



J•KINLOW
School of Barbering and Cosmetology



CHOOSE SUCCESS!

CATALOG 2019

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LICENSING AUTHORITY

J. Kinlow School of Barbering and Cosmetology (also referred to as J. Kinlow Hair Schools) is licensed by the Washington State Department of Licensing and regulated under chapter 18.16 of the Revised Code of Washington and the Washington Administrative Codes. The school is subject to periodic unscheduled inspection to insure compliance with the law. Any person wishing to practice cosmetology, barbering, manicuring or esthetics for pay must attend a licensed school/institution for a required number of hours and pass a state administered examination for the profession for which they have trained.

Inquiries, concerns, or complaints regarding this school can be made to the Department of Licensing, Business and Professions Division - Cosmetology Unit, PO Box 9048 Olympia Washington 98507, (360) 664-6626

DISCLOSURES

The school does not discriminate on the basis of race, color, creed, sex, religion, age, financial status, country area, origin or residence.

Selected programs of study at JKSBBC are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

JKSBBC does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

No policy stated in this catalog prevents a student from contacting the Department of Licensing at any time with a concern or a complaint.

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A Letter from our founder...

Welcome to J. Kinlow School of Barbering & Cosmetology (JKSBC)!

We are elated that you have chosen J. Kinlow as the path to your future success! We want you to know, it's no accident that you're here and we are so glad you are. We count it a privilege to walk alongside you as you push towards your dreams. In our 20 plus years in the Hair Care Industry we have developed a passion for helping people be their best and creating opportunities for those that need them. We often say, we aren't in the hair business; we're in the people business! We are driven by our desire to see you inspired, encouraged and equipped to be the best PERSON you can be!

At JKSBC you won't be an anonymous seat-filler that we just give the bare minimum to pass the state exam. Instead, you will receive personal instruction that will fully prepare you to be a well-rounded leader in the Beauty & Barber Industry. We believe there is already greatness in you. Our role is just to nurture your talents and give you the tools you need to access the vast opportunities life has to offer.

Over the upcoming months we're going to ask you to work hard, act with integrity and contribute positively to our learning community. Every day may not be easy, but if you're willing to put in the work the sky is the limit! Your dreams are closer than ever before. Choose success every day. The world is waiting for you!

Welcome to the family!

A handwritten signature in black ink, appearing to read 'J. Kinlow', with a stylized flourish at the end.

Jason Kinlow
Owner & Founder

The J. Kinlow Way—*Our Philosophy, Culture & Mission*

PHILOSOPHY

- ❖ Serve in the spirit of excellence
- ❖ Push beyond mediocrity
- ❖ Challenge one another to be great
- ❖ Give the gift of giving
- ❖ Glorify God in all things
- ❖ Help Bridge the gaps of racial, social, and economic divide
- ❖ Choose Success

CULTURE

At JKSBC we strive to maintain a high standard of excellence and integrity and the services we provide are second to none. Because of our stellar customer service, customers leave us feeling inspired, cared for and appreciated. We function as a team and work together to see our philosophy lived out daily. We build up and not tear down. We smile. We laugh. We work hard. We make everywhere that we are, the best place to be!

OUR MISSION is to provide students with comprehensive core training in barbering & cosmetology. This first-class learning experience is designed to produce the next generation of leaders and innovators in the field. Our program equips students to enter the workforce highly skilled and fully prepared for employment. We strive to offer a life changing experience that will exceed student expectations and leave lasting impressions on each student and the lives they touch for years to come.

Objectives

At J. Kinlow School of Barbering and Cosmetology we aim to thoroughly train each student in the Art and Science of Cosmetology and Barbering. Upon completion of the program students will be prepared to be gainfully employed and to enter the workforce as leaders and innovators in the Hair and Beauty industry. To this end JKSBBC has designed a training program that will result in fully prepared, comprehensively trained clinicians by focusing on the following objectives:

- To develop habits of good workmanship and the orderly performance of the various tasks performed in a beauty salon.
- To develop a knowledge, understanding, skill and appreciation of the theory and practice of the profession
- To develop habits of doing things properly in the interest of safety, sanitation and personal hygiene for oneself as well as for others.
- To impart the knowledge of and to develop the technical skills required in the practice of beauty culture in the salon.
- To learn to select wisely, care for and use properly, the commercial products that are related to the application of cosmetic treatment in the beauty salon.
- To encourage ideals and attitudes of willingness to cooperate with employer, employees and patrons.
- To develop an appreciation of the scientific contributions to the progress of a professional.
- To develop the required knowledge and skills to prepare for your State Board exams in order to obtain a license to practice.

About Our Program

JKSBC is a boutique educational experience that offers smaller class sizes, individualized instruction and mentor opportunities. Our educational approach is designed to holistically develop each student. Through the vast network our founder has developed as a trusted and well-respected veteran of the industry, we are able to provide workshops and guest speakers that feature leaders and innovators in Cosmetology & Barbering.

Our educators come with a breadth of experience both in the classroom and in the field. Our staff possesses diverse expertise that allows our students a well-rounded education that makes them proficient in the care and maintenance of multi-ethnic hair and prepares them to work in a variety of settings.

Our curriculum reflects best practices in theory and praxis and has been designed to meet the State of Washington Department of Licensing standards. "Law Relating to Cosmetologists, Barbers, Manicurist and Estheticians" (18.16 RCW). Our program covers the many phases of cosmetology including; hair dressing, hair cutting, permanent waves, relaxers, hair tinting, bleaching, sanitation procedures, shampooing, cosmetic chemistry, anatomy, scalp treatments, job readiness and law related subjects.

Each course teaches towards the following learning competencies:

- ❖ Understanding theory
- ❖ Using scientific methods
- ❖ Demonstrating reasoning abilities
- ❖ Hand-on laboratory competencies (including techniques and instrumentation, demonstrating problem-solving abilities and communicating knowledge of critical terminology by performing client services)

Upon completion of our program students will be fully prepared to pass the Washington State licensing exam.

GETTING STARTED

As you prepare to get started, here are a few things you need to set you up for success on your first day of class!

- ✓ Pen & Paper
- ✓ Textbook & Workbook
- ✓ Lock for your Locker
- ✓ Appropriate Dress Attire
- ✓ A positive attitude and a smile! 😊

ENROLLMENT DATES 2019

Applications are accepted year-round, but classes begin according to the following schedule:

Cosmetology Program

April 9, 2019

July 23, 2019

September 24, 2019

Barber & Instructor Trainee Programs

Provided applications are processed by the 20th of the month, the Barber and Instructor Trainee programs each accept new students on the fourth Tuesday of every month.

Course completion times are calculated on an hourly basis and will vary from student to student. (See Satisfactory Academic Progress Policy for more info)

Hours of Operation

Classes are held Tuesday through Saturday 9:00 a.m. to 5:00 p.m.
Administrative Office hours are Monday through Friday 9:00 a.m. to 5:00 p.m.

VACATION AND HOLIDAYS

New Year's Day	January 1, 2019
Martin Luther Jr. Day	January 14, 2019
Fourth of July	July 4-5, 2019
Memorial Day	May 27, 2019
Thanksgiving Break	November 28-29, 2019
Christmas Break	December 25-27, 2019

INCLEMENT WEATHER

In case of inclement weather that inhibits students from reporting to school, it is important that each student should follow the weather report for Tacoma Public School direction and follow accordingly.

ADMISSIONS REQUIREMENTS

Cosmetology and Barbering

- 1) Have a High School diploma, or its equivalent, an official transcript showing High School completion, or a certificate of attainment. OR
- 2) Have an official state-issued credential for secondary school completion if homeschooled.
- 3) Complete an entrance interview with school staff.
- 4) Must be at least 16 years of age. (May be documented by various means, including but not limited to: birth certificate, driver's license, government-issued ID, birth registration or passport)

Instructor Trainee

- 1). Complete an entrance interview with school staff.
- 2). Present a valid Washington State Cosmetology, Barber, Manicure or Esthetics license.

Ability to Benefit

A student may qualify for admission under the Ability-to-Benefit policy if the student is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution.

In order to be admitted on the basis of his or her ability to benefit, a student shall, prior to admission, complete a standardized test that measures the applicant's aptitude to successfully complete the program or course to which he or she has applied.

Enrollment Classifications

Full-time Classification

Full-time enrollment classification is defined as 30-hour a week attendance. Program hours are Tuesday-Friday 9am-5pm. Full-time Students are expected to fulfill all requirements of maintaining Satisfactory Academic Progress.

Part-time Classification

Part-time enrollment classification is defined as 20-hour a week attendance. There are a minimum number of spaces for part-time students and the school reserves the right to deny requests for part-time attendance. Preference will be given to Crossover Students and part-time schedules may be determined at the School's discretion.

