

# 2019

OFFICIAL CATALOG 2019

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SCHOOL CATALOG  
Originally Updated  
During NACCAS VISIT 3/14/18  
REVISED GMK 3/18/2019

GREGORY M. KENNY SR.  
CEO/DIRECTOR



## EDUCATE | EMPOWER

ALL COURSES TAUGHT IN ENGLISH  
DATE OF PUBLICATION AUGUST 1, 2015

We Certify all contents of this catalog is true

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Gregory M Kenny Sr.

## CONTACT INFORMATION

### **Kenny's Academy of Barbering**

2150 Lafayette Road Indianapolis, Indiana  
46222

Phone: (317) 635-5900



### **Kenny's Academy of Barbering - South**

5425 South East Street Indianapolis, In 46227

Phone (317)735-2048



### **Kenny's Academy of Barbering - East**

5670 Caito Dr. STE 101 Building #5 Lawrence,  
Indiana 46226

Phone: (317) 547-5900



### **WEST CAMPUS STAFF:**

Greg Kenny Sr. ....**Campus Director and owner of all 3 campuses**  
Paul Murphy .....Assistant Campus Director  
Richard Clark ..... School Clerk  
Adrian Burney.....Instructor  
David Brotherton.....Instructor  
Katrina Kenny.....Instructor  
Jerry Kellems.....Instructor

### **SOUTH CAMPUS STAFF**

Terry Kenny .....**Campus Director**  
Jasmine Wills..... School Clerk  
Johnnie Lee..... Instructor  
Shantel Burch .....Instructor

### **EAST CAMPUS STAFF**

Gregory Kenny Jr .....**Campus Director**  
Terri Smith..... Assistant Campus director  
Marsha Tate.....Instructor

Rachel Wiggins .....Accountant  
Toni Ruzga ..... Financial Aid Administrator/ IT/ SCO  
Katrina Kenny .....Director of Education/Instructor

### **Annual Outcome Rates**

2016 Completion Rate 59%

2016 Licensure Rate 100.00%

2016 Placement Rate 100%

# Table of Contents

Table of Contents 3

MISSION STATEMENT 1

1 PREFACE 1

2 KENNY’S CAMPUS DESCRIPTION 1

3 THE BARBERING PROFESSION 1

4 PHYSICAL DEMANDS 2

5 SAFETY REQUIREMENTS 2

6 BARBER COURSES: *Barber science,*  
*Barber Instructor and Barber Crossover program*

7 TOOLS BOOKS AND SUPPLIES 11

9 GRADUATION REQUIREMENTS 13

10 ABILITY TO BENEFIT POLICY 13

11 ATTENDANCE AND ABSENTEEISM POLICY 13

12 TARDY POLICY 14

13 HOLIDAY CALENDAR / SCHOOL CLOSING 14

14 DISCIPLINARY PROCEDURES 14

15 SATISFACTORY ACADEMIC PROGRESS POLICY 15

16 ACCESS TO STUDENT RECORDS POLICY 18

17 RECRUITMENT 18

18 HANDICAPPED POLICY 18

19 RE-ENTRY POLICY 18

20 TRANSFER STUDENTS 19

21 WITHDRAWAL POLICY 20

22 TERMINATION POLICY 20

23 EMPLOYMENT ASSISTANCE / ADVICE 20

24 SEXUAL HARASSMENT POLICY 21

25 PERSONAL HARASSMENT POLICY 21

26 RACIAL HARASSMENT POLICY 21

27 EQUAL RIGHTS POLICY 22

28 DRUG POLICY 22

29 INTERNAL COMPLAINT PROCEDURES 22

30 STUDENT GRIEVANCE PROCEDURE 22

31 COST, START DATES and FEES 23

32 REFUND POLICY – NOTICE OF CANCELLATION 24

33 CUSTOMER SERVICE POLICIES & PROCEDURES 25

34 SCHOOL RULES 26

AGENCY CONTACT INFORMATION 27



## **MISSION STATEMENT**

It is the mission of Kenny's Academy of Barbering to provide our students with a positive learning environment, to prepare them to successfully pass the state board, and for professional employment in the barbering industry.

## **1 PREFACE**

Kenny's Academy of Barbering is a State Licensed College. We have fulfilled all of the necessary requirements and are licensed by the state according to the Indiana Professional Licensing Agency (302 W. Washington, Room E034, Indianapolis, IN 46204).

Kenny's Academy of Barbering is a privately-owned corporation. Gregory M. Kenny, owns Kenny's Academy of Barbering. Mr. Kenny is also Chief Executive Officer of the corporation formally called "Kenny's Academy of Barbering Incorporated".

Mr. Kenny founded Kenny's Academy of Barbering in September 1992. Kenny's Academy is the example of what can be accomplished through hard work and determination. Mr. Kenny began as a barbershop owner in 1988 and within four years he had expanded to own four shops. The urgency for a barber college that embraces the importance of professionalism, ethics and customer service had become very apparent.

## **2 KENNY'S CAMPUS DESCRIPTION**

Kenny's Academy has 3 campuses. One campus is located in (East)Lawrence area, another campus is in (South)Greenwood area and the third campus is (West)Speedway area. Each campus is conveniently located on the bus line and has ample parking. Our colleges exceed the State of Indiana Beauty Culture School minimal spatial requirements of 3000 square feet. Totaling a combined square footage of 16000 square feet. Kenny's Academy campuses also exceed the states equipment requirements as well. We have a combined ability to accommodate over 140 students at all three campuses. Each Campus has a separate theory classroom, equipped with a video projector and computer lab at each campus. Each campus is also equipped with a break room with snack and soda machines and lockers at each campus.

HOUSING: No housing facilities are owned, operated, or maintained by the school.

## **3 THE BARBERING PROFESSION**

### **How to Become a Barber**

All states require barbers, hairdressers, and cosmetologists to be licensed, with the exception of shampooers. To qualify for a license, candidates must graduate from a state approved barbering program.

### **Job Outlook**

The median hourly wage of barbers, hairdressers, and cosmetologists was \$10.82 in May 2010. Overall employment of barbers, hairdressers, and cosmetologists is expected to grow 14 percent from 2010 to 2020, as fast as the average for all occupations. most job openings will result from the need to replace workers who leave the occupation.

## 4 PHYSICAL DEMANDS

The Barbering profession requires a person to stand on their feet 4-6 hours a day or more. many barbers develop carpal tonal, arthritis and respiratory problems due to constantly inhaling aerosol sprays. Serious consideration needs to be given for any potential candidate for this profession. Barbers, hairdressers, and cosmetologists provide hair styling and beauty services. Barbers, hairdressers, and cosmetologists mostly work in a barbershop or salon. Physical stamina is important, because workers are on their feet for most of their shift. many work part time, and nearly half were self-employed in 2010

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2012-13 Edition, Barbers, Hairdressers, and Cosmetologists, on the Internet at <http://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists>.

