

Interstate Barber School

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**SCHOOL CATALOG
2025-2026**

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Table of Contents

Mission Statement.....	Page 3
School Description.....	Page 3
Admission Requirements/Re-Enter/Re-Enroll.....	Page 3
Transfer Students.....	Page 3
Educational Programs.....	Page 4
Course Costs/Methods of Payment.....	Page 4
Scholarships.....	Page 4
Additional Charges.....	Page 5
Refund Policy.....	Page 5-7
Class Calendar.....	Page 7
School Closings.....	Page 7
Hours Required.....	Page 8
School Schedule.....	Page 8
Clocking Procedure/Tardy Policy.....	Page 8
Call-In Policy.....	Page 8
Attendance and Attendance Evaluation.....	Page 8
Class A Barber Course Outline.....	Page 9-11
Make-Up Test.....	Page 10
Graduation Requirements.....	Page 12
Placement Service.....	Page 12
Student Housing.....	Page 12
Non-Discrimination.....	Page 12
Students with Disabilities.....	Page 12-13
Non Recruitment.....	Page 12
Vaccinations.....	Page 13
Students Right To Privacy.....	Page 13
Release of Information.....	Page 14
Policy for Safeguarding Student Information.....	Page 14
Maintenance of Records.....	Page 15
Advising.....	Page 15
Voters Registration.....	Page 15
Standard of Conduct/Grounds for Dismissal.....	Page 15
Campus Security.....	Page 15
Drug and Alcohol Prevention.....	Page 16-18
Copyright Policy.....	Page 18-19
Medical Emergencies.....	Page 19
Lockers/Kits Policy.....	Page 20
Dress Code.....	Page 20
Miscellaneous Policies.....	Page 21
Complaints/Grievances Contact Information.....	Page 21

Welcome To Interstate Barber School!

MISSION STATEMENT 4

Interstate Barber School is dedicated to student success by enriching lives and cultivating professionals with current trends, in an inspiring environment that prepares graduates in the business skills and fiscal responsibility necessary for success in the workplace.

SCHOOL DESCRIPTION: 10

Interstate Barber School is located in a shopping mall with restaurants within walking distance. Public transportation is available within walking distance. It is handicapped accessible. There is parking in the shopping mall area. Our facility accommodates the current students with each student having their own space to service customers. We have 2 shampoo bowls. The student has their own chair in the classroom and can see the board from every angle. There is a microwave and refrigerator.

ADMISSION REQUIREMENTS 5

The student must have a High School Diploma/GED or School Degree. If we have reason to believe that the High School Diploma/GED or School Degree is not valid, the school will contact the school to check the validity of the student's Diploma/GED/School Degree or confirm with the relevant department or agency in the State in which the secondary is located. If the high school diploma is foreign, the school will provide evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence of a U.S. high school diploma. Website

www.24hourtranslation.com

There is no additional charges to verify academic equivalency.

We do not accept Ability to Benefit students.

- Driver's License or State ID
- Has a high school diploma or transcript showing completion., GED, School Degree or School Transcript showing completion.
- Registration Fee

RE-ENTER/RE-ENROLL 7

The Owner reserves the right to re-enter/re-enroll students. If we accept the student, the student hours will pick up where he/she left off. The student will have to fill out a new enrollment agreement along with bringing the above admission requirements. The student will be considered a transferred student, and the tuition will be pro-rated based on the hours remaining.

TRANSFER STUDENTS 6

Any transfer students must follow the admission requirements. The Owner reserves the right to contract individually with any individual who wishes to transfer into the program. This does not automatically grant enrollment to Interstate Barber School. Interstate Barber School will accept hours from other barber and cosmetology institutions. The students must comply with any and all

State Board Licensing requirements and Interstate Barber School requirements. The tuition will be discussed and pro-rated based on your hours and fees will be based accordingly. Credit for previous training will be given only if a certified transcript is presented from a licensed Barber/Cosmetology School with the total hours. All of the student's hours will be transferred to our School. Credit for out-of-state training must be submitted to the governing State Board of Barbering before being accepted by the school. All course work, hours and tuition will be adjusted accordingly and the proper agencies notified. All records of previous education will be maintained in the student's permanent records.

