

ALAMO CITY BARBER COLLEGE

2021-2022 AWARD YEAR
8910 Bandera Road Suite #209
San Antonio, Texas 78250
(o) 210.523.7777
(f) 210.523.7779
www.alamocitybarbercollege.com

SCHOOL CATALOG

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PAYMENT PLANS

Tuition cost at Alamo City Barber College may be paid in full when registering or paid in monthly installments by cash, cashiers' check or money order. If payment is made by cashiers' check or money order, they should be made payable to Alamo City Barber College.

Payments made in the form of monthly installments, shall be made no later than the 3rd day of the month. If payment is not made within the stated period, the student will be precluded from attending class until the payment is made. Additionally, a \$10.00 late fee will be assessed for each day; until the date payment is finally made. If payment is not paid before the 10th day of the month, the student will be terminated from the program (permanently).....**No Exceptions**

ELIGIBILITY REQUIREMENTS

To be eligible for a **Class A Barber Certificate**, an applicant must:

- Have completed **1000 hours (6 month minimum)** of instruction in barber courses

To be eligible for a **Cosmetology Operator to a Class A Barber**, an applicant must:

- Hold an active operator "Cosmetology" license under Chapter 1602
- Have completed at least **300 hours (8 week minimum)** of instruction in barbering that includes barber history and shaving through a commission-approved training program in a barber school.

ADMISSIONS REQUIREMENTS

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Alamo City Barber College as a regular student. Alamo City Barber College must adhere to the U.S. Department of Education, Texas Department of Licensing and Regulation-Barbering and Council on Occupational Education guidelines.

GENERAL ADMISSION REQUIREMENTS

Alamo City Barber College is an equal opportunity employer and follows the same policies in accepting applications from potential students. Alamo City Barber College is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status. The admission policy is in compliance with the U.S. Department of Education, Texas Department of Licensing and Regulation-Barbering, Council on Occupational Education guidelines and the Veterans Administration Education Department.

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan Awards for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - Be administered or recognized by federal, state or local government agency or court.
 - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and if in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring the following:

- 2 (2x2) color photographs (which can be obtained at Wal-Mart, Walgreen's or CVS)

At the point you are notified of your enrollment eligibility, you will be Advised of the Dress Code (which is School Smock, Black Collared Shirt, Black Pants and Black Shoes), No exceptions.

Additionally, you will be notified of the date and time of your required financial aid and academic orientation, in which the students will sign their enrollment contract and any additional required paperwork.

REQUIRED DOCUMENTATION (Provided by Alamo City Barber College)

This is a list of required documentation provided to the student during enrollment and orientation;

- Enrollment Requirements Form
- Enrollment Documents
- School Catalog
- Course Description (Included in the School Catalog)

FACILITIES/SERVICES FOR STUDENTS WITH DISABILITIES

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. The school will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need.

The Students with Disabilities Policy here at Alamo City Barber College provides a hospitable and accommodating arrangement for the teaching and learning practices for students with disabilities. All

Programs offered at Alamo City Barber College are accessible to all individuals, including students with disabilities. Our facility; to include classrooms, offices, the practical floor and restrooms has been designed to provide access to persons with disabilities as required by the American Disability Act. Additionally, our facility is equipped with the proper handicap parking to non-handicapped parking ratio and if necessary, our landlord has communicated their cooperation with adding more.

Determination of whether a student is qualified for **reasonable** accommodations; **the decision** will be based upon the documented student needs; in addition to capability as decided by College Instructors and Leadership. If a student disagrees with the **reasonable** accommodations, the disagreement shall be provided in writing to Mr. Paul Griffith or Jamal Pratt for resolution. It is the student's responsibility to provide proper documentation of his/her disability. **Supporting** documentation of the disability must be provided within 2 weeks of identifying an accommodation issue.

Prior to receiving the **written** request for **reasonable** accommodations, the student shall provide Alamo City Barber College with current medical and other diagnostic documentation of the disability from a qualified physician. Determinations of disability include:

- Current documentation of the specific disability
- Proper request of accommodations and services provided for the disability
- Medical documentation

Please note, it is Alamo City Barber College's general practice to make reasonable and practical accommodations at our expense for students with disabilities. In some situations, we have purchased additional styling chairs to accommodate a few of our students confined to a wheel chair. Additionally, we have relocated equipment, to include neck strips, paper towels and other items to accommodate students as well. We have made the decision to do this, because we feel it is our responsibility to provide all students (to include those with disabilities) the opportunity to learn in an environment, which addresses their needs.

Note: In order to be eligible for Title IV funding, you must be able to benefit from the reasonable accommodations and be able to take the state board-licensing exam.

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec 485(a) (1)-(2), 20 U.S.C. 1092 (a) (1)-(2). Not changed by HEOA 34 C.F.R. 668.41 (a) – (d); 668.43 revised August 21, 2009 NPRM (revised 34 CFR 668, 43 added 34 CFR 668.231)

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information can be found in the student catalog. Paper copies are available upon request.

Institutional Contact Person: VHartman@alamocitybarbercollege.com
E-mail: vhartman@alamocitybarbercollege.com
Address: 8910 Bandera Road – Suite 209 San Antonio Texas

Alamo City Barber College

Phone: 210.523.7777

Fax: 210.523.7779

Office Hours: Monday through Friday 9:00 am through 6:00pm,

DISCLAIMER STATEMENT

This catalog has been prepared in accordance with the Texas State Regulation and Licensing requirements. This catalog is a publication of Alamo Barber College and is intended for use by student enrollees. Moreover, the catalog contains a Statement of Policy and is subject to revision at the discretion of Alamo City Barber College.

CANCELLATION AND SETTLEMENT POLICY

ACBC's cancellation and settlement policy is consistent with the requirements set forth by the Texas Department of Licensing and Regulation (**Section 1601.562**) and is as follows:

A full refund of money paid by a student towards any program offered by ACBC will be provided if the student cancels the enrollment agreement not later than midnight of the third day after the date the agreement is signed by the student, excluding Saturdays, Sundays and legal holidays.

A full refund of money paid by a student toward any program offered by ACBC will be provided if the student entered into the enrollment agreement because of a misrepresentation made in the school's advertising or promotional materials or by an owner or representative of the school.

REFUND POLICY

ACBC's refund policy has been established to provide for the refund of the unused part of tuition, fees and other charges paid by a student, who; after the expiration of the cancellation period fails to begin the course of training, withdrawals from the course of training or is terminated from the course of training before completion of the course.

Moreover, the policy is consistent with the requirements set forth by the Texas Department of Licensing and Regulation (**Section 1601.563**) and provides that:

The refund tendered (within the required 30 days) is based on the period of the student's enrollment, computed on the basis of course time expressed in clock hours.

The effective date of the termination or refund purpose is the earliest of:

- (A) the last date of attendance (if the student is terminated by the school)
- (B) the date the permit holder receives the student's written notice of withdrawal; or
- (C) 10 school days after the last date of attendance; and

- (D) ACBC will not retain more than \$100 if: tuition is collected before the course of training begins and the student does not begin the course of training before the cancellation period expires (as explained in the **Cancellation and Settlement Policy** in the previous section).

WITHDRAWAL OR TERMINATION OF STUDENT

ACBC's withdrawal or termination policy is consistent with the requirements set forth by the Texas Department of Licensing and Regulation (**Section 1601.564**) and provides that: If a student who begins a course of training scheduled to last not more than 12 months withdraws from the course or is terminated from the course by the barber school, the school:

- May retain \$100 in tuition and fees paid by the student and is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50 percent of the course.

When a student withdraws an Institutional Refund is calculated based on **SCHEDULED HOURS**. The chart below illustrates how the Institutional Refund is determined.

1 st week but less than 100 scheduled hours = 10% tuition earned
2 nd week – 100 scheduled hours = 20% tuition earned
101 – 250 scheduled hours = 25% tuition earned
251 – 499 scheduled hours = 50% tuition earned
500 – 1000 scheduled hours = 100% tuition earned

If a student withdraws or is terminated after 50 percent of the course has been completed, Alamo City Barber College will allow the student to reenter the program at any time before the fourth anniversary of the date of withdrawal or termination.

