

**PHIPPS ACADEMY OF BARBERING**

**266 N KINZIE AVE 2**

**Bradely, IL 60915**

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**Main Campus 708-283-1204**

[www.phippsacademy.com](http://www.phippsacademy.com)

SCHOOL CATALOG

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**STAFF 26**

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**WELCOME TO PHIPPS ACADEMY OF BARBERING!**

## **HISTORY**

Kevin Phipps a Master Barber and Instructor is the owner of Phipps Academy of Barbering formally known as Ultimate Touch Barber College. He has a great love and passion for barbering and teaching as a Professional Barber and Barber Instructor. Kevin possesses the techniques and skills that have earned him the title of being a Master Barber. His expertise in these areas allows him not only to demonstrate the techniques of being a barber but to explain in detail the techniques and skills of becoming a professional Barber. He is committed and strives to make a positive change in the lives of his students. He is aware that sharing his talent, skills and teaching can empower the minds of his students. He in return would like for his students to empower the minds of others.

A defining moment of Kevin's career was when he began working at his uncle's barber shop cleaning it up. His Uncle Lou began to teach him the skills of barbering. Kevin decided that he would enroll at McCain Barber College in the year of 1986. It was at McCain Barber College that he discovered that it was not just a skill for him but also a talent. Over the years, Kevin became the owner of Tiger's Touch Barber Shop where he served the community for many years. During that time he realized that he didn't just want to be a professional Barber cutting hair and trimming beards but he wanted to teach the fundamentals of being a professional Barber.

In the year of 2004, Kevin became the proprietor of Ultimate Touch Barber College where he served as Director of the school. Kevin has been teaching and inspiring students for over seven years and the love and passion for his profession continues to grow. He is a great mentor to his students, a man of integrity, a wonderful husband, father and grandfather.

### **On Your Way to a CAREER!**

You are about to begin an exciting adventure in the Barber School that will take you high as your wildest expectations. We are excited to be a part of the road map for your success that will take you in many directions and provide you with the skills and personal confidence to realize your dream of becoming a successful professional in the Barbering field.

In the versatile "world" of Barbering, the opportunities are endless. As a license Barber, you have a diversity of job choices within the industry and within related areas of Barbering. You may choose to enter in exciting competitions that will be great for building your portfolio. The related fields offer various exciting and challenging career paths which include Platform Artistry, Manufacturers Sales Consultant of Educator, Salon Manager or Owner, School Instructor, School Director, School Owner or State Board Representative.

### **MISSION STATEMENT 4**

Our mission is to educate, empower, and enhance all students who attend Phipps Academy of Barbering. We are dedicated to offering the highest quality of services, professionalism, and standards which are the foundations that our school is built upon. We're a purpose-driven school aimed at ensuring each student has all the necessary knowledge and strategies to become effective leaders and entrepreneurs making an impact in the community and the lives of others.

**SCHOOL DESCRIPTION: 10**

Phipps Academy of Barbering is located on a busy street with restaurants and stores. It is handicapped accessible. There is parking to the right side of the building. Our facility accommodates the current students. Each student has their own space to service customers. We have 4 shampoo bowls. The student has their own chair in the classroom. The student can see the white board clearly from any angle. We have a cafeteria for the students to take their lunch with a microwave and refrigerator We also have a locker room.

**ADMISSION REQUIREMENTS 5**

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 to a high school diploma. Website <http://www.evaluationservice.net>

**PROFESSIONAL BARBER:**

- Driver’s License or State ID
- Has a high school diploma/transcript or GED
- Registration Fee

**PROFESSIONAL BARBER INSTRUCTOR**

- Has a high school diploma/transcript or a GED
- Driver’s License or State ID
- Certificate of Completion from Barber School or Barber License
- Registration Fee

**RE-ENTER/RE-ENROLL 7**

The Director 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 be considered a transferred student and the tuition will be pro-rated based on the hours remaining. The student will have to fill out a new enrollment agreement along with bringing the above admission requirements.

