

# Policies and Standards

To help you achieve excellence in cosmetology, esthology, manicuring and massage, we have established these guidelines to ensure fairness, understanding and positive work habits among our students.

## **Dress Codes and Appearance**

- 1** All students must maintain a professional appearance.
- 2** The Institute of Beauty and Wellness Uniform Top with solid black dress pants or skirt are to be worn. Shoes are to be black. If worn, socks should be a neutral color. Shirts must be black; white shirts are permitted during summer months.
- 3** Name tags must be worn and be visible at all times while on the school premises.
- 4** Observe personal hygiene and grooming. All women are to wear color cosmetics and all men are to be well-groomed. Only Aveda Aromas are to be worn.
- 5** Esthology and Massage Students:
  - On the practical floor, hair should be worn off the face. (If hair is below shoulder length, it must be pulled back.)
  - Necklaces, bracelets, rings and large earrings are not permitted on the practical floor. Wedding bands, however, may be worn.
  - Nails must be clipped back to the skin line. Color nail polish is not permitted; clear polish may be worn, if desired.

To help prepare you for the workplace, The Institute of Beauty and Wellness operates much like a professional salon environment. Late arrivals, absences and other interruptions in your training have a significant effect on your achievement—just as they would if you were an employee in a salon, day spa or other professional environment. By law, we must keep track of your training hours for licensure or certification.

- Standards**
- 1** Abstain from the use of alcohol and controlled substances prior to and during school hours. (This includes lunchtime as well.)
  - 2** Respect the rights of all others and remain courteous in the classroom and on the clinic floor. (This includes refraining from the use of offensive, discriminatory or derogatory language.)
  - 3** Consume food and beverages in assigned areas only.
  - 4** Smoking is prohibited in the building.
  - 5** Gum and candy are not allowed in class or during clinic activities.
  - 6** Never refuse an assigned service. If this occurs, the student will be excused for the day and receive credit only for the hours in attendance.
  - 7** Be responsible for the security and maintenance of your work station.
  - 8** Theft will not be tolerated.
  - 9** Be responsible for daily cleaning / sanitation duties, which may include laundry and other general duties.

Violation of any of these policies and standards may lead to counseling, letter(s) of warning and termination of enrollment. To resume the course of instruction after suspension or dismissal for unsatisfactory progress, attendance or conduct, the student must interview with his or her instructor and the Administrative Director. Each case will be handled individually. In some cases, resuming instruction may require waiting for the next available course of instruction. If a student wishes to resume a course of instruction after a withdrawal and has satisfactory progress, the student must interview with his or her instructor and the Administrative Director. Each case will be handled individually.

### **Attendance Policies**

#### **Absences**

Regular attendance gives students the opportunity to benefit from classroom theory and technical applications in their chosen fields. Students are encouraged to take advantage of each hour of training and the extensive and diverse practical experience available.

If students encounter situations that mandate missed hours, such as tardiness, doctor appointments, child care issues, and funerals, each field of study has a predetermined “pool of hours” that can be used for class or clinic time missed. The allowed “pool of hours” is the maximum time that students can be absent and still achieve the quality of skills that will produce excellence in the workplace.

If a student exhausts the “pool of hours,” the student may be terminated based upon Administrative discretion.

If a student is one minute late to class, either at the beginning or returning from break, they are considered tardy and fifteen minutes will be removed from their pool of hours.

If a student wishes to resume the course of instruction after a withdrawal and has satisfactory progress, the student must interview with his or her instructor and the school director.

The pool of hours for each program is as follows:

- Cosmetology - 76 hours
- Esthiology - 21 hours
- Massage Therapy - 28 hours
- Manicuring - 14 hours

**Vacations**

It is understood, when accepted into the educational course(s), a student will not be allowed to take leaves of absence for vacations or other reasons during his or her scheduled training, with the exception of unexpected medical problems.

**Holidays**

The Institute of Beauty and Wellness recognizes the following days as legal holidays:

New Year's Eve Day

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

December 24 & 25

Days off due to legal holidays are recorded as such and extend the enrollment contract.