



Sharp Line Cuts Academy LLC
2022-2023 Student Catalog

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Sterling, VA 20164
(571) 926-8763

*Sharp Line Cuts Academy reserves the right to change the contents of this catalog at any time.



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SCHOOL HISTORY

The idea of Sharp Line Cuts Academy arose from founder of Sharp Line Cuts barbershop, Franklin Holmes. With rising success in the barbering business Franklin Holmes has become inspired and has grown a passion for educating, motivating and mentoring students to become successful in the barbering industry with the goal to assist students in becoming licensed professionals.

SCHOOL PHYLOSOPHY

Sharp Line Academy is dedicated to passing the barbering trade on to others. To see others, succeed in the excellence. Graduates are able to meet both the present and future demands of the beauty industry. Each student admitted to this school receives individual instruction, exposure to technical skills, instruction on researching techniques, and opportunity for supervised public service. Our program offerings are consistent with our School Philosophy/Purpose.

MISSION STATEMENT

At Sharp Line Cuts Academy, as of today, the only licensed barbering school located in Ashburn, VA we prepare and educate students on the art of old-fashioned barbering. Whether a student is looking to become a new barber, an instructor, perfect or learn new skills we have a program for you. We prepare students to enter into the profession of barbering with confidence and also to have the ability to meet the needs of today's diverse society as a professional licensed Barber.

We will equip students with the techniques required that, with practice will gradually master to become a professional Barber. students will be introduced to a world of creativity. Not only will students learn to master the art of barbering, but will also be provided with the professional skills necessary to prepare him/her for success in all aspects of the barbering business. Students will learn from real life barbers and instructors who will share with them their skills, experience and expertise. Upon completion of our program, students will be ready to become a licensed barber or a barber Instructor and/or have learned skills that will allow students to pursue their dreams and goals in the barbering business.

EDUCATIONAL OBJECTIVES

One of the major emphasis of Sharp Line Cuts Academy is to train students on barbering classic techniques along with contemporary looks in order to ensure success when the student enters the professional ranks of Barbering as a licensed professional. The training program has been designed to provide a step-by-step method of training which allows students to progress with individualized instruction when appropriate.

Programs have been developed and are offered in state laws and regulations, business and salon management, client consultation, personal hygiene, cutting hair with different types of instruments, shaving, trimming mustache and beard, analyzing skin or scalp conditions, giving scalp, facial, or massage treatments and, but not limited to sanitizing methods.

The curriculum for Sharp Line Cuts Academy will be presented in a professional manner along with creativity and excitement, yet disciplined in order to make learning a positive experience while preparing the students for employment and future advancement in the field.



SHARP LINE CUTS ACADEMY

Secondary objectives will be to learn the necessary material in order to pass the licensing examination, expose the student to related industry products, promote professional ethics and standards, and instill a strong sense of self in the students' future in this rewarding profession and industry.

We are committed to provide training that remains consistent with the rapidly growing and changing Industry in order to promote the most success for our students when out in the professional world.

FACILITY AND EQUIPMENT

Sharp Line Cuts Academy LLC, 22034 Shaw Road Sterling, VA 20164, is a one story, 1,600 square foot that is fully equipped to meet all the demands of barbering. The facility includes a client reception area, barber/styling chairs, tool cabinets, sinks, mirrors, and restroom area. The classrooms contain a demonstration area, charts, diagrams, audio-visual equipment and computers for student use. Parking is available for students attending the school surround the Facility.

SCHOOL FACULTY AND STAFF

*The Instructors of our school are licensed professionals by the State of Virginia Board of Barbers. The staff is kept current with seminars, and conferences.

Franklin Holmes

Franklin Holmes, is a master barber and barber instructor with over 30 years of experience. Founder of Sharp Line Cuts Barber shop in Virginia which was established in 2013. Franklin has been providing services, jobs and opportunities in the community. As an entrepreneur Franklin has set standards of excellence and a business acumen that exceeds the expectation of other barber shops in the area. Franklin Holmes has been recognized and mentioned in Loudoun Times Mirror as being very personable and as having genuine love for People and his family. Franklin encourages his peers and colleagues to pursue their dreams and aspirations with the hope of building a strong community that will continue to provide opportunities and services for years to come.

Perla Escobar

Perla Escobar, as a partner of the Sharp Line Cuts Academy is presented as someone who is dedicated to helping the community, giving back to others and someone who is all for education. This comes to show with her education and background in nursing. Perla, being the first in her family to attend college graduated from the University of Maryland with a Bachelor's degree in nursing. Since earning her bachelor's, she worked as an ICU nurse for some years. Perla now dedicates time to her family and Sharp Line Cuts Academy for her passion of encouraging others to learn, earn an education and facilitating other's success.



