

RULES AND REGULATIONS OF THE SCHOOL/STUDENTS & STUDENT INSTRUCTORS

This embraces the attitude and behavior of the student to his/her supervisors and also to his/her associates. It is the policy of this school to develop professional attitudes and to teach students to show respect and consideration for the rights of others and conduct is considered and graded accordingly. Students may be expelled or suspended for violation of any of the rules listed below.

Upon entering, each student agrees to abide by all the rules and regulations in effect or which may become in effect in the school during his/her period of enrollment, which include:

1. Student and school have herein set out a complete description of services the school is to furnish for which the student is to pay. Such description as to classes, hours, conduct, and schedules may be augmented by bulletins and other notices furnished to the student by the school.
2. Students must obey all rules of personal hygiene, sanitation, and sterilization while attending school.
3. Students are not permitted to gossip or cause discord. Always speak respectfully in the surroundings of clients, students, and all of LOUISIANA ACADEMY OF BEAUTY employees.
4. Students may not refuse to participate in class activities either in theory, practical, or clinic. Refusal will result in being sent home for the day. Students must have all books with them when they are in class.
5. Telephone calls, except for emergencies, are not permitted while in school. The phone is used for business. When using the school line, be sure to relinquish the line when another call is coming in!
6. Cell phones are allowed, but cannot be used during regular class hours unless approved by the instructor for research or educational purposes. If caught using cell phone, it will be taken away. There is a private line to be used to make phone calls. Make sure to get permission, first!
7. A continuation of unsatisfactory conduct as set forth may result in a student's suspension or dismissal.
8. Students are required to wear fresh school regulation uniforms and undergarments. Canvas tennis shoes or sandals are not allowed. Identification badge must be worn each day. In the event that your badge is lost / misplaced you may purchase another one for \$3.00.
9. Students will be allowed to make up time for absence upon payment of additional late charges.

10. Students must clock in prior to start of scheduled classes. Class begins at 8:00, students that are not in class by 8:10 will not be allowed in class. You will not be allowed to clock in until the next scheduled class, which is at 10:00. If you are not clocked in by 10:10 you will not be allowed to clock in until the next day. Excessive tardiness of 3 times may result in a one (1) day suspension.
11. Any student who refuses to participate in theory class will receive a zero (0%) and be sent home for that day. Effective 4/11/2012
12. Students are responsible for:
 - a. clocking in/out. You must be clocked out anytime that you will leave campus.
 - b. keeping record of daily activity sheets with instructor signatures of work completed.
 - c. turning in weekly grade sheets on Tuesday for the prior week.
 - d. *Students who do not turn in a grade sheet on each Tuesday will receive a 0% (zero) for that week. effective 4/11/2012
13. Report cards will be distributed once per month.
14. Effective 9/1/2011, the sign-in sheet was removed. Students will receive the attendance time that is calculated by the student's time card punch-in.
15. Effective 1/10/2017, the designated instructor will collect times cards each morning. At this time roll call, uniform and name tag check will be performed. Any student that is not in compliance with the Dress Code will have to leave the premises until proper Dress Code is in compliance. The student will have to clock back in according to the attendance/tardy policy.
16. Correction to attendance will be made in the event of electrical malfunction of the clock.
 - In the event of malfunction, Crystal Bihm must be notified on the date of incident.
 - In the event that a student does not clock in and/or out, the student must notify Crystal Bihm the day of but no later than the next day of incident for time to be corrected. The back-up roll call that the instructor takes each morning will be reviewed as well as the student's DAT sheet with instructor signature. Effective 3/13/2012
17. Due to privacy act, students are required to make an appointment with the appropriate person prior to coming to the business office.
18. The only way Louisiana Academy of Beauty can fulfill its training obligation is if the student attends school. After learning the basic skills, the student must acquire speed to be successful in the job market. Students must attend school and participate on clinic days. These days closely resemble the salon and it is then that students get the best hands-on education. If a student cannot attend on any day, or if student will be late the student must notify the school one-half hour

prior to their scheduled time of arrival. Proper arrangements can then be made to service the previously scheduled clients for the absent student. Failure to call in shows a lack of consideration for the manager, customer, and fellow students.

19. A part of training involves sanitation, cleanliness, and care of equipment. No grades will be given, if equipment and area has not been cleared and sanitized. Each student is responsible for his/her work station and is to see that they are cleaned after each patron's use. State Board requires a student to follow Sanitation and Sterilization Rules and Regulations. One of the most important rules is to keep all implements sanitary.
20. The only way an area can be kept orderly is if everyone does their part. Each student must complete his/her assigned daily clean up duties before leaving school at the end of the day. If you receive an "x" at any time on your duties you will not receive a grade or get a service.
21. The clinic floor and classroom should be places for learning and not relaxation and breaks. Students smoking, eating, or chewing gum while working at reception desk and/or clinic floor are not professional and are offensive to the customers. All smoking and eating must be confined to designated areas only. Gum chewing is not allowed in the school area. (If caught sticking gum on tables, you will have to clean entire table).
22. Receptionist - if there are 2 people working at the desk, you will have to separate lunches. One will go at 12:00 and the other will go at 12:30. Dispensary - 2 people, only.
*If you cannot follow any of these rules, someone else will take your place.
23. Louisiana Academy of Beauty cannot interrupt a student's training to call them to the phone while they are in class or working on a client unless it is an emergency. Also, your family and friends are welcome to our school; however, your visit with them must be conducted in the front reception seating area only and must not disrupt class or business.
24. Students with small children will not be permitted to bring and keep them at school all day. You may do their hair, for example, but please arrange for them to be taken home when finished. Use good judgment when planning a visit so that this will not interfere with your work or study.
25. All students must have 7.5 hours before receiving any services done to them. If the student is absent on Tuesday, they can not receive services on the scheduled Wednesday service days.
26. No student shall ever leave a client for the purpose of taking a personal telephone call.
27. Any theft from student or school will be just cause for dismissal.

