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# Barber Training Program

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***"Your Bridge To Success"***

**Post Office Box 398  
Herring Building Room 106/103  
Kenansville, NC 28349  
910-296-2047**

**August 2011**

## VISION

*The purpose of the Occupational Extension department is to provide training courses for the specific purpose of training an individual for employment upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields. Training courses apply to people in all technical or vocational fields and vary in length according to the complexity of the skills and the needs of the employer or employee/ potential employee. Individuals that complete training courses are prepared to accomplish job-related tasks as identified by the student licensure/ certification agency, or the employer.*

## MISSION

James Sprunt is a comprehensive, open door community college that responds to the needs of the people of Duplin County, as well as other areas of the state, by enabling a diverse population of students to attain their personal, academic and career goals; by collaborating and partnering with the local school system as well as other education institutions, area businesses, and industries in meeting their training and retraining needs; by enhancing the education, cultural, and economic development of the service area; and by improving the quality of life in the community.

## PROGRAM GOALS

JSCC School of Barbering seeks to:

1. To provide Learners with the knowledge and skills needed to pass the North Carolina Board of Barber Licensing Exam, thereby equipping them for the professional work force in the industry.
2. To empower each Learner with confidence, professionalism and enthusiasm to meet the demands of our ever-changing industry.
3. To enhance the Barber Industry in this community and state through education and Learner involvement in community service.
4. To assist our graduates in becoming social competent members of their communities, to a degree that each can appreciate and handle the many human relation problems that will be encountered.
5. To assist our future barbers with knowledge and ethics consistent with responsible social and professional behavior.

## NC Board of Barber Examiners – Occupational Licensing

The purpose of the Board is to issue a certificate of apprenticeship or registration to those individuals that meet the criteria of the Board. Individuals that meet the criteria of the Board must have completed 1528 classroom hours and passed a written and practical exam and issued an apprentice license. The registered barber must have also completed a 12 month apprenticeship under the supervision of a registered barber and has passed a practical exam.

The Board ensures that no person or combination of persons shall, either directly or indirectly, practice or attempt to practice barbering in the State of North Carolina without first obtaining a certificate issued pursuant to provision of the General Statute by the State Board of Barber Examiners.

The Board ensures that no person or combination of persons, or corporation, shall operate, manage or attempt to operate or manage a barber school, barbershop, or any place where barber services are rendered without first obtaining a shop permit, or school permit, issued by the State Board of Barber Examination.

The Board has the responsibility to see that inspections of barbershops and schools are conducted to determine compliance with sanitary regulations

The Board must adopt sanitary regulations concerning barber schools and shops and procedural rules in accordance with the General Statute guidelines.

The Board must review the barber licensing laws of other states and determine which are the substantive equivalent of the laws of North Carolina for the purposes of its General Statute.

The Board must conduct examination of applicants for certificate of registration as a registered barber, registered apprentice and barber school instructor.

The Board shall adopt regulations prohibiting the use of commercial chemicals of unknown content by persons registered under the General Statute 86A-24.

The Board must instruct persons registered under General Statute 86A-24 in the proper use and application of commercial chemicals where no manufacturer's instructions are

included. In the alternative, the Board shall prohibit the use of such commercial chemicals by persons registered under 86A-24.

## Barber Training

Barbering consist of haircutting, shaving, trimming the beard, coloring the hair, applying hair tonics, permanent waving, marcelling the hair, facial and scalp massages, treatments with oils, creams, lotions or other preparations either by hand or mechanical appliances.

This course provides an orientation to the skills necessary to become a professional Barber-Stylist, for individuals with no prior experience in the hair care industry. This program requires 1528 clock hours of instruction and results in a local certificate. The Barber Styling Program prepares an individual for the North Carolina Board Exam which results in an apprentice license. After at least one year of on the job training another examination is given by the Barber Board to issue a Registered Barber License. Additionally, at completion of this course, expect to work in an entry level position in a shop or other related businesses.