Part-time Students are expected to fulfill all requirements of maintaining Satisfactory Academic Progress.

Transfer Student Policy

In order for a student to transfer to J. Kinlow School of Barbering and Cosmetology normal procedures will be followed including collection of proper identification documents and completion of enrollment forms and personal information data sheet. Additionally, student must submit their certified transcripts from an approved school, as well as official documents showing hours completed. Documents certifying hours must come directly from the state board or school issuing hours before student begins classes. Students unable to present a transcript will be required to complete the J. Kinlow program in its entirety. All documentation pertaining to previous training is kept in the student's file. Students must complete a minimum of 50% of total program hours at J. Kinlow Hair Schools. For students with more than 50% of program hours completed prior to transferring, only 50% will be accepted. For students with less than 50% of program hours completed, all hours accrued at an approved school would be accepted.

Crossover Training Hours

The State of Washington (per RCW 18.16.020 (11)) allows for crossover training. Crossover training is defined as state approved training hours that may be credited to current licensees for similar training received in another profession licensed under this chapter. Within state limits, institutions may at their discretion, determine the number of crossover hours a student may apply towards the completion of their program. The determination of crossover hours granted will be disclosed prior to the student beginning instruction. Students receiving crossover hours will still be held to the institution's Satisfactory Academic Progress Policy and expected to adhere to agreed upon terms of payment and all other policies as outlined in the Retail Installment Agreement. A copy of this executed agreement will be kept in the student's file.

Withdrawal Policy

Withdrawal from the program as a result of any of the following:

1. Student submits a request in writing to withdraw from the program. (See requirements on pg. 14 in REFUND POLICY section)
2. Student is not accepted into program
3. Student is dropped as a result of attendance or non-compliance with Satisfactory Academic Progress standards.

TUITION FOR COURSES

	COSMETOLOGY	BARBERING	INSTRUCTOR TRAINEE
Registration	\$100.00	\$100.00	\$100.00
Textbooks	\$400.00	\$300.00	\$250.00
Kit	\$750.00	\$750.00	\$150.00
Tuition	\$5,000.00	\$3,600.00	\$6,000.00
State Exam	\$310	\$310	0
TOTAL	\$6,560.00	\$5,060.00	\$6,500.00

Costs are subject to change with license authority approval. The books and equipment are proportionately equal from one class to another, however J. Kinlow School of Barbering and Cosmetology reserves the right to make amendments as necessary due to the availability of some items. Title to the books and equipment will pass to the student upon satisfaction of their financial obligations to the institution. J. Kinlow School of Barbering and Cosmetology makes no refunds on books, equipment or consumed fees. The course costs may be paid in the following manner:

- 1) Cash payment – Paid in full at time of enrollment by cashier’s check, debit or credit card
- 2) TFC Financial – Payment plan agreed on by the school and student with down payment.
- 3) Scholarship or Organizational funding – There are outside organizations to help pay for student training. They include but are not limited to the Department of Vocational Rehabilitation (DVR), Employment Security Department, Veterans Affairs (VA), Workforce Commission, and Dislocated Workers program.

*Students will be responsible for all costs not covered by any outside agency or program. All costs must be paid in full prior to receipt of certification.

Students that use TFC payment options will be required to adhere to all policies listed in the TFC Enrollment Agreement. Students that become more than 30 days delinquent on payments will be suspended until their account is brought current.

Virgil Holifield Scholarship

We believe that any student that has the passion, drive and commitment to pursue higher education should have an opportunity to do so. As a result, we have established a scholarship fund to assist students that lack the resources to access a quality education. Through a demonstration of both financial need and merit, students will have an opportunity to apply for awards up to \$5000 to aid them in financing their education. Named after an industry veteran in Tacoma, Mr. Virgil Holifield, it is our hope that this scholarship will empower students to follow their dreams.

There is no additional application process for VHS. If students are interested they simply indicate that on the school enrollment application. Once accepted into the program, the school will determine student eligibility once all required income verification documents are submitted. If approved, the full award benefit will be applied to student balance upon completion of all program requirements.

REFUND POLICY

1. An applicant accepted or rejected by the school shall be entitled to a full refund of all monies paid in advance.
2. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.
3. If a student (or in case of a student under legal age, their parent or guardian) cancels their enrollment and requests their money back in writing within 3 business days of signing this agreement regardless of whether the student has actually started training. All the monies collected by the school will be refunded, with the exception of the registration fee. Registration Fee is Non-Refundable.
4. The school can charge \$150.00 for a drop, transfer or termination fee.
5. When situations of mitigating circumstances are in evidence, the school may provide a refund that exceeds this policy.
6. If a course and/or program is canceled after students have enrolled and before instruction in the course and/or program has begun, the school shall as its option:
 - A. Provide a full refund of all monies paid; or
 - B. Provide completion of the course and/or program
7. If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
 - A. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - B. Provide completion of the course and/or program; or
 - C. Participate in a Teach-Out Agreement; or
 - D. Provide a full refund of all monies paid
8. If the school permanently closes and is no longer offering instruction after a student has enrolled and instruction has begun, the school must make arrangements for students. The school has as its option:
 - A. Provide a pro rata refund
 - B. Participate in a Teach-Out Agreement
9. The school makes no refunds on books or equipment once issued.
10. Funds due students will be made available within 45 days of official cancellation or withdrawal.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

- a) An applicant is not accepted by the school and is entitled to a refund of all monies except a non- refundable application fee.
- b) A student (or in case of a student under legal age, their parent or guardian) cancels their enrollment and requests their money back in writing within 3 business days of signing this agreement.
- c) A student notifies the institution of his/her withdrawal.
- d) A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- e) A student is expelled by the school.
- f) In the case of student initiated cancellations or withdrawals, the postmark on written notification will determine the cancellation date, or the date said information is delivered to the school in person.

Any sums paid to the Seller herein shall be subject to the following refund policy:

- Percentage of hours attended in light of total scheduled course hours
- Amount of total tuition owed, plus termination

REFUND SCHEDULE		
Attendance	Percentage Due	Drop Fee
0.01% to 4.9%	20%	\$150.00
5% to 9.9%	30%	\$150.00
10% to 14.9%	40%	\$150.00
15% to 24.9%	45%	\$150.00
25% to 49.9%	70%	\$150.00
50% and over	100%	\$150.00

VETERANS REFUND POLICY

J. Kinlow School of Barbering & Cosmetology agrees that if a veteran student fails to enter the course, withdraws or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees and other charges will be refunded or the debt for such tuition, fees and other charges will be canceled on a prorated basis as follows:

1. Registration Fee

An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.

1. Breakage Fee

Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded.

3. Consumable Instruction Supplies

Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

4. Books, Supplies, and Equipment

- a. The school will make a refund in full for the amount of the charge for unissued books, supplies, and equipment when:
 - The school supplies the books, supplies and equipment
 - The school includes their cost in the total charge payable to the school for the course
 - The veteran or eligible person withdraws or is discontinued before completing the course.

- b. The veterans or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.

5. Tuition and Other Charges

Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this subparagraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

6. Prompt Refund

In the event that the veteran, spouse, surviving spouse, or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 30 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.

Unpaid Balances

The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied. If balance owing at time of course completion is more than 30% of total tuition cost, hours will be held until balance is paid or until there are 4-6 months of consistent payment on the account. If a student goes more than two months without payment recorded on their account, student may be suspended starting at the third month until account is brought current. If an account continues in poor standing for 180 days, it will be

closed and sent to collections. In the event that occurs, a student must pay their balance in full prior to having their hours released.

CURRICULUM OVERVIEW

COSMETOLOGY

DESCRIPTION: The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Develop habits of good workmanship and the orderly performance of the various tasks performed in a salon setting.
2. Develop a knowledge, understanding, skill and appreciation of the theory and practice of the profession.
3. Develop habits of doing things properly in the interest of safety, sanitation, and personal hygiene for oneself as well as for others.
4. Impart the knowledge of and to develop the technical skills required to practice of a beauty culture in the salon.
5. Learn to select wisely, care for and use properly, the commercial products that are related to the application of cosmetic treatments a salon setting.
6. Encourage ideals and attitudes of willingness to cooperate with employer, employees, and patrons.
7. Develop an appreciation of the scientific contributions to the progress of a professional.
8. Develop the required knowledge and skills to prepare for State Board exams in order to obtain a license to practice.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

COSMETOLOGY

Scope & Sequence

SUBJECT AREA	Minimum Hours of Technical Theory Instruction	Minimum Hours of Practical Operation
Manicure/Pedicure		100
Esthetics/Skin Care		100
Diseases & Disorders of the Skin, Scalp & Hair	25	100
Safety	10	25
First Aid	15	30
Shampooing	40	160
Haircutting/Trimming	50	150
Styling	50	200
Artificial Hair	10	30
Permanent Waving	35	160
Chemical Relaxing	5	30
Hair Color/Bleaching	45	150
Sanitation	10	20
Beard, Mustache and Eyebrow Design		10
Business Practices		30
Instructor's Discretion		10
<i>TOTAL</i>	295	1305
PROGRAM TOTAL		1600

Students are eligible for graduation and receive a diploma upon completion of the course requirements.