## 5 SAFETY REQUIREMENTS

The Barbering Profession is regulated by the State Barber Board, which requires strict adherence to the barber license law. These laws include observance of sanitation and sterilization practices for the safety of the barber professional and the customer. Improper use of sanitation and sterilization procedures can lead to the development of communicable diseases. Barbers are required to be tested for any communicable disease prior to being licensed.

## 6 Courses and Outlines: Academic Advice

### Barber Science, Barber Instructor

#### Barber Science

1500 Hours

Barber Science is a 1-1500-hour program measured in clock hours. Our course is divided into 3 segments, the first segment is our **Freshman** class starts from 0-450 teaching Study Skills, History of barbering, Professional Image. Bacteriology, Sanitation, Tools and Implements Chemistry and Anatomy. The second segment is our **Sophomore** class starting from 451-900 hours teaching Electricity and Light Therapy, Properties and Disorders of the Skin, Properties and Disorders of Hair and Scalp, Treatment of the Hair and Scalp, men's facial massage and Treatments, Shaving and facial Hair Design, men's Haircutting and Styling, The third segment is our **Junior** class 901-1350 teaching men's Hairpieces, Women's Haircutting and Styling, Chemical Texture Services, Hair Coloring and Lightening, Nails and Manicuring, , Barbershop Management the fourth and final segment is our **Senior** class 1351-1500 State Board Preparation and Licensing Laws, The Job Search and Internship.

#### INSTRUCTIONAL METHODS

(Instructional Techniques and methods):

1. Lecture (Tues., Wed)
2. Review, Quiz, Practical Demonstrations (Thurs.) Exam (Friday)
3. Audio-visual materials
4. Practical and Theory worksheets
5. field trips and guest speakers

## OBJECTIVES

Upon completion of the course requirements, the determined graduated will be able to:

1. Project a positive attitude and self-confidence.
2. Practice and exemplify the fundamentals of professional image.
3. Understand the importance of the employer-employee relation and customer service.
4. Perform basic manipulative skills including haircutting, hairstyling, perming, shaving, treatment of the skin and scalp, salon management, license laws, sanitation and retain knowledge relating to the history of barbering.

## THEORY REQUIREMENTS

1. Homework: An outline of each chapter is required as part of your theory grade.
2. Each chapter of the barber workbook is also counted as part of the theory grade.
3. An exam is given after each chapter and a passing grade of at least 75% is required before going to the next chapter.
4. Make-up tests are given each Thursday for missed or failed exams.
5. A 450-hour exam is given after chapter 8 and upon completion of 450 hours.
6. A 900 exam is given after chapter 16 and upon completion of 900 hours.
7. A 1350-hour exam is given after chapter 23 and upon completion of 1350 hours.
8. A 1500-hour exam is given after all other test have been completed and is an overall comprehensive exam on chapters 1-23.

\*\*Attendance and Academics are evaluated separately, but at the same time.

### Grade Scale:

93 - 100	Excellent
85 - 92	Very Good
75 - 84	Satisfactory
74 - BELOW	Unsatisfactory

### Theory and Demonstration

Subject	Practice	Actual Hours	Total Hours
Sanitation, bacteriology and Sterilization	40		40
Laws and rules	20		20
Salesmanship	5	10	15
Management	10		10

<b>Skin</b>	10		10
<b>Hair</b>	10		10
<b>Facials</b>	20	25	45
<b>Hair styling</b> (includes air waving, Finger waves and Thermal Curling, Electricity and Light Therapy High Frequency)	75	150	225
<b>UV/infrared</b>	10		10
<b>Chemistry</b>	10		10
<b>Shampoo/massage</b>	20	50	70
<b>Scalp treatment</b>	10	25	35
<b>History of Barbering</b>	10		10
<b>Shaving/Shaping</b> (includes mustache and beard)	20	25	45
<b>Honing and Stropping</b>	15		15
<b>Professional Ethics/ Personal Hygiene</b>	10		10
<b>Equipment care</b>	10		10



Hair coloring	60	70	130
Semi-permanent, Permanent, Permanent Waving and Chemical Relaxing	55	210	265
Haircuts	100	200	300
Anatomy and physiology	15		15
Hairpieces, Full partial, facial	50		50
Discretionary hours	50	100	150
<b>TOTAL HOURS</b>	<b>635</b>	<b>865</b>	<b>1500</b>

**Hours Subject/Unit**

**40 Sanitation, Bacteriology and Sterilization**

Discuss infectious materials transmission in the barbershop. Understand reasons for maintaining MSDS notebooks. Discuss federal and state agencies associated with infection control and safe work practices. Define and discuss the three levels of decontamination. Identify commonly used chemical agents. Demonstrate proper decontamination procedures for tools, equipment, and surfaces. Discuss standard precautions and blood-spill disinfection. Discuss disinfecting rules, decontamination safety precautions, and rules of sanitation. Define safe work practices. Recognize potential safety hazards in the shop.

**20 Licensing Laws**

Discuss how to prepare for written state board examinations. Discuss barber board laws, rules, and regulations in your state. Discuss how to prepare for practical state board examinations. Explain what information may be found in candidate information booklets or materials. Identify the primary objectives of state barber board rules and regulations.

**15 Salesmanship**

Discuss different types of advertising. Identify the types of records shop owners must maintain. Demonstrate services and retail product sales techniques. Discuss techniques on how to market yourself as a barber.

**10 Barbershop Management**

Discuss self-employment and barbershop ownership. Understand responsibilities associated with business development and ownership. Discuss types of business ownership. Explain the differences of employment classifications. Discuss the features of a business plan. Design a floor plan.