SHARP LINE CUTS ACADEMY

OUR ANNUAL GOAL RATES

Graduation: $\geq 50\%$

Placement: $\geq 60\%$

Licensure: $\geq 70\%$

ACCREDITED

Currently working towards becoming accredited with The National Accrediting Commission of Career Arts and Sciences (NACCAS) and with the STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA (SCHEV)

STATE LICENSING AGENCY

Department of Professional and Occupational Regulation
9960 Maryland Drive
Richmond, Virginia 23233
Phone: (804) 367-8590
www.dpor.virginia.gov

ADMISSION REQUIREMENTS & TRANSFER POLICY

The school does not discriminate in its admission, instruction, graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in the Barbering program must:

- Provide proof that the applicant is 18 years of age or older.
 - Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion.
- A copy of Homeschooling credentials to include:
- Virginia Home Instruction:
 - 1) Diploma or Transcript signed by a parent/legal guardian.
 - 2) A copy of a letter of intent from a parent/legal guardian.
 - 3) Proof via a letter from the school district that they have record of the Student is being home schooled.



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- Certified Tutor Provision:
 - 1) Diploma or Transcript signed by a parent/legal guardian.
 - 2) Copy of letter of intent from a parent/legal guardian.
 - 3) Proof via a letter from school district that the Student is being home schooled.
- Religious Exemption Statute:
 - 1) Diploma or Transcript signed by parent/legal guardian.
- Foreign Diplomas must be translated and evaluated from a recognized agency such as Educational Credential Evaluation (ECE), World Education Services (WES) and Globe Language Services.
- Provide proof that the applicant is 16 years of age or older. If the applicant is under 16 years of age, he or she must have a parent or legal guardian sponsor him or her. (A copy of Driver License or State Issued Identification, Birth Certificate, Military ID, Passport is acceptable).
- A complete Enrollment Package.
- The Institution does not accept Ability to Benefit Students.

The School will accept transfer students who meet the following requirements:

- Both new and former school must be licensed by the appropriate state licensing entity while the student is enrolled. That entity must approve the schools' current curriculum.
- accrediting agency recognized by the U.S. Department of Education.
- The new school may only credit completed content, and must substantiate, based on the student's transcript, how hours were awarded towards each content area.
- The applicant shall provide the Board with satisfactory evidence of the above.
- Transfer students must meet Admission Requirements for Barbering or Cosmetology.
- A transfer student must provide an official transcript from the previous approved school's state curriculum prior to enrollment. The transcript may include detailed listing of all practical and service requirements completed.
- Transfer paperwork must be fully processed before a student can enroll.
- Another Level Barbering and Cosmetology School will only accept Barbering or Cosmetology hours earned at the originating school must have been earned no more than two (2) years prior to enrolling in a new school.
- A transfer student may be required to purchase at an additional cost any equipment, textbooks, uniforms, etc.,

For transferring student Sharp Line Cuts Academy requires a knowledge exam may be administered to direct a suitable entry point into the curriculum to ensure the maximum educational experience.

- The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.



SHARP LINE CUTS ACADEMY

- With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

TRANSCRIPTS

- The student must first withdraw from Sharp Line Cuts Academy, and then enroll into the new school of their choice meeting the requirements listed in general requirements above. A refund calculation will be completed by the School and then administered according to our refund policy, if applicable.
- Students will receive a detailed official or unofficial transcript of how hours were awarded towards each content area from Another Sharp Line Cuts Academy, the students Satisfactory Academic Progress standing and Attendance will follow as well, once the student has satisfied all debts owed to the school.

RE-ENROLLMENT AFTER TERMINATION OR WITHDRAWAL

A student who is terminated or who withdraws from enrollment may re-enroll at Sharp Line Cuts Academy. A \$200.00 non-refundable registration fee will be charged for students re-entering after 180 days of their last physical date of attendance the factors considered to determine eligibility to re-enter include, but are not limited to a review of eligibility of attendance and academics, the extent of unfulfilled program requirements, the current capacity at the school, school director recommendations, and student discipline record, if any. Students eligible to re-enter must verify their financial status with the school, if applicable. Students must pay previous enrollment balance, if any, prior to re-entry, unless other payment arrangements have been made. Students must sign a new enrollment agreement. The new enrollment agreement will supersede the student's previous enrollment agreement or agreements. A student who re-enters Sharp Line Cuts Academy after termination or withdrawal retains his/her attendance and academic history, and suspension, history from all previous enrollments at Sharp Line Cuts Academy.

