



**Student Handbook**

**Academic Year 2023-2024**

**Revised: 07/01/2023**

## Table of Contents

<i>Welcome</i> .....	5
<i>Frequently Asked Questions</i> .....	6
<i>History</i> .....	7
<i>Location</i> .....	7
<i>Mission Statement</i> .....	7
<i>Vision Statement</i> .....	7
<i>Program Overview</i> .....	7
<i>School Goals</i> .....	8
<i>Accreditation and Licensing</i> .....	8
<i>Staff</i> .....	8
<i>Facilities and Equipment</i> .....	8
<i>Scheduling</i> .....	9
Academic Calendar .....	9
Breaks.....	9
Calendar of Holidays.....	9
Class Start Dates.....	9
Inclement Weather.....	9
Pandemic Closure.....	9
Lunch.....	10
School hours and record of attendance guidelines .....	10
<i>Additional Student Rules and Regulations</i> .....	12
<i>Admission Procedures</i> .....	12
Admission Requirements .....	12
Family Educational Rights and Privacy Act Policy .....	13
Individuals with Disabilities.....	13
Statement of Non-discrimination .....	14
<i>Student Services</i> .....	14
Advising.....	14
Childcare Services.....	14

Employment Assistance .....	14
Honor Roll.....	14
Housing .....	14
<b><i>Facility Rules and Regulations .....</i></b>	<b>15</b>
Code of Conduct .....	15
Damage to School Property.....	15
Drug-Free Schools and Communities Act (Public Law 101-226).....	15
Hair Benefits .....	16
Leave of Absence.....	16
Test/Quiz Retake Policy .....	17
Physical Demands .....	17
Practical Assignments .....	17
Safety Requirements .....	17
Sanitation and Equipment .....	18
Services for students with disabilities .....	18
Theory Classes.....	18
Transcripts .....	18
Vaccinations Policy .....	19
Voter Registration .....	19
Use of facility telephone .....	19
Uniform Policy .....	19
Visitor Policy .....	20
<b><i>Disciplinary Regulations .....</i></b>	<b>20</b>
<b><i>Graduation and Licensing Requirements .....</i></b>	<b>20</b>
Grading System .....	21
Licensing Requirements .....	21
<b><i>Program Curriculums.....</i></b>	<b>23</b>
Barber Program.....	23
Barber Teacher Manager Instructor Program .....	25
Instructor Performance Objectives .....	25
<b><i>Tuition and Fees .....</i></b>	<b>26</b>
Barber Program.....	26
Teacher Manager Instructor Program .....	26

<b><i>Financial Aid</i></b> .....	<b>26</b>
Self-Payment Policy .....	26
Student Withdrawal .....	27
Withdrawal Immediately .....	27
Withdrawal between payment periods .....	27
<b><i>Withdrawal/ Refund Policies</i></b> .....	<b>27</b>
<b><i>Satisfactory Academic Progress Policy</i></b> .....	<b>29</b>
<b><i>Evaluation Periods</i></b> .....	<b>29</b>
Attendance Progress Evaluations .....	29
<b><i>Grievance Policy and Procedure</i></b> .....	<b>30</b>

## **Welcome**

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

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

*Students must attend their scheduled classes.*

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

*Congratulations,*

*The Staff of GoodFellas Barber College*

## Frequently Asked Questions

Question	Answer
<b>How long is the Barber Course?</b>	1500 – clock hours
<b>How long is the Teacher-Manager-Instructor Course?</b>	600 – clock hours
<b>When do classes start?</b>	Every Tuesday
<b>How do I enroll?</b>	A personal interview is required with our admissions office to begin the enrollment process.
<b>What are the admission requirements?</b>	To enroll, we need the following documents: <ul style="list-style-type: none"><li>• 18 years of age or older</li><li>• High school diploma or GED</li><li>• Social security card</li><li>• Photo identification</li></ul>
<b>How are we graded?</b>	Program guidelines for both programs require you to take written and practical exams.

