

# EAST TO WEST BARBER ACADEMY

**320 South Bridge Street  
Visalia, California, 92391  
Telephone No. (559) 429-4287**

## SCHOOL CATALOG

**JANUARY 1, 2024 – DECEMBER 31, 2024**

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**[WWW.EASTTOWESTBARBERACADEMY.COM](http://WWW.EASTTOWESTBARBERACADEMY.COM)**

*Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at*

*1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov),  
toll-free telephone number (888) 370-7589 or by fax (916) 263-1897."*

**“AS A PROSPECTIVE STUDENT, YOU ARE ENCOURAGED TO REVIEW THIS CATALOG PRIOR TO SIGNING AN ENROLLMENT AGREEMENT. YOU ARE ALSO ENCOURAGED TO REVIEW THE SCHOOL PERFORMANCE FACT SHEET, WHICH MUST BE PROVIDED TO YOU PRIOR TO SIGNING AN ENROLLMENT AGREEMENT”**

You can find our school catalog, the school performance fact sheet for each course offered by our Institution; student brochure, the most recent annual report submitted to the Bureau (BPPE) on the link to the Bureau’s website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

**WELCOME to East to West Barber Academy**, "As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

Take a giant step towards an extremely exciting career in the barber & beauty industry, an industry that has continued to provide rewarding opportunities.

East to West Edu, LLC, was founded on September 21, 2018, in Visalia, California. East to West Barber Academy is owned by East to West Edu, LLC, with members Mr. Wilfredo L. Olan and Mrs. Jennifer M. Olan. As we continue to grow and advance, our school will be proud in delivering successful graduates every year.

**East to West Edu, LLC**  
**dba East to West Barber Academy**

**STAFF & FACULTY**

**CEO**

**WILFREDO L. OLAN**

**CFO/COORDINATOR**

**WILFREDO L OLAN**

**CAO**

**JENNIFER M. OLAN**

**FINANCIAL/ACCOUNTING DIRECTOR**

**Jennifer M. Olan**

**INSTRUCTORS**

**Wilfredo L. Olan**  
**Albert Corona**

**INSTRUCTORS**

**Jennifer M. Olan**  
**Adrian Ortega**

**ADMISSIONS OFFICER/PLACEMENT OFFICER/REGISTRAR**

**Jennifer M. Olan**  
**Makayla Llamas**

**SUBSTITUTES**

**Wilfredo L. Olan**  
**Jennifer M. Olan**

Wilfredo L. Olan  
Jennifer M. Olan

Has a Barber License and has over 25 years of experience in the field.  
Has a Cosmetology & Barber License. She has over 15 years of experience in the field.

Our instructors possess current state licenses issued by the Board of Barbering and Cosmetology. In addition, all Instructors are up to date to the latest trend, by attending expos and shows giving them a well-rounded experience in the industry. They all have a minimum of three years with their license in the field of Cosmetology and/or Barber.

Currently the substitute Instructor is each other; we do not anticipate utilizing any other substitute Instructors, until such time merits so. Substitute Instructors will need the minimum requirements to teach.

## **Mission and Objectives Statement**

Our school's mission and objectives statement are to provide complete, quality education, training, and skills to all our graduates, in order to perform hair services and methods necessary to be successful in the profitable field of Barber and be ready to pass the Board Licensure Test to obtain their Barber License.

East to West Barber Academy is a private institution, that is approved to operate by the bureau, and that this approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. This approval does not imply that the Bureau endorses our program(s), or that the Bureau approval means the institution exceed minimum state standards.

**Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:**

### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

1747 N. Market Blvd. Ste. 225

Sacramento, CA 95834

P.O. Box 980818 West Sacramento, CA 95798-0818



[www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and fax #'s: (888) 370-7589 or by fax (916) 263-1897  
(961) 574-8900 or by fax (916) 263-1897.

### **FINANCIAL AID IS NOT AVAILABLE AT THIS TIME**

*Documentation for approval to operate or Memberships may be reviewed upon request.*

*The Certificates and/or Licenses of these Approval and Membership are also displayed in the Administrative Office of the school.*

***East to West Barber Academy is non accredited agency.***

**East to West Barber Academy is not a home study or correspondence school.**

**East to West Barber Academy does not offer instruction in English as a Second Language.** The English entry level is equivalent to a 10<sup>th</sup> grade of education, which is complied with the proof at High School attendance and/or GED completion or its approved equivalent to High School.

East to West Barber Academy does not accept students under the Ability-to-Benefit status.

**East to West Barber Academy** has NO pending petition for Bankruptcy, and has not filed a petition in bankruptcy, is not operating as a debtor in possession, nor has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it with the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

#### **Our facilities:**

We are located at 320 South Bridge Street: Visalia, CA 92361

Class sessions will be held at 320 South Bridge Street: Visalia, CA 92361. Facilities consists of a reception area, a classroom, two clinic floors with 23 stations/chairs, 3 shampoo bowls, 6 Dryers, and a Towel Sterilizer. Each classroom can sit up to 25 students; the restroom has hot and cold running water, and we have a break room in the back and an administrative office.

We offer a small library holding in our office and we also have a computer where our students can go online to get any other resources available for the course, they are enrolled on.

No formal procedure to access resources but are available to use during class hours.

“The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling **(888) 370-7589** or by visiting ([Office of Student Assistance and Relief \(ca.gov\)](https://www.sos.ca.gov/office-of-student-assistance-and-relief)).”

**East to West Barber Academy** offers the following course: Barber 1000 clock hours

The Board of Barbering and Cosmetology of California requires students to complete:

- ✓ 1000 hours to qualify for Barber licensure

All courses will be taught in English. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate confirming the fact. Prospective enrollees, including interested phone inquirers are encouraged to visit the facilities to discuss personal, educational or career plans with a school official before enrolling or signing enrollment agreement. The enrollment agreement or contract is in English.

**East to West Barber Academy** presently DOES NOT participate in financial assistance programs designed to provide grants and aid to pay tuition and fees for qualified students. Available financial assistance will be discussed individual with prospective students at time of enrollment.

**East to West Barber Academy** has NOT entered into an “articulation or transfer agreement” with another university or college.

**"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"**

"The transferability of credits you earn at **East to West Barber Academy** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in the **Educational Program** is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **East to West Barber Academy** to determine if your Certificate of Completion will transfer."

East to West Barber Academy **SCHEDULE OF CHARGES** *EFFECTIVE August 2022*

|                                                                                                                                                                                                                                                                                                                     |                                          |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------|
| <b>a. Barber Course</b>                                                                                                                                                                                                                                                                                             | <b>Tuition</b>                           | <b>\$ 8,200.00</b>  |
|                                                                                                                                                                                                                                                                                                                     | <b>Registration Fee (Non-Refundable)</b> | <b>200.00</b>       |
|                                                                                                                                                                                                                                                                                                                     | <b>Equipment (Non-Refundable)</b>        | <b>1,250.00</b>     |
|                                                                                                                                                                                                                                                                                                                     | <b>Textbooks or other learning media</b> | <b>350.00</b>       |
|                                                                                                                                                                                                                                                                                                                     | <b>STRF (Non-Refundable)</b>             | <b>0.00</b>         |
| <small>Effective February 8, 2021, the Student Tuition Recovery Fund (STRF) assessment rate changed from zero (\$0) per one thousand dollars (\$1,000) of institutional charges to two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges. (5, CCR Section 76120)</small> |                                          |                     |
|                                                                                                                                                                                                                                                                                                                     | <b>TOTAL</b>                             | <b>\$ 10,000.00</b> |

**Estimated total charges for the Entire educational program is \$10,000.00.**

**Total Charges the student is Obligate to pay upon Enrollment is: \$2,000.00**

**\*Total Charges for a period of attendance is the same as estimated total charges for the entire program.**

### **Over-Contract fees:**

For a student who does not complete the course by the contract end date, the following hourly charges apply until the course is completed:

Barber Course:                 \$15.00 per hour

### **76215. Student Tuition Recovery Fund Disclosures**

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.”

**Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.**

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution more than tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law

**However, no claim can be paid to any student without a social security number or a taxpayer identification number.”**

### **OTHER SOURCES OF FUNDING**

The student may also choose to apply for an In-House Payment Plan from the school if the student decides in doing so.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money’s not paid from federal student aid program funds.

### **Transfer Hours and Experiential Learning Credit**

Academy officials will grant appropriate credit for prior training or experience upon review and verification of its validity under the Cosmetology Rules, Acts & Regulations by the California Board of Barbering and Cosmetology. East to West Barber Academy **does not allow award of credit** for prior experiential learning unless otherwise granted by the California Board of Barbering and Cosmetology. Occasionally, student's acceptance by the college will depend entirely on the credit evaluation conducted by the California State Board of Barbering and Cosmetology. Before enrolling, it is the student's responsibility to obtain the state's evaluation. **Student may be charged ONLY for the remaining hours needed after any credit given for prior experiential learning; Student will not be charge for credit given.**

### **ADMISSION POLICY & PROCEDURE**

**East to West Barber Academy's** admission policies require that admitted students:

- a. Has a high school diploma (school needs to make a copy of diploma or Official Transcript of Records), GED or equivalent.
  - (We do not admit or offer admittance to students under the Ability-to-Benefit criteria.)
- b. Must be a minimum of 17 years of age
- c. If enrolled under a training agreement with a government agency, school district and/or other entity, the student meets the admission requirements set forth in the training agreement and/or applicable state licensing regulations.
- d. Are not discriminated on the basis of sex, age, race, color, religion, or ethnic origin in school admission policy.
- e. The school does not recruit students attending another institution with a similar course of study.
- f. Transfer Students: Maximum of 70% of clock hours derived from previous school's Proof of training.
- g. Students transferring to a different school from East to West Barber Academy must fulfill all their financial obligations to the school (Refund Calculation and/or Return to Title IV as applicable) before they could get their Proof of Training for their clock hours.
- h. Re-entry Students: Students who wish to re-enroll will return at the same progress before interruption. They will be charged the \$200.00 registration fee, kits/books (if necessary) and a pro-rated rate of tuition.

### **JOB PLACEMENT POLICY**

**East to West Barber Academy** offers job placement or employment assistance for all students upon graduation and state board licensing. A school official may also refer students sometimes when she thinks there will be a respectable job match. During training students receive instruction in professionalism, resumé development, interview preparation and job search skills. **East to West Barber Academy, however, does neither promise or guarantee employment nor specify a level of wage rate or income to any applicant, student, or graduate of any program offered.**

### **OTHER STUDENT SERVICES**

**East to West Barber Academy** offers student services in Advising when outside elements can interfere in their successful completion of their program of study. We offer Academic Advising, Drug and Alcohol Referral Services and Financial Advising. We are committed to the success of each individual student.

### **STUDENT RECORDS RETENTION POLICY**

**East to West Barber Academy** maintains pertinent records to be kept for five years and transcript will be kept permanently. Student educational records which include files, materials, and documents that contain information directly related to the student's period of enrollment and are maintained by the school will be kept indefinitely from the last day of attendance.

No records will be destroyed after this period in accordance with state law. It is recommended that students retain ALL enrollment, withdrawal, or completion papers in their personal files.

## **OFF-CAMPUS HOUSING**

**East to West Barber Academy** does not have housing accommodation under our control; we do not assist in any way in obtaining housing and/or travel for prospective students. Prospective students can be provided with written or verbal information as to their home or housing address and the ease of travelling to the address of the school. The city of Visalia and its surrounding areas have apartments that approximately rent for \$1,400 to \$1,800 for a one bedroom and \$1,900 to \$2,300 for a two bedroom.

### **ATTENDANCE POLICY**

- Student attendance policies are applied uniformly and fairly. East to West Barber Academy measures student attendance by clock hours. East to West Barber Academy will.
  - Give appropriate attendance/clock hours credit for all hours attended.
  - not add or deduct attendance hours as a credit or penalty, and
  - Round actual attendance hours to no more than the nearest quarter hour.

Three unexcused absences (not notifying the school) in any month will be cause for suspension or termination from the school. Upon return from an unexcused tardy or absence, immediate disciplinary action will be taken. ALL ABOVE PENALTIES MAY BE WAIVED, IF THE STUDENT BRINGS IN A DOCTOR'S CERTIFICATE DUE TO ILLNESS WHILE ABSENT, OR THE STUDENT WAS EXCUSED IN ADVANCE BY THE SCHOOL. Fourteen (14) days of consecutive absences without school notification will be cause for termination from the school program immediately.

### **WITHDRAWAL POLICY**

Students can withdraw at any period of their program. A student is considered “Officially Withdrawn” after completing a ‘Withdrawal Form’. Refund Policy and/or Title IV Return Policy will be made subsequently for a withdrawing student. Students who withdraw prior to completion of the course of study and wish to re-enter can only re-enter in the same progress before the date of interruption.

A student is considered “Unofficially Withdrawn” if the student misses 14 (Fourteen) consecutive days of school classes. The school automatically considers a student “Dropped or Unofficially Withdrawn” if the student does not show up, call, write or inform the school in any manner about their failure to attend school for 14 days.

## **PROBATION AND DISMISSAL POLICY**

Academic probation is given to a student once the institution evaluates the student’s progress and determines that the student did not make satisfactory academic progress during a warning period. East to West Barber Academy reserves the right to dismiss students at any time if the student fails to abide by the school rules and if the conduct, behavior, and language of a student show just cause for termination from the school at the discretion of the Director.

### **GRADUATION REQUIREMENTS**

- Completion of 1000 hours of instruction for the Barber Course
- Completion of the set number of theory hours set by the State Board
- Completion of all minimum practical skills set by the State Board
- Verification of written examinations and ensure student met the 70% or higher GPA requirements.
- Fulfilled all their financial obligations to the school or make satisfactory arrangements.
- Review baby board exams in written and practical evaluations prior to awarding students a Certificate of Completion.