SCHOOL CLOSURE POLICY

In the event, Alamo City Barber College closes and ceases to no longer offer any one of our core curriculum classes, the students will receive a pro-rata refund of tuition expensed.

SATISFACTORY ACADEMIC PROGRESS

Federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to monitor SAP. These standards are applicable to all students attending this institution. Students enrolled in programs approved by the Council on Occupational (COE), our Accrediting Institution must meet formal standards that measure their satisfactory progress toward graduation.

The policy is provided to all students prior to the first class session and consistently apply to all applicable students. Additionally, all Evaluations are maintained in the student's respective file.

New SAP definitions went into effect on July 1, 2011. The school developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Pace and Quantitative standards.

If the student has made acceptable Pace and Quantitative progress for that particular payment period, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP.

SAP standards are established by the leadership group here at Alamo City Barber College. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the end of each payment period and will be checked prior to the disbursement of Financial Aid dollars.

SAME AS OR STRICTER THAN

The school's SAP policy for Title IV, HEA students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The SAP policy is regularly reviewed by the Campus Director, CEO and/or the CAO to ensure it meets all federal requirements as defined by the Department of Education. Additionally, in the event of academic policy changes, they notify the Financial Aid Office accordingly who in turn are responsible for immediate implementation.

EVALUATION PERIOD

Formal evaluations for Satisfactory Academic Progress are conducted at the following actual clocked hours:

Class A Barber Program (1000 hours)

- 450
- 900

Cosmetology to Class A Barber (300 hours)

- 300

As part of the Evaluation Process, students are advised of their current grades relative to the coursework and examinations completed (as a part of the theory portion of our programs). Students are also evaluated on their ability to apply the theory of the related Program enrolled (as developed in the classroom) in a Practical work environment.

Finally, each student is then collectively evaluated against the expected competency/proficiency levels (based on the number of Program hours completed) deemed necessary to successfully continue and ultimately complete the course. Each student receives a copy of their progress report at the beginning of each month.

ACADEMIC YEAR DEFINITION

900 clock hours @ 26 weeks (Academic Year 1) and 100 clock hours @ 3 weeks (Academic Year 2) @, 35 clock hours a week for the Class A Barber Program.

QUANTITATIVE REQUIREMENT

Attendance

Students are required to **ATTEND** a minimum of 70% of his/her educational program in no longer than 150% of the published length of the program (as measured in clock hours for **Title IV approved Programs Only**) to be considered making Satisfactory Academic Progress. Evaluations are conducted at the end of each payment period (as prescribed above) to determine if the student has met the minimum attendance requirements. **The minimum attendance represents the cumulative attendance percentage as of the last day of the evaluation period (payment period)**. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the conclusion of each evaluation period, we will determine if the student has maintained the minimum required 70% cumulative attendance percentage since the beginning of the course. At this time, if the attendance percentage is greater the 70%, the implication is: given the same attendance rate, the student will graduate within the maximum time frame allowed.

Students cannot miss more than 10 consecutive school days or they will be terminated. VA students are held to the VA Regulation that states VA students cannot miss more than 5 consecutive days or they will have to be terminated in VAOnce. This will result in losing your monthly housing allowance.

Full-time students are scheduled to attend 35 clock hours weekly and part-time students are scheduled to attend 22 clock hours weekly.

QUALITATIVE REQUIREMENT

In addition to the previous mentioned attendance requirements, Students must maintain at least a minimum grade of 70% in Theory /Practical work in order to be considered making satisfactory progress.

Academic Theory work will be graded on the following scale:

90 to 100%	A	Excellent	4.0 GPA
80 to 89%	B	Good	3.0 GPA
70 to 79%	C	Satisfactory	2.0 GPA
60 TO 69%	D	Unsatisfactory	1.0 GPA
Below 60%	F	Very Unsatisfactory	0 GPA

LEAVE OF ABSENCE AND 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 held prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend the student's contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. A student must submit a Leave of Absence form to the Campus Director for approval.

As a matter of practice, we will permit a student to have no more than the following number of hours for unexcused absences related to the following programs:

Class A Barber Program	100	Hours
Cosmetology to Class A Barber	30	Hours

Students who withdraw prior to completion of the course and wish to re-enroll within **180 days** of the original official withdrawal date will return in the same satisfactory academic progress status and **the same tuition** as at the time of withdrawal. Students who wish to re-enroll after **181** days and beyond will return in the same satisfactory academic progress status but will be charged the current tuition for that period of enrollment and the student will be subject to a reinstatement fee of **\$500.00**.

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution's form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. Students do not repeat courses. All hours attended are considered attempted. It is not possible for students to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal. Transfer clock hours received will not be included in the calculation of the student's GPA; however, these hours will be counted toward the quantitative requirements.

FACULTY AND STAFF

- Hondree Nance Barber Instructor
- Susan Montero Barber Instructor
- Emma Mathis Barber Instructor
- Tyron Morrison Barber Instructor
- Thomas Richardson Barber Instructor
- Samuel Rodriguez Barber Instructor
- Linda Terrazas Admissions Representative
- Virginia Hartman Financial Aid Manager Administration/
Front Desk Administration/Front Desk
- Tristian Allen Admin/Inventory Specialist
- Marissa Limon Admin/Inventory Specialist
- Leona Williams Campus Director
- Paul Griffith President (Co-Owner)
- Jamal Pratt Chief Administrative Officer (Co-Owner)

SCHOLARSHIPS AND FEE WAIVERS

Alamo City Barber College **does not** offer any institutional fee waivers or scholarships.

PLACEMENT ASSISTANCE

As a matter of practice at Alamo City Barber College, we do not offer an official placement service or guarantee student placement. However, we do have an unofficial placement program consisting of allowing local barber shop and salon owners to place job openings/solicitations on our website. Moreover, we regularly invite local barber shop/salon owners into our college to speak with prospective graduates.

The purpose of which, is as follows:

- To share their experience of Barbershop/Salon ownership
- Communicate the barber employment characteristics Barbershop/Salon owners seek in prospective employees
- To provide a networking opportunity for students and local Barbershop/Salon owners alike to develop relationships to cultivate towards an employer/employee relationship.

Please note; we have an on-going relationship with local Barbershop/Salon Owners alike. Moreover, we regularly receive calls from local establishments communicating their interest in hiring barbers. When we receive these calls, we document the name of the shop/salon, contact person, addresses and phone number. After-which, we record the information in a spreadsheet and provide to students upon graduating, emphasizing the establishments listed have contacted us communicating their need for barbers.

FACILITY

Alamo City Barber College operates in 9,000 square foot facility equipped with 48 student learning barber stations, a men's and woman's restroom, an office and a separate classroom for the purpose of discharging the theoretical application of barbering/hairstyling.

HOURS OF OPERATION

Monday	8:00 am - 5:00pm (For Administrative Purposes Only)
Tuesday – Saturday	8:00 am – 10:00 pm

SCHOOL HOLIDAYS OBSERVED

There will be no classes on the following dates:

Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve/Day
New Year's Eve/Day

RULES AND REGULATIONS

Professional conduct is the only level of conduct we expect from our students. A professional does not arrive late. A professional will treat patrons, instructors and fellow students with courtesy and awareness. A professional is constantly taking the time to follow rules of good grooming, hygiene and proper sanitation.

The following rules are very important and serve as the tone of expectancy (relative to behavior) from College ownership. Those found to have violated them are subject to possible dismissal from the college. Please note, Alamo City Barber College reserves the right to make any changes in the rules and regulation at any time. When changes in the rules and regulations have been made, Alamo City Barber College will notify the students and faculty accordingly.

TIME CLOCK PROCEDURES

Students must record their time in the timekeeping system upon entering the school, leaving for both breaks and lunch, returning from lunch and at the close of your day. If a student is identified as not having clocked out upon their departure from the facility for any reason, you risk immediate termination.

If a student forgets to enter their time when arriving for the day or returning from their lunch or break, a \$20.00 administration fee will be assessed for the time adjustment. Additionally, if a student forgets to log out of the system at the end of their day, a \$20.00 administration fee will be assessed for the time adjustment.