- 10 Properties and Disorders of the Skin**  
Describe the structure and divisions of the skin. List the functions of the skin. Identify recognizable skin disorders.
- 10 Properties and Disorders of Hair and Scalp**  
Identify the principal tools and implements used in the practice of barbering. Identify the parts of the shears, clippers, and razors. Demonstrate the correct techniques for holding combs, shears, clippers, and razors. Demonstrate honing and stropping techniques.
- 45 Men's Facial Massage and Treatments**  
Describe the benefits of facial massage and treatments. Discuss the location and stimulation of facial muscles and nerves. Name and demonstrate massage manipulations. Demonstrate the use of facial treatment equipment. Discuss products used in facial treatments. Identify skin types and appropriate facial treatments and products.
- 225 Women's Haircutting and Styling**  
Perform four basic women's haircuts. Demonstrate mastery of texturizing techniques. Perform basic wet styling techniques finger-waving. Perform basic blow-dry styling techniques. Perform thermal curling and straightening techniques.
- 10 Electricity and Light Therapy**  
Identify and define common electrical terms. Discuss and recognize electrical safety devices. Explain different electrical modalities and their uses. Explain the effects of ultraviolet and infrared light on the skin.
- 10 Chemistry**  
Define organic and inorganic chemistry. Define matter and its states. Define pH and understand the pH scale. Define organic and inorganic chemistry. Explain the characteristics of emulsions, suspensions, and solutions. Understand how the pH levels of hair products affect the hair and scalp. Discuss cosmetic preparations used in barbering including shampoos, conditioners, rinses, and tonics.
- 70 Shampoo and massage**  
Demonstrate proper draping procedures for hair services. Demonstrate the shampoo service. Demonstrate scalp massage techniques and treatments. Learn incline method recline method of shampoo service.
- 35 Scalp treatment**  
Identify services associated with the treatment of the hair and scalp. Demonstrate proper draping procedures for hair services. Demonstrate the shampoo service. Demonstrate scalp massage techniques and treatments.
- 10 History of Barbering**  
Define the origin of the word barber. Discuss the evolution of barbering. Describe the barber-surgeons and their practices. Explain the origin of the barber pole. Identify some organizations responsible for upgrading the barbering profession.
- 45 Shaving and Facial Hair Design**  
Discuss sanitation and safety precautions associated with straight razor shaving. Demonstrate the ability to perform razor positions and cutting strokes with a straight razor. Identify the 14 shaving areas of the face. Demonstrate a facial shave. Demonstrate a neck shave. Demonstrate a mustache and beard trim.
- 15 Honing and Stropping**  
Demonstrate proper methods of razor preparation sharpening and care using various types of hones strop.

**10 Professional Ethics/Personal Hygiene**

Explain the relationship between personality and attitudes and the demonstration of professional behavior. List guidelines to maintaining personal and professional health. Demonstrate understanding of human-relations and communication skills. List the rules of professional ethics. Discuss principles of personal and professional success. Explain the concepts of motivation and self-management. Create short-term and long-term goals. Describe Personal hygiene and Public Hygiene.

**10 Equipment Care**

Identify the principal tools and implements used in the practice of barbering. Identify the parts of the shears, clippers, and razors. Demonstrate the correct techniques for holding combs, shears, clippers, and razors. Demonstrate honing and stropping techniques.

**130 Hair Coloring and Lightening**

Discuss color theory and its importance to hair coloring. Identify classifications of hair color products and explain their actions on hair. Explain the action of lighteners on hair. Identify products used in hair coloring and lightening. Demonstrate hair color and lightener application procedures. Identify products used to color facial hair. Discuss hair coloring and lightening safety precautions.

**265 Permanent Waving & Chemical Relaxing Services**

Explain the effects of chemical texture services on the hair. Identify the similarities and differences between chemical texture services. Discuss hair and scalp analysis for chemical texture services. Perform a permanent wave service. Perform a reformation curl service. Perform a hair-relaxing service.

**300 Men's Haircutting and Styling**

Discuss the art and science of men's haircutting and styling. Discuss envisioning and the client consultation. Discuss the principles of facial shapes and anatomical features. Identify and name the sections of the head as applied to haircutting. Understand fundamental terms used in haircutting. Demonstrate basic cutting techniques: Fingers-and-shear, shear-over-comb, freehand shear Freehand clipper cutting, clipper-over-comb Razor cutting Demonstrate shaving the outline areas. Demonstrate disinfection procedures. Demonstrate basic hairstyling techniques. Discuss safety precautions used in haircutting and styling.

**15 Anatomy**

Explain the importance of anatomy and physiology to the barbering profession. Describe the structure and reproduction of cells. Describe the structure of the skull, face, and neck and their relationship to barbering. Identify important muscles of the head, face, and neck related to barbering services. Identify important nerves of the head, face, and neck related to barbering services.

**50 Men's Hairpieces**

Discuss reasons for purchasing hair replacements. Recognize supplies needed for servicing hair systems. Demonstrate how to measure for a hair replacement. Explain how to create a hair replacement template. Explain how to apply and remove hair replacement systems. Describe how to fit and cut in a hair replacement system. Describe how to clean and service a hair replacement. Discuss selling hair replacement systems. Discuss alternative hair replacement methods.

**150 Discretionary Hour**

Discuss industry positions available for barbering students. Explain the guidelines of goal setting. List and discuss personal characteristics important for employment. Discuss employment classifications and wage structures. Write a résumé and perform a job search.

**1500 Total Hours**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The miscellaneous hours are to be applied as needed in curriculum related area.

## **Barber Instructor**

**1000 Hours**

Instructor course is a 1-1000-hour program measured in clock hours. Our course is divided into 3 segments, the first segment starts from **0-250** teaching. The second segment starts from **251-500** hours teaching. The third segment starts from 501-750 teaching the fourth and final segment starts from **751-1000** State Board Preparation and Licensing Laws, The Job Search and Internship.

### **INSTRUCTIONAL METHODS**

1. (Instructional Techniques and methods):
2. Lecture (Tues., Wed)
3. Review, Quiz, Practical Demonstrations (Thurs.) Exam (Friday)
4. Audio-visual materials
5. Practical and Theory worksheets
6. field trips and guest speakers

### **OBJECTIVES**

Upon completion of the course requirements, the determined graduated will be able to:

1. Project a positive attitude and self-confidence.
2. Practice and exemplify the fundamentals of professional image.
3. Understand the importance of the employer-employee relation and customer service. Perform basic manipulative skills including haircutting, hairstyling, perming, shaving, treatment of the skin and scalp, salon management, license laws, sanitation and retain knowledge relating to the history of barbering.

### **THEORY REQUIREMENTS**

1. Homework: An outline of each chapter is required as part of your theory grade.
2. Each chapter of the barber workbook is also counted as part of the theory grade.
3. An exam is given after each chapter and a passing grade of at least 75% is required before going to the next chapter.
4. Make-up tests are given each Thursday for missed or failed exams.
5. A 250-hour exam is given after chapter 8 and upon completion of 250 hours.
6. A 500 Exam is given after chapter 16 and upon completion of 500 hours.
7. A 750-hour exam is given after chapter 23 and upon completion of 750 hours.

\*\*Attendance and Academics are evaluated separately, but at the same time.