**TRANSFER STUDENTS 6**

Any transfer students must follow the admission requirements. The Director reserves the right to contract individually with any individual who wishes to transfer into the program. This does not automatically grant enrollment to Phipps Academy of Barbering. Phipps Academy of Barbering will accept hours from other barber and cosmetology institutions. The student must comply with any and all State Board Licensing requirements and Phipps Academy of Barbering 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 School with the total hours. All of the student’s hours will be transferred to our college. 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 8**

Professional Barber 1500

Course Description:

The State of Illinois requires 1500 hours of training. All work is monitored by a licensed instructor. The skills learned throughout the program will prepare students to take the State Board Exam and to obtain a Barber license.

**Professional Barber Instructor 1000 8**

Course Description:

The State of Illinois requires Barbers with less than 3 years' experience that wants to enroll in the Professional Barber Instructor 1000 program to complete 1000 hours of training. The course is designed to teach the methods and principles of teaching. Upon completion students will be prepared to take the State Board Exam to obtain an Instructor license.

**Professional Barber Instructor 500 8**

Course Description:

The State of Illinois requires Barbers with 3 years' experience of obtaining a barber's license that wants to enroll in the Professional Instructor 500 program to complete 500 hours of training. The course is designed to teach the methods and principles of teaching. Upon completion students will be prepared to take the State Board Exam to obtain an Instructor license.

**Phipps Academy of Barbering**

**Course Costs: 27**

**Professional Barber 1500 Tuition**

Tuition	\$18,450.00	<b>27a</b>
Books/Kit	\$1500.00	<b>27b</b>
Registration Fee	\$50.00	<b>27c</b>
<b>Total:</b>	<b>\$20,000.00</b>	

**Due at registration-Registration Fee \$50**

**Professional Barber Instructor 1000**

Tuition	\$9550.00	<b>27a</b>
Books/Kit	\$400.00	<b>27b</b>
Registration Fee	\$50.00	<b>27c</b>
<b>Total:</b>	<b>\$10,000.00</b>	

**Due at registration-Registration Fee \$50**

**Professional Barber Instructor 500**

Tuition	\$4775.00	<b>27a</b>
Books/Kit	\$400.00	<b>27b</b>
Registration Fee	\$50.00	<b>27c</b>
<b>Total:</b>	<b>\$5225.00</b>	

**Due at registration-Registration fee \$50**

## **Methods of Payments Accepted for Tuition 27e**

Cash  
Money Order  
Check  
Credit Cards

We may request that a student don't return to class until payments have been made. Phipps Academy of Barbering reserves the right to dismiss a student for failure to make a payment after 45 days.

## **SCHOLARSHIPS: 21**

Scholarships from outside agencies are accepted for full-time and part-time Professional Barber 1500, Professional Instructor 1000, and Professional Instructor 500 programs.

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

## **ADDITIONAL CHARGES 27D**

Overtime charges will be assessed when hours are exhausted. The cost is \$8.00 per hour. \*If a student does not complete the course by contracted date, the student will then be in overtime and will be charged eight dollars (\$8.00) an hour for the Professional Barber 1500, Professional Barber Instructor 1000, and Professional Barber Instructor 500 program for every hour over contract date. In the event that the school has to close due to a mandated order, you will receive a new graduation date but will **NOT** be charged.

## **14 REFUND POLICY**

- a. An applicant not accepted by the school shall be entitled to a refund of all monies.
- b. This refund policy applies to all terminations for any reason, by either party including student decision, course or program cancellation or school closure.
- c. If a student (or in case a student under legal age, his/her parent/guardian) cancels his/her enrollment and requests his/her money back, in writing, within (5) days of the signing of the Enrollment Agreement, all monies collected by the school shall be refunded. When notice of cancellation is given after the fifth day following enrollment by before completion of the student's first day of class attendance, the school may retain no more than the registration fee and the cost of any books or materials which have been provided the school and retained by the student. A notice to the students that the cancellation must be in writing and given to the registered agent, if any, or managing employee of the school. The cancellation date will be determined by the postmark on the written notification, or the date the cancellation notice is delivered to the school administrator or director in person. This policy applies whether or not the student has actually started training.
- d. When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the registration fee, not to exceed \$100, 10% of the tuition, other instructional charges or \$300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student.