CURRICULUM OVERVIEW

BARBER

DESCRIPTION: The Barber Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering or a related career field.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Develop habits of good workmanship and the orderly performance of the various tasks performed in a salon setting.
2. Develop a knowledge, understanding, skill and appreciation of the theory and practice of the profession.
3. Develop habits of doing things properly in the interest of safety, sanitation, and personal hygiene for oneself as well as for others.
4. Impart the knowledge of and to develop the technical skills required to practice of a beauty culture in the salon.
5. Learn to select wisely, care for and use properly, the commercial products that are related to the application of cosmetic treatments a salon setting.
6. Encourage ideals and attitudes of willingness to cooperate with employer, employees, and patrons.
7. Develop an appreciation of the scientific contributions to the progress of a professional.
8. Develop the required knowledge and skills to prepare for State Board exams in order to obtain a license to practice.

BARBERING

Scope & Sequence

SUBJECT AREA	Minimum Hours of Technical Theory Instruction	Minimum Hours of Practical Operation
Shampooing	5	50
Haircutting/Trimming	80	335
Beard Trim & Design	15	35
Wet Hair Styling	25	100
Thermal Styling	30	100
Diseases & Disorders of the Skin, Scalp & Hair	20	20
Artificial Hair	15	10
Sanitation	10	10
Safety	10	10
First Aid	5	5
Styling Aids	10	15
Scalp & Hair Analysis	10	30
Business Practices		30
Instructor's Discretion		10
<i>TOTAL</i>	235	760
PROGRAM TOTAL		1000

Students are eligible for graduation and receive a diploma upon completion of the course requirements.

CURRICULUM OVERVIEW

INSTRUCTOR TRAINING

DESCRIPTION: The Instructor Course is designed to give students practical skills as an educator in their licensed field. This curriculum equips those enrolled to give students a foundational understanding of Cosmetology/Barbering, to prepare them to pass the state board exam and be successful practitioners in the Beauty and Barber Industry.

COURSE OBJECTIVES (*Upon completion of course requirements, graduates will be able to*):

- Demonstrate exemplary professionalism as an educator
- Develop and deliver a lesson plan
- Demonstrate knowledge of classroom and clinic management
- Understand and demonstrate varying teaching methodologies
- Understand techniques for creating an environment that facilitates student learning and motivation.

SCOPE & SEQUENCE

SUBJECT AREA	Minimum Hours of Technical Theory Instruction	Minimum Hours of Practical Operation
Methods of Teaching	20	25
Analysis Advisory	10	25
Course Organization	10	25
Testing	20	25
Student Leadership	20	25
Clinic Supervision	20	245
Instructor's Discretion		10
TOTAL	100	400
PROGRAM TOTAL		500

Students are eligible for graduation and receive a diploma upon completion of the course requirements.

COMPLETION TIMES

PROGRAM	FT WEEKS	FT HOURS	FT MAX WEEKS	FT MAX HOURS	PT WEEKS	PT HOURS	PT MAX WEEKS	PT MAX HOURS
<i>COSMETOLOGY</i>	53	1600	62	1856	80	1600	93	1856
<i>BARBERING</i>	33	1000	38	1160	50	1000	58	1160
<i>INSTRUCTOR TRAINING</i>	17	500	20	558				

Note: Full-time completion times based on a 30-hr week
 Part-time completion times based on a 20-hr week

Externships

An externship is considered supervised practice performed off campus. Externship placements may be chosen by the school or secured by the student. Students wishing to participate in the externship program must submit a request in writing when they are within 200 hours of completing the program. If the student chooses to secure the placement, information on the proposed placement (location, contact information etc.) must be received by the time the student is 150 hours from graduating. Once that info is received, the school will vet the proposed placement and if approved, an agreement will be drafted between J. Kinlow Hair Schools, the business and the student.

To be eligible for externship placement students must meet the following criteria:

- Within 100 hours of graduation
- Consistent demonstration of excellent professionalism & customer service
- Making SAP
- Workbook completed and on track with all tests
- Exemplary attendance and timeliness

Externships are not guaranteed and subject to approval.

METHODS OF INSTRUCTION

- Labs
- Videos
- Direct Instruction
- Demonstration
- Guest Speakers
- Textbook (Theory)
- Hands-On (Practical)

COURSE BOOKS & EQUIPMENT

J. Kinlow School of Barbering and Cosmetology will supply each student with a kit, books, and supplies that will vary from time to time to keep pace with current trends of the industry. Any change in this area would be submitted to the state Department of Licensing. These items will be distributed to students as the need arises. The kit will contain such items as will allow the students to be well equipped through the training process. The equipment inventory is subject to change with the availability and prior approval. Course costs do not include the replacement of tools or equipment that is lost, stolen, or damaged. Nor does it cover student consumption of solutions and supplies for personal use. The student must assume the costs of any other equipment they desire that the school does not provide, but must be approved by school supervisor or manager.

Facility

J. Kinlow School of Barbering and Cosmetology is a 4000 square-foot facility consisting of a classroom, student lockers, clinic floor, break room, staff office/counseling room, public restroom, and waiting area for clients. The clinic area is outfitted with adequate hair dryers, manicure tables, shampoo and styling stations with chairs to meet the educational needs of each student. The school has a number of books, magazines, videos, and other material covering all categories of training that are available upon request.

Class Size

At JKSBBC we pride ourselves on providing a personal touch where students are more than just a number. To that end, we will keep our student to instructor ratio to no more than 15:1 and our maximum class size to 25 for each program.

Faculty

Our staff are passionate, experienced educators that are committed to bringing the very best educational experience to our students. We currently are staffed with two full-time Cosmetology Instructors, one part-time Barber Instructor and one Substitute Instructor. We will continue to add to our team to ensure that we are always positioned to provide a program that optimally equips our students for success.

ACADEMIC POLICIES

ATTENDANCE

Tardiness

Attendance is a significant contributor to successful completion of the program. Students must call by 8:30 a.m. if they anticipate being late. Any student arriving after 9:10 will be considered tardy. In the event a student does not call to inform that they are going to be late, they will not be permitted to enter the building until 10am.

In Phase One, attendance is especially paramount as it lays the foundation for the rest of the program and prepares students to work on the clinic floor. In light of that, any student that has 3 unexcused absences will be suspended and required to repeat Phase One with the start of the next available class.

Excessive tardiness will be looked upon the same as absenteeism because of its effect on classroom activities. Students are only allowed **four** tardy days per month (excused or unexcused). If a student exceeds four tardies they will be given a written warning that is put into their file. Excessive tardiness could jeopardize their Satisfactory Progress status. Arriving late to class or returning late from lunch or breaks will result in non-creditable hours and student will be sent home.

Record-keeping

As a clock-hour program it is essential that accurate records are kept of student hours of attendance. As a result, timekeeping is an issue that is taken very seriously. At enrollment, each student will select a unique pin number that will be used to clock-in and out daily. Students should not share their pin or clock-in or out for others. Any instance of such would be grounds for discipline up to and including expulsion.

In addition to the digital timekeeping system there is a sign-in sheet located at the front desk that serves as a back-up record of student time each day. Students are expected to clock in and out via both systems daily.

Student hours are tabulated monthly and reported to the State. Students will have a brief meeting with school staff to review their hours for the month, at this time they will receive a copy of their timeclock entries and a copy will be placed in their file as well. If there are missing or incorrect entries at the time monthly hours are submitted (and no corrections have been documented) ONLY documented and correct hours will be reported to the State.

Absences

Any time a student knows beforehand that they must be absent, it is the responsibility of the student to let their instructor know prior to the known absence—a minimum of a week in advance. In the event of an unexpected absence, students

must call by 7:30 to notify the school. If a long period of absence is necessary, student may take a leave of absence if the leave is arranged with and approved by school administration in advance (see *Leave of Absence Policy* pg. 27).

*For an absence to be considered **EXCUSED** it must meet the following criteria:*

- The standard policy above on notification must be observed. (Notification in writing or by message on school voicemail is preferred.)
- Be the result of a legal, governmentally mandated or unavoidable medical commitment
- Be the result of a documentable personal emergency
- Be the result of sickness or injury of student or student's immediate family
- The absence is verified by doctor's note or documentation from the entity that necessitated the absence

Any absence that does not meet the above criteria will be considered UNEXCUSED. Two or more unexcused absences in one month will result in a verbal warning. Three or more unexcused absences in one month will result in the student being placed on probation. Excessive absenteeism that places a student in a probationary status will not be tolerated. Students that are regularly placed in a probationary status are eligible for immediate expulsion from the program. Students that are placed in a probationary status have thirty days to correct their attendance.

