

SCHOOL RULES AND REGULATIONS

Student who do not support the academic and ethical goals of the institution may be subject to penalties, up to and including to be expelled.

1. The students must be on time for class schedules.
2. The students must respect all faculty and staff; as well as his/her classmates. It includes any verbal and/or body language communication. In case of failure to comply, the student will be sent home.
3. Any verbal or physical sexual harassment implies as result an immediate dismissal from the program.
4. The students must be dressed in proper attire including their proper uniforms.
5. No shorts, see-through skirts or blouses, tank tops, half shirts, hats, bandanas or open toe shoes are allowed. If any student loses or damages his/her uniform, the student must purchase a new uniform at the office.
6. All students must bring the proper equipment and book to class. In case of failure to comply, the student will be sent home.
7. Any absent time must be excused and pre-arranged with the Director of Education.
8. The school must be notified if a student cannot attend class. There must be a valid reason for the absence.
9. The school must be notified of any change of address or telephone number of the student.
10. While inside the school premises, a professional appearance is mandatory at all time.
11. Gum chewing is not permitted.
12. Any abuse, verbal or otherwise, will not be tolerated, whether it is directed towards the instructors or students. The result will be immediate dismissal from the program.
13. Stealing or defacing property that belongs to the school or other students will result in immediate dismissal.
14. Anyone attending school under the influence of drugs or alcohol will have to undergo drug testing at a laboratory of the school's choosing. If said test proves positive for alcohol or drugs, the student will be permanently dismissed from class.
15. The school is a smoke free environment; therefore, no smoking is permitted on school premises.
16. The students are responsible for cleaning their workstations after using them.
17. The school is not responsible for students' personal property or belongings.
18. No personal phone calls will be accepted or permitted by the school except for an emergency. The use of a cell phone during class is prohibited.
19. Any students refusing to work on a customer will be sent home and marked off from the time of refusal.
20. No personal services are to be performed without permission from an instructor.
21. If students receive three (3) or more suspensions, they will automatically be dismissed from the school.

Signature of Applicant

____/____/____
Date

Signature of Parent/Guardian
(If under 18 years of age)

____/____/____
Date

Signature of School Representative

____/____/____
Date