriminate against students, employees, or applicants based on race, color, religion, age, gender, national origin, or disability. This policy of nondiscrimination covers participation in all programs, services, and activities. Complete confidentiality is assured to students. Services are provided in accordance with the specific needs of the students based on documentation of disability. Anyone with questions regarding the services for students with disabilities should contact the main office: (919) 415-1437.

EMPLOYMENT ASSISTANCE

Hair Masterz Barber School does not make any guarantees of employment or salary. The decision made regarding jobs – accepting or rejecting – is between the student and the employer.

SOCIAL SECURITY NUMBERS

Social security numbers are collected to comply with state law and regulations. The Institution will not disclose a social security number for any purpose not required by law without the consent of the student.

CHANGE OF NAME OR ADDRESS

It is the obligation of every student to notify the School Director of any change in name or address. Failure to do so can cause a serious delay in the processing of student records.

GENERAL INFORMATION

Hair Masterz Barber School operates an “opendoor” admissions policy that accommodates all persons who have a High School Diploma/GED or its equivalent.

APPLICATIONS

Applications may be submitted in person, electronically at info@hairmasterz.com, or by mail to the following address:

Director of Admissions
Hair Masterz Barber School
6213 Rock Quarry Road
Raleigh, NC 27610

PROCESS

Hair Masterz Barber School will admit students monthly. Every student will undergo a thorough interview process. The following process will be followed by applicants seeking admission:

Applicants should bring the following items to the interview:

- Completed enrollment application (if not submitted online)
- Copy of driver's license or state identification
- Copy of high school diploma or GED

Applicants must have the above information at time of interview

ADMISSION REQUIREMENTS

Hair Masterz Barber School Program

1. Valid photo I.D. (Driver's License or State I.D.)
2. Social Security Card
3. High school diploma or equivalent
4. Completed enrollment application
5. Transfer Credit (if applicable)

Credit for prior experience or training can be granted if in compliance with NC Board of Barber Examiners guidelines. Credits and hours are examined on a case by case basis. Note: Hair Masterz Barber School makes no guarantee that a student's credit or hours will be applied to the barbering program requirements for graduation.

GRADUATION REQUIREMENTS

When all the following requirements have been fulfilled, the student will be presented with a certificate, showing they have successfully completed the course.

Complete 178 hours of theory training, maintaining the minimum satisfactory progress (70%) requirements for theory scores.

Complete 1350 hours of practical training with a satisfactory rating for practical work.

Complete two Mock State Board Exams given by the school. A minimum passing score of 70% on the written and the completion of a tapered haircut along with a full demonstration of a 14-step shave. The passing of these exams will be required before graduating from the Hair Masterz Barber School. All tuition and fees must be paid in full on or before the student's graduation date.

COMPLETION AWARD

Upon successfully completing all graduation requirements of The Barbering Program, the student will receive a certificate.

When all these requirements have been met, the student will be eligible to graduate and apply for the North Carolina Barber Examination.

ATTENDANCE POLICY

Hair Masterz Barber School encourages each student to maintain an attendance rate of at least 80% out of 100%. Each student will be monitored monthly. A Biometric time clock is the school's official method of verification of time accumulated in the barbering program at the Hair Masterz Barber School. It is solely the student's responsibility to clock in/out correctly.

A student is considered late if he or she enters class after the beginning of a scheduled session. Students coming into class more than 10 minutes late will be marked late.

MAKE-UP POLICY

Students will be required to make up all assignments, exams or other work missed as the result of any excused or unexcused absence. The student must make arrangements with the instructor to ensure that all work is made-up. The instructor may assign additional outside make-up work if deemed appropriate. Arrangements to take a missed exam must be made with the Instructor. All arrangements are subject to approval by the Director.

GRADING

Hair Masterz Barber Schools' grading (qualitative) is completed and based on overall performance in the Barbering Program. Grading is completed according to the following scales:

20% Assignments

40% Written Examinations

40% Practical Examinations

Theory and Practical Grading Scale

90-100 A Excellent

80-89 B Good

70-79 C Satisfactory

Below 70 D Unsatisfactory

Incomplete 0 Unsatisfactory

*Grading for practical work may include Pass/Fail or Yes/No

STUDENT BARBER LICENSE

The North Carolina Board of Barber Examiners requires that all students obtain a student permit before starting classes. This permit is considered property of the state and must remain on the Hair Masterz Barber School premises at all times. It will be returned to the state upon dropping or completion of the program.