**REFUND POLICY –**  
**“STUDENT’S RIGHT TO CANCEL”**

- I. For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Student has the right to cancel enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.
- II. The “formal cancellation date” will be determined by the postmark on written notification, the date said notification is delivered to the school in person, the date of expulsion by the school, or 14 days after the last day of attendance or the expiration date of an approved Leave of Absence or the date the student signifies return.
- III. If a student cancels the enrollment more than seven days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee in the amount of \$100 will be made. You have the right to cancel this agreement for educational service until midnight of the seventh day after the first class you attended. If canceled after the 7<sup>th</sup> day period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student. *(Calculations are based on scheduled hours at last day of attendance.)*
- IV. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student’s immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a full refund of all monies paid. The school does not participate in any teach-out plans with other institutions, at this time.
- V. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (Ex: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- VI. If a student takes a loan to pay for a program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- VII. If a student defaults on a federal or state loan, both of the following may occur:
  - (1) The federal or state government or a third-party loan guarantee agency may take action against the student which may include garnishing an income tax refund; and
  - (2) The student may not be qualified for any other government financial assistance at another institution until the loan is repaid.

**SCHOOL HOLIDAY CALENDAR 2025**

Good Friday No School

Independence Day, July the 4<sup>th</sup> (if lands on Thursday-Friday off)

Thanksgiving Break (Thursday, Friday)

Christmas Break (from the Saturday before Christmas day to the first Tuesday After the New Year Day)

**PROPOSED SCHEDULE OF MONTHLY STARTS FOR 2025**

We will start on the First Tuesday of the Month.

**School Hours**

**Tuesday – Friday 9:00 am – 2:00 pm**

**Evening Classes Available**

**Tuesday-Thursday 5:00 pm - 9:00 pm**

**Office Hours**

**Tuesday – Thursday 11:00 am – 1:00 pm**



## **BARBER COURSE DISCLOSURES and CURRICULUM**

### **Milady's Standard Professional Barbering, 5<sup>th</sup> Edition**

Milady. **Milady's Professional Barbering**, (*Textbook*) Clifton Park, NY: Milady, 2011.

ISBN-13: 9781435497153 ISBN-10: 1435497155

Current listed price: \$156.95 at [www.cengage.com](http://www.cengage.com)

### **Milady's Standard Professional Barbering, 5<sup>th</sup> Edition**

#### **Student Workbook**

ISBN-13: 9781435497139 ISBN-10: 1435497139

Current listed price: \$73.95 at [www.cengagebrain.com](http://www.cengagebrain.com)

### **Milady's Standard Professional Barbering, 5<sup>th</sup> Edition**

#### **Exam Review**

ISBN-13: 9781435497122 ISBN-10: 1435497120

Current listed price: \$50.95 at [www.cengagebrain.com](http://www.cengagebrain.com)

## **Barber**

### **1. COMPENSATION/JOB DEMAND**

According to the Job Demand Survey published by the National Accrediting Commission of Cosmetology Arts and Sciences in January 2003, there were 1,604,502 professionals employed in the nation's 312,959 beauty salons, barbershops, skin care salons, and nail salons. There has been notable growth in the industry since 1999 as follow:

- The total number of salon professionals is up 24%,
- The total number of salons is up by 5.6%,
- The number of chairs or workstation is up by 9%,
- The number of employees leaving their position is down 12%, and
- The number of new hires is up 37% since 1999.

The salon industry is a job-seeker market with the supply of licensed professionals appearing not to be keeping up with the demand. Approximately three out of every four-salon owners who looked for new employees in 2002 reported difficulty in finding qualified personnel.

Other key findings include:

- 59% of salon owners classified their salon as a full-service salon, 18% as a haircutting salon, 4% as a nail salon, and 5% as a barber shop.
- 57% of salon employees work full time, 33% are part-time (20-35 hours weekly), and 10% are low time (less than 20 hours weekly).
- The average salon income including tips is about \$30,000 to \$50,000 per year.

According to the United States Department of Labor Occupational Outlook Handbook 2004-2005 Edition overall employment in the cosmetology field is expected to grow as fast as the average for all occupations through 2012. The highest 10% of salaried hairdressers, stylists, barbers, and cosmetologists, including tips and commission earned more than \$35,240 to start.

### **2. PHYSICAL AND SAFETY DEMANDS**

Barbers remain upright mostly throughout the day. They walk or stand while performing most operations. The upper body is utilized 100%. Individuals who have problems with their neck, back, arms, hands, wrists, or fingers need to consider their physical handicap(s) before they decide on a career in this field.

### 3. SAFETY DEMANDS:

Almost all hair care and beauty professionals on the job encounter health and safety hazards. Students will be exposed to chemicals, hazardous or not, which are found in shampoos and conditioners, hair colorings, hair bleaches, chemical hair relaxers, permanent wave solutions, and nails products. Certain tools such as thermal irons, hair dryers, manicure instruments, razors, and scissors may cause skin cut, skin burn, and/or electric shock, if proper precautions are not taken into consideration.

### 4. OTHER DEMANDS

Communication skills are of utmost importance, and you must have excellent listening skills as well. Students can develop ability in applying their experiences for a successful career. In this business, your job performance will be positively and negatively criticized. You must learn to accept this and always take it in a positive way.

### 5. LICENSING REQUIREMENTS

The total fee for the State Board application is \$125.00. This application requires students to disclose any prior convictions of a criminal offense, felony, or misdemeanor other than a minor traffic violation.

Upon completion of the program, students will take the state board licensing examination, which consists of a two-hour written test for their Barber license. The examination takes place in various places within the State of California; A Barber license will be granted by the State of California only after a student has successfully completed and graduated from Barber as described above and passed the Barber State Board Exam with an overall average of 70% or better. If the applicant passes the written examination, the applicant will receive his/her license the day of the examination. If one should fail one or both examinations (written and practical), he/she can re-apply. The fee is \$75.00 for either the written or the practical examination or both. It will take approximately six to eight weeks to receive the second examination date.

## **Gainful Employment Disclosures**

PROGRAM: CIP: 12.0402

PROGRAM NAME: BARBER

PROGRAM LEVEL: UNDERGRADUATE CERTIFICATE

PROGRAM LENGTH: FULL TIME DAYS 6.25 MONTHS

PART-TIME DAYS/EVENINGS: 10 MONTHS

### **Related Occupations**

CODE: 39-5011 BARBERS\*

View the Occupational Profiles on O\*Net

<http://www.onetonline.org/link/summary/39-5011.00>

### **Cost**

TUITION AND FEES: \$8,400.00

BOOKS AND SUPPLIES: \$1,600.00

ON CAMPUS LIVING COST: No on campus living

DEBT AT PROGRAM COMPLETION: 0

STUDENTS COMPLETING THE PROGRAM: 0

COMPLETING WITH ANY STUDENT LOAN DEBT: 0

MEDIAN FEDERAL STUDENT LOAN: \$0

MEDIAN PRIVATE STUDENT LOAN: \$0  
 MEDIAN INSTITUTIONAL FINANCE LOAN DEBT: \$0

**Program Completion in Normal Time**

NORMAL TIME IN MONTHS TO COMPLETE: FT Day 12.25 Months, PT Day/Evening 21 Months  
 COMPLETING IN NORMAL TIME BY STUDENT SCHEDULE:

Job Placement Reminders  
 JOB PLACEMENT RATE REPORTED TO BPPE: NEW PROGRAM  
 JOB PLACEMENT REPORTED TO BPPE: NEW PROGRAM

**BARBER COURSE CURRICULUM (1,000 Clock Hours)**

The curriculum for students enrolled in a barber program consist of One thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of Barber pursuant to Section 7362.5 (a) of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

