

# Student Handbook

July 2014
KCK BEAUTY & BARBER ACADEMY INC.
10592 BALMORAL CIRCLE EAST
SUITE #1

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WWW.KCKBBACADEMY.ORG

# WELCOME

#### Dear Students,

At KCK Beauty & Barber Academy Inc. (KCK), we recognize that the demand for creative and well trained professionals in the beauty and barber industry is growing daily. We offer dynamic programs in a modern facility to successfully train and prepare you for a limitless career. Our students not only learn technical skills needed in their chosen field of study but interpersonal, professional and business fundamentals as well. Our Instructors are well versed in the use of innovative equipment and effective techniques to present and enhance the school's state approved curriculum.

KCK Beauty & Barber Academy INC. is the place where students are able to pursue their passion, unleash their skills and creativity and be equipped with the tools and knowledge required to succeed.

Sincerely,

LISA L FREENEY

Chief Executive Officer

# MISSION STATEMENT

Our Mission at KCK Beauty & Barber Academy, INC. is to potentially train the best leaders of tomorrow in the Beauty and Barber Industry through quality education, committed instructors and continuous encouragement of knowledge and growth in our students.

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# SECTION 1 STUDENT POLICIES

#### **Discrimination Policy**

KCK is committed to providing an equal educational opportunity for its applicants and does not discriminate against students or its employees based on sex, age, race, color, religion, ethnic origin, or disability. KCK is open to everyone and actively seeks to promote racial harmony through the recruitment, enrollment and integration of students of different ethnicities.

#### **Sexual Harassment**

KCK regards sexual harassment and sexual discrimination as a severe infraction of policy. Acts of sexual harassment such as sexual flirtation, propositions, advances or any other sexual graphic activity or language displayed at school is prohibited and will result in disciplinary action or expulsion. Complaints of sexual harassment should be reported in writing to any administrator, faculty or staff for appropriate action to be taken.

#### **School Records and Confidential Information**

KCK collects and utilizes pertinent information in the form of manuals, business records, personal and client data. It is forbidden for any student to misuse, or steal school information. Violation of this policy will result in disciplinary action, dismissal, and or legal action.

#### **Resource Library**

The resource library is located in the front of the school. Videos, CD's Books and additional support materials are available for student use while on premises. There are 4 computers for student use for additional testing and viewing of DVD's.

#### **Student Parking**

Student parking is available directly in front of the school.

#### **Dress Code and Personal Hygiene**

KCK recognizes the importance of current trends in hair, makeup clothing along with personal hygiene and grooming in making a professional statement about image. The Administration, faculty and staff insists that each student appropriately contributes to the overall school image by adhering to the following rules:

- 1. Hair shall be clean, properly styled, and make up (not mandatory) shall be applied prior to arriving
- 2. Fingernails shall be cleaned and well maintained
- 3. The body and mouth shall be free from unpleasant odors
- 4. All students must adhere to the academy uniform regulations at ALL times. Any student who arrives to campus not in uniform will be sent home.
- 5. All students are required to wear a name tag. Name tags are considered to be a part of the uniform.
- 6. All students are required to wear personalized KCK T-Shirt, black scrub bottoms with close toed black shoes. Two (2) T-shirts is included in the supplies cost of tuition.

  Additional T-shirts may be purchased in the administrative office. Other required uniform is supplied at the student's personal cost.

#### **Communications**

- Open door policy is acknowledged and practiced management. Students should feel free to meet with any administrator, faculty or staff. Ask in the Administration office for persons to direct your questions, complaints, suggestions or problems. Your input is welcomed and appreciated.
- 2. Re-occurring problems should be put in writing and submitted to the school administrator or CEO.

#### **School Hours**

School hours for day classes are 8:30am-4:30pm, Monday through Friday with a hour lunch break. School hours for evening classes are 4:30pm-8:30pm, Monday through Friday with no lunch break. Punctuality is required. To avoid class interruptions, students not clocked in by 8:45 a.m. for day classes or 4:45 p.m. for night classes will not be allowed to enter the classroom until the 1<sup>st</sup> class break. Students not allowed into the class room must set up in the media/computer room or the Lab floor until the 1<sup>st</sup> class break. Excessive tardiness will be cause for disciplinary action. The Education Director or a designee will consider each case based on the facts presented.