THEORY

1. All students must attend Theory class
2. All students must complete the requisite number of Theory hours for the specialty license sought prior to graduating
3. Without the requisite hours of Theory class, students will not graduate
4. Saturday's are mandatory for all students; any student who does not attend on Saturday will be fined \$100 and will not be permitted to attend until the following Wednesday.
No Saturday. No Tuesday....No Exceptions!

CLASS ROOM SCHEDULE/HOURS

Here at Alamo City Barber College, ALL students participate in an 5 week for Full-Time and 7 weeks for Part-Time Theory "Classroom" Instructional process. Theory class for Full-Time classes takes place Tuesday – Saturday from 8:00 am through 4:00 pm and Part-Time classes take place Tuesday - Friday from 6:00 pm through 10:00 pm and Saturday 4:00 pm through 10:00 pm

Please note, each day of Theory allows for 30 minutes for the Instructor discretionary use. For example, to address subject matter content requiring additional explanation, to allow students greater flexibility during an examination period, etc.

LUNCH PERIODS AND BREAKS

Lunch breaks are not mandatory for students. However, if breaks or lunch are taken, students should clock out of the time keeping system during lunch and regular breaks.

INSTRUCTORS DIRECTION

Any student in direct violation of an instructor or members of the management team directive may be suspended from the college immediately (depending on the severity of the violation). Please note; an appeal may be made in accordance with the process as previously described.

REFUSING SERVICE

Any student found guilty of refusing service to any customer, may be suspended from the college immediately. Please note; an appeal may be made in accordance with the process as previously described.

STUDENT CONDUCT POLICY

These student conduct rules have been generated and documented for the benefit of you and your fellow students, to provide standards for the fair treatment of all.

Commission of any one of the following acts will be considered just cause for immediate dismissal:

1. Supply false or misleading information when applying for admission.
2. Possessing dangerous or deadly weapons on premises or while off school premises in performance of student task or duties.
3. Reporting to school under the influence of intoxicants or drugs, drinking alcoholic beverages, using drugs or the possession of either while on school time or premises.
4. Immoral, immature or indecent conduct, soliciting persons for immoral purposes, or the aiding and/or abetting of any of the above.
5. Refusing to obey an order of an instructor (insubordination).
6. Disrespectful conduct (gambling or fighting on school premises, coercion, intimidation, or threats against guests, supervisors, or fellow students; using vulgarity or failing to give a high degree of service or courtesy to any customer).
7. Theft or misappropriation of customer's, students or school property or unauthorized removal of any of the above including found items.
8. Interfering with or hindering of school's schedules, property or sabotage.
9. Abusing, misusing or destroying school, customer or another student property.
10. Unauthorized use of school's property.
11. It is illegal and against the law to be working at this school without a student permit. It is illegal and against the law to be working at any barber shop without a license. If your caught, you will be fined and put the school in jeopardy.
12. No student may curse fellow students, College staff and customer(s) or make threats of physical violence to the same.

Here at Alamo City Barber College, we take these standards of conduct very seriously. In the event a student fails to comply, you risk suspension from our program for a **period of time to be determined at the discretion of Barber College Instructors or Campus Director (more specifically, the Ownership Group)**. Please be advised, continued failure to comply may result in permanent expulsion from Alamo City Barber College and expose you to additional educational costs.

Students shall not be unruly or interfere with any other student. They shall conduct themselves in a quiet, professional manner during school hours.

1. Students shall comply with all sanitary requirements. Violations of these sections are cause for suspension or expulsion.
2. Students will request the assistance of an instructor whenever they are in doubt as to the correct procedure. No student shall instruct another student.
3. Students shall give their full attention to their customers. Students are to render barber services equally to all customers, irrespective of any factors. Refusal of barber services by a student is cause for disciplinary action.
4. Students are responsible for keeping their working area and tools clean at all times.
 - a) All stand bottles, including the sterilizer jar, are cleaned and properly filled daily
 - b) The station counter top is cleaned after each customer
 - c) The chair is wiped clean of hair and debris after each customer
 - d) Soiled linen is disposed of in the proper container
 - e) All tools are wiped clean and properly stored after each customer
 - f) The haircloth is neatly folded and properly hung on the chair after each customer
 - g) The sink and mirror are cleaned daily.
5. Students are to wash their hands immediately before serving a customer and comply with all provisions of the sanitary sections of the Barber Law.
6. Students shall attend theory class as assigned by an instructor.
7. Students shall go to lunch on their assignment schedule.
8. Students shall comply with the Attendance Policy as set forth.
9. Students shall follow the daily assignment schedule as directed by an instructor.
10. Students are to come to school prepared to participate in class assignments or assignments as directed by an instructor.
11. Any student guilty of willful destruction of college property will be dismissed immediately!
12. Students shall not answer or talk on any cell phone on the practical floor. Most importantly, you shall not answer a call while servicing the customer.
13. Students shall not loiter on school premises, students should be in the physical building while attending school for the day.
14. Students shall not exit the property through the back doors of the facility.

The Student Conduct Policy here at Alamo City Barber College is designed to promote a safe environment to our students and customers alike. Additionally, they are intended to assist our staff in carrying out the format of our Barber Programs.

Our Student Conduct Rules are as follows:

1. Students shall not be unruly or interfere with any other student. They shall conduct themselves in a quiet, professional manner during school hours.
2. Students shall comply with all sanitary requirements. Violations of these sections are cause for suspension or expulsion.
3. Students will request the assistance of an instructor whenever they are in doubt as to the correct procedure.
4. Students shall give their full attention to their customers. Students are to render barber services equally to all customers, irrespective of any factors. Refusal of barber services by a student is cause for disciplinary action.
5. Students are responsible for keeping their working area and tools clean at all times.
 - h) All stand bottles, including the sterilizer jar, are cleaned and properly filled daily.
 - i) The station counter top is cleaned after each customer.
 - j) The chair is wiped clean of hair and debris after each customer.
 - k) Soiled linen is disposed of in the proper container.
 - l) All tools are wiped clean and properly stored after each customer.
 - m) The haircloth is neatly folded and properly hung on the chair after each customer.
 - n) The sink and mirror are cleaned daily.
6. Students are to wash their hands immediately before serving a customer and comply with all provisions of the sanitary sections of the Barber Law.
7. Students shall attend theory class as assigned by an instructor.
8. Students shall go to lunch.
9. Students shall comply with the Attendance Policy.
10. Students shall follow the daily assignment schedule as directed by an instructor.
11. Students are to come to school prepared to participate in class assignments or assignments as directed by an instructor.
12. Any student guilty of willful destruction of college property will be dismissed immediately!
13. Students shall not answer or talk on any cell phone on the practical floor. Most importantly, you shall not answer a call while servicing a customer.
14. Students shall not loiter on school premises, students should be in the physical building while attending school for the day.
15. Students shall not exit the property through the back doors of the facility.
16. **ALL STUDENTS ARE EXPECTED TO PARTICIPATE IN CLEANING THE BARBER COLLEGE. THAT INCLUDES SWEEPING, TAKING OUT THE TRASH, WIPING OFF TABLES, FOLDING TOWELS, ETC. WE ARE NOT HERE TO CLEAN UP AFTER YOU! IF YOU HAVE A PROBLEM WITH THAT, LET US KNOW NOW, SO WE CAN REFUND YOUR MONEY IMMEDIATELY.**

TERMINATION POLICY

A student is subject to termination for the following:

1. Failure to maintain satisfactory progress.
2. Failure to comply with the Alamo City Barber College attendance policy.
3. Failure to comply with the Alamo City Barber College student conduct policy.
4. Failure to meet all financial obligations.
5. Refusing service to a patron without cause.
6. Harassing patrons for tips.
7. Sexually harassing students.
8. Failure to comply with the Drug Free Workplace Policy

TARDINESS

Students, arriving after the Theory Class has been initiated (Signaled by the classroom door being closed), will not be permitted to attend during that time and will not be credited as attending theory.

