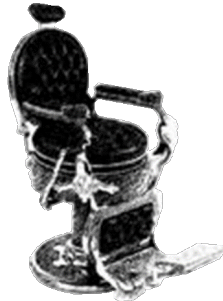


FADED & CO. BARBER ACADEMY

2215 Emancipation Hwy, Ste 102
Fredericksburg, VA 22401 (540) 479-7055
fadedbarberacademy@gmail.com

STUDENT HAND BOOK



FADED & CO.
BARBER ACADEMY

Invest in Yourself

Owner: Spencer Antoine Carey
Licensed Master Barber Instructor

TABLE OF CONTENTS

<i>Admission Policy</i>	3
<i>Welcome Letter</i>	4
<i>Mission, Vision, Goals, History & Staff</i>	5
<i>Educational Objectives, School Facilities, Orientation, Textbooks, Equipment & Supplies</i>	6
<i>Graduation Requirements, Grading, Student Files, Privacy Act Evaluation, Barbering Syllabus</i>	7
<i>Barbering Curriculum</i>	8
<i>Hours of Operation, Holidays, Equal Opportunity- Health and Physical Considerations</i>	9
<i>Payment, Refund Policy, Textbook/CD/Study Guides, Breaks, Personal Appearance</i>	11
<i>Sanitation, Disposal of blood contaminated items, Accident involved injuries, Student Conduct/ Harassment/ Complaint procedure</i>	12
<i>Attendance & Tardiness, Leave of Absence, Reinstatement Policy</i>	13
<i>Repercussion</i>	14
<i>Policy</i>	15
<i>Student Search and Seize Policy, Termination, Appeal Process, Permanent School Closure</i>	16
<i>Respect Policy, Social Media Policy, Employment Assistance</i>	17
<i>Clinical Floor Behavior Policy, Public Display of Affection/Relationship Tension</i>	18
<i>Rules and Regulations</i>	19

ADMISSION POLICY

Faded & Co. Barber Academy Admissions Office is located at 2215 Emancipation Hwy, Ste 102, Fredericksburg, VA 22401. Regular office hours are Monday, Tuesday, Wednesday, Thursday & Friday from 9:00AM - 4:00PM. New and returning students may inquire online at Faded & Co. Barber Academy website at www.fadeandcompany.com

A student is eligible to enroll once they sign their enrollment agreement. Prior to a student's enrollment (signing the enrollment agreement), the school will provide and encourage prospective students to review the school catalog. These documents will assist the student in making an educated selection of the programs of studies offered by this institution. The institutional catalog and disclosures are updated annually by the dates on the cover page. The catalog is subject to change without notice.

Applicants are admitted as regular students once they have met the following criteria:

1. Provided documentation of one of the following: high school graduation, passing General Educational Development (GED) scores, or other equivalent. Faded & Co. Barber Academy will verify the authenticity of the documentation prior to enrollment. All required documentation that is not in English must be accompanied by a certified English translation. Foreign student's high school diplomas must be verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. High school graduates who are not able to provide a copy of their diploma or whose diploma cannot be verified will be asked to provide an official high school transcript showing the dates of entrance and graduation and courses completed. If a transcript is not available, the student will be required to take and pass a GED test at an official testing center prior to enrollment.

2. Provided proof of English proficiency. Domestic students providing high school diplomas or documentation of equivalents meet this requirement.

3. Faded & Co. Barber Academy reserves all rights to review all applicant requests for admissions. With cause, the School Administration and/or Director may deny admission.

WELCOME

Hello potential students,

Thank you for your interest in Faded & Co. Barber Academy. You are now entering into an institution that provides opportunities for you to thrive and excel in the barber industry.

Not only do we offer the basic barber training needed to pass the Board of Barbering Examination, but we also emphasize marketing, professionalism, and public engagement while providing the resources you need to achieve your goals. This means hard work, dedication, and preparation on your part. You will practice barber services, shop management, business concepts, and the psychology of personal success.

It will be a pleasure to have you join us at Faded & Co. Barber Academy. Our goal is to help you discover your ability to transform your life through your barber training. The degree of your success will depend on your effort during the entire course of your training.