## **History**

GoodFellas Barber College (GFBC) was founded by Mr. Donald Teague and Mr. Anthony Matthews. On July 1<sup>st</sup>, 2015, GoodFellas Barber College was licensed to operate as a barber college, by the state of Arkansas, under the authority of the Arkansas State Board of Barber Examiners. Mr. Anthony Matthews serves as GFBC's Chief Operating Officer. Mr. Donald Teague serves as GFBC's Chief Financial Officer. The first students started class on July 21<sup>st</sup>, 2015 and the school celebrated its first graduate in the Teacher Manager Instructor program on December 8<sup>th</sup>, 2015 and its Barber Program on May 26<sup>th</sup>, 2016.

## **Location**

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

## **Mission Statement**

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

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

## **Vision Statement**

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

## **Program Overview**

The institution offers a 1500-clock hour Barber program and a 600-clock hour Teacher-Manager-Instructor (TMI) program. The programs are designed to prepare graduates for the state licensing examination and to ensure employment opportunities upon graduation.

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

## School Goals

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

## Accreditation and Licensing

The school is accredited through the Council on Occupational Education (COE). Operational licensing is held through the state of Arkansas. The barbering education license is held through the Arkansas State Board of Barber Examiners.

## Staff

Name	Position	Email
Donald Teague	Chief Executive Officer	dteague@gfbc.edu
Anthony Matthews	Chief Financial Officer	amatthews@gfbc.edu
Tametra Bowie	Chief Administrative Officer/Director	tbowie@gfbc.edu
Talaya Teague	Admissions Representative	tteague@gfbc.edu
Katrina Higgins	Compliance Officer	khiggins@gfbc.edu

## Facilities and Equipment

GoodFellas Barber College is a newly renovated state of the art campus which entails a clinic floor which has 26 work stations with mirrors. The school has a shampoo room for client services as well as shampoo bowls in the classroom area. The dryer area allows houses four operational hooded dryers. The facility has a classroom that includes space for textbook studies as well as a clinical training area. The building is centrally heated and air conditioned for the maximum comfort for students, staff, and clients. There are two restrooms located in the school one for men and one for women/disabled. There is ample parking, located on the side

and directly behind the building. The Learning Resource Center is equipped with two computers to enhance learning and it also provides the students with additional resources. The break room is equipped with ample sitting space for students to enjoy their lunches or other student camaraderie. The campus has two vending machines – one for snacks and one for cold drinks. The vending machines are accessible by students, clients and staff.

## **Scheduling**

### **Academic Calendar**

The campus operates on a continuous basis, 12 months a year. The academic calendar for purposes of Title IV funding is from July 1<sup>st</sup>- June 30<sup>th</sup> of each year.

### **Breaks**

A break room is provided for all students. There is ample seating, a microwave and refrigerator for student use.

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

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

### **Calendar of Holidays**

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

### **Class Start Dates**

Classes start on a weekly basis.

### **Inclement Weather**

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

### **Pandemic Closure**

In the event of a closure due to a city, county, state or national pandemic, students will be notified via the emergency notification system. A notification will be placed on the website and the institution voicemail. Students will be updated on the closure status weekly. Education services (if applicable) will be continued

on a virtual basis.

## Lunch

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

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

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

## School hours and record of attendance guidelines

Day	Hours
Monday	Appointment Only
Tuesday	8:00 a.m. – 9:00 p.m.
Wednesday	8:00 a.m. – 9:00 p.m.
Thursday	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 9:00 p.m.
Saturday	8:00 a.m. – 5:00 p.m.
Sunday	Closed