EDUCATIONAL PROGRAMS

Class A Barber 1000

Course Description:

The State of Texas requires 1000 hours of training. All work is monitored by a licensed instructor. The skills learned throughout the program are related to all areas of Barbering and its Related Sciences which will prepare students to take the State Board Exam and to obtain a Barber license.

Course Costs: 26 Must purchase kit /books. A list will be provided

Class A Barber Tuition

Tuition	\$19,900.00	26a
Registration Fee	\$100.00	26c
Total:	\$20,000.00	

Due at registration-Registration Fee \$100

Methods of Payments Accepted for Tuition 26e

Cash
Money Order
Check
Zelle
Cash App
Apple Pay

26e A student may pay in full at the time of signing or the student can set up a payment plan. We may request that a student does not return to school until payments have been made. Interstate Barber School reserves the right to dismiss a student for failure to make a payment after 45 days.

SCHOLARSHIPS: 20

Scholarships from in house and outside agencies are accepted for full-time and part-time.

***ALL FEES AND COSTS IN THIS CATALOG ARE SUBJECT TO CHANGE
WITHOUT NOTICE.***

ADDITIONAL CHARGES 26D

Overtime charges will occur when the student has gone over their graduation date. If a student does not complete the course by the contracted date, the student will then be in overtime and will be charged \$8.00 an hour for every hour over the contract date. In the event that the school must close due to a mandated order or a catastrophe, the student will receive a new graduation date but will not be charged.

13 REFUND POLICY

An applicant not accepted by the school shall be entitled to a refund of all monies.

This refund policy applies to all terminations for any reason, by either party including student decision, course or program cancellation or school closure.

The holder of a private postsecondary school license shall maintain a cancellation and settlement policy that provides a full refund of money paid by a student if the student:

1. cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays, and legal holidays; or
2. entered into the enrollment agreement or contract because of a misrepresentation made:
 - A in the advertising or promotional materials of the school; or
 - B by an owner or representative of the school.

The holder of a private postsecondary school license shall maintain a refund policy to provide for the refund of any unused parts of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section [1603.3601](#):

1. fails to enter the course of training;
2. withdraws from the course of training; or
3. is terminated from the course of training before completion of the course.

The refund policy must provide that:

1. the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;
2. the effective date of the termination for refund purposes is the earliest of:
 - A the last date of attendance, if the student is terminated by the school;
 - B the date the license holder receives the student's written notice of withdrawal; or
 - C 10 school days after the last date of attendance; and
3. the school may retain not more than \$100 if:
 - A tuition is collected before the course of training begins; and
 - B the student does not begin the course of training before the cancellation period established under Section [1603.3601](#) expires.

If a student at a private postsecondary school begins a course of training that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:

1. may retain 100 percent of the tuition and fees paid by the student; and
2. is not obligated to refund any additional outstanding tuition.

If a student at a private postsecondary school begins a course of training that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:

1. For Students who enroll in and begin classes, the following schedule of tuition adjustments /refunds is authorized and will be based on scheduled hours.

Percentage Time to Total time of the Course	Amount of Total Tuition Owed to the School
During 1 st week 10%	10%
After 1 st week 11% to 20%	20%
21% to 25%	25%
26% to 49%	50%
50% and over	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of the Student's last day of physical attendance in the School. If a student is absent for 10 days, the student will be withdrawn and a refund calculation will be performed on the 11th day and it is based on the student's scheduled hours. Any monies due the Parent or Student shall be refunded within 30 days of formal cancellation by the Student as defined in agreement, or formal termination by the School, which shall occur not more than 10 days from the last day of physical attendance in the school, or in the case of a leave of absence, 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. If a student is on a Leave of Absence and in case of illness or disabling accident, death in the immediate family or other circumstances beyond the control of the Student, the School attempts to make a settlement which is reasonable and fair to both.