HIGH SCHOOL VALIDITY POLICY

High School

The high school may be accredited by a regional accreditation agency recognized by the United States Department of Education and be licensed/accredited by the issuing state. The student is required to submit proof of a high school diploma at the time of enrollment. Acceptable documentation includes:

- Original high school diploma certificate or a copy a high school diploma
 - A copy is may be signed off by a school official verifying that the copy is true and correct; or
 - The institution will determine whether the copy of a high school Diploma or transcript is questionable or truly legitimate. If the verification process raises any questions about the diploma presented it will not be accepted as proof of a high school diploma. The prospect can then appeal the results of that finding to school administration and must provide new information that would show that the diploma provided does in fact meet the standards for high school graduation in the state the prospect was living in at the time it was issued
- Official copy of high school transcripts



SHARP LINE CUTS ACADEMY

- Indicating standard high school diploma or above earned with a graduation date
- Official high school transcripts/Verification Letter of Graduation
 - Received by the institution directly from the high school

If the student fails to secure acceptable documentation, the school is unable to enroll the student as a regular student. All documentation received must indicate that the student graduated (graduation date) and completed all requirements necessary for graduation. A certificate of attendance and/ or completion is not sufficient proof of graduation.

General Education Diploma (GED)

The school will accept official documentation from the student (transcripts, certificate etc.) as regular acceptance. The school may contact the appropriate issuing State Department of Education for official documentation of passing the GED or its states equivalent.

Home Schooling

Because each state has different criteria for determining home school completion, the school will investigate and comply with that state’s regulation regarding earning home-school completion.

Foreign Diploma

Foreign diplomas must be evaluated by a reputable service. The evaluation must include that the student has earned a high school diploma (or equivalent) or above and the date in which the credential was earned.

SUPPLEMENTAL ADMISSIONS INFORMATION

Foreign Students Admission Requirements

Sharp Line Cuts Academy will accept United States citizens and foreign nationals who are permanent residents (or have documented proof that they are in a candidacy/application part of the process), and foreign nationals with a valid non-immigrant status who are eligible to attend school. Foreign nationals may enroll if they possess a current visa and a valid I-94 (which allows attendance at school), which do not expire prior to their scheduled graduation date. Additional acceptable enrollments:

- U.S. national (includes natives of American Samoa or Swains Island)
- U.S. permanent resident with form I551, I151, or I551C (Permanent Resident Card, Resident Alien Card, or Alien Registration Receipt Card). Also known as a green card.
- Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services showing
 - Refugee
 - Asylum Granted
 - Cuban-Haitian Entrant (Status Pending)
 - Conditional Entrant (valid if issued before 4/1/80)



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– Parolee – must be paroled for at least one year and must be able to provide evidence from USCIS that he/she is not in the U.S. for a temporary purpose and that he/she intend to become a U.S. citizen or permanent resident

- T-Visa (for victims of human trafficking) or parent holds a T-1 Visa and can produce certification letter from the U.S. Department of Health and Human Services
- “Battered immigrant-qualified alien” who is a victim of abuse by a citizen or permanent resident spouse, or a child designated as such under the Violence Against Women Act.
- Citizen of the Federated States of Micronesia, the Republic of the Marshall Islands, or Republic of Palau
- Student has a “Notice of Approval to Apply for Permanent Residence” (I-171 or I-464)
- Student holds an A-1, A-2, A-3, E-1, G-1, G-2, G-3, G-4, H-1B, H-1C, H-2A, H-2B, H-3, H-4, I, J-2, L, O, or R
- Deferred Action for Childhood Arrivals or undocumented Students (Dream Act)

**Student should note that eligibility to enroll does not ensure access to Federal Financial Student Aid. Financial aid is available to only those that qualify.*

**All courses are taught in English. Textbooks and course materials are only offered in the English Language.*

Additionally, the student must satisfy the requirement for a valid high school diploma or equivalent, the applicant must demonstrate character, readiness and commitment to successfully complete the academic program for which admission is requested and to work effectively in the occupation(s) for which the program provides training. In determining whether to accept or deny admission, Sharp Line Cuts Academy will consider information about the applicant’s prior postsecondary educational experiences, employment record, credit record and any criminal record. An applicant may be asked to provide such information and to sign authorizations allowing Sharp Line Cuts Academy to obtain information from other educational institutions, employers, credit agencies and law enforcement authorities (Any prior criminal offenses will be evaluated with respect to time, circumstances, seriousness and relationship to the academic program for which admissions is requested; if an applicant with a criminal record is admitted, Sharp Line Cuts Academy makes no guarantee that the criminal record will not be a limitation to the applicant’s ability to obtain employment and pursue a successful career). Sharp Line Cuts Academy also will consider an applicant’s statements and demeanor during the admissions and orientation process.

Sharp Line Cuts Academy reserves the right to deny admission to any applicant who Sharp Line Cuts Academy, on the basis of background, record and statements and conduct during the admissions process, determines to not be qualified to succeed in or benefit from the academic program offered Sharp Line Cuts Academy.

DISABLED STUDENTS

Americans with Disabilities Act

The School welcomes students with disabilities however the facility has limitations to accommodations for disabled individuals.



