CELEBRITY'S BARBER COLLEGE

Fresh Start Initiative

STUDENT CODE OF CONDUCT & CONDUCT AGREEMENT

Purpose: Celebrity's Barber College is a nonprofit educational program committed to providing students with professional barbering education, career preparation, mentorship, and an opportunity for a fresh start.

Every student is expected to conduct themselves as a future professional. Attendance, punctuality, sanitation, respect, responsibility, and professional behavior are part of the training.

By signing this agreement, the student agrees to follow the policies below.

1. PROFESSIONAL CONDUCT

Students must behave professionally while attending school, participating in Fresh Start Initiative activities, working with clients, or representing Celebrity's Barber College in the community.

Students are expected to:

- Treat instructors, staff, clients, volunteers, visitors, and other students with respect.
- Follow reasonable instructions from authorized school staff.
- Use professional and appropriate language.
- Maintain a professional appearance and proper hygiene.
- Respect the property and personal belongings of others.
- Avoid disruptive behavior during lectures, demonstrations, testing, and practical training.
- Represent Celebrity's Barber College and the Fresh Start Initiative professionally during community outreach activities.

Discrimination, harassment, bullying, threats, intimidation, fighting, or abusive behavior will not be tolerated.

2. ATTENDANCE POLICY

Regular attendance is required because barbering is a hands-on profession and students must complete required training.

Students are responsible for:

- Attending all scheduled classes and practical training.
- Accurately recording their attendance and training hours.
- Remaining in class or the training area during scheduled hours unless authorized to leave.
- Completing missed assignments, demonstrations, practical work, or training as directed.
- Meeting all applicable hour requirements for their program.

Repeated absences may result in a conference, written warning, probation, suspension, or other action consistent with school policy and applicable requirements.

3. LATE / TARDINESS POLICY

Students should arrive **at least 10 minutes before their scheduled start time** so they are prepared when instruction begins.

A student arriving after the scheduled starting time will be considered late.

First occurrence: Verbal reminder or coaching.
Second occurrence: Documented warning.
Third occurrence: Written attendance warning and meeting with school administration.
Continued tardiness: The student may be placed on attendance probation and required to complete an improvement plan.

Persistent lateness after reasonable corrective opportunities may result in suspension or dismissal, subject to applicable school rules and law.

Students must accurately record their actual arrival time. **Falsifying attendance or clock hours is prohibited.**

4. ABSENCE & NO-SHOW POLICY

If a student knows they will be absent, they should notify Celebrity's Barber College as soon as reasonably possible and preferably before the scheduled start of class.

A **no-show** occurs when a student fails to attend scheduled training and does not provide the required notice.

First no-show: Documented warning and student conference.
Second no-show: Written warning and attendance improvement plan.
Third no-show: Attendance probation and administrative review.

Continued no-shows may result in suspension or dismissal. Emergencies and documented circumstances should be reviewed individually rather than automatically treated as misconduct.

5. CLIENT APPOINTMENT NO-SHOWS

Students assigned to provide supervised barbering services must take client appointments seriously.

Students must not:

- Abandon a scheduled client without authorization.
- Leave the facility while responsible for a client without instructor approval.
- Refuse an assigned service for discriminatory or retaliatory reasons.
- Represent themselves as independently licensed when they are performing services as students.

If an emergency prevents a student from serving an assigned client, the student must notify the instructor or authorized staff immediately.

6. UNPROFESSIONAL BEHAVIOR POLICY

Examples of unacceptable conduct include:

- Repeated profanity directed toward others.
- Arguing aggressively with instructors, clients, or students.
- Fighting or threatening violence.
- Bullying or harassment.
- Sexual harassment or inappropriate sexual conduct.
- Discriminatory conduct.
- Deliberately disrupting instruction.
- Refusing to follow legitimate safety or sanitation instructions.
- Stealing.
- Intentionally damaging school property.
- Falsifying school, attendance, client, or training records.
- Performing unauthorized services.
- Being under the influence of alcohol or impairing drugs while participating in school activities.
- Bringing prohibited weapons onto school property.
- Posting confidential or inappropriate photographs/videos of clients without authorization.

Serious misconduct may warrant immediate removal from the training environment while the matter is reviewed.

7. RESPECT FOR CLIENTS

Every client must be treated with dignity and professionalism.

Students must:

- Greet clients professionally.
- Listen to the requested service.
- Obtain instructor assistance when uncertain about a procedure.
- Protect client privacy.
- Follow appropriate draping and sanitation procedures.
- Avoid discussing confidential client information.
- Never intentionally embarrass, ridicule, or discriminate against a client.
- Never photograph or record clients without appropriate permission.

Students participating in Fresh Start voucher services must provide the same level of dignity and professionalism to voucher clients as to any other client.

8. SANITATION & SAFETY

Sanitation is a mandatory part of professional barbering.