DRESS CODE POLICY

Effective January 1, 2012, all students (both male and female) must wear a black collared shirt, black pants (**No** shorts, hats, or any other clothing than that prescribed will be permitted) and closed toe black shoes (**No** sandals or flip flops are permitted for sanitary reasons). **All** students are required to wear a clean smock (issued by Alamo City Barber College), buttoned up at **All** times. The only time students are permitted to remove their smock while in attendance at Alamo City Barber College is when they are wearing a shirt (issued by Alamo City Barber College), affixed with the Institutional Logo. However, when executing a service on the clinic floor, all students are required to wear their school issued smock.

Students are not permitted to wear hoodies (at all) or any other garment under their smock unless it is black. Again, if the undergarment is not affixed with the Institutional Logo, your smock is to remain on and buttoned up.

If you are found to have violated the policy, you will be asked to leave and return properly attired.

NON-DISCRIMINATION POLICY

Alamo City Barber College has developed a Non-Discrimination Policy for the purpose of communicating our organizational position to staff and students alike (regarding discrimination).

Alamo City Barber College does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), age, religion, or ethnic origin in the administration of the college and actual practice of its' policies or procedures in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age).

This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's program and activities. If at any time, anyone feels discriminated against, please submit your complaint in writing to organization leadership for investigation. Any violations will result in immediate suspension or termination of employment (depending on applicability).

DRUG AND ALCOHOL PREVENTION PROGRAM -Part 86

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited.

Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

Purpose and Goal

Alamo City Barber College is committed to protecting the safety, health and wellbeing of all employees, students and customers alike in our workplace. We fully recognize alcohol and drug use pose a significant threat to organizational goals and objectives. As a result, we have established a drug-free workplace program balancing our respect for individuals with the need to maintain an alcohol and drug-free environment.

This policy recognizes/acknowledges student/employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of students/employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.

This organization encourages students/employees to voluntarily seek help with drug and alcohol problems.

Policy Applicability

This policy applies to any individual who is a student, conducts business for the organization, is applying for a position or is conducting business on the organization's property. Those individuals include, but are not limited to **all** Staff (employed by Alamo City Barber College) independent contractors (if applicable) and students. Both student and staff will be provided with a copy of our Policy on annual basis. The policy will be reviewed on a biannual basis.

Prohibited Behavior

It is considered a violation of our drug-free workplace policy to use, possess, sell, trade, appear to be under the influence of and/or offer for sale alcohol, illegal drugs or intoxicants

The policy of this institution is to provide information to its students and employees to prevent drug and alcohol abuse. Distribution of drug and alcohol abuse prevention information may be given through discussion, counseling, direction to drug and alcohol abuse facilities, or the distribution of printed materials.

Specifically, this institution via employee hiring interviews, employee reviews, student orientation, and printed in our School Catalog states:

1. We prohibit, at a minimum, the unlawful possession, use or distribution of drugs and alcohol by students and employees on the school's property, or as a part of the school's activities.
2. Below, please find a summary of applicable legal sanctions under local, state, and federal law for unlawful possession, use and distribution of illicit drugs and alcohol.
3. Below, please find a summary of how drug use affects health.

DRUG CRIMES -	
DRUG CONVICTION FOR <u>POSSESSION</u> (felony or misdemeanor)	Under <u>Student Aid Laws</u> : Cannot obtain any Government Student Aid, Loans, or Grants for 1 Year after 1 st Conviction for Possession; for 2 Years after 2 nd Conviction and for an indefinite amount of time after 3 rd Conviction.
DRUG CONVICTION FOR <u>SALE</u> (felony or misdemeanor)	Under <u>Student Aid Laws</u> : Cannot obtain any Government Student Aid, Loans, or Grants for 2 years after 1 st Conviction and indefinite amount of time after 2 nd Conviction.
DRUG POSSESSION	
CANNABIS (<2.5 grams)	Up to \$1500 Fine and/or Up to 30 Days in Jail
CANNABIS (2.5 grams to 10 grams)	Up to \$1500 Fine and/or Up to 6 Months in Jail
CANNABIS (10 grams to 30 grams)	1 st Offense: Up to \$2500 Fine and/or Up to 1 year in Jail 2 nd Offense: Felony Up to \$25,000 Fine and/or 1-3 Years Pen.
CANNABIS (30 grams to 500 grams)	1 st Offense: Felony Up to \$25,000 Fine and/or 1-3 Years Pen. 2 nd Offense: Felony Up to \$25,000 Fine and/or 2-5 Years in Pen.

CANNABIS (500 grams to 2000 grams)	Felony Up to \$25,000 Fine and/or 2-5 Years in Pen.
CANNABIS (2000 grams to 5000 grams)	Felony Up to \$25,000 Fine and/or 3-7 Years in Pen.
CANNABIS (over 5000 grams)	Felony Up to \$25,000 Fine and/or 4-15 Years in Pen.
PRESCRIPTION FORGERY	1 st Offense Felony: Up to \$100,000 Fine and/or 1-3 years in Pen. 2 nd Offense Felony: Up to \$200,000 Fine and/or 2-5 years in Pen.
POSSESSION DRUG PARAPHERNALIA	\$750 to \$2,500 Fine and/or up to 1 year in Jail
POSSESSION OF HEROIN, COCAINE, MORPHINE, METHAMPHETAMINE, LYSERGIC ACID OR LSD	
15 GRAMS to 100 GRAMS	Felony Up to \$200,000 Fine and/or 4-15 years in Pen.
100 GRAMS to 400 GRAMS	Felony Up to \$200,000 Fine or Street Value and/or 6-30 years in Pen.
400 GRAMS to 900 GRAMS	Felony Up to \$200,000 Fine or Street Value and/or 8-40 years in Pen.
900 + GRAMS	Felony Up to \$200,000 Fine or Street Value and/or 10-50 years in Pen.
PEYOTE, BARBITURIC ACID, AMPHETAMINE (more than 200 grams)	Felony Up to \$200,000 Fine and/or 4-15 years in Pen.
METHAQUALONE, PENTAZOCINE, PHENCYCLIDINE (more than 30 grams)	Felony Up to \$200,000 Fine and/or 4-15 years in Pen.
ANABOLIC STEROID	1 st Offense: Up to \$1,500 Fine and/or 30 Days in Jail. 2 nd Offense: Up to \$1,500 Fine and/or 6 Months in Jail.
NITROUS OXIDE	1 st Offense: Up to \$2,500 Fine and/or Up to 1 Year in Jail. 2 nd Offense: Up to \$25,000 Fine and/or 1-3 Years in Pen.
SALE, MANUFACTURE, POSSESSION WITH INTENT TO TRAFFIC DRUGS	

CANNABIS (less than 2.5 grams)	Up to \$1,500 Fine and/or 6 Months in Jail.
CANNABIS (2.5 grams to 10 grams)	Up to \$2,500 Fine and/or 1 Year in Jail.
CANNABIS (10 grams to 30 grams)	Felony Up to \$25,000 Fine and/or 1-3 Years in Pen.
CANNABIS (30 grams to 500 grams)	Felony Up to \$55,000 Fine and/or 2-5 Years in Pen.
CANNABIS (500 grams to 2000 grams)	Felony Up to \$100,000 Fine and/or 3-7 Years in Pen.
CANNABIS (2000 grams to 5000 grams)	Felony Up to \$150,000 Fine and/or 4-15 Years in Pen.
CANNABIS (more than 5000 grams)	Felony Up to \$200,000 Fine and/or 6-30 Years in Pen.
COCAINE (1 to 15 grams) HEROIN (10 to 15 grams) MORPHINE (10 to 15 grams) METHAMPHETAMINE (5 to 15 grams)	Felony Up to \$250,000 and/or 4-15 Years in Pen.
COCAINE, HEROIN, MORPHINE, METHAMPHETAMINE, LSD	
15 GRAMS to 100 GRAMS	Felony Up to \$500,000 and/or 6-30 Years in Pen.
100 GRAMS to 400 GRAMS	Felony Up to \$500,000 or Street Value and/or 9-40 Years in Pen.
400 GRAMS to 900 GRAMS	Felony Up to \$500,000 or Street Value and/or 12-50 Years in Pen.
OVER 900 GRAMS	Felony Up to \$500,000 or Street Value and/or 15-60 Years in Pen.
NITROUS OXIDE	Felony Up to \$25,000 Fine and/or 2-5 Years in Pen.
*FELONY, INCREASES PENALTY TO 15-20-25-LIFE Increased Penalties for use of Firearm during Commission of Offense: <ul style="list-style-type: none">• Use of firearm during commission of offense: 15	

