

New Directions Barber Institute - Student Handbook

Mission Statement

It is our mission to ensure that every student receives the theoretical and practical training needed to successfully pass the state examination, while providing an energetic environment that facilitates the confidence and skills necessary to attain career success. Our priority is to help our students unlock their creativity and imaginations, and ultimately achieve professional success.

“Strengthening Skills & Encouraging Dreams.”

4390 Karl Rd.
Columbus, Ohio 43224
614.396.7003

Revised: 01/23/2024

5 Phases to Success

New Directions Barber Institute has implemented a 5-phase program that will ensure our students success in their chosen careers. This program consists of:

➤ **Phase 1- Orientation:**

Breaking the ice with the student, familiarizing the student with the institute, staff, fellow classmates, and the rules and regulations.

➤ **Phase 2- Theory/Practical:**

Students will begin in a classroom setting to learn theory and practicality of hair, nails, and skin.

➤ **Phase 3- Advanced and Business Professional:**

The student is taught business professional on the first day of class and is expected throughout the course to display such actions. At this point the student is graded on professionalism.

➤ **Phase 4- Clinic:**

The student is prepared to advance to the clinic floor, perform services on clients, learn advanced techniques, front desk and dispensary operations and to unlock their creative imaginations!

➤ **Phase 5- Job Placement Assistance and Salon Relationships:**

The student is ready for mock interviews, and salon visits.

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New Directions Barber Institute, furthermore, known in this document as “the school” or “the institute”.

Student Rules & Regulations

These are the rules and regulations of *New Directions Barber Institute*. Please read and understand that these rules will apply while you are enrolled in this school. These are rules and regulations we have incorporated into our program to help us provide better service to you. These rules are set forth to operate effectively, and help you obtain the maximum benefits from your hours of training. **These rules must always be followed. If violations occur, it will result in probation or termination of the student or students involved.**

General Facilities

New Directions Barber Institute is a 17,000 square foot building with three levels. We have 4 classrooms, 3 breakrooms and 5 restrooms. Our facility has a reception area with sneeze guard, social distancing notices, and hand sanitizer for COVID-19 protection. We have 20 barber stations, our classrooms are equipped with projector screens, dry eraser boards, DVD players, and televisions. Our client floor has two televisions, and a DVD player. Student breakrooms have a microwave, refrigerator, lockers and tables and chairs.

New Directions Barber Institute is designed to promote an atmosphere that is conducive to learning and to accommodate at least fifty (50) students comfortably.

Admissions Policy

New Directions Barber Institute only admits students who are 17 1/2 years of age or older with a high school diploma* or its equivalency or a transcript showing high school completion. All applicants must possess and present a valid State ID or Driver's License (cannot be expired) and social security card for admittance. All students enrolled at New Directions Barber Institute must be under an enrollment agreement.

*A foreign student's high school diploma must be translated into English. This evidence of verification must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. Foreign students must provide proof of citizenship or alien status.

All students must maintain a schedule of attendance that will allow them to complete their course in a timely manner as described within the contract. **Students not making satisfactory progress in attendance and academics will receive advice and given limited time to show improvement before being terminated from school.** If the requirements for graduation are not met by the ending date of the student's contract, additional pro-rated charges will be applied to meet Ohio State Cosmetology and Barber Board's requirements. New Directions Barber Institute does not recruit students already attending or admitted to another school offering a similar program of study.

Re-enrollment: If a student has been dropped, expelled, or terminated from New Directions Barber Institute and wishes to return, he/she must contact the Registrar, who will then forward information to the Director of Instruction, Manager or Supervisor for their comments regarding approval for re-entry. If a student is allowed to return within six (6) months, there will be a re-enrollment fee of \$100.00, \$10.00 fee for the Ohio State Cosmetology and Barber Board and additional charges that are due. No registration fee will be required. However, if a student re-enrolls after six (6) months, the student will be required to pay an additional \$150.00 registration fee, and the re-enrollment fee of \$100.00 and the \$10.00 State Board Fee.

Previous Hours

New Directions Barber Institute will accept hours from previous training or from another institution, if the Ohio State Cosmetology and Barber Board recognizes the hours. Ohio State Cosmetology and Barber Board will send a letter to New Directions Barber Institute informing the school of what hours are recognized by the Board in a particular area of study. "For the purpose of the U.S. Department of Veterans Affairs beneficiaries, all transcripts are to be evaluated and maintained in the student's file."

New Enrollment

Open enrollment class schedules, for new enrollees, are scheduled for every Tuesday of every month.

NOTE: All students MUST attend scheduled orientation before acceptance into school.

Graduation Requirements

Each student must complete the required hours for the enrolled course of study. The student must also pass tests, written and practical, with a cumulative score of at least 75% at New Directions Barber Institute. All tuition and fees must be paid by the completion of the course hours or satisfactory payment arrangements must be approved by the administrative office to release hours to the Ohio State Cosmetology and Barber Board.

Changes and Revisions

New Directions Barber Institute reserves the right to change and/or revise the rules and regulations when deemed necessary and/or the law dictates the need for said changes to be made. Updates and/or notices may require the student's signature and will be posted on the Student Bulletin Board two (2) weeks prior to effective date. Our Educational and Administrative Staff are available to assist students with personal problems pertaining to their education. However, they are not professional counselors. A list of agencies is available for assistance with drug, alcohol, emotional, and other problems that an individual may experience.

Cancellation and Refund Policy

New Directions Barber Institute's refund policy applies to terminations for any specific reason, by either party, including the school's decision, student's decision, course cancellation and school closure.

