

# **Cut One, School One, Youth Crime Intervention**

## **Barber Instructors Handbook**

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### **1. Introduction**

Welcome to Cut One, School One, Youth Crime Intervention. This handbook outlines the expectations and policies for all Barber Instructors contracted to teach the barbering curriculum as established by Cut One, School One, and approved by the State Boards of Tennessee and Mississippi.

Instructors are vital to the success of our program and the development of our students. This handbook will guide your professional conduct and ensure a productive, respectful, and safe learning environment.

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### **2. Dress Code Policy**

As representatives of Cut One, School One, Youth Crime Intervention, Barber Instructors are expected to maintain a professional and neat appearance at all times. The dress code is as follows:

**Required Attire:** Clean, professional barbering attire. Smocks or aprons are encouraged while teaching or demonstrating techniques.

**Footwear:** Closed-toe shoes are mandatory for safety reasons.

**Prohibited Clothing:** No excessively casual clothing such as ripped jeans, shorts, tank tops, or graphic t-shirts with inappropriate messages.

**Grooming:** Personal grooming should reflect a professional image. Hair should be neatly styled, and facial hair must be well-maintained.

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### **3. Fraternalization Policy**

Cut One, School One maintains a strict policy against inappropriate relationships between instructors and students. To prevent any conflict of interest or the appearance of favoritism, the following guidelines must be observed:

Instructors are prohibited from engaging in romantic or sexual relationships with students.

Instructors must maintain a professional distance at all times and avoid personal interactions that could be perceived as biased or preferential treatment.

Socializing with students outside of official school functions is discouraged unless it is a formal school event or pre-approved by administration.

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#### **4. No Smoking Policy**

Instructors are not permitted to smoke within the premises of Cut One, School One. This includes both indoor and outdoor teaching spaces. Smoking is allowed only during designated break times and in designated areas away from students and the main building. Violation of this policy may result in disciplinary action.

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#### **5. Tardy Policy**

Barber Instructors are expected to arrive on time for all scheduled classes, meetings, and events. Being tardy disrupts the learning environment and sets a poor example for students. The policy for tardiness is as follows:

First Tardy: Verbal warning and notation in the instructor's file.

Second Tardy: Written warning and meeting with the program director.

Third Tardy: Further disciplinary action, which may include suspension or termination of the contract.

Instructors are expected to notify the administration if they anticipate being late.

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## **6. No Call / No Show Policy**

Failure to report to work without notifying the administration in advance is a serious violation of professional conduct. The following steps will be taken in the event of a no call/no show:

First Offense: Written warning and meeting with the program director.

Second Offense: Suspension of contract for a designated period.

Third Offense: Termination of contract.

Instructors must inform the administration at least 24 hours before an absence or tardiness, except in emergencies.

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## **7. Incident Report Policy**

All incidents that occur on the premises involving instructors, students, or equipment must be reported immediately. This includes any injury, misconduct, or damage to property. The procedure is as follows:

Step 1: Fill out an Incident Report Form, providing detailed information about the incident.

Step 2: Submit the form to the administration within 24 hours of the incident.

Step 3: The administration will review the report and take necessary action, which may include further investigation or follow-up with involved parties.

Failure to report incidents in a timely manner may result in disciplinary action.

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## **8. Criminal Background Check Policy**

All Barber Instructors contracted by Cut One, School One must pass a criminal background check before their contract is finalized. This ensures the safety and security of our students. The policy is as follows:

A criminal background check will be conducted by an approved third-party agency.

Any criminal convictions or charges involving violence, theft, or crimes against minors will result in immediate disqualification from employment.

Instructors are required to disclose any pending charges during the hiring process. Failure to do so may result in termination of contract.

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### **9. Drug Screening Policy**

To ensure a safe and drug-free environment, all Barber Instructors must undergo an initial drug screening before beginning their contract. The policy is as follows:

The drug screening will test for commonly abused substances.

A positive result will disqualify the candidate from employment.

Instructors have the right to appeal or request a retest if they believe the results are inaccurate.

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### **10. Routine Drug Screening Policy**

Routine drug screenings will be conducted randomly throughout the duration of employment. The policy is as follows:

Instructors may be selected at random for drug testing at any time.

Refusal to comply with a drug test will result in immediate suspension and possible termination of contract.

A positive result on a routine drug screening will lead to disciplinary action, including suspension or termination of contract, depending on the severity of the violation.

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## **11. Liability Insurance Policy**

All Barber Instructors contracted by Cut One, School One are required to obtain professional liability insurance to protect against claims that may arise from their teaching or services. The policy is as follows:

Instructors must provide proof of liability insurance within 60 days of signing their contract.

Failure to provide proof of insurance within the 60-day period will result in a suspension of duties until the requirement is met.

Instructors who do not secure liability insurance within the designated time frame may face termination of their contract.

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## **12. Conclusion**

Cut One, School One, Youth Crime Intervention is committed to creating a positive and educational environment for both students and instructors. Adherence to these policies is essential for the program's success and your professional growth. Thank you for your dedication and commitment to excellence.

For any questions or clarifications regarding this handbook, please contact the administration.