Faded & Co. Barber Academy welcomes everyone interested in a barbering career. Please feel free to visit the school at any time.

Sincerely,

Spencer Antoine Carey

*Owner & Director
Faded & Co. Barber Academy*

MISSION

To breed socially responsible, skilled, licensed barbers - persons in need of an opportunity to be gainfully employed, regardless of any gender, race, or background.

VISION

We visualize breeding barbers who not only professionally service the community but serve the community as well.

GOALS

- 1. To combat recidivism*
- 2. To positively influence at-risk youth*
- 3. To provide comprehensive knowledge and skills to aid professional and personal growth*
- 4. To be a pillar of the community*

HISTORY

Mr. Spencer Antoine Carey opened Faded & Co. on January 6th, 2016. Faded & Co. provides precision, custom haircuts, grooming, beard trimming all while establishing professional relationships with its clients and the local community.

Mr. Carey quotes, "I feel it is our social responsibility to not only give back to the community but to be a part of the community. We want to take advantage of every opportunity to give back to the community"

With Mr. Carey's passion to give back to the community he has used Faded & Company to help children in locals schools, foster homes, and homeless shelters. Mr. Carey strives to set an example and make a positive impact for the youth in Fredericksburg.

THE STAFF

Director & Instructor..... Spencer Antoine Carey
Instructor.....Tia Clark

EDUCATIONAL OBJECTIVES

Faded & Co. Barber Academy's main goal is to provide a clean and safe environment. Our goal is to ensure that all the students are given the tools needed to graduate and pass the state board exam. We strongly believe that any person who has the ability, desire, and determination to benefit from this barbering training program should be given every opportunity to do so. In support of that belief, Faded & Co. Barber Academy prepares the student to become "shop/salon ready" and qualified for an entry level position in the barber industry.

SCHOOL FACILITIES

Located at 2215 Emancipation Hwy, Ste 102, Fredericksburg, VA 22401. The school is well organized for the student's needs. Our entrance includes the barber clinical area and waiting area. There are stations for patrons and mannequin services. Our classroom and office area are in the next room along with the break room and bathroom. The administration office area is always available and open for student conferences. The Academy is a 600 square foot, air-conditioned and modern facility accessible by public transportation.

ORIENTATION SESSION

All new students, transfers and re-enrollment students are required to attend orientation before beginning coursework. At orientation, students will be informed of school policies, regulations, be taken on a tour of the facility, and will have the opportunity to ask questions about the academy and their program of study. Students are issued a Welcome Packet filled with information and any required documents that must be signed and placed in their student files. Students are required to submit all preliminary documents for enrollment and select a course schedule here at the facility prior to orientation. Students will learn how to record attendance.

TEXTBOOKS, EQUIPMENT & SUPPLIES

Textbooks and smocks will be issued to students within the first 7 days of their program start date. All mandatory supplies and equipment will be kept in the classroom. After the first 30 days of the program, each new barbering student will be issued a kit that contains the equipment necessary for satisfactory completion of the course.

Students are expected to maintain the kit by replacing lost and/or broken articles. The academy is not responsible for a student's equipment if it becomes lost or stolen. Students must learn to be responsible for the tools of their trade.

GRADUATION/DIPLOMA REQUIREMENTS

Using the point system, a minimum grade of 80% is required in each course to graduate. In addition, minimum practical skills must be performed. Upon completion of the required hours a diploma will be awarded. All financial obligations must be fulfilled before the school will issue a diploma or release hour credits. Students must complete a final interview with the business office.

GRADING

Your final grade will be determined as follows:

Chapter Test - 40%
Practical Applications - 40%
Final Examination - 20%

GRADE VALUE SYSTEM

<i>94% - 100% = A - Outstanding</i>
<i>87% - 93% = B - Above Average</i>
<i>80% - 86% = C - Average</i>
<i>75% - 79% = D - Below Average</i>
<i>Below 75% = F - Failing</i>

STUDENT FILES

Files will be maintained on each student to record pertinent documentation, correspondence, counseling, student progress and any such information relating to the student's contract with the school. It is Academy Policy that each student is guaranteed the right to review their file at any time under supervision of the instructor.