<p>years added to sentence imposed</p> <ul style="list-style-type: none"> • Discharge of firearm during commission of offense: 20 years added to sentence imposed • Discharge of firearm causing death or injury: 25 years or up to natural life added to sentence imposed 	
<p>MISDEMEANORS</p>	<p><u>Class A</u>: Up to \$2,500 Fine and/or Up to 1 Year in Jail</p> <p><u>Class B</u>: Up to \$1,500 Fine and/or Up to 6 Months in Jail</p> <p><u>Class C</u>: Up to \$1,500 Fine and/or Up to 30 Days in Jail</p>
<p>FELONY CONVICTION</p>	<p><u>Class X Felony</u>: Up to \$25,000 Fine and/or 6 to 30 Years in Pen.</p> <p><u>Class 1 Felony</u>: Up to \$25,000 Fine and/or 4 to 15 Years in Pen.</p> <p><u>Class 2 Felony</u>: Up to \$25,000 Fine and/or 3 to 7 Years in Pen.</p> <p><u>Class 3 Felony</u>: Up to \$25,000 Fine and/or 2 to 5 Years in Pen.</p> <p><u>Class 4 Felony</u>: Up to \$25,000 Fine and/or 1 to 3 Years in Pen.</p>

HOW DOES DRUG USE AFFECT YOUR HEALTH?

Health risks are everywhere and are compounded with the use and abuse of drugs. Risks associated include nausea, depression, cardiac damage, coma, anxiety, and even death. Risks to pregnant women include difficult pregnancies and physical and mental damage to the fetus.

Drug use, including alcohol, may diminish short term memory, affect your coordination, slow your reflexive abilities, impair your ability to make sound judgments and impair your ability to operate motor vehicles.

A description of alcohol and drug categories, the effects, symptoms of overdose, symptoms of withdrawal and indications of misuse can be found at:

<http://ncadi.samhsa.gov/>

and at the Drug Enforcement Administration of the U.S. Department of Justice website:

<http://www.usdoj.gov/dea/concern/concern.htm>Federal Trafficking Penalties can be found at:

<http://www.usdoj.gov/dea/agency/penalties.htm>

Searches

Enrolling in Alamo City Barber College premises constitutes consent to random searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted desks and workstations. Moreover, your enrollment also indicates your consent to submit to random drug testing if asked by organizational leadership to do so.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however; an individual violates the policy, the consequences may range from conditional probation (which may require the completion of a drug treatment program) prior to returning to work or termination of employment.

In the case of employment applicants, if it is determined drugs and alcohol are used, the offer for employment may be withdrawn and the applicant may not reapply for an opening.

In the case of a student, drug and alcohol usage will result in immediate termination from our programs.

Assistance

Alamo City Barber College recognizes alcohol and drug abuse and addiction are treatable illnesses. We also realize early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned they or a family member may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

Treatment for alcoholism and/or other drug use disorders and the associated financial responsibility are the responsibility of the employee.

Confidentiality

All information received by Alamo City Barber College through the drug-free workplace program is confidential. Access to this information is limited to those who have a legitimate need to know (as defined by Organizational Leadership, Policies and regulatory requirements)

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Students, employees and management have important roles to play. All

students/employees are required to stay home from work if their ability to perform job duties is impaired due to on-or off-duty use of alcohol or other drugs. Additionally, students/employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow students/workers in seeking help.
- Report dangerous behavior to their instructor/supervisor.

It is the instructor/supervisor's responsibility to:

- Inform students/employees of the drug-free workplace policy.
- Observe student/employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel students/employees as to expected performance improvement.
- Clearly state consequences of policy violations.

Communication

Communicating our drug-free workplace policy to students, supervisors, and employees alike are critical to the success of the policy. To ensure all students/employees are aware of their role in supporting our drug-free workplace program:

- The policy will be reviewed in orientation sessions with new employees/students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of **Personally Identifiable Information** (PII), from school records and defines the rights of the student to review the records and request a change to the records.

With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right to:

- review their education records,
- seek to amend inaccurate information in their records, and
- provide consent for the disclosure of their records.

These rules apply to all student education records the school keeps, including admissions records (only if the student was admitted) and academic records, as well as any financial aid records pertaining to the student.

Students' & Parents' Rights to Review Educational Records

A school must provide a student with an opportunity to review his or her education records within 45 days of the receipt of a written request. A school is required to provide the student with copies of education records or make other arrangements to provide the student access to the records if a failure to do so would effectively prevent the student from obtaining access to the records.

Student Record Fees for Copies

While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, if the fee would not prevent access to the records. Here at Alamo City Barber College, a \$25 fee will be charged for Administrative costs.

Student Parents' Rights

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA **does permit** a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules. However, the Institution must establish that the student's parents do meet the requirements as outlined by the IRS rules.

IRS Definition of a Dependent Student

Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents **on their parent's income tax return**. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

Prior written consent to disclose the student's records

Except, under one of the special conditions described in this section, a student must provide written consent before an education agency or school may disclose PII from the student's education records.

Written consent must:

- state the purpose of the disclosure
- specify the records that may be disclosed
- identify the party or class of parties to whom the disclosure may be made, and
- be signed and dated

If the consent is given electronically, the consent form must:

- identify and authenticate a particular person as the source of the electronic consent, and
- indicate that person's approval of the information contained in the electronic consent.

FERPA Exceptions

The FERPA regulations include a list of exceptions where the school may disclose PII from the student's file without prior written consent.

Disclosures to School Officials

Some of these disclosures may be made to officials at your school or another school who have a legitimate interest in the student's records (transfer student). Typically, these might be admissions records, grades, or financial aid records. Disclosure may be made to:

- School officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
- Officials of another postsecondary school or school system where the student receives services or seeks to enroll (transfer student).
- Third-party servicers that our school has contracted with who perform a Title IV, HEA function are considered school officials under FERPA. A school official may disclose personal information from your student education records to a servicer.

Disclosures to Government Agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. **“Authorized representatives”** includes employees of the Department:

- Employees of the Office of Federal Student Aid, the Office of Postsecondary Education,
- Office for Civil Rights, and
- National Center for Education Statistics, as well as firms that are under contract to the Department to perform certain administrative functions or studies.

In addition, disclosure may be made if it is in connection with financial aid that the student has received or applied for during enrollment at Alamo City Barber College. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, or the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

Release of Personally Identifiable Information

A school may release PII on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

FERPA Student Complaint

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Alamo City Barber College is 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 of Education
 6000 Independence Avenue, SW
 Washington, DC 20202-4605

Federal Student Financial Aid Record Retention Requirements

Records Series Title/Description	Minimal Retention Period*	Notes
SFA Program Records		
Accrediting and licensing agency review, approvals and reports	3 years AY	1,2,3,4
Audit reports and school resources	3 years AY	1,2,3,4
Records pertaining to financial responsibility and standards of administrative capability	3 years AY	1,2,3,4
Program Participation Agreement	3 years AY	1,2,3,4
Self-evaluation reports	3 years AY	1,2,3,4
State agency reports	3 years AY	1,2,3,4
SFA Fiscal Records		
Bank Statements for accounts containing SFA funds	3 years AY	1,2,3,4
Federal work-study payroll records	3 years AY	1,2,3,4
Ledgers identifying SFA transactions	3 years AY	1,2,3,4
Records of SFA program transactions	3 years AY	1,2,3,4
Records of student accounts	3 years AY	1,2,3,4
Records supporting data on required reports (SFA program reconciliation reports, audit reports and school responses, Pell Grant statements of accounts, accrediting and licensing agency reports)	3 years AY	1,2,3,4
SFA Recipient Records		
Application data submitted to the Dept. of Education or lender by the school on behalf of the student	3 years AY	1,2,3,4
Data used to establish student's admission, enrollment status, and period of enrollment	3 years AY	1,2,3,4
Date and amount of disbursements	3 years AY	1,2,3,4
Documentation of student's eligibility	3 years AY	1,2,3,4
Documentation of student's satisfactory academic progress	3 years AY	1,2,3,4
Documentation of student's program of study and enrolled courses	3 years AY	1,2,3,4
Documentation related to the receipt of aid, such as the amount of grant, loan, or FWS award and calculations used to determine aid amounts	3 years AY	1,2,3,4
Documentation of initial or exit loan counseling	3 years AY	1,2,3,4
Documentation supporting the school's calculation of its completion/graduation or transfer-out rate	3 years AY	1,2,3,4
Documents used to verify applicant's data	3 years AY	1,2,3,4