1. Daily attendance is maintained by time clock. Students are assigned a time clock number and it should be utilized for clocking in and out in order to receive clock hours toward their program requirements. **Your clock number is confidential.** Clocking in and/or out for another student is grounds for disciplinary action. Students are required to clock in and out immediately on arrival and departure. In addition, students must clock in and out for their thirty (30) minute lunch period. Clocking in when you are not actively receiving instruction is not allowed and is grounds for disciplinary action.
2. Student Absent hours:
  - a. Absent hours are accrued if a student comes to school late, leaves school early, or takes a longer than allocated lunch break.
  - b. Makeup hours remove absent hours.
  - c. Overtime charges result when a student does not make up missed time.
  - d. Overtime charges are due as accrued. Students are billed on a monthly basis. Payment for overtime charges is strictly enforced.
  - e. Any time that is not made up is charged at a rate of \$11.57 per hour.
3. Students who are aware in advance that they will be tardy or absent must fill out a planned absence form and submit it to their instructor for approval.
4. For unplanned absences or tardiness, the student must call in and speak directly to an available instructor. Students with an unplanned tardy must receive permission from an instructor to come in late.

5. Valid reasons accepted for planned absences; death in the immediate family or severe family emergency. **YOU MUST HAVE DOCUMENTATION.**
6. Students leaving the school building at any time during the day must notify their Instructor and clock in and out. Students should be aware that any time they are clocked out, other than their lunch period, will accumulate to their absent hour count.
7. All students are required to attend on Saturdays. Saturdays provide students the greatest number of patrons, thereby giving them the best opportunity to develop their practical skills. Tardiness and unexcused absence on this day will be considered cause for possible interruption of training. An excused absence is one that is due to personal illness, illness, death in the immediate family, or an emergency. All work missed must be made up. **There is \$100.00 charge for being absent on Saturday without prior approval.**
  - a. Students must be clocked in by 9:00 a.m.
  - b. Students that clock in between 9:01 a.m. – 9:59 a.m. will be charged a \$25.00 late fee to their student account
  - c. The clock in cut off time for Saturday is 10:00 a.m. If students are not clocked in by this time, there will be a \$100.00 fee charged to the students account and the student will be sent home for the day.
  - d. Not attending school on a Saturday without prior approval or by contacting a member of administration due to an emergency will result in a \$100.00 fee being charge to the students account.

**Please note: The late fees and missed Saturday fees that are accessed to the student accounts CAN NOT be paid with Title IV funding.**

**The student must pay the amounts with cash, cashier's check or debit/credit card.**

8. Students should strive for excellent attendance and are encouraged to maintain 75% or above attendance each month. Student's attendance is monitored daily. However, progress reports are given out every month.
  - a. In the event of a life emergency, you may request a leave of absence. If the leave is granted, you will need to vacate your station and locker. **See the Leave of Absence policy for additional details.**
  - b. Missing three (3) consecutive days of school with no contract with administration or approved leave will result in an academic suspension. This suspension will impact your financial aid status.
  - c. If you are going to be absent, you **MUST** call in. All continued unexcused absences of **fourteen (14) or more continuous days (without proper leave of absence approval)** will mean cancellation of your contract. This will impact your Title IV funding.
  - d. Hours from the time clock are recorded on a permanent record. Corrections in hours are not made after the 10th of each month.
  - e. Sanitation must be completed daily by each student. Your name will be posted on the "clean up" list weekly. Sanitation will be called at 3:15.
  - f. Any student, who does not respond to the third call from the desk and is still on the clock, will be clocked out for the day. This will be an unexcused time loss.

## **Additional Student Rules and Regulations**

1. No drugs or alcoholic beverages are allowed on the premises. Any student found to be in non-compliance with this rule, will be suspended. A second violation will mean the immediate termination without recourse. Any student thought to be under the influence of a controlled substance will be required to submit to a drug test.
2. Students must pay student prices for supplies and chemicals used for personal use. Student prices are 1/2 of the cost for clients.
3. Any student found stealing from the school or another student or causing willful destruction of school property will be terminated from the school.
4. Any student in violation of an instructor's direction may be suspended from school immediately.
5. The school reserves the right to interrupt training whenever a student is behind in payment of tuitions or has incurred a considerable amount of overtime charge. All tuition and fees must be paid in full before your total hours are completed.
6. Students are allowed to receive emergency calls ONLY. Personal calls may be made on break. You must monitor your own calls keeping them to the immediate family.
7. Confrontational outburst from students will not be allowed. Any student involved will be clocked out immediately. He/she will not be allowed to come back to school until an investigation has been completed to determine fault. Upon determination each student will be notified and disciplinary action (if applicable) will be administered on an individual basis. Any student guilty of refusing a client ticket for services may be suspended from school immediately.
8. The school reserves the right to make any changes or add to the above rules and regulations at any time and all students will be notified of any changes immediately.
9. Bringing children to school during your scheduled hours of attendance is NOT permitted.