New Directions Barber Institute complies with the mandated policy. Any monies due to the applicant or student will 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 and is entitled to a refund of all monies paid except a non-refundable application fee.
2. A student cancels the contract after three business days of signing, but prior to entering classes. In this case, the student is entitled to a refund of all monies paid to the school less an application fee, if applicable, and registration fee of \$150.00.
3. A student notifies the institution of his/her withdrawal from school.
4. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that he/she will not be returning.
5. A student is expelled by the school.
6. In type 2, 3, 4, or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
7. **All funds owed to New Directions Barber Institute at the time of drop, termination or withdrawal are due immediately. Any exceptions are at the discretion of the Director.**

Any monies due a student who withdraws or if a student unofficially withdraws from school will be refunded within 45 days of determination that the student has withdrawn with or without informing the school. The determination of unofficial withdrawal will depend on the school's monitoring of the student's participation every fourteen days. If the student does not inform the school of cancellation, the official cancellation date will be 14 days after the last day of attendance, or the expiration of an approved leave of absence and student refunds will be based on this last day of attendance. New Directions Barber Institute will consider mitigating circumstances on a case-by-case basis.

Course and/or Program Cancellation Policy

If New Directions Barber Institute cancels a course and/or program and ceases to offer instruction after a student's enrollment, and/or before instruction of the course has begun, the school shall at its option:

1. Provide a full refund of all monies paid; or
2. Provide completion of the course and/or program.

If New Directions Barber Institute cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction of the course has begun, the school shall at its option:

1. Participate in a teach out agreement, or
2. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or
3. Provide completion of the course and/or program or
4. Provide a full refund of all monies paid.

Collection Policy

In the event a student fails to pay the fees for their course of study, New Directions Barber Institute will seek representation to collect monies owed to the school. New Directions Barber Institute's Collection Policy procedures will reflect ethical business practices. Our collection correspondence regarding cancellation and settlement from New Directions Barber Institute itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy.

School Closure Policy

If New Directions Barber Institute closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school must make arrangements for the students. The school has at its options:

1. Participate in a Teach-Out agreement, or
2. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school.

Non-Refundable

Once the student attends class and more than three business days have elapsed since signing the enrollment agreement, the following fees are non-refundable: the registration fee of \$150.00 per course, application fee of \$25.00 and the Ohio Law Summary of \$10.00, totaling \$185.00. The re-enrollment fee of \$100.00 is non-refundable, if applicable.

Refund Calculation*

Amount of time completed (Based on Scheduled Hours)

Amount due to school.

0.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

Restart Procedures

If a student has withdrawn from school, he/she must be cleared through the Director to restart. Rescheduling of classes and a new starting date will be provided by the Admissions Office and given to the Registrar's Office to restart the training program.

Kit and Book Authorization Fees

Barber Kit - \$800.00

The kit and books must be purchased by the student and the cost is non-refundable. The Barber Kit includes class instruction books (not listed on student enrollment agreement) as well as barber supplies. Please note, the **student is responsible for examination licensure fees.**

Make-up Policy

A student who is absent on the date the last or most recent test was given will be required to complete that exam(s) on their first day back at school. It's the responsibility of the student to ask the instructor for that test. Students may clock make-up hours upon authorization from the Lead Instructor.

Course and Tuition Fees

BARBER (1800 Hrs.)

Tuition	\$16,025.00
Application Fee	25.00
Registration Fee	150.00
Kit and Milady CIMA	<u>800.00</u>
	\$17,000.00

BARBER (1000 Hrs.)

Tuition	\$11,025.00
Application Fee	25.00
Registration Fee	150.00
Kit and Milady CIMA	<u>800.00</u>
	\$12,000.00

BARBER INSTRUCTOR (500 Hrs.)

Tuition	\$4,825.00
Application Fee	25.00
Registration Fee	<u>150.00</u>
	\$5,000.00

Course Descriptions

Barber Course (1800 Hours)

The course objective is to prepare students for licensure and employment in Barber related careers. This course requires instruction in combined theory and practical application. The Milady curriculum provides theory instruction in general science, hair styling, hair cutting, chemical application, shaving, massage, facials, skin care and is taught using multiple teaching methods for various learning styles including lecture, games and activities, video presentations, and guest speakers. Academic learning is evaluated after each unit of study. Practical assignments are evaluated periodically throughout the course of study. At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 75% or better, based upon written tests and performance in practical and demonstration experience.

1800 Hour Barber Curriculum

New Directions Barber Institute

Theoretical Study (Distance Learning not to exceed 20% of the required 100 hour of theory – CIMA) 128 Hours	
Scientific Fundamentals of Barbering, Hygiene and Bacteriology	-24 Hours
Histology of The Hair, Skin and Nerves, Structure of The Head, Face and Neck, Elementary Chemistry relating to Barbering Sterilization and Antiseptic	-38 Hours
Diseases of The Skin, Hair and Glands, Barber History, Law pertaining to Barbering.	-25 Hours
Salesmanship, Advertising, Public Relation, Human Relations	-20 Hours
Barber Ethics and Shop Management, Human Trafficking Education	-21 Hours
Scientific Barbering Practices (Distance Learning not to exceed 20% of the required 200 hour of theory – Via CIMA) 238 Hours	
Facial Treatments, Shampoo Treatments	-16 Hours
Tinting and Bleaching	-28 Hours
Facial Shaving	-30 Hours
Haircutting I, Haircutting II, Haircutting III	-120 Hours
Straightening, Relaxing and Permanent Waving	-16 Hours
Hairpieces and Barber Implements	-28 Hours
General Barber Practices 1434 Hours	
Facial and Scalp Treatments	-100 Hours
Shampoo Treatments	-100 Hours
Tinting and Bleaching	-150 Hours
Facial Shaving	-150 Hours

