

S&S College of Hair



**117 Front Avenue
Indianola, MS 38751**

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S & S College of Hair
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Licensed By: **State of Mississippi**
Board of Barber Examiners
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WELCOME

We would like to welcome you to S & S College of Hair.

We are here to help you reach your goals in the industry. You are on your way to becoming a success in the barber industry. We are pleased to offer you a quality education.

S & S College of Hair maintains a commitment to excellence in its program. We will continuously provide you with the educational opportunities and service to help you succeed.

We challenge you to take advantage of all of the valuable programs available to you and we wish you success as your work toward your career.

This is to certify that this catalog is true and correct in content and policy.

Written in the English language



Mission Statement

Our mission statement is to provide an environment where we can all come together as one for success in education.

To provide quality instruction to the students in both theory and the practice of barber/stylist. S & S College of Hair is an institution that prepares our students for employment. Our goal is to instill in all our students the importance of sharing and giving back to the communities.

S & S College of Hair maintains a commitment to excellence in its programs.

Educational Goals

Barber:

The barber course of study is designed to prepare students for the state licensing examination and for entry-level employment in the barber industry. The knowledge and skills obtained will prepare you for work in a full service Barber Shop or Chain Barber Shop as a Master Barber, shop manager or shop owner.

Barber Instructor:

The barber instructor course is designed to prepare master barbers for the state licensing examination for a profitable employment as a barber instructor teacher.

Facilities and Equipment

Our educational institution includes classroom, dispensary, office and modern clinic laboratory in which the students practice "hands on" customer service.

New Class Starting Dates

Class start dates are every Tuesday.

HOLIDAY AND SCHOOL CLOSINGS

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

**MARTIN LUTHER KING DAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
THANKSGIVING DAY
CHRISTMAS EVE
CHRISTMAS DAY
NEW YEARS EVE
NEW YEARS DAY**

Admissions Requirements

To enroll in our programs, an applicant must have a high school diploma or a GED certificate. The state law requires a photocopy of the following items that has to be maintained in the student's file at all times:

- *High School Diploma or a GED
- * Photocopy of ID or driver's license;
- *All students are required to submit an application and must be at least 16 years of age.

BARBER INSTRUCTOR COURSE

Requirements: High School Diploma or GED Certificate and Licensed as a Master Barber.

S & S College of Hair will accept hours at other institutions provided that such are accepted by the State Board of Barbering. Tuition for transfer students is charged by the hour.

Registering Hours with the State Board of Barbering - Mississippi

In order for Barber students to register hours with the State Licensing Board, they must submit the following documents: Proof of age-ID or driver's license and High School Diploma or GED

Non-Discrimination Policy

As an equal opportunity barber school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin.

The school does not recruit students already attending or admitted to another school offering a similar program of study.

Sexual Harassment Policy

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

Right to Privacy and Information Release

NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

Policy for Reviewing Financial or Educational File

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least three years.

Grading

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

Graduation Requirements & Diploma

Students must complete the clock hour requirements of their program with a cumulative grade point average of 70% or better in order to receive a diploma from the college. The diploma signifies that the student has successfully completed the basic course training program and fulfilled all graduation requirements by use of a completion form.

Employment Assistance

Each student must understand that S&S College of Hair has not made and will not make any guarantees of employment or salary upon graduation. The school will provide placement assistance which will consist of identifying employment opportunities and advisement on appropriate means of attempting to explore these opportunities.

Instructional Materials

Students who are enrolled in the barber/stylist program are responsible for their clinic apparel, textbooks and/or workbooks, and kits, only if they are not receiving financial assistance.

Tuition Payments

In the event the student is paying his or her tuition through another program, all disbursements will be credited to the student's account for actual tuition or other charges. Students not paying tuition through other programs will be billed weekly and/or monthly per agreement made with S&S College of Hair. The college reserves the right to suspend any student from school whose account is delinquent. All paid tuition is non-refundable.

Advising Services

The college provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment.

Counseling Services

All students may contact any off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that may be needed.

Student Conduct

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school deserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

Grievance Procedures

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the owner. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the owner. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the owner, will meet with the complainant to resolve the problem. The owner will respond to the complaint within ten working days from the time of the meeting. If the problem cannot be resolved, the student can contact NACCAS in writing.