### HOURS OF OPERATION

JSCC School of Barbering is held in the Herring Building Room 106/106b. Day classes are held Monday – Thursday 8:00 am – 4:15 pm and night classes are from 4:30 pm – 10:30 pm.

### ADMISSION / REGISTRATION

Barber School starts in January, May and August of each year. A copy of a Diploma/GED or college transcript is a requirement for records. All learners must have a Learner Permit issued by the North Carolina Board of Barber Examiners (NCBBE).

All learners must submit a FBI Identification Record with a valid seal attached to permit application for NC Board of Barber review. **NOTE: FBI Identification Record must accompany application for student permit. (FBI RECORD MAY TAKE 4 – 6 WEEKS FOR RETURN).** A conviction does not prevent admittance to the program. Refer to Appendix A for the North Carolina Administrative Code – NCAC 06F.0116 and NCAC 06Q.0103 policy for specific Board policies pertaining to student applicants.

North Carolina Board of Barber Examiners law states a learner cannot begin training or receive hours until permit has been received from the North Carolina Board of Barber Examiner's office. Consequently, preregistration is required for this class.

### TRANSFER OF HOURS

Any student who has attended or is currently attending a barber school in North Carolina desiring to attend JSCC Barber School may have their hours transferred to JSCC Barber School. Hours must be approved by the North Carolina Board of Barber Examiners (NCBBE). Any student transferring from another state or country must have their transcript approved by the NCBBE before JSCC Barber School will accept their hours. All hours must be approved by the NCBBE.

### LEARNER INFORMATION

Any learner admitted to JSCC School of Barbering will make sure that the Instructor has the correct name, address, phone numbers and emergency contact information on file in the event it becomes necessary to contact the learner or if an emergency occurs.

### TUITION AMOUNT

Registration is scheduled on or about the 15<sup>th</sup> of the month prior to the beginning of the semester. JSCC cannot guarantee any returning learners' space whose tuition is not received by the scheduled registration date. The Barber School starts in January, May and August of each year. Tuition fee schedule is as follows:

Tuition	\$180.00 per semester (4 semesters day/5 semesters night)
Insurance	\$ 50.00 (Due with registration) (Mandatory) – Malpractice and due annually in August
Insurance	\$ 1.50 (Due with registration) (Mandatory) – Accident (effective 10-04-11 and future)
Books	\$237.90 (Due 1 <sup>st</sup> day of class)
Kit	\$593.55 (Due 3 <sup>rd</sup> week of class)
Permit	\$ 25.00 Money Order ONLY (Due with initial registration) <u>must be accompanied by FBI Identification Record</u>
CPR Card	\$ 5.00 Taken in Fall Semester of each year

**NOTE: Any tuition or registration fees due to the college from prior attendance must be settled in full prior to being admitted into the JSCC Barber School.**

### **DRESS CODE**

Male students must come dressed daily in dress shirt, slacks & tie. Female students must come dressed daily in skirts, slacks, blouses or dresses. ?) Dress shoes must be worn. No jeans, tennis shoes, sneakers or Timberland boots allowed. (For clarification ask Instructor). Any student not dressed accordingly will be asked to leave and correct dress.

### **BOOKS**

JSCC School of Barbering uses books approved by the NCBBE. In addition there are supplementary books deemed necessary by the Instructor that learners are required to possess. The books are as follows:

- Milady's Standard Professional Barbering, 5th Edition Milady ISBN-10: 1435497155 ISBN-13: 9781435497153
- Milady's Standard Professional Barbering, Workbook
- Milady's Standard Professional Barber, Exam Book
- Think and Grow Rich by Napoleon Hill
- Accepting Responsibility for Oneself by Dr. Gloria Edmund

All learners are required to have their books upon entering The School of Barbering. All books are "Non-Refundable".

