



# INSTITUTION RULES & REGULATIONS

## ATTENDANCE

1. If a student is absent 14 consecutive days (including weekends) they must be dropped on day 14.
2. There is a mandatory 30-minute lunch break from 12:00pm to 12:30pm or 60-minute for online 12pm to 1pm.
3. A thirty-minute (30) lunch break must be taken when a student attends a six (6) hour class day or more. If attending less than a 6-hour class day a lunch break (30 minutes) may be taken and a half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break.
4. Students are required to be in class for roll call promptly; on campus/online must be in clean, prescribed uniforms.
5. Students who anticipate being absent must notify the instructor in advance.
6. Any time a student leaves the campus site or online during the class, he/she must clock-out and tell instructor.
7. A student may be required to produce medical documentation of illness.
8. Tests / Make-Up: An examination will be given after completion of each chapter or term of the Theory studies. A student who misses or fails an examination will be given an opportunity to make up the examination. The make-up examination will be offered following the next testing or available schedule. Students will be graded on their practical achievements and laboratory progress. A student who fails to achieve a passing score on the practical portion of the instructions (training) will be given an opportunity to improve his/her score or grade by performing additional assigned practical drills. The drills will be assigned by an instructor. There is a 15% grade penalty on make-up tests/assignments when a student misses test/assessment assigned day.
9. Extra Instruction Charges: If a student exceeds the time frame outlined in agreement to Tests/Make-Up, an extra instruction charge will be assessed for the balance of the hours required for the completion of course. The enrollment contract will reflect the hours to complete and rate per week as follows: \$300.00 per week for all courses.
10. Hours and grades are calculated rounded up to the nearest whole number.
11. The vein reader is in suite G100\*. Times to access the vein reader are 8 am to 10 pm on business Institution days. When emergency arises, a student may ask to leave during a class in session at night, however, that student must be escorted. Online clock-in is done in Canvas and on ZOOM camera on.
12. Scheduled class starts (online or on campus): 8 am, 10 am, 12:30 pm, 1 pm and 5pm. Grace period to enter a scheduled class is 15 minutes maximum; after the 15 minutes grace period, student must wait for the next class break to enter class to not disturb the session. Multiple lateness is a violation of the attendance policy.  
\*Parking near suite G100 is prohibited and considered an Institution rule's violation. Only parking in the back of Suite L103 (perpendicular to Knox Street) is allowed. License plate numbers may be collected, and it is student's financial responsibility to pay a fine.
13. Three (3) Emergency pass per calendar month for late entry are allowed if student informed the office. We reserve the right to deny it if student is chronically late or abuses this rule. Student is allowed three late entries monthly when requested prior to late entry.
14. When entering online class and zoom, the 15-minute grace period applies. If later than 15 minutes, students must request ahead of time an authorization for late entry with the office. Student must enter on time and as instructed during the class period. If late, student must check in with instructor before starting assignments.

## UNIFORMS & SANITATION & DRAPING

- Students must be in Institution uniform when attending classes and is mandatory during all practical services: All programs must wear black color top and black color bottom (no cutout/peekaboo allowed). Student must wear a student ID every day. Student may wear additional black protection (ie. Apron). Student's shoes must be closed toe shoes. No heels nor "flip-flop" allowed. Large jewelry and facial jewelry (ie. Oversized hoops, long chains, facial piercing, nose/lips rings, etc.) are not allowed.
- Massage programs: Draping techniques must be understood and well-practiced before starting first clinic hour.
- Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required always.
- Students must keep their workstations, in class or on the floor, clean and sanitary always.
- All kits must be in a sanitized condition at the end of each day.
- All sheets, gown, and towels must be washed regularly by student onsite: No operations credit.
- Smoking is NOT allowed inside NOR outside around campus. Smoking is only allowed on farthest parking area and cigarettes discarded in ashtrays not ground. Smoking or using of any drugs in cars parked on our parking lots is strictly prohibited.

