



Montana Barber Institute
Student Catalog
2023

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Message from the Director

Prospective Students,

I want to welcome you to a great place to learn and become a professional. You have chosen a outstanding field of study and it will be our pleasure to teach and assist you in any and everyway to achieve your dreams and goals in life.

As a Master barber and Instructor for over 25 years I have observed this profession explode into a multi-million dollar industry. My desire is to see each and every student succeed and become a Professional business person while giving back to a community that helped them achieve their dreams. We, at Montana Barber Institute, will make it our mission to help you succeed.

Thank you and hope to be a part of your dreams.....

-Gregory D. Livingston

Consumer Report

Montana Barber Institute C.R. is for our students awareness Title IV Funds, Refund Policy, and Withdrawal Policy so that our students will have a clear understanding of our commitment to provide them with the best opportunity to succeed.

We are committed to transparency throughout out media Publication, so you can make clear decisions about our programs.

General Information

Mission Statement

MONTANA BARBER INSTITUTE MISSION IS TO INSPIRE PRINCIPALS OF DISCIPLINE, PROFESSIONALISM, AND BUSINESS IN OUR STUDENTS, WE ARE DRIVEN TO EDUCATE, TRAIN AND GUIDE STUDENTS TO ELEVATE THE BARBER AND BEAUTY PROFESSION TO THE OPTIMAL LEVEL FOR THE FUTURE. MBI IS SET TO BE A INSTITUTION WHERE OUR SUCCESS IS MEASURED BY THE SUCCESS OF EVERY STUDENT.

Educational Objectives

In addition to developing the essential knowledge and skills of the profession, an attempt is made to inspire and motivate each student to achieve self-realization, personal growth and maturity. The emphasis is upon serving the individual student through a comprehensive and balanced program of art and science.

Philosophy

Montana Barber Institute seeks to implement its philosophy based on providing programs designed for student achievement at Montana Barber Institute, they are as follows:

- Discipline is based on structured training to achieving a standard of excellence in the process of becoming license.
- Professionalism is becoming proficient in every aspect of life, especially in the field of Beauty and Barbering.
- Montana Barber Institute vision is to train every student to become astute entrepreneurs and business professionals.

Facility

The Montana Barber Institute is located at 1920 N. Zaragoza Rd. Ste. 101-103, El Paso TX 79938. The Institute has 24 barber chairs and stations, 6 styling chairs, 4 manicuring stations, a chemical lab area, a large classroom, multiple restrooms, administration office, large break room, and a great learning environment.

Capacity

Montana Barber Institute is a 4800 sq. ft. brick building with an 3 adjoining suite, open floor plan in a plaza. The Institution supports over 32 students. We have 4 staff members which include instructors and administration employees.

Requirements

The following documents must be provided to begin enrollment process:

1. Birth Certificate
2. High School Diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma), GED certificate; completed homeschooling at the secondary level as defined by state law; or ATB test.
3. Driver's License or ID
4. Social Security Card
5. Submit an application for a student permit to TDLR.
6. If enrolling to the Barber Instructor Program; a copy of current Class A Barber License. If enrolling for Cosmetology Operator to Class A Barber Program; a copy of current Cosmetology License.

Exception to Admission Policy

This is to establish students being enrolled into any program without the required proper documentation on the first day of school.

When students are enrolled into Montana Barber Institute (MBI), they are required, on the first day of school, to turn in a copy of the following documents: ID, Social Security Card, High School Diploma Birth Certificate, Copy of current Class A Barber license if enrolling into the Barber Instructor program and Copy of current Cosmetology license if enrolling into the Cosmetology Operator to Class A Barber program.

Sometimes students don't always have the documents their suppose to have on first day of enrollment due to situations. MBI allows students to enroll into a program, even if they don't have all the documents the first day. They are placed on a spreadsheet tracker and will have to turn in documents within 90 days from their enrollment date. This is completed and tracked by the administration department, who will do a status check every 30 days. Once the document (s) are turn in, they will be removed off the spreadsheet tracker. This policy will also allow veterans who can't produce a High School Diploma, to produce a copy of their DD214 in its stead.

Licensing

The Montana Barber Institute is licensed by the Texas Department of Licensing and Regulation, PO Box 12157, Austin, TX 78711. They may be reached at (512)463-6599 or 1(800) 803-9202. On the internet, the TDLR is located at <http://www.license.state.tx.us>.

Financial Requirements

A student is required to pay the appropriate program fees and purchase supporting program books, tools, uniforms, and other required items. The following are the financial requirements to be made by the student to complete the enrollment process:

1. \$25 Barber Application fee (nonrefundable)
2. \$15 Name tag fee (nonrefundable)

A student must pay the fee:

1. \$18,653.00 for the Class A Barber Program (**Financial Aid available for this program only**)
2. \$14,300.00 for the Barber Instructor Program

The fee is for tuition only, kit and books will be charged separately.

A student must pay their tuition and fees in full at the time of enrollment (or otherwise make payment arrangements with the Director). **Contact MBI to inquire of the Exemption Program.**

If student has been previously enrolled at MBI and has purchased tools for any program, they will not need to repurchase tools, unless student has misplaced or lost tool kit. If student has some of the tools, that student will still need to purchase the rest of the required tools in order for the kit to be complete.

1. \$913.57 for the kit and book

***Kit and book must be purchased at MBI.**

Physical Requirements of the Industry

Being in fairly good physical condition, as most positions require an extensive amount of time on your feet; manual dexterity and ability to bend forward and maintain position for a period of time are also required. Positions such as barber shop manager or hair care product representative are not as physically demanding.

Placements

Montana Barber Institute has a employment program that assists in placing graduated students with job opportunities at no additional cost. The school maintains a file of prospective employers, keep informative board updated, and will assist graduated student in seeking employment in the Barber fields.

Safety Requirements

In general, by using common sense and being alert, many accidents may be avoided. Safety requirements for the barber profession are thoroughly explained in the TDLR book of Laws and Rules. Montana Barber Institute's general safety requirements are as follows:

- Maintain sanitation standards and the application of safety precautions in the workplace environment.
- Be observant and recognize safety hazards, especially in areas where electricity and water are in close proximity to one another or where chemicals are stored.
- Handle tools and implements with care to avoid unnecessary injuries.
- Assist clients who need help.
- Lower and lock the chair so that it does not spin before inviting the client to be seated or leave the chair.
- Do not allow children to play, climb, or spin on hydraulic chairs.
- Read and follow the directions of all products as determined by the manufacturer.
- Keep your area free of water and oil to prevent slipping and electrical hazards.
- Always test the water temperature on the inside of your wrist before applying to a client's hair or scalp.
- Never subject yourself or your client to the risks of faulty or broken equipment.
- Wear shoes that have non-skid rubber soles with good support.

***DUE TO COVID-19, ALL STUDENTS WILL BE REQUIRED TO HAVE THEIR TEMPERATURE CHECKED PRIOR TO ENTERING SCHOOL , 6FT. DISTANTING, & WEAR MASKS.* (When Applicable)**

Student Orientation

Montana Barber Institute orientation process includes a informative briefing about the school and programs from the director. Students will go to administration office after being briefed by the director to pick up registration packet. The administration office will go over the in-processing with the student, take all required documentation and down payment's. Once administration is done with the in-processing, the student will be redirected to a instructor for the orientation. The orientation includes a detailed briefing of the schools policies and procedures, hair cutting technique and a tour of the school. Students are encouraged to ask questions if he/she does not understand any information being put out. Students will sign and date all required documents through out the orientation process and these documents will be placed in the students file.

Counseling

Confidential and private counseling is available to students who need assistance with their personal or school-related problems. All counseling's will be done in a secure room with a camera for protection of the student and staff. The school can refer a student to professional counseling services by request, please see Director for more information.

Uniform Policy

Uniforms and maintenance costs are the responsibility of the students enrolled. All students shall provide and maintain the following uniform configurations:

- Shirt with sleeves (no design)
- Beige Khakis (no jeans)
- Red smock
- Black shoes (no tennis shoes or sandals) must be completely closed
- Army uniform and boots can be used under the smock.

Friday is Dress down Day:

- No sweat pant
- No clothing displaying vulgar pictures or language
- No open toe or wide vented shoes
- No shorts, capri shorts and short skirts

Admission Policy

Montana Barber Institute admits students enrollment into the school that meets the minimum age requirements. The student is required by the state of Texas to obtain a Student Permit from the Texas Department of Licensing and Regulation within 10 days of enrollment into the school.