PRIVACY ACT

Students have the right to review their cumulative records by appointment, under the supervision of a staff member. Your information will not be shared with any company outside of Faded & Co. Barber Academy LLC.

EVALUATION

Student academic progress evaluations will be done monthly for academic purposes. Once the instructor has completed each evaluation, the student and the instructor must sign it. The student will be allowed to ask questions about the evaluation.

BARBER I & MASTER BARBER COURSE SYLLABUS

*Our **Barber I** program requires **1100 hours** of course work and is designed specifically to teach the time-honored profession of barbering. Upon completion of this program students are prepared for their State Board Exam. The purpose is to train the student in the basic skills, safety judgment, proper work habits, and desirable attitude necessary to obtain a license and employment in the barber industry. Faded & Co. Barber Academy offers complete classes in barbering.*

*Our **Master Barber** program requires **400 hours** of school training. The Master Barber program consists of styling the hair with a hand dryer, thermal waving, permanent waving with chemicals, relaxing the hair, lightening, or toning the hair, hairpieces and wigs, and waxing. Individuals who completed the 1,100-hour barber program can complete this training to be eligible for the master barber license.*

*Our **Dual Barber/Master Barber Program** requires **1500 hours** of course work. The program combines the Barber I and Master Barber course requirements. Upon completion of this program students are prepared for their State Board Exam for the Master Barber License.*

Objectives: Upon completion of the course requirements, the graduate will be able to:

- *Perform basic skills in barbering*
- *Project a positive attitude and a sense of personal self-confidence and integrity*
- *Apply learned theory, technical information, and related matter for sound judgment decisions, and procedures*
- *Practice effective communication, skills, visual poise, and proper grooming*
- *Respect the need to deliver a valuable service and a business relationship*
- *Understand barber shop ownership and business management*
- *Apply for Licensure at the State Board.*

To ensure continued success, the graduate will continue to learn new and current information related to the barber industry. The instruction methods shall include but are not limited to the following:

1. *Lecture*
2. *Teaching aids*
3. *Testing (oral/written)*
4. *Student participation in practice*
5. *Videos*
6. *Demonstration*

BARBERING CURRICULUM

The curriculum provides a complete course of study in barbering culture. Theory instruction includes audio visual aids, lecture platform demonstrations and textbook assignment. Barber technicians, and/or 'special classes' for the student training program. In all classes, the principles are tested and perfected by the student in practical classroom activities. Practical training includes supervised performance on clinic patrons and mannequin practice.

The 1100 hours for Barber I Curriculum shall include the following:

CURRICULUM	HOURS
School policies	5
State law, regulations, and professional ethics	30
Business and shop management	25
Client consultation	15
Personal hygiene	5
Cutting the hair with a razor, clippers, and shear	240
Tapering the hair	125
Thinning the hair	75
Shampooing the hair	30
Shaving	155
Trimming a moustache or beard	125
Tints /semi-permanent /rinses	35
Analyzing skin or scalp conditions	30
Hair & scalp treatments	80
Basic facial massage or treatment	50
Sanitizing and maintaining implements and equipment; honing and stropping a razor	75

The 400 hours for Master Barber Curriculum shall include the following:

CURRICULUM	HOURS
Hair/Haircut	150
Shaving	80
Permanent Waving with Chemicals	10
Hair Processing/Relaxing Hair	10
Hair coloring (including tints, temporary rinses & semi-permanent color)	10
Hair Pieces/Wigs	20
Basic facial massage or treatment	10
Waxing limited to the scalp	7
Lightening or Toning the Hair	50
Hair Waving/Curling	8
Styling the hair with a hand dryer	5
Disinfecting/Sanitation	40

The 1500 hours for Dual Barber/Master Barber Curriculum shall include the following:

CURRICULUM	HOURS
School policies	5
State law, regulations, and professional ethics	30
Business and shop management	25
Client consultation	15
Personal hygiene	5
Cutting the hair with a razor, clippers, and shear	240
Tapering the hair	125
Thinning the hair	75
Shampooing the hair	30
Shaving	155
Trimming a moustache or beard	125
Tints /semi-permanent /rinses	35
Analyzing skin or scalp conditions	30
Hair & scalp treatments	80
Basic facial massage or treatment	50
Sanitizing and maintaining implements and equipment; honing and stropping a razor	75
Hair/Haircut	150
Shaving	80
Permanent Waving with Chemicals	10
Hair Processing/Relaxing Hair	10
Hair coloring (including tints, temporary rinses & semi-permanent color)	10
Hair Pieces/Wigs	20
Basic facial massage or treatment	10
Waxing limited to the scalp	7

Lightening or Toning the Hair	50
Thermal Waving/Curling	8
Styling the hair with a hand dryer	5
Disinfecting/Sanitation	40

HOURS OF OPERATION

WEEKDAY	THEORETICAL	PRACTICAL
Monday	9AM - 12PM	12PM - 4PM
Tuesday	9AM - 12PM	12PM - 4PM
Wednesday	9AM - 12PM	12PM - 4PM
Thursday	9AM - 12PM	12PM - 4PM
Friday	9AM – 12PM	12PM - 4PM

HOLIDAY CLOSINGS

New Year's Day
Martin Luther King Jr Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Snow closings will be announced over local Television Station, Texts and Emails. If school is closed due to inclement weather, the student will be notified by phone call or text message. If student does not receive a phone call or text message, student is to call before 8:00 AM.

EQUAL OPPORTUNITY

Faded & Co. Barber Academy is an equal opportunity school. All employees and students will be treated equally without regard to race, color, creed, age, religion, sex, sexual orientation, national origin, or handicap. We respect your dignity and your right to expect fair and reasonable treatment. Any student who feels that they are a victim of such harassment should immediately report this matter to the management. Violations of this policy will not be permitted and may result in discipline up to and including termination.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with customers. This requires a great deal of standing, walking, pushing, bending, and stretching for extended periods of time. A person must consider his/her physical limitations when making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (along with their parents and/or physician) believe they can fulfill the training demands.

PAYMENT

Faded & Co. Barber Academy does not offer financial aid therefore it is the responsibility of the student to pay his/her tuition. If you can't pay tuition in full at contract signing, tuition payments can be arranged and will be due each month, on your contract date. The accepted forms of payment are cash, checks, and credit cards. There will be a \$30 return check fee for each returned check.

REFUND POLICY

Students who officially withdraw from the Academy must request a refund within three business days of signing the contract.

Faded & Co. Barber Academy will terminate a student after 30 days of continuous absence (excluding Holidays) and an additional registration fee will be required prior to re-enrollments. The registration fee is nonrefundable. If student has been enrolled and school is closed permanently prior to student's start date, then all monies will be refunded.

TEXTBOOKS/CD'S/STUDY GUIDES

Milady Standard Barber Textbook, Workbook /CD/Exam Review

BREAKS

Breaks must be taken on the school premises at times designated. Students working in the laboratory must return to the classroom while not working with a patron and take breaks only at designated times. Students may have their lunch in designated area or off the school premises. Student may not leave class without asking permission of the instructor unless returning to the laboratory to finish working with a patron.

PERSONAL APPEARANCE

All students must report to class in proper attire. Lab jackets or aprons are to be worn each day. Students are required to always look professional. Lab jackets, aprons, and capes are to be clean and wrinkle free. No scarves, halter tops, or shorts shorter than your lab jacket or apron. Student must project a professional image at school. Student may be sent home if not properly dressed.

SANITATION

Each student must assume their share of responsibility for maintaining the cleanliness and orderliness of the school. Your station must be kept neat throughout your working hours. After each cut, the hair clippings must be swept into the designated areas. All towels must be placed in the bins designated and all products and equipment must be returned to their proper place.

