

## SCHOOL RULES AND REGULATIONS

### EINE Electrology/Esthetics Institute of NE

1. EINE Electrology/Esthetics Institute of NE has never hired sales or recruiting personnel in 30 years. The success of our graduates does the recruiting for us.
2. Department of Education (DOE), MA Department of Higher Education and NACCAS has strict rules regarding sexual harassment and bullying. Every October EINE must fill out a report regarding this. We have a zero tolerance regarding these topics. Do not be surprised if the instructors speak quickly, if they observe behavior that will lead to resentment with others. Simple things like not cleaning up after yourself and leaving things for others to do can lead to trouble among the student body. We ask everyone to do his or her share in tasks. Everyone knows when someone is taking advantage and this leads to resentment, we try to eliminate this happening. After 30 years, we are experts in hair removal, skin care and women!
3. EINE Electrology/Esthetics Institute of NE is an adult school. We do not market our programs to any high schools, which most career schools do. We do this to help maintain a serious learning environment, and do this with full realization that it does cut our potential income. This is a good time to ask anyone who comes to class with baggage to leave that baggage at the top of the driveway and pick it up on the way home...but do not bring it here!
4. For safety concerns please drive in no faster than 5 mph when entering the school parking lot. Also, please park your vehicle in the spaces which are not directly in front of the building. These spaces are reserved for clinic clients who are in and out a minimum of one hour at one time.
5. **Do not come to school ill.** Call in or email us that you will be out. Do not post on social media or tell another student. Contact us, the Administration Office, not an instructor. This way we can adjust appointments in the clinic. 978-851-4444 [info@electrologyinstitute.com](mailto:info@electrologyinstitute.com)
6. Students who are late for theory class may not enter the classroom and will not receive theory credit. They may “clock in” and will be assigned to a task by the administration. If habitual tardiness occurs, students will be subjected to advising with the Director. A courtesy call to our business office is required by a student who is prevented from clocking in on time due to unforeseen circumstances.
7. No school for inclement weather is posted on the WHDH website [www.whdh.com](http://www.whdh.com). Search for Electrology Institute and/or Esthetics Institute listed on their website for late openings and closings. In addition, like us on our Facebook page and closings will be posted there as well.
8. Tuition is due the first of each month. If you are unable to make a payment, please speak to the office administration and not an instructor. All tuitions must be paid in full 30 days before graduation. Payment lockbox is located in the second floor classroom. **NO CASH ACCEPTED!**
9. Progress reports will be administered to each student during enrollment based on the scheduled hours. These will be conducted by an instructor and/or in serious situations, by the Director. For schedule refer to School Catalog –“Satisfactory Progress Policy”

10. Students are guaranteed access to their own student records. A third-party consent form must be signed by the student in order to share information with third parties regarding scholarship committees, transcript requests, etc.
11. Access to student school records will be provided to NACCAS (accreditation agency), Massachusetts Department of Education and the U.S. Department of Education
12. Security cameras are placed in various areas throughout the school. They are never in the clinic or locker areas where privacy is expected. Cameras are where payments and products are kept and at entrances.
13. Lockers are provided to each student. Take a lock with you if you want to keep something of value in your locker. Do not bring extra items to classroom. No items are to be placed on the floor in the classroom. The Fire Department makes unannounced visits to make sure all is kept safe. Keep lunch drinks and text books in lockers until they are needed. Do not clutter clinic with extra supplies.
14. Emergency evacuation plans are posted and reviewed in person with students or on orientation day. Safety is our main concern for our students and clients; we take safety as a responsibility and do everything in our power to establish policies, which cover these safety procedures.
15. Something that is very important is the disposal of sanitary napkins and baby wipe products even though an item may be deemed as flushable, don't believe it. Place these items in brown wax bags provided in each bathroom and dispose in receptacle provided in each bathroom.
16. When using bathrooms make sure to leave them in a manner that you would want to find it as the next person to use the space. Pick up loose hair, splashes, toothpaste, etc. This is good training for your own business and/or working in a spa or salon.
17. Students are expected to pay attention during class. No texting or cell phone use. You can catch up with messages during breaks and lunch. If there is an emergency at home, give them our phone number at the office, 978-851-4040, we will get you immediately. No cell phones on during class or clinic. Catch up during breaks and lunch.
18. Students should not copy notes from another student, it is much safer for each student to take their own notes. EINE Electrology/Esthetics Institute of NE has all power point presentations on DVD's and available to students either on makeup days or down time during clinic. Do not take photos of tests or power points.
19. Students should not answer the school phone unless they are asked or paged.
20. Each student is responsible for obtaining a good state board client. These clients cannot come from the school clinic but rather from a family or personal member. Do not give personal information to any of the school clients. EINE Electrology/Esthetics Institute of NE cannot guarantee the character of its clients. In today's climate of stalking etc. it is far better to be friendly but do maintain the necessary barriers for privacy.
21. Students are expected to have hair available for clinic practice. There are products to be used in case of sensitivity (topical creams such as LMX) if needed. Leg hairs are a good source for practice for both electrolysis and waxing. All students are expected to have treatments unless there is a medical contra-indication.

22. Have your treatments while you are in school. Our clinic is busy and cannot accommodate former students as clients after graduation.
23. Female students must wear all professional white clothing and a lab jacket. White shoes with thin soles are very important to initiate current flow for epilators, IPL/Laser equipment and microdermabrasion equipment. If you wake up wondering what you want to wear is within uniform regulations, it probably is not. There should be no doubt.
24. No colored nail polish (clear polish is actually recommended, it seals the nails and is safer for the technician). Nails must be trim so as to not hurt the client when treating.
25. Uniforms can be the same for all seasons. 72 degrees is kept in the summer and winter months. No colored jackets or sweaters allowed. Again, all white and professional, nothing funky, save funky for private wear. No client is impressed by technician's clothing, they are impressed by safe, clean and effective treatments.
26. Hair must be pulled back and away from the eyes for proper visibility during treatments.
27. Name tags must be worn on lab jackets at all time.
28. History Cards must be completed by student in pen only, not pencil. You must record treatment, settings, product's used, cost & payment information.
29. Location for refills (toilet paper, hand paper, trash bags) is located above and below the sink for both Electrology and Esthetics areas. Additional supplies are available. Ask office staff for assistance/keys. Inform office of any needed supplies. Inventory lists available.
30. Lunches must be cold and free from offensive odors that may be disturbing for our clinic clients. The atmosphere must portray that of cleanliness and sanitation to give clients confidence that they will be treated with the utmost consideration. Leave extra water in locker. Only put one bottle at one time. No lunch thermal bags in refrigerator. Only put items in the refrigerator that need to be kept cold, all others in locker.
31. Please dispose of any liquids left over in lunchroom in bathroom sinks. Do not throw liquids away in the wastebasket. When taking to dumpster this can cause a mess, so be considerate.
32. Suggestions for instructors or administration can be left in the lock box (same as tuition deposits) in the second floor classroom. We take suggestions seriously. Leave requests for future anticipated time-off in same lock box.
33. These rules are made not to burden students but to make sure that sanitary and safety standards are maintained. Many clients contact the school for referrals for either help and for services. They understand that our graduates have been trained in an excellent manner and we want to maintain this reputation for our future graduates.