Refund Policy

Refund and Cancellation Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

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

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro-rated refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before an instruction of the course has begun, we will participate in a teach out agreement of the course or the school will either provide a full refund of all monies paid or completion of the course at a later time.

Barber Course

SATISFACTORY ACADEMIC PROGRESS POLICY

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

<u>Barber</u>		<u>Barber Instructor</u>	
0-450	Hours	0-450	Hours
451-900	Hours	451-1000	Hours
901-1200	Hours		
1201-1500	Hours		

Evaluation periods are based on actual hours completed.

The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program.

The Satisfactory Academic Progress Policy is provided to every student before enrollment.

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

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

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Barber (Full time, 30 hrs/wk) - 1500 Hours	50 Weeks	1500
Barber (Part time, 20 hrs/wk) – 1500 Hours	75 Weeks	1500
Barber Instructor (Full time, 30 hrs/wk) – 1000 Hours	33.3 Weeks	1000
Barber Instructor (Part time, 20 hrs/wk) – 1000 Hours	50 Weeks	1000

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 89	VERY GOOD
70 - 79	SATISFACTORY
0-69	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

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

WARNING

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

Excused and Unexcused Absences

Excused absences are defined as

- Sickness of a student or student's child with a doctor's excuse
- Holidays given by the school
- Funeral with documentation (immediate family only)
- Inclement Weather
- Pre-arranged personal business with prior approval

All other absences are unexcused.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

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

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. We accept hours at other institutions provided that such are accepted by the State Board of Barbering. Tuition for transfer students is charged by the hour.

Leave of Absence Policy

All requests for leaves of absence must be submitted in advance in writing, including the reason for the student's request and the student's signature. A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so, they may call the school. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. We will extend the student's maximum time frame and the contract period by the same number of days taken in the LOA. The withdrawal date is always student's last day of attendance. The student will not be assessed any additional charges as a result of the LOA. The LOA together with any additional leaves of absences must not exceed 180 days in any 12 month period. A student granted an LOA that meets these criteria is not considered to be withdrawn, and no refund calculation is required at that time.

Re-Entry Procedure

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

Barber

The professional course in barber requires the satisfactory completion of 1500 hours training. This will entitle you to take the Mississippi State Board of Barber Examination for the Mississippi Barber License. The barber curriculum according to the State Board of Barber is as follows:

Fifteen hundred (1500) hours of training are required of applicants for a certificate of registration as a master barber with at least on (1) hours of theory class per day. The hours shall be apportioned as follows:

<u>(a) General Hours:</u>	<u>Hours</u>
History and Fundamental of barbering	10
Elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene	25
Barber implements	10
Shaving	10
Skin, scalp and hair	20
Haircutting, hairstyling and hair setting	30
Hairpieces- (sales and service)	5
Chemical theory (permanent waving, hair coloring, bleaching and straightening)	30
Manicure and nail care	10
Anatomy, physiology and systems structure of the head, face and neck, including muscles and nerves	40
Makeup and skin care	5
Theory of massage and facial treatment	10
Disorders of the skin, scalp and hair	15
Barber law, rules and regulations	10
Business management and salesmanship	5
Preparation for seeking employment	5
Required Total:	<u>240 Hours</u>
<u>(b) Chemical Hours:</u>	
Permanent waving	100
Hair relaxer	100
Hair coloring, bleaching and toning	100
Manicures	60
Required Total:	<u>360 Hours</u>
<u>(c) Physical Hours</u>	
Shampooing and rinses	150
Hair care and scalp care	150
Haircutting (male and female)	220
Shaving (beards and mustaches)	140
Hairpiece-fitting	40
Hairstyling	100
Facials and makeup	50
Manicures	50
Curriculum Total:	<u>1500 Hours</u>

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

Barber/Stylist Program Description General

History and Fundamental of barbering

The student will learn the history and basic fundamentals of barbering. They will learn the origin of the barber pole.

Elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene

Student will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The student will learn the two types of bacteria. The student will learn disinfecting rules, decontamination safety precautions, and rules of sanitation.

Barber implements

Student will learn the principle tools and implements used in the practicing of barbering. Student will learn the correct techniques for holding combs, shears, clippers and razors.

Shaving

Student will learn the sanitation and safety precautions associated with straight razor shaving. Student will learn the 14 shaving areas of the face.