Records Series Title/Description	Minimal Retention Period*	Notes
Financial aid history for transfer students	3 years AY	1,2,3,4
Reports and forms used for participation in the SFA program	3 years AY	1,2,3,4
Student Aid Report (SAR) or Institutional Student Information Record (ISIR)	3 years AY	1,2,3,4
Requirements for Specific Aid		
Borrowers eligibility records	3 years AY ^{A,B}	1,2,3,4
Campus-based aid (Perkins loan, SEOG and Federal Work Study)	3 years AY ^A	1,2,3,4
FFEL and Direct Loans	3 years AY ^A	1,2,3,4
Fiscal Operations Report and Application to Participate (FISAP)	3 years AY ^A	1,2,3,4
All other records/reports	3 years AY ^{A,C}	1,2,3,4

Notes

*AY: From award year

^A End of award year

^B Of student's last attendance

^C Of report submission

¹ Schools may be required to retain records for longer periods of time if the records are involved in a SFA program review, audit, or investigation. If the three-year retention period expires before the issue is resolved, records must be retained until resolution is achieved.

² Financial aid records are normally maintained by financial aid offices. The SFA requirements do not, however, mandate that all records be maintained by financial aid offices. Business offices, admissions, and/or registrars' offices may be more appropriate custodians of financial aid records.

³ Schools must adhere to the record retention requirements upon their closing, change of ownership, termination, or suspension from participation in the SFA programs.

⁴ In addition to keeping records on federal financial aid, institutions are also responsible for the maintenance of financial aid transcripts for transfer students.

BARBER COLLEGE SECURITY POLICY AND PROCEDURE

Alamo City Barber College has established a security policy for the purpose of outlining expectations in case of a security breach. The purpose of the policy is to ensure a reporting process is established to assist in the assurance of employee, student and customer safety alike. The policy is prescribed in our course catalog and reads as follows:

This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency, to directly contact local law enforcement or other emergency response agencies by dialing (911).

All students and employees are required to report any crime or emergency to any institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Only students, employees and other parties (to include customers) having business with Alamo City Barber College should be on institutional property. Guests and prospective students or any other person entering the premises must check in at the entrance and identify their purpose of visit and the person to be visited. All rear access doors leading to the campus are closed and locked during evening hours starting at 5:00pm. When the school closes for the night, the school's official or supervisor will inspect the college to ensure the facility is empty, set the alarm and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

Current policies concerning campus law enforcement are as follows:

- Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, an institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
- The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to his/her own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- Do not leave personal property in classrooms
- Report to your institutional official, any suspicious persons.
- Always try to walk in groups outside the school premises.
- If you are waiting for a ride, wait within sight of other people
- Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
- The “Crime Awareness and Campus Security Act” is available upon request to students, employees (staff and faculty) and prospective students.
- The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
- Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, cause a suspect to flee evade detection: or result in the destruction of evidence.
- Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

Alamo City Barber College does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution’s policies and regulations are properly disclosed to prospective students.

Alamo City Barber College does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.

Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff.

Sexual assaults (criminal offences) on campus will be reported immediately to the institution’s official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's officer but rather contact the appropriate agency by calling (911).

Jamal Pratt

8910 Bandera Rd, Suite 209, San Antonio, TX 78250

Name of institution's officer	Address
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The barber college is equipped with security cameras that provide a record of activity inside the building on a 24 hour basis. The information recorded is backed up each night to an offsite file. The barber college also maintains a functioning alarm system, which is promptly responded to by the police as established in our security agreement.

Any breach of security should be reported to school leadership (i.e. Mr. Paul Griffith, Mr. Jamal Pratt, or Leona Williams). A written report should be prepared by the staff, student or customer alike; documenting the breach and submitted to the Instructor on duty. Next, the Instructor on duty; should forward the report to school leadership (as previously defined). Once supplied to school leadership, the written report will be investigated and depending on the results, possibly forwarded to the police or other authorities as necessary. **In the event of an immediate emergency, the police, fire or medical personnel should be contacted immediately via 911.**

The clinic floor and the waiting area are available for clients of the school and family members of students; all other areas of the college are for student use only. Students shall not invite non-students, into the classroom or break room areas, as those are restricted areas for use by students and staff.

Students should bring all belongings needed for the day into the barber college when they arrive for the day. Student should also secure all items of value in their vehicles (i.e. cell phones, radar detectors, computers, etc.), in an effort to preclude potential theft. Please note: Alamo City Barber College is not responsible for replacing items resulting in theft or being lost.

All students should park in designated areas (as communicated by the ownership group or designee). Students are prohibited from sitting or loitering in or around vehicles during the course of the school day as well as in the strip mall (in other words, all students are required to be located within the Barber College while on the commercial property).

Students are not to eat lunch in their vehicles. Students who are on smoke break outdoors are not to have conversations with others in the parking lot and must take their smoke break in the back of the barber college. Please note: students are not permitted to open the back door except for emergencies, which does not include smoke breaks. Therefore, if you smoke and need a smoke break; you must exit the building through the entry way and return through the entry way.

Our location has a well light parking lot adding to the safety for students and customers alike. However, at night all students are encouraged to walk with one another to their vehicles to remain diligent in preventing potential security threats.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT (CLERY)

ALAMO CITY BARBER COLLEGE Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the three most current year of consumer disclosure is provided as a separate handout as part of the admissions package for new students, employment package for new employees. Current students and employees will receive an updated consumer information handout each year between July 1st and September 30th, for the current award year.

EMERGENCY RESPONSE AND EVACUATION

GENERAL EMERGENCY PROCEDURES

Who to Contact

All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the Chief Administrative Officer to report criminal actions or emergencies to the appropriate agency by calling (911).

Medical Attention

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

PERSONAL RESPONSIBILITY FOR SAFETY

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

Individual Responsibility

Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Use only the appropriate protective equipment and devices.
Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School President. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

Accident Investigation and Reporting

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/ Instructor no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

Firearms

Firearms, ammunition, explosives or other weapons are prohibited on the school property.

Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and
- **TCLEOSE approved students MAY NOT CARRY ON THE SCHOOL PREMISES APPLIES ONLY TO STUDENTS AND STAFF.**

Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

FIRE PREVENTION AND SECURITY

Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

No one should smoke in areas where “No Smoking” signs are posted, or where hazard from smoking exists.

If a fire should occur, contact your supervisor/instructor or the School President.

Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUISHER AND AGENT
Ordinary Combustible Materials Such As Paper, Wood, and Trash	Water (Preferred) And Multi-purpose
Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas	Dry Chemical (Preferred) And Carbon Dioxide
Electrical such as Electronic Instruments And Switchgear Installations	Carbon dioxide (Preferred) And Dry Chemical

Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degrees F

SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT

Rule

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibility

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use. Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

SEVERE WEATHER

Tornado

If (in the judgment of the President or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.
- Everyone should remain in these “safe” areas until in the opinion of the President the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding

Because of the elevation of the School, buildings at Alamo City Barber College are not likely to flood. However, during periods of flooding, the President will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, the President may dismiss classes to allow commuters to return home safely.

Closing the School as the Result of Severe Weather

Only the CEO or CAO have the authority to close the School. When this action is taken, the President will notify the students and faculty. In addition, it will be posted on the School’s website and the local radio station will be notified and asked to broadcast the notice of closing.

Self-Determination Policy

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

EVACUATION PROCEDURES

Emergency Evacuation

During an emergency evacuation, each Instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor’s responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

Instructors should know the shortest route from the classroom to the nearest exit.

When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.