DISPOSAL OF BLOOD CONTAMINATED ITEMS

The proper use of disinfectants is required by the Department of Health to ensure the safety of the clients of Faded & Co. Barber Academy. It is the responsibility of each student to know the proper disinfecting techniques for utensils or appliances used. If you are unsure of the proper disinfecting techniques, please ask a member of management. In the event of an accidental secretion of blood, all tissues or bandages used which contain blood must be bagged then placed inside a plastic bag, which can be obtained from an instructor, and placed into a garbage can for blood spill purposes.

ACCIDENT INVOLVING INJURIES

If you are injured while performing a service, please excuse yourself, leave the floor and tend to your needs. All injuries, regardless of nature of severity, occurring while in the school MUST be reported immediately to a member of management. It is essential that any injury involving a client, no matter of the severity, must be reported immediately to a member of management.

STUDENT CONDUCT/HARASSMENT/COMPLAINT PROCEDURE

Faded & Co. Barber Academy is opposed to and will not tolerate sexual, racial, ethnic, religious, age or disability harassment of any form. Please keep in mind that jokes, stories, cartoons, nicknames and comments about appearance, sex, race, ethnic or religious identity, disability or age may be offensive to others and thus constitute harassment. Such harassment will result in appropriate disciplinary action up to and including termination.

It is also the policy of Faded & Co. Barber Academy to ensure that the workplace is free from any form of sexual harassment. This policy is intended to make all students sensitive to sexual harassment in the school, to advise them of their behavioral obligations and to inform them of their equal employment opportunity rights. Any student or applicant who feels he or she had been discriminated against or harassed should report such incidents and the name of the individual involved immediately to management without fear of reprisal. We consider harassment to be a severe offense which can result in disciplinary action including immediate dismissal.

ATTENDANCE & TARDINESS POLICY

Consistent attendance and punctuality are essential for satisfactory progress. The Academy will not accept excessive tardiness or absences. Tardiness is defined as arriving 10 or more minutes late to class. Excused absences include but are not limited to student illness or injury, family emergency due to death or illness, court appearance or jury duty. All excused absences require written documentation. Student's attendance will be evaluated each month to determine if their attendance is satisfactory or unsatisfactory. Satisfactory attendance is defined as maintaining 70% cumulative attendance each month. The attendance percentage is determined by dividing the total actual hours completed by the total number of scheduled hours. If a student's cumulative attendance falls below 70% for the month, their attendance will be deemed unsatisfactory. Unsatisfactory attendance will result in immediate termination from the Academy.

In instances of excused absences, Instructors shall assign and schedule makeup work to be completed within five Academy days following the student's return. Makeup work assigned but not completed within the same time period shall be recorded as a failing grade.

LEAVE OF ABSENCE POLICY

The Director reviews all leave of absence (LOA) requests on a case-by-case basis. All requests for LOA must be submitted in advance to the Director in writing and must include the reason for the request, start and end dates of absence, and the student's signature. LOA may be granted for the following circumstances to include (but are not limited to) birth or adoption of a child, military duty, students own serious health condition, etc. The Director will issue all final LOA decisions. A request for a LOA may be rejected if required information is missing or the excuse is deemed invalid. A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration date of an approved LOA.*

*The Director may grant a leave of absence to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances (ex. Car accident, injuries, death in the family, etc.) if the Academy collects the request from the student at a later date AND establishes the start date of the approved LOA as the first date the student was unable to attend.

REINSTATEMENT OF STUDENT

If a student re-enters the program after being terminated or withdrawn, the student's previous satisfactory progress measurement will be reinstated at that time. If a student is terminated, re-enrollment cannot commence until a 30-day "Time Out" period has taken place. All future measurements will include previous attendance and academic evaluation. This is especially directed to students terminated due to unsatisfactory progress.