- e. When a student has completed 5% or more of the course of instruction, the school may retain the registration fee, not to exceed \$ 100 and the cost of any books or materials provided by the school, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency.
- f. 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
0.0 I% to 4.9%	10%
5% to 9.9%	30%
10% to 14.9 %	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

g. 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 14 days, the student will be withdrawn and a refund calculation will be performed on the 14th day and it is based on the student's scheduled hours. Any monies due the applicant or Student shall be refunded within 45 days of formal cancellation by the Student as defined in agreement, or formal termination by the School, which shall occur not more than 14 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.

h. If a course is cancelled subsequent to a Student's enrollment, the School shall, at its option: provide a full refund of all monies paid; or provide for completion of the course.

i. 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.

j. 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.

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

**16 CLASS CALENDAR:**

**2021-2022 SCHOOL CALENDAR - Professional Barber - 1500 Clock Hours**

OPEN ENROLLMENT

Registration Open Enrollment – Every Tuesday-Saturday

Classes Begin Every 1<sup>st</sup> Tuesday of the month.

Length of Program 12 Months Full Time or 16 or 12 Months Part Time

**2021-2022 SCHOOL CALENDAR - Professional Barber Instructor- 1000 Clock Hours**

OPEN ENROLLMENT

Registration Open Enrollment – Every Tuesday- Saturday

Classes Begin Every 1<sup>st</sup> Tuesday of the month

Length of Program 8 Months Full Time or 9 or 11 Months Part Time

**2021-2022 SCHOOL CALENDAR - Professional Barber Instructor- 500 Clock Hours**

OPEN ENROLLMENT

Registration Open Enrollment – Every Tuesday-Saturday

Classes Begin Every 1<sup>st</sup> Tuesday of the month.

Length of Program 4 Months Full Time or 5 or 6 Months Part Time

**SCHOOL HOLIDAYS AND CLOSURES:**

New Year’s Day	Closed	Thanksgiving Day	Closed
Memorial Day	Closed	Christmas Day	Closed
Fourth of July	Closed	Constitution Day	Observed
Labor Day	Closed		

The Barber College may be closed for additional days that surround the above holidays and to accommodate in-service training or seminars for the educators. Additional closures will be posted on a calendar in the student break are

**Hours Required:**

**Full Time Professional Barber 1500 9**

Hours required 1500- 34 hours a week/12 months

Hours required 1500-30 hours a week/14 months



**Part Time Professional Barber 1500 9**

Hours required 1500-25 hours a week/16months

**Full Time/Part Time Professional Instructor 500 hours 9**

Hours required - 500 clock hours is required for a barber that has been licensed for over 3 years.  
34 hours a week/ 4 months  
30 hours a week/5 months  
25 hours a week/ 6 months

**Full Time/Part Time Professional Instructor 1000 hours 9**

Hours required - 1000 clock hours is required for a barber that has been licensed for under 3  
34 hours a week/ 8 months  
30 hours a week/ 9 months  
25 hours a week/ 11 months

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

Tuesday through Saturday 9:00 a.m. to 4:00 p.m or 9am to 3pm.

**Part Time Classes** are scheduled as follows

Tuesday through Saturday 9:00 a.m. to 2:00 p.m.

**25 CLOCKING PROCEDURES/TARDY POLICY: 25a**

All students are expected to clock in no later than 9:15am. Hours will be posted every Tuesday. Students are required to punch in or out at the time clock located in the front of the clinic. A student caught filling in their own hours 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 but sign out and in

**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: 25b**

Students are expected and encouraged 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, and 1200 hours for the 1500 hour Professional Barber, 450 and 900 hours for the 1000 hour Professional Barber Instructors and 250 hours for the 500 hour Professional Barber Instructors. 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. You are also responsible for working on your workbook every day until it is completed.

## **PROFESSIONAL BARBER COURSE OUTLINE 8**

**Course Description:** The Basic barber course is a training program that is a complete study of all areas of Barbering and its Related Sciences.