The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.

Never return to the building until instructed to do so by the appropriate authorities.

CRITICAL INCIDENT RESPONSE PLAN

Objectives

1. To coordinate the School's response to critical incidents while pay special attention to the safety and security needs of members of the Alamo City Barber College community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

DEFINITION OF A CRITICAL INCIDENT

A critical incident is a situation that involves an Alamo City Barber College student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

(Note: This plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)

STUDENT ASSISTANCE SERVICES

Personal Counseling Referrals

The President of Alamo City Barber College will act as the referral agent for student seeking assistance for emotional or personal counseling services.

PROCEDURES FOR ALAMO CITY BARBER COLLEGE

Step 1 - Alamo City Barber College - The President, Chief Administrative Officer, or Campus Director is notified of a critical incident involving a Alamo City Barber College student or employee at (210) 523-7777.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

Step 2 - Alamo City Barber College– The President gathers information concerning the critical incident and responds accordingly. In the event that scheduled classes need to be cancelled or altered in some manner the CEO, CAO or Campus Director will contact both the faculty and students. Any media contact, press releases, email or website assistance must be coordinated through the School CEO or CAO

Step 3 - Alamo City Barber College– Depending on the evaluation of the situation, one or more of the following may occur:

Step 3A - Alamo City Barber College will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond, to or otherwise mitigate the emergency.

The CEO goes to scene of the incident to assess the need for back-up personnel. Based on the initial findings and upon agreement with either the CEO or CAO, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

Step 3B - If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the President and/or Director. Current contact information for the CIRT is maintained at the front desk of Alamo City Barber College

Step 3C - President initiates family contacts.

Step 3D – CIRT Command Headquarters is activated in the CEO's Office. The Crisis Center (if activated) will be located in the Administration building. The CIRT Command Head Quarters will communicate directly with the Crisis Center on activities and communications to be carried out.

Step 3E – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the CEO in dealing with the critical incident. This may include: assisting affected student or employee's family members, counseling with students or college employees, gathering additional information, etc.

Step 4 - Alamo City Barber College– Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.

Step 5 - Alamo City Barber College– The CIRT will formulate a recommendation with the assistance of the CEO and policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the CEO.

Alamo City Barber College Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administrative Office of Alamo City Barber College. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The President will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

Member of the Alamo City Barber College INCIDENT RESPONSE TEAM

Critical Incident Response Team			
President	Paul	Griffith	210.523-7777
Chief Administrative Officer	Jamal	Pratt	210.523-7777
Campus Director	Leona	Williams	512-731-7792

Emergency Communication Guidelines

In the event of an emergency that directly affects Alamo City Barber College all students and employees will be notified by telephone and/or email and/or the School website.

EXAMPLES OF LIFE THREATING/SERIOUS SITUATIONS AND RESPONSES

FIRES:

- **Examples: Buildings, Grounds, Automobiles**
 1. Call the appropriate college official at the location.
 2. Clearly identify the location of the incident.
 - a. Building name
 - b. Physical location on campus
 - c. Room or area where fire is located
 3. Evacuate the area.
 - a. Check the evacuation signs posted in hallway and
 - b. Follow to the Exit
 - c. Gather in Parking lot
 4. Call the Fire Department
 - a. Remain in Parking lot until the Fire Department has indicated that it is safe to re-enter the building.

SEVERE WEATHER: (i.e., Tornado)

- **Tornado Watch** – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- **Tornado Warning** – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
 - When a tornado **WARNING** is received by way of siren or public broadcast:
 - Alamo City Barber College faculty and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
 - If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
 - Protect yourself by:
 - Lying face down
 - Drawing your knees up under you
 - Covering the back of your head with your hands

POWER OUTAGE:

- If an electric power outage occurs, the following procedures need to be taken:
 - Emergency flashlights will come on in each room.
 - Open doors and window coverings to take advantage of natural lighting.
 - Help those in need of assistance.
 - Carry flashlight to the Exits.

CRIMINAL DISTURBANCE:

- **EXAMPLES:**
 - Robbery
 - Assault (verbal or physical)
 - Theft in progress
 - Hostage situation
 - Gang activity
 - Weapon on campus

1. Do not resist or attempt to retaliate unless your life depends on self-defense.
2. Call local law enforcement.
3. Report any criminal disturbance to the School CEO immediately.

BOMB THREATS:

1. Do not hang up or put the person on hold.
2. Record date and time you were notified of a bomb threat.
3. Obtain as much information as possible.
4. Call the School President or Campus Director.
5. The School CEO or CAO will call the local law enforcement.
6. Do not take any further action, unless you are specifically asked to do so.

DISRUPTIVE BEHAVIOR:

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the School CEO, CAO or Campus Director.

- Examples of disruptive behavior:
 - Throwing rocks in windows
 - Blocking chairs and tables in classrooms
 - Writing on walls and defacing the School property
 - Verbal abuse of students or employees
 - Disturbing instructors or students
 - Unauthorized protests

Make written documentation of incident.

DRUG/ALCOHOL INTOXICATION:

- Immediately call the School CEO, CAO or Campus Director.

UNUSUAL BEHAVIOR:

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the CEO, CAO or Campus Director.
2. Do not argue with the person, no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

MEDICAL EMERGENCY:

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
 - Reportable examples include but are not limited to:
 - Medical emergencies
 - Occupational accidents requiring medical treatment other than minor first aid.
 - Accidents caused by property damage or unsafe conditions.
 - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School President or Campus Director should be notified of the location of the emergency.
 2. ALWAYS document the incident.

MINOR FIRST AID:

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained in the Ladies Restroom with band aids and supplies for minor injuries.

EVACUATION PROCEDURES:

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe. Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

LOCKDOWN PROCEDURES:

The lockdown process will only be initiated with the approval of the CEO or CAO. Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

Lockdown Basics:

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

EMERGENCY RESPONSE AND EVACUATION DRILLS

Alamo City Barber College conducts a test of the emergency response and evacuation procedures at least once a term. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the President's Office and includes the date, time and whether the Drill was announced or unannounced.

Crime statistic information will be provided as a handout to new students the first day of class and to new employees between July 1st and October 1st of the current year.

MEDIA SERVICES

The Scope and Availability of Services

The extent of the Learning Resource Services at Alamo City Barber College is to provide students with current, comprehensive information related to the area of training. The accessibility provides students with the opportunity to supplement the quality of instruction and support the overall mission of Alamo City Barber College.

Media Services Plan Purpose

- To provide and organize materials and resources for the instructional programs
- To provide adequate physical facilities and resources for the instructional programs offered here at Alamo City Barber College
- To provide adequate access for both students and faculty to media services
-

The responsibilities for curriculum assumed by-

- **The Faculty** (i.e. Instructors and Student Teachers) is to administer the TDLR approved curriculum, by using the selected education medium to effectively train and prepare students to successfully complete both the written and practical examinations of the Barber Board. The faculty is also responsible for notifying the ownership group of the need for additional instructional supplies and equipment. Finally, the Instructors are responsible for administering the media service curriculum components of our programs (associated with supplemental learning)

EDUCATION RESOURCE MATERIAL INVENTORY (As of March 2019)

All educational resource materials are current and available for use by students (upon request) and Faculty members alike. The textbooks utilized as a means to administer the curriculum (as approved by TDLR) to the Student's for the courses offered at Alamo City Barber College are included in the toolkit offered to each student enrolled in our barber programs. Depending on the program enrolled the textbooks included in the toolkit are as follows:

- Milady's Standard Professional Barbering, 6th Edition Bundle- ISBN-10: 1-305-10055-7| ISBN -13: 978-1-305-10055-8
- Milady's Standard Professional Barbering, Student Workbook – Included in above bundle
- Milady's Standard Professional Barbering, Exam Review – Included in above bundle
- Milady's Master Educator, Student Workbook 2nd Edition – ISBN-10:1-133-69369-5
- Milady's Master Educator, Exam Review, 2nd Edition – included in above bundle

In addition to the items listed above, we also have the Teaching Guides for Barbering (to include DVD's), Nail Technology and Cosmetology for use by Institutional Instructors in administering our Barber programs. They include the following:

- Milady's Standard - Professional Barbering - Student CD-ROM
- Milady's Standard - Professional Barbering - Course Management Guide (Instructors Only)
- Milady's Standard - Professional Barbering - Procedures DVD
- Milady's Standard - Nail Course Management Guide CD-ROM
- Milady's Standard - Nail Technology Instructor Support Slides
- Paul Mitchell Schools - Cutting Systems Layered Technique
- Paul Mitchell Schools - Cutting Systems One-Length Technique
- Instructional DVD - How to Cut a Bald Fade
- Instructional DVD - How to Cut a Low Bald Fade
- Instructional DVD - Clipper Maintenance
- Instructional DVD - How to Cut a Dark Caesar
- Barber Board Prep Examinations.