Absences as a result of inclement weather or school closures won't have an adverse effect on student attendance or Satisfactory Academic Progress.

ABSENTEE – DROP POLICY

If a student is absent without notification, there is a ten-day maximum. The student will be required to return to school on the 11th day or he/she will be dropped. If no contact is possible, the student will be automatically dropped on the 11th day. The student will be sent a letter if their phone has been disconnected. The letter will advise the student of the application of the absentee-drop policy. The ten -day rule will be applied twice. After the second instance, no contact attempts will be made and the student will be dropped on the 11th day.

Outreach & Special Events

J. Kinlow School of Barbering & Cosmetology believes participation in local outreach efforts provides a service to the community and assists with giving students a well-rounded education. Any scheduled events are considered a part of the educational program and student participation is mandatory.

ATTENDANCE PROGRESS CHART

Minimum expected accumulation of hours per week

WEEK 1	30	WEEK 19	570	WEEK 37	1110
WEEK 2	60	WEEK 20	600	WEEK 38	1140
WEEK 3	90	WEEK 21	630	WEEK 39	1170
WEEK 4	120	WEEK 22	660	WEEK 40	1200
WEEK 5	150	WEEK 23	690	WEEK 41	1230
WEEK 6	180	WEEK 24	720	WEEK 42	1260
WEEK 7	210	WEEK 25	750	WEEK 43	1390
WEEK 8	240	WEEK 26	780	WEEK 44	1420
WEEK 9	270	WEEK 27	810	WEEK 45	1450
WEEK 10	300	WEEK 28	840	WEEK 46	1480
WEEK 11	330	WEEK 29	870	WEEK 47	1510
WEEK 12	360	WEEK 30	900	WEEK 48	1540
WEEK 13	390	WEEK 31	930	WEEK 49	1570
WEEK 14	420	WEEK 32	960	WEEK 50	1600
WEEK 15	450	WEEK 33	990	WEEK 51	1630
WEEK 16	480	WEEK 34	1020	WEEK 52	
WEEK 17	510	WEEK 35	1050	WEEK 53	
WEEK 18	540	WEEK 36	1080	WEEK 54	

This Attendance Progress Chart is based on a 30-hour week—the minimum hours to maintain satisfactory academic progress. Students that follow the chart will graduate within the contracted time of the enrollment agreement. Students that attend 40 hours a week will complete the program more quickly. Students who fall behind in hours can make up time by increasing weekly hours to 40 hours per week. A student contracts for specific enrollment dates. If the period of enrollment is exceeded, an additional fee of \$5.00 per hour will be charged for all hours clocked after contracted graduation date.

MAKE-UP HOURS

Make up hours are not generally available. In the event that they are, they must be arranged with the instructor. If granted, makeup hours must occur within the same phase.

LEAVE OF ABSENCE

During enrollment with J. Kinlow School of Barbering & Cosmetology a student may be granted a leave of absence based on personal or medical reasons not to exceed a total of 180 days within a 12-month period. The student must submit a written request to their instructor detailing the reason for the leave of absence prior to the leave unless unforeseen circumstances occur that prevent such action. The instructor may request a meeting to discuss the leave request and then will submit the written request to the Director for approval. The instructor will notify the student of approval or denial of the leave. Documentation may be required for verification.

A student who has been absent from school and has been granted a leave of absence by the school is not considered to have withdrawn from school. If a leave of absence has been granted, the length of the absence will extend the student contract and maximum time frame by the same number of days taken in the leave. The student agrees to reenter on the designated date. The student will be dropped as of the last day of attendance should the absence exceed the requested time. The school refund policy will be in effect and any outstanding balance due the school will be due immediately.

RE-ENROLLMENT POLICY

If a student leaves school in good standing, and upon approval by the administration, students may apply for re-enrollment with J. Kinlow Hair Schools by:

- Submitting a letter of intent to return, stating purpose of returning
- Completing normal enrollment procedures including presentation of proper identification documents, and completion of enrollment form and personal information data sheet.
- Demonstrating that they have satisfied their previous contractual obligations

GRADING SYSTEM AND POLICIES

Students are evaluated on a regular basis in theory, practical and clinical work. *J. Kinlow School of Barbering & Cosmetology* grading policy and regulations relative to standards of progress required of the student are as follows:

Theory

Theory is administered through daily direct instruction in the classroom and through independent study which includes reading and the completion of workbook assignments. Content knowledge will be assessed through weekly tests and the evaluation of completed workbook assignments. Workbooks are due each Friday,

completed chapters will earn 5 points towards the weekly test score. Workbooks must be completed prior to graduation.

There is a written mid-term exam and a written final exam administered at the following times:

Cosmetology Students—800 and 1500 hours respectively
Barber Students—500 and 900 hours respectively

J. Kinlow School of Barbering & Cosmetology uses the standard percentage system for grading all written tests. These tests are given at the end of each chapter and consist of information from 5-10 business days of instruction. Students are required to obtain a minimum grade of 81% on all written tests for the completion of the subject.

Excellent	A	93-100%
Very Good	B	87-92%
Satisfactory	C	81-86%
Substandard	D	75-80%
Failing	E	Below 75%

Practical

Proficiency in practical skills is measured through the administering of a practical exam at three different points in the program.

- 1) Testing out of Phase One to obtain promotion onto the clinic floor
- 2) Midterm Exam—administered at the mid-point of a student’s program. (800 hours for Cosmetology students and 500 for Barber students)
- 3) Final Exam—a run-through of the state board practical exam and is administered within the last 100 hours of a student’s program

Students who fail to obtain an acceptable passing score on any practical exams will have one week to repeat the test. Students can retake the exam until a satisfactory passing grade is attained. Practical exams are graded using the same scale as written exams.

Clinical

Clinical skill will be evaluated through instructor observation of student performance on the clinic floor (client handling procedures and technical skill). At each SAP evaluation period, students will be assessed to determine whether they have reached certain technical proficiencies. If technical skills are underdeveloped or lacking, the instructor will provide correction on the clinic floor. If after reinforcement of the

proper technique the student still exhibits difficulty, the student may be asked to review and repeat workbook assignments or tests on the topic covering the problem area or they may be sent back to Phase One. If client handling procedures aren't followed consistently, disciplinary action may follow. (See *Student Discipline and Corrective Action* pg. 31)

Students receive a requirements spreadsheet and track their progress on their own. Keeping this document up-to-date is essential as it serves as back-up documentation of student clinical hours and can be measured against Instructor records to ensure accuracy.

MISSED TESTS AND ASSIGNMENTS

Tests will be administered every Friday. If the test is missed on Friday, students will have until the following Tuesday to take the test. If the test is not completed by that time, they will receive a zero for that test. Any student who is behind in theory subjects, due to being absent, may make up theory work under the supervision of a licensed instructor at the instructor's discretion. It is the responsibility of the student to contact his/ her theory instructor and make arrangements to take the test that was missed. Maintaining a 75% grading in theory, clinic & citizenship is essential to graduate.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Cosmetology, Barber and Instructor Courses

J. Kinlow School of Barbering & Cosmetology expects all of its students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of the United States Department of Education. Any prospective student should read and consider the SAP policy before enrollment. This SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). JKSBK notifies students of any evaluation that threatens their enrollment or scholarship.

Definition of Satisfactory Academic Progress:

- A. Maintaining a GPA of 75%
- B. Maintaining no less than 120 hours minimum (86%) attendance per month for full-time or 69 hours minimum (86%) attendance per month for part-time

To be considered in SAP the student must:

1. Qualitative – Maintain a cumulative academic average of “C” (81%) or better at the end of each evaluation period. Grading will take into consideration grades obtained in exams for theory and practical grades obtained through services provided on the clinic floor and hands-on practical exams.

2. Quantitative – Maintain a cumulative average attendance level of at least 86% of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation periods. (Full-time = 120 hr minimum/month and Part-time= 69 hr minimum/month)

3. Complete the course within approximately one-and-a-quarter (116%) the length of the course as defined in the catalog. For example, a student who enrolls in a 1600 hour/53-week long Cosmetology program must complete within 62 weeks. For the purpose of determining the maximum time frame, transfer hours from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours.

4. Students must meet minimum academic and attendance requirements for each evaluation period of the course to be considered as making satisfactory academic progress until the next scheduled evaluation.

Students who meet the minimum number of requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation. We do not give incomplete grades, repetitions for tests or no-credits; these are not included in the satisfactory progress.

