



SADDLEBACK BEAUTY ACADEMY

## **INSTITUTE ADVISORY POLICY**

As a future professional in the industry, students are required to adhere to and uphold the policies listed in this document. This advisory policy was designed to facilitate the students' development and success.

Due to the nature of our programs, students will be interacting with, providing services to, and observed by members of the public. All students are expected to conduct themselves in a professional manner. Students not only represent themselves and the school, but the industry as a whole. Within this policy, Saddleback Beauty Academy may be referred to as SBA. The administration refers to the executive office of SBA and the faculty includes both the administration and instructors.

Students who fail to comply with this Policy may be subject to disciplinary action, including but not limited to suspension and/or expulsion from the program.

### **STUDENT CONDUCT AND PROFESSIONALISM**

1. Students are required to conduct themselves in a professional and cooperative manner. This includes speaking and treating others respectfully. Students should not behave in any way that is deemed disrespectful or inappropriate (disrespectful, horseplay, disobedience, etc.).
2. Students are required to stay diligent and focused on their respective coursework during their schedule. Students are forbidden from engaging in any non-curricular activities.
3. SBA is a zero-tolerance zone for substance use and abuse including but not limited to alcohol, marijuana, and any other substances.
4. Smoking is also not permitted in or within twenty (20) feet of the school campus. Smoking while clocked in is forbidden.
5. Bullying and harassment including actions or verbiage that can be considered either are strictly forbidden.
6. Use of vulgar, inappropriate, or abusive language or actions are forbidden. Additionally, students must refrain from discussing personal matters, engaging in gossip, or creating discord with others (including clients). Any issues should be brought to the attention of the faculty.
7. Obstruction or disruption of the learning environment or process of others is not permitted.
8. Any form of weaponry including but are not limited to firearms, fireworks, blunt objects (bats, hammers, sledgehammers, etc.), sharp objects not part of Materials Tool Kit (knives, swords, glaives, etc.), spray or chemical (pepper spray, bear spray, arsenic, etc.) or any other items that can be deemed as weaponry are strictly prohibited. Authorities will be notified immediately.
9. Students are not allowed in the office areas without faculty present or behind the front reception desk unless permitted by faculty.
10. All programs are presented in the English language. Students are expected to communicate in English while in school in order to succeed.



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### **APPLIED EFFORT AND EDUCATIONAL OBJECTIVES**

1. Students are required to be engaged in learning and training activities while on campus and clocked in. Students will be sent home and charged with an absence if the student cannot be or refuses to engage in learning and training activities.
2. Time spent during class hours engaged in anything other than assigned activities or coursework from their instructors will result in a loss of hours on their time card and/or being sent home.
3. Students are responsible for their own academic success and must hold themselves accountable in ensuring all of their grades, points, hours, and credits are accurately reflected on documents.
4. Academic dishonesty is not allowed under any circumstances. This includes cheating, plagiarism, bribery, clocking in or out for another student, another individual working on assignments, etc.
  - a. Students are absolutely prohibited from opening, viewing, or browsing faculty documents and documents. Any faculty documents found by students must be reported to the administration as soon as possible.
5. Under no circumstances are any student time and grade documents including but not limited to student time documents, grade sheets, answer keys, operations sheets, etc. to be written on, edited, or removed by students from the school premises.
6. All complete operations must be reviewed and signed for by a faculty member to receive credit.
7. Freshman students who are under 25% completion of their program must remain in the Freshman class until evaluation deeming readiness to perform services for the public.
8. Providing salon services without permission is not allowed. All students must have authorization to perform services and only on clients who have paid for those services or were authorized.
9. Students are not permitted to engage in personal service or self-beautification for themselves or others unless otherwise authorized by faculty.
10. Students are not allowed to refuse, re-assign, or trade any assignments. Students unable to accept an assignment must communicate with the instructor to develop a solution.
11. Students are not recommended to notify the client of their education or experience. To maintain professionalism, the student is advised to prepare the client for service and then seek an instructor for assistance.
12. Re-tests due to a non-passing grade (not due to absences or LOA) are to be done in a reasonable time (3 days maximum) as instructed by the faculty.

### **ATTENDANCE AND TIME DOCUMENTATION**

1. Students must attend all class sessions of their respective enrolled program. The positive attendance threshold is 85% for Saddleback College students and 67% for private pay students. Failure to meet positive attendance may result in disciplinary action.
2. It is the student's responsibility to document their time by clocking in and clocking out in a punctual manner. Failure to properly document time will negatively impact attendance.