### **REQUIRED TOOLS**

Learners are required to purchase kits through an agent chosen by their Instructor to assure the correct materials are received and their materials are consistent with what is deemed necessary for proper instruction. Learners are required to have kits purchased between 100 and 150 hours. After 150 hours, the learner will be removed from class until their required materials have been purchased. Laptops/Notebooks will be needed for some sessions.

### **SEMINARS AND CONFERENCES**

When the Instructor deems necessary with the approval of the NCBBE and the JSCC Vice President of Continuing Education, the class may be asked to participate on field trips. Hours are not granted if learner does not attend; however, learners are expected to attend at least one field trip in addition to a trip to the NCBBE to attend a Board Meeting to enhance their understanding of rulemaking and enforcing their profession.

### **NOTICE OF CHANGES**

If there are any changes to any item listed in this pamphlet (i.e. fees, books, scheduling) learners will receive at least a 2 week notice of any changes that will occur and will be asked to sign a statement stating they have been advised of any changes.

### **REFUND POLICY**

For Occupational Extension classes, a 75% refund will be made if the learner withdraws from the class prior to the official 10% census point of the class. Request for a refund must be submitted in writing prior to the 10% census point of the class on a "Request for Refund of Extension Courses Registration Fee" form. Forms are available in the Continuing Education Division (910) 296-2460. For classes cancelled by the college, a full refund shall be made. You do not have to request a refund for cancelled classes. Please allow 3-5 weeks for processing refunds.

### **COMPLAINT POLICY**

If a learner has a complaint, they are asked to speak with their Instructor, the Director of Occupational Extension, and then the Vice-President of Continuing Education.

### **RULES AND REGULATIONS**

Each semester learners are handed a list of rules and regulations that are signed and placed in their files. Their signature indicates they understand what is expected and understand there are consequences for their actions and except the consequences (see Attachment A). The Barber School tries to stick to a no excuse method due to the severity of their responsibility as becoming a professional licensed via the State of North Carolina to engage in serving the public. Procedures which are non-negotiable are as follows:

- ID cards are required to be worn at all time on school premises
- Smocks are required on the practical service floor
- Profanity is prohibited
- No learner is allowed to leave the premises for break or lunch without clocking out
- If a learner steps out side to make a phone call or smoke; by NCBBE rules and regulations it is a violation if the learner has not clocked out.
- Lack of professional ethical conduct
- Learners are to follow all safety and practical procedures

Barbering is a profession that requires the practitioner's conduct to function at an optimum level. Learners are expected to follow a code of professional conduct and ethics. James Sprunt Community College School of Barbering will not tolerate a learners'

disrespect of self, fellow learners, customers, NCBBE representatives, educators, or any other JSCC staff.

James Sprunt Community College School of Barbering is certified by the North Carolina State Board of Barber Examiners. The Board reserves the right to inspect any time during the facility's hours of operation. The Board has fines that will be bestowed upon the school if certain rules are not followed. Please be advised that any fine received by the school that is caused by a student not following rules will be the sole responsibility of that student.

#### **ATTENDANCE POLICY**

Attendance and participation in class is required. Learners are responsible for all content covered during class regardless of whether or not an absence is excused. An excessive number of absences may adversely affect a learner's performance in the course. If absent/tardy, learner must sign your absent/tardy sheet stating the time of arrival on that date. At the end of each month, the learner should submit a document to the instructor with supporting documentation (see attachment B). If no documentation is attached to support the absences and tardiness, they are deemed unexcused. Upon receiving excessive tardies you will receive a warning up to and including dismissal for the remainder of the semester.

#### **TARDINESS POLICY**

Tardies interrupt the learning environment. There may be times when the Instructor may not open the door to avoid classroom disturbance. Three unexcused tardies equals one absence. An unexcused tardy is a tardy that does not have supporting documentation to justify the tardy. The Instructor reserves the right to excuse a tardy.

#### **ABSENTISM POLICY**

The attendance of a learner is important for his/her success as a professional barber-stylist. Four unexcused absences are considered the maximum allowed during a semester. When a learner obtains four unexcused absences, they are eligible for removal from the program for the remainder of the semester.