**Student must first submit the proper documentation before the procedure can begin.
Document are as follows:**

1).

- A copy of the student's birth certificate
- Social security card
- Driver's license or ID
- Documentation showing that the student has completed 7th grade or above must be provided to complete the registration process (*We have added an exception to the policy that states an individual may use their DD-214 in place if their diploma/GED/equivalent to.).

- If enrolling to the Barber Instructor Program; a copy of current Class A Barber License must be presented.
- Transfer student and Re-Entry students must provide the necessary documentation upon enrollment. (see **Transfer Policy and Re-Entry Policy** below)

Once the necessary documents have been obtained the process will begin by the administration as follows:

2).

A student's financial arrangement/contract agreement with the school must be signed. If the student will be making a payment arrangement, then an additional form must be signed (Enrollment Agreement Addendum-Payment, when applicable).

- The Barber student Permit application along with the \$25 Fee(which is non-refundable) will be processed.
- The Enrollment Agreement form is agreed upon and signed.
- The student will be given the Refund and Cancellation Policy to read and sign.
- A Disclosure Agreement will be given to be read, agreed upon and signed.
- The Program Outline will be given to the student to read and sign.
- The Attendance, Progress, Grievance Policy, along with the S.A.P. Policy will be given to the student to read and sign.
- The Rules of Operation and Student Conduct Policy will be given and signed.
- The student Sanitation procedures will be given to be read and signed.

Transfer Policy

- Students who transfer to Montana Barber Institute from another school here in Texas, must withdraw from their previous school to transfer.
- The student must provide documentation that they have withdrawn from their former school and that the agreed tuition and fees have been paid in full, shall a student be accepted at Montana Barber Institute.
- The school also requires the transfer student to bring a transcript from their previous school that shows the hours and practical services completed, and grades for theory and practical services.
- Transfer students out of state and/or another country must provide a transcript evaluation form from TDLR and transcript from their previous school.
- A transferring student must also purchase the required Student Kit if they do not have one.
- Students attending Montana Barber Institute, will not be allowed to transfer between programs within the institution.

Transcript Policy

Transcripts is a copy of a student's permanent academic record, which usually means all courses taken, all grades received, all honors received, and degrees conferred to a student from the first day of school to the current school year. This procedure describes the process for making formal requests for academic transcripts, the costs there of and restrictions on release of transcripts. Students may request a transcript for all programs taken at Montana Barber Institute .

Students may obtain a copy of their academic transcripts from the Administrative Department.

If sending a written request by letter you MUST include the following information:

- Complete current name (also, if different, your name while attending Montana Barber Institute).
- Social Security number (or student ID number, if different).
- Date of birth.
- Daytime phone number or e-mail address where you can be reached.
- Name and address of where (or fax number and name of person to whom) the transcript is to be sent.
- Purpose of the request.
- Your signature.

Letter Request Should be addressed to:

Montana Barber Institute
1920 N Zaragoza Rd. Suite 101-103
El Paso, Texas 79938

If requesting by email, request should be sent to mbi@mbibarbering.org . Please state your full name and your contact number and/or the contact information where the transcripts are being sent. School may reach out to you to re-confirm prior to sending information.

Transcripts are usually issued up to five working days after requests are received.

Transcripts cannot be released if the student either is indebted to the institution or has not yet submitted official transcripts from institutions previously attended.

Montana Barber Institute does not charge students for transcripts requests, so there is not a budget for this policy.

This transcript policy is accessible to faculty, staff and students on school website and catalog. This policy will be reviewed annually by faculty, staff and Institutional Advisory Committee .

Re-entry Policy

Students who desire to re-enter Montana Barber Institute after withdrawing and have not been terminated for non-compliance of the school rules and policies or Unsatisfactory Academic Progress, may do so at any time within a 48-month period following the date of withdrawal or termination at the current tuition rate.

Access to Student Records (FERPA)

The Federal Family Educational Rights and Privacy Act of 1974, as amended, and its implementing federal regulations affords to persons who are currently, or were formerly, in attendance at the school as registered students a right of access to their "educational records" that contain information directly related to such persons.

Records Covered

"Educational records" of a student include records, files, documents, and other materials regularly maintained by the school that contain information directly related to a student and that are maintained in connection with the student's attendance at the school. Student records are kept on file for three years following their graduation date or drop date.

Access Rights of Students

The school guarantees that any student (or parent or guardian if the student is a dependent minor) who wishes to gain access to review his education records may do so with the administrator of the school.

Release to Others

Montana Barber Institute policy for releasing information about an individual student to any agency, prospective employer, etc., requires written authorization from the student before such information is released. Upon written consent by a student, the school will release information from the student's educational records to third parties.

Directory Information

Montana Barber Institute does not release "directory information" with respect to a student without the student's consent. The school has designated the following categories of information as directory information with respect to each student: name, local and permanent address, electronic mail address, telephone listing; date and place of birth; photographic, video, or electronic images; program of study; dates of attendance at Montana Barber Institute and school, department, or institute attended, awards received, and their dates; and other educational institutions attended.

Tuition Waivers

Tuition waivers and/or deferred payments for disadvantaged students shall be considered on individual merit at the discretion of the institutes director. In the event of a waiver of tuition all other costs must be met by the student enrolled.

Credit for previous hours

Hours of barbering from previous state certified training programs will be credited to the student based on a valid transcript of hours issued by the Texas Department of Licensing and Regulation Barber Division. All hours will be valid for forty eight (48) months after withdrawal or graduation.

Graduation Requirements

For a student to graduate from Montana Barber Institute they are required to have paid their tuition in full or to make payment arrangements to cover their remaining balance. In addition the students must complete the following requirements:

- **Class A Barber Program:** completion of the 1000 program required hours of training within a minimum of a Seven and a half (6 1/2) month period.
- **Barber Instructor Program:** completion of the 750 program required hours of training within a minimum of a twenty (20) week period.

Licensing Requirements

For a student to be eligible for a state license from TDLR they must:

- Complete the required hours;
- Pass the written and practical examinations;
- Pay the required fees; and
- Have not committed an act that is a ground for denial of a license.

Certificate of Completion

Upon satisfactory completion of the requirements mentioned, program of instruction and fulfillment of all financial obligations to the school, students are awarded a Certificate of Completion. The Certificate of Completion is not a guarantee to be issued a license by the Texas Department of Licensing and Regulation (TDLR).

Programs

Class A Barber

Mission

Montana Barber Institute primary mission of this 6 1/2 month Barber Program is to train the student in basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Barbering or related career field.

Philosophy

Montana Barber Institute seeks to implement its philosophy based on providing programs designed for student achievement at Montana Barber Institute, they are as follows:

- Discipline is based on structured training to achieving a standard of excellence in the process of becoming license.
- Professionalism is becoming proficient in every aspect of life, especially in the field of Beauty and Barbering.
- Montana Barber Institute vision is to train every student to become astute entrepreneurs and business professionals.

Educational Objectives

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communication skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, shaving, honing and stropping.
5. Perform the basic analytical skills to determine proper hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

Contents

The curriculum to prepare a student for the Texas Department of Licensing and Regulation examination for the registered Class A Barber License will consist of 1,000 hours to include the following:

250 hours of theory, consisting of:

- Anatomy, physiology, and histology, consisting of the study of: 40 hours
 - 1.Hair
 - 2.Skin
 - 3.Muscles
 - 4.Nerves
 - 5.Cells
 - 6.Circulatory System
 - 7.Digestion
 - 8.Bones
- Texas barber law and rules 30 hours
- Bacteriology, sterilization, and sanitation 15 hours
- Life Skills 10 hours
- Disorders of the skin, scalp, and hair 30 hours
- Chemistry 10 hours
- Shaving 5 hours
- Scalp, hair treatments and skin 15 hours
- Sanitary professional techniques 1 hour
- Professional ethics 1 hour
- Scientific fundamentals of barbering 1 hour
- Hair Replacement Methods 10 hours
- Haircoloring and Lightening 10 hours
- Permanent Waving , Chemical Relaxing 10 hours
- Haircutting, male and female 20 hours
- Theory of massage of scalp, face and neck 10 hours
- Hygiene and good grooming 1 hour
- Barber implements 4 hours
- Honing and stropping 1 hour
- Mustaches and beards 3 hours
- Facial treatments 2 hours
- Electricity and light therapy 10 hours
- History of Barbering 1 hour
- Disorders of the Nails 10 hours