### **Grade Scale:**

93 - 100	Excellent
85 - 92	Very Good
75 - 84	Satisfactory
74 - BELOW	Unsatisfactory

## THEORY AND DEMONSTRATION

Subject	Practice	Actual Hours	Total Hours
<b>Orientation and review</b> of the curriculum for barber training as established in 816 IAC 1-2-8	30	50	80
<b>Intro to teaching</b> <ul style="list-style-type: none"> <li>• Lesson planning</li> <li>• Teaching techniques</li> <li>• Teaching aids</li> <li>• Developing</li> <li>• Administering and grading examinations</li> </ul>	30		30
<b>Course &amp; Outline development</b> <ul style="list-style-type: none"> <li>• Lesson planning</li> <li>• Teaching techniques</li> <li>• Teaching aids</li> <li>• Developing</li> <li>• Administering &amp; grading exams</li> </ul>	160	170	330
<b>Laws and rules</b> <ul style="list-style-type: none"> <li>• Record keeping</li> <li>• School administration</li> </ul>	30	20	50
<b>Teaching</b> - Assisting in the clinic and theory classrooms		150	150
<b>Practice Teaching</b> - in the clinic and theory classrooms		260	260
<b>Master Educator</b> -Educator Relationship	100		100
<b>TOTAL HOURS</b>	<b>350</b>	<b>650</b>	<b>1000</b>

<b>Hours</b>	<b>Subject/Unit</b>
<b>80</b>	<b>Orientation</b> Orientation, State Laws and Regulations, first Aid, Career, and Employment Information, History of Teaching, Industry Needs, fundamentals of Business management and Communication skills.
<b>30</b>	<b>Intro to Teaching</b> Communication Skills, Generational Skills, Presentation Skills, motivation, Openings, Closing, Varying the Stimuli, Research Topic, Examples, Analyzing Learners.
<b>330</b>	<b>Course and Outline Development</b> Curriculum Development, Advisory Council, Course Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Learning and Preparing Lesson Plans, Principles of Teaching, Planning, Analysis, Implementation, Benefits, Course Review.
<b>50</b>	<b>Laws and Rules</b> Preparing for Licensure, Job Seeking, Targeting the School Employment Interview, Compensation Packages and Payroll Deductions
<b>150</b>	<b>Teaching</b> Teaching to Diverse Learning Styles, 4mAT Cycle, Lecture, Demonstration, Group Discussion, Role Playing, Window Panning, field Trips, Guest Speakers, Mind Mapping, Concept Connectors, Visualization, Games, Group Synergy, Competitions, Special Learner Needs, Learner Barriers, Study Skills.
<b>260</b>	<b>Practice Teaching</b> Classroom Atmosphere, Professionalism, Principles of Learner Behavior, Academic Advising, Counseling, Classroom Environment, Classroom Arrangement, Administrative Responsibilities.
<b>100</b>	<b>Master Educator-Educator Relationship</b> Organizational Requirements, Professional Image, Effective Communications and Human Relations, Teaching maturity, Time management, Educator Relationship, Standards of Evaluation, Interpersonal Skills and Professional Conduct, Work Habits, Position Descriptions, Performance Assessment, Professional Development.

### **1000 Total Hours**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The miscellaneous hours are to be applied as needed in curriculum related area.

## 7 TOOLS BOOKS AND SUPPLIES

All students are required to purchase tools books and supplies from Kenny's Academy of Barbering. All students must have these items by or before the second week of school. A waiver can be given for students who have proof of pre-purchased tools and books and waiting to receive items. Students waiting for funding such as VA benefits or Vocational Rehabilitation shall also be granted a waiver. These students are eligible to use loaner books, tools and supplies owned by the school until they receive their own.

1. Students are required to purchase books from the school.
2. Students are required to purchase Toolkit from the school.
3. Toolkits are usually provided during orientation.
4. Students are required to have basic skill products and supplies by or before the 2nd week of class.
5. Students are required to have all tools prior to being tested and approved to be on the cutting floor.
6. Kenny's Academy of Barbering is not responsible for lost or stolen items.

### Kenny's Academy of Barbering Official Tools Books and supply list

ITEM	QUANTITY
White Barber Smock	1
Steamer Towels	12
Flat Top Comb	1
All Purpose/Style Combs	5
Barber Combs	3
Afro Pick	1
<b>"T" Outliners</b>	1
<b>Adjustable Blade Clippers</b> such as (Andis Masters or Wahl Seniors)	1
Haircutting Shears	1
Styling Shears	1
Thinning Shears	1
Styling Razor	1
Clipper Disinfectant Spray	1
Talcum Powder	1
Oil Sheen	1

After Shave		1	
Barber Tool Satchel/Case		1	
Clipper Oil		1	
Hair Cloth Clip		1	
Blow Dryer		1	
Hair Styling Brush		1	
Vent Brush		1	
Hand Mirror		1	
Neck Duster		1	
Guards		3 (00, 0A, 0)	
<b>Basic Skills Supplies</b>	Spray Bottle	1	
	Tint/Shampoo Cape	1	
	Cutting Cape	1	
	Rat tail comb	1	
	Mannequin	1	
	Purple & White Perm Rods	48 (4Doz)	
	Butterfly Clips	1(1Doz)	
	End Papers	1 (1Box)	
	Milady Barbering Textbook	ISBN-13: 978-1-3051-0055-8 ISBN-10: 1350-10055-7	1
	Milady Barbering Workbook	N/A	



## **8 ADMISSION REQUIREMENTS**

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in the Barber Science or Instructor Course program must:

1. Proof of age Valid (Driver's License, or State ID) must be 18 years old
2. Proof of Education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.
3. Pay Registration fee. Registration fee \$100.00
4. Complete an application for enrollment.
5. Sign Enrollment Agreement/Contract
6. *Indiana Barber License (Instructor Course)*

## **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## **9 GRADUATION REQUIREMENTS**

1. Complete all program clock hours of training
2. Complete all course work with a grade of 75% or higher
3. Pass Indiana State Pre-Graduation Exam
4. Pay all student tuition, fees, and encumbrances.
5. Must be at least 18 years old
6. Graduation Certificate will be awarded once all graduation requirements have been met.

## **10 ABILITY TO BENEFIT POLICY**

Kenny's Academy does not accept Ability to Benefit Students.

## **11 ATTENDANCE AND ABSENTEEISM POLICY**

**(State board of Cosmetology and barber Examiners) Rules and Statues 820 IAC 8-2-5 Sec. 5. States,** "Students must be on time for all class studies and work, and shall not take any time off or leave the school without permission"

The time that occurs when a student is not present at school during a normally scheduled period is called an absence. An excused absence is an absence that the student schedules in advance or an absence that occurs due to emergency or unforeseen circumstance beyond a student's control for which the student provides an acceptable reason to the director or school official upon return to class.