If the school should cancels a course and/or program and ceases to offer instruction after the student have enrolled and instruction has begun, the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course and/or programs or participate in a Teach Out agreement or provide a full refund of all monies paid. If the school should permanently close and ceases to offer instruction after the student have enrolled and instruction has begun, the school must make arrangements for the students which the school shall provide a pro- rata refund for all students or participate in a Teach Out agreement.

We pride ourselves on making sure we are professional in handling in refunds and we want to make sure that all parties are satisfied. We will make sure all banks, lawyers or any other third parties are clearly

acknowledges the existence of the Withdrawal and Settlement Policy for any refunds if applicable. If a student has exceeded their time, a refund will not be applicable and the Tuition Adjustment Guidelines will not be needed.

INTEREST ON REFUND.

- (a) If tuition is not refunded within the period required by Section [1603.3603](#), the private postsecondary school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day preceding the date the refund is made.
- (b) If tuition is refunded to a lending institution, the interest shall be paid to that institution and applied against the student's loan.
- (c) The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.
- (d) The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to the department on request documentation of the effort to locate the student.

REENTRY OF STUDENT AFTER WITHDRAWAL. If a student voluntarily withdraws or is terminated after completing 50 percent of the course at a private postsecondary school, the school shall allow the student to reenter at any time during the 48-month period following the date of withdrawal or termination unless the student presents a danger to the other students or staff of the school.

15 CLASS CALENDAR:

2025-2026 SCHOOL CALENDAR - Class A Barber - 1000 Clock Hours

OPEN ENROLLMENT

Registration Open Enrollment – Open 7 days a week.

Classes Begin Every 1st Monday of the week

Length of Program 9 or 10 Months Full Time or 12 Months Part Time

SCHOOL HOLIDAYS AND CLOSURES

Thanksgiving Day	Closed	Constitution Day	Observed
Christmas Day	Closed		

Interstate Barber School may be closed for additional days that surround the above holidays to accommodate in-service training or seminars for the educators. Additional closures will be distributed to the students in a timely manner.

Hours Required:

Full Time Class A Barber 1000 hours 9

Hours required 1000- 35 hours a week/9 months

Hours required 1000-30 hours a week/10 months

Part Time Class A Barber 1000 hours 9

Hours required 1000-25 hours a week/12months

School Schedule: **Full Time Classes** are scheduled as follows:

Monday through Friday 10:00 a.m. to 5:00 p.m or 10:00 am to 4:00pm.

Part Time Classes are scheduled as follows

Monday through Friday 3:00 p.m. to 8:00pm

Saturday and Sunday are for makeup hours.

24 CLOCKING PROCEDURES/TARDY POLICY: 24a

All students are expected to clock in no later than 10:15am. Hours will be posted every month. Students are required to punch in or out at the time clock located in the front area. A student caught or clocking in or out for another student will face disciplinary action. Below is the breaks and lunch time table as required by the Labor Board:

Up to 5.00 hours = 15 minute break

5.5 hours up to 8 hours = 30 minute lunch without punching out

CALL-IN POLICY:

All students are responsible for calling in within 15 minutes of their contracted start time.

Failure to do so can result in not being allowed to clock in.

ATTENDANCE: 24b

Students are expected to attend classes and clinic in accordance with their monthly calendar contracts. An attendance rate of 75% is required of all students. Excused absences would be a documented medical condition, death in the immediate family or subpoena. A letter needs to accommodate any excused absences

ATTENDANCE EVALUATION:

All students are required to maintain a 75% cumulative attendance. These evaluations are when the students reaches 450 and 900 hours. Students failing to meet this standard will be advised and will be given a written warning. Failure to meet the minimum standards after the warning may result in probation then termination from the program. Any student who is absent of a period of 14 consecutive days without clearance from the office is considered unexcused and will be dropped from their program.

Progress reports are given monthly to the student. Cumulative test scores are maintained in a permanent file as per State Board requirements once the student graduates.