750 hours of Instruction in Practical Work, consisting of:

- Dressing the hair, consisting of: 400 hours
 1. Men's haircutting
 2. Children's haircutting
 3. Women's haircutting
 4. Cutting and processing curly and over-curly hair
 5. Razor cutting
- Shaving 50 hours
- Facial Hair Removal 15 hours
- Styling 35 hours
- Bleaching and dyeing of the hair 30 hours
- Chemical Waving 15 hours
- Relaxer (Processing) 15 hours
- Hairweaving, Extensions & Wigs 20 hours
- Beards and mustaches 15 hours
- Haircoloring 30 hours
- Hair & Scalp Treatments, Scalp Massage 30 hours
- First aid, Safety & Sanitation 20 hours
- Haircutting consist of: 15 hours
 1. Tapering
 2. Trimming
- Neck Massage and Facial Treatment 20 hours
- Manicuring 40 hours

Instructional Methods

Education is provided as a set of learning steps to achieve the skills necessary to graduate, pass the State Examination and be employed in the field. Theory is taught for five hours a week, students follow the Milady's Standard Professional Barbering Text Book and the Instructors are guided by the Milady Course Management Guide Lesson Plans. Subjects are presented by means of lecture, instructor demonstrations, and student participation (student projects). Audio-visual aids (DVDs, slides presented in the classroom, etc.), guest speakers, field trips .

Grading Procedures

All students must keep a cumulative grade of at least a "B" (80) in order to maintain Satisfactory Academic Progress. The grade will be an average of the practice and theory work. Cumulative grade refers to the grades since the start of the program.

Theory

Written tests will be graded according to the following scale:

100 - 90	A	Excellent
89 - 80	B	Good
79 - 70	C	Satisfactory
69 - 60	D	Unsatisfactory
59 & below	F	Failing

Practical

Practical and clinical work will be graded as follows:

100 - 90	A	Excellent
89 - 80	B	Good
79 - 70	C	Satisfactory
69 - 60	D	Unsatisfactory
59 & below	F	Failing

One (1) written test is given at the end of each chapter to determine academic progress; and at least three (3) comprehensive practical tests are given during the program of study. If a student misses a test or fails an assignment they can be made up by making arrangements with an instructor as to the date and time. Minimal test grade for makeup work must be an 80/B. Practical grading procedures will be handed out for each program.

Job opportunities

These are a few of the job opportunities the graduate student will have once they get licensed:

- Salon owner
- Independent Barber
- Barber / Beauty supply store associate
- Barber / Beauty supply distributor
- Product Developer
- Product Representative/Consultant

Registered Barber Program Tools and Equipment

Each enrolled student shall acquire the tools and equipment in support of their program. Books and kit must be paid no later than 7 days after the enrollment to be delivered to the student.

Books

- Milady's Standard Professional Barbering Textbook

Kit

Please check with the Administration office for a list of the tools and equipment included in the kit.

Barber Instructor

Mission

Montana Barber Institute primary mission for the Instructor Program is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in entry level employment as an Instructor or related career avenue.

Philosophy

Montana Barber Institute seeks to implement its philosophy based on providing programs designed for student achievement at Montana Barber Institute, they are as follows:

- discipline is based on structured training to achieving a standard of excellence in the process of becoming license.
- Professionalism is becoming proficient in every aspect of life, especially in the field of Beauty and Barbering.
- Montana Barber Institute vision is to train every student to become astute entrepreneurs and business professionals.

Educational Objectives

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

Contents

The Curriculum to prepare a barber for the Texas Department of Licensing and Regulation examination for the Registered Barber Instructor License will consist of 750 Hours to include the following:

Instruction in theory consisting of 175 hours:

- Lesson Planning 15 hours
- Personality and professional conduct 15 hours
- Development of a barber course 15 hours
- Student learning principles 10 hours
- Principles of teaching 35 hours
- Basic teaching methods 35 hours
- Teaching aids 10 hours
- Testing 10 hours
- Self-evaluation 10 hours
- Teaching adults 10 hours
- Classroom problems 5 hours
- Classroom management 5 hours

Instruction in practical work, consisting of 575 hours:

- Assisting with students 350 hours
- Theory class (assisting teacher, observing, teaching) 150 hours
- Learning office procedures and state laws 50 hours
- Grading test papers (assisting teacher, observing, grading) 25 hours

Instructional Methods

Education is provided as a set of learning steps to achieve the skills necessary to graduate, pass the State Examination and be employed in the field. Students will follow the Milady's Master Educator Text Book and the Instructors are guided by the Milady Course Management Guide Lesson Plans. Subjects are presented by means of lecture, instructor demonstrations, and student participation (student projects).

In addition the student instructors will demonstrate their level of competency through completion of required classroom and clinic student teaching activities. Audio-visual aids (DVDs, slides presented in the classroom, etc.), guest speakers, field trips.

Grading Procedures

All students must keep a cumulative grade of at least a “B” (80) in order to maintain Satisfactory Academic Progress. The grade will be an average of the practice and theory work. Cumulative grade refers to the grades since the start of the program.

Theory

Written tests will be graded according to the following scale:

100 - 90	A	Excellent
89 - 80	B	Good
79 - 70	C	Satisfactory
69 - 60	D	Unsatisfactory
59 & below	F	Failing

Practical

Practical and clinical work will be graded as follows:

100 - 90	A	Excellent
89 - 80	B	Good
79 - 70	C	Satisfactory
69 - 60	D	Unsatisfactory
59 & below	F	Failing

One (1) written test is given at the end of each chapter to determine academic progress; and at least two (2) comprehensive practical tests are given during the program of study. If a student misses a test or fails an assignment they can be made up by making arrangements with an instructor as to the date and time. Minimal test grade for makeup work must be 80 or B. Practical grading procedures will be handed out for each program.

Job opportunities

These are a few of the job opportunities the graduate student will have once they get licensed:

- Salon owner
- School Owner
- School Manager
- Instructor for the Class A Barber, Hair Weaving, Hair Braiding, and Manicurist Courses
- Barber / Beauty supply store associate
- Barber / Beauty supply distributor
- Product Developer
- Product Representative/Consultant
- Product Educator

Barber Instructor Tools and Equipment

Each enrolled student shall acquire the tools and equipment in support of their program. Books must be paid no later than 7 days and Kit no longer than 7 days after the enrollment to be delivered to the student. A Student who fails to purchase the tools required within the 7 days, will not perform any services.

Books

- Milady's Standard Professional Barbering Textbook
- Milady's Master Educator 3rd Edition Text Book

Kit

Please check with the Administration Office for a list of the tools and equipment included in the kit.

Policies and Requirements

Student Conduct Policy

Professional conduct is the only level expected from students at Montana Barber Institute. A professional is on time, treats patrons, instructors and fellow students with courtesy and respect. A professional always takes time to follow rules of good grooming and sanitation. The following policy has been established for your benefit and the benefit of the institute to insure a safe and proper training environment. Failure to comply may result in disciplinary action from the institute. These rules reflect the level of conduct you will be expected to maintain throughout your career. The best way to begin your career is to adopt professional values. Our Conduct Policy are as follows:

- All students must be present by 9:00 am each day of study period with their Theory Books and Student Kits available and ready. Students will be considered tardy if not present by 9:15 am. A student is subject to suspension for repeated offenses.
- Student must sign in and clock in upon entering school for attendance.
- If a student is to be absent, he/she will notify the institute office by 8:45 am or earlier the day of the class.
- All students will clock in/out for lunch and all breaks.
- Students may not clock in/out for another student.
- Students are required to wear a clean and neat uniform and to be well groomed at all times. No tank tops, bare feet or sandals are permitted. This includes personal cleanliness, appropriate hair styles and make-up, and proper uniform according to institute dress code and general appearance. School uniform includes red smock, beige khakis, completely white t-shirts with sleeves and black shoes.
- Friday will be considered as a “dress down day.” This allows everyone (students and instructors) to wear any appropriate attire within the schools dress code.
- Dress PROFESSIONALLY (no saggy pants, or pants below the waist, no muscle shirts or spaghetti strap shirts, no shorts or short skirts).
- No shirts with vulgar language on them; socks must be worn at least above the ankle with shoes; no hats, bandanas, or gang affiliated apparel worn on school premises; no open toed shoes.
- Student SMOCK must be worn at all times along with their name tag.
- No vulgar or foul language is permitted at any time. A student who is discourteous or disrespectful to an instructor, another student or a patron will be dismissed for the day.
- No borrowing any student, or school property tools or equipment without the students or staff permission.
- Any student knowingly taking the property of another student, instructor, colleague or patron will be dismissed.