## **Admission Procedures**

Parties interested in admissions can contact the admissions office at (501) 916-9827. In addition, they can visit the schools website at [www.gfbc.edu](http://www.gfbc.edu) or email directly at [admissions@gfbc.edu](mailto:admissions@gfbc.edu). Prospective students are given a tour of the facility in which they are introduced to current staff and students. They are encouraged to ask questions along the tour.

Following the tour if the individual is interested in enrolling, they will be given an admission packet and an appointment is made to complete their enrollment. The documents in the admission packet must be turned in prior to enrolling. The complete admission process can take approximately one week. New classes begin every Tuesday. The admission packet includes a Welcome and Introduction letter, things to turn in listing, admission application, school catalog, entrance counseling brochure from [www.studentaid.gov](http://www.studentaid.gov), Arkansas Rehabilitation Services information and information on completing your application for Title IV funding. The Consumer Information Packet and Student Handbook are given to the student during orientation. They are able to view the information prior to enrolment by going to the website [www.gfbc.edu](http://www.gfbc.edu).

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

## **Admission Requirements**

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

1. Have Identification (current driver's license or state issued photo identification.)
2. Have a Social Security card
3. Have a High School transcript, diploma or a general education diploma (GED)
4. Are at least 18 years of age
5. Are not currently enrolled at a primary, secondary or post-secondary institution.

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

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

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

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

## **Individuals with Disabilities**

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

### **Statement of Non-discrimination**

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

### **Student Services**

#### **Advising**

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

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

#### **Childcare Services**

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

#### **Employment Assistance**

GoodFellas Barber College offers job placement assistance for graduates who pass all licensing requirements. We also offer assistance in finding suitable employment during their enrollment.

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

#### **Honor Roll**

The student with the highest attendance and excellent academic achievement, 90% and higher (academic) and 85% and higher (attendance) will be recognized each month.

#### **Housing**

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

## Facility Rules and Regulations

### Code of Conduct

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

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

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

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

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

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

### Damage to School Property

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

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

- a. Student's must certify that as a condition of the policies of this school, the student will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance during my enrollment at school.
- b. Students must have received, reviewed, and do comprehend the rules, regulations and policies as set forth by the school and the Public Law 101-226 of the Drug Free Schools and Communities Act.
- c. Students must certify that I do understand that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful and the use or distribution of illicit drugs and alcohol by student on the school premises will ensure immediate suspension and/or termination of my enrollment at

school.

- d. If any student cannot comply with the above code of ethics, the school will offer them a transcript to any other school that will accept them, as long as they meet their financial obligations.
- e. These Rules and Regulations, and others which may be added, are designed to help the students and instructors carry out our training program. Failure to adhere to the above rules and regulations will result in dismissal from one (1) to ninety (90) days or indefinitely.