REPERCUSSION POLICY

Dismissed for the day if:

- *Student arrives in improper clothing including crop tops, clothing that reveals midriff or private areas.*
- *Student does not have all the required kit tools and materials to perform project work, service on clients or class work.*
- *Student use of profanity or vulgar language.*

Dismissed at the time of infraction and suspended for one day if:

- *Student fails to perform project (due to poor attitude; being in a non-assigned area, such as being at the desk unnecessarily or on the telephone without permission).*

Suspended for three days (instructor determines which three days) if:

- *Student is disrespectful to a faculty member or a client.*
- *Student leaves college or premises without notification and approval.*
- *Student is tardy more than 5 times within 30 days.*

Dismissal from school permanently if:

- *Student is guilty of theft and malicious destruction of anyone else's property.*
- *Student forges or alters documents or records.*
- *Student falsifies information with the intent to deceive.*
- *Student adversely affects reputation of school or fellow student.*
- *Student is written up on 3 or more violations.*
- *Student shows habitual absenteeism.*
- *Student does not maintain satisfactory progress.*
- *Student brings drugs or weapons into school.*
- *Student shows insubordination to instructor, fellow students or clients, this includes any physical altercations (fighting).*

- *Student fails to keep tuition payments current.*
-

Misdemeanors are handled through warnings: the counseling form is completed and filed in the student's academic folder.

<i>First Violation</i>	<i>Consultation</i>
<i>Second Violation</i>	<i>Consultation</i>
<i>Third Violation</i>	<i>Consultation/Possible Dismissal</i>

STUDENT SEARCH AND SEIZURE POLICY

The school reserves the right to make rulings on misconduct and penalties that are not listed above. Kits and lockers may be searched periodically. Kits and lockers are the property of the school and are assigned to the students for school use. Students hold neither expectation of privacy in their lockers nor any other school property. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy. Student searches may be made based on reasonable suspicions of a violation of school policy and/or state or federal law.

TERMINATION

Termination may occur if your attitude, performance, attendance or personal conduct becomes a repetitive issue and a hinderance to a positive learning environment. If there is a problem regarding your work or behavior, an instructor will warn you first regarding the ethical standards required of you. Excessive warnings will result in termination.

In some instances, depending on the severity of the problem you may be terminated without warning. Upon your third warning, your enrollment with Faded & Co. Barber Academy will automatically be terminated. Any monies owed to the school upon termination will be collected.

APPEAL PROCESS

Instructors have no obligation to provide makeup work for unexcused absences. Any suspended student may reapply for admission upon application to the administration and after the passage of time to be determined by the Director or Assistant Director. Any student who has been terminated is eligible for re-admission, at the discretion of the Director.

PERMANENT SCHOOL CLOSURE POLICY

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a barber course is canceled after students have enrolled and instruction has begun, the school will make the following arrangements:

- *The school will notify affected students individually of the availability of schools in their area and assist them in finding suitable training needs.*
- *The school will submit to DPOR a list of all students who were enrolled at the time of closure, and indicate the arrangements made for each student to complete their education.*
- *The school will forward all student records to the DPOR Cosmetology and Barber Board in accordance with regulations.*

RESPECT POLICY

It is the goal of the Academy to create a mutual, respectful, atmosphere between all individuals involved within our school including administrators, instructors, students, parents, clients & visitors. As such, all entities are expected to always remain respectful to each other. Students and instructors especially are expected to greet each other with kind words and student/instructor exchanges should be friendly, in an appropriate tone, and should remain respectful. Student/instructor interactions should be positive. Students are expected respect classmates, faculty, school property and school policies. Students will remain attentive and productive during school hours. Students are also not permitted to sleep during school hours. Students are not permitted to put their feet up on chairs, tables or other school property. These actions are disrespectful to your instructor, your fellow students, the school and, ultimately, yourself.

SOCIAL MEDIA POLICY

Social media includes all means of communicating or posting information or content of any sort on the Internet, including your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, (either associated or affiliated with Faded & Co. Barber Academy or not), as well as any other form of electronic communication. Students should carefully read all school rules and policies and ensure their postings are consistent with these rules and policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action up to and including termination. In addition, postings by students about the school or any of its services, employees, clients and/or students in a derogatory manner will be met with disciplinary action up to and including

expulsion. Students should not speak to the media on Faded & Co. Barber Academy the Barber School's behalf without contacting the Director.