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Sharp Line Cuts Academy does not discriminate in admission or access to our programs on the basis of sex, race, color, age, gender, religion, sexual orientation, ethnic origin / national origin, disability, perceived gender, or gender identity. The School is responsible for ensuring that students with disabilities are provided Reasonable Accommodations that meet their corresponding needs (academic adjustments, auxiliary aids, and services). Student requests for accommodation will be considered under the Reasonable Accommodation Policy and in Compliance with the ADA as amended and Section 504 of the Rehabilitation Act of 1973 without discrimination. The need for Reasonable Accommodations depends upon the Student’s disability and is determined by the needs of the Student, documentation from the student, and documentation from appropriate professionals. The determination of what specific accommodations will be provided will be based upon evaluation of the individual Student’s documentation, personal needs, and academic requirements. A Student’s Reasonable Accommodation may be subject to review and adjustment from time to time. Students must be able to go up and down stairs without assistance. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow the procedure below:

- 1. Notify the Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and the need for the accommodation or auxiliary aid. The request should be given at least four weeks in advance of the date requested. Please contact the Director at the school phone number located on the cover of this catalog.

TIPS TO PREPARE STUDENT FOR SCHOOL

- Establish a start date that allows sufficient preparation time
- Establish dependable housing arrangements
- Ensure dependable transportation
- Ensure dependable childcare
- Be financially prepared
- Plan for employment that supports the demands of your education

Tuition and Fees

BARBERING PROGRAM - COSTS & FEES	
Tuition Breakdown	
Registration fee (Non-refundable)	\$100
Student kits and textbooks	\$2,100
Tuition Charges	\$8,500



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Total investment	\$10,700

TUITION AND FEES SCHEDULE FOR CANCELLATION/WITHDRAWAL

A student who officially cancels his or her enrollment or withdraws from the Academy prior to the first day of class his/her refunds will be processed within 5 calendar days from the notice of cancellation or withdrawal.

After the first day of class, students need to allow up to 10 calendar days from the date for a refund to be processed.

A student who officially cancels his or her enrollment or withdraws from the Academy is charged only a portion of tuition and fees less deposit based on the effective date of the cancellation or withdrawal.

Please refer to the following tables for the schedule:

Prior to 5th day of class	Portion of enrollment return less deposit 100%
5th calendar day through 31st calendar day of enrollment	Portion of enrollment return less deposit 75%
After the 31st through 60th calendar day of enrollment	Portion of enrollment return less deposit 50%
After the 61st through 90th calendar day of enrollment	Portion of enrollment return less deposit 25%
After 91st calendar day of enrollment return less deposit -0-%	

All applicants must complete a Registration Packet/Forms provided by the school and pay the required Registration fee of \$100 (this fee is non-refundable). The Registration form(s) are required to obtain accurate information on potential applicants and to maintain statistical data for the school's use. Each applicant will be interviewed and have the opportunity to visit the school.



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Upon acceptance to the school, the student will be scheduled for orientation and establish a start date to begin classes.

Providing false information for the purpose of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denied of admission or termination from school.

DEFERRAL OF ENROLLMENT

If a student is admitted to a program but did not begin attendance because of service in the uniformed services, he or she may be allowed to defer his or her enrollment in the program. The refund policy applies if any payment has been made.

STUDENT ORIENTATION

Orientation will be scheduled prior to the start of the program. It is mandatory that the student attend the Orientation session. During this time, we will discuss the student catalog, standards and responsibilities, the program format, the program performance and advancement. Student Books and Supplies will be issued on or after the first day of class. Any student withdrawing from the School without full payment being made is responsible for returning the textbook back to the school. No exceptions, or you will be billed for the price of the books and supplies.

CURRICULUM INSTRUCTIONS AND MATERIALS

All of our courses are designed to prepare our students to take the exam for licensure in the professional field they have chosen. In addition to assisting the students obtain licensure, these courses are designed to prepare graduates for entry-level employment by providing a sound educational basis that will allow them to excel in the beauty industry. These courses reflect our philosophy, purpose and mission to provide students with a top-quality education and to instill in them the level of professionalism and skill that will prepare them for employment and allow them to excel in the beauty industry.

Our courses conform to the state, federal and manufacturing standards of training for the occupational fields for which students are being prepared. Our curriculum has been approved by the Virginia Department of Professional and Occupational Regulation (DPOR). The relevant licenses and approval letters for our programs were included as attachments to our original application. We also included course outlines with curriculum breakdowns and the relevant state curriculum requirements for each course (if applicable) as attachments to that application. We teach our programs using Milady Textbooks and instructional materials in order to ensure industry standards are met.

Students are evaluated bi-monthly on attendance, academic, and practical learning in the form of report cards. Students meet with a faculty member in order to view and discuss their attendance and academic percentages. The student signs and dates the report card, and if a request is made for a copy, one is provided for them.