The student should be aware that all absenteeism excused or unexcused may affect the contracted date of completion. A Student who is absent for more than 14 consecutive days without contacting the school can result in the student being terminated from the program. Time is calculated on the quarter hour. The contracted date of completion may be changed throughout your program because of unexpected school closures.

### **EXCUSED ABSENCES**

Students who cannot complete their contracted date of completion due to unexpected school closure may be required to sign an addendum to extend their contract at no cost to the student.

An excused absence is Excused absences require third party substantiation such as a doctor, nurse manager or supervisor court official. The school does not ordinarily excuse absences without proper documentation. Excused absence documentation must be presented when student returns to class.

### **UNEXCUSED ABSENCES**

Students are allotted a percentage of their contracted time to allow for absenteeism and/or tardiness. Once a student has used all time allotted for absenteeism, they will be required to purchase additional training hours, at the current hourly tuition rate. Payment arrangements must be made with the School Director at that time.

All students should be in their class location 5 minutes prior to starting class. At this time, the student should be completely prepared for class – all materials needed in hand, hair and make-up done, and completely dressed for the school day. Students are required to call in if not attending school for the day. When calling in, you must speak with a School Official. Email notification, or calling in is encouraged but does not constitute an excused absence.

### **ABSENTEEISM MAKEUP POLICY**

Students are required to make up all assignments and work missed because of absences. Make-up days for missed examinations will be scheduled at the discretion of the Instructor. Tests missed because of absence must be made up on the Thursdays following the students return to school with the instructor's approval.

## **12 TARDY POLICY**

(State board of Cosmetology and barber Examiners) Rules and Statues 820 IAC 8-2-5 Sec. 5. States, "Students must be on time for all class studies and work, and shall not take any time off or leave the school without permission"

Morning Students are required to be in there assigned are at least 5 minutes before their contracted scheduled time.

All excused tardies require documentation, or approval from the Director. The school will allow 5 unexcused tardies per month. If you are going to be tardy, a courtesy phone call or email is required Call in's or email are only recognized are only if given to a School Official.

### **No call no show**

5 unexcused tardies per month will result in a 1 day suspension. Students are required to attend according to their contracted schedule. Students that does not call in or show up on any given day will receive an automatic 1 day suspension first offence. If a student continues to not show up or call in He /she will be suspended 3 days Second offense if no call so show continues after student will be suspended pending a conference with the director prior to their return to class.

## **13 HOLIDAY CALENDAR / SCHOOL CLOSING/ START DATES**

**School Holidays are:** New Year's Day, martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day

The school will also be closed on the following days:

**Professional Development Days**, School assembly days and a 1/2 day are observed the first Tuesday of every month. *Professional days were included in student's contractual date of completion.* **Start dates:** First Tuesday of every March, June, September and December.

## **14 DISCIPLINARY PROCEDURES**

All students are expected to follow the Rules & Regulations of Kenny's Academy.

Kenny's Academy May terminate a student's enrollment for noncompliance with General Policies, School catalog, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Disciplinary procedures will take place in the following order:

Verbal warning — notice in student file

Written warning — warning in writing explaining the infraction

Disciplinary action — with the infraction the disciplinary action will be applied possibly in this order:

- a. Written assignment
- b. Probation
- c. Suspension
- d. Expulsion/dismissal

**15 SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress at scheduled hours:

<u>Course</u>	<u>Course Hours</u>	<u>Evaluation Points</u>
Barbering	1500 Hrs.	450, 900, 1200 clocked ( <u>scheduled</u> ) hours
Instructor	1000 Hrs.	450, 900, ( <u>scheduled</u> ) hours

\*Transfer Students- 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 had at least one evaluation by midpoint in the course. **Kenny's Academy notifies students of any evaluation that impacts the student's eligibility for financial aid.**

**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.

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<u>Course</u>	<u>Coarse Hours</u>	<u>Schedule</u>	<u>Max Weeks</u>	<u>Max Scheduled Hours</u>
Barbering	1500 Hrs.	34 hrs./wk.-Full/T	45.00 Weeks	2250
Barbering	1500 Hrs.	20 hrs./wk.-Part/T	75.00 Weeks	2250
Instructor	1000 Hrs.	34 hrs./wk.-Full/T	30.00 Weeks	1500
Instructor	1000 Hrs.	20 hrs./wk. Part/T	50.00 Weeks	1500

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. **Students who exceed the maximum time frame will be deemed ineligible to receive Title IV. However, student may be eligible to continue on a cash pay basis. Student who cannot pay cash will be dropped from the program.**

## **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100 EXCELLENT

85 - 92 VERY GOOD

75 - 84 SATISFACTORY

74 and BELOW UNSATISFACTORY

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. **Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.**

## **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## **LEAVE OF ABSENCE**

If enrollment is temporarily interrupted for a Leave of Absence, the student 2 weeks prior must submit in writing personally with the reason for the temporary leave of absence. There must be a reasonable expectation that the student will return from the LOA. The student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. You must not exceed 180 days in a 12-month period. Additional charges will not be assessed as a result of a Leave of Absence. Leave of Absences may be granted for medical or non-medical reason but it must be in writing in person unforeseen circumstances which will not allow the student to contact the school such as car accident and approved by administration. The new graduation date if applicable will be changed in our student computer system and a contract addendum must be signed by all parties. We will not make any changes to the contract and no refund calculation form will be required. **Only one LOA will be granted per enrollment.**

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

The withdrawal date will be the last day of attendance. The student would be determined to have withdrawn from the school on the date:

1. you notify the Director in writing of your plan to withdraw.
2. the school terminates your enrollment due to a violation or unsatisfactory academic progress.
3. you fail to attend class for 14 consecutive days without notice or any contact with the school.
4. you fail to return after a leave of absence.

A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time;

At an institution that is not required to take attendance, if a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date is the date the student began the LOA. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance

## **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## Change of schedule

Students who desires to change his or her daily schedule will begin after the last day of attendance of the previous schedule. The student would be determined to attend on the new date based on the signed schedule on file. Schedule can only be Full time 34 hours per week or Part time 20 hours per week.

1. Notify the Director in writing of your desire to change schedule
2. Submit form# A3 indicating change of schedule wait for approval or denial
3. Terminate old schedule fill out a new schedule save on student profile (barbersoft/Genesis).
4. The school reserves the option to choose the appropriate date of Student schedule

## TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours. **Transfer hours will not count towards attendance progress evaluation, Transfer hours only count towards the total number of hours needed to complete the program in which the student is enrolled.**

## 16 ACCESS TO STUDENT RECORDS POLICY

Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. Kenny's Academy of Barbering requires a release form be completed for each third-party request of information. Kenny's Academy of Barbering provides access to student records without written consent to **(NACCAS) National Accrediting Commission of Career Arts and Science** and, the United States Department of Education, the State Licensing Agency, and any other school official. The institution maintains a record of all release forms and requests for information.