If the learner reaches the maximum number of absences in any two semesters this may be considered excessive and make the learner eligible for immediate dismissal from the program. A conference with the Director of Occupational Extension will be necessary to review the overall performance of the learner to remain in the program.



**REMEMBER:** Absent or tardy learners are responsible for quiz, tests and assignments. Any learner who neglects to complete in a timely manner, assignments, quiz, tests or projects will receive an incomplete that will result in a less than satisfactory grade.

### **DISRUPTIVE BEHAVIOR**

Any person who disrupts classes or other educational functions on campus is subject to disciplinary action which may result in suspension or expulsion.

### **DESTRUCTION OF THE SCHOOL PROPERTY**

Destruction or attempted destruction or damage to school's property, property area surrounding the college, or property belonging to the college or community is strictly prohibited. Every person who shall maliciously destroy, disfigure, or cause to be destroyed, disfigured, or injured, and property of another either real or personal, shall be subject to criminal prosecution up to and including elimination from the program.

Learners are expected to respect the property of the college and that of others. Destruction of such property, deliberately or through carelessness, will be considered a serious breach of college standards.

### **VOLUNTARY WITHDRAWAL**

Students may wish to withdraw from school during the semester or for one or more semesters. It is the learners' responsibility to follow proper protocol:

1. Notify your instructor if possible prior to your withdrawing.
2. Submit a completed withdrawal form, obtained from your instructor or from the Continuing Education office, to the Director of Occupational Extension/designee.
3. Once written notification has been received by the instructor, the manager of the JSCC Barber School will notify the Continuing Education Office and the NCBBE along with submitting the learners final monthly report and student permit. According to the NCBBE general statues/administrative codes "within five (5) working days of the date on which any student completes his/her course of study, drops out of the school, or transfers to another school. The Barber School shall return to the Board the student permit issued for the learner when the student enrolled in the school (21NCAC 08F.0113).

### **INVOLUNTARY WITHDRAWAL**

In the event that the learners' behavior represents a potential hazard to a customer, others in the classroom, or clinical area and/or the student demonstrates unsafe practice in the clinical area, the student will be withdrawn by the Instructor from the course. This may occur at any time during the semester. The student may be readmitted only on the recommendation of the Instructor.

### Attendance Record Keeping

21 NCAC 06F .0124 Student Hours (b) Students shall punch their individual time cards upon entering the school for practical or theory hours and shall clock-out for any period of break from instruction, even if remaining on school premises.

### SYLLABUS

Learners' will receive a course outline/syllabus and a learner's handbook indicating the Instructor's attendance policy, course requirements, specific grading criteria, and rules and regulations of the classroom and practical area.

### GRADING SYSTEM

The School of Barbering employs a grade system with a letter grade system of A – B-. The grades issued in all required material must show minimum average of 80 at the end of each semester. If a learner fails to maintain a minimum average of 80, he/she may be dropped from the program. Due to the complexities of this profession, School of Barbering deems it necessary for learners to maintain an average of 80.

Grade	Equivalence
A	95 and above
A-	90-94
B+	87-89
B	83-86
B-	80-82

Any average below an 80 is deemed unacceptable in a profession that requires public contact.

### METHOD OF PRESENTATION

- A. Lecture
- B. PowerPoint presentations
- C. Demonstrations
- D. Guest speakers
- E. Learner questions and answers
- F. Class discussion

## G. Videos/Handouts

**REMEMBER:** Absent or tardy learners are responsible for quiz, tests and assignments. Any Learner who neglects to complete in a timely manner, assignments, quiz, tests or projects will receive an incomplete that will result in a less than satisfactory grade.

### METHOD OF EVALUATION

Methods of evaluation, although determined by the individual Instructor, will include a combination of the following:

1. Attendance
2. Participation
2. Quizzes, assignments, group activities
3. Projects
4. Chapter tests
5. Performance of Services (i.e. haircut, shave, facial, relaxer, permanent wave, etc.)