Evaluation Periods

Each academic year is divided into evaluation periods. SAP evaluation periods for all students are based on **scheduled** hours at the institution and every 450 hours following. The first evaluation will be at 450 hours or no later than the midpoint of the program.

Academic progress is assessed at each of the following times (all hours are scheduled hours):

- Barbering: 450 and 900 hours
- Cosmetology: 450, 900 and 1350 hours
- Instructor Trainee: 250 hours

The factors used for evaluation will be based on the theory and practical exams and attendance. Each evaluation will be documented on a Satisfactory Academic Progress Evaluation Form within seven (7) business days following the evaluation point. At each evaluation period, students will have a meeting with the Administrator and an Instructor to review and sign the evaluation form. Each signed form will be maintained in the student's file. Students may receive a copy upon request.

Warning & Probation

Students not attaining satisfactory progress, as defined in this policy are counseled and or written up. If written up, a 30-day probation notice will be placed in the students file. This process will be followed when either the grades or the attendance fall below the above stated standards. If at the end of the probation the standard has not been met, the student will be considered to be making unsatisfactory progress and the student may be terminated. The student receives no credit for those unpaid for hours. The student is then responsible for his or her tuition paid for on a cash basis only.

Students who are not making satisfactory progress by meeting the attendance policy and improving their grade point average may be reinstated under the following conditions:

- A. By re-establishing academic progress
- B. By re-establishing monthly hour requirements
- C. By the progress of students appeal.

Appeals

Students who wish to appeal an unsatisfactory status determination must submit a letter (via postal mail or email) to the J. Kinlow School of Barbers & Cosmetology administrator within 10 days of receiving the unsatisfactory status determination from the school's Director. The letter should describe any circumstances the student feels deserves further consideration. An appeal decision will be made and the student will be notified in writing 10 days after the post mark on the envelope or email timestamp of the student's letter. All cases of appeal will be documented and student will be provided a copy upon request. Letters can be emailed to: admin@jkinlowhairschools.com Appeal requests and determinations will both be placed in the student file.

STUDENT DISCIPLINE AND CORRECTIVE ACTION

CORRECTIVE ACTION CONSEQUENCES

1. *Verbal Warning.* Verbal warnings are first time offenders of minor infractions. Two verbal warnings warrant a written warning.
2. *Written Warning.* A corrective action form accompanies written warnings. The student will be made aware of the infraction and ways to correct deficiency will be discussed and implemented.
3. *Probation.* Probation is given after the second written warning. Probation last for Thirty days. In this time the student must implement corrective action, if the infraction occurs while on probation, the student is put on suspension.

4. *Suspension.* Suspension is the last resort. This time is designated for the student to either seek outside help for continuing problem or to allow enough time for the student to contemplate and change recurring behavior.

5. *Termination.* Termination is the result of three warnings that have resulted in probation or suspension. Serious offenses such as stealing shall result in immediate termination.

CORRECTIVE ACTION REGARDING UNSATISFACTORY PROGRESS

If a student is in unsatisfactory progress for four consecutive weeks, the following will apply:

1st time	Suspension for 3 days
2nd time	Suspension for 5 days
3rd time	Suspension for 2 weeks
4th time	Suspension for 1 month

(SAMPLE)
CORRECTIVE ACTION REPORT

Student: _____

Mentor: _____

Date of Session: _____

Reason for Session: (Circle One)

- a. Non-compliance with policy and procedure manual.
- b. Non-compliance with standards of conduct.
- c. Unexcused absence
- d. Frequent absence
- e. Frequent tardiness
- f. Unsatisfactory personal appearance (violation of dress code)
- g. Unsatisfactory technical skill evaluation
- h. Unsatisfactory customer service evaluation or violation of customer handling system.
- i. Frequent non-compliance of assigned cleaning duties and/or policy
- j. Unexcused absence of training session or school meeting
- k. Unsatisfactory performance review evaluation or violation of performance standards and expectations
- l. Insubordination
- m. Theft
- n. Academic Progress – Grade average below 75%
- o. Attendance Progress:
 - 1) Probation
 - 2) Over 1- ¼ times actual time necessary to complete program=unsatisfactory progress.
- p. Other: _____

Detail description of reason for corrective action: (Describe previous violations or warnings, if any.)

Action Taken: (Circle One)

- a. Verbal warning
- b. Written warning
- c. Probation for _____ period of time
- d. Suspension for _____ period of time.
- e. Expulsion

Describe plan of action to be take in solving the problem:
(Include time limit and consequences of continued problem.)

Follow-up Date: _____

I acknowledge receiving this notice and understand that future violation can result in further disciplinary action including termination.

Instructor/School Administrator Signature

Date

Student Signature

Date

COURSE COMPLETION

Mandatory labs and learning components must be completed in order to graduate. No grade for the subject area will be given until the lab has been completed.

- a. *Test.* Make-up tests are for students who have attended the class but missed the test. To schedule a make-up test, see your instructor.
- b. *Failed Test.* If a student fails a test after completing the class, these are the options:
 - i. Retake the next class and take the test with the class.
 - ii. Present and get approved all the completed homework and take the test on the next Tuesday.
- c. *Classes.* If you are absent or miss a class, you have two options to obtain a score:
 - i. Retake the next class and take the test with the class.
 - ii. Present and get approved all the completed homework and take the test on the next Tuesday. If the student takes this option and does not pass the class, the student must retake the next class and take the test with the class.
- d. *Retesting for a Better Grade.* If a student earns a poor but passing score on a test, at the discretion of the instructor, the student has the option to retake the class and test with the class. The higher of the two scores will be recorded.

INTERVIEW POLICY

All students are required to complete at least two (2) job interviews prior to graduation.

EXIT INTERVIEW

Students graduating or being terminated must complete an exit procedure with the instructor and evaluation forms. No exceptions.

GRADUATION & COMMENCEMENT

A student must complete the required hours of instruction, maintain an average grade of 75%, complete a minimum of two job interviews and submit a completed workbook and complete the school's final written and practical exams to graduate. Students that elect to participate in the commencement ceremony will be assessed a graduation fee of \$75 for graduation supplies (cap, gown etc.) Licensure is not automatic upon graduation. The Washington State Board requires that students take and pass a written and a practical exam to become licensed. Exam fees are included in tuition cost, but are only valid with the testing company for six months. In the event that students neglect to take the exam within that time frame or if they take the

exam and do not pass, those funds will be forfeited and students would need to pay the exam fees out of pocket.

SUPPORT SERVICES

At J. Kinlow Hair Schools students are more than a number. It's not enough for us to have alumni that barely crossed the educational finish line. We want our students to excel! In an effort to assist you in exceeding even your own expectations we provide several support services throughout the duration of your program to set you up for success.

- *Academic Advising and Mentoring*—our staff are excited to help you create a strategy for pursuing your goals and assist you with navigating over any hurdles you encounter.
- *Employment Assistance*—our curriculum includes opportunities to work on job-readiness skills such as: interviewing, resume writing, professionalism and effective job search techniques. J. Kinlow Hair Schools Inc does not guarantee employment upon graduation.
- *Referrals*—many times there are things outside of the school environment that impact a student's ability to thrive in school (i.e. financial difficulties, familial or relational conflicts, access to health or childcare) Our administrative office has a list of local resources that can help students access services so they are able to focus more feely on their education.

POLICIES AND PROCEDURES

Any student who violates policies contained in this catalog or is boisterous, obscene, vulgar, rude or on school property under the influence of alcohol or drugs, will be terminated for unsatisfactory conduct.

DRESS CODE AND PERSONAL IMAGE

The barbering and cosmetology industry, like other fashion related industries, sets current trends. JKSBBC recognizes the importance of current trends in hair, make-up, clothing, along with personal hygiene and grooming, in making a professional image. As a student who has chosen a career in the field of Barbering or Cosmetology, your professional appearance is critical. From your very first day of training to your last day—even after you have entered into your career professionally—your poise, professionalism and your ability to perform technical applications will be judged by your appearance.

In an effort to fully prepare you for the workplace and in keeping with our culture of professionalism, the school insists that each student contributes to the total school image by adhering to the following:

GENERAL HYGEINE & APPEARANCE

- Body and mouth should be free from unpleasant odors
- Clothing should be clean and pressed
- Bra straps should never be visible
- No Sagging pants that expose undergarments
- All-black, business casual dress (or business professional) at all times.

SHOES

- Black shoes that complement the outfit and suitable for professional dress
- No open toe shoes of any style
- Shoes should have rubber soles with heels no higher than 2”.
- Must be kept clean and/or polished at all times

NOTE: If you have any questions about shoe styling being acceptable, check with your instructor.