Class A Barber Course Outline and Curriculum 8a

Course Description: The State of Texas requires 1000 hours of training. All work is monitored by a licensed Class A Barber. The skills learned throughout the program are related to all areas of Barbering and its Related Sciences which will prepare students to take the State Board Exam and to obtain a Barber license. **8c**

Textbooks: Milady's Standard Barbering Text Books
Milady's Standard Barbering Theory Workbook

Objectives: **8d** 1. to provide the student with knowledge of the sciences and skills to become a licensed Barber.
2. To provide the student with an understanding of job related skill necessary to succeed.

Instructional Method: The teaching format combines **Theory** – Discussions and Lecture; **Practical** – demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers and competitions. **8f**

Evaluation: The student is evaluated daily throughout the course. Quizzes and exams are given to help maintain the knowledge to ensure much success on the clinic floor. Attendance and academics evaluations are also required at the end of the week. Upon completion the student will be prepared to take the State Board exam to become a licensed Class A Barber. **8b**

School Schedule: **Full Time Classes** are scheduled as follows:
Monday through Friday 10:00 a.m. to 5:00 p.m or 10:00 am to 4:00 pm.

Part Time Classes are scheduled as follows
Monday through Friday 3:00pm to 8:00pm
Saturday and Sunday are for makeup hours.

Grading and Student Progress Reports: **8g**

Theory and Practical work is graded as it is completed. The following grading system is used for all tests, practical work and projects assigned:

90% to 100%	Excellent
80% to 89%	Very Good
75% to 79%	Good
74 and below	Failing

Progress reports in academics and attendance are given monthly. Cumulative test scores are maintained in a permanent file as per State Board requirements. You are to work on any practical's and manikins that are assigned to you everyday.

MAKE-UP TESTS/RETESTING You must inquire with your instructor for a date and time.

24c

CONTENTS OF UNITS OF INSTRUCTION 8e

Subject	Theory Hours	Practical Hours	Total Hours
Theory and related practice: Orientation; anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory; business skills and establishment management: Including Professionalism, Resume Development, Interview Preparation and Job Search Skills. skin care and related theory; hair removal; nail care and related theory;	350	350	700

<p>electricity;</p> <p>haircutting;</p> <p>hairstyling;</p> <p>hair and scalp treatments,</p> <p>scalp massage;</p> <p>hairweaving, extensions;</p> <p>chemical textures and applications;</p> <p>face and neck massage and treatments;</p> <p>facial hair removal;</p> <p>manicuring;</p> <p>waxing and removing body hair;</p> <p>customer service and professional ethics;</p> <p>makeup;</p> <p>pedicuring;</p> <p>artificial nails.</p>			
<p>Specialty Practice and related theory:</p> <p>shaving with any razor type and razor techniques;</p> <p>mustache and beard care;</p> <p>advanced hair care and men's haircutting; and related practices</p>	150	150	300
TOTALS	500	500	1000

GRADUATION REQUIREMENTS 11

Requirement for graduation is 1000 clock hours for Class A Barber, and a passing grade of 75% in theory and practicals. Upon completion of the above requirements, you will be considered a graduate, and a **12** Certificate of Completion is awarded. If you have a balance, you will not receive your transcript.

PLACEMENT SERVICE 14

A placement service is continuously maintained to help graduates find employment. As long as graduates remain in the barber industry, or return to it, the employment service is available to them. The School will provide Student with placement assistance which will consist of identifying employment opportunities and advising Student on appropriate means of attempting to realize the opportunities. Schools are prohibited by law to guarantee employment. Student understands that the School has not made and will not make any guarantees of employment or salary upon graduation.

NON-DISCRIMINATION 16

The school does not discriminate against prospective students due to sex, age, race, color, religion, or ethnic origin.

STUDENT HOUSING IS NOT AVAILABLE 21

We do not provide housing or dormitories.

NON-RECRUITMENT

The school does not recruit students attending another school offering a similar course of study.