Skin, scalp and hair

Students will learn the structures of the hair root, layers of the hair shaft and structure of hair protein. Students will learn different types of hair loss and treatments.

Haircutting, hairstyling and hair setting

Student will learn the art and science of men's haircutting and hairstyling. Student will learn the importance of the client consultation.

Hairpieces- (sales and service)

Student will learn how to sell hair replacement systems. Student will learn how to clean and service a hair replacement system. Student will learn how to apply and remove a hair replacement.

Chemical theory (permanent waving, hair coloring, bleaching and straightening)

Student will learn the effects of chemical texture services for the hair. Student will learn hair and scalp analysis for chemical texture services.

Manicure and nail care

Student will learn the five general shapes of nails. Students will learn the nail irregularities and diseases.

Anatomy, physiology and systems structure of the head, face and neck, including muscles and nerves

Student will learn the importance of anatomy and physiology to the barber profession. Students will learn the structure and reproduction of cells. Students will learn the important muscles of the head, face, and neck that relate to barbering services.

Makeup and skin care

Student will learn the appropriate facial and makeup products.

Theory of massage and facial treatment

Student will learn the benefits of facial massage and treatments. Student will learn the location and stimulation of facial nerves and facial muscles.

Disorders of the skin, scalp and hair

Student will learn the structure and divisions of the skin. Students will learn the functions of the skin and learn recognizable skin disorders.

Barber law, rules and regulations

Student will learn barber board laws, rules and regulations. Student will learn how to prepare for the theory and practical state board exam.

Business management and salesmanship

Student will learn the responsibilities associated with business development and ownership. Student will learn services and retail product sales techniques.

Preparation for seeking employment

Student will learn industry positions available for barbering. Student will learn how to write and resume and perform a job search.

Chemical

Permanent waving

Student will learn the different types of permanent waves.

Hair relaxer

Student will learn the two most common types of relaxers.

Hair coloring, bleaching and toning

Student will learn the principles of color theory and their importance to hair coloring. Student will learn the classifications of hair color products and their actions on the hair

Manicures

Student will learn how to use each nail cosmetic and what ingredients it contains

Physical

Shampooing and rinses

Student will learn a shampoo service. Student will scalp massage techniques and treatments.

Hair care and scalp care

Student will learn to identify services associated with the treatment of the hair and scalp. Student will learn proper draping procedure for hair services.

Haircutting (male and female)

Student will learn basic cutting techniques: fingers-and-shear, shear-over-comb, freehand and shear cutting, freehand clipper cutting, clipper –over-comb, and razor cutting.

Shaving (beards and mustaches)

Student will learn how to shave/ trim beards and mustaches.

Hairpiece-fitting

Student will learn how to fit and cut in a hair replacement system.

Hairstyling

Student will learn basic hairstyling techniques.

Facials and makeup

Student will learn how to apply makeup and skin care products. Student will learn facial and makeup treatment equipment.

Manicures

Student will learn basic manicure and hand massage procedures

BARBER INSTRUCTOR

COURSE OBJECTIVES:

This program instructs the student in the following: curriculum development, lesson planning, teaching methods, classroom management teacher-student relationships, and testing evaluation.

COURSE OUTLINE:

HOURS

A. Lesson Planning:

Course outlining and development	70
Lesson planning and motivation	80
Record keeping	40
Testing	40
Grading	40

B. General:

Book Knowledge	60
Teaching Techniques	60
Visual Aid Equipment	40
Classroom Management	40
Student Motivation	80
Product Knowledge	30
State Laws	60

C. Physical

Permanent Waving	30
Relaxers	30
Shampooing	30
Nail Care	30
Facials	30
Hair Coloring/Lightening	30
Haircutting	80
Clinic Floor Management	100

Total Hours: 1000 Hours

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

Barber Instructor Program Description

Course outlining and development

Student will learn the value of writing a course outline and how to effectively develop one.

Lesson planning and motivation

Student will learn the value of a lesson plan and how to effectively write a detailed one. Student will learn how to motivate the students and keep them interested.

Record keeping

Student will learn the importance of keeping accurate school records.

Testing

Educator will learn how to prepare the student for state licensing examination. In addition, you will learn how to prepare students for taking testes effectively.

Grading

Student will observe instructor grading student's exams and student will assist and grade test and exam papers using the methods demonstrated by instructor.

Book Knowledge

Student will learn general knowledge of the master educator book.