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- a. Under no circumstances may any other student or individual clock in or out for the student other than themselves.
  - b. Any issues regarding time documentation should be immediately communicated with an instructor and/or an administrator.
3. Students must arrive by their enrolled start time, as with any professional environment. Tardiness begins one (1) minute after the start time. Tardy students will be penalized fifteen (15) minutes if their day is less than or equal to 4 hours and thirty (30) minutes if their day is greater than 4 hours. Students more than seven (7) minutes late will be excused and are not allowed to clock in.
  4. No tardiness or absenteeism is allowed without proper documentation. Excused tardiness/absenteeism such as doctor's notes, bereavement, etc. will still have an effect on attendance. Documentation is only used for disciplinary action evaluation.
  5. The instructor holds the right to excuse students for whatever disciplinary reason they deem necessary to ensure a conducive learning environment.
  6. The course structure requires students to accrue a set number of hours of education/training within a specified schedule. Students who miss scheduled class times will have their expected graduation date set back.
  7. Students are forbidden from leaving the premises during their enrolled schedule. School faculty must be able to locate students around the campus during class time.
  8. While clocked in, students are prohibited from leaving campus (including break). If students must leave campus, they are required to clock out. Since students clock out for their lunch, they are permitted to leave campus and return in a punctual manner.
  9. Students are not allowed to take unexcused breaks without approval. Scheduled breaks will be issued by an instructor or faculty member.

### **ELECTRONIC DEVICE USAGE**

11. Electronics, communications, and recording devices are not permitted in the classroom for personal reasons without faculty permission. Aside from assigned coursework, checking respective devices should only be done during a scheduled break, when clocked out, and away from the classroom. All electronics must be turned off or in silent mode when in the classroom. Devices may not be plugged into wall sockets during class.
12. Students are not permitted to engage in personal activities on devices including phone calls, text messages, social media, etc. unless given permission to do so. Should someone need to reach the student or vice versa, faculty can facilitate.
13. Assigned coursework (CIMA) under the approval of a faculty member may include the use of devices during class hours but only for a specified amount of time which will be tracked and reviewed by faculty to determine validity of usage.
14. Use of electronic equipment peripherals such as headphones, earphones, smart glasses, and smart watches are not permitted.

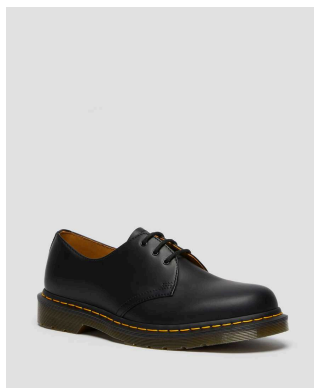


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**UNIFORM**

	TOP	BOTTOM	FOOTWEAR
<b>BARBERING</b>	Black SBA logo top, black scrubs	Black scrubs only	Fully enclosed shoes with rubber soles.
<b>COSMETOLOGY</b>	Black SBA logo top, black scrubs	Black scrubs only	Neutral in color and design with no extra accessories or flair.  Shoes should be properly worn on both feet and not be easily removed.
<b>ESTHETICS/COSMETICIAN</b>	Gray SBA logo top, white scrubs	Black scrubs only	
<b>MANICURING</b>	Gray SBA logo top, white scrubs	Black scrubs only	