Hair Pieces -34 Hours

Haircutting I, Haircutting II, Haircutting III -500 Hours

Hair Straightening, Relaxing and Permanent Waving -150 Hours

Shop Duties and Shop Management -250 Hours

	1800 Hours
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1000 Hour Barber Curriculum

New Directions Barber Institute

Theoretical Study (Distance Learning not to exceed 20% of the required 100 hour of theory – Via CIMA)	
128 Hours	
Scientific Fundamentals of Barbering, Hygiene and Bacteriology	-24 Hours
Histology of The Hair, Skin and Nerves, Structure of The Head, Face and Neck, Elementary Chemistry relating to Barbering Sterilization and Antiseptic	-38 Hours
Diseases of The Skin, Hair and Glands, Barber History, Law pertaining to Barbering.	-25 Hours
Salesmanship, Advertising, Public Relation, Human Relations	-20 Hours
Barber Ethics and Shop Management, Human Trafficking Education	-21 Hours
Scientific Barbering Practices (Distance Learning not to exceed 20% of the required 200 hour of theory – CIMA)	
238 Hours	
Facial Treatments, Shampoo Treatments	-16 Hours
Tinting and Bleaching	-28 Hours
Facial Shaving	-30 Hours
Haircutting I, Haircutting II, Haircutting III	-120 Hours
Straightening, Relaxing and Permanent Waving	-16 Hours
Hairpieces and Barber Implements	-28 Hours
General Barber Practices	
634 Hours	
Facial and Scalp Treatments	-60 Hours
Shampoo Treatments	-30 Hours
Tinting and Bleaching	-60 Hours
Facial Shaving	-60 Hours
Hair Pieces	-34 Hours
Haircutting I, Haircutting II, Haircutting III	-300 Hours
Hair Straightening, Relaxing and Permanent Waving	-30 Hours
Shop Duties and Shop Management	-60 Hours
1000 Hours	

500 Hour Barber Teacher Curriculum

SOC & O'NET CODE: 39-5011.00

New Directions Barber Institute

Laws and Rules	50 Hours
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Ohio Revised Code Statutes-O.R.C. 4709, Ohio Administrative Rules-O.A.C. 4713 -15 Hours

License and Permit Policy and Procedures -10 Hours

Inspection and Enforcement Policy and Procedures -25 Hours

Curriculum Development	300 Hours
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Lesson Planning -100 Hours

Presentation Skills -55 Hours

Educational Aids, Use of Technology, Distance Learning -105 Hours

Grading -25 Hours

Assessment -15 Hours

Learning Styles	50 Hours
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Learning Modalities -20 Hours

Special Learning Needs -15 Hours

Learner Accommodations -15 Hours

Classroom Management	100 Hours
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Structuring the Learning Environment, Communication Skills -60 Hours

Professional Ethics -25 Hours

Conflict Management -15 Hours

Measure Performance Objectives

1. The student has gained a solid informational background in all areas of Barbering.
1. The student has learned the importance of all areas of practical application.
2. The student has learned the correct procedures for performing all practical operations to accomplish the proper result while ensuring the safety of the patron.
3. The student passes the State Board licensing exam and obtains a license.
4. The student is salon ready and employable for an entry level position.

Instructional Techniques

1. Theory classes utilizing lectures, visual aids, white boards, and student labs with DVD's.
2. Demonstration classes by staff instructors and guest speakers.
3. Supervised class participation.
4. Practical assessments and written examinations.

Evaluation Procedures

1. Written test and practical assessments at the completion of each module.
1. Evaluation of practical performance, academic progress, and attendance at the completion of the actual hours of the evaluation periods as stated in the school catalog.

Required Level of Achievement

Written test grades and practical assessments must be at least 75%.

Grading System and Evaluations

The following will be measured to determine academic progress:

Theory: Theory or Technical instruction is instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

Grading Scale

100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

Course Fees

Reminder: Once the student attends class more than three business days and more than three business days have elapsed since signing the enrollment agreement, the following fees are non-refundable. The registration fee of \$150.00 per course; application fee of \$25.00, and the Ohio Law Book cost of \$10.00; totaling \$185.00. Re-enrollment fee of \$100.00.

Course and Tuition Fees

BARBER (1800 Hrs.)

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Application Fee	25.00
Registration Fee	150.00
	<u>\$5,000.00</u>

Additional Charges May Be Incurred

1. When, due to unforeseen changes in their scheduled work hours, a student may request and sign an amendment or change to their contract. This however may alter the original ending date of the contract agreement. Request for any change of schedule must be made in writing and may or may not be approved. A \$50.00 fee will be charged for all contractual changes. Students are allowed to change their contract schedule only two (2) times.
2. When a student requests in writing that their hours and/or transcripts be transferred to another school, all monies due to New Directions Barber Institute must be paid in full.

Policy on Extra Instructional Charges

When a student's contractual agreement period expires, but hours are not complete, an institution may charge a student for any extra instruction needed to complete his/her program under the following conditions:

- The absences allowed within the contract period have been exhausted; and
- The amount charged per unit of instruction (i.e. clock hours, week, credit, or competency) is clearly stated on the enrollment agreement and tuition and fees information is provided to students upon enrollment.
- Extra instructional charges **MUST** be paid in full before a student's hours are released to the Ohio State Cosmetology and Barber Board.

Once a student's contractual agreement period expires, a new contract agreement will be issued which will contain the unpaid charges from the previous contract plus any extra instructional charges.

Schools charging a fee prior to the completion date appearing on the enrollment agreement have secured from the student an acknowledgment of credit to their account. All monies received for extra instruction prior to completion of the student contract are refunded if the student terminates.

Payment

New Directions Barber Institute accepts cash, approved debit cards, credit cards and money orders.

Attendance Policy

All students are required to remain in good attendance status while enrolled in New Directions Barber Institute. Good attendance is crucial so that a student will complete his/her course of study in a timely manner according to the contractual agreement. To verify a student's attendance, it is required that all students clock in and out when entering or leaving school.