**Minimum Specified Technical and Practical Instruction Hours:**

- 50 Health and Safety
- 50 Board Approved Health and Safety Course (B&P 7389(a))
- 200 Disinfection and Sanitation
- 200 Chemical Hair Services
- 250 Hair Styling Services
- 250 Shaving and Trimming of the Beard

**Barber Program (1,000 Clock Hours)**

**Subjects of Technical and Practical Instruction**

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |
| 1. | <b>Health and Safety/Hazardous Substances:</b> <ul style="list-style-type: none"> <li>• Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics.</li> <li>• Training in communicable diseases, including HIV, AIDS, and Hepatitis B</li> </ul>                                           | <b>50</b>  |
| 2. | <b>Board Approved Health and Safety Course (B&amp;P 7389(a))</b> <ul style="list-style-type: none"> <li>• Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</li> </ul>                                                                                                                                                                                                            | <b>50</b>  |
| 3. | <b>Disinfection and Sanitation:</b> <ul style="list-style-type: none"> <li>• Procedures to protect the health and safety of the consumer as well as the technician.</li> <li>• Operations shall entail performing all necessary functions for disinfecting instruments and kit.</li> <li>• Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and kit.</li> </ul> | <b>100</b> |

|     |                                                                                                                                                                                                                                                                                                                                              |            |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 4   | <b>Hair Coloring and Bleaching:</b> <ul style="list-style-type: none"> <li>• Hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers.</li> </ul>                                                                                                                            | 100        |
| 5.  | <b>Chemical Straightening &amp; Waving:</b><br>Hair analysis and the use of sodium hydroxide and other base solutions.<br>Curl reformation and effective perm techniques.<br>Including chemical reactions and alkaline waves and True acid waves.                                                                                            | 100        |
| 6.  | <b>Wet Hair Styling:</b><br>Hair analysis, shampooing, finger waving, pin, curling, comb-outs                                                                                                                                                                                                                                                | 40         |
| 7.  | <b><u>Thermal Hair Styling</u></b><br>Hair analysis, non-chemical straightening, waving, curling with hot combs, and hot curling irons, and blower styling. A. Thermal Styling B. Press and Curl                                                                                                                                             | 40         |
| 8.. | <b><u>Hair Cutting:</u></b> <ul style="list-style-type: none"> <li>• Hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.</li> </ul>                                                                                                                                           | 100        |
| 9.  | <b>Scalp and Hair Treatments:</b> <ul style="list-style-type: none"> <li>• Hair and Scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.</li> </ul>                                                                                                                                       | 20         |
| 10. | <b>Shaving and Trimming of the Beard</b> <ul style="list-style-type: none"> <li>• Preparing the client's face for shaving, assessing the condition of the client's skin, performing shaving techniques,</li> <li>• applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages</li> </ul> | 100<br>100 |
| 11. | <b>Additional Hours</b> <ul style="list-style-type: none"> <li>• Business Practices</li> <li>• Advance Education</li> </ul>                                                                                                                                                                                                                  | 200        |

**Additional training will be given in the following subjects matters:**

Salon Mgmt., Communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the barber field.

**Barber performance objective:**

1. Acquire knowledge of laws and regulations of California's barber establishment practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin.
3. Acquire business management techniques common to barber
4. Acquire knowledge of general theory relative to barber including anatomy, physiology, chemistry, and theory

**Potential occupations after completion:**

The Barber course is designed to prepare students for profitable employment as a barber. The knowledge and skills will prepare licensed students for work as a barber, salon manager, hair colorist, salon owner and product demonstrator.

**Skills to be developed:**

The proper use of implements relative to all barber services. Acquire the knowledge of analyzing the scalp and face prior to all services to determine any disorders. Learn the procedures and terminology used in performing all barber services.

**Attitudes and appreciation to be developed:**

Be able to appreciate good workmanship common to barber, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**Requirements for satisfactory completion of Barber program:**

Students have completed Theory and practical instruction required by Board of Barbering and Cosmetology with a grade average of “C” (70%) or better.

**Graduation requirements:**

When a student has completed the required theory and practical hours in the Barber Program with a GPA of “C” (70%) or better, a diploma is awarded certifying his or her graduation. The College assists students with completing the necessary documents to file with the appropriate Barber Examination. All school charges must be paid in full before graduation.

**Learning Strategy:**

Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/or a mannequin.

**Instructors:**

As in all phases of any profession everyone has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Class assignments are posted on bulletin boards on a daily basis. Based on the curriculum.

**Licensing requirements:**

Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barber program as described above and passed the licensing exam with an overall average of 7%.

**Grading System:**

Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a (70%) “C” average or better to maintain satisfactory academic status. The System detailed below is the system utilized in the school.

| ACADEMIC GRADING WORK |                            | POINT GRADES FOR PRACTICAL |               |
|-----------------------|----------------------------|----------------------------|---------------|
| 100% - 90%            | A.... Superior Performance | (GPA 4)                    | 04 Points = A |
| 89% - 80%             | B.... Above Average        | (GPA 3)                    | 03 Points = B |

|           |                      |         |               |
|-----------|----------------------|---------|---------------|
| 79% - 70% | C.... Average        | (GPA 2) | 02 Points = C |
| 69% - 60% | D.... Unsatisfactory | (GPA 1) | 01 Points = D |
| 59% - 00% | F .... Fail          | (GPA 0) | 00 Points = F |

### Definition of terms:

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

Instructional Techniques and Methods: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, must take and pass assigned tests with a grade point average of 70% (C) or better.

### Classroom Theory and Clinic Floor Instructions:

Freshman students are scheduled in the classroom daily for theory and practical experience for two weeks. Students begin at the clinic floor on their third week of the program. Students do not work on paying clients until they have completed at least 10% of the total training hours of the course. Full-time and a.m. part-time students have theory class daily for one and a half hours. Part-time p.m. students receive theory class every Saturday. During the clinical floor period, students will be given a daily operation sheet that requires specific operation to be completed daily and submitted upon completion of the sheet with required operations. Students are responsible for professionally cleaning and sanitize their work area upon completion of each operation.

- o The board recommends that schools provide training in communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.
- o No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

### Instructional Methods:

Instructional methods include but not limited to question-and-answer, problem solving, visual aids (projector and PowerPoint presentation), video presentations, vendor-product demonstrations, field trips.

### COMPLAINT POLICY / STUDENT GRIEVANCE PROCEDURE

*"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)."*

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

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

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

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

1747 N. Market Blvd. Ste. 225

Sacramento, CA 95834

P.O. Box 980818 West Sacramento, CA 95798-0818

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and fax #'s: (888) 370-7589 or by fax (916) 263-1897 \*\* (961) 574-8900 or by fax (916) 263-1897.

**LEAVE OF ABSENCE POLICY**

East to West Barber Academy will review short-term leave on an individual basis. Occasionally students may experience extended personal, medical, or other problems that make it difficult to attend class. The Institution may allow a student under such circumstances to take a leave of absence from the course; If student is unable to provide the request prior to the LOA due to unforeseen circumstances, the Institution may grant a LOA if the Institution documents the reason for its decision, the Institution collects the request form the student at a later date and the Institution establishes that the start date of the approved LOA as the first date the student was unable to attend classes. It will be NO additional charges while student is on an approved LOA. The Leave of Absence Request must include all the following items:

- Student must follow the Institution's policy in requesting the LOA
- Student must request the LOA in advance unless unforeseen circumstances prevent the student from doing so.
  - This request must be in writing
  - The request must include the student's reason for the LOA, and
  - The request must include the student's signature.
- LOA will not exceed 180 calendar days in any given 12-month period.
- Student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties and/or an addendum to the enrollment agreement must be signed by all parties.
- The student will be withdrawn if he/she takes an unapproved LOA or if students does not return by the expiration of an approved LOA the student's withdrawn date for the purpose of calculating a refund will be the student's last date of attendance.

**Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave and this policy applies to all students enrolled in our Barber Academy.**

### **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

**A. Satisfactory Academic Progress**

All students enrolled in any course regardless of the attendance schedule must maintain satisfactory progress according to the requirements set forth in this policy.

**B. Attendance Progress Evaluation** An attendance progress evaluation is concurrently done when the student is evaluated academically. The evaluation periods are based on actual hours.

Barber students will be evaluated when their actual hours reach : 450, 900, and 1000 hours. Attendance progress evaluations are based on the cumulative attendance percentage as of the last day of the week of the academic progress evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. For partial months, scheduled hours will be calculated by multiplying the number of class days scheduled times eight hours in each day.

The maximum time allowed for students to complete each course at satisfactory progress is stated below:

| Program | Length     | Minimum Time Frame |             | Maximum Time  |             |
|---------|------------|--------------------|-------------|---------------|-------------|
| Barber  | 1000 Hours | 50 Weeks FT        | 84 Weeks PT | 56.5 Weeks FT | 90 Weeks PT |

The maximum time allowed for transfer students needing less than full course requirements will be determined based on 150% of the scheduled hours (which is 1.50 times the course length).

**C. Academic Progress Evaluation**

To determine academic progress, students are evaluated based on theory grade average and the quality of the practical skills experiences. Students are assigned theory study and a required number of practical experiences for course completion.

Theory is evaluated by written exams administered after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated satisfactory or better. Practical skills are evaluated according to published criteria and performance standards established by the state licensing agency. Students must maintain a theory grade average of **70%**. Numerical grades are considered according to the following scale.

**GRADING CRITERIA:**

|                        |              |                                  |
|------------------------|--------------|----------------------------------|
| WRITTEN AND PRACTICAL: | 93 - 100     | EXCELLENT                        |
|                        | 85 – 92      | VERY GOOD                        |
|                        | 70 – 84      | SATISFACTORY                     |
|                        | 69 and below | BELOW STANDARDS – UNSATISFACTORY |

**D. Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress (SAP) until the next scheduled evaluation. In order for a student to be considered making SAP as of course midpoint, the student must meet both attendance and academic requirements on at least one evaluation by the midpoint of the course, or the midpoint of the academic



year, whichever comes first. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours. Students will acknowledge and sign receiving a copy of their SAP results after their evaluation has been printed. The weekly progress reports the student receives every week reflects the number of hours before their next evaluation is going to be conducted.

**E. Warning, Probation and Re-establishment**

Students failing to meet minimum progress requirements will be given a Warning on that evaluation period. The student must show improvement by meeting the SAP by their next evaluation. The student will be counseled on actions required to attain SAP, which will be properly documented.

Probation is given to a student once the institution evaluates the student's progress and determines that the student did not make SAP during the warning period; and the student appeals the negative progress determination at the beginning of the probationary period; and the institution determines that SAP standards can be met by the end of the subsequent evaluation period. The probationary period begins at the time the student failed to meet SAP until their next evaluation.

**Re-establishment:**

Students may re-establish SAP by meeting the minimum attendance rate of 70% and pass all academic requirements upon the next evaluation. If the student is meeting minimum requirements, he/she will be determined as making SAP. If a student fails to meet requirements at the end of the probationary period, the student will be determined as not making SAP and may be terminated.

**F. Leaves of Absence and Re-entry**

If enrollment is temporarily interrupted for a Leave of Absence, a Leave of Absence will extend the student's contract and maximum time frame by the same number of days taken in the leave of Absence. The student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course of study and wish to re-enter will return at the same progress before the date of interruption.

**G. Appeal Procedures**

If a student is determined not making SAP during the probationary period, the student must appeal the negative determination at the beginning of the probationary period by presenting a valid reason to school. The reasons for which a student may appeal include death of a relative, an injury or illness of the student, or other allowable special circumstance. The student must submit a written appeal notice to the school administration on the designated form with supporting documentation of reasons why the determination should be reversed. Appeal documents will be reviewed, a decision made within 30 days and reported to the student. If the student prevails upon appeal, the student will then be placed on probation and federal financial aid, if applicable, will be re-instated. There is no second appeal. Supporting documentation must be submitted regarding why the student failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation. Results of the appeal will also be documented in the student's files.

**H. Course Incompletes, Repetitions and Noncredit Remedial Courses**

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

**CAMPUS SECURITY**

It is suggested to students and staff to report security concerns which may affect the school population. Awareness of criminal activity within the surrounding vicinity of the school and reporting to the management about any possible hazards could help deter unpleasant incidents. The school as a precaution will inform students and staff if such activities which could pose as a security concern. Timely reporting of incidents to school officials or police is crucial. In the event that an incident – a crime, drug activity, or security concern in the school and its vicinity is reported concerning a student or school employee as being responsible, the Director (after reviewing the incident

report) could cite this as cause for dismissal. East to West Barber Academy's Drug Policy clearly defines the disciplinary actions taken for students and school employees alike. These incidents will be logged in the **\*Campus Security Report**.

## **SECURITY REPORTING**

Car thefts, larceny, burglaries, sex offenses, robberies, assaults, vandalism, hate crimes and similar offenses that occurred within the school premises will also be documented in the Campus Security Report aside from being reported to the Visalia Police Department. Hate crimes that manifest evidence that the victim was selected intentionally because of the perpetrator's bias include a simple assault, larceny, intimidation, destruction/damage of property. The incident report will be helpful for both school officials and authorities. The Campus Security Report is prepared by the school official in charge at the time of the incident.

East to West Barber Academy is a drug-free workplace. Alcohol and drug use, sale, possession, underage drinking within the school premises by students or school officials will be dealt with accordingly. A student or school employee who comes to school intoxicated or under the influence of a controlled substance will be sent home and suspended from coming to school until further advised. An incident report will be logged in the student's file and Campus Security Report. The student's enrollment may be terminated at the election of the school Director.

East to West Barber Academy will not tolerate students observed or reported participating or responsible for the activities. Disciplinary action at the discretion of the school Director could be as severe as dismissal/expulsion.

Should you need to report a crime on campus please contact the Visalia Police Department for non-emergency and 911 for any emergency. You may also contact School Director, Wilfredo L. Olan or Associate Director, Jennifer M. Olan. If you prefer to report confidentially to any school official regarding a hate crime, sexual harassment, or a violent outburst by a student or school employee that you witnessed or became a victim of, you could maintain anonymity pending an investigation by the school Director.

You could report either by personally speaking to any school official or by writing a letter about your grievance to the school Director.

*\*Campus Security Report Log is kept at the Administrative Office and can be reviewed by students, for more information see Office Manager.*

## **DRUG POLICY**

Your enrollment in our school puts you in the direction of success; however, taking drugs could lead to disappointment and failure. Drug and alcohol abuse could be expensive, its effects - always negative.