Students with Disabilities at Interstate Barber School

We want to ensure all students are given the opportunity to be successful in the Barber industry and we strive to make our programs accessible to all individuals, in compliance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act of 1990, and all applicable state laws. The Institute Administrator is the designated official at Interstate Barber School who acts as a resource/advocate for students with disabilities. The institute Administrator verifies and files documentation, certifies eligibility for services, and establishes reasonable accommodations. Any student who has a need for accommodation should contact:

Administrator
Interstate Barber School
4200 South Freeway Suite #3b-113
Fort Worth, TX. 76115

Disclosure of a disability is not required unless the student would like an accommodation for a disability. It is the responsibility of the student to request an accommodation, as provided below.

Reasonable Accommodation

- * A reasonable accommodation is a modification or adjustment to a course, program, service, activity, or facility, or the provision of an auxiliary aid or service, which

enables a qualified student with a disability to have an equal opportunity—an equal opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to a similarly situated student without a disability. To determine reasonable accommodations Interstate Barber School may seek information from appropriate School personnel regarding essential standards for courses, programs, services, activities, and facilities. Reasonable accommodations are determined by examining:

- * the barriers resulting from the interaction between the documented disability and the Institute's environment and requirements;
- * the possible accommodations that might remove barriers;
- * Whether or not the student has access to the course, program, service, activity, or facility without accommodations; and
- * Whether or not essential elements of the course, program, service, activity or facility are compromised by the accommodations.

Examples of reasonable accommodations include, but are not limited to:

- * Books on tape
- * Study materials provided early
- * Extra study time or extra time for completing exams
- * Class schedules in advance
- * Note takers or Interpreters
- * Adapted classroom equipment
- * Modification of academic requirements that do not fundamentally alter the nature of the class or program

VACCINATIONS & IMMUNIZATION POLICY

Interstate Barber School does not require vaccinations for admission. For additional information regarding immunization contact www.dshs.texas.gov/immunizations

STUDENT'S RIGHT TO PRIVACY (FERPA) 18

Each student (or parent/guardian of a dependent minor student) has the right to inspect his or her records under supervision of the Director or an instructor. Interstate Barber School protects each student's right to privacy. The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records. Any information pertaining to a student may not be released without a written release statement from the student or from the parents/guardian of a dependent minor student each time. Directory type information will not be published without the written consent of the student (or parent/guardian of a dependent minor student) each time. This type of information would include student name, address, phone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended and/or date of graduation. Exceptions to the written release would be matters related to accreditation, authorized administrative and instructional staff, subpoenaed information, and any other agency that has regulatory authority over the school. We keep the students files for 6 years.

RELEASE OF INFORMATION FROM STUDENT RECORDS TO THIRD PARTIES: 19

1. Information from student records will only be released if the student (and parent/guardian of a dependent minor student) has provided written authorization for such release(s).
2. A copy of the release form must be kept in the student's records, and it must be dated and signed by the student (and parent/guardian of a dependent minor student), and must indicate the party (ies) authorized to receive the information.
3. A copy of any information sent to a third party will be retained by the school.
4. Certain third parties are entitled by law to have access to student records with or without the student's (or guardian's) permission, such parties include:
 - a. Authorized representatives of the U.S. Department of Education;
 - b. Authorized representatives of the school's accrediting agency;
 - c. Authorized representatives of the Texas Department of License and Regulation.
 - d. Persons authorized by a court or other administrative entity with the legal right to provide such authorization.
5. In such cases, a notice shall be placed in the student's file recording the date & party reviewing the information

POLICY FOR SAFEGUARDING STUDENT INFORMATION:

Definitions: Customers are students who apply to attend Interstate Barber School and apply for grants or loans under Title IV of the Higher education Act of 1965, as amended, to finance their educations. Nonpublic personal information is information which is not publicly available on

- Your name, address, and social security number
- Name of your financial institution, account number
- Information provided on your application to enroll in Interstate Barber School
- Information provided on a consumer report Information obtained from a website

Interstate Barber School is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic).

Interstate Barber School shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other systems failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted. Records of students shall be maintained in accordance with Family Educational Rights and Privacy Act, other federal and state law, and accreditation requirements.

