

BUCKS COUNTY SCHOOL OF BEAUTY CULTURE, INC.

Rules and Regulations

7/7/09

**I. Time**

**A. SCHEDULES**

1. Day students are scheduled for Monday - Friday 9:00 - 3:00.
2. Evening students are scheduled for Monday, Tuesday, Wednesday and Thursday from 6:00pm to 10:00pm.
3. Students must average a minimum of 83.34% of their schedule to maintain Satisfactory Progress.
4. Failure to maintain Satisfactory Progress will result in:
  - a. The Probation Process (see Satisfactory Progress Policy, Sect G Probation)
  - b. Dismissal (termination) as per contract, section 5, Refund Policy and/or section 6, return of title IV funding.
  - c. The inability to collect and/or a refunding existing Financial Aid to the source.

**B. ABSENCES**

1. Excused ← the correct way
  - a. May be prearranged using the Student Access Terminal or by informing an Administrator.
  - b. Calling in must be within 15 minutes of scheduled start time.
  - c. or after an absence when accompanied by a Doctor's note or Deemed an emergency
2. Unexcused (not attending when scheduled)
  - a. Are unacceptable
  - b. Are usually indications of negative behavior patterns.
  - c. Will be grounds for expulsion if continued or ongoing or consistent.

**C. EARLY DISMISSAL**

1. Must be requested via Student Access Terminal within 1/2 hour from class start.
2. Only Emergency situations will be excused for early dismissal after 1/2 hour from class commencement.
3. No lunch credit is given to anyone who accrues less than 4 hours in any one day.
4. Not filing will result in an unexcused absence.

**D. \*\*\* LATENESS - Late is 9:01 am. or 6:01 pm. \*\*\***

1. Students must be in school and prepared to work at their scheduled start time.
2. Lateness may only be excused if you call the school to request a late entry
3. Unexcused lateness will not be admitted to class
4. You must arrive no later than 30 minutes after your scheduled start time.  
(Note: 9am and 6pm should always remain your target - NOT 9:30am or 6:30pm)
5. Late Students should proceed directly to your class and clock in using the classroom terminal.

**E. LUNCH**

1. Is a one half-hour break designated by the teacher in charge.
2. Is only for students accumulating more than 4 hours on the day.
3. You must have your teachers permission and a time clock entry out and in for lunch.
4. You must tell your instructor if you have difficulty clocking out or in.

## F. STUDENT ACCESS TERMINAL

### CHARACTERISTICS AND SECURITY

1. Highlight your code, Press enter or <F#> - answer security questions - **check response**
2. Special Function <F#> Keys - Special functions keys
  - a) <F6> E-mail (Flashing Bold Asterisk)
  - b) <F7> Statement - shows Satisfactory Progress, attendance, \$, Grades, Enrollment Path
  - c) <F8> Early /Outs
3. Reading the Screen
  - a) All Small letters - not punched in
  - b) All Capitols - presently punched in
  - c) First Letter in Caps only - was punched in today but is not in now
  - d) All Highlighted - YOU ARE LOCKED OUT - please find an administrator

**\*\*\*ABSOLUTELY NO CELL PHONE USE AT THE TIME CLOCK\*\*\***

G. WITHDRAWALS - Student requests and mandatory withdrawals will be calculated using the Last day or any portion of a day a student has attended or the Last day a student has an excused absence or contact with the school as a student.

H. STUDY HOUR 3:00pm to 4:00pm for day students or 5pm to 6pm for evening students

### **ONLY STUDENTS ON PROBATION MAY ATTEND STUDY HALL**

1. ONLY students who are here at their scheduled time on a scheduled day will be permitted to stay for the study hour. Evening Students must stay till 10pm to receive credit for the study hour
2. Students must have the teacher fill out a crossover slip including the assignment. Students must be actively engaged in study. Study hall is not a "FREE" talk session. Students must complete any assignment given to receive a grade.
3. Students staying for the study hall are responsible for the lunch room being neat and in order before they leave.

## I. SCHOOL CLOSINGS / Inclement Weather

1. Snow – Check to see if we are open after 7am for day class or 4:30pm for evening class.
  - a) Call the school and either someone will inform you of the status of opening or there will be an answering machine with the information. Do not hang up on administrators (big error).
  - b) Closings are usually posted on **Fox 29** and on the internet at [www.bcsbc.com](http://www.bcsbc.com). Use only this home page address as other pages will not contain the posted school closing
2. Holidays - Holidays are posted on the internet at: <http://www.bcsbc.com/appearances.htm>  
The school will be closed on the following holidays:  
Spring Break - The Friday before and the Monday after Easter  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Eve, Thanksgiving Day, and the Day after Thanksgiving  
December 24 until the next business day after January 1st  
When a holiday occurs on a Saturday or Sunday, the School Director will determine which day of the week will be assigned in lieu of that holiday. The school posts the Holidays in advance in a conspicuous place available to all students.