### GRADUATION REQUIREMENT (Syllabus page 13)

1. Student must obtain a minimum of 1528 clock hours
2. All practical application and theory should accrue an 80% average
3. All practical services sheets must be completed
4. All tests must be completed

### ACADEMIC INTEGRITY

Academic integrity forms a fundamental bond of trust between colleagues, peers, educators, and learners, for it underlies all genuine learning. At James Sprunt Community College School of Barbering, there is no tolerance for plagiarism or academic dishonesty in any form, including unacknowledged "borrowing" of proprietary material, borrowing pens, highlighters and pencils, copying answers on papers, or passing off someone else's work as one's own.

A breach of ethics or act of dishonesty can result in:

- failure of a paper or exam within a course
- failure of an entire course (blatant plagiarism, cheating on a test or quiz)
- academic suspension or expulsion from the college

### CONFIDENTIAL RECORDS

Learners' educational records and personal information are considered confidential and may not be released without the written consent of the learner. Educational records

include those records that contain information directly related to a learner that are maintained as official working files by the College and the NCBBE. Examples include monthly reports, personnel records, and disciplinary records. College employees have access to learners' information only for a legitimate use in the completion of their position responsibilities.

Some information is considered public (sometimes called Directory Information) and can be released without the learner's permission; however, the learner may opt to consider this information confidential. Directory information includes name, address, and telephone, date of attendance and date of certification.

#### **UNAUTHORIZED USE/ENTRY OF TO THE SCHOOL OR PROPERTY**

Unauthorized use of equipment, occupancy of, or unauthorized entry into or exiting from the facility is prohibited. Unauthorized entry/exiting includes the entering and/or occupying and improper exiting of the schools facilities that are locked, closed or restricted to certain or all persons. Unauthorized entry or exiting into and from residence halls, without proper permission into schools quarters or building and/or structures or to the school premises, or the aiding and assisting of such is prohibited. Disciplinary action will be taken up to and including permanent suspension and/or prosecution.

#### **DISCRIMINATION**

James Sprunt Community College is an equal opportunity educational institution and employer. The college does not practice or condone discrimination in any form against learners, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability, or political affiliation consistent with those laws which affect the institution. Please contact the Human Resource Department or the office of Vice President of Student Services for discrimination concerns. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: HR Director or VP of Student Services, 133 James Sprunt Drive, PO Box 398, Kenansville, NC 28349 or call 910-296-2400.

#### **TOBACCO USE POLICY**

James Sprunt Community College Board of Trustees approved a new Tobacco Use Policy effective January 19, 2010. James Sprunt Community College is committed to creating a clean, safe, and healthy learning and working environment; and recognizes its responsibility to promote the health, welfare and safety for Learners, staff and others on college property. James Sprunt Community College also recognizes that the use of

tobacco in any form poses serious and long-term health risks to individuals, therefore adopts the following Tobacco Use Policy. By implementing the College Tobacco Use Policy, James Sprunt Community College is seeking to enhance the health of our Learners, faculty, staff and visitors to our campus.

At James Sprunt Community College, smoking and tobacco use is prohibited in the following locations:

- A. On all parts of the campus (including all locations) that are outside of designated smoking areas (DSAs).
- B. Inside all campus buildings
- C. In all college owned or leased vehicles.
- D. Includes all classes taught by JSCC personnel regardless of location.

For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco, or snuff.

In addition, the sale or free distribution of tobacco products, including merchandise, on campus is prohibited. Designated areas have been assigned on campus for tobacco use. Any faculty member, staff member, or Learner may ask individuals to comply with this policy.

Violation of any campus policy may result in discipline. Faculty and staff should be referred to their supervisor and/or to the Director of Human Resources and Campus Safety. Learners should be referred to the Vice President of Student Services, or designee, for disciplinary action.