A records request form shall be submitted to the Director to review the student file. The Director has 2 school days to fulfill request and must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of 10 cents per copy for current students. Cumulative student records are maintained for 7 years after graduation/termination, administrative fee \$25.00 to copy file or any part of the file.

## 17 RECRUITMENT

Kenny's Academy of Barbering does not recruit students who are actively enrolled in other colleges.

## 18 HANDICAPPED POLICY

The college does not deny admission, participation in, or benefits of training to, nor discriminate against, otherwise qualified handicapped individuals.

## 19 RE-ENTRY POLICY

**Kenny's Academy of Barbering "allows" students to re-enter after they have withdrawn.** However,. Each re-entry applicant will be reviewed by the school administration. Kenny's Academy does reserve the right to refuse a re-entry applicant. Re-entry applicants are reviewed and a decision made within 30 days of the request. Applicants are evaluated on a case by case basis. Standard admission requirements apply: **Proof of age Valid (Driver's License, or State ID) must be 18 years old Proof of Education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion. Pay Registration fee. Registration fee \$100.00. Complete an application for enrollment. Sign Enrollment Agreement/Contract.**

**The school will charge a re-entry fee of \$100 to students who have withdrawn and wish to re-enter more than 30 days after termination. The tuition rate current at the time of re-entry will apply to the balance of**

training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. The student agrees to pay court cost and attorney's fees in the event the school has to acquire legal or professional services to collect contracted fees.

Student who re-enter more than 30 days after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment. Tuition rates current at the time of re-entry will apply. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. **Students who withdraw from enrollment at Kenny's Academy of Barbering two times may not be considered for re-enrollment.**

## 20 TRANSFER STUDENTS

Indiana State Board of Cosmetology and Barbering Rules and statutes 820 IAC 8-2-19 Transferred students Sec. 19.

If a student wishes to transfer "out" to another barber school, the student must do the following:

- (1) Notify the school in which the student is presently enrolled of the student's withdrawal.
  - (2) Submit a transcript of his or her grades and hours to the new barber school.
  - (3) Complete and submit the school entry form to the new school. A student cannot transfer to another school until all financial arrangements have been satisfactorily settled with the school from which the student is transferring, a transcript of hours has been received by the new school, and the school entry form is completed. The board may order the issuance of the grade transcript by the forwarding school upon complaint of affected student.
- Students who desire to transfer "into" Kenny's Academy of Barbering from another institution **may** be charged a \$10.00 transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of \$100.00.
    - Re-entry student are required to fulfill following admission requirements:
    - Proof of age Valid (Driver's License, or State ID) must be 18 years old.
    - Proof of Education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.
    - Pay Registration fee. Registration fee (\$100.00).
    - Complete an application for enrollment. Sign Enrollment Agreement/Contract *Indiana Barber License*
  - A. Must submit a transcript of grades and hours upon making application to Kenny's Academy of Barbering. **The school may charge a \$10.00 transcript fee for transcript requests.**
  - B. Kenny's Academy of Barbering at its discretion may recognize all or part of the applicant's previous training or work.
  - C. Kenny's Academy of Barbering may reject any previous training or transcript not approved by Indiana State Board of Cosmetology and Barbering
  - D. Students transferring into Kenny's Academy of Barbering may be required to pass a scholastic evaluation to determine placement.
  - E. Students transferring in must meet all regular entrance and registration requirements.
  - F. If approved for enrollment, tuition will be charged at the hourly rate for the course of study at the time of enrollment plus a registration fee of \$100.
  - G. Applicants will be required to provide needed texts and comply with the school dress code at personal expense.
  - H. Kenny's Academy of Barbering will accept prior credit for training including military training as long as it is in compliance with the laws and statutes of Indiana State Board of Cosmetology and Barber Examiners and the Indiana Professional Licensing Agency.

**This policy applies to students who desire to transfer from within the Kenny's Academy of Barbering network.**

- **Notify Campus Director in writing using form A3 or Grievance form.**
- **Student must receive approval from Campus Director.**
- **Student transfer will be scheduled on first Tuesday of each month.**



- **Unauthorized/approved transfer students, will be subject to disciplinary action.**

### **Students who desire to transfer out of Kenny's Academy of Barbering to another institution:**

Student must notify the school in writing of the student's withdrawal.

Students who desire to withdraw and transfer and do not have an outstanding balance will be given a copy of student transcript within (3-5) business days of the request.

Students who desires to withdraw and transfer and do have an outstanding balance must satisfy and settle all financial obligations with the school before any hours are released to another institution.

A student that has been financially cleared to graduate will be given a copy of transcript within (3-5) business days of the request. Transfer students are required to fulfill the following requirements for admission

## **21 WITHDRAWAL POLICY**

Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her student file as to progress at point of withdrawal.

The effect of course withdrawal is that the student would not be qualified to practice barber/styling until reinstated and all requirements are met. A student withdrawing more than once is not eligible for re-enrollment unless authorized by Director.

## **22 TERMINATION POLICY**

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

1. A Student who is absent for more than 14 consecutive days without contacting the school can result in the student being terminated from the program.
2. A student who fails to meet minimum academic requirements, after probation may be terminated from the school
3. A student, who is delinquent financially on contractual agreement, may be terminated from the school. A student, who is out of compliance with state board rules and statutes, may be terminated from the school.

The student agrees to be diligent and attentive to all instruction and advice he receives from the School and terms of the School catalog/handbook including but not limited to all regulations regarding conduct of the student, dress code of the student, and payment of tuition. The violations of any terms of this Agreement rule, policy or procedure of the School, except as stated elsewhere, shall subject the student to immediate dismissal from the School and immediate termination of this contract.

## **23 EMPLOYMENT ASSISTANCE / ADVICE**

Within the educational program, students will be trained in writing resumes and preparing for job interviews. Every possible effort will be made by the school to expose students to professionals in the field. Our aim is to make students aware of the many professional opportunities available to them.

Although the school cannot guarantee placement, reasonable efforts will be made to assist students in securing suitable employment. This assistance is available to any student, regardless of how long ago the student graduated.



The following career opportunities exist:

1. Barber Stylist
2. Salon Coordinator
3. Barber Shop manager
4. Barbershop Owner
5. School Instructors
6. School Directors
7. School Counselors
8. Sales Representatives
9. Advanced Training Educators
10. Salon Division managers
11. Skin Care Specialists
12. School Owners
13. District manager

## **24 SEXUAL HARASSMENT POLICY**

Kenny's Academy of Barbering is called to nurture the community of women and men to maintain our life and work environment free of sexual harassment or sexual intimidation from any employee or non-employed person, student or volunteer. Kenny's Academy of Barbering will not overlook unjust social situations and acts of ethical misconduct by any individual. Prompt investigation of allegations of sexual harassment will be made to determine the veracity of complaints, and appropriate corrective action will be taken.