Teaching Techniques

Students will learn the different teaching principals as outlined in the textbook as well as experiences by instructors in the school.

Visual Aid Equipment

Educator will learn how to integrate the use of visual aid equipment in the classroom to teach students.

Classroom Management

Student will learn how effectively supervise and manage the classroom. Student will learn how effectively supervise and manage the classroom.

Student Motivation

Student will learn how to implement the actions for self-motivation and how to create motivational circumstances.

Product Knowledge

Student will learn the purpose and benefits of products.

State Laws

Student will learn state laws as stated in the Barber rules and laws booklet.

Permanent Waving

Student will learn how to teach the different types of permanent waves.

Relaxers

Student will learn how to teach the two most common types of relaxers.

Shampooing

Student will learn how to teach shampooing services.

Nail Care

Student will learn how to teach nail care.

Facials

Student will learn how to teach facials.

Hair Coloring/Lightening

Student will learn how to teach the principles of color theory and their importance to hair coloring and will learn how to teach the classifications of hair color products and their actions on the hair.

Haircutting

Student will learn how to teach the basic cutting techniques: fingers-and-shear, shear-over-comb, freehand and shear cutting, freehand clipper cutting, clipper –over-comb, and razor cutting.

Clinic Floor Management

Student will learn the different problems on the clinic floor, different instructor experiences, how to deal with the problem.

S&S College of Hair currently does not offer Federal Student Aid. Students may also setup weekly and/or monthly payments. There are many funding sources available. Please speak with the Administrative team if assistance is needed. Prices are subject to change without notice, please inquire in the office.

TUITION

Barber Program (1500 Clock Hours)

Full-Time - 50 weeks	Part-Time -75 weeks
Enrollment Fee	\$100.00
Tuition	\$12,500.00
Student Kit	\$700.00
Books/Uniforms	\$200.00
Total	\$13,500.00

Barber Instructor Program (1000 Clock Hours)

Full-Time - 50 weeks	Part-Time – 33.3 weeks
Enrollment Fee	\$100.00
Tuition	\$11,500.00
Books/Uniforms	\$200.00
Total	\$11,800.00

Barber Instructor Program (600 Clock Hours)

Full-Time - 15 weeks	Part-Time – 30 weeks
Enrollment Fee	\$100.00
Tuition	\$9,200.00
Books/Uniforms	\$200.00
Total	\$9,500.00

Barber Refresher Program (360 Clock Hours)

Full-Time - 9 weeks	Part-Time – 18 weeks
Enrollment Fee	\$100.00
Tuition	\$7,300.00
Uniforms	\$100.00
Total	\$7,500.00

Barber Crossover Program (600 Clock Hours)

Full-Time - 15 weeks	Part-Time – 30 weeks
Enrollment Fee	\$100.00
Tuition	\$8,500.00
Student Kit	\$700.00
Books/Uniforms	\$200.00
Total	\$9,500.00

