

TXJ Hair & Aesthetics General Rules of Conduct

1. No PDA (refer to school handbook). Cell phones will be taken and turned into the **Main Office** for the **Parents** to pick-up.
2. No Eating in the salon or classroom.
3. Students will respect the teacher, Clients, and each other at all times. Refusal to show respect will result in a write up.
4. Students will do all assignment the teacher gives.
5. Students must be on time and prepared for class or salon. On theory days, students will be in their seat and have textbook, and notebook ready
6. You may not enter the office unless you have permission or she is in her office.
7. **The computers are off limits unless permission is given.**
8. Students must always be in uniform unless they are wearing a lab coat
9. Stealing is unacceptable; you will be written up and taken to the main office. Salon products are for in **school use only**, they are not to be taken home to use
10. You may not borrow or take home equipment (blow-dryers, curling irons, etc.).
11. Lockers are to put your personal things in while you are in the lab only. **NO BAGS OF ANY KIND IN THE CLASSROOM.** The textbooks are not to leave the classroom. Personal items such as pocketbooks, coats, cell phones etc. are not allowed in the salon at any time!

General Classroom/Clean-up Rules

12. Student is not allowed to do their own hair (another student must perform service for you).
13. Chewing gum, eating, gossiping, loud talking, and horse playing are prohibited at all times on the salon/clinic floor (particularly when servicing patrons).
14. Student must participate in the cleaning and sanitizing of the salon/clinic as periodically scheduled.
15. A classroom manager will be assigned each week. They will be responsible to ensure that the students start and finish clean up. (see Classroom manager rules handout)
16. Student will clean up 15 minutes before the class period ends (mirrors, storage room, shampoo area, work stations, and dispensary if applicable)
17. Student will not be allowed to leave until the salon/clinic and storage area are clean and organized (the student will receive an unexcused tardy for their next class)

Clients/Customer days

18. Student may bring in clients to perform salon/clinic services with the teachers approval. **Ms. Richardson only**
19. Student must perform all salon/clinic work.
20. Teacher shall guide and supervise all work performed by the students.
21. Student will give full attention to each patron giving them fast, friendly, and quality services

If you feel extra instruction is needed please let me know! I will make myself available BEFORE /AFTER school

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____