### **Definition of Sexual Harassment:**

for the purposes of this policy, Sexual Harassment is any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a person who refuses to comply. Sexual Harassment may involve a wide range of behaviors from verbal innuendo and subtle suggestions to offensive and unwelcome hugs and kisses, overt demands and physical abuse/assault. Unwelcome acts will be considered as violations of the code especially known in advance.

## **25 PERSONAL HARASSMENT POLICY**

As part of Kenny's Academy of Barbering's commitment to equal opportunities we wish to maintain a working and learning environment which is free from harassment. Incidents of harassment will be regarded extremely serious and can be grounds for disciplinary action, which may include dismissal or expulsion. All members of Kenny's Academy community are responsible for helping to ensure that no individual suffer any form of harassment. Any member of Kenny's Academy community who suffers from harassment from any member staff, student or contractor of Kenny's Academy will have the support of Kenny's Academy management in putting a stop to it.

Bullying may be defined as ANY vindictive, cruel, malicious or humiliating behaviors; including, but not limited to unreasonably criticizing performance, isolation or non-cooperation, exclusion from theory/seminars/discussions or aggressive behavior physical or verbal.

## **26 RACIAL HARASSMENT POLICY**

Racial harassment may be defined as ANY unwanted racially derogatory statements or acts by someone in the Kenny's Academy community. This may include but is not limited to physical contact/assault, verbal threats/abuse, racial insults/ "jokes", and racist graffiti, pictures or objects or any comment that implies that race "impairs" a person's ability.

## **27 EQUAL RIGHTS POLICY**

Kenny's Academy of Barbering is an independent non-sectarian proprietary institution of education, and is non-discriminatory with respect to age, race, **color**, sex, religion, national origin, ethnic origin or political alliance.

## **28 DRUG POLICY**

In accordance with the Drug-free School Communities Acts Amendments of 1989, Public Law 101-226, Kenny's Academy will adhere to a zero-tolerance for drugs/alcohol.

The administration of this school reserves the right to suspend or terminate any student if he/she comes to school under the influence or "smells" of alcohol or marijuana. A referral to a community agency will also be made for assistance. To be reinstated at Kenny's Academy you must have a written statement from said Agency indicating that the student is in treatment and/or drug free.

The administration of Kenny's Academy reserves the right to terminate any student if he/ she is caught using or having in their possession alcohol/drugs on the school's premises. The student may be subject to dismissal with NO reinstatement privileges.

## **29 INTERNAL COMPLAINT PROCEDURES**

A student, teacher, or interested party may file a complaint against the school: however, the complaint shall be in writing to the school director and shall outline the allegation or nature of the complaint.

The Director shall meet with the complainant within 10 days of receipt of the written complaint. If, after careful evaluation, the problem cannot be resolved through discussion, the complaint should be referred to the Owner of Kenny's Academy. The school affiliates and Director will document the meeting between the school representative and complainant in writing. The complainant shall be provided a copy of this written record at the time of the meeting.

The school will setup a complaint committee to review all allegations received. The committee shall be comprised of at least three individuals that may be from the following categories: school owner, director, instructor, financial aid administrator, member of the public interest, or student. The schools' complaint committee shall meet within twenty-one (21) calendar days of receipt of the complaint and review the allegations. If more information from the complainant is needed, a letter should be written outlining the additional information.

If no more information is needed the complaint committee should act on the allegations and a letter is sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact.

## **30 STUDENT GRIEVANCE PROCEDURE**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.

2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency **NACCAS**, if applicable.
8. Students can also file a complaint with the Indiana Professional Licensing Agency. Information on how to file a complaint can be found at <http://www.in.gov/pla/3638.htm>

## **31 COST, START DATES and FEES**

### **BARBERING SCIENCE COURSE**

Registration fee.....	\$100.00
Books.....	350.00
Tuition.....	\$17,750.00(\$11.86/hour)
Tool Kit.....	\$1500.00
<b>TOTAL COST.....</b>	<b>\$19,800.00</b>

### **BARBER INSTRUCTOR COURSE**

Registration fee.....	\$100.00
Books.....	\$350.00
Tuition. ....	\$11860.00 (\$11.86/hour)
Tool Kit. ....	\$1500.00
<b>TOTAL COST.....</b>	<b>\$13,810.00</b>

\*Payment due before Kit disbursement

\*Student are required to purchase tool kit from the school

\*Kenny's Academy of Barbering is not responsible for lost or stolen items.

\*Our current Hourly Tuition Rate is \$11.86 per hour

## METHODS AND TERMS OF PAYMENT

Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through approved payment terms as stated in the Enrollment Agreement. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. **Once a student reaches his contracted date of completion, he/she will be required to purchase additional training hours, at the current hourly tuition rate to complete the course. Payment arrangements must be made with the School FA director at that time.**

## START DATES

The schools official start dates are the first Tuesday of: **March, June, September and December.** This institution may start students on the 1st Tuesday of any month.

## 32 REFUND POLICY – NOTICE OF CANCELLATION

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

- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid except a non-refundable registration fee.
- 2 A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
- 4 A student notifies the institution of his/her withdrawal in writing.
- 5 student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For all 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: Unofficial withdrawals are determined by the school through time clock monitoring which shall be checked every 30 days. Student refunds are determined by counting from the date the withdrawal was determined. However, for clock hour schools, the refund is calculated based on the student's last date of attendance.

0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, 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. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

### **33 CUSTOMER SERVICE POLICIES & PROCEDURES**

It is our goal to service to all clients in an efficient manner. However, we reserve the right to refuse service.

#### **CLIENT SERVICES**

1. ALL guests and patrons are required to sign in at the front desk with name and nature of business.
2. All patrons after signing in at front desk are required to wait in waiting area ONLY until the instructor assigns the patron to the next available student
3. Patrons who refuse to comply with instructor's assignment may not be serviced, money should be refunded.
4. All patrons are assigned on first come first serve basis, according to student seating chart, by rotation system.
5. Patrons who make personal request may only do so with instructor's approval.
6. In the event the student cannot service personal request in a timely manner the instructor may re-assign the patron to the next available student.
7. ALL work must be inspected by instructor.