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

**Objectives:**

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.

**Format:** The teaching format combines *Theory* – lectures and discussion; *Practical* – demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers and competitions.

**Evaluation:** The student is evaluated daily throughout the course. Weekly 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.

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

Full Time	Tuesday through Saturday 9am – 4pm
Part Time	Tuesday through Saturday 9am – 2pm

### **Grading and Student Progress Reports:**

Theory and Practical work is graded as it is completed. The following grading system is used for all tests, practical work and projects assigned: **11**

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. Grade sheets are also completed and kept in the student's file. 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. You are also responsible for working on your workbook everyday until it is completed.

### CONTENTS OF UNITS OF INSTRUCTION 9

Subject	Theory Hours	Practical Hours	Total Hours
<b>Part 1: Basic Training</b> A. Orientation B. Barber history C. Bacteriology D. Infection control and safe work practices E. Implements, tools and equipment F. Anatomy and physiology G. Chemistry H. Electricity and light therapy I. Properties and disorders of the skin J. Properties and disorders of the hair and scalp K. Treatment of the hair and scalp L. Facial and scalp massage M. The Act and this Part, including sanitary standards	150	0	150
<b>Part 2: Shaving and facial hair design</b> A. Shaving	250	250	500
<b>Part 3: HAIRCUTTING AND STYLING</b> A. Cutting; B. Thinning; C. Shaping; D. Trimming; E. Application of electrical/mechanical equipment; F. Curling; G. Hair treatments; and H. Blow drying.	250	250	500
<b>Part 4: CHEMICAL TEXTURE SERVICES</b> A. Hair coloring and lightening; B. Chemical safety; C. Osha standards relating to chemical use; D. Permanent waving; E. Hair relaxing; F. Hair and scalp conditioning; and G. Shampooing, toning and rinsing.	150	100	250
<b>BARBERSHOP MANAGEMENT</b> A. State and local laws and rules;	75	0	75

B. Workers' Compensation Act; C. Labor law; D. Client relations; E. Bookkeeping; and business ethics.			
<b>WORKER'S COMPENSATION ACT</b> A. labor law; B. client relations; C. bookkeeping; and business ethics.	25	0	25
<b>TOTALS</b>	<b>900</b>	<b>600</b>	<b>1500</b>

**PROFESSIONAL BARBER INSTRUCTOR COURSE OUTLINE-CURRICULUM 8**

**500 Hours** is required for a barber that has been licensed for over 3 years.

Course Description: The Instructor's course is designed to provide the student instructor with the theory and practical education necessary for licensure and an entry-level educator's position.

Textbooks: Milady's Master Educator Instructor's Textbook

Objectives:

1. To provides the student instructor with the education and training necessary for licensure.
2. To introduce the student instructor to the various aspects of required administrative duties, i.e., Grading, School Inspections, Student Intervention & Re-Directive Advising.

Format: The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on assist teaching in the classroom and clinic areas.

Evaluation: The student is evaluated daily throughout the course. Chapter tests are administered; classroom and clinic practical performances are evaluated and discussed.

Attendance: Classes and Clinic are discussed upon registering.

School Schedule: Classes are scheduled as follows:

Full Time	Tuesday through Saturday 9am – 4pm
Part Time	Tuesday through Saturday 9am – 2pm

**Grading and Student Progress Reports:**

Theory and Practical work is graded as it is completed. The following grading system is used for all tests, practical work and projects assigned: **11**

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. Grade sheets are also completed and kept in the student's file. Cumulative test scores are maintained in a permanent file as per State Board requirements. You are to work on any practicals and manikins that are assigned to you every day. You are also responsible for working on your workbook every day until it is completed.