Student Completion Hour Schedule

Scheduled hours	Weeks to complete schedule
35	51.43
20	90.00

Students whose cumulative attendance drops below 75% for any evaluation period will be given a warning and considered to be making satisfactory progress during the warning period. 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 warning period, the student has still not met the attendance requirements he/she will be placed on probation.

If a student will be absent from school, it is recommended that the student inform the school of his/her intended absence by telephone or in writing. A record of the absences is recorded. The hours of operation at New Directions Barber Institute are Tuesday – Saturday, 8:00am - 4:00pm; part-time day classes are held Tuesday – Friday, 8:00am – 12:00pm and Saturday from 8:00am – 4:00pm. **The school is closed on Sundays and Mondays. Saturday attendance is mandatory for all students.**

New Directions Barber Institute will not deduct hours from a student as a penalty. A student will receive credit for all hours “clocked”. Therefore, it is crucial that a student clocks in and out. The hours of attendance are calculated by rounding up to the nearest quarter hour.

Student Absenteeism

A student may be dropped for excessive absenteeism. It is the discretion of New Directions Barber Institute to determine excessive absenteeism since extenuating circumstances may occur. However, after fourteen (14) consecutive days of absences a student will be dropped for nonattendance (“drop date”). A refund (if due) will be given within forty-five (45) days of the drop date.

Leave of Absence Policy

An authorized Leave of Absence (LOA) is a temporary interruption in a student’s program of study. A Leave of Absence refers to the specific time period during a program when a student is not in attendance. A Leave of Absence is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a Leave of Absence.

A Leave of Absence must meet certain conditions to be counted as a temporary interruption in a student’s education instead of being counted as a withdrawal requiring an institution to perform a refund calculation. A Leave of Absence may only be granted if there is a reasonable expectation that the student will return from the LOA. A student must follow the institution’s policy requesting an LOA. A student granted a Leave of Absence is considered to be in accordance with the institution’s policy and is not considered to have withdrawn. Therefore, no refund calculation is required at that time.

The student must apply in advance for the LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student was involved in a car accident and sustained injuries and needed a few weeks to recover before returning to class, the student would not have been able to apply for the LOA in advance. The request must be in writing. The student must state the reason for the request such as job adjustments, illness, COVID-19, financial issues, religious, etc. and the request must include the student’s signature. If New Directions Barber Institute grants a Leave of Absence to a student who did not provide a request prior to the LOA due to unforeseen circumstances, the institution must document the reason for its decision. The institution must collect the LOA request form from the student later. In this example, the beginning date of the approved LOA will be determined by the school to be the first day the student was unable to attend the school because of the accident. If a need occurs that will not allow the student to come back to school on the agreed upon expected date, written documentation must be submitted to the school by the student. A student will not be granted a Leave of Absence if the LOA together with any additional Leaves of Absence previously granted exceeds a total of 180 calendar days in any twelve-month period. The student will be withdrawn if the student has taken an unapproved LOA or does not return by the expiration of an approved LOA. The student’s withdrawal date for the purpose of calculating a refund will be the student’s last date of attendance.

New Directions Barber Institute establishes the start date of the approved Leave of Absence as the first date the student is unable to attend. The student’s contract period will be extended by the same number of calendar days taken in the LOA and changes to the contract period must be recorded in the addendum to the enrollment agreement and must be signed by all parties. The student will not be assessed charges because of the LOA.

Funeral Leave

Students may use their allotted days for a death or funeral. Once the allotted hours or days are used up, students will be over their contract period and will then be charged \$10.50 per hour.

Late

Classes start at 8:00am. Students are considered late at 8:07am. Students are allowed to have one tardy per month. After that, the student will be sent home for that day and every day thereafter the student is late. Students must notify the school Registrar if they are going to be late, should an emergency or unforeseen circumstances occur, so that they may clock in later. Remember, a student **will** incur additional costs for overages, if they go over their contractual hours. A student can be placed on probation and ultimately suspended for excessive tardiness.

Theory

Students are tested at the end of each Theory chapter. A cumulative theory grade of 75% or above must be maintained. Practical work is assessed at different levels and is approved by an instructor when it meets the average grade scale. Any grade below 75% is unacceptable. Any student caught cheating on an exam will be suspended or terminated. First (1st) offense students will receive a five (5) day suspension; the second offense could result in expulsion from school.

If a student is unable to attend theory, he /she will not be allowed to practice on the clinic floor for that day. A student is not allowed to leave the theory class once class has begun without the instructor's approval.

Extenuating circumstances may occur and in lieu of a student attending theory, a student may participate in an academic assignment (i.e., essay, vocabulary words or worksheet) to receive credit for theory for that day with the approval of the instructor.

It is important that students arrive at school on time to participate in scheduled theory class. New Directions Barber Institute will cooperate with our students as much as possible to ensure timely completion of the cosmetology course. If a student is suspended from school due to excessive tardiness, he/she may go over the contract period and incur additional costs. Excessive absences and tardiness will result in students not completing scheduled curriculum and very important chapters of study. New Directions Barber Institute will not repeat those chapters, which means students must do independent study on their own.

Red Saturday

Saturdays are mandatory! Students are eligible for one approved Red Saturday off every sixty days with permission. If a student is absent on Saturday without prior permission or a doctor's excuse, the student will be suspended for three (3) days. Students can return on Friday of the following week. If a student notifies the school of illness or emergency as their reason for not attending on Saturday, the student is required to bring in verification or doctor's excuse on Tuesday in order to clock in. When a student is suspended, the student is charged for days missed. However, if a student leaves early on Saturday, not abiding by the contractual agreement, this could count as one approved Saturday, but the student must get prior approval. If students leave without permission, it is still considered Red Saturday.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in the Barber programs scheduled for a particular category of attendance (part-time, full-time). It is printed in the catalog to ensure that all students receive a copy prior to enrollment. SAP evaluation periods are based on scheduled hours at the institution.