The College periodically provides information on the effects of tobacco use and on tobacco cessation programs to its employees and its Learners. If you should have any questions, please feel free to contact Director of Human Resources & Campus Safety, extension 1429.

All persons participating in smoking must clock out before leaving the classroom premises.



**21 NCAC 06F.01 Barber School Curricula**  
**Classroom Lecture and Study Periods**

	<b>Hours</b>
<b>Hygiene and Good Grooming, Professional Ethics</b>	<b>25</b>
Bacteriology, Sterilization, Sanitation	50
<b>Implements, Honing, Stropping and Shaving</b>	<b>30</b>
Men's Haircutting	20
<b>Cutting and Styling Curly Hair, Mustaches and Beards</b>	<b>10</b>
<b>Shampooing and Rinsing, Scalp and Hair Treatments</b>	<b>10</b>
Theory of Massage and Facial Treatments	5
<b>Men's Razor Cutting, Women's Razor and Shear Cutting</b>	<b>30</b>
<b>Finger Waving Men's Hair, Air Waving and Curling Iron Techniques</b>	<b>5</b>
<b>Permanent Waving for Men, Chemical Hair Relaxing and Blow Drying</b>	<b>25</b>
Hair Coloring	10
Men's Hair Pieces	5
The Skin, Scalp and Hair	30
Disorders of the Skin, Scalp and Hair	15
Anatomy and Physiology	10
Electricity Therapy, Light Therapy and Chemistry	10
<b>Barber Styling, Shop Management, and Product Knowledge</b>	<b>70</b>
<b>Licensing Laws and Rules and History of Barbering</b>	<b>20</b>
<b>Supervised Practice in Barbering</b>	
<b>Shampooing and Scientific Hair and Scalp Treatments</b>	<b>55</b>
Shaving	50
Tapered Haircutting	250
Hair Styling of Men and Women	400
Facials, Massages and Packs	10
<b>Bleaching, Frosting, Hair Coloring and Body Permanents</b>	<b>90</b>
Cutting and Fitting Hair Pieces	5
Hair Straightening	5
<b>The Analyzing and Treatment of Hair and Skin Disorders</b>	<b>10</b>
<b>Lectures and Demonstrations on Practical Work</b>	
<b>Shampooing and Scientific Hair and Scalp Treatments</b>	<b>15</b>
Shaving	20
Tapered Hair Cutting	70
Hair Styling of Men and Women	100
Facials, Massages and Packs	5
<b>Bleaching, Frosting, Hair Coloring and Permanent Waving</b>	<b>30</b>
Cutting and Fitting Hair Pieces	5
Hair Straightening	3
<b>The Analyzing and Treating of Hair and Skin Disorders</b>	<b>10</b>
Men's and Women's Razor Cutting	15
<b>Total Hours</b>	<b>1528</b>

## **ORIGIN OF BARBERING**

Barbering is one of the oldest professions in the world. Barbering and hairstyling has developed from its early cultural and tribal beginnings into a recognized profession. The word barber is derived from the Latin word barba, meaning beard. Another word derived from Latin, tonsorial, means cutting, clipping, or trimming of hair with shears and/or razors. When we put this together we understand why barbers are sometimes called tonsorial artists. Barbers sometimes performed blood-letting, minor surgery and pulled teeth. These barbers were known as barber-surgeons. The symbol of the barber pole evolved from the technical procedures performed by the barber surgeons. The stained bandages would twist around the pole in the breeze, forming a red and white pattern. Red represented the blood, blue the veins, and white the bandages.

Welcome to a new journey into your chosen profession. There is so much to learn that will intrigue the learners mind. Once you have completed this course it is up to you how far you will go. There are so many areas in which you can use your skill including but not limited to . . .