- Students must sweep around their station after each haircut. Do not leave hair on the floor. Sweep before taking your next customer.
- Station area must be sanitized before leaving and checked by an instructor.
- The school assumes no responsibility for student's personal equipment and property.
- Students must provide their own Kit and Theory Books purchased from the school.
- Students are required to schedule and take their State Board Written Exam as soon as they complete their 900 clock hours in conjunction with school policy.
- Students will be required to take the Texas Class A Barber Practical once complete with their 1,000 hours to become licensed.
- No student may take instruction or accrue hours for practical work unless he or she is equipped with the Student Kit.
- Student is responsible for ensuring that the student's portion of a student permit is on display at all times at or near the student's work station.
- Students shall maintain a current mailing address on file with TDLR and must notify TDLR not later than 30 days following any change of mailing address.
- Students are responsible for making sure that they receive credit from the Instructors for the practical services performed that day.
- Excused absences require a doctor's statement. In the event of other emergencies, sickness or injury a qualified person (previously reported as an emergency contact) other than the student can contact the school and provide the doctor's statement. Such statements will become part of a student's file.
- All unexcused absences must be made up at the end of the program of instruction to obtain full credit. The student will be charged extra tuition, on a pro-rated basis, for each hour required to be made up.
- No cell phone use is allowed during school hours; students can use their cell phones on their lunch and break times and only in the break room and outside the school. Provide the school phone number to your family so you can be contacted in case of emergencies. **Cell phones will be confiscated for the day after 1 verbal warning.**
- Scheduled practical and theory times have to be respected.
- Students cannot interrupt other students when they are working with a client or practicing (i.e. standing there making conversation with the other student).
- **Guns, knives, or any other type of weapon are not allowed on school premises.**

- No drugs permitted on school premises unless prescribed by a physician.
- No consumption of marijuana that may render the student impaired before or during school hours.
- No smoking is allowed in the institute by any student, instructor or staff member including patrons at any time.
- Absolutely no destruction of school property.
- **For unsatisfactory conduct/Attendance**, students will be given 1st a verbal warning, secondly a written counseling which we would also notify the funding agency if required of the next level of our disciplinary process. The final step would be a suspension that would be appropriate for the offence.
- All VA students will be reported to DVA within 30 days of unsatisfactory attendance.
- All VA students who are dismissed for unsatisfactory conduct, the DVA will be notified within 30 days.

Student Responsibilities

- Remove all hair from station (top of station, in station drawers, front of station, sides of station and mirror).
- Remove all hair from tools and implements (clippers, trimmers, clipper guards, combs, brushes, shears, spray cans, bottles, and any other items on station).
- Remove all hair from the barber chair and drapes.
- Spray station with Quats solution or approved disinfectant and wipe down to disinfect (inside drawers as well as top of station).
- Clean mirror (with mirror cleaner).
- Spray barber chair with Quats solution or approved disinfectant and wipe down to disinfect (always include chrome or metal areas as well as base of chair).
- Place combs and guards in Barbicide for a minimum of 10 minutes to disinfect. Include any items approved for submerging in Quats solution).
- Place all dirty towels in prospective receptacles provided by school.
- Sweep up all hair from around station on floor.
- Student are required to have a instructor inspect their station area before leaving the school premises.

Non-Refundable Items

The following are non-refundable items (after student has received these items):

- Students Kit
- Students Theory Books

Refund Policy

MBI operates by open enrollment, so we don't have set start / graduate / drop periods. Each student's start date and drop or graduate date will always be determined by student.

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply.

The following policy will apply to all terminations for any reason, by either party, including student decision, program cancellation, or school closure.

Any monies due the applicant or student (s) shall be refunded within 30 days of official cancellation or withdrawal. If an applicant is not accepted by the school, the applicant shall be entitled to a refund of all monies paid.

If a student or legal guardian cancels his/hers enrollment agreement within three (3) business days of the signing of this agreement, all money paid by the student shall be refunded.

If this agreement was procured as a result of a misinterpretation of the school's advertisement or promotional materials; or by an owner or representative of the school all the monies collected by the school shall be refunded.

Unused part of the tuition, fees, and other charges paid by the student who, after the expiration of the cancellation period established (3 days) shall be refunded if the student fails to begin the program of training, withdraws from the program of training or is terminated from the program of training before the completion of the program.

The refund will be based on the period of the student's enrollment, computed on the basis program time expressed in scheduled hours. The effective date of termination for refund purposes is the earliest of the last date of attendance if the student is terminated by the school, the date the school receives the student's written or verbal notice of withdrawal or 10 school days after the last date of attendance. The school will not retain more than \$100 if the tuition was collected before the program of training begins or the student does not begin the program of training before the date the cancellation period expires (3 days).

If a student who begins a program of training, withdraws from the program or is terminated from the program by the school, the school will retain the non-refundable fee and is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50 percent of the program. If the student withdraws or is terminated before the last 50 percent of the program begins, the school shall retain the following tuition:

If the student withdraws or is terminated before the last 50 percent of the program begins, the institute shall refund:

- 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the program, whichever period is shorter.
- 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the program, whichever period is shorter.
- 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the program, but not later than the completion of the first 25 percent of the program.
- 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the program.

If a student withdraws or is terminated after 50 percent of the program has been completed, the school shall allow the student to reenter the school at any time before the fourth anniversary of the date of withdrawal or termination.

The school will record a **grade of incomplete** for a student who withdraws from a program of training but who is not entitled to a refund if the student request the grade at the time of withdrawal and the withdrawal is for an appropriate reason unrelated to the student's academic status.

A student who receives a grade of incomplete may re-enroll in the program of training before the fourth anniversary of the date the student withdraws and may complete the program without paying additional tuition.

For students who are terminated for being absent more than 10 consecutive days (without an approved Leave Of Absence) the school will use the last monthly progress report to complete their Satisfactory Academic Progress. The progress until the last day of attendance for each student who withdraws or is terminated will be documented on the student's file.

Montana Barber Institute will pay the refund owed not later than the 30th day after the student becomes eligible for a refund. The school will maintain evidence that institutional refunds are received by the recipient in a timely manner.

If the school ceases operation before the student's program is completed the student shall be refunded any unused tuition that has been paid. If the program is canceled subsequent to a student's enrollment, the school will either provide a full refund of all money paid or completion of the program at a later time.

All refunds will be calculated based on the students last date of attendance. Any money due to a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially.

In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in this catalog and in the enrollment agreement.

Disciplinary Action Policy

Montana Barber Institute reserves the right to terminate students for the following reasons:

Violating Policy, Rules, and Regulations

If a student violates any of the polices, rules and regulations set forth by Montana Barber Institute, TDLR and COE; he/she will be subject to disciplinary action up to and including termination. This includes the School's Anti-harassment and Drug-free Institute Policies.

Non-Discrimination Clause

Montana Barber Institute and its admission, instruction and graduation policies practice no discrimination on the basis of race, creed, sex, age, color, religion, financial status, ethnic origin and country, area of origin, residence, or handicap.

Institutional Disciplinary Actions

Students and staff violating any of the above policies or violating the use of the school's computer system will be personally responsible for all penalties and fees. Since Montana Barber Institute does not provide computers with internet access for student use at any time, any form of file sharing is prohibited.

Disciplinary action will be enforced due to the violation of school rule and regulation that may fall under any and all school policies.

Levels of enforcement are to be executed after the other means of action have been exploited and they are as follow:

- Student will be given a verbal warning and/or written acknowledgement
- Student may receive a written and/or verbal counseling
- Student may be subject to a suspension or termination from the school

Appeal Procedure

If a student is determined to not be making satisfactory academic progress or attendance has fallen below the requirement, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance.

The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress or the attendance standards, along with supporting documentation of the reasons why the determination should be reversed.

This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress or improve attendance during the evaluation period. The student will have 10 business days from the day the decision was made to submit their appeal in writing to start the appeal process. The appeal will be reviewed by Director/Institutional Committee and a response will be given in writing to the student within 10 business days of receiving the appeal. The appeal and decision documents will be retained in the student file.

Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It can be found on the schools web site to ensure that all students are made aware at enrollment.

Every student is required to maintain Satisfactory Academic Progress (SAP) consisting of Satisfactory Attendance and Satisfactory Grades. To comply with SAP standards the student must maintain a minimum cumulative Attendance of 66.66% and a B (80) cumulative grade average (Theory and Practical).

- **Re-establishment of Satisfactory Academic Progress**
- **Non-credit, remedial programs, repetitions**
- **Academic Progress Evaluations**

Unsatisfactory Academic Progress

Students will be evaluated at a designated periods during their program and may be subject to a disciplinary action and up to termination if they don't achieve Satisfactory Academic Progress by the end of the evaluation period.

Unsatisfactory Academic Progress Procedures are as follows:

1. Financial Aid Warning
2. Financial Aid Suspension
3. Appeal Process
4. Financial Aid Probation

5. Disciplinary action

Hard-copy of the reports will be placed in the student file at the end of each evaluation period.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress quarterly. If during the evaluation period a student is placed on leave with the exception of a suspension, the student evaluation period will resume from the return date of the leave period. The estimated hours that a student should have during their evaluation period are as follows:

Class A Barber	450, 900, 1000 actual hours
Barber Instructor	250, 500 actual hours

*Transfer students—midpoint of the actual contracted hours or the established evaluation period, whichever comes first.

The evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the program. Students are required to attend a minimum of 66.66% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 66.66% cumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Progress records will be furnished to students every quarter.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student still has not met both the attendance and academic requirements, he/she may be placed on probation.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation.

Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.

The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student still has not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as not making satisfactory academic progress and, he/ she will be subject to disciplinary action up to and including termination.

Re-establishment of Satisfactory Academic Progress

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

Non-credit, remedial programs, repetitions

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

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100 – 90	A	Excellent
89 – 80	B	Good
79 – 70	C	Satisfactory
69 - 60	D	Unsatisfactory
59 & below	F	Failing

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

Attendance Policy

The school requires each enrolled student to comply with the school's Attendance Rules described next:

- Each student must clock in/out for himself/herself. No person may clock in/out for a student.
- Students leaving the school building for any reason, must clock out.
- A total of two(2) late arrivals and/or leaving early occurrences within a month will be tolerated, once the student goes over that amount an Academic Review and Progress Evaluation will take place.
 - 2 Tardies = 1 Unexcused Absence
 - 3 Unexcused Absences = Written counseling; suspension
- If a student is to be absent or late, he/she will notify the institute's office by 8:45 am or earlier the day of the class. If appointments are arranged, the school must be notified at least a week in advance.
- Each student is allowed two(2) Excused absences and two(2) Unexcused absences (require proper documentation) within a month will be tolerated, once the student goes over that amount a disciplinary action will take place.

In the event of other emergencies, sickness or injury a qualified person (previously reported as an emergency contact) other than the student can contact the school and provide the doctor's statement. Such statements will become part of a student's file.
- Absences due to illness, injury, death in the family, or circumstances clearly beyond the control of the student shall be excused.
- Excused and Unexcused absences will still be required to make up hours pertaining to their license.
- Missed days will be paid for prior to the completion of the course. Any consecutive missed days due to disciplinary actions must be paid prior to returning to school.
- The school will automatically terminate a student not in attendance for 10 consecutive calendar days (except when there is a LOA on file).

Veteran Affairs Students

For all VA students, the attendance policy (20% of the total program and/or being absent five (5) consecutive days) will apply throughout your stay here in school. All violations of this policy will be reported to DVA within 30 days at such time you exceed the allowed number of absences.

Maximum Timeframe

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

Program Name Full time (F)	Maximum Allowed Time in weeks	Maximum Allowed Time in Scheduled
Class A Barber (F) - 1000 Hours	40	1500.15
Barber Instructor (F) - 750 Hours	29	1073

Program Name Part time (P)	Maximum Allowed Time in weeks	Maximum Allowed Time in Scheduled Hours
Class A Barber (P) - 1000 Hours	60	1500.15
Barber Instructor (P) - 750 Hours	43	1073

The maximum time allowed for transfer students who need less than the full program requirements or part-time students will be determined based on 66.66% of the scheduled contracted hours.

Leave of Absence (LOA)

Montana Barber Institute recognizes that over the course of your program, it may be necessary for you to take a short break from training for a variety of reasons. This is why the school has a written policy that is included on this catalog to address these situations.

The school will extend the enrollment agreement period and maximum time frame by the same amount of days taken in the LOA, this will ensure the student is not assessed additional institutional charges as a result of the LOA. This will require an addendum to the enrollment agreement that must be signed by the student and the school representative. Days included in an approved leave of absence are removed from your schedule and, therefore, do not count towards your attendance rate or under the 10-day absent policy. VA will be notified through VA-ONCE of any veteran granted a LOA to avoid overpayments from the VA.

Leave Categories

*Family Leave

*Medical Leave

*Administrative Leave

*Personal Leave

Combined Leave Limits

The maximum combined Family, Medical, Administrative & Personal leave time cannot exceed 180 days in any 12 month period.

Planning & Requesting Leave

All students should follow this policy when requesting a LOA. If you are considering a leave, you should speak with the office administrator about your circumstance.

The office administrator will determine if you are eligible for a leave and explain how the leave may impact your progress through the program. He or she will also assist you with the leave request process, including determining any supporting documentation that will be required to approve the leave.

An approved Leave of Absence must be submitted in advance in writing, include the reason for the student's request and be signed by the student.

Students are encouraged to reach out 30 days before the start of the desired leave or, where that is not possible, as soon as the need for the leave is known. In cases where the need is unforeseeable (for example, a sudden illness), you must reach out within 7 days or as soon as circumstances otherwise permit.

If the school approves a LOA due to unforeseen circumstances, the beginning date of the approved LOA will be the first date the student was unable to attend the school. Please note that in the event that you are terminated under the 10-day absence policy described in the previous section of the Attendance Policy of this catalog, that termination cannot be reversed regardless of the reason for the absence.

Family & Medical Leave

You may request leave based upon:

- Your own medical condition
- The care of a child, spouse, domestic partner, or parent with a medical condition
- The birth or adoption of a child or placement of a foster child (provided that the leave must begin within 12 months of the birth, adoption or placement)
- The family & medical leaves, when totaled, cannot exceed 180 calendar days (6 months). The medical leaves may be taken back to back.

Administrative Leave

An administrative leave may be taken in the event that an absence from school is required for military duty or jury duty.

If you are called for jury duty, you must provide the office administrator with documentation from the court certifying the day (s) required for jury duty.

If you are called to military duty, you must likewise contact the office administrator to provide the school with documentation from the applicable military branch certifying the day (s) required for military duty.

In addition, Montana Barber Institute reserves the right to place a student on an administrative leave under circumstances justifying such a leave.

Personal Leave (Director Discretion)

A personal leave can be up to 7 days consecutive days in length, except in rare extenuating circumstances. A request for personal leave must be submitted to the administration office 30 days in advance of the first scheduled day of leave.

When Leave is Approved

If you are granted a leave from the program according to the school's policies,

- Scheduled hours falling within the approved leave time will not count and, therefore, will not affect your rate of attendance.
- Your enrollment agreement end date and the end date for your maximum timeframe for program completion will be extended.
- You will be informed as to the day you are required to return to the program.
- A student granted an LOA that meets the policy criteria is not considered to have withdrawn, and no refund calculation is required at the time of approval.

Leave Amendment

If you wish to change the length of an approved family & medical leave or administrative leave (that is, to reduce or extend the leave), you are required contact the office administrator prior to the date that you are required to return to the school. Two business days' notice is required, except in extraordinary circumstances. A new leave request form with updated dates will be required.

Return from a Leave

The school will have a reasonable expectation that the student returns from his/her LOA. Failure to return from a leave on the scheduled return date will result in immediate termination from the program. The last date of attendance will be used for the purpose of calculating a refund. A student returning from an approved leave or other official interruption of training will return to school at the same SAP status he or she maintained immediately prior to the leave.

Grading System

All students must keep a cumulative grade of at least a "B" (80) in order to maintain Satisfactory Academic Progress. The grade will be an average of the practice and theory work. Cumulative grade refers to the grades since the start of the program.