## **Hair Benefits**

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

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

## **Leave of Absence**

- a. An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. A LOA must meet certain conditions to be approved:
- b. A Leave of Absence must be submitted in advance in writing and should include the reason for the student's request and student's signature.
- c. In instances of unforeseen circumstances that prevent the student from doing so, the student would not have to request the Leave of Absence in advance.
- d. The institution will not assess additional institutional charges as a result of the LOA.
- e. LOA number of days requested should be limited to 3-30 days per instance. Students should limit their requests for LOA in order to not jeopardize their Title IV eligibility.
- f. A student granted a LOA that meets the school requirements is not considered to have withdrawn and no refund calculation is required at that time.
- g. A Leave of Absence extends the student's maximum time frame in the contract period by the same number of days taken in the LOA.
- h. If a student does not return from the LOA, the six-month grace period for Student Loans will start as of their last day of attendance.
- i. A student applying for a LOA must be satisfactory in attendance and grades
  - a. 67% attendance

- b. 75% GPA
- j. A leave of absence expires on the end date and requires an extension if the student does not return on return date. If an extension is not completed in a timely manner, that student will be responsible for any absent hours that accrued from the days missed.
- k. A student on an approved leave of absence that notifies the school that he/she will not be returning will have a date of withdrawal based on the last date of attendance.

### **Test/Quiz Retake Policy**

Every effort is made to allow students the opportunity to demonstrate their understanding of concepts and skills to achieve mastery.

- a. A grade of 75% or higher indicates mastery of a concept; therefore, students may only redo/retake assignments for which mastery was not achieved.
- b. Students may earn up to a 100% on redo/retake assignments.
- c. Students will have unlimited opportunities to redo/retake any assessment.
- d. The student can request additional review/training with the instructor prior to retaking the test/quiz.
- e. It is important to note that the redo/retake policy is not intended to be used as a regular practice by a student.
- f. Every effort will be made to include the redo/retake grade in the progress report average; however, assignments redone within the last week of grade submission can result in a grade discrepancy
- g. Teachers will consider extenuating circumstances due to the goal of mastery of the material being a priority for the student.

### **Physical Demands**

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

### **Practical Assignments**

- a. Each student is required to accept and finish work that is assigned to him or her.
- b. The instructor must inspect all work before the patron is released. The student must give his/her full attention to the instructor during a final check.

### **Safety Requirements**

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

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

## **Sanitation and Equipment**

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

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

## **Services for students with disabilities**

Students can request reasonable accommodations that will be reviewed by the institution. If the institution deems the requests are reasonable, they will be implemented.

## **Theory Classes**

General theory is held from 10:00 a.m. - 11:30 a.m. and 7:00 p.m. – 8:00 p.m. Tuesday-Friday.

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

## **Transcripts**

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

## **Vaccinations Policy**

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

## **Voter Registration**

In the United States, voter registration is the right and responsibility of all people. Approximately 70% of all Americans who are eligible to vote have actually registered. Register today and start exercising your civil right to make a difference. To register you can fill out a voters registration form from the Learning Resource Center or access the voter's registration link for the state of Arkansas at: <https://www.sos.arkansas.gov/elections/voter-information/voter-registration-information>

## **Use of facility telephone**

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

## **Uniform Policy**

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

- a. The school uniform is school issued smock, black pants and any colored enclosed shoes.
- b. School uniforms must be free of stains, wrinkles, and fit appropriately. Those students attending school and are found to be out of uniform (without a GoodFellas smock) will be required to purchase one for \$25 fee.
- c. Student's attire and hair must be neat in appearance. As a current student, you should project an image that reflects the industry.

### **Students may not wear**

Skin tight clothing, sagging, hats, vests, headgear, rags, bandanas, shorts or skirts, high heels, t-shirts with pictures or writing of any kind (that may be found offensive), sleeveless clothing, flip flops, opened heels or toes, jackets, or coats are not allowed.