28. In all areas of life there are specific types of behavior that are not acceptable.
Types of social behavior that are not tolerated on campus:
- a. Criticizing another student's work.
 - b. Cursing or engaging in disruptive activities.
 - c. Immoral or unprofessional conduct.
 - d. Cheating, dishonesty or falsification of records.
 - e. Consuming or possessing alcoholic beverages and/or illegal substances during school hours.
 - f. **Arguing.**
 - g. Refusing to service an assigned customer or refusing to comply with an instructor's assignment.
29. Any student that refuses to participate in class, special classes, practical and/or projects will receive a zero (0%) for that day. Eff 4/11/12
30. Student services & discounting. Student services are a privilege. Any student absent on Tuesday will not receive services on the scheduled Wednesday service days. This policy is amended as of 5/1/2023 to clarify and specifically outline services & discounts allowed per the school owner:
- a. 1 free haircut/shampoo per month to be received during small service day only.
 - b. 20% off of 1 chemical service per month to be received during chemical service day only.
 - c. Student services are not allowed to be received other than on the two above specified service days. Tickets will be made prior to the service and paid before the service begins. *No credit (charging).
 - d. There are no additional discounts for the student's friends and/or family. These clients are already receiving our discounted school clinic floor service prices.
 - e. For graduating seniors, 1 free service as a graduation gift. Must be completed on chemical service day only.
31. It is unfair to expect to receive an education for free. Students who fail to keep their tuition account in a current status can be terminated from school. Also, students who are ready to graduate and their tuition accounts are not current or overtime charges not paid will not be cleared to take their State Board exam.
32. **Students who are suspended from school may NOT re-enter school until a meeting is held with the owner and an acceptable understanding is reached.** Students who are suspended from school two times for the same reason may be **expelled** permanently.
33. Students will be held responsible for their own equipment and personal property while enrolled (including leave or absent days). There will be NO sharing or borrowing of equipment or personal property. Thirty (30) calendar days after

completion, termination, or transfer, personal or professional items left on the premises become the **property of Louisiana Academy of Beauty**.

34. A student who leaves school prior to the end of the day must have duties completed, inform the instructor of reasons for leaving and hand the time card to the instructor after clocking out. A student who leaves early continuously will be subject to disciplinary action.
35. Once a student has clocked out due to illness, suspension, leave of absence, time off, etc., he/she may NOT remain on the campus or return to school for social reasons. Loitering in the lounge, back office, hallway, classroom and/or parking lots are strictly prohibited. Students must stay in designated areas that their classes are being conducted.
36. Approaching and/or confronting another student or employee will not be tolerated.
37. The school reserves the right to inspect student's lockers, kits, and station at any time. Equipment, lockers, kits, uniforms, and shoes will be checked regularly to assure cleanliness and sanitation.

If you do not understand or need help understanding any of the rules and regulations (health and discipline standards), please ask for explanation at any time.

DRESS CODE

Uniforms for School

Professional grooming is of the utmost importance while training at the Louisiana Academy of Beauty. We expect female students to attend classes wearing proper make-up and hairstyles. All students must furnish their own uniforms, lab coats and shoes. All students are required to wear clean, black, non-wrinkled, washable school t-shirts or scrub top and black uniform pants. Shoes must be white, black or gray, closed in, clean and shined, enclosed with foot support, and low heels. (NO OTHER COLORS-NO DESIGNS!!!).

Uniforms and shoes must be clean and neat; no stains, no bleach, no holes. These must be of such material, style and length as to be in good taste (conventional nurse uniform). Proper undergarments must be worn. White lab jackets may be worn for warmth. No body suits, colored belts or scarves, excessive jewelry, extra-long fingernails, or hats are allowed. All students must wear name tags every day while in school.

Uniforms For State Board Testing

Black scrub uniforms must be worn for State Board tests. Black closed in shoes are required. Name tags are not allowed to be worn at State Board.

ANY STUDENT NOT COMPLYING WITH THIS DRESS CODE WILL NOT BE ALLOWED TO ATTEND SCHOOL.

STUDENTS NOT WEARING THE PROPER UNIFORM WILL BE SENT HOME AND WILL NOT RETURN UNTIL IN PROPER UNIFORM. NO EXCUSES, THIS IS STATE REGULATION.

THE OWNER OF THE SCHOOL RESERVES THE RIGHT TO MAKE ADDITIONAL RULES OR REVISE THESE RULES TO DEAL WITH SPECIAL PROBLEMS OR EMERGENCIES.