The following examples demonstrate the correct evaluation periods for programs of various lengths in which each program utilizes an academic year of 900 clock hours to be completed in 30 academic weeks:

- | | |
|--|---------------------------------------|
| a) Program: Barber | (1800 Clock Hours) – Full Time |
| 1st Evaluation Period Ends: | 450 Clock Hours and 12.8 weeks |
| 2nd Evaluation Period Ends: | 900 Clock Hours and 25.7 weeks |
| 3rd Evaluation Period Ends: | 1350 Clock Hours and 38.57 weeks |
| 4th Evaluation Period Ends: | 1800 Clock Hours and 52 weeks |
|
 | |
| b) Program: Barber | (1800 Clock Hours) – Part Time |
| 1st Evaluation Period Ends: | 450 Clock Hours and 22.5 weeks |
| 2nd Evaluation Period Ends: | 900 Clock Hours and 45 weeks |
| 3rd Evaluation Period Ends: | 1350 Clock Hours and 67.5 weeks |
| 4th Evaluation Period Ends: | 1800 Clock Hours and 90 weeks |
|
 | |
| c) Program: Barber | (1000 Clock Hours) – Full time |
| 1 st Evaluation Period Ends | 500 Clock Hours and 14.28 weeks |
| 2 nd Evaluation Period Ends | 1000 Clock Hours and 28.57 weeks |
|
 | |
| d) Program: Barber | (1000 Clock Hours) – Part time |
| 1 st Evaluation Period Ends | 500 Clock Hours and 25 weeks |
| 2 nd Evaluation Period Ends | 1000 Clock Hours and 50 weeks |
|
 | |
| e) Program: Barber Instructor | (500 Clock Hours) – Full time |
| 1 st Evaluation Period Ends | 250 Clock Hours and 7.14 weeks |
| 2 nd Evaluation Period Ends | 500 Clock Hours and 14.29 weeks |
|
 | |
| f) Program: Barber Instructor | (500 Clock Hours) – Part time |
| 1 st Evaluation Period Ends | 250 Clock Hours and 12.5 weeks |
| 2 nd Evaluation Period Ends | 500 Clock Hours and 25 weeks |

Attendance Progress Evaluations

Students are to attend a minimum of 75% of the scheduled hours based on the applicable attendance schedule so that he/she is considered making satisfactory attendance progress. Evaluations are conducted based on scheduled hours to determine if the student has met the minimum requirements. Evaluations are based on cumulative attendance as of the scheduled hours of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total hours scheduled. The student's start month in school will be counted as the first month of the evaluation period. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course. Given the attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

The maximum time frame (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Students who have not completed the course within the maximum timeframe shall be terminated. If a student requests and is permitted to re-enroll at New Directions Barber Institute (and the student must be able to make Satisfactory Academic Progress at the next evaluation period), it will be on a cash basis in a manner consistent with the re-enrollment provisions of the institution's admission policy. A Leave of Absence extends the student's contract period and maximum time frame by the same number of days taken in the Leave of Absence.

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on scheduled hours at the institution.

<u>Program</u>	<u>Schedule</u>	<u>Hours Per Week</u>	<u>Weeks to Complete</u>	<u>Program Hours</u>	<u>Maximum Weeks</u>	<u>Maximum Hours to Complete</u>
Barber (1800)	Full Time	37.5	48	1800	72	2700.00
Barber (1800)	Part Time	22.5	80	1800	120	2700.00
Barber (1000)	Full Time	37.5	27	1000	40.5	1518.75
Barber (1000)	Part Time	22.5	44	1000	66	1485.00
Barber Instructor (500)	Full Time	37.5	14	500	21	787.50
Barber Instructor (500)	Part Time	22.5	22	500	33	742.50

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled hours.

Students are assigned academic learning and a minimum of practical learning experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated periodically throughout the course of study. At the end of each evaluation period, a student must have achieved an overall minimum passing grade of 75% or better, based upon written tests and performance in practical and demonstration experience. The grading system is as follows:

Grading Scale

100-90	A	Excellent
89-80	B	Good
79-75	C	Satisfactory
74-64	D	Unsatisfactory
63-0	F	Failure

At each evaluation period, students achieving a minimum passing grade of 75% and attending the required minimum hours according to the attendance policy will be deemed to be making satisfactory progress in their course of study. Any student not meeting the minimum requirements for academic, or attendance progress is considered to be making unsatisfactory progress.

Students are tested at the end of each Theory chapter. A cumulative theory grade of at least 75% must be maintained. Practical work is assessed at different levels and is evaluated by an instructor using the grading scale. Any grade below 75% is unacceptable. The GPA is calculated by using the cumulative practical and theory grades. To be in satisfactory academic progress, the GPA must be 75% or better.

Evaluation Summary

The following chart summarizes the evaluation periods for each program. Evaluations will determine if the student met minimum requirements for Satisfactory academic progress. As part of your evaluation process, your cumulative theory grades and practical grades are used to calculate your Grade Point Average (GPA). A 75% GPA is considered Satisfactory Progress. Your cumulative attendance will be evaluated as well and must be at least 75%. SAP evaluation periods are based on actual scheduled hours at the institution. Evaluations will be conducted when you reach the following scheduled hours and will be completed within seven (7) days of reaching the actual hours. The academic year for all programs is 900 hours.

The first evaluation must occur no later than the mid-point of the academic year or the course and/or program, whichever occurs sooner. After your evaluation has been completed, you will have an opportunity to review, sign and receive a copy of the report. The frequency of evaluations ensures that the students have had at least one evaluation by midpoint in the course.