East to West Barber Academy is aware that illicit drug and alcohol abuse are foremost social problems that affect the health, safety, and security of the public. In recognition of the problems associated with drug and alcohol abuse in society today, East to West Barber Academy is providing all students and employees the possible consequences with the following information:

The Court could sentence offenders:

LOCAL: Penalties vary based on the severity of the offense and the number of offenses. Sanctions for possession of an illegal substance for the first time range from fines of \$1,000,000 to \$5,000,000 and up to 40 years imprisonment. For future offenses and/or larger quantities of illegal substances penalties include fines ranging up to lifetime imprisonment.

STATE: Penalties vary based on the nature of the illegal substance, the offense and whether there is a repeat offense. First offenders may receive up to 20 years while repeat offenders could receive life imprisonment. A schedule of fines up to \$20 million also is in place.

FEDERAL: Penalties for unlawful manufacturing, distribution and dispensing of controlled substances are provided under the Federal Controlled Substances Act. The penalties are determined by the nature of the drug or other substances, the number of drugs or other substance involved, and the number of offenses.

- I. There are various health risks associated with the use of the illicit drugs and the abuse of alcohol. Some of the more common problems are cited below:

MARIJUANA - Use can lead to an increase in heart rate of up to 50%, a sense of euphoria, acute anxiety, and tremendous mood swings. There is potential for long term physical and psychological damage.

COCAINE - Use can affect the brain in seconds and result in heard or respiratory failure.

**East to West Barber Academy** prohibits the possession, sale, or use of alcoholic beverage/illegal drugs on school property or in connection with any school activity. This prohibition applies to all students and all employees. Drug and/or alcohol dependency is an illness that influences a person's well-being. School employees and students alike who need assistance in dealing with drug/alcohol abuse are required to go into a drug prevention or treatment program.

**East to West Barber Academy's** policy is aimed to help individuals with drug/alcohol abuse or dependency problems. This policy applies for all school employees and students of East to West Barber Academy, while in the premises.

**East to West Barber Academy's** defining course of action implementing this policy is:

- a. If alcohol or drugs are observed and discovered, East to West Barber Academy school official will personally counsel and warn you about its consequences to your enrollment or to the financial aid that you can receive if you are the recipient of one.
- b. If you come to school intoxicated or under the influence of a controlled substance, you will be sent home and suspended to come to school until further advised.
- c. If substance dependency or abuse is established to be a problem, you are required at your own expense to go into a drug/alcohol prevention program which can include attending Alcoholics/Narcotics Anonymous meetings held at your locality. You can continue attending/working in school while undertaking the program for as long as you do not violate this policy. A weekly report of your program progress is also required.
- d. The possession, sale or use of drugs/alcohol in or on school premises will result in immediate termination.
- e. Failure to comply or any violation in the regulations will result to immediate expulsion.

#### **ADDITIONAL RESOURCE:**

**Alcoholism and Drug Abuse Prevention Program**

Same Day Placement in

Alcohol Rehab. Call the 24/7 Free Hotline: **1-877-971-4763**

Same Day

Placement in Drug Detox. Call the 24/7 Hotline: **1-877-971-4763**

This is a brief list of some of the drugs where a medical detox is recommended:

- Opiate Detox
- Morphine
- Diamorphine (heroin)
- Oxycodone
- Codeine
- Hydrocodone (Vicodin)
- Oxycontin (Oxycodone)
- Fentanyl
- Benzodiazepine Detox
- Xanax
- Klonopin
- Methadone Detox
- Suboxone Detox
- Tramadol Detox
- Amphetamine Detox
- Adderall
- Methamphetamine
- Diet Pills

## **SEX OFFENSE POLICY**

East to West Barber Academy is committed to provide learning and working environment that is free from implicit and explicit sexual behavior. Documentation in the Campus Security includes reporting any form of sexual offenses and/or sexual behavior that influences, controls or may affect the welfare of another individual. Intimidation or discrimination (bullying and coercion) which includes exhibiting a sexually suggestive behavior will not be tolerated and could be grounds for disciplinary action or termination. No member of East to West Barber Academy Staff, faculty, and students may harass another individual. Sexual harassment is also a violation of Federal and State law. Different forms of Sexual Offenses – Listed below are examples of the types of sexual offenses that can occur in school. This list does not cover all types of sexual offense behaviors. Inappropriate jokes or statements that create a hostile environment because they are persistent, unwelcome flirtations, and touching (with the suggestive sexual activity) can also be considered a sexual offense.

### **Harassment by Gender, Threat Coercion, Sexual Solicitation with promise of reward, Seductive Behavior, Sexual Assault**

Since it is difficult to exactly define what might create a hostile environment because individuals have different perceptions regarding sexual behavior. One person may perceive an intimidating and unwelcome behavior that another person may perceive as harmless fun. The determination of whether a conduct should be considered sexual must be evaluated with care. A student can file a complaint in detail by writing using the Campus Security Log form (available at the Administration office) and the school will review the statement. Verbally sharing the incident with the school staff does not constitute a complaint. The school can initiate a discussion with the victim and accuser to determine if a resolution can be achieved. Both parties will be provided with a copy of the written statement. Depending on the severity of the incident, the victim could directly report the matter to the authorities (Visalia Police). Resources are available at the **Visalia division located at 221 South Mooney Blvd., Room 124, Visalia, CA 93291. (559) 730-5000**

## **EMERGENCY NOTIFICATION AND EVACUATION PLAN**

East to West Barber Academy is required by the U.S. Department of Education to have an Emergency Evacuation Plan that is documented, employees and students are to be notified about this procedure, a drill to practice the procedure conducted every year.

If a confirmed significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees is occurring in the school premises, a verbal notification will be announced by East to West Barber Academy Staff/Instructor to all students. Students and East to West Barber Academy Staff that are not in the school at the time the emergency is occurring or has occurred will be notified by phone. The content of the notification will be all the relevant information regarding the emergency. The emergency will be logged and documented.

For everyone's safety East to West Barber Academy has posted a diagram indicating the emergency exits in case of fire, earthquake, flood, or other emergencies that the school occupants should know. The postings are located right outside the classroom, in the restroom, and in the break room. If you wish to get a copy of this diagram, you can request for one from any of the staff. Exit signs are clearly marked on the three exits. Even in the event of a power outage, these exit signs will remain lit or will be reflective to indicate doorway and path of exit.

Students are informed about the school's emergency evacuation and where to assemble after exiting the school. The meeting or assembly area has been designated as the parking lot of the school. Individuals who exited through the front will need to go to the parking area where everyone is supposed to meet. Every individual that

was in the school should be accounted for; a school official will perform a headcount. Students need to know that after exiting, they should not come back in even if there is a person missing, unless it has been declared safe to go back in.

### **PEER-TO-PEER FILE SHARING AND COPYRIGHT POLICY**

East to West Barber Academy does not allow the unauthorized use of copyrighted material. Peer-to-peer (P2P) file sharing programs are not permitted on premises for users of East to West Barber Academy's computer network. A peer-to-peer file sharing program is any computer application that alters a personal computer into a storage server that can distribute data to other computers simultaneously. Copyrighted materials cannot be shared by any means, including network file shares, the internet, illegal upload/download, and is not limited to just peer-to-peer programs. Copyright infringement, according to the U.S. Copyright Office, is when "a copyrighted work is reproduced, performed, publicly displayed, or made without the permission of the copyright owner." This pertains to a portion or all a copyright work. Unauthorized peer-to-peer file sharing and unauthorized distribution of any copyrighted material may be subject to civil and criminal liabilities.

