

SCHOOL RULES AND REGULATIONS (SCHOOL POLICY)  
REGULAR COSMETOLOGY STUDENTS

As stated in your contract, these rules and regulations become a part of your responsibility to the College.

ADMISSION

1. Verification of High School Education in the form of a high school diploma or the equivalent, transcript showing high school completion, homeschool completion or a GED. We may require direct verification to evaluate the validity of the applicant's diploma, transcript, homeschool completion or GED through direct contact with applicant's high school or entity that issued the document regarding completion of secondary school education or the equivalent, verification concerning homeschooling or GED, requesting formal verification by direct documentation and that the issuing institution is a valid entity as verified by the state in which it was issued. Foreign high school diplomas must be translated and evaluated by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
2. Pass pre-admission exam.
3. There are no vaccination requirements.
4. Transfer students must provide academic transcripts including hours, grades, and progress marks. All will be accepted and applied provide they meet the minimum (such as test scores) required by Knox Beauty College.
5. Withdrawn students are allowed to re-enter the program.

ATTENDANCE

1. Students are required to attend school Tuesday through Saturday as per contract and must be clocked in by 9:00 a.m. unless an approved pre-arrangement has been made through Ms. Sydney or Ms. Melanie.
2. The following are considered acceptable reasons for absence: illness, court order, death in the immediate family and advance notice/pre-arranged vacation time.
3. Leaves are granted for up to 180 days when a written request is made. This is only for a medical leave of absence, extenuating circumstances, etc.
4. Illnesses must be substantiated by the doctor in charge and a signed statement from the student.
5. Absences must be reported by phone to the college before 9:00am.
6. Attendance will be on a regular basis. Excessive absentees and tardiness may result in suspension. Excessive absences are considered to be when any student has 2 days unexcused absence in any given month.
7. Credit is received for all hours attended as verified by timecard up to a maximum of 10 hours per day. Clocked hours will never be deducted as a penalty. Likewise, additional hours are not assigned.
8. Students are required to attend a minimum of 4 hours on Saturdays.
9. When computing hours attended, the hours will be rounded to the last quarter hour.

HOLIDAYS

School holidays are as follows:

New Years Eve: ½ day; New Years Day	Memorial Day
Christmas: December 24, 25 and 26	Independence Day
Thanksgiving Day	Labor Day

OFFICE

1. Notify the office immediately of any change of address or telephone number.
2. Tuition payments must be paid on or before the due date as per contract. If there is a problem, contact Ms. Melanie or Ms. Sydney.
3. The offices are not for student use.

DRESS CODE

1. Uniforms must be all black, (black scrub pants, black scrub shirt or a black shirt or sweater: no logos/text/prints, must cover torso/waist) clean, and neat at all times. Smocks which are provided by the college and are to be worn when necessary.
2. Shoes must be white, clean and have a comfortable heel, made of leather or vinyl.
3. Students must wear light colored or white socks.
4. Students must practice personal hygiene and should look presentable at all times and use proper sanitation and disinfection.

5. Hair and make-up should be neat and properly applied before arrival for class each day. Students should not expect to have their hair done or apply their make-up first thing in the morning.
6. Male Dress Code: Uniforms must be all black, (black scrub pants, black scrub shirt or a black shirt or sweater: no logos/text/prints, must cover torso/waist) clean, and neat at all times. Smocks which are provided by the college and are to be worn when necessary. Hair neat and clean, mustaches and beards trimmed regularly. Shoes: See #2.
7. Body piercings must be small and professional and not be a distraction or cause issues when providing services. If a piercing is a distraction or causing an issue while providing services or if a nose piercing creates a sanitation issue by handling/touching the student will be required to remove said piercing.

### CONDUCT

1. Students may get hair done only with the instructor's permission. They must quit giving or receiving any service if needed for salon floor work.
2. Come to school looking your best. Show pride in yourself and in your work. Remember to treat people as you would like to be treated. Attitude plays a lot in this profession.
3. There will be no smoking, eating, or drinking on the salon floor by students at any time, this is for the break room area only.
4. You are entitled to a half hour lunch and two fifteen minute breaks in an eight hour day, one fifteen minute break in a four hour day. After four hours of attendance a one-half hour lunch break will be deducted whether you clock out or not. Your breaks are a privilege, not a requirement, so do not abuse them. If you take your lunch break on campus and do not clock out you are not permitted to clock out for "lunch" afterward and take an additional lunch break.
5. Loud, inappropriate, and unethical or unprofessional language will not be tolerated any where in the college. Complaining and whining about taking a guest will not be tolerated. Remember that your voice will carry and the guests can hear and see you.
6. Students refusing a guest ticket will be clocked out/sent home for the remainder of the day to which will be added a suspension.
7. Phone calls will be limited for emergency use only. This is a privilege. Students are not allowed to have or use cell phones in Knox Beauty College. Cell phone use on the salon floor is prohibited unless you have approval for school use or to photograph your work.
8. Students will not be disrupted for phone calls during class and while they are working on a guest unless it is an emergency situation. A message will be taken and delivered to the student. You are not to take calls on your cell phone on the salon floor.
9. You will not gripe, complain, gossip or argue with peers in front of a guest. Any problems should be discussed in the office.
10. You shall not engage in hate speech, bullying or controversial rhetoric – these are actionable offenses. Administrative discretion will be taken in the issuance of suspensions or termination in the event of any of the above situations or for any scenario or situation that warrants discipline that is not otherwise expressly stated in the policy.