#### **Leaving Premises**

Students should not leave school without permission and knowledge of instructor or management personnel. Students should leave only on scheduled lunch periods, 10 minute breaks or when released for the day.

#### **Down Time**

When not scheduled with a client, KCK expects each student to contribute to the school operations in cleaning, organizing and helping with any other school duty that may be assigned by the instructor.

#### **School Calendar and Holiday Closures**

New Applicants are enrolled at KCK Beauty & Barber Academy INC. on the first Tuesday of each month. The following holidays are observed at KCK Beauty & Barber Academy INC.

- New Year's Day
- Dr. Martin Luther King's Birthday
- Monday after Easter
- Fourth of July
- Labor Day
- Thanksgiving Day and Day after Thanksgiving
- Christmas Eve Through New Year's Day

Holidays are subject to change without prior notification

#### <u>Attendance</u>

A student contracts for a specific enrollment date. If the period of enrollment is exceeded, an additional fee of \$10.00 per hour will be charged for all hours clocked after the contracted graduation date. Students must maintain a minimum 75% attendance.

If the student is going to be absent, the student must make personal contact to the school. Any time a student's knows beforehand that he/she will be absent; it is the responsibility of the student to let their instructor know, prior to the known absence. Any unexcused absence will be \$10.00 an hour and charged monthly.

It is the responsibility of the student to clock in and out. Taking more than the allowed break will result in missed hours. Not clocking out at the end of the day will result in losing hours for the day.

#### Make Up Policy

Any student who have been absent for any reason is required to make up any missed assignments on your own within 30 days. It is KCK Beauty & Barber Academy INC. policy for students to be in school daily doing your scheduled hours.

NOTE: The contracted time for each course provides students with extra time for absences and holidays, for which they will not be charged.

#### **Tuition**

Tuition is due on or before the first (1<sup>ST</sup>) day of each month. Any payment received after the tenth (10<sup>th</sup>) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee.

All fees must be paid before the student completes the required course hours in order for the student to receive their diploma and official transcript.

The Florida State Board requires that students take and pass a written exam to become licensed. The student is responsible for paying the exam fee at the testing center.

#### **Transfer Hours**

Credit for previous training will be given only upon presentation of a certified transcript from a licensed cosmetology or barbering school. The School will grant credit for out-of-state training only upon presentation of certified documentation from the Cosmetology or Barbering Governing Boards of the respective state. All program work will be adjusted accordingly and all records of previous education will be maintained in students' permanent record files. Upon receipt of a transcript of previous hours, the student's tuition will be adjusted accordingly. Transferring credits from KCK to another Institution is subject to the receiving Institution's transfer policy.

#### **Personal Phone Calls**

Students may not use the school phone. Please inform your family and friends that they cannot call and speak to you. They may leave a message for you. The receptionist is not your personal secretary.

#### **Cell Phone Usage**

Cell phones may only be used while off the clock in the student parking area (not in the building). While in the building cell phones should be on silent and stored in bag.

#### <u>Inventory</u>

Inventory shall be stocked in an orderly fashion in the stock room or at the reception desk. A count of school inventory both retail and beauty supplies will be conducted regularly. The misuse of product through waste or stealing shall result in disciplinary measures. Students are allowed to purchase products from the receptionist at a discount. Beauty and Barber supplies are not allowed to be purchased without management or instructor approval.

#### **Inclement Weather**

In case of bad weather that inhibits students from reporting to school, All Students should follow the Public School direction for school closures.

#### Safety & Health

It is essential to the health of all students and clients that each person abides by the health and safety precautions. It is the student's responsibility to report and accidents to management immediately.

Safety and Health Rules

- 1. Keep all equipment in safe, sanitary working order. Immediately report broken salon equipment.
- 2. Keep floors clear of debris, hair and chemicals to prevent tripping or slipping.
- 3. Promptly dispose of garbage, chemicals or damaged materials
- 4. Note where all fire exits are in case of fire
- 5. Do not touch unknown breakers, outlets or wires
- 6. Have emergency numbers posted at the reception area
- 7. Follow all OSHA and State board regulations and disinfection guidelines.

