# San Francisco Institute of Esthetics & Cosmetology

## STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at San Francisco Institute of Esthetics & Cosmetology. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

### BASIC RULES AND REGULATIONS

San Francisco Institute of Esthetics & Cosmetology upholds the following basic rules and regulations for you to adhere to:

- If you are found to be under the influence of alcohol or drugs, you will be subject to dismissal.
- You have the right to withdraw from San Francisco Institute of Esthetics & Cosmetology at any time.
- Nothing less than complete respect for clients, peers, and San Francisco Institute of Esthetics & Cosmetology team members will be tolerated.
- You are graded based on the following passing scores: Cosmetology, Barbering, Esthetics, Nail Technology, and Hairstyling (90% for written exams, 90% for practical exams), as outlined by the California Board of Barbering and Cosmetology, based on a 100% scale.
- If you are unable to maintain grades on written exams to San Francisco Institute of Esthetics & Cosmetology standards, you will be monitored for a period of eight (8) weeks. If you are unable to improve during the eight-week period, you may be expelled.
- Professional dress is required at all times. No blue denim, sportswear, and half-tops. Learning Leaders reserve the right to advise you on appropriate dress.
- Written warnings may take place between you and the Director, Education Leader, and/or Mentor. The warning will be part of your academic file and improvement is expected.
- Your academic records will be kept at San Francisco Institute of Esthetics & Cosmetology for six (6) years. You should keep copies of all written information for your personal records. Requests for additional copies should be made in writing to the Placement or Financial Services Leader. The first copy upon graduation is complimentary; each additional copy will incur a fee of $10.00, plus any shipping charges.
- Acts of indecency or violence will be grounds for immediate dismissal.

Failure to follow San Francisco Institute of Esthetics & Cosmetology's Code of Conduct will result in disciplinary action and the Future Professional may be terminated.

San Francisco Institute of Esthetics & Cosmetology reserves the right to modify the rules and regulations at any time and Future Professionals will be advised of any and all modifications.

### SANITATION AND PERSONAL SERVICES

- Students must keep workstations and classroom areas clean, sanitary, and clutter-free at all times.
- Students must clean their stations, including the floor, after each service.
- Hair must be swept up immediately after a service is completed, before blow-drying.
- Workstations must be cleaned at the end of the day, prior to clocking out for the day.
- Students may receive services on Tuesday through Thursday. To receive a service, students must do the

following prior to starting the service:

- Fill out a service request form and have it signed by the Learning Leader.
- Turn the form into the Service Desk.

**COMMUNICATION GUIDELINES AND PROFESSIONAL CONDUCT**

- Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic floor area.
- Only emergency calls are permitted on the business phone.
- Cell phones are not permitted during class time.
- Students may not visit with another student who is servicing a service guest.
- Students may not gather around the reception desk, reception area, or offices.
- San Francisco Institute of Esthetics & Cosmetology is a smoke-free campus.
- Stealing or taking school property or another's personal property is unacceptable.
- **School administration has the right to access and inspect your locker at any time.**

**LEARNING PARTICIPATION GUIDELINES**

- Peer teaching and tutoring is encouraged. Taking credit for another's work or cheating during exams is unacceptable.
- Students will be expected to maintain an average of 90% for Cosmetology, Barbering, and Nails or 90% for Esthetics on all theory exams and assignments.
- Students must take all reservations assigned to them. This includes last-minute walk-ins.
- Students may not be released from required theory class to take a service guest.
- Only service desk personnel may schedule or change guest service appointments.
- All services must be checked and the service ticket initialed by an instructor.
- Students are expected to be continuously working on school-related projects, assignments, reading, or exam preparation during school hours.
- Students will receive clock hours during the times they fully participate in their learning experience.
- When students are not scheduled with service reservations or are not scheduled to attend theory or a class, they may focus on the following:
  - Completion of worksheets
  - Testing
  - Performing a service on another student
  - Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- Students must comply with school personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.
- Students may not perform hair, skin, or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, or nail services outside of school will be reported to the state board and may result in your inability to receive a professional license.
- Students are responsible for their own equipment. All equipment, tools, and personal items must be secured in their assigned locker. San Francisco Institute of Esthetics & Cosmetology is not responsible for any lost or stolen articles. Your locker remains the personal property of San Francisco Institute of Esthetics & Cosmetology at all times and no student is granted or should assume that there is any exception of privacy relating to the use of that locker. **School administration has the right to access and inspect your locker at any time.**

**MYPORTICO**

**The following guidelines apply to MyPortico:**

- You will clock in and out daily.
- Instruction/operational assignments are approved by Learning Leaders and will record weekly theory hours and practical operations.
- It is important to keep accurate records in MyPortico.

**It is unacceptable to violate any of the following rules, which can lead to termination:**

- Falsifying your MyPortico submissions.
- Clocking in for someone other than for you.
- *You must clock out when you leave the building.*