	<u>Evaluation Period 1</u>	<u>Evaluation Period 2</u>	<u>Evaluation Period 3</u>	<u>Evaluation Period 4</u>
Barber (1800)	450 Scheduled Hours	900 Scheduled Hours	1350 Scheduled Hours	1800 Scheduled Hours
Barber (1000)	500 Scheduled Hours	1000 Scheduled Hours		
Barber Instructor (500)	250 Scheduled Hours	500 Scheduled Hours		

Students are evaluated based on scheduled hours for Satisfactory Academic Progress and use an academic year of 900 hours. For programs which exceed one academic year, the remainder of the program is divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes both (1) half of the clock hours and competencies and (2) half of the academic weeks while the second evaluation period is the period in which the student completes the program.

Distance Learning

Distance learning will be available, when applicable, with a licensed Barber Instructor utilizing the CIMA platform. Virtual-approved hours for each Barber course are as follows:

- Barber (1800 Hours) 360 Hours approved.
- Barber (1000 Hours) 200 Hours approved.

Determination of Progress Status

Students meeting minimum requirements for academics and attendance at the evaluation points are 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.

Warning

Students who fail to meet minimum requirements for attendance or academic progress will be placed on satisfactory academic progress warning. The institution must determine that satisfactory progress standards can be met by the end of the subsequent evaluation period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation and be given an academic plan to ensure that the student is able to meet the institution's satisfactory progress requirements. 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.

Probation

The institution may allow a status of probation for students who are not considered meeting minimum standards for satisfactory academic progress if:

- a. The institution evaluates the student's progress and determines the student did not make satisfactory academic progress during the warning or previous evaluation period,
- b. The student prevails upon appeal of a negative progress determination prior to being placed on probation.
- c. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

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 probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress.

Reinstatement of Satisfactory Progress

Students may re-establish satisfactory progress by meeting the minimum attendance and academic requirements by the end of the probationary period.

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a leave of absence, 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 and maximum time frame by the same number of days taken on the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will re-enter in the same progress status as when they left.

Appeal Process

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit documentation as to why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow achievement of satisfactory academic progress at the next evaluation period. This information should include the allowable special circumstances (such as a documented illness, death in the family, documented abuse, or documented incarceration). Appeal documents will be reviewed, and a decision will be made and reported to the student within thirty (30) calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal prior to being placed on probation, the satisfactory academic progress determination will be reversed.

Non-Credit and Remedial Courses

Incomplete, repetition and non-credit remedial courses have no effect upon the school's satisfactory progress policy. Non-credit and remedial courses do not apply to New Directions Barber Institute.

Transfer Hours

Regarding satisfactory academic progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. All transfer hours must be approved by the Ohio State Cosmetology and Barber Board and transmitted to the school in writing by the Board before a student is enrolled in class or the hours will not be accepted by New Directions Barber Institute.

Procedure for Complaint

Within ten days after the receipt of the complaint, the lead instructor will review it. The complainant is called into the office to discuss the nature of the complaint. If after careful evaluation and the complaint is not resolved, it is then referred to the complaint committee. The meeting between the complaint committee and the complainant is documented. The complainant is given a copy of the written records at the time of the meeting. The complaint committee is comprised of the Registrar, Director of Instruction, and a member of the public sector.

The complaint committee will meet within 21 (twenty-one) days to review the allegation. If more information is needed a letter will be sent to the complainant requesting additional information. The complaint committee shall act on the allegation and a letter will be sent to the complainant within 15 (fifteen) calendar days. Students may also contact the board directly at: Ohio State Cosmetology and Barber Board, 1929 Gateway Circle, Grove City, Ohio 43123 or at 1.800.686.5780.

Advising

New Directions Barber Institute offers advice to students throughout their training at this institution. A list of professional counseling agencies is posted in the student's lounge.

Dress Code

Before clocking in: ALL students are required to wear the “appropriate colored smock(s)” corresponding to the course being taken “daily”. New Directions Barber Institute has a professional dress code standard which includes uniform, hair, and nails. We do allow our students to have nail tips, however, if the tips do not allow you to make a tight fist they are too long and must be cut down. **Absolutely NO corkscrew nails are allowed.**

All Barber students are required to wear a black smock, solid black nurse’s uniform, and black rubber sole athletic or supportive in-toe shoes with “1/2-inch soles” (one other color welcome, but predominately black). Nurses’ crocks are welcome.

NO BLUE JEANS, faded black jeans, shorts or cutoffs are allowed. No tank tops or shirts; no sleeveless blouses or sleeveless shirts are allowed. Blouses and shirts must not reveal cleavage or chest. No baby-doll shoes. If a smock gets torn, burned, has holes in it or is severely stained, the student must replace that smock by purchasing a new one for \$25 dollars. A T-shirt may also be purchased in lieu of a vest for \$20.00 dollars. Hair must be styled, manicured nails and make-up applied (if applicable). Decorative head bands or ornaments to enhance your “hairstyle” or beauty are allowed. NO HATS, SCARVES, RAGS OR WRAPS ARE ALLOWED.

ALL students must have all their approved equipment and textbooks or tablets with them daily or serious consequences will occur. **All students** must practice good personal hygiene and sanitation while in school.