## CONTENTS OF UNITS OF INSTRUCTION 9

Subject	Theory Hours 500	Practical Hours 500	Total Hours 500
<b>Educational Psychology</b> Orientation Educational objectives Student characteristics and development The learning process Evaluation of learning that relates to teaching Achieving Learner Results Professional Performance Evaluation	20	0	20
<b>Teaching Methods</b> Individual differences in learning Lesson planning and design Lesson delivery Assessment of learning performance Classroom management Student motivation and classroom climate Developing and Using Educational Aids Teaching Skills and Presentation Techniques	20	0	20
<b>Application of Teaching Methods</b> Preparation and organization preparation and organization Presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments) Results-Orientated Classroom Management Industry Needs Teaching in a Dynamic Clinic Student Evaluation and Testing Methods Teaching to Diverse Learning Styles Powerful Teaching and Learning Methods Advising	150	0	150

<b>Business Method</b> Inventory Recordkeeping Interviewing Supplies The Act and this Part. Preparing for Licensure and Employment (including Professional ethics, Effective communication and human relations, Compensation packages and payroll deductions, Licensing or certification requirements and regulations, Fundamentals of business management)	50	0	50
<b>Student Teaching</b> The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum	130	130	260
<b>Totals</b>	370	130	500

## **PROFESSIONAL BARBER INSTRUCTOR COURSE OUTLINE-CURRICULUM 8**

**1000 hours** is required for a barber that has been licensed for under 3 years.

Course Description: The Instructor’s course is designed to provide the student instructor with the theory and practical education necessary for licensure and an entry-level educator’s position.

Textbooks: Milady’s Master Educator Instructor’s Textbook

Objectives:

1. Provides the student instructor with the education and training necessary for licensure.
2. Introduce the student instructor to the various aspects of required administrative duties, i.e., Grading, School Inspections, and Student Intervention & Re-Directive Advising.

Format: The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on assist teaching in the classroom and clinic areas.

Evaluation: The student is evaluated daily throughout the course. Chapter tests are administered; classroom and clinic practical performances are evaluated and discussed.

Attendance: Classes and Clinic are discussed upon registering.

School Schedule: Classes are scheduled as follows:  
Full Time Tuesday through Saturday  
9am – 4pm  
Part Time Tuesday through Saturday  
9am – 2pm

**Grading and Student Progress Reports:**

Theory and Practical work is graded as it is completed. The following grading system is used for all tests, practical work and projects assigned: **11**

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. Grade sheets are also completed and kept in the student’s file. 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 every day. You are also responsible for working on your workbook everyday until it is completed.

**CONTENTS OF UNITS OF INSTRUCTION 9**

<b>Subject</b>	<b>Theory Hours 1000</b>	<b>Practical Hours 1000</b>	<b>Total Hours 1000</b>
<b>Post Graduate School Training</b> Orientation Barber history Bacteriology Infection control and safe work practices Implements, tools and equipment Anatomy and physiology Chemistry Electricity and light therapy Properties and disorders of the skin Properties and disorders of the hair and scalp Treatment of the hair and scalp Facial and scalp massage The Act and this Part, including sanitary standards History of Teaching/Course Review The Profile of a Master Educator	250	250	500

Educator Relationships Developing a Dynamic Program of Study			
<b>Educational Psychology</b> Educational objectives Student characteristics and development The learning process Evaluation of learning that relates to teaching Achieving Learner Results Professional Performance Evaluation	20	0	20
<b>Teaching Methods</b> Individual differences in learning Lesson planning and design Lesson delivery Assessment of learning performance Classroom management Student motivation and classroom climate Developing and Using Educational Aids Teaching Skills and Presentation Techniques	20	0	20
<b>Application of Teaching Methods</b> Preparation and organization preparation and organization Presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments) Results-Orientated Classroom Management Industry Needs Teaching in a Dynamic Clinic Student Evaluation and Testing Methods Teaching to Diverse Learning Styles Powerful Teaching and Learning Methods Advising	150	0	150
<b>Business Methods</b> Inventory Recordkeeping Interviewing Supplies The Act and this Part. Preparing for Licensure and Employment	50	0	50



(including Professional ethics, Effective communication and human relations, Compensation packages and payroll deductions, Licensing or certification requirements and regulations, Fundamentals of business management)			
<b>Student Teaching</b> The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum	130	130	260
<b>Totals</b>	<b>620</b>	<b>380</b>	<b>1000</b>