Students are formally evaluated periodically throughout the course with a Satisfactory Academic Progress Report. Each student is evaluated on both a Quantitative Measure (attendance standard) and a Qualitative



SHARP LINE CUTS ACADEMY

Measure (academic standard). The academic standard includes both academic (theory) and practical learning. The periods that students will be evaluated and the requirements of our Satisfactory Academic Progress Policy (including information on probation, dismissal, etc.) can be found within our catalog. We are constantly reviewing and evaluating the quality of the programs of instruction. Sharp Line Academy requests feedback at least annually from current students, graduates, and an advisory committee to better improve the programs offered. Sharp Line Academy faculty and staff meet at least once annually to evaluate this feedback as well as the programs themselves (ensuring they are relevant and current). During these meetings, we create a summary of feedback from students, graduates, and the advisory committee and implement an improvement plan if deemed necessary based on feedback and evaluation. This summary and the resulting improvement plan are documented on a Summary of Feedback Form and held with the relevant annual feedback.

Each student admitted to the school receives individual instruction, exposure to technical skills, and an opportunity for supervised work with the public. Our curriculum, designed by Milady, involves discussion, question and answer, demonstration, cooperative learning, problem solving, interactive lecture, individualized instruction, classroom presentation, and student salon activities. Instruction is supplemented with guest speakers, visual aids, and other instructional techniques.

BOOKS, EDUCATIONAL MATERIALS & SUPPLIES

Upon scheduling of classes, the student will be directed to the school's website which will have the up to date title, author, ISBN, publisher and copyright date of each required textbook. The school uses the following books and resources:

Milady's Standard Barbering 2017, 6th Edition (ISBN-13: 9781305100558)

Barbering Kit Provided by the school

Students must have the textbooks on the first day of school.

The student kit (supplies) for Barbering contain tools and equipment necessary for a successful completion of the course. Students are expected to maintain the supplies by replacing lost or broken articles. The school is not responsible for a student's equipment, either lost, or stolen. Due to sanitary reasons, the equipment once issued and accepted by the student, is no longer returnable to the school upon withdrawal from the course of enrollment. The equipment therefore, becomes the property and responsibility of the student. The kit may be purchased through the school.

SCHEDULE OF CLASSES

Full-time Schedule: Tuesday – Saturday from 9:00 am – 5:00 pm

Part-time Schedule: Tuesday – Saturday from 9:00 am – 1:00 pm

Program lengths for full-time and part-time schedules are stated in weeks and include estimated days the school is closed for holidays, specialized events, in the event of inclement weather, trainings for educators, as well as a limited number of days to allow Students to make up work missed as required for state licensing purposes.



LUNCHES AND BREAKS

- Lunches are 30 minutes in length and are scheduled by school staff. Students must clock out and take their lunches at the scheduled time. Students may not skip lunch to fulfill clock hour requirements and must attend scheduled hours to receive credit for such hours.
- Our staff will adjust lunch time assignments for students working on clients who do not complete their services prior to their breaks.
- All full-time classes will receive two, 15-minute breaks, and a 30-minute lunch at the time determined by the Educator. Students must remain on school premises during their 15-minute break. Part-time students will receive one 15-minute break. Students must not leave during their 15-minute break.

Programs of study

BARBER (VIRGINIA)- 1100 Clock Hours

Career options

Career opportunities for those graduating from a barbering program include barber, barbershop owner, barber instructor, barber school owner, etc.

Course Description

A Study of the basic principles of barbering with an understanding of the chemistry of the hair, skin and nails and the products used in performing barbering services. Our barbering features shear cutting, clipper cutting, hair styling, men's shaving and grooming, coloring with artistic effects, and basic facials.

Course Objective

To educate the student in the basics of barbering, to assist the student achieve the skills, knowledge, and techniques necessary to obtain licensure and to begin a profession in barbering and to provide the industry with well-qualified and responsible employees.

Instructional Methods

Courses will be a combination of lecture, demonstration proactive session, and student clinic practice. Instruction will be supplementary by guest speakers, visual aids, and other instructional techniques.

Curriculum Breakdown

This course contains 21 learning units. To obtain hours for each unit, you must pass both theory and practical portions.

Orientation, Introduction, and History

school policies, study skills, history of barbering, professional image (attitude, health, personal hygiene, human relations, professional ethics, etc.) **(33 hours)**



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General

Microbiology, infection control & safety practices, disinfection, sanitation, implements/tools/equipment (combs, trimmers, shears, straight razors, honing, & stropping, etc.), anatomy & physiology, chemistry, electricity & light therapy. **(350 hours)**

Physical

Client consultation, properties/disorders/structure/chemical composition of the skin/ scalp/ hair, analysis & treatment of the hair & scalp, draping, shampooing, scalp treatments, men's facial massage & treatments, shaving and facial hair design, facial and neck shave, mustache and beard trim, mustache and beard design, men's haircutting and styling, finger & shear technique, shear-over comb technique, clipper cut, razor cut, tapering and blending, thinning and texturing, women's haircutting. **(498 hours)**

Chemical

Analysis and consultation, hair coloring. **(76 hours)**

Job Preparation, Management, & State Boards

State law & regulations, preparing for empowerment, barbershop management. **(143 hours)**

BARBERING INSTRUCTOR -600 Clock Hours

Course Objectives

To assist the student to achieve the skills, knowledge, and teaching techniques necessary to obtain licensure and begin a teaching profession as a Barber Instructor.