SCHOOL STANDARDS/RULES & REGULATIONS

- 1. FULL TIME STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 9:30AM TO 5:00PM TUESDAY THRU FRIDAY AND 9:30AM TO 2:00PM ON SATURDAY. PART TIME NIGHT STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 4:00PM TO 8:00PM TUESDAY THRU FRIDAY.**
- 2. LEGAL VERIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST SIGN OR CLOCK IN UPON ARRIVAL AND SIGN OUT OR CLOCK OUT UPON DEPARTURE FROM SCHOOL.**
- 3. STUDENTS WILL NOT BE GIVEN TIME IF THEY DO NOT SIGN OR CLOCK IN.**
- 4. STUDENTS WILL BE EXCUSED FROM AN ABSENCE WITH PROPER DOCUMENTATION. STUDENTS WILL NOT BE EXCUSED WITHOUT PROPER DOCUMENTATION.**
- 5. THE SCHOOL REQUIRED THAT ALL STUDENTS BE IN SCHOOL EVERY DAY IN THE PRESCRIBED UNIFORM (Black Smock). ANY STUDENT NOT IN THE PRESCRIBED UNIFORM WILL NOT BE ALLOWED TO STAY IN SCHOOL OUT OF UNIFORM AND WILL BE SENT HOME. THIS UNIFORM INCLUDES (BLACK PANTS, SKIRTS, SHORTS OR DRESSES) DAILY. NO HATS, HAIR NETS OR ECT. ALLOWED ON THE HEAD. NO OPEN TOE SHOES (FLIP FLOPS, SANDALS OR ECT).**
- 6. FULL TIME DAY STUDENTS WILL HAVE 30 MINUTES FOR LUNCH EACH DAY AND TWO 15 MINUTE BREAKS. PART TIME NIGHT STUDENTS WILL HAVE ONE FIFTEEN MINUTE BREAK EACH NIGHT. STUDENTS THAT ARE LATE RETURNING FROM LUNCH WILL NOT BE ALLOWED TO SIGN OR CLOCK IN THE REMAINDER OF THE DAY.**
- 7. STUDENTS, PATRONS AND STAFF MEMBERS WILL BE PROVIDED A SANITARY ENVIRONMENT. THIRTY MINUTES EACH DAY IS SCHELDUED FOR SANITATION.**
- 8. INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO CLOCK OUT ANY STUDENT WHO EXHIBITS UNBECOMING BEHAVIOR. IF A STUDENT CONTINUES TO EXHIBIT UNBECOMING BEHAVIOR THE STUDENT WILL BE TERMINATED. NO PROFANITY IS ALLOWED ANYWHERE IN THE SCHOOL. PROFINITY IS NOT PROFESSIONAL OR EXCEPTABLE.**
- 9. STUDENTS MUST PARK THEIR CARS IN THE PARKING LOT.**
- 10. ONLY EMERGENCY TELEPHONE CALLS WILL BE ACCEPTED ON THE BUSINESS TELEPHONES. STUDENTS WILL NOT BE ALLOWED TO LEAVE CLASS OR CLINIC AREA TO RECEIVE OR MAKE PERSONAL TELEPHONE CALLS EXCEPT IN CASE OF EMERGENCY. ALL CELL PHONES MUST RAMAIN ON SILENT.**
- 11. ANY STUDENT WHO POSSESSES OR USES ILLEGAL SUBSTANCES ON SCHOOL PROPERTY WILL BE TERMINATED FROM THE SCHOOL. (NO EXCEPTIONS)**
- 12. STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES AND ECT. THE SCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN KIT ITEMS MUST BE REPLACED BY THE STUDENT.**

13. STUDENTS CANNOT CONDUCT FREE FAMILY MEMBERS HAIR SERVICES. THEY WILL BE CHARGED THE FULL PRICE AS ANY OTHER CLIENT.

14. THE FLOOR INSTRUCTOR WILL ASSIGN PATRONS TO STUDENTS FOR CLINICAL SERVICES. A SERVICE TICKET IS ISSUED FOR EACH CLINIC ASSIGNMENT. NO SERVICE IS TO BE PERFORMED ON ANY CUSTOMER OR STUDENT WITHOUT A TICKET. YOU WILL PERFORM ONLY THE SERVICE ON THE TICKET. IF THE PATRON REQUEST ADDITIONAL SERVICES, THEY MUST PAY FOR THE SERVICE FIRST.

15. NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT OR DRINK IN THE CLINIC LABORATORY.

16. NO STUDENT OR STAFF MEMBER IS ALLOWED TO SIT IN CLINIC CHAIRS UNLESS A SERVICE IS BEING PERFORMED.

17. SMOKING IS NOT ALLOWED IN THE SCHOOL. STUDENTS AND STAFF MUST SMOKE OUTSIDE.

18. STUDENTS MUST SATISFACTORILY COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITH-IN THEIR DESIGNATED ENROLLMENT PERIOD. STUDENTS MUST MAKE-UP ANY TEST MISSED OR A ZERO WILL BE GIVEN.

19. ANY STUDENT THAT ARRIVES AFTER 10:15AM WILL BE ABLE TO SIGN IN AFTER THE BREAK.

20. STUDENTS WILL RECEIVE A COMPREHENSIVE PROGRESS REPORT AT THE END OF EACH EDUCATIONAL MODULE. THIS REPORT WILL REFLECT THE STUDENTS WRITTEN, PRACTICAL AND CLINICAL WORK. THE INSTRUCTOR WILL COUNSEL WITH THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.