**Grading and Student Progress Reports:**

Theory and Practical work is graded as it is completed. The following grading system is used for all tests, practical work and projects assigned: **11**

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

**MAKE-UP TESTS/RETESTING** is conducted weekly. You must inquire with your instructor. **25c**

**GRADUATION REQUIREMENTS** **12**

Requirement for graduation is 1500 clock hours for Professional Barber, 1000 or 500 hours for Professional Barber Instructors, and a passing grade of 75% in theory and practicals. Upon completion of the above requirements, a **13** Certificate of Completion is awarded.

**INTERNSHIP PROGRAM**

Phipps Academy of Barbering has an internship for students that are interested and meet requirements set forth by Illinois Department of Financial and Professional Regulation Section 1175.330(c).

**PLACEMENT SERVICE** **15**

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.

### **STUDENT HOUSING IS NOT AVAILABLE 22**

We do not provide school owned housing or dormitories.

### **NON-DISCRIMINATION 17**

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

### **Students with Disabilities at Phipps Academy of Barbering**

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 Phipps Academy of Barbering 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  
Phipps Academy of Barbering  
3732 Sauk Trail Road, Richton Park, IL 60471  
Main Location (708) 283-1204.

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 Phipps Academy of Barbering may seek information from appropriate college 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 o Interpreters
- \* Adapted classroom equipment
- \* Modification of academic requirements that do not fundamentally alter the nature of the class or program

### **NON-RECRUITMENT**

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

### **VACCINATIONS & IMMUNIZATION POLICY**

Phipps Academy of Barbering doesn't require vaccinations for admission. For additional information regarding immunization contact State of Illinois Department of Public Health by visiting <http://www.idph.state.il.us/> online

### **STUDENT'S RIGHT TO PRIVACY (FERPA) 19**

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. Phipps Academy of Barbering 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, pervious 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: 20**

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 State of Illinois Department of Financial and Professional 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 Phipps Academy of Barbering 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 Phipps Academy of Barbering
- Information provided on a consumer report Information obtained from a website

Phipps Academy of Barbering 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).

Phipps Academy of Barbering 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 21 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.

**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](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](http://www.eac.gov/voter_resources/register_to_vote.asp)

**STANDARD OF CONDUCT/GROUNDS FOR DISMISSAL 25d and 25e**

All students are expected to conduct themselves in a dignified and professional manner. Failure to abide by the policies of Phipps Academy of Barbering, 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 Phipps Academy of Barbering. 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 Phipps Academy of Barbering, clients, staff and each other in the manner they would want to be treated themselves.

**CAMPUS SECURITY:**

Awareness is the first defense against crime therefore, Phipps Academy of Barbering has installed 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 CAR. Put your purse in your locker and LOCK YOUR LOCKER!! Report any suspicious activity on campus 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 Phipps Academy of Barbering 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.

The yellow pages of the local telephone book, is an excellent source. Look under the heading “Drug Abuse & Addiction – Information and Treatment” for the nearest resource available to you.

Resources:

- |                                                                                                           |                                                                               |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| * Drug Abuse Hotline<br>550 Webster<br>Chicago, IL 60614                                                  | (773) 275-9393<br>Open 24 hours                                               |
| *Haymarket Center<br>108 N Sangamon St<br>Chicago, IL 60607                                               | (312) 266-7984<br>Open 24 hours                                               |
| *South Suburban Council<br>1909 Checker Square<br>East Hazel Crest, IL 60429                              | (708)-547-3333<br>Open 24 hours                                               |
| *National Alcohol Abuse Hotline                                                                           | Open 24 Hours<br>for additional resources<br>(800) 234-0420 or (800) 252-6465 |
| *Resurrection Behavioral<br>Health-Addiction Services<br>8 S Michigan Ave Suite 2110<br>Chicago, IL 60603 | (847) 493-3700                                                                |

**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](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](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

PHIPPS ACADEMY OF BARBERING 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. PHIPPS ACADEMY OF BARBERING 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 PHIPPS ACADEMY OF BARBERING 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 – either a combination or keypad lock is permitted. A spare key or other combination must be supplied to the College and will be kept in your folder. Only one locker per person will be allowed. Please do not keep food or drinks in your locker. Random locker inspections can be expected. ALL PURSES AND 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.