#### **REFUSAL OF CLIENT SERVICES**

1. Refusal of service is authorized by faculty only no student can refuse a client.
2. Any services that are prohibited by the State Barber Board for a Barbering School.
3. Any client without shoes and shirt.
4. Any client that may have a contagious disease or undiagnosed skin or scalp disorder without documented proof of medical treatment.
5. Any client with unmanageable or unruly behavior such as crying children.
6. Any service that poses or threatens the safety and wellbeing of the student, faculty or client.
7. Any services that the instructor deems to be unsafe or non-beneficial to the client.
8. Any client that is belligerent, disruptive or disrespectful. TO STUDENT OR Staff!

9. Any client that is bullying, harassing, discriminating or violating the rights with respect to age, race, sex religion, national origin or political alliance.
10. Active Students are the only persons authorized to perform barber services at Kenny's Academy of Barbering under the supervision of a Barber instructor. No other person is permitted to perform barber services at Kenny's which includes Customers and patrons.

### **34 SCHOOL RULES**

1. Theft of school property or that of a fellow student will not be tolerated; any student involved in such activity will be expelled and turned over to the proper authorities.
2. The school will exercise zero tolerance against any student caught fighting on the school's premises. Horseplay is also categorized with this rule and any student involved will face disciplinary actions up to expulsion.
3. Intentional disruption of teaching, administration or other school activity is deemed as unacceptable behavior and Students involved in such activity will face disciplinary actions up to expulsion.
4. Possession, use or sale of illicit drugs or alcoholic beverages on school property is totally prohibited any student involved in such activities will be expelled immediately and reported to the proper authorities. Students who are alleged to be under the influence of drugs while on the clock will be suspended will require a drug test before returning to school. Student involved will face disciplinary actions up to expulsion
5. Possession of firearms or other dangerous weapons on school property are not allowed on the premises. Refusal to comply with this rule will result in immediate expulsion
6. Students are not allowed to use profanity on the school premises. Students involved in such activity will face disciplinary actions up to expulsion.
7. All student is required to be in compliance with State board law 820 IAC 8-2-5 Sec. 5. Which states" Students must be on time for all class studies and work, and shall not take any time off or leave the school without permission. (State board of Cosmetology and barber Examiners) student not in compliance will face disciplinary actions up to expulsion.
8. Students are required to follow their contracted schedule. No other schedule is recognized by the school. Students who require a change of schedule must fill out a change of schedule request and a contract addendum. Schedule changes must have written approval by Mr. Kenny Sr. Students who fail to comply may result in additional fees and delayed graduation or program completion. Student involved will face disciplinary actions up to expulsion
9. Time accrued when a student is clocked in but not present (in the building) shall be deemed as unofficial or unauthorized. Unofficial or unauthorized time will either be deducted or shall not be credited to a student record. Student involved will face disciplinary actions up to expulsion
10. Students cannot leave the building without instructor's permission. Students who leave without permission will be clocked out. Students who accrue time under the aforementioned circumstances will be deducted from student record. This applies to unauthorized breaks, returning late from lunch and being on the school parking lot without instructor's approval. Student involved will face disciplinary actions up to expulsion
11. Students are not allowed to clock in or out for any other student. Students involved in such activity will face disciplinary actions up to expulsion.

12. Student must clock in and out on the time clock and sign in and out on the student sign in sheet daily upon arrival and departure. Students who fail to do so may not receive credit for time Student involved will face disciplinary actions up to expulsion
13. Students are not allowed sit in the school's client chairs unless they are being serviced. Student involved will face disciplinary actions up to expulsion
14. Students are required to adhere to all sanitation rules brought forth by the school and State barber board which includes maintaining the general sanitation of the school to sweeping and sanitizing your personal station before leaving each day. Failure to do so will face disciplinary action up to expulsion
15. Students are required to bring their tools kit, books, writing, utensil paper, mannequin and a white smock each day. failure to do so will face disciplinary action up to expulsion
16. Dress Code: Students are required to wear a white smock with sleeves while on the clock.  
No sleeveless smocks allowed. No tank tops or sleeveless shirts/blouses.
  - a. Skirts/short pants must cover the thigh.
  - b. Closed toe shoes and socks or stocking. No open toed shoes/sandals No sagging pants.
  - c. Hairstyles, especially braided styles, must be styled unless being serviced.
  - d. No hats, head coverings scarves or wave caps allowed while on the clock this rule applies to women and men. Religious head coverings are the exception.
17. Students are not allowed to be compensated for any barber services rendered on school premises. Student involved will face disciplinary actions up to expulsion
18. Students who are insubordinate with an instructor or disrespectful to Kenny's Academy faculty will result in disciplinary action up to expulsion.
19. No sleeping on the premises. Student caught sleeping while on the clock will be taken off the clock. And face disciplinary actions up to expulsion.
20. Cell phones must be on vibrate while on the clock. Students cannot to talk on cell phone while on the clinic floor or while servicing a client. Failure to comply will result in suspension of cell phone privileges while on the clock may result in disciplinary action up to expulsion.
21. Media equipment is not allowed on the clinic floor or while on the clock unless school related: media equipment includes headphones, iPods, laptops, cell phones, video games portable DVD players. Failure to comply will result in loss of media privileges student will face disciplinary actions up to expulsion.
22. Students cannot refuse student service (patron) without instructor's approval failure to do so will result in disciplinary action.
23. Games such as cards, chess, checkers, craps etc. are not permitted: all forms of gambling is prohibited on the school premises students who fail to comply will face disciplinary actions up to expulsion.
24. Students are required to produce his or her own work, cheating or plagerism is unacceptable and will not be tolerated students who fail to fail to comply with this rule will face disciplinary actions up to expulsion.
25. Students are not allowed to bring children or guest to the school during school hours. Failure to obey this rule may result in disciplinary action up to expulsion.
26. Students are required to attend theory and take all theory exams and quizzes administered by the school. Failure to comply will result in disciplinary action up to expulsion.
27. Students are required to follow the weekly practical progress plan set forth by the school Failure to comply will result in disciplinary action up to expulsion.
28. Students are required to turn in weekly practical progress for the current week by or before Saturday of each week. Failure to comply will result in disciplinary action up to expulsion.

## **AGENCY CONTACT INFORMATION**

Accreditation Agencies

### **Licensing Agency Professional Licensing Agency**

**302 W Washington St**

**Indianapolis, IN 46204**

**Phone: 317-232-2980**

**[www.in.gov/pla/](http://www.in.gov/pla/)**

### **Veteran's Administration Indianapolis Regional Office**

**575 N Pennsylvania St.**

**Indianapolis, IN 46204**

**(800) 827-1000**

**[www.va.gov](http://www.va.gov)**

### **NACCAS**

**3015 Colvin Street**

**Alexandria, VA 22314**

**Phone: 703-600-7600**

**Fax: 703-379-2200**

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