

# **EMPRESARIOS BARBER COLLEGE LLC**

## **STUDENT CODE OF CONDUCT**

### **General Conduct**

- Treat all students, instructors, clients, and staff with courtesy and respect.
- Maintain a professional attitude and appearance in accordance with industry standards.
- Use respectful and professional language at all times (no profanity, slurs, or offensive remarks).
- No horseplay, disruptive behavior, or harassment of any kind will be tolerated.

### **Attendance & Punctuality**

- Students must arrive on time and prepared for class/clinic.
- Excessive absences or tardiness may result in disciplinary action.
- Students must clock in/out properly and honestly record hours.

### **Dress Code & Professional Standards**

- Students are required to wear the assigned uniform and maintain personal grooming standards.
- Proper footwear must be worn at all times.
- Personal hygiene is expected and required for working with clients.

### **Substance Use & Safety**

- The use, possession, or distribution of drugs, alcohol, or controlled substances on school property is strictly prohibited.
- Students may not attend school under the influence of drugs or alcohol.
- Smoking/vaping is only permitted in designated areas outside the facility.

### **School Property & Equipment**

- Students are responsible for proper use and care of all school property, tools, and equipment.
- Theft, damage, or misuse of school property may result in dismissal and possible legal action.
- Students must clean their workstations and maintain a sanitary environment at all times.

### **Disciplinary Action**

- Violations of the Code of Conduct may result in:
  1. Verbal warning
  2. Written warning
  3. Suspension
  4. Termination from the program
- The severity of the violation may result in immediate suspension or termination at the discretion of school administration.

## **Acknowledgement**

I have read and understand the Empresarios Barber College LLC Student Code of Conduct.

I agree to abide by these standards as a condition of my enrollment.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

School Director Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_