## **Visitor Policy**

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

## **Disciplinary Regulations**

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

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

- a. Failure to follow policies as stated in the school catalog or as addressed by the staff of GFBC.
- b. The use of obscene words or gestures on the school premises.
- c. Any conduct disruptive to the proper functioning of the school's operation.
- d. This school's management has a zero-tolerance policy regarding behavior toward each other, staff, or customers, in which there is a loud verbal confrontation or any appearance (as determined by the staff) of the threat of physical violence. Any student participating in such a display will be expelled.
- e. Students who have been suspended or expelled must leave the school premises when asked by the staff.
- f. Unsatisfactory academic progress.
- g. Failure to make up tests within the allotted time period.
- h. Continued disregard of the uniform policy.
- i. Repeated offenses:
  1. Failure to turn in required projects and record keeping at the end of a grading period.
  2. Failure to have live model practice checked by an instructor.
  3. Application of chemical solutions to live models without instructor authorization.
  4. Application of products not distributed by the school, unless prescribed by a physician.
  5. Performance of services not included on the client's ticket.
- j. Refusal to participate in assigned clinic services or assignments.
- k. Chronic patterns of missing theory and other scheduled classes.
- l. Taking an extended lunch period without prior approval
- m. Failure to clock in and out properly. Students will lose the hours from any missed punches.
- n. The use of alcohol or drugs while on school premises or coming to school with the appearance or smell of alcohol or drugs.

## **Graduation and Licensing Requirements**

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

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

5. Fulfill all contractual and financial obligations.

## **Grading System**

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

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

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

## **Licensing Requirements**

### **Barber Program**

1. Complete 1500 clock hours barber program in a licensed barber school
2. Complete an application for examination, accompanied by a certification form from the school where the hours were completed
3. Provide a valid form of government identification (driver's license, state identification card; or a government issued passport)
4. Pass both the written and practical examinations
5. Pay a \$75.00 fee for the written /practical portion of the test.
6. Pay a \$50.00 fee to Arkansas State Barber Board of Examiners for Barbers license.

**GoodFellas Barber College will retain certification of hours until all charges and requirements are fulfilled upon graduation.**

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

### **Barber Teacher Manager Instructor Program**

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

1. Complete 600 clock hours barber course in a licensed barber school
2. Complete an application for examination, accompanied by a certification from the school where the hours were completed

3. Provide a valid form of government identification (driver's license, state identification card; or a govt. issued passport)
4. Pass both the written and practical examinations
5. Pay an \$80.00 fee for the written /practical portion of the test.
6. Pay a \$40.00 fee to Arkansas State Barber Board of Examiners for Teacher-Manager- Instructor license.

**GoodFellas Barber College will retain certification of hours until all charges and requirements are fulfilled upon graduation.**

## Program Curriculum

### Barber Program

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

#### Subjects

- Two (2) hours of orientation, consisting of: 2 hours
  - Rules and Regulations of the school
  - Introduction to school personnel and students
  - Outlay of school facilities and exit plan
  
- One hundred and twenty (120) hours of theory, consisting of:
  - History of barbering 1 hour
  - Professional image 4 hours
  - Hygiene and good grooming 1 hour
  - Bacteriology, sterilization, and sanitation 10 hours
  - Barbering implements 1 hour
  - Honing and stropping 1 hour
  - Shaving 5 hours
  - Haircutting, male and female 5 hours
  - Mustache and beard 2 hours
  - Shampooing and rinsing 1 hour
  - Scalp, hair treatments and skin 5 hours
  - Facial treatments 2 hours
  - Anatomy and physiology (hair, skin, muscles, nerves and cell) 30 hours
  - Disorders of the skin, scalp and hair 10 hours
  - Electricity and Light therapy 1 hour
  - Chemistry 5 hours
  - Barber styling shop management 5 hours
  - Arkansas State Barber Board Laws 15 hours
  - Scientific fundamentals of barbering 4 hours
  - Cosmetic preparations 3 hours
  - Sanitary professional techniques 4 hours
  - Salesmanship 5 hours