Course Description

Our teacher training program meets the state requirements in theory, teaching experiences, and hours for licensed instructors.

Emphasis includes learning how to teach theory, grade and record tests, and prepare students for their state exams. This course provides certification.

Instructional Methods

Courses will be a combination of lecture, demonstration, practice session, and student clinic practice. Instruction will be supplemented by guest speakers, visual aids, and other instructional techniques

Prerequisite

Must hold a current license in the relevant field



Curriculum Breakdown

This course contains 23 learning units. To obtain hours for each unit, you must pass both theory and practical portions.

Orientation & Introduction

School policies, qualities & characteristics of a career education instructor (**6 hours**)

General

The teaching plan & learning environment, basic learning styles & principles, learning disabilities & special learning needs, classroom management & supervision, basic methods of teaching & learning, teaching techniques, program review, curriculum development & course outline, lesson planning, teaching aids & technology, assessing progress & advising students, grading, effective presentations - presentation of theoretical & practical subjects, supervision of clinic floor, making the student salon an adventure, educator relationships, teaching study & testing skills, teaching success strategies, teamwork, communication, student retention, performance evaluations, recordkeeping, school administration (**399 hours**)

Practical

Practicum teaching (**160 hours**)

Job Preparation & State Boards

State law & regulations, preparing for employment (**35 hours**)

POLICIES AND PROCEDURES

Student Academic Progress Policy (SAPP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school and complies with the guidelines established by Sharp Line Cuts academy accrediting/state agencies and the federal regulations established by the U.S. Department of Education. It is printed in the catalog to ensure that all students receive a copy and are aware of the expectations prior to enrollment. Satisfactory Academic Progress (SAP) is measured in both quantitative terms (attendance) and qualitative terms (academics/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to date of SAP evaluation). The academic progress of students will be evaluated at midpoint and at the end of each term.

A student who has not achieved a minimum cumulative GPA of 75% or who has not successfully completed at least a cumulative rate of attendance of 67% is not eligible for Title IV assistance, if applicable.

Attendance Standard (Quantitative Measure):

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

A student's attendance pace is determined by the following formula:

Cumulative clock hours of actual attendance as of the evaluation date
Cumulative clock hours of scheduled attendance as of the evaluation date

At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course, which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.



SHARP LINE CUTS ACADEMY

Maximum Time Frame:

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

EMERGENCY COMMUNICATIONS SYSTEM

- In the event that an emergency occurs at or near the school, or if the school has to communicate pertinent information, students will receive a phone call and/or text message using

- Sharp Line Cuts Academy is closed for the following holidays:
(*If the school is already closed on the day the holiday falls, the next business day will serve as the reserved Holiday)
 - New Year’s Day
 - January 2nd
 - Martin Luther King Jr. Day
 - Presidents Day
 - Veterans Day
 - Easter Monday Memorial Day
 - Juneteenth
 - Independence Day and the Day after
 - Labor Day
 - Columbus Day
 - Thanksgiving Day and the Day after Thanksgiving
 - Christmas Eve through New Year’s Eve

PROFESSIONAL DRESS CODE

Sharp Line Cuts Academy envisions its student to possess a Professional, Proficient and Polished look. Sharp Line Cuts Academy requires student to wear ALL black shirts, ALL black pants, and comfortable closed toe shoes.

- Students are not permitted to wear clothing which contains any logos or phrases.
- Only clothing which details the Sharp Line Cuts Academy logo is permitted
- No hats, scarves or bandanas can be worn at any time (may be allowed for religious purposes).
- No Skinny strap tank tops, inappropriate leggings, shorts above the knee, work out attire or yoga pants may be worn
- No flip flops, bedroom shoes, or open toe shoes.
- No belly shirts or sagging pants allowed Belts must be worn and tightened daily. No exceptions!

Shoes and dress boots must be professional looking and protect the student’s feet, meaning closed toe. Student’s hair and facial makeup must be done in a professional manner daily and prior to the arrival to school or students will not be allowed to clock in. All personal grooming must be done prior to entering the school, as would be expected by any future employer. If you are out of dress code, you will be clocked out and will be permitted to clock back in when your attire meets the school’s policy.