Only “**ONE**” tote bag or equivalent, on wheels or carry on, per student is welcome. You **MUST** wear your New Directions Barber Institute name badge, with the student’s first name on it. **If you lose your name badge, an additional badge MUST be purchased for \$7.00.** If you do not meet the requirements:

- | | |
|-------------------------|--|
| 1 st Offense | you will be issued a written warning. |
| 2 nd offense | you will be dismissed from school for the day or days and/or could be suspended or terminated. |

Lockers

You must supply a “combination lock” to lock your locker. You **MUST** also give the Registrar the combination. Keep it always locked. **New Directions Barber Institute is not responsible for lost, broken or stolen items.** Lockers must be cleaned out immediately upon 1) Graduation 2) withdrawal 3) medical leave of absence or 4) termination for any reason. **THERE IS TO BE ABSOLUTELY NO FOOD ITEMS STORED IN THE LOCKERS.**

If Management discovers perishable food items inside the locker, the student in violation will suffer consequences. After twenty (20) days, New Directions’ staff will empty the unused locker and discard all property. In case of an emergency, New Directions Barber Institute has the right to cut the lock to your locker.

Supplies

All items, mannequins, and books that are used in your training must be purchased through New Directions Barber Institute and will be issued to you once the school has received payment in full for them. A kit case will be issued to you. You may choose to transfer your items into a sturdier case such as a “pulley tote” on wheels. That is welcome, but **ONE** only. No additional items, such as more than one piece of luggage may be brought into New Directions Barber Institute unless you have received permission from the Supervisor or Manager.

Sanitation

Must be done daily as required by the Ohio State Cosmetology and Barber Board, including all sanitation duties assigned.

Student Conduct

Please limit phone calls to three (3) minutes. **No cellular phones can be used while on the clock or on the floor. BLUETOOTH'S ARE ABSOLUTELY PROHIBITED WHILE ON THE CLOCK.** When off the clock, cell phones can be used in student lounge or outside the building on lunch or breaks only. **Place all cell phones on vibrate. Students!!!!** Do not attempt to teach other students. If you have any questions, ask an instructor. Students are not allowed visitors during school hours.

Any student damaging or destroying any property will be charged the cost of repair and or replacement and that act could result in suspension or termination. We are very proud of our facility. Please join us in taking pride in our facility and keeping the appearance nice. No student is allowed to get over seven point five hours (7.5) per day without prior approval from an instructor. The number of performances on manikins, patrons, or fellow students is shown as minimum requirements as determined by our curriculum under Nevada Law. This means students are not complete until you graduate from school. PRACTICE, PRACTICE, PRACTICE because accuracy and speed are important.

A thirty (30) minute lunch break is allowed for students who are attending full-time seven point five (7.5) hours per day. You MUST clock out and in for lunch. Instructors will assign specific lunch times. Full time students also receive two (2) fifteen-minute breaks, Instructor will sign you out and in. No one is allowed to clock in or out for you. This is ground for expulsion or termination.

This is a nonsmoking institution, if you smoke, you must clock out and leave the building during lunch or break. IPODS, cell phones etc., are not allowed while on the clock.

A student enrolling at New Directions Barber Institute assumes responsibility for reasonable standards of behavior while on school property or while participating in program activities. Inappropriate student conduct that is grounds for probation, suspension & termination include, but are not limited to the following:

1. Class attendance under the influence of alcohol, drugs, or illegal firearms
2. Outburst
3. Disruption of class or school
4. Violation of school regulations or policies
5. Disrespectful to another student and/or instructor or client
6. Stealing or destruction of property
7. Threats, verbal or physical threats or acts of violence against any persons in school
8. Tainting our school
9. Soliciting clients for services at home
10. Badgering clients for tips
11. Gossiping

12. Unprofessional or unethical conduct
13. Excessive absences or tardiness
14. Failure to maintain academic progress and satisfactory attendance (75% minimum).
15. Refusal to provide assigned client services
16. Clocking another student in or out
17. Any other conducts which the school, instructors, or other students deem to be harmful to the school's reputation, the academic process or inappropriate for this profession
18. Discourteous to clients such as verbal abuse, physical harassment, or neglect in service, or any other direct violation.
19. Failure to pay tuition due in a timely manner
20. Sexual harassment such as, propositions, flirtations, or advances either physically or verbally.

Social Media Policy

We request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, or otherwise objectionable. Users are to engage in such exchanges with mutual respect for others' opinions or entity. This policy falls under Student Conduct.

New Directions Barber Institute also reserves the right to amend this policy and changes in our operations.

Parking

Designated student parking is located on the far-right, left, and back side of the building. Parking for customers and disabled persons is in front of the businesses in this complex.

Certificates

Upon completion of the required hours, per course, the student will receive a certificate of completion.

Occupations Available

Barber – Barber, Barber Salon Owner, Texture Service Specialist, Retail Specialist, Barber Salon Manager, Product Educator, State Board Member, Accreditation Specialist, Chemist, Platform Artist, Barber Instructor, and more. **For additional career information see Standard Occupational Classification (SOC) Code 39-5012.00**

Employment Opportunities

New Directions Barber Institute **will not make any guarantee of employment or salary upon graduation.** New Directions Barber Institute will provide the student with placement “leads” which will consist of identifying employment opportunities and advising the student of appropriate means of attempting to accomplish these opportunities.

Student Records

Students and their parents or guardians (if student a dependent minor) may have access to their records upon written request to the Director or Manager. The Director, Manager or Supervisor will supervise and interpret the records and answer any questions that the student or their parents may have. Students and parents/guardians of dependent minors requesting copies of their student file will be charged fifty cents (.50) per page. The school releases student records without written consent to New Directions Barber Institute, the United States Department of Education, the State Licensing Agency, and any other school official. This institution maintains a record of all release forms and requests for information. Student performance sheets and curriculum sheets can't be removed, property of New Directions Barber Institute.