## J. ENROLLMENT PATH CHANGES

Students transferring inter-departmentally must do so on the scheduled class start dates according to the enrollment path registered in the computer. Students can review their enrollment pathway in the Student Access Terminal. It is the students' responsibility to understand which classes are to be attended and when attendance is scheduled. Alterations and amendments may be discussed with the school director.

## II. BUCKS COUNTY SCHOOL OF BEAUTY CULTURE DRESS CODE

This guideline is issued to assist in maintaining the professional appearance of each student and uphold the standards of the Bucks County School of Beauty Culture. As personal and professional appearance is the responsibility of each student attending the B.C.S.B.C., the following Dress Code will be adhered to:

- A. No part of anyone's uniform may be embellished with decorations, advertisements, slogans, risqué paraphernalia, pictures or words.
- B. The appearance of each student as a professional, should always include an appropriate hair style. Make-up and nails should look professional and neat at all times. \*\*\* **Hats, Bandana's, Caps, or Scarfs should NOT be worn to school unless it's for religious purposes Only and it must be approved by administration.** \*\*\*
- C. The School Tee shirts or Hoodie (replace the apron) and the scrubs as provided in the kit, must be worn at all times while on school premises. Any uniform garment stained by bleach or color or in any way seen as unprofessional in nature must be replaced upon the instructor or administrative request. Additional tee shirts, hoodies and scrubs can be purchased through the school.
- D. Scrubs: Because of sanitary laws set by the State Board and difficulty, in controlling other uniform policies, BCSBC will only accept the uniform scrubs issued in the student kit. There are to be no ripped or separated bottoms. The school will only accept the scrubs as issued in the student kit. The school does not want to see jeans or any other clothing hanging out above or below the scrubs. All scrubs must be clean and/or freshly laundered. Skirts and dresses and anything other than school scrubs are unacceptable unless its for religious purposes ONLY and must be approved by Administration
- E. Shoes: Because of safety regulations and insurance liability, BCSBC will accept any **white or Black** (not including manufacturers insignia or logo) **sneakers that are rubber soled that can tie up with a full back** within the following limits.
  - 1. Shoes, work boots or combat style boots or anything other than sneakers are not permitted
  - 2. Sneakers must be clean or polished.
  - 3. Sneakers must be tied
  - 4. No clogs or open toes or open heels
- F. Failure to comply with the above dress code could result in being sent home to change or being dismissed for the day. If a student forgets to wear a uniform or scrubs to school they may rent one for the day at a cost of \$2.00, if they want to stay in school. No exceptions will be made to any of the above and the dress code will be enforced!! The B.C.S.B.C. has the right to change any of the above upon posted notification.

### III. ENVIRONMENT

- A. No student is permitted in stock areas, library or private offices unaccompanied.
- B. There is to be NO Profanity used on school premises.
- C. This is a non-smoking facility except in designated smoking areas. All butts are to be placed in the smoking receptacles provided.
- D. Students are required, to be inside the facility or in the accepted smoking areas and not hanging out in the parking lot or parked vehicles.
- E. Sanitation procedures are your responsibility to your own personal station plus that, which is assigned. (Trash is disposed of all the way out the side door)
- F. It is the responsibility of each student to respect the facility and maintain an attitude that shows a professional degree of respect towards the school environment.
- G. Students caught defacing any property of the school, building or grounds will result in immediate termination.
- H. Students will follow all rules of sanitation and sterilization.  
Examples: hair must be removed from sinks after every shampoo, hair sweepings should be picked up and put in trash after every haircut, not left in the corner. Combs, brushes and other implements ( such as cuticle nippers) must be sanitized after each customer. Esthetic Students must sanitize skin machinery and tools after each use.
- I. Each individual is responsible for the lunchroom. Personal clean up includes microwave oven and your table/seat (do not wait for the end of the day or evening Sanitation Procedures).
- J. The refrigerator is cleaned out every Friday @ 2:00 p.m. Please remove all your belongings by that time or they will be disposed of (containers and all). Place your name on each item that you store in the refrigerator.
- K. Students belong in the assigned classrooms. Students permitted into another department will usually be receiving a service from that department. Students need to prearrange services with your instructor(s) prior to visiting classrooms or departments other than your own.
- L. **PHONE CALLS, CELL PHONES and PAGERS** - are **unacceptable** in classrooms and at the time clock. **Have them turned off or set to vibrate or silent and you may only respond to calls at your breaks or lunch. You may be dismissed for the day for failure to comply.** Emergencies can always call 215 322-0666. Only emergency phone calls will be accepted by the school. If the call is an emergency, you will be notified in class and brought to a phone immediately. There are to be no other incoming phone calls to you in school. Other calls deemed important but not an emergency may leave their name and number and you may return their call on your break or lunch.
- M. **Food and drinks** of are not permitted in classrooms. Eating, drinking and all snacks are to be consumed in the student lounge only. The only exemptions are water bottles that can be closed.
- N. **PARKING** - All students will park only in permitted spaces as posted on Fire/Parking Map (enclosed).
- O. **CLINIC SERVICES** - Clients may not request any student. Please see service payment policy.
- P. **LIBRARY** - The Media Center/Library **is available**, but only with direct supervision of an administrator or teacher. Videos and books may be borrowed. DVD's must remain in the building at all times. Videos need to be returned in 3 days. Books need to be returned in 2 weeks.
- Q. The Men's Room is primarily the MENS room – Female Students may choose to use the Men's room **only** if the women's room is full to capacity
- R. Visitors should report to an Administrator prior to interrupting a class or entering the student lounge.