SCHOOL CALENDAR (Subject to change)

New Classes will begin continuously throughout the year on the first Monday of each month.

We will observe the following Holidays: New Year's Day and the day after, Dr. Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the subsequent Friday, and Christmas Eve, Day, and week after.

SCHOOL HOURS

Schedule: Full-time students are scheduled to attend 27 hours weekly from 8:00 p.m. to 8:00 p.m. on Monday with one hour scheduled for lunch and two 15-minute breaks. Tuesday through Saturday 7:30 p.m. to 10:30 p.m.

CONTRACT COSTS AND PAYMENT TERMS

Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected per the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the rate of \$97.90 per week/\$3.06 per hr. (\$64.40 per week/\$3.07 per hr.-part-time) or any part thereof, payable in advance until graduation. The

school will charge a registration/application fee for students enrolling or transferring to the school of \$245.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$245.00. Methods of payment include full payment at time of signing the Enrollment Agreement, registration/application fee paid at the signing of the enrollment agreement with the balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order or credit card. Students are responsible for paying the total tuition and fees prior to the release of completion certificate.

Registration Fee	\$	100.00 –
Application Fee	\$	50.00 –
Books/Kit:	\$	530.00 –
Tuition:	\$	3600.00 –

If the student cancels the Enrollment Agreement within 72 hours after the agreement has been signed, then the Institution shall give the Student a full refund of any monies paid, except the \$100 application fee, which will be kept by the Institution. This policy applies regardless of whether the student has begun training. Students that desire to cancel the Enrollment Agreement may do so by contacting the School Director.

Refunds, as determined, will be returned to the student within 45 days after the effective date of termination or withdrawal. There will be no refund of state license fees, tools, or textbooks, as these become the student's personal property

In the event of transfer, withdrawal or dismissal, a student that has begun the program, the school will provide a pro-rated return of tuition.

DUE PROCESS

(STUDENT RIGHTS, RESPONSIBILITIES, AND APPEALS) The Institution affords all persons involved in appeals due process. This includes the right to confront the person alleging the violation(s), the right to present evidence, and the right to be represented by counsel at their own expense.

STANDARDS OF CONDUCT

The Institution expects all students to conduct themselves with dignity and to maintain high

standards of responsible citizenship. Students are subject to civil authority on both on and off campus. The Institution files criminal charges in appropriate cases and cooperates with public officials in their prosecution. The following student standards of (Standards of Conduct, continued) conduct prescribing unsatisfactory conduct were formulated

(Prohibited Conduct, continued)

- Academic dishonesty including cheating, intentional obstruction or disruption of academic material (test information, research papers, notes, etc.) from a member of the Institution staff or student without permission; receiving or giving research papers, notes, etc.) from a disciplinary proceedings, or at other activities including public service functions, body submitting papers or college premises reports prepared or written by others as help during tests; Occupation or seizure in any manner of one's own; i.e plagiarism; and failure to abide by any other academic regulation property, an institution facility or any portion thereof, for a use inconsistent established by the instructor that appears with prescribed, customary, or authorized on the individual course syllabus addendum use

Note: The syllabus serves as a contract between the instructor and the student. Participating in or conducting an assembly, between the demonstration, or gathering in a manner

- Theft, misuse, or damage to the Institutions that threatens or causes injury to persons property, the property of a member of the or property, which interferes with free Institution or the property of a visitor on access to ingress or egress of institution Institution facilities, which is harmful, obstructive, or functions; unauthorized entry upon the disruptive to the educational process or property of the institution or into a institution institutional functions of the institution. facility or a portion which has been Possession or use of a firearm, incendiary restricted in use and placed off limits; device, explosive or unauthorized use of unauthorized presence in a institution any instrument designed to inflict serious facility after closing hours bodily injury to any person. Possession of a
- Possession or the use of alcoholic firearm on campus is classified as a felony beverages on property owned or controlled Tampering with any fire safety equipment, by the Institution or at Institution sponsored except with reasonable belief in the need events is prohibited unless approved in for such alarm or equipment writing by the President. Possession of Gambling
- alcohol in places prohibited by law is not allowed at any time. Possession or the use inside of the building. of a substance in an illegal manner is Littering which includes disposing of paper, prohibited. Being in a state of intoxication bottles, cans or any other form of litter on on the institution campus or institution institution grounds or in any building O. sponsored events is prohibited. Any Violation of Institution regulations regarding influence that may be attributed to the use the operation and parking of motor of alcohol or other substances does not vehicles.
- limit in any way the responsibility of the Forgery, alteration, or misuse of institution individual for the consequences of his/her documents, records, or instruments of actions. identification.

by the administration. Students are expected to conduct themselves accordingly and to be legally accountable for conduct that is prohibited.