EMPLOYMENT ASSISTANCE

The expansion in employment is expected to continue due to the growing population and the desire for men and women to look professional, in-trend, younger and well – groomed. The school will assist students with job placement (we do not guarantee any employment or beginning salary for any student). The curriculum includes classes on writing resumes, salon management, and public relations that enable the graduating student the opportunity to achieve the type of salon setting that is best suited for them.

CLINIC FLOOR BEHAVIOR POLICY

- *All services MUST be checked by an instructor before removing a client's drape.*
 - *Students must be attired per the dress code in school issued smock zipped up to the top of the BSP logo.*
 - *Students are to remain behind or near their own chair and should not congregate in groups on the clinic floor, except during educational demonstrations.*
 - *Student complaints are not to be discussed on the clinic floor while clients are present.*
 - *Students are not to groom themselves on the clinic floor while clients are present.*
 - *Students are responsible for their own tools and station which must be cleaned, disinfected and swept after each client.*
 - *Students must not engage in conversation with each other while working on a client.*
 - *Students will clean and sanitize their entire station (including back bar, chair, mirror, floors, etc.) each day, at the end of their shift.*
 - *Students are not permitted to leave if there are clients waiting, unless previously approved.*
 - *There will be no loud or boisterous talking, whistling, singing, dancing, cursing, foul language or talk of a suggestive nature on the clinic floor.*
- Any actions unbecoming to a professional may result in immediate suspension.*
- *No disrespectful remarks regarding clients, students, employees or the school are to be made while clients are in the school.*
 - *No eating is permitted on the clinic floor.*
 - *No fighting/rough-housing, playful or otherwise, is permitted in school.*
 - *Music played in the clinic must be appropriate for all clients and kept at a professional volume.*
 - *ONLY clients being serviced are permitted in the barber chairs. All other clients should sit in the waiting area provided.*
 - *Clients/children who cannot remain calm must be referred to an instructor for a consultation prior to starting a service.*

PUBLIC DISPLAY OF AFFECTION/RELATIONSHIP TENSION POLICY

Being overly affectionate (or relationship tension) in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate (positive or negative) behaviors on campus or at school related events and activities. Inappropriate public displays of affection (positive or negative) will not be tolerated. No display of affection is allowed. No touching, holding hands, stroking, kissing, hugging or anything of the like is permitted. In addition, displays of relationship tension will not be tolerated.

RULES AND REGULATIONS

1. *Students are responsible for signing themselves in and out of school.*
2. *Stations and kits are to be kept clean and organized. Mirrors and floor around you and the base of your chair should be cleaned daily.*
3. *Refusal of a client result in automatic suspension of (2) days to one (1) week depending on the incident that occurs.*
4. *Soliciting is not permitted in the school or campus.*
5. *Do not abuse school furniture or equipment.*
6. *Signs about tipping or personal pictures are not to be displayed on stations.*
7. *A student is not permitted to leave school until all patrons that the student serviced has been finished.*
8. *Should it become necessary to leave before your final service, the student must plan with the instructor.*
9. *If ever there is a misunderstanding with the customer always go to your instructor, (abusive or bad language, rudeness, etc.).*
10. *Training in the Clinic/Lab is the same as working in a barber shop. Therefore, all talking between students and/or student and patron should be in a volume that does not cause disturbance.*
11. *No Student is to let another student do his or her client unless the instructor has granted permission.*
12. *Entry into instructor's office without knocking or instructor's supervision is not permitted.*
13. *Students who come in sick or with a physical injury, which does not permit them to work in the clinical area, will be assigned to work in theory area for that day.*
14. *Students are not allowed to get compensation.*
15. *Students are not to borrow anything from another student's kit without permission.*
16. *Students are not to take home any school supplies without permission.*
17. *Students are to always perform in a professional manner.*
18. *Family members are not allowed to visit unless being serviced by school.*
19. *Chewing gum is unattractive and is discouraged.*
20. *Clothing should be professional, clean and pressed.*
21. *Any implements, tools or equipment broken is the responsibility of the student*

22. *Any indication and/or suspicion of stealing products, money or property is grounds for immediate termination.*