

Student Handbook

Esthetics, Cosmetology & Related Trade Programs

Welcome & Purpose

Include a statement explaining the purpose of the student handbook, how it differs from other school documents, and how it is used. Clarify that the handbook outlines day-to-day expectations, responsibilities, and professional standards, and that students are responsible for reviewing and complying with all policies.

School Culture & Professional Standards

Define the school's culture and expectations for professionalism. Include standards related to accountability, punctuality, respect, and behavior that reflect real-world salon, spa, clinic, or trade-industry environments.

Student Conduct & Behavior

Outline expectations for respectful communication and appropriate conduct. Include prohibited behaviors such as harassment, bullying, discrimination, retaliation, or disruptive conduct, along with a general overview of consequences for violations.

Attendance & Punctuality

Describe attendance expectations for hands-on education. Include procedures for clocking in and out, reporting absences or tardiness, and how attendance impacts participation, progress, or eligibility for practical training.

Dress Code & Personal Appearance

Specify dress code requirements and appearance standards. Include guidelines for hygiene, grooming, footwear, attire, and any uniform or safety-related expectations that align with industry standards.

Classroom Expectations

Detailed expectations for behavior in the classroom. Include participation requirements, instructor authority, use of personal devices, and standards for maintaining a focused and respectful learning environment.

Clinic Floor Rules & Expectations

Define expectations for conduct in clinical or practical training areas. Include client confidentiality, following instructor direction, maintaining clean workstations, professional demeanor, and scope-of-practice limitations.

Client Interaction & Service Standards

Describe standards for interacting with clients. Include consultation procedures, professional boundaries, service delivery expectations, and how students should address client concerns or complaints through instructors.

Sanitation, Safety & Infection Control

Include required sanitation, safety, and infection control practices. Outline responsibilities related to personal hygiene, prevention of cross-contamination, and procedures for handling injuries, exposures, or spills.

Sanitation Checklists

Provide detailed sanitation checklists. Include requirements for personal hygiene, workstation setup and breakdown, tool and equipment disinfection, and laundry and linen handling procedures.

Equipment, Tools & Student Kits

Outline student responsibilities for personal and school-issued tools and equipment. Include expectations for care, storage, maintenance, labeling, and replacement of lost or damaged items.

Health, Wellness & Student Safety

Describe procedures for reporting illness or injury. Include information on physical demands of training, emergency protocols, evacuation procedures, and general student safety responsibilities.

Technology & Digital Conduct

Define acceptable use of school technology and digital platforms. Include expectations for professional digital behavior and restrictions on recording, photographing, or sharing classroom or clinic activities.

Communication & Feedback

Explain how the school communicates with students and what channels are used. Include student responsibilities for staying informed, asking questions, providing feedback, and addressing concerns appropriately.

Academic Integrity & Ethics

Outline expectations for honesty and ethical behavior. Include policies regarding coursework, clinic work, accurate recordkeeping, and respect for instructional materials and intellectual property.

Disciplinary Process

Describe the school's disciplinary framework. Include an overview of progressive discipline, documentation, student responsibilities, and how violations of handbook policies are addressed.

Grievances & Complaints

Provide instructions for submitting grievances or complaints. Include steps for internal resolution, expectations for respectful communication, and confidentiality considerations.

Student Acknowledgment

Include a section requiring students to acknowledge receipt and understanding of the handbook. Provide space for student signature and date.

*Must include Course outline for each program offered that includes amount of time