MAINTENANCE OF RECORDS:

We keep the students files for 6 years.

ADVISING

The administration and instructors are available to advise students in all areas that pertain to their training in the classroom and clinic, attendance, appearance, and developing a professional attitude. Personal advising by Administration and instructors is available to all students during their training. A form will be filled out. A copy given to the student and a copy in their folder.

STANDARD OF CONDUCT/GROUNDS FOR DISMISSAL 24d and 24e

All students are expected to conduct themselves in a dignified and professional manner. Failure to abide by the policies of Interstate Barber School, the use of drugs or alcohol on the premises, the use of profanity, vandalism, theft from classmates are all grounds for disciplinary action or dismissal from Interstate Barber School. No verbal or physical attacks, threats or intimidation toward fellow students, clients or staff will be tolerated. There will be ONE written warning issues; the next offense will result in a suspension. Expulsion from the program is permanent. We urge ALL students to treat clients, staff and each other in the manner they would want to be treated themselves.

VOTER REGISTRATION: The National Mail Voter Registration Form can be used to register U.S. citizens to vote, to update registration information due to a change of name, make a change of address or to register with a political party. You must follow the state-specific instructions listed for your state. After completing the form, you must sign your name where indicated and send it to your state or local election office for processing.

The national form also contains voter registration rules and regulations for each state and territory. For More information about registering to vote, contact your state election office at http://www.eac.gov/voter_resources/contact_your_state.aspx

Register to vote by following your state-specific instructions and using the National Mail Voter Registration form at http://www.eac.gov/voter_resources/register_to_vote.asp

CAMPUS SECURITY:

Awareness is the first defense against crime therefore, Interstate Barber School has security camera's but being aware of your surroundings, who belongs (students and clients) and keeping track of your personal belongings will go a long way to preventing theft. Lock your vehicle. Put your purse/bags in your locker and keep it locked! Report any suspicious activity to the staff.

DRUG & ALCOHOL ABUSE PREVENTION POLICY (DAAPP):

This is to inform Staff and Students of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Interstate Barber School, requires of its Staff and Students.

All Staff and Students are prohibited from the unlawful manufacture and distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. This prohibition also applies to any student or employee who has a state issued medical marijuana card. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from school or termination from employment.

There are numerous legal sanctions and penalties under local, state, and federal laws, which can be used to punish violators. Penalties can range from suspension, revocation and denial of a driver's license to 20-50 years imprisonment at hard labor without benefit of parole. Property may be seized. Community service may be mandated.

Recent federal anti-drug laws affect a number of areas in everyone's lives. Students could lose eligibility for federal financial aid, could be denied other federal benefits, such as Social Security, retirement, welfare, health, disability, and veterans benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of their household who are involved in drug related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

The laws of the State are adequate to protect the innocent, but stringent enough to insure that persons involved with the illegal dealing of drugs or excessive use of alcohol can be adequately punished. For example, a small amount of drugs found on a person may lead to an arrest, which could require the person to make payment of all court costs as well as participate in mandatory community service. A person found with drugs with the intention to distribute, could be imprisoned. A person found to be intoxicated while driving could be forced to pay court costs, lawyer's fees, participate in community service, receive an increase in the cost of automobile insurance or even lose their driver's license and end up in prison.

The State has various laws regarding misuse of controlled substances (prescription drugs), alcohol, and also the use of illegal drugs.

In addition to local and state authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. These agencies are: The Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation, and the U.S. Coast Guard. 29 Here are a few legal facts that you should be aware. It is a crime to hold someone else's dope. It is a crime to sell fake dope. You can be arrested if you are in a house (or a school) where people are using drugs, even though you are not.

You are considered to possess, under legal terms of “constructive possession,” dope that is in your locker, purse, car, or house.

Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. The abuse of drugs can affect a person’s physical and emotional health and social life. Alcohol is the most abused drug in the United States. Drugs can be highly addictive and injurious to the body as well as one’s self. People tend to lose their sense of responsibility and co-ordination.

