



## STANDARDS OF CONDUCT

These Standards of Conduct are established for the specific purpose of promoting an enriched learning environment for all Students. Developing efficient work habits, a positive attitude and definite goal orientations during training will enhance your potential for success.

Students are expected to conduct themselves in a professional manner befitting the industry. High standards of integrity and character are expected. A Student will be asked to leave if their conduct is unbecoming or in discord with any rules of Instituto de Belleza y Arte. Students must treat each other, Staff, and the customers with respect. A friendly atmosphere makes for more pleasant surroundings; therefore, profanity, rudeness, gossip, and trouble-making will not be tolerated.

- Cell phones are not allowed while a student is clocked in.
- Students may not disrupt class.
- No children are allowed in the classroom.
- Vulgar or profane language (spoken or written in any form) is not tolerated.
- Students are responsible for clocking in and out on time and correctly.
- Students are responsible for the work station they are assigned and its upkeep.
- No smoking is allowed in Instituto de Belleza y Arte or within 10 feet of any entrance.
- Instituto de Belleza y Arte is not responsible for lost or stolen items.
- Students must be respectful and treat every customer as an important class assignment.
- It is the responsibility of the student to ask for an instructor when needed.
- Students are permitted to keep tips but may not solicit them from customers.
- Students refusing to do work that is assigned to them will be clocked out and sent home.
- Students will wear a uniform of teal (or dark grey for Class A Barber) scrubs.
- Students cannot wear shorts or skirts
- Sleeveless tops and tube tops are not permitted.
- Sandals, flip-flops, or open toe shoes are not to be worn
- Hair is to be neat and clean; no caps or rags may be worn.

Additionally, students are expected to:

- Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Students will take morning and afternoon breaks in accordance with policy. Students will be advised on attendance monthly.
- Arrive for all classes on time. If more than 15 minutes late, a student is considered tardy unless determined otherwise by an appropriate authorized School representative. Students may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made based on the circumstances causing the tardiness. Excessive tardiness could result in suspension.
- Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments required to establish eligibility to retake failed exams or take



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missed exams. It is the student's responsibility to contact the instructor regarding makeup exams.

- Notify a Staff member at least 30 minutes before an absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
- Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No Student may clock in/out for others.
- Obtain permission from a Staff member to leave the facility for any reason other than lunch time and closing.
- Comply with the published dress code with name tag and practice proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until coming into compliance.
- NOT smoke, chew gum, eat or drink except in the designated areas. Do not smoke, congregate, or loiter anywhere at the front of the building. Students must clock out for lunch at a time approved by an instructor.
- Comply with scheduled lunch breaks. The time for the lunch break will depend on the classes scheduled and the clinic floor services that are assigned. As a consideration to fellow Students, clients, and Instructors, please notify the school if you are not returning from lunch.
- NOT perform any services on clients until successful completion of a Phase I (10% Training) training.
- Practice courtesy and professionalism at all times when dealing with other Students, clients, visitors to the School and Staff.
- Follow all State laws and regulations at all times during School hours.
- Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal work stations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board regulation requires all Students to follow Sanitation rules and practices at all times.
- Discuss only ethical and professional subject matter during School hours and refrain from using profanity.
- Be fair, honest, and never steal; refrain from the willful destruction of property.
- Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a clinic service.
- Be involved in curriculum related activities at all times when clocked in. Excessive time in the student lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other Students from training responsibilities.
- Power off all cell phones while in School at all times. They may not be used in any capacity (voice or text message) within the facility. All calls or messages must be made outside of the building (off of the clock) or in the student break room while clocked out for lunch. In addition to standard disciplinary policies, phones may be confiscated and held until classes end for the day. Please notify family members of the school's phone for use in case of emergency.
- Park only in the designated areas for Student parking. Front of the building parking is ALWAYS reserved for client use. Students may park only in designated areas.
- Students may not bring personal products into the school without permission.



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- **INSTITUTO DE BELLEZA Y ARTE** Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products used.

- Keep all client analysis and service records up to date.
- Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
- Strive to continually upgrade abilities through education and practice.

## STUDENT CONDUCT POLICY

The following facts result in disciplinary action taken by the instructors/administration of the school in the form of a warning or suspension for one day for the first offense, two to three days for the second. If any of the faults are made during the process of another disciplinary action, the next course of action will be immediate expulsion.

- (1) Use of cell phones, texting, or unauthorized use of the internet during class
- (2) Lack of personal hygiene (dirty or stained uniforms)
- (3) Use of all kinds of audio and video players
- (4) The use of any school property without permission
- (5) Smoke anywhere near the building doors or inside (includes vapes)
- (6) Chew gum in the classroom
- (7) Disrespect of their classmates, instructors, or administrators using obscene or abusive language, addressing themselves with profanity, or obscene gestures
- (8) Refusing to serve a customer
- (9) Commit fraud or cheating of any kind – (copying, or stealing exams and/or stealing hours from the clock, such as coming to check and leave the building or leaving the building for any activity while inside the clock)
- (10) Argue with your peers, instructors, or school staff
- (11) Lack of notification of absences or delays
- (12) Five consecutive tardies
- (13) Eat or drink in work areas or inside the time clock
- (14) Congregate in the areas where customers are present (talk about any personal problems or in general in front of the customers they are serving)
- (15) students with late payments due will not be allowed to attend class until their account balance is up to date

**Suspension-** An immediate out of School suspension from Instituto de Belleza y Arte can be given in the event that a student causes extreme disruption during School hours. An out of School suspension will be for a period of up to three (3) days not to exceed two suspensions. A violation of School policy or conduct after a second suspension period may result in the student's termination from the course.

The following incidents will result in disciplinary action taken by school administrators in the form of

### **TEMPORARY SUSPENSION**

- (1) Sexual Abuse of any kind
- (2) Talk bad of other students, clients, instructors, office staff and/or management

## GROUNDS FOR EXPULSION

The following incidents will result in disciplinary action taken by school administrators in the form of **IMMEDIATE EXPULSION**. Any student who has been expelled from Instituto de Belleza will not be able to re-register

Sign on or off the clock by another student or sign inside and not be inside the institution

Make derogatory statements about the school or any staff member

Reasons of theft



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Possession, use, or distribution of drugs or alcohol by students at school or school-related activities or events

Sexual behavior