**Examples of Acceptable Attire:**





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1. **Unacceptable attire:**

- a. Any article of clothing deemed as unprofessional, inappropriate, or unhygienic. Examples include sunglasses, hoodies, sweatpants, yoga pants, leggings, jeggings, jeans, stained/ripped clothing, graphic/gory content, sexual content, branded content, excessive rings, bracelets, necklaces or other jewelry that may obstruct work or cause hazards such as large chain necklaces.
  - b. Outerwear that covers the listed uniform above such as coats, jackets, sweaters, sweatshirts, overshirts, overalls, etc.
  - c. Non-religious/non-cultural headwear or headwear that may obstruct work such as flat-bill hats, baseball caps, bandanas, fedoras, cowboy hats, etc.
  - d. Open-toed shoes, 3D-printed shoes, moccasins, barefoot shoes, platform shoes or shoes with a midsole larger than 2 inches, heels, wedges, house shoes, foot wraps, just socks, boots that cover the shin, clogs, etc.
    - i. **Example brands of unacceptable footwear:** Crocs, UGG, Havaianas, Christian Louboutin, etc.
2. Students are required to dress in the proper Saddleback Beauty Academy uniform for their respective course program and maintain a clean and professional image at all times. Failure to comply will result in being sent home.
- a. Students are provided a full uniform which includes an SBA logo t-shirt, scrub bottoms, and name tag as part of their Kit at the beginning of their program.
3. The uniform must remain visible at all times and cannot be covered by any jackets, sweaters, sweatshirts, etc.
- a. If a student is cold, they are permitted to wear a base layer *underneath* their uniform such as a long sleeve shirt, sweater, etc. The main uniform listed above must remain visible and the outermost layer.
  - b. The only sweater that is an exception would be the SBA logo sweater that can be worn over.
4. A standard-issue name badge must be worn during the student's scheduled hours. Replacement name badges are \$10.
5. Any religious/cultural headwear (hijab, kippah, durag etc.) are permitted but must remain black and must be unbranded.
6. Any reasonable accommodation requests for uniforms (Saddleback College students) should be made directly with Saddleback College's Disabled Students Programs and Services Office (DSPS).
7. Sanitation is required from all students. Students must clean up after themselves including but not limited to washing hands regularly, disposing of any trash, placing soiled towels into the proper receptacles, cleaning equipment/tools, and sweeping floors after services. Tools, equipment, and working areas must maintain a high level of cleanliness. SBA holds all students to the same standards as expected by the State Board of California.



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### **FOOD AND DRINK**

1. Due to sanitary reasons, eating and drinking are restricted to:
  - a. Eating is not permitted in classrooms and clinic floors due to sanitary reasons. All food should be eaten in designated break areas or outside of SBA grounds.
  - b. Drinks other than water are not permitted in classrooms and clinic floors.
  - c. All food and drinks must be consumed in appropriate designated break areas.
2. Chewing gum is forbidden at all times on the premises.
3. Any perishable food must be sealed and stored in appropriate containers and storage areas such as the refrigerator.

### **EQUIPMENT, PRODUCTS, AND KIT**

1. The Materials Tool Kit purchased from SBA is non-refundable once received and picked up. The Kit will be dispersed depending on availability.
2. Students are responsible for their Materials Tool Kit. Any items that are lost, stolen, or used up are to be replaced and replenished by students. Additional items not included in the Kit such as writing utensils, writing media, etc. are to be supplied by the student.
3. Any school products or equipment must be returned in the same condition. Items that are borrowed may not be loaned to another student as the initial student is responsible.
4. Using any equipment/product (color, shampoo, etc.) without permission is not allowed.
5. External products are not permitted to be used. Only approved products within the scope of the program are allowed.
6. Any special accommodations needed must be communicated with the faculty. For Saddleback College students, please refer to the DSPS office.

### **FACILITIES AND PARKING**

1. SBA is not responsible for any personal items, equipment, or any other property that the student may have on the premises. Students are responsible for their personal property. Any missing items should be reported to the faculty.
2. Students are required to park in the outer parking lot of the plaza. Spaces directly in front of the school may be ticketed or towed by other neighboring businesses. Saddleback Beauty Academy is not responsible for any damages, loss, or thefts of or from vehicles.
3. Individuals who are not clients and/or not enrolled are not allowed within the school grounds for safety purposes. Individuals picking up or dropping off students are required to wait outside of the



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school. Visitors must be approved by faculty.

4. Due to sanitary reasons, animals and pets are not permitted. Only service animals that are recognized and delegated the duty and title of service animals by the American Disability Act (ADA) are allowed. Emotional support animals (ESA) are generally not provided the same rights as fully-delegated service animals.

### **SADDLEBACK COLLEGE (ONLY FOR SADDLEBACK COLLEGE STUDENTS)**

1. Students enrolled through Saddleback College are still classified as students of Saddleback College and thus held accountable to Saddleback College policies as well.
2. Saddleback College students must be fully enrolled with the college prior to starting and throughout the duration of their program.
3. The positive attendance threshold is 85% for Saddleback College students meaning that a student must attend at least 85% of their respective enrolled program to stay enrolled.
4. Leave of absences are only for a minimum of 7 days to a maximum of 28 days for extenuating circumstances.
5. Any grievances, concerns and complaints should follow the standard process in order and Saddleback College should only be contacted when no other resolution can be met with SBA faculty or for dire circumstances:
  - a. First, communicate with your SBA instructor.
  - b. Second, communicate with SBA faculty.
  - c. Lastly, communicate with Saddleback College.