- One thousand three hundred seventy-eight (1,378) hours of instructions in practical work:
  - Barber Implements 15 hours
  - Shaving 80 hours
  - Hair cutting, tapering, trimming, dressing the hair 800 hours
  - Shampoo and rinsing 45 hours
  - Scalp, hair treatment and tonics 10 hours
  - Massage and Facial treatments 10 hours
  - Bleaching and dyeing the hair 30 hours
  - Arranging 10 hours
  - Beautifying 10 hours
  - Beards and Mustaches 20 hours
  - Processing 15 hours
  - Manicures and nail disorders 10 hours
  - Hair-Styling 70 hours
  - Cleansing 25 hours
  - Curling Iron Techniques 15 hours
  - Dressing 15 hours
  - Hair Shaping 15 hours
  - Singeing 7 hours
  - Hair Straightening 25 hours
  - Hair waving 28 hours
  - Hair Clipping 15 hours
  - Hair Weaving and Hair Pieces (sewing) 17 hours
  - Scientific fundamentals of barbering 10 hours
  - Professional Ethics 33 hours
  - Barber Shop management 22 hours
  - First Aid and Safety Precautions 11 hours
  - Sanitation 15 hours

**TOTAL HOURS: 1500**

## **Barber Teacher Manager Instructor Program**

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

### **Subjects**

- Classroom Preparation 25 hours
- Teaching Methods 25 hours
- Speech 25 hours
- Purpose and Types of Tests 35 hours
- Selection of Appropriate Testing Methods 25 hours
- Validity and Reliability of Teaching Methods via Tests 35 hours
- Proper Conduct of Instruction 40 hours

**TOTAL HOURS: 600**

### **Instructor Performance Objectives**

- Classroom Supervision and Control 40 hours
- Classroom Conditions 50 hours
- Keeping Records 50 hours
- Motivation 50 hours
- Assessing Student's Need 50 hours
- Utilization of Safety Procedures 40 hours
- Job Seeking Skills 10 hours

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

### **Expectations**

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

### **Skills to be developed**

1. Develop occupational experiences and personal characteristics that will upgrade the barbering profession by producing quality students.
2. Develop lesson plans, outlines, procedures and tests that will insure student comprehension and

will instill the will to learn in even the most difficult student.

3. Development of a course content reflecting a comprehensive, correlated unit of study.
4. Development of instructional materials that will facilitate set-up and preparation of class.
5. Development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

## Tuition and Fees

### Barber Program

Item	Cost
Tuition	\$17,355.00
Student Permit Fee (per year)	\$20.00
Books, Supplies, Uniform, kit	\$1,000.00
Barber Testing Fee	\$75.00
Barber License Fee	\$50.00
<b>Total Cost \$16,500.00</b>	

### Teacher Manager Instructor Program

Item	Cost
Tuition	\$6,942.00
Student Permit Fee (per year)	\$20.00
Books, Supplies, Uniform, kit	\$690.00
Barber Testing Fee	\$80.00
Barber License Fee	\$40.00
<b>Total Cost \$7,772.00</b>	

*Tuition rates are subject to change*

## Financial Aid

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

## Self-Payment Policy

At the discretion of the School Direction, a self-payment plan can be implemented for a student.

## Student Withdrawal

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

### *Items to Consider Before Withdrawing*

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

### **Withdrawal Immediately**

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

### **Withdrawal between payment periods**

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

## **Withdrawal/ Refund Policies**

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

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

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

9. All refunds will be calculated based on the students last date of attendance.
  - a. Any tuition and fees due a student who withdraws will be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
  - b. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
  - c. If GFBC is permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.
  - d. If the program is canceled subsequent to a student's enrollment, the school will either provide a full refund of all tuition and fees paid or completion of the course at a later time.
  - e. If the program is cancelled after students have enrolled and before instruction

has begun, the school will provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all tuition and fees paid.

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

### **Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled at the school. It is printed in the catalog and Consumer Information Handbook to ensure that all students receive a copy prior to the first day of class. Once a student is enrolled, they can view the SAP on the student portal.

### **Evaluation Periods**

The guidelines for Satisfactory Academic Progress as follows:

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

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

### **Attendance Progress Evaluations**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## Grievance Policy and Procedure

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

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

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

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

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

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

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

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

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

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

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

**Arkansas Department of Education** by mail at 4 Capitol Mall. Little Rock, AR 72201 or by phone (501) 682-4475. The Arkansas Department of Education website address is <https://ade.arkansas.gov/>.