The U.S. Copyright Office provides a summary of the penalties for violation of Federal copyright laws (<http://www.copyright.gov/help/faq/>) cited below:

*Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Anyone found to have infringed a copyrighted work may be liable for statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.*

*Whether or not a work is being made available under the authority of the copyright owner is a question of fact. But since any original work of authorship fixed in a tangible medium (including a computer file) is protected by federal copyright law upon creation, in the absence of clear information to the contrary, most works may be assumed to be protected by federal copyright law.*

*Since the files distributed over peer-to-peer networks are primarily copyrighted works, there is a risk of liability for downloading material from these networks. To avoid these risks, there are currently many "authorized" services on the Internet that allow consumers to purchase copyrighted works online, whether music, eBooks, or motion pictures. By purchasing works through authorized services, consumers can avoid the risks of infringement liability and can limit their exposure to other potential risks, e.g., viruses, unexpected material, or spyware. See Frequently Asked Questions about 'Copyright' online at the U.S. Copyright Office page at [www.copyright.gov/help/faq/](http://www.copyright.gov/help/faq/)*

East to West Barber Academy will terminate any student conducting unauthorized peer-to-peer file sharing or copyright infringement violations using the school's network system. Whichever amount of tuition due to East to West Barber Academy will be payable on demand.

### **STUDENTS RIGHTS AND PRIVACY POLICY – FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal Law designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds under an applicable program from the U.S. Department of Education. **East to West Barber Academy** follows the FERPA guidelines.

1. Each student has the right to gain access to her/his cumulative record by appointment under the supervision of an authorized staff member.
2. Any information pertaining to a student's cumulative record will be released to a third party only upon written instruction for each request.
3. All the above rights apply to the parent/guardian if the student is a minor.
4. School employees, schools to which a student is transferring, certain government officials, parties connected to financial aid, organizations doing studies for a school, accrediting agency, individuals with a court order or subpoena, persons who need to know for health or safety emergencies and state and local authorities to whom disclosure is required.

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

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have a written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest.  
Other schools to which a student is transferring.  
Specified officials for audit or evaluation purposes.  
Appropriate parties in connection with financial aid to a student.  
Organizations conducting certain studies for or on behalf of the school.  
Accrediting organizations.  
To comply with a judicial order or lawfully issued subpoena.  
Appropriate officials in cases of health and safety emergencies; and  
State and local authorities, within a juvenile system, pursuant to specific State law.

Schools may also disclose, without consent, "directory information" such as student's name, address and phone number of students, date and place of birth, honors and awards and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request that the school not disclose that information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA LEARN (1-800-872-5237) (voice). Individuals who use TDD may call 1-800-437-0833. If you have questions about the FERPA, you may write to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## East to West Barber Academy, **GENERAL RULES AND REGULATIONS**

1. The school is open from 8:30 A.M. - 4:00 P.M. on Tuesday through Thursday and 5:00 p.m.- 9:00 p.m., Tuesday through Thursday evenings for night class. Saturday classes starts from 9:00 a.m. – 2:00 p.m. Breaks: 15 minutes in the morning and 15 minutes in the afternoon no later than 3:00 P.M. Lunch breaks are scheduled for 30 minutes. Students taking their half hour breaks must punch out before taking their break and must punch in after their break otherwise if it is not specified in their timecard, a 30-minute break from their clock hour will be automatically deducted. Students who require a longer lunch break (31 minutes or longer) must obtain prior approval from the School Director or Instructor.

2. If a student is unable to attend school, students are required to notify the school by telephone between the hours of 9:00 A.M. - 2:00 P.M. & afternoon students must notify the school between the hours of 5:00 p.m. - 9:00 p.m. The telephone number to call is (559) 429-4287.

3. Tardy policy will be noted as arriving after 9:05 a.m. or 5:05 p.m. for class. Students will not be allowed into class until after theory has concluded unless they have called with approval first.

4. In order for each student to perform all the operations required by the State Board of Barbering and Cosmetology within the contracted hours, students must attend school daily. Students, who miss school days or who are late and miss morning theory, must realize that missing classes means missing scheduled curriculum in theory and means getting behind

in operations. The more absences a student incurs, the lower their **Attendance Percentage Rate** will get. (Attendance Rate is discussed further together with Satisfactory Progress Policy).

5. **Three unexcused absences** (not notifying the school) in any **month** will be cause for suspension or termination from the school. Upon return from an unexcused tardy or absence, immediate disciplinary action will be taken. ALL ABOVE PENALTIES MAY BE WAIVED, IF THE STUDENT BRINGS IN A DOCTOR'S CERTIFICATE DUE TO ILLNESS WHILE ABSENT, OR THE STUDENT WAS EXCUSED IN ADVANCE BY THE SCHOOL. Fourteen (14) days of consecutive absences without school notification will be termination from the school program immediately.

6. **Grading & Satisfactory Progress** - Students must always maintain a 70% grade point average and 70% Attendance Percentage while in the program. Academic grade is based on Written Exams and Practical Evaluations; this comprises your grade point average. Students are considered **Maintaining Satisfactory Progress** if they are meeting the *Academic and Attendance Rate* percentages.

Students who fall below GPA average will get a student evaluation conference initiated by the Associate School Director or designated official. A Student may be put on probation if they do not meet the Satisfactory Progress. It is especially important that a student maintain Satisfactory Progress as this could greatly affect their financial aid (if applicable) or their school enrollment altogether. Every evaluation period a student is graded, a Satisfactory Progress Report will be given to a student that would detail their Practical grade, Written exams taken with the corresponding grades and course completion progress. This report will also indicate if a student is Maintaining Satisfactory Progress and if a student is on Warning or Probation.

Theory grade is evaluated after each unit of study or topic. Theory tests and assignments are evaluated when completed and graded toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the State Board of Barbering and Cosmetology. Students must maintain a theory grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

|                        |              |                            |
|------------------------|--------------|----------------------------|
| WRITTEN AND PRACTICAL: | 93-100       | EXCELLENT                  |
|                        | 85-92        | VERY GOOD                  |
|                        | 70-84        | SATISFACTORY               |
|                        | 69 and BELOW | STANDARDS – UNSATISFACTORY |

Each student is evaluated periodically on theory and practical/skill development. Written examinations are given on each subject within the course curriculum. Examinations are graded on a percentile basis. Examinations that fall under 70% can be re-taken at a maximum of two (2). The average scores of examinations taken will be the final score. Formal practical evaluations for Barbers are conducted at the 450, 900, and 1000-hour periods. These practical evaluations are based on criteria that are converted to a percentile. The work done on the clinic floor is not given a formal grade; rather it is marked as having been completed. It is not weighted into the overall GPA. **7. Personal Service / Daily Operations / Clean-up.** Students can have personal service done only when approved by Mrs./Mr. Olan prior to service. Friends and relatives are considered paying customers. Freshmen can bring their own clients for free service (*Thursday & Friday if they have done 5 operations on client or doll head and 1 workbook done*) except if a school product or electricity (*i.e., Thermal and Haircolor*) is used. The fee will be in the discretion of the Floor Instructor if Mr. Fredo Olan is not available. Freshman students can practice/perform service to non-paying clients only IF they have been trained on that subject/operation. All students are required to do at least five (5) operations and one (1) theory workbook or practical workbook done each day in school. Students are expected to clean up their station after each service. Credit will only be applied upon completion of service, which includes clean up. Students must follow their **Daily Sanitation Checklist**.

