

## **COSMETOLOGY DEPARTMENT [Includes Instructor Training] - RULES AND REGULATIONS**

While you are in school, you are in “training.” Do your best to express yourself politely, cultivate a good personality, and demonstrate cooperation and personal ambition, so that we may recommend you to the best salons upon your graduation. *Please note the items listed below are subject to change by administration.*

1. Deadline for clocking in for the day:
  - a. If a DAY student fails to clock in before 8:30 a.m. Monday through Friday – he/she will not be allowed to clock in and earn hours for that particular day unless jury duty is required.
  - b. If a NIGHT student fails to clock in before 5:30 p.m. on Monday, Tuesday and Wednesday [or] 8:45am on Saturday - he/she will not be allowed to clock in and earn hours for that particular day unless jury duty is required.
2. ATTENDANCE: Student is responsible for maintaining weekly attendance hours as shown in their enrollment agreement.
  - a. Total clocked hours will be provided by Program Director/Instructors on a weekly basis, during theory class.
  - a. Clocking in and out is the responsibility of the student. It is strictly prohibited for one student to clock in/out another student. If one student alters the time punches of another, both students may be permanently dismissed from the College.
  - b. Attendance adjustment questions can be directed to Campus Director.
    - i. Attendance adjustments can be made for the previous week of attendance ONLY.
    - ii. Attendance adjustments must be presented to the Campus Director by 4:00 p.m. the following Friday. This gives the student five [5] days to address any concerns.
    - iii. **Additional hours will be under the following conditions:**  
Day students may have additional hours on Saturdays – must clock in by 8:45am for time to accrue.  
Eve students may have additional hours on Fridays – must clock in by 8:30am for time to accrue.  
Must have attendance percentage of 75% minimum the week you are taking the additional time.  
Must have been in attendance every day you are scheduled for the week of.  
Additional hours are first come, first serve and dependent upon ratio.
    - iv. Scheduled class breaks are at the discretion of instructor and clocking in and out is not required if the student **doesnot** leave the facility. Any time a student leaves the facility he/she **MUST** clock out. If a student leaves the facility, he/she must notify his/her instructor before departure.
3. No food or drinks are allowed in the classrooms, clinic floors and/or reception areas. Please use the break room or public areas offered by the mall for all breaks.
  - a. Lidded drinks are allowed to be housed in the cosmetology station cabinets. These must be disposed of by the student prior to leaving for the day.
4. Uniform Code: wear a clean, college issued uniform scrub set, student ID and lanyard, College issued and closed toed shoes. Failure to meet uniform requirement may require student to clock out for the day.
  - a. Name Badge **MUST** be worn at ALL TIMES
  - b. ANY shirt worn under scrub tops must be solid black.
  - c. Alterations to College uniforms is prohibited [exception being tailoring to adjust length/fit].
  - d. Students should not wear hats, head bands, head scarves, etc.
  - e. Jackets, sweaters, sweatshirts, etc. not issued by the College are not considered acceptable uniform. Please remove these items prior to starting clinic/class.
5. Students are responsible for cleaning their stations including brushes, combs, clips, rollers, butterfly clips, and anything signed out of the Dispensary for use at a station or chair.
6. Students should not linger the front desk. Any scheduling questions should be addressed with the instructor not the front desk.
7. Students should not have visitors during schedule class time.
8. Children are not allowed on school grounds, unless there is an administrative matter involving Administration and/or, in the case of a client, they are accompanied by an adult 18 years or older.
9. The College is a non-smoking campus. This includes the use of vapor/e-cigarettes. Smoking within the facility may result in student losing hours for the day and/or suspension.
10. Each student is responsible for his/her own equipment. Items must be checked in and out of the Dispensary and these items are each student’s responsibility until said items are returned to the Dispensary.
11. No supplies should be taken out of the school at any time. Removing school supplies/property is grounds for permanent dismissal.
12. Receiving services as a “student client” – **ADVANCED STUDENTS ONLY** with earned hours greater than 300
  - a. Students are eligible for services based on previous weekly attendance of 75% or better.
  - b. These services are available on Mon and Tues after 2pm.
  - c. There must be **NO** clients waiting for or scheduled for services.

