

EMPRESARIOS BARBER COLLEGE LLC

STUDENT CODE OF CONDUCT & DISCIPLINARY POLICY

The purpose of this policy is to maintain a professional, safe, and respectful learning environment consistent with industry standards.

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.
- Three (3) tardies equal one (1) absence.
- 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.

PROGRESSIVE DISCIPLINE POLICY

1. Verbal Warning – Documented counseling for minor violations.
2. Written Warning – Formal notice placed in student file.
3. Suspension – Temporary removal from classroom/clinic floor.
4. Termination – Dismissal from the Barbering Program.

Severe violations (violence, harassment, threats, theft, unsafe conduct) may result in immediate suspension or termination.

THREE-STRIKE POLICY

Strike 1: Verbal Warning

Strike 2: Written Warning

Strike 3: Suspension or Termination (Administrative Review)

Strikes remain active for six (6) months from the issue date.

Repeated violations may accelerate disciplinary action.

APPEAL PROCESS

Students may appeal suspension or termination decisions.

1. Submit written appeal within five (5) business days.
2. Administration will review within ten (10) business days.
3. A final written decision will be issued.

All appeal decisions are final.

ACKNOWLEDGEMENT

I have read and understand the Empresarios Barber College LLC Student Code of Conduct & Disciplinary Policy. I agree to abide by these standards as a condition of my enrollment.

Student Name (Print): _____

Student Signature: _____

Date: ____ / ____ / ____

School Director Signature: _____

Date: ____ / ____ / ____