Theory

Written tests will be graded according to the following scale:

100 - 90	A	Excellent
89 - 80	B	Good
79 - 70	C	Satisfactory
69 - 60	D	Unsatisfactory
59 & below	F	Failing

Practical

Practical and clinical work will be graded as follows:

100 - 90	A	Excellent
89 - 80	B	Good
79 - 70	C	Satisfactory
69 - 60	D	Unsatisfactory
59 & below	F	Failing

One (1) written test is given at the end of each chapter to determine academic progress; and at least two (2) comprehensive practical tests are given during the program of study. If a student misses a test or fails an assignment, they can be made up by making arrangements with an instructor as to the date and time. Minimal test grade for makeup work must be 80 or B.

Practical grading procedures will be handed out for each program.

Interruptions, program incompletes, withdrawals

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

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student still has not met both the attendance and academic requirements, he/she may be placed on probation.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation.

Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.

The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student still has not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as not making satisfactory academic progress and, he/she will be subject to disciplinary action up to and including termination.

Incomplete Grades

The school will record a grade of incomplete for a student who withdraws from a program of training, if the student requests the grade at the time of withdrawal and the withdrawal is for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may reenroll in the program of training before the fourth anniversary of the date the student withdraws.

Anti-Harassment Policy

Montana Barber Institute is committed to providing a study environment that encourages mutual respect relationships between students and employees; and is free from all forms of harassment and bias by anyone. Harassment is expressly prohibited and will not be tolerated by the school.

Reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Following the investigation, any student or employee violating the policy will be subject to immediate termination.

The school will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of a complaint.

The term harassment includes harassment based on any category protected by federal, state or local law relating to an individual's race, color, religious creed, sex, sexual orientation, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender, medical condition, or genetic information.

Sexual harassment consists of unwelcome sexual advances or visual or physical conduct of a sexual nature, or any form of sexually offensive behavior including gender-based harassment of the same sex as the harasser, requests of sexual favors, or other verbal or physical conduct of a sexual nature.

If you believe that this policy is being violated with respect to yourself, you need file a report immediately with the School Administrator.

Alcohol and Drug-Free School

To help ensure a safe, healthy and productive study environment; students who are enrolled in Montana Barber Institute are required to follow this policy that states that they will not use, sell or distribute any drugs.

In addition, Montana Barber Institute has been designated an Alcohol and Drug free school and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators will be subject to termination, criminal prosecution, fine and imprisonment.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the school's Alcohol Policy for anyone to consume or possess alcohol in any public or private area of the school.

The Institution does not provide drug prevention programs for students and employees; however you can find drug and alcohol abuse help at the El Paso Drug Treatment Center. Get information from Administration.

Occupational Safety Health Administration

Montana Barber Institute advises its students of the chemicals used in the programs. Material information is available in the front office.

Sexual Offenses

The Institute goes over the General Safety Rules with new students during orientation. You can find sexual assault education and information by accessing <http://www.rainn.org/get-information>.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Institute strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam). An assault should be reported directly to the institute Director or to a institute representative. Filing a report with the institute will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from the school. When a sexual assault victim contacts the institute, the El Paso Police Department will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the institute, or only the latter. Various city counseling options are available on the El Paso city Support Services Directory at the end of this catalog.

Copyright and Peer to Peer Sharing Policy

Unauthorized Distribution of Copyrighted Material and Peer to Peer File Sharing

Montana Barber Institute works in compliance with the 1976 Copyright Act that states, “Copy-right protection subsists, in accordance with this title, in original works of authorship fixed in any tangible medium expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.”

All students/employees are expected to follow all guidelines and policies of the Copyright Act, and are not allowed share files with other students on original forms of expression.

Types of Copyrighted Material

- Literary works.
- Musical works, including any accompanying words.
- Dramatic works, including any accompanying music.
- Pantomimes and choreographic works.
- Pictorial, graphic, and sculptural works.
- Motion pictures and other audiovisual works.
- Sound recordings.
- Architectural works. US Code, Title 17 Section 102

Penalties for Violating Federal Copyright Laws

- Cease and Desist order.
- Fines.
- Lawsuits

To avoid these penalties, you must obtain written authorization from the copyright owner allowing use if the material.

Student Grievance Policy

An official statement of a complaint over something believed to be wrong or unfair.

The institution recognizes that in any environment there are times when need to express concerns and work-related problems in a formal manner. This Policy establishes the process whereby students may present to the institute his/her concerns and other work-related problems and provides for the prompt and considerate review of such issues.

The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files to determine the frequency, nature, and patterns of complaints for the institution. Budget resources for this policy will be determined when necessary.

The following procedure outlines the specific steps of the complaint process.

1. The student who has a complaint, should first bring it to the attention of their instructor.
2. If that fails to resolve the problem, the student should register the complaint in writing on the designated form provided by the office administrator within 30 days of the date that the act which is the subject of the grievance occurred.
3. The complaint form will be given to the school Director.
4. The complaint will be reviewed by management and a response will be given in writing to the student within 15 days of receiving the complaint. The initial response may not provide for final resolution of the problem, but will notify the student of continued investigation and/or actions being taken regarding the complaint.
5. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency authority if applicable.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who was not involved in the dispute, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 60 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the institute's response. The hearing committee will be allowed to ask questions of all involved parties. Within 7 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.

If after exhausting the institute's internal complaint process the student feels it to be insufficient, written complaints may be sent to the:

Texas Department of Licensing and Regulation
P.O. Box 12157, Austin, TX 78711.

For cases where the grievance is not settled at the Institutional level you can contact our accrediting agency below:

Council on Occupational Education (COE)
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(800)917-2081
www.council.org

Anti-Retaliation Policy

Montana Barber Institute will not retaliate against anyone for filing a good-faith complaint or for participating in good faith in an investigation of alleged misconduct. Likewise, the school will not tolerate retaliation by others against you on these grounds. An employee or student who retaliates will be subject to disciplinary action, up to and including termination from the school.

Any student who feels that he or she has been subject to retaliation in violation of this policy should report the matter immediately. As noted, we suggest that a student make the complaint to an instructor first, but you may bring complaints to the office administrator if desired.

Any student who feels that he or she has been subject to retaliation in violation of this policy should report the matter immediately. As noted, we suggest that a student make the complaint to an instructor first, but you may bring complaints to the office manager if desired.

Campus Crime Report and Security Policies

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires institutes and universities to disclose certain timely and annual information about campus crime and security policies. No later than October 1st of every year Montana Barber Institute will publish a Campus Crime Report and Security Policies that includes the last three (3) years' worth of campus crime statistics, the report and the security policies will be distributed to the students and employees and copies will be made available at the front office when requested. This is to make sure all of the students and staff to be aware of their responsibility for their own security and the security of others.

The following pages contain the most current Campus Crime and Security Report according to reports from the El Paso Police Department.

Crimes Reported	2020	2021	2022
Location codes which should proceed the incident number(s)			
OC=On Campus OC=On Campus Student Housing Facility NC=Non-campus NP=Non-campus P=Public Area			
Criminal Offenses			
Notes: #1 Also referred to as Primary Offenses #2 also referred to as sex offenses			
Criminal Homicide #1 (these offenses are serrated into two categories)			
<ul style="list-style-type: none"> murder 	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
<ul style="list-style-type: none"> Non-negligent manslaughter 	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
<ul style="list-style-type: none"> Manslaughter by negligence 	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0

• Robbery	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
• Aggravated Assault	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
• Burglary	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
• Motor Vehicle Theft	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
• Arson	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
Sexual Assault			
• Rape	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
• Foundling	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
• Incest	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
• Statutory Rape	OC= 0 NC= 0 NP= 0	OC= 0 NC= 0 NP= 0	OC= 0 NC= 0 NP= 0
Hate Crimes Reporting			
	2020	2021	2022
Larceny-Theft	OC= 0 NC= 0 NP= 0	OC= 0 NC= 0 NP= 0	OC= 0 NC= 0 NP= 0

Simple Assault	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
Intimidation	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
Destruction, Damage or Vandalism Of Property [which were motivated by bias]	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0

Violence Against Women Act

Note: that sexual assault is also a VAMA offense but it is included in the criminal offense's category for Cleary Act reporting purposes

	2020	2021	2022
Domestic Violence	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
Dating Violence	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
Stalking (including cyber-stalking)	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
Rape & Forcible Foundling	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
Sex offenses—Forcible	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
Sex offenses—non-forcible	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0

Arrest and Disciplinary Referrals

Note: this is information also includes those individuals that ere referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.