## **INCLUDED IN THE KITS**

3 pairs of clippers	6 combs
2 books	1 mirror
3 red guards	1 water bottle
3 brushes	1 Cape
1 pick	2 clips
3 brushes	
1 Shear	1 comb pack
1 Smock	1 Neck Duster
1 Bag	1 Manikin

You are responsible for purchasing your choice of guards and you are responsible for purchasing any items that may have been lost or stolen. Additional items must be purchased as follows:

1. Disposal Razor and Holder
2. Talc Powder
3. After Shave
4. Skinny neck lock for locker
5. Extra combs and brushes
6. Guards for clippers (ask for suggestions)

## **DRESS CODE 24**

**Black Apron**

**Black, Blue jeans or Khaki pant**

**White Shirt**

Failure to abide by the uniform policy 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.

**SOCKS OR NYLONS ARE REQUIRED AT ALL TIMES!!!**

Closed shoes or shoes with a back strap and covered toes are permitted. Black gym shoes in good condition are permitted.

No hats, beanies, caps, scarves, do-rags or bandanas are permitted.

Wear tasteful jewelry that won't get in your way or in your client's face. Costume jewelry, pearls and opals don't hold up well in perm solutions or color solutions – protect your good jewelry by wearing gloves.

#### **PERSONAL GROOMING: 24**

- Keep the body clean by taking daily baths or showers.
- Avoid body odor by using deodorant.
- Keep teeth and gums in good condition every 6 months to a year.
- Avoid bad breath by rinsing the mouth with good antiseptic.
- Never wear shoes without hose or socks, change daily.
- Shoes must be clean and well kept.
- Wear clean undergarments and a clean uniform each day.
- 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 towels, drinking cups, cosmetics, hair brushes and combs.

#### **MISCELLANEOUS POLICIES: 25F**

- 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. Cell phones must be turned off during class and while in the clinic. Beepers must be on vibrate and turned off during class and while in the clinic. NO PERSONAL CALLS WILL BE RECEIVED BY STUDENTS WHILE IN CLASS OR IN THE CLINIC ON THE SCHOOL PHONE. Emergency phone calls must go through the front desk.
- 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.
- ALL PERSONAL SERVICE ON A STUDENT OR FAMILY MEMBER MUST BE COMPLETED IN THE ALLOTTED SERVICE TIME. IF THE SERVICE RUNS OVER AND THE STUDENT EITHER RECEIVING OR GIVING THE SERVICE MAYBE ASKED TO TERMINATE THE SERVICE AND TAKE THE CLIENT. FAILURE TO ABIDE BY THE SERVICE STANDARDS WILL RESULT IN THE LOSS OF FUTURE PERSONAL SERVICE PRIVILEGES. Students from the classroom desiring a personal service must do them either on personal day in the classroom or after their regular classroom hours.
- 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 side of the building. PLEASE LOCK YOUR CAR!! Keep your valuables out of sight. Do NOT leave your kit 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. The duties are checked by the instructor in charge.
- 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 Kevin Phipps and he will handle it accordingly. If you're not pleased with his actions, please address your concerns to the following:

### **Illinois Department of Professional Regulations 23**

#### **Springfield Office:**

320 West Washington St  
Springfield, IL 62786  
(217)785-0800

#### **Chicago Office: 23**

James R. Thompson Ctr.  
100 W. Randolph St  
Suite 9-300  
Chicago, IL 60601  
(312)814-4500

#### **Owner**

Kevin Phipps-Phipps Inc  
3732 Sauk Trail Plaza  
Richton Park, IL 60471  
708-283-1204

### **Provisionally Accredited as an additional location: 23**

NACCAS  
3015 Colvin Street  
Alexandria, VA 22304  
703-600-7600