21. SUSPENSION FROM SCHOOL CAN LAST FROM ONE TO THIRTY DAYS.

ATTENDANCE POLICY

***All full-time students must attend 120 hours per month.**

***All part-time students must attend 70 hours per month.**

If you do not clock the minimum hours you will be placed on attendance probation at the end of each module. If during this probationary period you do not clock the minimum hours, you will be terminated.

Missed test can be made up on Friday.

Missed hours can be made up during the following times:

Saturday 9:30am to 2:00pm

Tuesday – Friday Nights 4:00pm to 8:00pm

S&S College of Hair Acknowledgement

I acknowledge that I have received the S&S College of Hair Catalog. After reading, I acknowledge that I understand the attendance policy and the rules and regulations listed in the catalog. I understand that the rules set forth herein may be changed or applied differently if, in the opinion of the College, circumstances so warrant.

Student Signature/Date

Student Identification Number

Instructor Signature/Date

Barber Refresher Training Program

Total Clock Hours: 360

Length of Course: 18 weeks (Part time, 20 hours attendance per week)

9 weeks (Full time, 40 hours of attendance per week)

Schedule: Part Time or Full Time

Classes Start: Every Tuesday

Note: The barber refresher course is for the students who has let his/her license expires or for the barber who wishes to return back to the profession and wants to practice and review.

Barber Refresher Educational Objectives:

The objectives for this course are as follows:

1. To train and provide a hands-on instructional program, that will enable each student to progress as rapidly as capability permits.
2. To include in every program of study those subjects areas which are most needed in Barber industry, and to emphasize those most needed for success
3. To prepare our students the ability to pass the Mississippi State Board of Barbering and Cosmetology Examination

Barber Refresher Course Training Program Curriculum

- The curriculum for students enrolled in a barber refresher course shall consist of a minimum of three hundred and sixty (360) clock hours of technical instruction and practical operations covering those barber practices.
- Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Technical instruction and practical training shall include the following hours:

TECHNICAL INSTRUCTION	REQUIRED HOURS
Theory Subjects	10
PRACTICAL OPERATIONS	REQUIRED HOURS
Haircut/Hairstyle	160
Permanent Waving	30
Hair Processing/Relaxing	50
Hair Coloring	45
Blow-Drying, Styling, Curling	50
Sanitation and Sterilization	15
TOTAL CLOCK HOURS IN COURSE (Theory plus Practical)	360

Students must also review and complete all theory assignment related to barbering not covered by their previous barbering education. Students must review and practice the rules and regulations required by The Board of Barbering and Cosmetology throughout the course. At the completion of the hours, students may not need to take a State Board of Barbering and Cosmetology exam if their State Barber licensure is still active. Otherwise, if their State Barber licensure is expired, then they will need to take a State Board of Barbering and Cosmetology exam to obtain a barber licensure.

Barber Crossover Training Program

Total Clock Hours: 600

Length of Course: 30 weeks (Part time, 20 hours attendance per week)

15 weeks (Full time, 40 hours of attendance per week)

Schedule: Part Time or Full Time

Classes Start: Every Tuesday

Note: Applicant must have current Mississippi Cosmetology license.

- The Barber Crossover program prepares individuals to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels.

Barber Crossover Training Program Curriculum

- The curriculum for students enrolled in a barber refresher course shall consist of a minimum of six hundred (600) clock hours of technical instruction and practical operations covering those barber practices.
- Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Technical instruction and practical training shall include the following hours:

PRACTICAL OPERATIONS	REQUIRED HOURS
Academic and Demonstration	90
Scalp and Hair Treatments	40
Hair shaping <ul style="list-style-type: none">• Proper use of scissors, razors, clippers	240
Shaving, Beard and Mustache Trim	15
Facial Massage	25
Permanent Waving and Chemical Hair Relaxer	100
Hair Coloring	50
Hair Pieces	20
Sanitation and Sterilization	20
TOTAL CLOCK HOURS IN COURSE (Practical plus Theory)	600

Students must also review and complete all theory assignment related to Barbering. Students must review and practice the rules and regulations required by The Board of Barbering and Cosmetology throughout the course. Our Barber Crossover Program is designed to allow an individual who possesses a valid Mississippi Cosmetology license the opportunity to also become a licensed Barber. Students will be prepared to pass the state licensing exam which consists of a written and practical examination. Upon receiving your Barber license, you will then become eligible to work in both a state-licensed Cosmetology Salon and/or a state-licensed Barber Shop.

Insert 1-5

January 2020