Arrest:			
• Weapons– Carrying	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
• Weapons Possession	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
Disciplinary Referrals:			
• Weapons– Carrying	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
• Weapons Possession	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
Arrest			
• Drug Abuse Violations	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
Disciplinary Referrals:			
• Drug Abuse Violations	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
Arrest			
• Liquor Law Violations	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0
Disciplinary Referrals:			
• Liquor Law Violations	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0	OC= 0 NC= 0 NP= 0 P= 0

*There were no reported hate crimes for the years 2020, 2021, or 2022.

To report a crime contact the front office at (915) 760-7964 (non-emergencies) or dial 9-1-1- (emergencies only). Since Montana Barber Institute does not have a campus police any suspicious activity or person seen in the parking lots or loitering around vehicles, or inside the building should be reported immediately both to institute staff and the police department. You may report a crime to:

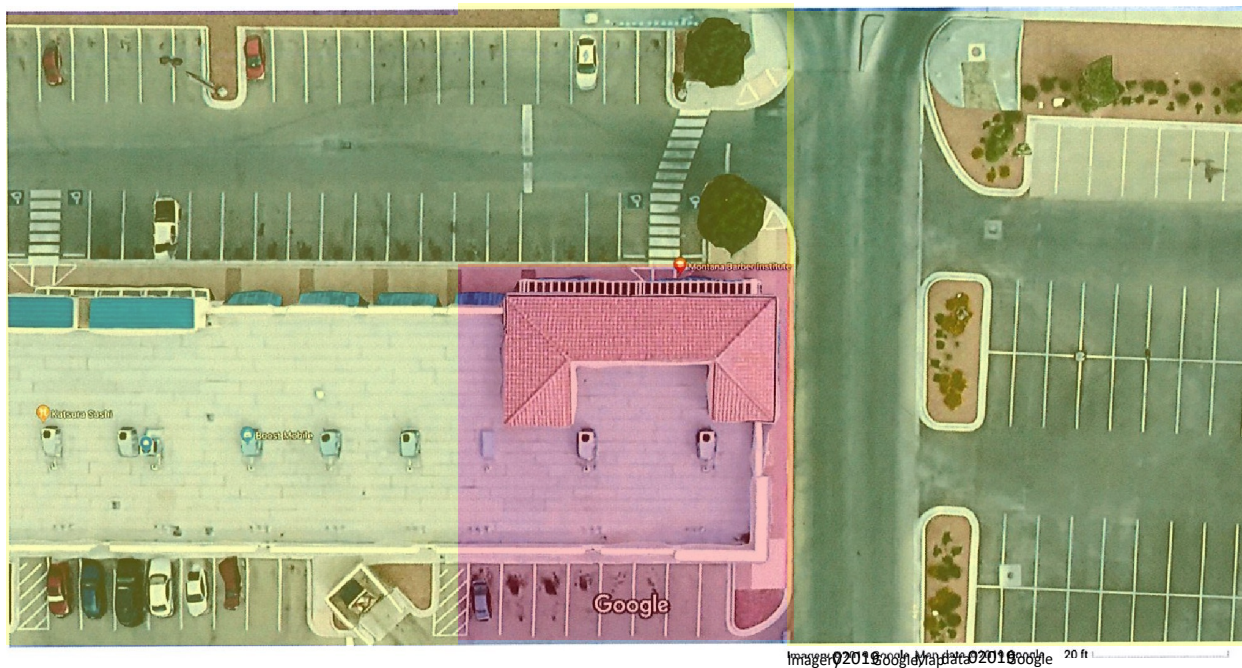
Gregory Livingston Director

(470) 455-3368

El Paso Police Department Pebble Hills Regional Command

(915) 212-0190

Map of On-Campus and Private Property



■ Campus Property

■ Public Property

Confidential Reporting

All reports will be investigated. The Institute does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate to the office manager for review. When a potentially dangerous threat to the institute rises, timely warnings or emergency notifications will be issued through text message, the posting of bulletins, or other appropriate means.

Security Policies

Emergency Notification

The office manager for the Institute will be the person responsible to confirm if a dangerous situation poses a health or safety threat to students and employees. Once the emergency is confirmed he/she will take into account the safety of the institute community before issuing the notifications. If in the office manager's professional judgment the notification or content of the notification will compromise efforts to assist a victim or to contain, respond or otherwise mitigate the emergency the notification will not be issued.

Content of notifications will be determined at the discretion of the office manager.

The entire Institute will be notified when there is at least the potential that a very large segment of the institute will be affected by a situation, or when a situation threatens the operation of the institute as a whole.

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus the institute will immediately call the local emergency authorities and notify the campus community by:

1. Informing the school director, instructors and staff of the emergency situation in person or via phone call.
2. Sending text message to the students affected. Students must provide their cell phone number and carrier name at the time of enrollment to subscribe to text alert notifications.
3. Posting bulletins on building entrances and exits.

Following are some examples of immediate threats to the health and safety of students and employees:

- Approaching of extreme weather conditions
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat

Evacuation Procedures

1. The office manager on duty will instruct all students, clients and visitors of the institute to exit the building in a calm and orderly fashion through the nearest exit, assemble in the parking lot directly on the left of the building and wait for further instructions or in case the situation demands for it inform students that they have to shelter-in-place until situation has passed.
- *Under no circumstances should personnel re-enter the building once evacuated.
2. Students should assist their individual clients during evacuations as practiced during the annual drills.
3. The office manager/ instructors should:
 - Close and lock file cabinets containing student files.
 - Collect student/staff time cards.
 - Bring attendance record book/list.
 - Make a quick visual check of all rooms in the building to see that all personnel are evacuated.
 - Exit the building, closing the door behind them.
4. Once all personnel are evacuated and assembled in the parking lot, a systematic head count should be taken to ensure that all personnel are accounted for.
5. The proper authorities and the institute owner should be notified of the emergency.
6. Wait for clearance from the proper authority before allowing any personnel to re-enter the building.

This procedure will be taught to each new starting class and new employees on the first day of attendance/employment.

An emergency evacuation drill will be conducted annually to practice the above plan of action.

The following guidance applies to the general campus community during an evacuation:

- Know where the nearest exits are located.
- Become familiar with the location and operation of emergency equipment, including fire extinguishers and first aid kits.
- Never block, even temporarily, building evacuation routes and exits.
- Never ignore official instructions to evacuate a building.
- Ensure that those in the general vicinity are aware of the evacuation.
- Close, do not lock, doors behind you as you exit your work areas or classrooms.
- Leave personal belongs, except those in immediate reach.
- Evacuate quickly and calmly, by way of the nearest exit or instructors guidance to a safe distance from the building (500 feet or more). Keep clear of emergency vehicles. Leave sidewalks and roadways clear for emergency responders.

- Stay with your class.
- Students in class should check in with their instructor and instructors/staff should check in with the director.
- Do not reenter the building until the all clear has been given.
- Follow instructions given by instructors, staff, or other emergency authorities.
- If it is necessary to evacuate the institute in a vehicle, exit in the direction given by the emergency authority. Do not put your vehicle in a position where it blocks the way for others. Some vehicles may be selected for emergency transportation.

If your vehicle is chosen, please cooperate. If the road is not usable, leave your vehicle and evacuate on foot.

Evacuation and sheltering-in-place drills shall be conducted at least once every year at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary. These drills may be obstructed, (having various means of exit made temporarily unavailable) in order to familiarize occupants with secondary routes of evacuation, or unobstructed.

Evacuation drills, which may take the form of a fire-drill, will be coordinated by the office manager and the instructor coordinator. Evacuation drills shall involve all occupants. Everyone shall leave the building when notified. Exceptions are strongly discouraged. A sheltering drill may take the form of a institute-wide tornado drill, active shooter exercise, or other similar scenario.

In the conduct of drills, emphasis shall be placed upon orderly execution under proper discipline rather than upon speed. All institute officials are expected to perform their assigned duties as if in an actual emergency situation.

Provisions should be made for timing and evaluating the orderliness of each drill. The office manager and instructor coordinator will complete reports for the drills.

In addition, at least once per academic year, in conjunction with a sheltering drill, the front office will publicize the evacuation and emergency sheltering procedures and will encourage awareness of the same.