## CLINIC FLOOR

- All students serving the (Covid-19 vaccinated) public must be courteous and pleasant. If difficulty arises, please call an instructor.
- Patrons must be vaccinated. Copy the proof of vaccination and write "verified" on clientele's service cards. As of 11.4.2021 Government photo ID plus a Vaccination proof is required for service.
- Students must take all appointments assigned to them and give waivers to each person seating as a demo or client. Failure to take a client or ask client to sign waivers is grounds for suspension.
- No students may leave a client while performing a service, except in an emergency and is excused by an instructor.
- Students are not allowed to give services or materials other than what is on the service ticket.
- Students will pay in advance for supplies for personal services such as permanents, tints, polish, bleach, etc.
- Students are responsible for the return VC College materials and/or equipment loaned to them.
- Students must not borrow equipment from each other.
- Student must use their starter kit during class or when working on each other and may be required to purchase additional to finish the course.
- ALL programs: student's kit (implements/devices/sheets/gowns) are used on public services and during class time. Towels/Products used during services (i.e. Tints, polish, acetone, creams, towels) come from the Institution's inventory.
- Student must keep inventory of what they borrow for services and return sanitized when necessary.
- Each student is solely responsible for his/her personal belongings and materials including in the parking lot.
- All work must be checked by an instructor or credit will not be given.
- Student's grooming: Student must be clocked out unless requested as a model (Teacher must sign student out for grooming and check-in with the other program teacher).
- Cost of services: Services between students are 50% the menu price. (Exception is \$5 fee for skin care student when students use their own products/linen and do not use school's machines); Friends & Family is 50% off is

limited to once per guest. No repeat of the same person at 50% off please. Massage therapy students may not do more than 10 clients using the 50% discount.

## ADDITIONAL RULES

- Unauthorized visitors are not permitted in any classroom or any student lounge/kitchen/parking area.
- Soliciting students is not allowed without approval by director in any public area near or on campus (student may be found in Institution's rule violation if they engage in any way with unapproved sellers and may risk termination).
- VC College business phones may NOT be used for personal calls.
- NO cell phone use during class time; includes talking, texting (exception authorized by faculty).
- The college will not tolerate the use of alcohol or drugs or discrimination at any time.
- NO students will be admitted to class who is apparently under the influence of alcohol or drugs (incl. legal drugs).
- Students must comply with all instructions and directions. Insubordination will not be tolerated.
- Profanity, vulgar and other disrespectful language, spoken or written are unacceptable.
- Students must comply with all local (city) and state laws and regulations or may risk termination.
- Student MAY NOT share with clients their business cards, nor advertise, nor sell nor receive payment for school related services outside of school while unlicensed.
- Notify office immediately of any address or telephone change.
- Use of Kitchen: Student must clean after use and on all surfaces; Kitchen may be closed at any time during covid-19 pandemic.
- Student must park vehicle then clock-in. Student may not be in a vehicle (even as a passenger) after clocking-in.
- Allowed VC College's parking spaces are used at student's own risks and student is 100 % responsible for cars', driver, and passenger's losses and/or accidents. Parking is on first come first served basis. Parking is only allowed in the back lot, entry on Knox Street. Parking is not allowed on the Vermont avenue parking lot.

These rules are designed to form excellent work habits and to aid in completing your course as quickly as possible.

**Violation of Institution rules may result in suspension or termination.**

## THREE STRIKE VIOLATION OF SCHOOL POLICIES:

1st step. 1st Strike: verbal warning (dismissal depending on case).

2nd step. 2nd Strike: Incident report write-up for 2nd strike and verbal warning (dismissal depending on case).

3rd step. 3rd Strike: Incident report write-up up for 3rd strike and sent to the office if open, or home regardless of case. Meeting with Director before being allowed back in class. Written notice/warning will inform of disciplinary action following the 3rd strike

Post-3rd Strike Disciplinary Action. Measure will be taken which may be suspension or termination of contract.

Student suspended will be allowed back in class with the following:

1/Student will need to write an apology letter to the institution. 2/resume class and follow institution rules and policies. 3/ Be put on academic probation until next progress report

Along with receiving a strike, students may be sent home for any of the following reasons:

1. Tardiness without valid reasoning (doctor note- official paper needed) Three (3) Late arrivals per month maximum is allowed. Student will be sent home on the 4thlateness.

2. Not adhering to school dress code policy.

3. Disrespectful, disruptive, volatile, or hostile behavior that may be considered a threat, sexual harassment, or bullying towards faculty, peers, administration, and/or clients.
  4. Refusal to participate in assigned schoolwork (refusal to work on client without validity)
  5. Leaving campus while clocked in or unable to be found (hours will be revoked and voided per instructor's request)
- Keep in mind that dismissals will affect a student's positive attendance and if students fail to meet positive attendance, they will be placed on academic probation and may risk their Title IV funding.