- S. Students will not place a lock on a locker or tools and kits in lockers that are not assigned to them.
- T. Professional behavior includes keeping one's personal life to yourself in public, and especially in clinics and classrooms.

#### **IV. ATTITUDE**

- A. Students will act in a mature, logical, rational manner with respect to all teachers at all times.
- B. Students are to be actively engaged in practice or study while in school; talking and socializing are not the primary purpose of being in school.
- C. Students caught stealing will be prosecuted to the fullest.
- D. Due to insurance liability, students will refrain from soliciting or selling products not available from Universal Techniques, (the schools supply house) to fellow students or clients in the facility or on the school grounds. This includes but is not limited to products such as Mary Kay, Avon, etc.

#### **E. \*\*\*THE ADMINISTRATION WANTS A FAIR CHANCE AT SATISFYING**

**COMPLAINTS.\*\*\* If you have a concern, suggestion or grievance please give the administration a chance, prior to making them known to other students.**

INTERNAL SCHOOL COMPLAINT PROCEDURE GUIDELINES (Following the NACCAS procedure guidelines). A student, teacher, or interested party may file a complaint against the school; however, the complaint should be in writing to the school owner/director and should outline the allegation or nature of the complaint. A school representative will make every effort to meet with the complainant (within 10 days of receipt of the written complaint). If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The school will document the meeting between the school representative and complainant in writing. The committee is comprised of at least three individuals that may be from the following categories: school owner, instructor, financial aid administrator, member of the public interest, or student. The institutions complaint committee will make every effort to meet within twenty-one (21) calendar days of receipt of the complaint and review the allegations. If more information from the complainant is needed, a letter should be written outlining the additional information. If no further information is needed the complaint committee should act on the allegations and a letter is sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact. The institution's published procedures include the name and address of the accrediting agency and an indication that if the complainant wishes to pursue the matter further, a complaint form is available through the accrediting agency. The complainant is required to try to resolve the problems through the school's complaint process, prior to filing a complaint with the school's accrediting agency. Schools should maintain written records of all complaints filed through two (2) complete accreditation cycles.

#### **V. SUPPLIES –**

- A. Students must have all course supplies, Including printed materials such as Procedure Guides, Handouts and Texts on all the days you are scheduled to attend. (Hair students, Procedure Guides are issued with the students kit and are replaceable at a cost of \$2.00 each )
- B. Kit shortages must be reported within 48 hours of purchasing the kit. (Please check your kit against the list.)
- C. Electrical tools are warranted for 30 days from day of purchase. Warranties do exclude items abused or used beyond the capacities of the equipment's design. Returns may only

be made if equipment is in new re-salable condition accompanied by all parts, directions, warranties, and the original box. After 30 days equipment may be shipped to the manufacturer for repairs.

- D. Students are responsible for keeping their kit updated to comply to current issues. Any additions are a student's responsibility.
- E. All kit items and any other tool items must be kept clean.
- F. Scissors, nippers and all other cutlery defects must be reported to inventory control within 48 hours of the first class or related date of issue. No requests for exchanges will be accepted after the first 48 hours from the start date.
- G. Your kit is your responsibility and it must contain the items as per the list attached to the kit when it was purchased.

**VI. RULES** - At the discretion of the Administration, these rules may be changed. Students may be notified by postings on a Bulletin Board, issued by e-mail on the Students Access Terminal or displayed on the illuminated sign or classroom announcement. Failure to comply with any one or more rules will result in suspension or mandatory withdrawal as per section 5, Refund Policy and/or section 6, return of title IV funding in the contract.

## **VII. LIFE SKILL**

### **FIRE EXTINGUISHERS AND HOW TO USE THEM**

The Fire Extinguishers located throughout the school are Dry Chemical Extinguishers. They can be used for Electrical and All types of fires. The building map shows the Extinguisher locations and Pull Box locations. Maps are also located on the back of each class room door. Please follow these directions for Extinguisher operation:

1. Stand 8 to 20 feet from the fire.
  2. Hold the Extinguisher upright.
  3. Pull back the safety lock on top (yellow knob).
  4. Aim the Hose at *the bottom of the fire*.
  5. Squeeze the top handle all the way down, then let go, repeat if necessary.
  6. Spray from side to side.
  7. Replace the safety lock after using (yellow knob).
  8. Be prepared for the next fire.
- PLEASE, Report Fire Extinguisher usage immediately to an Administrator of the School.