PANTS

- No jeans or shorts (with the exception of Saturdays)
- Men must wear belts
- No large logos or emblems
- Must be black
- No sweatpants or jogging pants of any style

DRESSES/SKIRTS

- Must be fingertip length or longer. (If above the knee, must be worn with thick tights or leggings)
- Must be black (No large logos or emblems)
- No slits

- Nylons or tights must be worn with skirts at all times

BLOUSES/SHIRTS

- No low-cut blouses or shirts. (Cleavage should never been exposed.)
- Must be black
- No T-shirts, sweatshirts, or flannel shirts of any style
- Men's shirts should be tucked in

HAIR & MAKE-UP

- Hair is to be clean and neat at all times
- Hair care and make up are to be done BEFORE entering class
- Long hair should be secured when servicing clients on the clinic floor
- Make-up is not mandatory, but if worn should be applied in the category of daytime make-up (The instructor may recommend make-up to enhance your personal appearance.)

NAILS

- Nails should be well trimmed and manicured.
- Artificial nails are acceptable if trimmed to a "practical length".
- Any nail color, design, or art is acceptable if it is done professionally and in good taste.

JEWELRY

- Multiple earrings are acceptable as long as they DO NOT DANGLE (this includes large, dangling hoops).
- Rings must be kept to a minimum. Engagement, wedding or birthstone rings are acceptable. Any rings considered valuable or irreplaceable are safer left at home.
- No noisy or dangling bracelets such as charm bracelets or multiple bangles can be worn.

All students must wear their school id and adhere to dress code guidelines when inside the school facilities. Students that come to school out of dress code will not be permitted to attend class.



During your program, you will receive training and advice regarding your personal image as well as how to advise clients on theirs. If an instructor deems your appearance for the day unsatisfactory, you may be asked to leave the school and return with appropriate dress. You will be clocked out and not receive hours until you return in compliance with the school standards.

STUDENT ETHICS

JKSBC strives to maintain a positive, uplifting environment for students, staff and clients. In order for this to be realized we expect a commitment to the following:

- Direct communication void of obscene language or insults
- Empathetic listening
- Resistance to gossip
- Seeing the best in others
- Mutual respect and valuing differences
- Honesty & Integrity
- Professionalism
- Good stewardship of supplies, materials and the facility

Any student who consistently violates JKSB code of ethics or policies and procedures will be terminated for unsatisfactory conduct. Stealing, defacing or damaging student or school equipment or property will result in termination and will require monetary restitution.

TIME MANAGEMENT

The school expects students to use their time effectively. The school regards socializing or lounging in the student break room as a waste of school time. The following list should assist you in filling all your “down time”.

1. Clean and organize school.
2. Update client records.
3. Follow up on clients or contact clients you haven't seen for a while by sending a letter or post card.
4. Practice technical application.
5. Help another student with the instructor's direction.
6. Read industry books or magazines or watch videos on new techniques.
7. Help perform duties as assigned by instructor/director/owner.
8. Students are not permitted to read books or magazines not pertaining to school subjects while in school (trade books and magazines only).

The more effectively you use your time the more productive you will feel. Consider productivity your next step to success.

TELEPHONE USE

Students may not use the school phone. Please inform your family and friends that they cannot call and ask to speak to you. They may leave a message for you. In case of emergency, the front desk will refer all such calls to a staff member immediately. Students will not be called to the phone for emergency calls without a staff member present.

Cell phones must be on silent during class time. Students may make and receive calls (including texts) during breaks. If phones become distracting or disruptive to the classroom, students may be asked to store them in the locker until break time.

Phones may be used on the clinic floor for the purposes of capturing and posting photos of student work on social media.

SOCIAL MEDIA

Social media can be a useful tool in establishing your personal brand, marketing your business and spreading the word about industry trends. It can also be a distraction from daily duties and the very thing that destroys a reputation you've worked hard to build. The internet is an electronic journal that can capture your best or worst days for years to come. While we encourage students to use social media for all of its benefits, it's key that it's used at appropriate times and in ways that will always portray the school in the best light possible. As a student of JKSBBC anything you post reflects indirectly on our school and your peers. Consider the implications that pictures and posts you share will have on your personal image and the impact it could have on your future. If the school discovers any posts associated with JKSBBC (via tagging or mention) that include profanity, nudity or profane or vulgar content students will be asked to remove them immediately.

INVENTORY

Inventory shall be stocked in an orderly fashion in the school dispensary. A count of school inventory, both retail and beauty supplies will be conducted regularly. The misuse of product through waste or stealing shall provoke disciplinary measures. When available, students are allowed to purchase products through the reception desk at a discount. Supplies are not allowed to be purchased without management/instructor consent.

SUPPLIES

Each student will receive a supply kit as a part of their program instruction. Items supplied in the kit are for school use only. In order to perform professional services, kits are to be complete at all times. If any kit items are missing or damaged, the student will be required to replace them within 48 hours. Ongoing replenishment of kit supplies will be at the student's expense. Kits, mannequins and tools left unsecured either on the station or in the sanitizer will be confiscated and become property of the school. J. Kinlow Hair Schools discourages the borrowing or lending of books or equipment between students. Student kits will be issued once students successfully pass the test to go onto the clinic floor AND full payment is received. Kits for use in basic class will be prepared and provided. Students will be check them out at the beginning of basic class and return them in tact once they move onto the clinic floor. If items in basic kit are lost or damaged, student will be assessed a \$25 replacement fee and/or be required to provide their own tools for the remainder of basic class.

PERSONAL PROPERTY

Lockers are available for storage of personal property. Students are responsible for their own personal property and are required to provide locks for their lockers. With due cause we reserve the right to inspect any locker at any time without notice.

Failure to cooperate will be grounds for termination from the program. Student stations also come with a locking drawer. At the beginning of a leave of absence or upon withdrawal or graduation, the drawer must be unlocked and emptied. Personal belongings left for more than thirty (30) days will become property of the school.

SEARCH POLICY

Students understand and agree that the policies and procedures of the school are clarified with respect to the following limitations on their privacy;

- Lockers and stations are furnished for students to use, belong to JKSB and are subject to search by school or police officials at any time for any reason.
- By entering onto the premises of the school, students agree that they and parcels, excluding addressed sealed envelopes but including handbags, backpacks, briefcases, purses or other items and personal belongings they bring with them are subject to reasonable search by school personnel at any time for any reason.

FLOOR ETIQUETTE

Eating and drinking are not permitted on the clinic floor. Please refrain from doing so. The break room is the proper place for these activities.

RECEPTION DESK

As a part of the learning experience, students will man the reception desk during clinic hours. Students that are not assigned to that area should refrain from sitting behind or congregating around the desk.

SAFETY AND HEALTH

It is essential to the health of all new students and clients that each person abides by prescribed health and safety precautions. It's each student's duty to report any accident to the 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 guard against tripping or slipping.
3. Promptly dispose of garbage, chemicals, or damaged materials.
4. Note where all fire exits are in case of fire.
5. Respect electricity; do not touch unknown breakers, outlets or wires.
6. Have emergency numbers posted at the reception area.
7. Follow all OSHA and state board (LLR) regulations and disinfection guidelines.

EMERGENCY PROCEDURES

PLAN FOR IMPENDING DANGER

1. Explosion or Fire:

- a. Evacuate the building.
- b. Notify appropriate authorities.
- c. Take note of posted evacuation routes.
- d. Follow fire drill procedures

2. Bomb Threats:

- a. Evacuate the building.
- b. Notify appropriate authorities.
- c. Take note of posted evacuation routes.

FIRE DRILL PROCEDURE

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

CLIENT HANDLING PROCEDURES

At JKSBBC, excellent customer service is paramount and a cornerstone of our culture. We consider and treat each client as the most important contributor to our continued success. Each encounter with a client is an opportunity to garner their trust and loyalty. Exemplary communication skills (verbal—both words and tone—and non-verbal) coupled with first-rate practical skills result in a winning recipe for satisfied customers.

Below we have detailed the client interaction process from start to finish. Following these listed guidelines carefully will insure a memorable experience for our clients and foster a longstanding relationship with them for years to come.

A. Greeting

A warm, timely greeting is an essential first step as it begins to develop rapport and communicates to clients that we value their business. After your greeting, clients should feel welcome and comfortable with you as their guide through the salon experience. As you greet them remember to:

- a) Smile
- b) Make eye contact
- c) Give a firm handshake
- d) Introduce yourself (example: “(client’s full Name), welcome to J.Kinlow School of Barbering and Cosmetology, it is a pleasure to have you!”

- e) Address them formally unless instructed to do otherwise (i.e. Mr. Johnson or Ms. Baker)
- d) Direct them to your station (example: “Have a seat and make yourself comfortable.”)