Eating or drinking any beverage on the floor while performing service is not allowed, clients should be discouraged to do so just the same.

Students can perform service on the floor on a paying client after achieving 10% of their program course clock hour requirement (i.e., BARBER 1000 hours = 100 hours). Freshman Students can practice/perform service.

8. Cursing, badmouthing, or expressing vulgar/defamatory words in the school are not allowed. Students will be sent home, suspended, or terminated depending upon the severity and frequency of incidents occurred. No loud or offending music and no earphones while performing a service on a client. No cell phone use permitted on the floor while performing service or while practicing an operation. Cell phones must be in silent mode or vibrate mode. If necessary, calls can be received at the break room or outside the parking area for a five (5) minute period if classes are ongoing. No personal calls are allowed going through the school business line unless for emergency only. Messages for students can be taken and advised of the call.
9. **Saturday attendance.** Student's Saturday attendance is mandatory. Your scheduled completion date includes Saturday, your committed hours as per your contract. Saturday is a 'Client Day' meaning this is the best time for students to practice their skills since the entire day is dedicated to performing services to both walk-in clients and customers with a scheduled appointment.
10. **Students are not allowed to refuse clients/customers.** Unless it is a serious health risk (the school will not put a student in health and safety hazard) to the student, all clients that the school deems to be a client must be serviced by an assigned student. Only the school reserves the right to refuse service to a client. **STUDENTS NOT PERFORMING OR REFUSING TO PERFORM ANY CLASSROOM AND/OR FLOOR ACTIVITIES OR FOLLOW THE AFOREMENTIONED RULES MUST PUNCH OUT IMMEDIATELY.**

#### Rules and Procedures on Student Clock Hours:

A. Each student begins the program in the freshman curriculum, which includes, lecture, demonstration, and practical training for a period of not less than 10% of total clock hours (i.e., Barber- 1000 hours x 10%= 100 clock hours minimum, as a freshman student) and may increase to 300 hours depending on student's skill. The school will maintain freshman weekly worksheets, which the instructor records and evaluates prior to senior curriculum. Practical operations during freshman period are credited as Practical Operation credit. Students will work on clients or mannequin for practical operation upon completion of clock hours required and freshman evaluation.

B. Upon completion of freshman hours, students begin working at the clinic floor to practice and complete practical operations training. Students will have theory class and then practical training hours right after. Theory classes, after the freshman period, will be recorded daily for each theory subject taken to identify student's completion on the subject.

C. Computer printout for each student will be printed every two weeks. Each individual student printout will identify theory hours completed in each subject according to the California Board of Barbering and Cosmetology Rules and Regulations. Practical operation requirements are also listed in the computer printout and student's credited operations will be reflected and identified.

**D,** the following procedures are taken by each student working on the practical/clinic floor:

a. Each student will record all the practical operations completed that day. It is the student's responsibility to ensure that he/she has punched upon arriving to school and punching out before leaving the school. Students are required to have the floor instructor check, initial, and verify the operation, prior to and upon completion of each practical operation. The practical operations will then be recorded to the weekly worksheet onto the computer and filed into each individual student school record envelope.

b. The computer printout of each student will reflect and identify the number of practical operations completed and the required practical operations by the Board. Students need to examine carefully the information entered the computer printout and notify the Office Manager or Instructor for any discrepancies or concerns. The practical operations recorded and filed in each student envelope will help identify and clarify mistakes or concerns in the weekly computer printout.

c. Student attendance policies are applied uniformly and fairly. East to West Barber Academy measures student attendance by clock hours. East to West Barber Academy will.

- give appropriate attendance/clock hours credit for all hours attended.
- not add or deduct attendance hours as a credit or penalty, and
- round actual attendance hours to no more than the nearest quarter hour.

E. Students that fail to meet their scheduled hours for any given week will be charged a rate of \$15.00 (Barber



Course) for every hour not met. Hours are calculated at the end of each month; students are responsible to make the Payments or decide with Ms. Jennifer M. Olan or Mr. Wilfredo L. Olan. Students will have the option to do make-up work by attending a make-up class to be scheduled by Ms. Jennifer or Mr. Wilfredo. Absences will only be excused by Ms. Jennifer or Mr. Wilfredo. Excused absences will not be charged. Students who do not clock out at the end of day will only receive a maximum of 4 (four) hours for the day.

## East to West Barber Academy,

### 2023 Overall Outcome Rates

**Completion Overall: 96.00%; Placement Overall: 76.00%; Licensing Overall: 78.00%**

### CIP

The Classification of Instructional Programs (CIP) is a taxonomic coding scheme for postsecondary instructional programs/fields of study that facilitates the organization, collection, and reporting of program data. The CIP was developed by the U.S. Department of Education's National Center for Education Statistics (NCES) and is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases.

| PROGRAM | CIP CODE | SOC     |
|---------|----------|---------|
| BARBER  | 12.0402  | 39-5011 |

**Constitution and Citizenship Day (September 17, 2022- Saturday) We will be observed on Tuesday September 20, 2022, by having a group discussion about the U.S. Constitution and Citizenship.**

### **Student 'Consumer Information' Guideline**

*This information is available in the **East to West Barber Academy Office** and in the **East to West Barber Academy Catalog**.*

### INSTITUTIONAL INFORMATION

- Cost of attending East to West Barber Academy
- Refund policies
- Requirements for officially withdrawing from school
- Information regarding East to West Barber Academy courses
- Entities that accredit, license, or approve East to West Barber Academy, and procedures for reviewing school's accreditation, licensing, or approval documentation
- Description of any special services and facilities for disabled students
- Title and available employee(s) responsible for dissemination of institutional and financial disclosure information and how to contact them.

*This information is available in the Office and in the **East to West Barber Academy Catalog**. Tuition and fees are published in the **East to West Barber Academy Catalog**, information can also be viewed in the **East to West Barber Academy Office Bulletin Board**. Kit lists describing the books and supplies the student needs while attending school are also in the **East to West Barber Academy Catalog** and **Bulletin Board**. Room and board along as well as transportation are not part of the expenses that **East to West Barber Academy** charges.*

### CAMPUS SECURITY REPORT

- Statistics for the three most recent calendar years concerning occurrences of crime on campus and on public property immediately adjacent to and accessible from the campus.
- Policies regarding procedures to report crimes committed on campus, criminal actions or other emergencies and East to West Barber Academy's response to such reports.
- Policies concerning the security of and access to campus facilities.
- Policies concerning campus law enforcement.
- Policies concerning alcohol and drug use.

*This information is available in the East to West Barber Academy Catalog and Bulletin Board of the East to West Barber Academy Office. The log is kept at the Administrative Office, together with forms for writing/reporting. Drug Policy is also available in the East to West Barber Academy Catalog and Bulletin Board of the East to West Barber Academy Office.*

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