#### **Emergency Procedures:**

- 1. Call EMS or 911 when requested by a student, client, Administrator, faculty or staff
- 2. Check student or employee file for "In case of emergency" form
- 3. Notify family or person indicated on "In case of emergency" form
- 4. No Administrator, faculty or Staff may transport any student or client to the hospital. Individual must be transported by family member, friend or EMS.'
- 5. Complete Accident/Incident Report

#### **Fire Drill Procedure**

- 1. All Administrators, Faculty, Staff, students and clients evacuate the building according to posted evacuation routes.
- 2. Students are responsible for assisting their clients in the evacuation to the parking lot
- 3. A staff member will perform a "roll call" to ensure all students have evacuated.

#### Student Articles Improperly Stored

Kits, mannequins and tools left unsecured either on the station or in the sanitizer will be confiscated and become property of the school. School lockers are available for student use.

#### **Graduation**

A student must successfully complete required course hours, meet minimum course requirements, maintain an average grade of 75% and pass a final comprehensive written and practical examination.

#### **Exit Interview**

Students graduating or being terminated must complete exit evaluation forms with the Education Director. No exceptions.

#### **Graduation Ceremonies**

Graduation ceremonies are held the last Friday of the months of January and July. Students and guests are invited to participate in the diploma ceremony.

#### **Drop Policy**

It is the student's responsibility to notify the school within 2 days if a student is absent. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office. The administrative staff notifies the financial director of official and unofficial withdrawals thru email. The financial director reviews the financial status of the student, completes status change and meets with student to discuss financial obligations if applicable.

#### **Appeal Process for Grievances**

- 1. A student, instructor or any interested party may file a complaint against the school, in writing, to KCK Beauty & Barber Academy INC. Administrator outlining the allegation or the nature of the complaint within 60 days.
- 2. The complaint form will be given to the Chief Executive Officer
- 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. This will notify the student of continued investigation and/ or action 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. Prior to filing any complaint with an outside agency, the complainant is required to make every attempt to resolve the problem through the School's complaint process,
- 7. KCK Beauty & Barber Academy INC. will maintain written records of all complaints filed for up to six (6) years.
- Appeals that cannot be resolved by the school may be referred to The Commission for Independent Education, 325 W. Gaines Street, #1414 Tallahassee, FL 32399-0400. Toll Free; (888-224-6684) or (850-245-3200) or website <a href="www.fldoe.org/cie">www.fldoe.org/cie</a>

# Section 2 Student Standards Code & Conduct

All students are expected to demonstrate high standards of integrity and character at all times. A student will be asked to leave if their conduct is out of line with any rules of the school. Students must treat each other, Administration, faculty and staff with respect. Rudeness, gossips or being a trouble maker will not be tolerated.

List and Descriptions of Conduct that will not be tolerated are listed below:

Sexual Harassment - such as propositions, flirtations or advances either physically or verbally

**Health, Safety, OSHA regulations**-Violations of health, safety or OSHA regulations that may Directly or indirectly create hazardous conditions

Vandalism or Theft- purposely destroying or removing school, student or client property from school

**School property, records or information**- stealing, destruction, misuse or unauthorized access to restricted property, information or records

Falsification of records-The willful falsification of employment, client or school records such as receipts, compensation records or inventory reports

**Discourtesy to clients**- such as verbal abuse, physical harassments or neglect in service or any other direct violation

Services to Clients- students cannot refuse any client patron at any time for any reason

Fighting or threats-verbal or physical threats or acts of violence against any persons in the school

**Insubordination**- disrespectful language, actions or refusal to follow directions from administration, faculty and staff

**Gambling-**No gambling for stakes during school hours or on school property.

**Drug or Alcohol**-no possession or use of drugs including alcohol on school premises before or doing schedule school time

# Section 3 Services

Services on Family Friends or Students- The goal of KCK is that each student is productive the majority of their scheduled time. The school recognizes that there will be slow times in which other task may be performed and feel this is the time to service family, friends and other students. Immediate family members receive student prices only. Students performing services or receiving services must first have a ticket approved by an instructor and pay student service cost. Students may receive services on Tuesday and Wednesday ONLY.

Cash and Credit card is accepted as payment for client services.

## **Section 4**

## Other

#### **AFFLIATIONS**

**Currently seeking to be licensed by the Commission for Independent Education** 

The Commission for Independent Education

325 West Gaines Street, #1414

Tallahassee, FL 32399-0400.

(888-224-6684) or (850-245-3200)

website: www.fldoe.org/cie

#### **Licensing and Placement**

**Currently no data to report**