Restlessness, irritability, anxiety, paranoia, depression, acting slow moving, inattentiveness, loss of appetite, sexual indifference, comas, convulsions or even death can result from overuse of drugs.

Not only does the person using the drug subject himself to all sorts of health risks, drug use can, and in many instances do, cause grief and discomfort to innocent people. A drug-dulled brain, for example, affects the wide range of skills needed for safe driving, such as thinking. Further, reflexes are slowed, making it hard for drivers to respond to sudden, unexpected events. Alcohol-related highway deaths are the top killer of 15-24 year olds.

Dependency upon drugs can only lead to a life of misery and misfortune. The illegal use or abuse of drugs has a very high impact on our society and the type of crimes committed. To support a drug habit, people must resort to many things, which can only lead to a life of horror and in some instances, death. The dollar costs can range from \$200 to \$3000 per week to support a habit. More importantly, the drug habit impacts a person’s family and lifestyle and career prospects as well as one’s physical well-being and self-respect.

Treatment is available and may be expensive. For example, a typical live-in program lasting four (4) weeks can cost from \$5,000 to \$15,000. Out-patient programs cost from \$1,000 to \$5,000. Who pays for these treatments? There may be programs that cover the costs. One way or another, the person and the taxpayer pays! It has been proven that an individual “hooked” cannot just stop, but requires professional care to kick the habit.

There are classic danger signals that could indicate the first sign of drug use. The primary ones that could call attention to one’s use of drugs are:

- Abrupt changes in mood or attitude
- Continuing slump at work or school
- Continuing resistance to discipline at home or school
- Cannot get along with family and friends
- Unusual temper flare-ups
- Increased borrowing of money
- Heightened secrecy
- A complete new set of friends

We recommend that any person observing any of the above changes in either staff or students, immediately notify the school manager or director. Caution must be observed not to wrongly accuse a person suspected of taking drugs as an improper accusation could lead to embarrassment both to the individual and the school.

Once it has been determined by management that assistance to overcome a drug problem is necessary, the individual and his/her family will be counseled on where they can obtain professional assistance. Records will be maintained of any counseling provided the individual, but will remain confidential. There are clinics in the school's vicinity, which can render assistance. Treatment must be an expense borne by the student/patient. The school can only offer advice in a limited manner. If the individual is in immediate danger of harming him/herself or others, local law authorities will be immediately contacted. Staff and students who violate these standards of conduct subject themselves to disciplinary action. Students are reminded that as a pre-condition to accepting a Pell Grant, that they sign a certificate stating they would not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by a Pell Grant. A Pell Grant recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by the Pell Grant, must report the conviction, in writing, within 10 calendar days of the conviction, to the Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 3073, FOB-6, Washington, D.C. 20202-4571. Failure to report the conviction could lead to loss, suspension and/or termination from the school.

There are drug or alcohol counseling, treatment, and rehabilitation facilities available in our area where you can seek advice and treatment.

Look under the heading "Drug Abuse & Addiction – Information and Treatment" for the nearest resource available to you.

Resources:

Fort Worth Recovery

Addiction treatment center

329 S Henderson St · (855) 654-2500

Turning Point Recovery Network- Fort Worth

Addiction treatment center

2601 Scott Ave #402 · (972) 970-0100

Fort Behavioral Health

Addiction treatment center

7140 Oakmont Blvd · (817) 904-4817

COPYRIGHT INFRINGEMENT POLICY:

Copyright Law

Copyright is a form of legal protection provided by U.S. law, Title 17 U.S.C. §512(c) (2), which protects An owner's right to control the reproduction, distribution, performance, display and transmission of a Copyrighted work. The public, in turn, is provided with specific rights for fair use of copyrighted works. Copyrighted works protect original works of authorship and include:

- Books, articles and other writings
- Songs and other musical works

- Movies and television productions
- Pictures, graphics and drawings
- Computer software
- Pantomimes and choreographic works
- Sculptural and architectural works Specific information on copyright law and fair use may be found at the following sites:
 - The U.S. Copyright Office: <http://www.copyright.gov>
 - The Electronic Frontier Foundation fair use frequently asked questions: http://w2.eff.org/IP/eff_fair_use_faq.php Copyright Infringement The copyright law provides the owner of a copyright the exclusive right to do the following:
 - Reproduce the work in copies.
 - Prepare derivative works based upon the work.
 - Distribute copies of the work to the public by sale or other transfer of ownership, or by rental, lease or lending.
 - Perform the work publicly.
 - Display the copyrighted work publicly.
 - Perform the work publicly by means of a digital audio transmission in the case of sound recordings.

The copyright law states, "Anyone who violates any of the exclusive rights of the copyright owner is an infringer of the copyright or right of the author."

Generally, under the law, one who engages in any of these activities without obtaining the copyright owner's permission may be liable for infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. 32 For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Interstate Barber School responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act, immediately investigates and responds. SCHOOLS NAME will cooperate fully with any investigation by public authorities related to illegally download copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic loss of Interstate Barber School network access, and possible suspension.

MEDICAL EMERGENCIES:

In case of a medical emergency, inform the nearest staff member and dial 911. Do not attempt to move anyone who has fallen. Follow the Universal Precautions against blood spills.

LOCKERS:

Students are assigned lockers that are located in the designated area. Students must supply their own lock. Bags are to be stored in your locker.

KIT POLICY

Your kit contains all the equipment you will need during your training period. Each student is responsible for the care and upkeep of their kit. Additional items that are profession in nature may be added to the kit at the student's expense and items must be brought to school daily. Random Kit inspections can be expected. Failure to have the required items in the school can result in being sent home for the day.

Students must purchase the items below.

Milady Barber Textbook and Workbook

3 pairs of clippers

A Shaver

A variety of combs.

A variety of brushes.

DRESS CODE 23

Black Smock

Casual Appropriate Attire.

Socks or Stockings required at all times with closed toed shoes.

No hats, caps, scarves or bandanas.

Failure to abide by the proper attire will result in lost time as we will send you home to change into the proper attire. Any questions need to be addressed to the staff.

Wear jewelry that won't get in your way or in your client's face. Protect your good jewelry by wearing gloves.

PERSONAL GROOMING: 23

- Keep the body clean by taking daily baths or showers.
- Avoid body odor by using deodorant.
- Avoid bad breath.
- Keep hair well groomed.
- Keep hands and finger nails in good condition.
- Wash hands before and after servicing each patron and after visiting the bathroom.

Avoid the common use of drinking cups, towels, drinking cups, hair brushes and combs.

MISCELLANEOUS POLICIES: 24F

- PHONE CALLS – Personal phone calls need to be made during breaks. Cell phones are permitted in the break room area or outside of the building.
- STUDENT & FAMILY CLINIC SERVICES – Students may receive services on designated days providing that all clinic assignments, clinic projects and classroom work are completed and with the approval of the clinic instructor.
- SMOKING – There is no smoking within the school building. Smoking is permitted away from the building and only during breaks.
- PARKING – The student parking area is in the shopping mall area. PLEASE LOCK YOUR CAR!! Keep your valuables out of sight. Do NOT leave your kit, bags or purse in the car.
- DUTIES – Each student is expected to help keep the school clean. Duties are assigned in the clinic and classrooms. These duties are rotated on a weekly basis and are posted in the clinic and classroom areas. Students are NOT dismissed until all duties are completed.
- No Profanity

Complaints/Grievances Contact Information

For any complaints or grievances, students may fill out a complaint form located in the office and submit to Rodney Pouncy and he will handle it accordingly. If you're not pleased with his actions, please address your concerns to the following:

Texas Department of License and Regulation 22

920 Colorado Street

Austin, Texas 78701

512-463-6599

Owner

Rodney Pouncy

4200 South Freeway Suite #3b-113

Fort Worth, TX. 76115

682-433-6824

Changes that are made will be made to the students.