PROHIBITED CONDUCT

Prohibited conduct shall include but not be limited to the items listed below:

student and/or employee performance or creates an intimidating, hostile, or offensive

- Lewd or indecent conduct, including public physical action, openly vulgar or profane distribution of pornographic material
- Failure to comply with instructions of institution officials who are acting in language or the performance of their duties.
- Violation of the terms of disciplinary probation or any institution regulation institution sponsored activities, or at institution functions, including verbal or threaten or or the passing of worthless checks to endanger the health or safety of any officials.
- Fiscal irresponsibility such as failure to pay supervised physical actions which institution-levied fines and foundation loans
- Violation of a local, state, or federal criminal law on institution premises. prejudice
- Any act, comment, or behavior which is sexually suggestive or harassing nature and which in any way, interferes with a

(Prohibited Conduct, continued)

- Furnishing false or incomplete information to the institution. V. beepers and/or cell phones must be turned off or placed on vibrate during classes.
- Use of institution computers or networking resources to engage in any behavior that violates any federal, state, or local laws, on Institution regulations including downloading of copyrighted material or any unauthorized software
- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to institution data
- All students are required to wear casual business attire such as dress slacks and collar shirts, including polo shirts. Shirts must be tucked in. (No jeans or sneakers allowed.)
- Students must be groomed on a day to day basis.
- Students should not be wearing the following items:
Hats, Scarves, Open-toe-shoes, Visors, Sandals, Do rags

immediately report the individual and the circumstances to the nearest faculty member. The faculty member should notify the Director of Student Services for investigation and follow-up action.

DISCIPLINARY PROCEEDINGS AND APPEALS

The administration of student discipline is flexible and essentially consistent with the philosophy and educational objectives of Hair Masterz Barber School.

The School Director shall have primary responsibility for the administration of student discipline and may impose varying degrees of disciplinary action. A student who is alleged to have violated one or more of the standards of conduct may admit the violation and accept disciplinary action as prescribed by the School Director or may request a hearing before the school management team. The team shall conduct closed proceedings that guarantee procedural fairness.

When a notice of appeal by a student is received by the School Director, a written copy of the allegations shall be provided to the student. The team may recommend that the student be exonerated or disciplined. If discipline is recommended, the team may advocate an official written reprimand, probation, or one of the following penalties:

- Suspension from the Institution for a specified time, not to exceed ninety (90) days, or until a condition is met.

PROCEDURES FOR REPORTING VIOLATIONS

When a violation of the student standards of conduct is suspected, the observer should

- Dismissal from the Institution for an unspecified period of time.
- Permanent expulsion from the Institution. The School Director shall present its findings and recommendations to the President of the Institution within five working days of conclusion of the hearing. The President, after a full and complete review, will notify the student of the results of the hearing. The President's decision shall be final.

INTERIM SUSPENSION

As a general rule, the status of a student accused of violating the standards of conduct will not be changed until appeals have been heard. The student may be permitted, at the discretion of the Director of Student Services, to continue classes and to participate in institution activities pending a review of the disciplinary committee's action by the President of the Institution. Prompt and decisive disciplinary action will be taken in extreme cases before there is an opportunity to conduct a hearing, as in cases in which the student's continued presence on campus constitutes an immediate threat to members of the Institution community, or to the property, or the orderly function of the Institution. When cases arise requiring disciplinary action, the School Director will provide the appropriate action to be taken. In all cases, the rights of the students and the Institution should be protected.

GRADE APPEAL PROCESS

It is recognized that there may be individual cases in which a student should be allowed to make a formal appeal related to grades assigned for barbering courses taken at the Institution.

(Grade Appeal Process, continued)

The following procedure will enable a student to exercise this right:

Any appeal of grades should be initiated prior to the next quarter.

The student should confer with the instructor to determine that there has been no mistake and to present his or her case.

If the case is not resolved by the instructor, the student may make an appointment with the department head who will hear his or her appeal.

If the case cannot be resolved at the department level, the student may make an appointment with the director within whose area the protested grade was awarded.