Milady's is the premiere education resource for the Barber Industry.

ACCREDITING AGENCY

Council on Occupational Education
41 Perimeter Center East NE Suite 640
Atlanta, Georgia 30346
Phone - 770-396-3898

TEXAS DEPARTMENT OF LICENSING REGULATION

P.O. Box 12157
Austin, Texas 78711
Phone - 800-803-9202

GRIEVANCE PROCEDURE

In accordance with our mission statement, Alamo City Barber College will make every attempt to resolve non-frivolous and non-meritorious student complaints. Complaint procedures will be included in new student orientation, thereby assuring that all students know the steps to follow should they wish to register a complaint. The evidence of final resolution of complaints will be retained in the school files in order to determine the frequency, capture and pattern of complaints for the institution. The information will be used to evaluate our effectiveness and outcomes.

The following procedure outlines the steps of the complaint process.

1. The student should register the complaint in writing on the designated form available in the as part of the new orientation guide, within 60 days of the event.
2. The complaint form must be delivered to the school office.
3. The school management team will review the complaint and a response will be prepared.
4. The response will be delivered to the student within 15 days of receipt of the complaint. The school's response may not provide the final resolution but may serve to notify the student that the school is investigating the complaint.
5. During the evaluation of the complaint, interviews of other students and staff may be necessary to resolve the complaint.
6. In the case of an extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary the corporate 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 an Advisory Board Member, another member who may not be related to the student filing the complaint or another student in the school. The hearing will be within 90 days of committee appointment. The hearing will be informal and allow the student to present the case followed by the response of the school. The hearing committee will ask questions and within 15 days of the hearing will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management will consider the report and either accept, reject or modify the recommendation of the committee.

A complaint form is made a part of this catalog for student's convenience.

Grievances should first be addressed using the grievance procedure listed above; if after you have exhausted the grievance policy above and you continue to be dissatisfied, you may contact the Council on Occupational Education (our Accreditation Body) at:

Council on Occupational Education

41 Perimeter Center East NE Suite 640

Atlanta, Georgia 30346

Phone - 770-396-3898

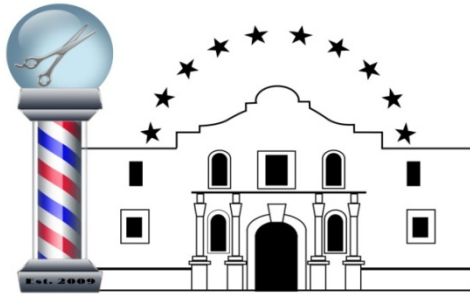
GRADUATION RATE

Alamo City Barber College graduation rates for January 1, 2019 through December 31, 2019 are as follows for the following Programs:

Class A Barber Program	70%
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Cosmetology Operator to Class A Barber Program	92%
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The numbers presented were reported to our Accrediting Body, The Council on Occupational Education as of December 31, 2020.



ALAMO CITY BARBER COLLEGE

GRIEVANCE FORM

Student Name _____

Student Current Mailing Address _____

Please be sure the address is correct, as documents will be mailed to the address listed.

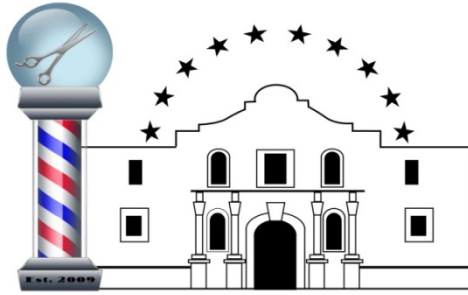
Student Phone _____

Date of Grievance _____ **Date of Incident** _____

In your own words please explain what happened in a short and concise statement:

What outcome would you recommend from this grievance?

Date Received at Alamo City Barber College _____



ALAMO CITY BARBER COLLEGE

ORIENTATION DISCLOSURE FORM

On this day _____, 2022: I _____ was in attendance for the Alamo City Barber College orientation program. The orientation program was provided by _____ of Alamo City Barber College. The Program introduced me to Alamo City Barber College policies and procedures, as well as expected student behavior guidelines.

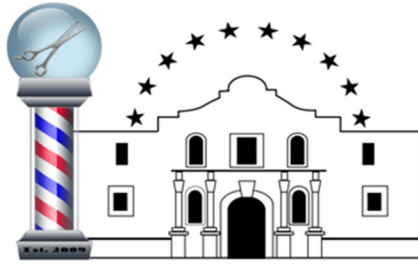
The program also notified me; that in circumstances whereby I have been absent more than 10% of my program, an additional charge of **\$15.00** an hour for each additional hour I am absent until I have fulfilled my hour requirements for graduation.

For all other Programs enrolled the student will be assessed a **\$5.00** per hour charge until the required number of hours to satisfy the program course requirement are attained.

My signature affixed at the bottom of this disclosure form, signifies my acceptance and subsequent compliance with all state rules, policies and guidelines contained in the School Catalogue issued to me during this orientation program. I understand my acceptance, will be permanently documented in my student file and may request a copy at any time.

Student Signature

Date



ALAMO CITY BARBER COLLEGE

GENERAL ACKNOWLEDGEMENT STATEMENT

NATURE OF WORK

I hereby certify that I have received information concerning job demands, safety requirements, employment opportunities, compensation and the licensing requirements of the Class A Barber designation as defined by the Texas Department of Licensing and Regulation.

HOW OUR STUDENTS ARE DOING

I hereby certify that I have received information concerning the most recent school completion, graduation, licensure and employment rates.

CAMPUS CRIME STATISTICS

I hereby certify that I have received the most recent annual security report. I understand I have the right to a complete report upon request. I also understand I have the right to feel safe while at Alamo City Barber College facilities and in the event I feel threatened or harassed I should report any or all inappropriate actions to the Alamo City Barber College Leadership (to include Campus Director, Instructors and/or the Ownership Group).

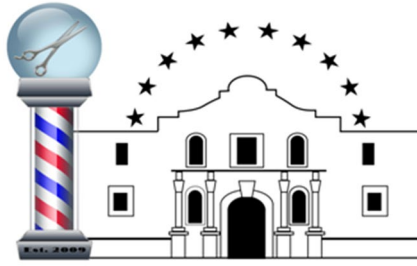
DRUG FREE CAMPUS

I hereby certify that I have received the drug prevention information (contained in the Consumer Information Guide) and I understand the drug and alcohol policy and described in both the Consumer Information Guide and School Catalog.

Print Name

Signature and Date

Alamo City Barber College – School Official



ALAMO CITY BARBER COLLEGE

ENTRANCE LOAN COUNSELING AND MASTER PROMISSORY NOTE

As a student of Alamo City Barber College **and** if you have received Financial Aid in the form of a Subsidized, Unsubsidized and/or a Plus loan, you are required to complete **ENTRANCE LOAN COUNSELING** and sign a **MASTER PROMISSORY NOTE**.

As a matter of operational practice, Alamo City Barber College **WILL NOT** issue you a **TOOLKIT** or disburse loan payments (for tuition) prior to receiving confirmation that you have completed **ENTRANCE LOAN COUNSELING** and signed your **MASTER PROMISSORY NOTE**.

To complete Entrance Loan Counseling and sign your Master Promissory Note, please visit www.studentloans.gov. Please note, you will need your login and password used when creating your FAFSA. At the conclusion of completing your Entrance Loan Counseling and signing your Master Promissory Note, please be sure you select the option to notify your school.