STUDENT/VISITOR CONDUCT POLICY



Students are expected to conduct themselves in a professional manner always. Students are expected to abide by the following regulations:

- No verbal abuse (swearing, name calling, using racially offensive language, talking back, aggressive behavior by making direct or indirect threats).
- No disrupting class by excessively entering and exiting, talking in class, raising voices to fellow students or staff, or disrupting the learning environment.
- No bullying or harassing of others.
- Any forms of violence are strongly prohibited
- Theft or fraud of any sort are not allowed.
- No damaging of schools' property.
- No weapons on school premises. Any use of or possession of a firearm, ammunition, explosives, firecrackers, or any other dangerous weapon (meaning any instrument that can cause bodily harm) are strongly prohibited.
- No smoking on school premises.
- No eating on the student salon floor. Beverages must be in a cup and not a can.
- No cell phones or other electronic devices allowed at all on school floor or classroom (unless instructed by instructor).
- Students may not cheat on exams.
- Students are expected to participate in class and maintain a positive attitude.
- Students may not refuse a client a service offered in the student salon.

If anyone is suspected of any of the above violations, they may be written up and/or immediately suspended from school during an evaluation or investigation. Once the investigation is complete and if the suspected is found to be in violation of the policy, he/she may be terminated from the program.

PERSONAL AND ELECTRONIC DEVICES

Cell phones are not permitted to be used during classroom instruction. Cell phones must be off or vibrate upon entering the building. **Any student receiving 3 Verbal and/or Written warnings for having their cell phone visible without permission from your Instructor or School Official, the student will be asked to clock out and return the next day.** Any additional Verbal or Written Disciplinary actions thereafter may result in 1 Day suspension(s) from school for each time the student is found using an electronic device. Students may not use personal devices of any kind to play music or wear headphones at any time in the classroom. It is recommended that you give the School phone number to your family and/or other parties who must contact you during instructional hours for an emergency.

NO TOLERANCE POLICY FOR ILLEGAL SUBSTANCES AND PRESCRIPTIONS

The best way to prevent drug and alcohol abuse is not to participate or be around individuals who may participate. You are encouraged to leave prescription and non-prescription medications at home. If you must bring a medication to the school it must be prescribed to you and contained in its original container with the prescription clearly labeled on the bottle. Certain prescription medications can be dangerous when using equipment.

The use of illegal substances and drugs, including alcohol, is detrimental to the educational process. Use and/or possession of these substances on campus, while attending classes, or participating in school sponsored activities will not be tolerated and will be dealt with severely. The school will



impose sanctions on students and employees for violation of the standards of conduct (consistent with local, state and federal law). Students will be clocked out for the day and must see the Director prior to returning to classes.

The illicit possession, use, or distribution of drugs or alcohol by any of the School's students or associates on the School's premises or at any of its activities may result in the following sanctions:

- Immediate expulsion from school or termination of employment.
- Referral to a counseling agency.
- Referral for prosecution to the appropriate authorities.
- Reentry may be made only at the discretion of the School President

ACCIDENTS AND INJURIES

In the event of an accident or injury at the school, you should immediately notify the instructor or other Sharp Line Cuts Academy personnel. Faculty/staff will handle injuries such as superficial lacerations or abrasions. All programs have First-aid kits available. Emergency Medical Services will be contacted for a serious injury or medical condition. You must have an emergency contact card on file with the business office.

SAFETY AND SECURITY

In the event of an emergency, students and staff need to contact 911 for immediate assistance.

The Campus Sex Crimes Prevention Act (CSCPA) is a federal law that was enacted on October 28, 2000. This law facilitates the tracking of convicted, registered sex offenders who are: 1) students of, 2) employees of, or 3) volunteers at an institute of higher education. The CSCPA amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (WETTERLING) to require sex offenders who are already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed or carries on a vocation or is a student effective as of October 28, 2002. The CSCPA also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (CLERY) to require institutions of higher education to issue a statement, in addition to other disclosures required under CLERY, advising the campus community where law enforcement agency information regarding convicted sex offenders is provided by their state. Finally, the CSCPA amends the Family Educational Rights and Privacy Act (FERPA) to state that nothing in FERPA can prohibit an institute of higher education from disclosing information provided to that institution concerning registered sex offenders. The United States Department of Justice provides a publicly accessible database of sex offenders that are required to register <https://www.nsopw.gov/en?AspxAutoDetectCookieSupport=1> The Virginia State public databases can be accessed at <http://sex-offender.vsp.virginia.gov/sor/index.html>

Clery Act-

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.



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The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her residence hall room by a fellow student she did not know on April 5, 1986. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990. More information on the Clery Act can be found at www.cleryact.info.

Reporting Sexual Misconduct: Dating Violence, Domestic Violence, Sexual Assault & Stalking. The school encourages all sexual misconduct to be reported. Sharp Line Cuts Academy will take prompt and appropriate action to end the misconduct and prevent its recurrence.