Any case not resolved by the above steps may be appealed to the Director of Student Services who may convene the student services team. Appeals to the team must be in writing.

Recommendations of this team regarding the appeal will be made to the President of the Institution within five working days.

The decision of the President will be final.

STUDENT GRIEVANCE PROCEDURE

The purpose of the student grievance procedure is to provide a system to channel student concerns about faculty and staff. The following procedure will enable a student to exercise this right:

The student should first present the grievance to the instructor or staff member involved. An attempt will be made to resolve the matter informally at this level. Generally, the conference must take place within ten (10) working days of the incident which generated the complaint.

If the grievance is not resolved at the informal conference, the student may present the grievance to the Director of Student Services for academic concerns.

If the course or class involves clinical participation, the student will not be allowed to return to any clinical area during the grievance process.

If satisfactory resolution is not achieved after meeting with the School Director, concerns should

be forwarded to the President of the Institution and the School Director.

Any cases not resolved by the above steps may be appealed in writing to the appropriate appeals committee:

Academic concerns — School Director

Nonacademic concerns — Instructors

Recommendations of these teams regarding an appeal will be made to the President of the Institution within five days. The decision of the President will be final.

STUDENTS' DISCLOSURE OF CRIMINAL RECORDS

Students entering or who wish to enter the barbering program are advised that prior criminal records may result in the inability to complete selected programs. The NC Board of Barber Examiners requires state and federal criminal history checks (Felony convictions only) before students are allowed at their facility to test. If prior criminal records exist, students may not be allowed to participate at the board. Once institution officials are aware of criminal records, the information must be shared with the NC Board of Barber Examiners. If the agency will not accept the student because of the records, the students will be unable to fulfill the program requirements. Students are urged to disclose and discuss prior criminal records with program heads. State certification of licensing examination boards may not allow felons to sit for state examinations. A student convicted of a felony who completes the barbering program may not be eligible for the state examination. 21 NCAC 06F .0116

(a) Prior to enrollment and the acceptance of any enrollment fee or tuition, the barber school shall notify the applicant of the Board's statutes and rules regarding criminal convictions and registered sex offenders and have the applicant sign and date the notice indicating that the applicant has been so informed.

(b) Persons making application for student permits who have been convicted of a felony shall furnish to the Board a certified copy of their criminal history.

(c) Failure to include any information regarding felony convictions on applications for student permits may result in revocation of a student permit after a hearing.

| HairMasterz Barber School Handbook BARBERING
CURRICULUM

Classroom Lecture and Study Periods

Hygiene and Good Grooming, Professional Ethic	25
Bacteriology, Sterilization, Sanitation	50
Implements, Honing, Stropping and Shaving	30
Men's Haircutting	20
Cutting and Styling Curly Hair, Mustaches and Beards	10
Shampooing and Rinsing, Scalp and Hair Treatments	10
Theory of Massage and Facial Treatments	5
Men's Razor Cutting, Women's Razor and Shear Cutting	30
Finger Waving Men's Hair, Air Waving and Curling Iron Techniques	5
Permanent Waving for Men, Chemical Hair Relaxing and Blow Dying	25
Hair Coloring	10
Men's Hair Pieces	5
The Skin, Scalp, Hair and Nails	30
Disorders Therapy, Light	
Therapy and Chemistry	15
Anatomy and Physiology	10
Electricity Therapy, Light Therapy and Chemistry	10
Barber Styling, Shop Management, and Product Knowledge	70
Licensing Laws and Rules and History of Barbering	20
Supervised Practice in Barbering	
Shampooing and Scientific Hair and Scalp Treatments	55
Shaving	50
Tapered Hair Cutting	250
Hair Styling of Men and Women	400
Facials, Massages and Packs	10
Bleaching, Frosting, Hair	
Coloring and Body Permanents	90
Cutting and Fitting Hair Pieces	5
Hair Straightening	5
The Analyzing and Treatment of Hair of Hair and Skin Treatments	10

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(Barbering Curriculum, continued)

Lectures and Demonstrations on Practical Work

Shampooing and Scientific Hair and Scalp Treatments	15
Shaving	20
Tapered Hair Cutting	70
Hair Styling of Men and Women	100
Facials, Massages and Packs	5
Hair Straightening	30

Total Clock Hours 1528

(Courses are taught in English)



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Raleigh, NC 27610
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