Watching for non-verbal cues or subtle comments that indicate a client’s state of mind (fears, preferences, or mood) will be helpful as you make a preliminary assessment of their needs. This will allow you to recognize and allay any fears or concerns they may have and enable you to adapt your approach accordingly.

B. Establish Expectations (*The beginning of the Assessment*)

New clients have different expectations and needs than that of returning clients. Starting your service with establishing expectations will provide a vital foundation for the rest of the customer’s experience. This includes expectations for how they want to look as well as how they want to feel as they go through the salon experience (*i.e If a customer says, “I came to relax” that would be your cue to keep talking to a minimum after the consultation. If a customer engages with a lot of conversation that could be an indication that they appreciate conversation with you as you provide service.*) Personality styles offer clues to a client’s state of mind and expectations, but it is critical that you listen to what your client is saying, directly and indirectly and remain mindful of their concerns.

Your consultation should begin with an invitation for clients to share their concerns and expectations. It will be important for you to express an understanding of what was shared and begin by putting the client at ease.

C. Assessment

Once expectations are shared, this is the creative phase where you apply your consultation skills and give recommendations for service based on the client’s expressed desires. When done well, this step can help you build trust and rapport with clients. Students should (directly or indirectly) lead the conversation and direct the client through an efficient assessment, by using pictures or examples.

The following method will assist you in executing an assessment that meets the needs of both stylist and client.

1. Restate what you heard them say about their expectations and desires for their look
2. Ask about home haircare regimen
3. Ask about problem areas or concerns
4. Feedback and summary

With each question use the following format:

- Ask a question
- Give input
- Listen for feedback

- Confirm what you heard

At this stage, it is important to be aware of your client's comfort zone regarding physical, emotional, and mental boundaries, and to learn how to be sensitive to these boundaries.

D. Agreement

This step consists of planning plus anticipation. The dreams, possibilities, and desires revealed during the assessment are firmed up in the agreement. Once you've sorted out the options and have made service recommendations, you secure your client's agreement for the service provided. Your job at this step is to help clients envision themselves after the service and secure their agreement with the plan. This is especially essential if the client is receiving a complete makeover.

Things to remember at this step:

- Mirrors and pictures are helpful
- Careful listening is vital
- If this step isn't executed well you can end up with a weak agreement which can ultimately result in an unsatisfied customer and damage to rapport.

E. Delivery

This step consists of partnership plus action. You work together with your client as you deliver service, creating a conversation that can flow between the technical and the personal. The art of conversing while providing salon services can be one of the most satisfying parts of the profession. This step can be used as a chance to improve both your conversation and listening skills.

One of the most important things to accomplish during delivery of service is to maintain rapport with the client. While you are busy executing the plan that you and the client agreed upon, your technical skills will naturally come to the front, and if you're not careful, your people skills can recede in the face of the technical challenges. It is extremely important at this point to shift them into an even higher gear. The client needs you to guide them through the experience. There are no absolutes when it comes to the flow of conversation between you and the client, so you must learn to read the client and the situation and respond accordingly.

A few things to consider during this step are:

- a) Keep clients informed of what you are doing and why.
- b) Give them tips on how they can best care for and style their new look on their own.
- c) Take into account the different kinds of information and conversation they will expect from you.

A few obstacles to avoid are:

- (1) Over promising
- (2) Exaggerating
- (3) Neglecting clients
- (4) Ignoring client's feelings
- (5) Believing that you must be a performer

F. Recommendation

In this step, you listen and collect data on your clients product use then make appropriate recommendations. This can run the entire gamut from simply suggesting usage of new products to serving as a comprehensive image consultant to your clients. The range of service that you provide will depend on your level of expertise and on the client's level of need.

Many inexperienced salon professionals fail to fully serve clients because they feel an initial discomfort with this step. They have difficulty with making "sales pitches" to clients. Because of this, they fail to fully assess the client's hair and body care habits and aids and miss an opportunity to fully serve the client's needs.

G. Completion

The last step in the service cycle is crucial because it often determines if the client returns. Your objective at this point should first be to review the service and determine the client's level of satisfaction. This is your opportunity to acknowledge and solve any problems that may have arisen. Next, confirm any suggestions you made for home care or product selection. Finally, thank the client for coming, walk them to the reception desk to schedule his/her next appointment and say goodbye.

Here are a few tips for mastering this step:

- Become proficient in effectively and gracefully closing a sale. (*It's helpful to use terms like "need" and "protecting their investment" etc.*)
- Do all you can to make sure your client is leaving satisfied.
- End your interaction the way you began—with a smile, handshake and thank you (example: *"Thank you for coming to see us. I look forward to providing you service again!"*)

H. Follow-up

Successful stylists broaden their customer base by nurturing relationships with their customers. Follow-up is a key strategy to employ that will assist with doing so. Use the following communication techniques to follow up with your client.

- Thank you notes
- Post Cards
- Call Calendars
- Pre-booking
- Activating inactive clients

CLIENT COMPLAINTS

J. Kinlow Hair Schools Inc expects each student to follow the prescribed customer handling guidelines in every situation. Occasionally, there may be a customer complaint about services or products. It is extremely important that the following procedures are adhered to in the event of a complaint.

1. Remain composed when working with an angry customer.
2. Be attentive and understanding to the customer's needs, assuring them your assistance in finding a solution.
3. Determine the facts and do not take a complaint personally.
4. If a complaint or client is beyond your control, refer them to the instructor or administrative staff.
5. Open communication and prompt action is most effective when explaining and implementing refund, re-do and return policies.
6. Report all complaints in writing to the instructor.

MONEY HANDLING

GRATUITIES

In adherence with Washington State RCW 18.16.020 (35) J. Kinlow students are not allowed to accept gratuities. If a client offers, student should express appreciation for the gesture but graciously decline. Any student that is found to be out of compliance with this policy will be subject to disciplinary action.

CREDIT CARD ACCEPTANCE PROCEDURES

At J. Kinlow Hair Schools Inc we use the Square to process credit card payments. The following simple steps outline the process:

1. Swipe the payment card smoothly through the reader with the magnetic strip facing the thick end of the reader or insert chip.
2. Have customer sign with their finger.
3. After the customer taps Done Signing, they can enter their preferred receipt delivery method. (email or printed receipt)
4. After a payment completes, the final screen will read "All Done".

Note: Tap the X or back arrow in the upper-left corner to cancel the payment and return to the previous screen.

When accepting major credit card purchases, it is extremely important to follow the acceptance policy. If the policy is not followed, the credit company may not

reimburse our school for the transaction.

Before running the transaction complete the following steps:

- Make sure the person's name that is making the purchase appears on the card.
- Check the expiration date.
- Check a Picture ID to verify name.

Students will be trained on this system in detail prior to being assigned this duty.

SERVICES TO FAMILY MEMBERS

Students' immediate family may receive services at the student rate. Friends of students or extended family must pay standard client rates for all services.

Note: Students may receive services only on Tuesdays, Wednesdays Thursdays.

SCHOOL APPEARANCE AND ATMOSPHERE

Part of the J. Kinlow Hair Schools Inc culture is to operate a pleasant, clean, efficient and beautiful school. The school's appearance and atmosphere are important in the client's first impression of our team. It also impacts our effectiveness in serving the client by helping them to feel comfortable. This can be insured by each student participating in regular and thorough sanitation practices in all areas of the building. The school expects every student to use their down time to help keep our facility clean and organized to our standards.

Use the following guidelines to do your part to contribute to the maintenance of our facility.

RECEPTION AND WAITING AREA

All seating, floors, windows, retail areas and pictures shall be kept clean and free of debris at all times. Current magazines and styles books shall be available for client use.

STORAGE CABINETS

Storage cabinets shall be kept clean, orderly and closed at all times.

CLEANING CHECK LIST

(Cleaning duties should be done to eliminate down time and before the end of each shift.)

Bathrooms:

1. Sweep floor daily.
2. Mop floors.
3. Empty trash cans and put in new trash liners.
4. Keep sinks and toilets clean daily
5. Clean mirrors
6. Clean walls and light fixtures as needed.
7. Restock paper towels and toilet paper as needed.
8. Refill soap.

Break Room:

1. Sweep floor daily.
2. Remove empty boxes, containers or leftover food.
3. Empty trash cans and put in new trash liners.
4. Keep area clean at all times (clean up after yourself).

5. Clean tabletops (dispose of any leftover cans and dishes).
6. Vacuum floor (pre-clean any spills).
7. Wipe down tops of trash cans.

Retail:

1. Dust daily.
2. Clean all glass of fingerprints or stains.
3. Stock retail as needed.

4. Change displays regularly.
5. All products offered for sale should be displayed.

Reception Desk:

1. All paper work should be organized.
2. School business cards displayed.
3. Work surfaces free from beverage cups, boxes, stains, dust and dirt
4. The whole desk should be cleaned daily and kept in good repair.