The office manager shall maintain accurate logs recording evacuation and sheltering decisions, significant activities, and the commitment of resources to support operations. These logs will be maintained for a minimum of seven years.

What it Means to "Shelter-in-Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter- in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room-until you are told it is safe to come out. If the building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit. Once you have evacuated, seek shelter at the nearest building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including text notification, institute employees and other authorities.

Accident/Incident Investigation

We will conduct an investigation for all accidents/incidents and near misses. Our primary goal of conducting an investigation is to determine the “root cause” to prevent the risk of a future occurrence. Investigation reports can help determine injury and illness trends over time, so that patterns with common causes can be identified and prevented. Investigations are not intended to place blame. Proper agencies will be notified of any accident or incident at Montana Barber Institute. These agencies may want to conduct there own thorough investigation.

Timely warnings

The Clery Act also includes alerting the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The institute will issue a warning as soon as the pertinent information is available. The institute will issue a warning even if all of the facts surrounding a criminal incident or incidents are not known. In these cases, the institute will follow up with additional information as it becomes available.

The issuing of a timely warning will be decided by the office manager and the director’s judgment on a case-by-case basis in light of all the facts surrounding a crime, including factors such as:

- The nature of the crime
- The continuing danger to the institute staff and students.
- The possible risk of compromising law enforcement efforts.

The information included in a timely warning will include:

- Information about the crime that triggered the warning
- Practices and places that should be avoided
- Security precautions that should be followed

Similarly to the alert notifications, timely warnings will be distributed by text message and bulletins will be posted at the building entrances and exits.

Any student, instructor or client of the Institute that has information that warrants a timely warning to prevent crimes should report the circumstances to the institute’s office manager at the front office or to the director at (915)760-7964.

Safety Tips

Wheelchair Accessibility for Students/Clients

The campus is physically accessible although it is not "barrier free." The buildings has at least one accessible main entrance and at least one accessible pair of restrooms.

Students who use wheelchairs or have other mobility limitations (including limited use of hands/arms as well as ambulatory difficulties) should be able to physically access all academic programs for which they are academically qualified. Some academic programs may require certain physical abilities so it is recommended that a student with a disability that affects mobility check to see if any required activities will be problematic. Students are expected to meet the same requirements as other students for admission and for graduation in any academic program. If a student anticipates an accommodation may need to be made for a particular physical limitation, the student may need to negotiate what might and might not be acceptable as an accommodation.

A student will be provided an accommodation for any physical activity required to participate in a course as much as possible. If the activity is a fundamental requirement of the course and a student is unable to perform the activity, the student may be considered unqualified for the course. If the course is essential to a particular program of study, a substitution may be possible if approved by the academic program. Waivers for particular courses or fundamental activities are not generally provided as an accommodation.

Montana Barber Institute continually improves and enhances the level of physical access of the Institute. However, since the campus was originally designed many years ago, not all buildings and/or areas may be completely wheelchair-user friendly.

The building used for classes are located on the campus and have an accessible path. For those buildings that are further from the center of campus, "disabled" parking is usually located near an accessible entrance. It is strongly suggested to those who have mobility limitations to assess the physical layout and location of classes prior to the beginning of the start date to ensure an easy and convenient route is identified.

Driving:

- Always tell someone where you are going and what time you expect to return.
- Never pick up hitchhikers. Have your keys out and ready.
- Make an inspection of the interior before you enter your vehicle. Once inside, lock all doors and windows.
- Park in well-lighted areas. Do not park where suspicious persons are loitering.
- Trust and follow your instincts.

On Campus:

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Be aware of your surroundings and think about how you would defend yourself. Develop a "game plan" for prevention.
- Avoid walking alone, particularly after dark. If walking alone is unavoidable, be aware of your surroundings.
- Walk with confidence and determination, holding your head up.
- Look behind and around you frequently.
- Carry your personal belongings in a backpack or similar container that will enable your arms and hands to be free at all times.

During business hours, the institute will be open to students, employees, clients and guests. During non-business hours all access doors to the Institute facilities will be locked completely.

General Safety Rules

Fire

If you discover a Fire:

- *Dial 911
- Notify others in your area
- Calmly evacuate to an open area 100 yards away from the building

Bomb Threat

If you receive a Bomb Threat:

- Elicit as much information as possible
- Calmly notify others in your area
- *Dial 911
- Check your immediate area for suspicious objects.
- DO NOT HANDLE ANY OBJECT FOUND.
- Calmly evacuate to an outside area 500 yards away from the building

Weather Emergency

In the event of a Weather Emergency:

- Take cover in a safe area or under heavy furniture on the ground floor in the center of the building, away from the outside walls and windows.
- Avoid hazardous chemical storage areas.

Medical Emergency

If you experience a Medical Emergency:

- *Dial 911
- An employee should also report the injury to his or her supervisor

El Paso City Support Services Directory

Emergence Crisis Hotline	915-779-1800 1-877-562-6467
National Suicide Prevention Lifeline	1-800-273-TALK 1-800-SUICIDE
Crisis Hope Line (Domestic Violence And Sexual Assault)	915-593-7300
Federal Substance Abuse and Mental Health Admin Referral Serv.	1-800-662-4357
National Domestic Violence Hotline	1-800-799-7233
Poison Control	1-800-222-1222
Texas Dept of Family and Protective Services	1-800-252-5400 1-800-647-7418
Veteran Affairs	1-800-749-8387
Aliviane Behavioral Therapy (Trauma Therapy)	915-781-1341
STARS (Sexual Trauma and Rape Services)	915-533-7700
Al-Anon	915-562-4083
Trinity Detox	915-772-9111
Opportunity Center	915-577-0069
Rescue Mission	915-532-2575
El Paso VA Mental Health	915-564-6159
National Call Center for Homeless Veterans	1-877-424-3838

Online Resources

National Center for PTSD	www.ptsd.va.gov/
American Association of Suicidology	www.suicidology.org
Crisis Chat	www.crisischat.org
Daily Strength Support Groups	www.dailystrength.org
America's Mental Health Channel	www.healthyplace.com
National Alliance on Mental Illness	www.nami.org

Academic Calendar

Beginning Dates: Open Enrollment

Ending Dates: To be determined by each student

Vacation Periods: 11

School Operating Hours: Mon – Fri 9am – 9pm

2023

<p><u>JANUARY</u></p> <table border="0"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><u>FEBRUARY</u></p> <table border="0"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					<p><u>MARCH</u></p> <table border="0"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p><u>APRIL</u></p> <table border="0"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30													
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2023 US FEDERAL HOLIDAYS

1 Jan ☐	New Year's Day	4 Sep	Labor Day
2 Jan ☐	New Year Holiday	9 Oct	Columbus Day
16 Jan	Martin Luther King Jr. Birthday	11 Nov	Veterans Day
20 Feb	President's Day	23 Nov	Thanksgiving Day
29 May	Memorial Day	25 Dec	Christmas Day
4 Jul	Independence Day		



***Educational Program held each year on the 17th of September for our students in observance of Constitution Day!**

Calendar Days Observed

- **Martin Luther King Jr.**
- **President Day**
- **Juneteenth Day**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Columbus Day**
- **Veterans Day**
- **Thanksgiving Day**
- **Winter Break / New Year's (approx. 2 weeks, returning the day after January 2nd)**

Should the school close unexpectedly due to unexpected circumstances, notification of closure will be announced and posted on the entrance door

Class Schedules

Full Time

Monday- Friday

09:00 am-10:00 am	Haircut Services
10:00 am-12:30 pm	Lecture
12:30 pm-01:00 pm	Lunch Break
01:00 pm-02:45 pm	Practical Test Instructions
02:45 pm-03:30 pm	Demonstration/Lab
03:30 pm-05:00 pm	Haircut Services

Part Time

Monday - Friday

09:00 am-10:00 am	Practical Test Instructions
10:00 am-12:30 pm	Lecture
12:30 pm-01:00 pm	Lunch Break
01:00 pm-01:45 pm	Demonstration/Lab
01:45 pm-02:30 pm	Haircut Services

****Schedules are subject to change to accommodate to the student needs. Schedules can be applied to all programs offered.****

Montana Barber Institute
1920 N. Zaragoza Rd. Ste. 101-103
El Paso, TX 79938
(915)760-7964
mbi@mbibarbering.org