### SOCIAL MEDIA

1. All postings on social media (facebook, Instagram, TikTok, etc.) regarding Knox Beauty College or created on the campus of Knox Beauty College (indoors and outdoors) or showing Knox Beauty College Logo and/or name tag must be approved by Knox Beauty College administration and must be specific to education and hands-on skills. Students are prohibited from making videos or posts concerning any content outside of the purpose of their education utilizing any logos from Knox Beauty College or while on the campus of Knox Beauty College. Failure to abide by this policy can result in suspension or termination. All outside reports brought to the attention of Knox Beauty College for any inappropriate conduct through social media will be addressed.

### SANITATION

1. Keep stations, mirrors and work area clean. You are responsible for your chair, station, and personal items.
2. See that all personal items are marked for identification and kept under lock and key. We are not responsible for lost or stolen items.
3. Tools must be sanitized after each use and stored in a closed sanitary container. Do not store items, such as combs and clips in open containers on your station.
4. Keep locker and case ready for inspection at any time.
5. Sweep hair up immediately after cutting before having an instructor check your haircut.
6. Put soiled towels in laundry container after each use.
7. Keep coat, sweaters, shoes, etc. in your class room or your locker. Hangers at the front door can also be used for coats.
8. Supplies must be returned neat and clean. Bottles, dishes, and bowls must be washed.
9. Sanitary rules and regulations are posted and they will be followed. Student sanitation will also be posted. It is a State Law that student sanitation be followed. This is a shared space with shared responsibilities, it is mandatory that you perform all sanitations as requested and posted.

## DISPENSARY

1. A guest slip authorizes the desk personnel to dispense or give supplies. Supplies will be given when the ticket is passed out.
2. Stock must be rotated when supplying the cabinet.
3. Students will be assigned to the dispensary and must do the job. It is a state requirement. That student is responsible for taking and dispensing tickets, the money, and supplies for student and guest usage.

## LEGAL

1. Do not leave the college at any time while clocked in.
2. Students must remain in uniform. Clothes may be changed only after you have clocked out.
3. Students will not clock in from lunch until they are ready to work on the salon floor. As soon as you are clocked back in, you must return to work.
4. Under no circumstances will a student clock another student in and out. Timecards are the responsibility of each individual student. Timecard fraud is an offense that may result in termination.
5. Personal items left in the school for more than ten days upon discontinuance, completion or transfer will be discarded.
6. Diplomas and state board application papers will not be issued until all fees are paid, and exams passed and completed.
7. Students will not be allowed to take Pre-State exam unless all marks and exams are completed. Written Pre-State will be given first. Practical Pre-State may only be taken when written is passed.
8. A student will be authorized to take their (off-campus) State Exam when all monies due to Knox Beauty College are paid, all examinations are passed (including Pre-State Written), and a student has passed their Practical Exam.
9. Students that require re-authorization for the (off campus) State Exam will be required to re-take and re-pass the Pre-State Written Exam at a fee of \$40.00 per take. This reauthorization is at the school administration's discretion depending on the length of time in which the student has allowed to lapse.
10. Students are graded on the point system and 85% is passing on written examinations. Practical pre-state passing grade is 75%.
11. Students may be terminated from the college for various reasons such as stealing, unsatisfactory conduct, violation of attendance policies, illegal activities, timecard misconduct, etc. If allowed to re-enroll after 30 days, a fee of \$100.00 will be charged.
12. Students are discontinued from active status after one month of continued absence.
13. All records are the property of the Indiana Professional Licensing Agency and are kept in the office. All records, academic and financial aid are maintained for a period six (6) years. Students or parents/guardians, if student is a dependent minor, have access to these files but only under instructor supervision.
14. Information will be released to NACCAS when necessary for the accreditation process or for a directive of the NACCAS commission. All other requests for student information from a third party must be in writing. Upon receiving a request, students will be required to sign a release statement to authorize release of information which is explained on said release statement. All information released to the third part will also be provided to the student. Parents or guardians are afforded the same rights in the event the student is a dependent minor.
15. Students who have been suspended for any reason or have excessive absences will attend school as per individual contract only. Make up hours other than scheduled contract will not be allowed. Rules for suspension for whatever reason are as follows:
  - 1<sup>st</sup> Offense – 1 day suspension
  - 2<sup>nd</sup> Offense – 3 day suspension
  - 3<sup>rd</sup> Offense – 5 day suspension
  - 4<sup>th</sup> Offense – Potential Termination to be evaluated by administration or 5 day suspension.
16. The Knox Beauty College campus is under the jurisdiction of Knox Beauty College and Knox Beauty College may search lockers, bags, or articles of clothing at such a time that it is deemed appropriate by administration discretion or randomly. Students must provide the school with their locker combination or their spare key which will be kept in their folder.

IF THESE RULES AND REGULATIONS ARE NOT FOLLOWED AND COMPLIED WITH, YOU MAY RECEIVE A SUSPENSION OR EVEN A TERMINATION WHICH IS PERFECTLY LEGAL UNDER STATE RULES AND REGULATIONS.

The State Board of Cosmetology Examiners Licensure Laws and Regulations are available in PDF at [www.in.gov/pla](http://www.in.gov/pla)

Note: Knox Beauty College may need to make additions or revisions to this policy from time to time as we live in an ever-changing environment due to federal/state/local laws and guidelines, changes in our industry, culture and technology. Should this arise students will be informed prior to the implementation of any addition or revision to policy.