- Barber
- Color Specialist
- Wig or Extension specialist
- Stylist for Television, Movies, or Theater
- Cosmetic Chemist
- Shop Manager
- Styles Director/ Artistic Director
- Design Team Member / Olympic Hairstyling Team
- Platform Artist
- Competition Champion
- Instructor
- Writer



- **State Board Member**
- **Shop Owner**

**Congratulations! You have chosen a career filled with unlimited potential, one that can take you in many directions as you become a confident and successful professional. Learn all you can. Be prepared to release the can do spirit: for it is better to be prepared for an opportunity and not have one than it is to have an opportunity and not be prepared.**

## ATTACHMENT A – North Carolina Administrative Code

### 21 NCAC 06F .0116 STUDENTS WITH CRIMINAL RECORDS

- (a) Prior to enrollment and the acceptance of any enrollment fee or tuition, the barber school shall notify the applicant of the Board's statutes and rules regarding criminal convictions and registered sex offenders and have the applicant sign and date the notice indicating that the applicant has been so informed.
- (b) Persons making application for student permits who have been convicted of a felony shall furnish to the Board a certified copy of their criminal history.
- (c) Failure to include any information regarding felony convictions on applications for student permits may result in revocation of a student permit after a hearing.

*History Note:* Authority G.S. 86A-18; 86A-22;  
Eff. February 1, 1976;  
Readopted Eff. February 8, 1978;  
Amended Eff. March 1, 1983;  
Legislative Objection Lodged Eff. March 7, 1983;  
Amended Eff. April 1, 2010; May 1, 1989.

### 21 NCAC 06Q .0103 REGISTERED SEX OFFENDER

The Board may refuse to issue or renew, or shall revoke any license or permit issued pursuant to Chapter 86A of the General Statutes, where the applicant, licensee or permittee has been adjudicated a felony sexual offender and is required to register pursuant to Chapter 14, Section 208.5 of the General Statutes or any similar statutes or ordinances. In determining whether to issue or renew a license, the Board shall consider the following:

- (1) Crime committed for which registration was required;
- (2) Length of time the applicant, licensee or permittee is to register as a sex offender;
- (3) Whether the applicant, licensee or permittee is allowed to have contact with the victim or others;
- (4) Length of time licensed as a barber or shop owner in this or another state;
- (5) Enrollment in a treatment program relevant to the crime committed;
- (6) Whether the registered sex offender is a student applicant;
- (7) Additional criminal convictions; and
- (8) Letters of recommendation from members of the community where the crime was committed and where the applicant, licensee or permittee currently resides stating whether or not the person considers the applicant, licensee or permittee a threat to the community.

*History Note:* Authority G.S. 86A-17; 86A-18;  
Eff. June 1, 2008;

Amended Eff. April 1, 2010.

## ATTACHMENT B – Classroom Guidelines

### Classroom Guidelines

1. **Respect**
2. **Everyone Participates**
3. **Each learner is requested to address other learners as Mr. or Ms.**
4. **Speak For Yourself**
5. **Be on time and prepared for class (Instructor reserves the right lock the door at his/her discretion to avoid instruction interruption. Please do not knock excessively if the door is locked as it causes class interruption. Instructor will check the door at points of pauses as they deem appropriate).**
6. **Please be dressed, tucked and tied before entering the School.**  
  
**Pants should not be sagging, shirts should fit neatly. If belt loops are available on pants or skirts a belt must be worn properly. No hats, nets or scarves should be worn at any time. Ladies clothing should be worn modestly and tastefully. The Instructor reserves the right to ask any student to leave the classroom for students not in accordance or as they deem appropriate.**
7. **Smocks and name badges are required to be in proper dress. Smocks do not have to be worn in the classroom but are a requirement on the practical floor by order of the NCBBE.**
8. **The use of cellular phones for talking or texting during instruction and on the practical floor is prohibited. (All phone calls should be made and taken outside of classroom time and student should be off the time clock).**
9. **JSCC Supports recycling. Pleas empty liquids before discarding containers (i.e. cups with ice or drinks in them).**
10. **Computer use is limited to time assigned by Instructor.**