*Safety at the School:

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

- a) Do not leave personal property in classrooms
- b) Report to your school official(s), any suspicious persons.
- c) Always try to walk in groups outside the school premises. Let the administration know of any concerns you have with safety while at school.
- d) If you are waiting for a ride, wait within sight of other people.
- e) The "*Crime Awareness and Campus Security Act*" is available upon request to students, employees (staff and faculty) and prospective students.
- f) The School has no formal program, other than orientation, that disseminates this information.

ATTENDANCE AND ABSENCE POLICY

The student is required to report to school at the regularly scheduled time, according to their enrollment agreement. Students must clock in and out at the beginning and end of each day, and at the beginning and end of lunch breaks. Students must remain in the building at all times while clocked in unless they are on an assigned break. Students are encouraged to attain 100 percent attendance. Students who will be absent for the day must call the school one hour before their scheduled time. Students are responsible for all work missed during their absence, and it is their obligation to consult the instructor concerning any necessary make-up work. Students must notify the school about an absence due to illness, death of a family member, and/or any other unavoidable circumstances that must be reported to the school. Students who miss 14 consecutive calendar days will be terminated from the program. Students must attend on their scheduled Saturdays. Students must attend the full day scheduled. It is the student's responsibility to make up all work missed during an absence.

TARDINESS

Promptness in reporting to class at the beginning of your scheduled session is necessary. Tardiness will be clocked at the nearest 1/4 hour of your scheduled class time. Students are required to notify the school if he or she will be tardy before their regular scheduled enrollment time. Repeated tardiness will affect the student's attendance and will result in verbal warnings. Students will not be able to clock in if he or she did not notify the school of being tardy. The student will be consulted and encouraged to submit a change of schedule form that will modify the students contracted time.



LEAVE OF ABSENCE

Any student needing to take a leave of absence must submit a written request to the school director 15 days prior to the beginning of the leave. The request must include the reason for the leave of absence, amount of time requested and student's signature. For example, a death of an immediate family member, a surgical procedure, or if the student was in a car accident and needed a few weeks to recover before returning to the institution are reasons the student would not be able to request the LOA in advance. A leave of absence will be granted for no longer than 180 days in any 12-month period and the school must have reasonable expectation that the student will return from the LOA. The school may grant a LOA to a student who did not provide a request prior to his or her LOA due to unforeseen circumstances. The school will document the reason for its decision and will collect the request from the student at a later date. The beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend the school because of the unforeseen circumstance. The student or designee must contact the school and provide a documented request in person, by mail, email or fax at the time of the LOA or within 14 days of the related event. The student's maximum time frame of program completion and enrollment agreement end date will be extended by the same number of calendar days taken in the leave. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. The student will return to school with the same academic and attendance status as held prior to the leave. No charges will accrue during the student's leave of absence from school. The school may not assess the student any additional institutional charges as a result of the LOA. A student granted a LOA that meets the required criteria is not considered to have withdrawn. If the student does not return to the school from his/her leave of absence on or before the end of the approved leave of absence, the school will treat the student as a withdrawal and the date that the leave of absence was applied shall be considered the last date of attendance for refund purposes.

INTERRUPTIONS, PROGRAM INCOMPLETES, WITHDRAWS

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

If a student returns to the school or from military service in the uniformed services, that student is eligible to reinstatement without having to re-qualify for admission if:

1. The student returns to the same institution after a cumulative absence of not more than 180 days in a calendar year, and
2. The school determines that there is reasonable expectation that the student will return to the school.

MAKE-UP WORK, TEST OR HOURS

It is the student's responsibility to make sure that he or she has acquired all notes and assignments missed. Make-up work is affiliated with any missed or failed assignments. All theory, practical and lab work must be made up following an absence within two weeks of the missed day(s). Once a chapter is completed and the chapter grades are submitted, the student has one (1) week to complete any make up work, providing the student's attendance is at least 50%. If the student's attendance is less than 50% attendance for that chapter, then the student must re-take the whole chapter module to receive a grade. The chapter may be taught within thirty days of the missed theory.



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An examination will be given after completion of each chapter or module of the theory studies. A student who fails to achieve a passing score on the practical portion of the instructions will be given the opportunity to improve their score or grade by performing additional assigned practical drills. The drills will be assigned by an instructor. A passing score must be maintained in attendance and conduct at all times. Students must maintain an average score of 75% or better at all times. Students receiving below 75% or (C) average score will re-take the test until the scores of all test average to be 75% (C) or higher.

Students must put in a Make-up Hour Request Form 24 hours in advance to clock in earlier or to remain at school after their contracted schedule for makeup hours. He or she must clock in at their regular scheduled time to receive Make-up Hours.

NONCREDIT, REMEDIAL PROGRAMS, REPETITIONS

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

STUDENT RECORD RETENTION POLICY

Student records shall be maintained on the premises after a student either terminates training or graduates. The school will maintain student records on site for 5 years from the enrollment date.