Seating Area:

1. Seating area should be kept orderly and free of debris.
2. Magazines and style books in an orderly fashion.
3. Students are not allowed to lounge in this area.
4. Seating kept in good repair.

Student Stations:

1. Wet sanitizer cleaned and filled with fresh solution as needed.
2. Clean working surfaces daily.
3. Clean the whole chair daily.
4. Clean mirror daily.
5. Clean and sanitize equipment according to state law.
6. Clean surrounding floor area.
7. Refill styling aids as needed. 8. Maintain working equipment and tools.

Supply Room or Dispensary:

1. All beauty supplies stocked orderly.
2. Sweep & mop floor daily.
3. Mixing supplies, bottles, bowls, rods and other materials cleaned after each use and stored in appropriate area.
4. Perm trays and rods cleaned and stored after each use. 5. Cleaning supplies stocked in an orderly fashion.

All Other Areas:

All other areas not mentioned such as school fixtures, pictures or plants will be cleaned daily or as needed.

1. Sweep clinic floor thoroughly, empty trashcans and wipe down trashcans.
2. Clean shampoo bowls, wipe down back bar, empty trashcans behind bowls.
3. Wipe down tops of trashcans.
4. Sweep bathrooms and empty trashcans.
5. Sweep or vacuum classrooms, empty trashcans, wipe down tables, desks, and chairs.

DISCRIMINATION & HARASSMENT

J. Kinlow Hair Schools Inc is committed to a learning environment in which all individuals are treated with respect and dignity. Each individual has the right to exist in an atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, J. Kinlow Hair Schools Inc expects that all relationships among persons in the school will be business-like and free of bias, prejudice and harassment. The school and its management personnel recognize and offer equal opportunities in all activities of recruitment, employment, promotions, transfers, and termination.

It is the policy of J. Kinlow Hair Schools Inc. to ensure equal employment and educational opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. J. Kinlow Hair Schools Inc. prohibits any such discrimination or harassment.

J. Kinlow Hair Schools Inc. encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of J. Kinlow Hair Schools Inc. to promptly and thoroughly investigate such reports J. Kinlow Hair Schools Inc. prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

The school regards sexual harassment and sexual discrimination as a severe infraction of policy. Acts of sexual harassment, such as sexual flirtations, propositions, advances, or any other sexually graphic activity or language displayed at school is prohibited. Such acts will result in disciplinary action or expulsion. Complaints of sexual harassment should be directed to your instructor or another member of the staff. All complaints should be submitted in writing at which time appropriate action shall be taken.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. This includes conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working and learning environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an

individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to J. Kinlow Hair Schools Inc (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Grievance Policy

Nothing stated in this policy prevents a student from contacting the Department of Licensing at any time with a concern or a complaint.

J. Kinlow Hair Schools recognizes that problems, complaints, or grievances might arise in the daily relationships between faculty, staff, and students. In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Individuals at odds with one another are encouraged to first attempt to resolve their differences. The grievance procedure outlined in this policy is primarily for cases where this approach has not been successful or is not appropriate.

J. Kinlow Hair Schools defines a grievance as a serious issue that a student has tried to resolve through the normal channels of inquiry, but for which the student is not satisfied with the outcome and seeks review at a higher organizational level. This policy will be used to address issues of bullying, harassment, discrimination, or violence including sex- or gender-based incidents.

The grievance statement should describe the alleged incident, where and when it occurred, and include any supporting materials. Unless this is a case where an informal resolution is not appropriate, the claimant will be asked about the details of the informal efforts they have made to resolve the issue(s).

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.
8. Students may register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution.

The school reserves the right to respond with whatever measures it deems appropriate to prevent sexual misconduct or harassment and preserve the safety and well-being of its students and employees.

Students or Employees who believe their complaint of harassment or discrimination has not been adequately addressed through the School's grievance process may submit a grievance to either the Washington State Department of Labor and Industries, the Equal Employment Opportunity Commission, or the Office for Civil Rights.

RIGHTS OF PERSONS WITH A DISABILITY

Under Federal Law

J. Kinlow School of Barbering and Cosmetology adheres to the Department of Education's regulation for Section 504 of the Rehabilitation act of 1973. Section 504 prohibits discrimination on the basis of physical or mental handicap in programs. Section 504 states, no otherwise qualified handicapped individual in the United States shall solely by reason of handicap be excluded from participation and be denied the benefits of or be subjected to discrimination under any program.

Policy Regarding Students with a Disability

Before admittance, all handicapped applicants must be interviewed to determine their ability to benefit from the training offered. All entrances at the facility allow access to all persons in wheelchairs and/or crutches. We also have trained students with hearing impairment, epilepsy and other limited physical handicaps.

Non-Discrimination Policy

All phases of our school and its policies do not practice discrimination on the basis of race, color, creed sex, religion, age, financial status, country area, origin, or residence.

Family Educational Rights and Privacy Act (FERPA)

The policy of JKSBBC is to maintain confidentiality of information entrusted to it by students, prospective students or guardians of dependent minors. Therefore, prior to the release of information, a written Authorization of Release of Information form (in writing) must be on file with:

J. Kinlow School of Barbering & Cosmetology
2525 Tacoma Av S
Tacoma, WA 98402

An authorization for Release of Information is not required by students, prospective students or guardian(s) of dependent minors wishing to review their own records or for legal or accreditation purposes. A student or parent/guardian of dependent minors may review the students' record by contacting the school Director to make an appointment. The school Director will be present during the review to provide supervision and interpretation.

A student shall be permitted to review his/her record on file with the school, seven (7) days after the school has received the student's written request to review his/her records. The parent or eligible student may seek to amend educational records that the parent or eligible student believes to be inaccurate, misleading, or otherwise a violation of the student's privacy rights. JKSBBC will make a determination on the student's request for amendment within 30 days of the request. If the student's request. If the school agrees that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, JKSBBC will amend the record accordingly and inform the parent or eligible student in writing that the record was amended.

If JKSBBC decides not to amend the record, the student has a right to a hearing within 30 days of the denial. The School will notify the parent or eligible student of the time, date and place of the hearing. The decision of the hearing will be sent to the parent or eligible student in writing and will be based solely on the evidence presented in the hearing. If the decision to amend the record is determined, the parent or eligible student has the right to place a statement in the student's file contesting the information in the record.

School staff members and administrators who the school deems to have a "legitimate educational interest" have access to student's information as required to perform duties that are specific to their position. FERPA permits JKSBBC to disclose, upon request, directory information (Student's name, address, telephone number, date and place of birth, field of study, dates of attendance and degrees/awards received) without the student's consent unless the student has otherwise directed the school in writing. The FERPA regulations include exceptions where the school may disclose personally identifiable information from the student's file without prior written consent. The institution provides access to student and other school records to its accrediting agency, if applicable, without the need for written consent

OUR STAFF

Jason Kinlow—*Owner & Executive Director*

A native of Tacoma, WA Jason Kinlow is a Master Barber and 20 year veteran in the beauty industry. Over two decades in business Jason's vision has grown and birthed six salon locations across two different states and numerous community projects and events. No longer just a barbershop, the J Kinlow brand is now synonymous with excellence, beauty and professionalism and as a known contributor to the community. Jason's goal is to take his model of success to the next level and train students to become the next generation of master stylists, barbers, instructors, managers and owners in the hair industry.

Nicole Anthony—*Administrator*

Nicole brings over 20 years' experience in leadership development and program management to her role as administrator. She is passionate about developing and maintaining efficient systems and seeing people rise to their fullest potential.

Dominique Presley (Ms. D)—*Instructor*

Dominique would say that this industry is in her blood. After growing up around the Hair Industry she became licensed in 2012. For her, Cosmetology is a passion, rather than a hobby or a job. Dominique has been teaching for three years and is known for her down-to-earth, no-nonsense approach and love for her students. "What inspires me in this industry is how it is always evolving, and there's still room for growth and education."

Waukesha Cromartie (Ms. Kesha)—*Instructor*

Ms. Kesha believes that teaching is a gift and especially takes pride in helping students acquire the foundational skills needed to thrive in the industry. Her many years' experience as a stylist and educator drive her hands-on approach in the classroom, as she shares her passion for healthy, well-maintained hair.

Angela Fairnot (Ms. Angie)—*Substitute Instructor*

Ms. Angie is no stranger to the Beauty Industry having spent over 25 years as a professional cosmetologist where she received her Cosmetologist certification at Bates Technical College and later she attended Clover Park Technical College, where she received her certification as a licensed Cosmetologist Instructor. Ms. Angie has more than 14 years of experience in facilitating in the areas of Cosmetology, Barbering, Esthetician, and Nail Tech.