Clinic

All services are performed by students and must be checked by the instructor on duty. Students will service clients in a polite, professional, and courteous manner, with requests being honored if possible. Clients are assigned on a rotational system per Ohio Law. Students are required to only perform and provide services that are paid for by clients and written on client ticket. All supplies used on clients and students are approved and provided by New Directions Barber Institute for insurance reasons. Students are not allowed to bring any chemical products into the school. Finishing products may be allowed with **prior** permission from the Supervisor or Manager. Students are not allowed to purchase products from beauty supply stores and retail them to customers of the school; nor are they allowed to solicit clients to their homes for monetary gain for providing cosmetology services. State Board and New Directions Barber Institute will not allow this practice. Any student engaged in this type of conduct is subject to disciplinary action from school.

Student Services

All personal services for students will be performed on Tuesday and Wednesday, sometimes Thursday at the discretion of the instructor. Students must have 75% or above academically and/or in attendance to give or receive a personal service or be a model. Students receive a 10% discount on chemical services. Students who have graduated or dropped out and are no longer in daily attendance at New Directions Barber Institute cannot receive services at student prices. All student services must have prior instructor approval with a signed pass.

Release of information to a Third Party

Consent forms may be obtained in the Registrar's office. When releasing information to a Third (3rd) Party, the student and/or parent or guardian (if the student is a dependent minor) must sign a release form. An exception will be made for legal accreditation purposes (see student records). The school requires a release form be completed for each third-party at the time requested.

Family Education Rights and Privacy (FERPA)

New Directions Barber Institute complies with provisions granted under the Family Educational Right's and Privacy Act of 1974 (FERPA or the Buckley Amendment). Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The FERPA was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally:

1. Institutions must have written permission from the student to release any information from a student's educational record.
2. Institutions may disclose directory information in the student's educational record without the student's consent.
3. It is good policy for the institution to notify the student about such disclosures and to seek written permission from the student to allow the disclosure of any educational records including directory information.
4. Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.
5. Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
6. Institutions should notify the students about their rights under FERPA through annual publications.
7. When in doubt, it is always advisable to err on the side of caution and to not release student educational records without first fully notifying the student about the disclosure.
8. The school should always seek written consent from the student before disseminating educational records to third parties.

FERPA gives parents or guardians of dependent minor's certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as a great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that the school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest.
 - Other schools to which a student is transferring.
 - Specified officials for audit or evaluation purposes.
 - Organizations conduct certain studies for or on behalf of the school.
 - Accrediting organizations.
 - To comply with a judicial order or lawfully issued subpoena.
 - Appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.
 - Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify the parents and eligible students annually of their rights under FERPA. The actual means of notification, (special letter, student handbook, or newspaper article) is left to the discretion of each school.

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office U. S. Department Compliance Office 600 Independence Avenue, SW, Washington, DC 202-4605.

The Family Educational Right's and Privacy Act of 1974 (FERPA or the Buckley Amendment) is a United States Federal Law that gives an eligible student the right to seek educational records, an opportunity to seek to have the records amended, and have control over the disclosure of personally identifiable information from the records. New Directions Barber Institute provides every enrollee with a FERPA agreement maintained by a party acting for the agency or institution.

New Directions Barber Institute's Physical Facilities and Equipment

New Directions Barber Institute is a 17,000 square foot building with three levels. We have 4 classrooms, 3 breakrooms and 5 restrooms. Our facility has a reception area with sneeze guard, social distancing notices, and hand sanitizer for COVID-19 protection. We have 20 barber stations, our classrooms are equipped with projector screens, dry eraser boards, DVD players, and televisions. Our client floor has two televisions, and a DVD player. Student breakrooms have a microwave, refrigerator, lockers and tables and chairs.

Important, Important, Important

The following suspensions will occur unless otherwise stated in the Student Conduct section.

Students who choose to ignore or violate any rules and regulations of this school could be issued a written warning by a school official. Disregard for rules, regulations and/or insubordination could result in suspension and/or termination. Depending on severity of the violation, a student could be terminated immediately.

New Class Start Dates

New Directions Barber Institute will start a new class every Tuesday effective January 2, 2024.

School Calendar

New Directions Beauty Institute will be closed on the following dates:

January 1, 2024 - New Year's Day
January 15, 2024 - Martin Luther King Jr. Day
May 27, 2024 - Memorial Day
July 4, 2024 - Independence Day
September 2, 2024 - Labor Day
November 28, 2024 - Thanksgiving Day
November 29, 2024 - Observance of Thanksgiving Holiday
November 30, 2024 - Observance of Thanksgiving Holiday
December 25, 2024 - Christmas Day
December 26, 2024 - Observance of Christmas Day

Non-Discrimination

New Directions Barber Institute does not discriminate based on sex, race, age, color, ethnic origin, sexual orientation, gender identity or religion.

For Your Information

Students MUST register with the Ohio State Cosmetology and Barber Board to take their examinations for both practical and written and successfully pass them to receive a license.

The address for the Ohio State Cosmetology and Barber Board

Ohio State Cosmetology and Barber Board
1929 Gateway Circle
Grove City, Ohio 43123
614-466-3834

School Owner

New Directions Barber Institute is a private school owned and operated by
New Directions Beauty and Barber Institute, LLC

School Staff

Ms. Nicole Perrin-Hill – School Director
Ms. Mae Adams – Registrar
Ms. Vernise Robinson - Administrative Assistant

Mr. Jeremy Crone- Barber Instructor: License # TCHR.052072
Ms. Yolanda Long- Barber Instructor: License # TCHR.050895

Signature Page for Receiving Handbook/Abiding by Rules & Regulations

(Printed Name) I, _____ have thoroughly read and understand all the information given in the Student Handbook with Rules and Regulations. I will abide by the Rules and Regulations with the understanding that if I do not follow the instructions given, there will be serious consequences. My signature below indicates I have also received a copy of this booklet.

Student's Signature

Date

WITNESSED BY:

New Directions Barber Institute's Staff Member

Date