**Any infraction of these rules could result in dismissal for the day. Some incidents that occur may result in immediate dismissal from the class and possible indefinite suspension from the program. Have a wonderful semester. We are thankful to serve you.**

**ATTACHMENT C – Monthly Learner Report**

<b>Name</b>		<b>Month / Year</b>
<b>DATE</b>	<b>A/T</b>	<b>Reason for Being Absent or Tardy</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Monday</b>		
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<b>Wednesday</b>		
<b>Thursday</b>		

## ATTACHMENT D – JSCC Acceptable Use Policy

### James Sprunt Community College Acceptable Use Policy

#### Purpose

**College owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the College.** The College's computing resources include but are not limited to all College computers and hardware, access to the Internet or access to any College intranet provided through College owned or operated computers, online and offline storage, and network and communications facilities including cloud accessible hardware or software provided by the College. **Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible, ethical, and lawful behavior when using these resources.** Users are expected to read, understand, and comply with the College's Acceptable Use Policy.

The College monitors access to the computing resources and reserves the right, without prior notice to users, to access these resources and to use any and all information retrieved from the computing resources. **Users do not have an expectation of privacy regarding their use of the computing resources**, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Information contained on the College's computing resources and in College accounts, including but not limited to e-mail, may be subject to inspection under the Public Records Law of the State of North Carolina.

The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, each user's judgment on appropriate conduct must be relied upon. To assist in such judgment, users will follow this policy:

#### Acceptable and Unacceptable Uses

1. Use should be consistent with the Acceptable Use Policies (AUP) for the North Carolina Research and Education Network ([NCREN](#)), operated by MCNC and consistent with the mission of James Sprunt Community College.
2. **College computing resources** are to be used only for educational, research, instructional or college administrative purposes for which access is provided, and **are not to be used for any unauthorized purpose**, including but not limited to commercial purposes, unauthorized access to remote computers or non-College related activities.
3. **An access account assigned to a user must not be used by any other individual.** Users are responsible for the proper use of their accounts, including proper password protection and appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, or any other individual use of your or another user's account, or other unauthorized use of an access account, is a serious violation of this policy.
4. **Users shall not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language in e-mail messages or material,**

**including broadcasting unsolicited messages, sending unwanted e-mail, or impersonating other users.** Remember - the College's policies against discrimination and harassment apply to communications through the College's computing resources.

5. **All computer software is protected by federal copyright law.** In addition, most software is proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the College's computing resources. Software that is not owned by the College cannot be installed on College equipment.
6. **Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator.** Additionally, users shall not publish information, messages, graphics, or photographs on any web page without the express permission of the author or creator.
7. **Users shall not engage in activities to damage or disrupt the hardware, software, or any communication** associated with the College's computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.
8. **Users shall not access or damage any portion of the College's computing resources** or other College property, such as College records, or use the College's computing resources for illegal activities.
9. **Users learning of the misuse of the College's computing resources or violations of this Acceptable Use Policy should notify a College faculty member or College official immediately.**

**Enforcement:**

**Anyone found to have violated this policy may be subject to disciplinary action including but not limited to suspension or revocation of computing privileges, disciplinary review, dismissal from class with a grade of "F," and/or termination. Any conduct, which violates local, state, or federal laws, will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law enforcement authorities. James Sprunt Community College is not liable for actions of anyone connected to the Internet through the College's computing resources. All users will assume full liability (legal, financial or otherwise) for their actions.**

**MODIFICATIONS:** JSCC reserves the right to modify this policy at any time.

JSCC Board of Trustees

Approved: 09/08/97

Revised: 5/16/00

10/18/11

**STUDENT ACKNOWLEDGMENT OF ACCEPTABLE USE POLICY**

I hereby acknowledge that I have received, read, and understand the Acceptable Use Policy of James Sprunt Community College and will comply with the provisions of the Policy.

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Printed Name

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Signature /Date