

SCHOOL RULES AND REGULATIONS (SCHOOL POLICY)
COSMETOLOGY INSTRUCTOR 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, 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. Cosmetology License.
3. Pass pre-admission exam.
4. There are no vaccination requirements.
5. Transfer students must provide academic transcripts including hours and grades. All will be accepted and applied provided they meet the minimum (such as test scores) required by Knox Beauty College.
6. Withdrawn students may be allowed to re-enter the program.

ATTENDANCE

1. Students are required to attend school Monday through Saturday as per contract.
2. The following are considered acceptable reasons for absence: illness, court order, and pre-arranged leave.
3. Leaves are granted for up to 180 days when a written request is made. This is only for a medical leave of absence or other extenuating circumstances. Medical leaves must be substantiated by your physician.
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 absences and tardiness will not be tolerated. Excessive absences are when any student has 2 days unexcused absence in any given month.
7. Credit is received for all hours attended as verified by time card up to a maximum of 8 hours per day. Clocked hours will never be deducted as a penalty. Likewise, additional hours are not assigned.
8. When computing hours attended, the hours will be rounded to the last quarter hour.

HOLIDAYS

School holidays are as follows:

New Year's Day	Memorial Day
Fourth of July	Labor Day
Thanksgiving Day	Christmas Eve
Christmas 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 office is not for Cosmetology student use.

DRESS CODE

1. Dress pants with blouses or sweaters or dresses are to be worn. Dresses must be a reasonable length. Jackets or smocks may be worn to protect clothing.
2. No blue jeans.
3. Dress shoes should have a comfortable heel. No tennis shoes.
4. Name tags are to be worn at all times.

5. You should arrive every day with hair styled and makeup applied. You must set a good example for the Cosmetology students.
6. Body piercings must be small and professional.

CONDUCT

1. You must set a good example for the cosmetology students by your attendance as well as appearance.
2. There will be no smoking, eating, or drinking on the clinic floor by students at any time, this is for the break room and office only.
3. 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
4. Loud, immoral and unethical or unprofessional language will not be tolerated anywhere in the college. Remember that your voice will carry and the clients can hear you.
5. 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.
6. You will not gripe, complain, gossip. Or argue in front of any client or student. Any problems should be discussed in the office.
7. Learn the correct procedure for passing out tickets, so you may give assistance when necessary.

SANITATION

1. Make sure that daily sanitation duties of Cosmetology students are completed.
2. Assist with sanitation if needed.

LEGAL

1. Do not leave the college at any time while clocked in.
2. You will not clock in for lunch until ready to work. As soon as you are clocked back in, you must return to work.
3. Under no circumstances will a student clock another student in or out. Time cards are the responsibility of each individual student.
4. Personal items left in the school for more than ten days upon discontinuance, completion or transfer will be discarded.
5. Diplomas and state board application papers will not be issued until all fees are paid, and exams passed and completed.
6. Students are graded on the point system and 85% is passing.
7. 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.
8. Students are discontinued from active status after one month of continued absence.
9. 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 of six (6) years. Students or parents/guardians, if student is a dependent minor, have access to these files but only under instructor supervision.
10. 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. All students are then required to sign a release statement to authorize release of information. All information released to the third party will also be provided to the student. Parents or guardians are afforded the same rights in the event the student is a dependent minor.
11. 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 no longer be allowed. Rules for suspension for whatever reason are as follows:
 - 1st Offense – 1-day suspension
 - 2nd Offense – 3-day suspension
 - 3rd Offense – 5-day suspension
 - 4th Offense – Termination

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 BOARD RULES AND REGULATIONS.

The State Board of Cosmetology Examiners Licensure Laws and Regulations are available in PDF at www.in.gov/pla