Students must follow Celebrity's Barber College procedures and applicable Washington State requirements concerning sanitation, disinfection, infection control, blood exposure, equipment, tools, linens, workstations, and client safety.

Students must:

- Wash or sanitize hands as required.
- Clean and disinfect tools appropriately.
- Keep workstations clean.
- Dispose of single-use items appropriately.
- Follow blood-exposure procedures.
- Properly handle razors and other sharp instruments.
- Report injuries or safety incidents immediately.
- Never knowingly use contaminated equipment on a client.

Repeated or deliberate safety violations may result in removal from practical services until the student demonstrates competency.

9. PERSONAL APPEARANCE

Students should report to training clean and appropriately dressed for a professional barbering environment.

Required attire: black pants and a white shirt. Clothing must be **clean, tidy, and wrinkle-free at all times.** Students must follow any footwear, identification, barber smock, apron, or protective-equipment requirements established by the school.

10. CELL PHONES & ELECTRONIC DEVICES

Phones should be silenced during instruction, demonstrations, testing, and client services unless the instructor authorizes their use for educational purposes or an emergency requires access.

Repeated disruptive phone use may result in corrective action.

Students must not record instructors, clients, staff, or other students where recording would violate privacy, school policy, or applicable law.

11. DRUGS, ALCOHOL & IMPAIRMENT

Students may not participate in barbering services or school activities while impaired in a manner that creates a safety or performance risk.

Alcohol, illegal drugs, or unauthorized controlled substances may not be used, distributed, or sold on school property.

When safety is involved, a student may be removed from practical services immediately pending administrative review.

12. VIOLENCE, THREATS & WEAPONS

Fighting, credible threats, intimidation, or conduct that creates an immediate safety risk is prohibited.

Emergency situations may result in immediate removal from the premises and, where appropriate, notification of emergency services or law enforcement.

13. THEFT & PROPERTY DAMAGE

Students must respect school property and the property of clients, employees, and other students.

Theft, intentional property damage, or knowingly possessing stolen property may result in disciplinary action up to and including dismissal.

Students may also be financially responsible for intentional damage where permitted by law.

14. ACADEMIC & TRAINING INTEGRITY

Students must accurately complete their own examinations, assignments, practical evaluations, and attendance records.

Students may not:

- Cheat on examinations.
- Falsify clock hours.
- Clock another student in or out.
- Ask another person to falsify attendance.
- Alter instructor evaluations.
- Forge signatures.
- Falsify client-service records.

Attendance and training records are important regulatory documents and must be accurate.

15. SOCIAL MEDIA & PUBLIC REPRESENTATION

Students should not claim to officially speak for Celebrity's Barber College or the Fresh Start Initiative unless authorized.

Confidential client information, private student information, inappropriate client images, and internal records should not be posted online without authorization and any required consent.

16. FRESH START INITIATIVE COMMUNITY STANDARDS

The Fresh Start Initiative serves community members with dignity and respect, including individuals experiencing financial hardship and people temporarily without homes.

Students participating in outreach must never ridicule, exploit, photograph without permission, or treat a person differently because that person is receiving a voucher or charitable service.

Community service is part of developing professional character.

CORRECTIVE ACTION PROCESS

Celebrity's Barber College supports accountability and improvement. When appropriate, disciplinary action may progress through:

1. Coaching or verbal warning.
2. Documented/written warning.
3. Student conference and corrective-action plan.
4. Probation.
5. Suspension, where permitted and appropriate.
6. Dismissal/termination from the program.

The College may move directly to a higher level when conduct involves serious safety concerns, violence, threats, harassment, theft, deliberate falsification, significant sanitation violations, or other serious misconduct.

Discipline should be documented and administered consistently. Students should have an opportunity to provide their explanation of the circumstances.

CELEBRITY'S BARBER COLLEGE

Fresh Start Initiative

STUDENT ACKNOWLEDGMENT & AGREEMENT

I acknowledge that I have received and reviewed the Celebrity's Barber College / Fresh Start Initiative Student Code of Conduct.

I understand that attendance, punctuality, professionalism, sanitation, client safety, respect, professional dress, and ethical behavior are requirements of my training.

I understand that signing this document does not waive any rights provided to me by applicable law or regulation.

I agree to follow the policies of Celebrity's Barber College and the Fresh Start Initiative while enrolled in or participating in its programs.

Student Printed Name: _____

Student Signature: _____

Date: _____

Program Start Date: _____

Instructor/Administrator: _____

Instructor/Administrator Signature: _____

Date: _____

STUDENT COMMITMENT

"A Fresh Start Requires Commitment, Accountability, Professionalism, and Respect."

Celebrity's Barber College - Fresh Start Initiative

This agreement should be incorporated into the school's approved catalog/enrollment materials and reviewed for consistency with Washington State licensing requirements before implementation.