*The College reserves the right to revise any of the above rules and regulations at its sole discretion without previous notification. These Rules & Regulations are a minimal guideline, additions/changes may occur at the judgment of the College.*

13. An instructor must check all work by the students. The client traveler must be signed by the clinic instructor on three occasions and should be returned to the front desk upon completion of the service. Also, remember to sweep and clean each station before beginning another client service.
14. Each student should perform a client consultation prior to each service. In addition, the instructor should also be involved in the plan of action determined by the consultation prior to each service. Failure to receive an instructor's signature may result in no credit for the service[s].
15. Refusal to perform a client service results in student clocking out for the day. Continued refusals may result in permanent dismissal.
16. While servicing a client, students are **NOT TO LEAVE** the facility.
17. All complaints should be taken to the clinic supervisor. Do not discuss complaints while on the Clinic Floor or with other students. In most cases, complaints can be resolved in a civil manner if they are properly handled. A customer should never hear a complaint from a student. If a customer has a complaint, it should be handled with the assistance of the clinic floor instructor.
18. If there are questions concerning service charges, ask the clinic instructor or the receptionist. Students are only to do the service that is marked on the ticket any changes must be approved by the instructor/clinic supervisor.
19. Students are expected to conduct themselves in a professional manner at all times.

## **COSMETOLOGY DEPARTMENT – SAFETY PROCEDURES**

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In order to maintain a professional atmosphere on the practical floor, the following standards will be observed:

1. Unplug curling irons when not in use.
2. Use extra precaution when using permanent solution so it will not run into the client's eyes. (Apply cotton rope).
3. To prevent clients will not catch their feet when getting up, make sure to remind them of the chair foot rest.
4. Wear rubber gloves when applying tint.
5. Always keep your finger under the water flow to check for change in water temperature when shampooing.
6. Always read manufacturer's directions.
7. Check the scalp for abrasions before application of tint, bleach, permanent wave, or chemical relaxer.
8. Measure chemical mixtures accurately.
9. Sterilize implements to prevent the spreading of disease.
10. Label all products accurately.
11. Use caution when curling hair close to the eyes.
12. Keep all water or liquid material on floor mopped up
13. Do not use metal clips in hair during application of tints, permanent wave, or chemical relaxer.
14. Always keep checking patron under dryer or heat cap to make sure it is not too hot.
15. Never leave patron alone during any service using chemicals.
16. Keep scissors closed and tucked when not cutting. Also make sure points are directed away from the patron.

## **COSMETOLOGY DEPARTMENT – SANITATION**

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In order to maintain a professional atmosphere on the practical floor, the following standards will be observed:

1. Students must follow all sanitation codes as published by the Board of Cosmetology, and school rules and policies.
2. Students must wash their hands before every client and upon leaving the restroom.
3. Each student must clean his or her work area after each client.
4. Each student must clean and disinfect their implements before and after the use of each client.
5. The clinic floor is to be kept in a clean and sanitary condition at all times.
6. Kits must be kept clean, marked and ready for inspection at all times. Kit inspections that result in unsanitary conditions will result in suspension until the condition is corrected.
7. Any product that is spilled must be cleaned up immediately.
8. Students are responsible for cleaning up after themselves in the break area.
9. Sanitation assignments are to be completed daily[throughout the day and end of day before clocking out] and signed by the School Instructor.
  - a. A sanitation duty sheet will be posted each day. This sheet will show which student is responsible for sanitation duties. There is a monetary charge for certain services which must be paid PRIOR to receiving the service.
10. No outside products are to be used on clients. Only products purchased by the College shall be used on the College's clientele.
11. At the end of each day, stations should be clean and checked by an instructor.