



EDUCATOR CODE OF CONDUCT

As an Educator, I understand that I MUST:

1. Always be ETHICAL and conduct myself with INTEGRITY.
2. USE only Artistic Academy of Hair Design approved curriculum.
3. PREPARE and EXECUTE interactive lesson plans and demos according to the curriculum.
4. MAINTAIN a classroom that is conducive to learning this includes:
 - a. Clean and orderly classroom
 - b. Educator will be in classroom for students' arrival and while students are in the classroom/salon
 - c. Prompt beginning of theory/practical or demonstrations at 9:01am or 6:01pm
 - d. Attendance
 - e. Daily preparation of lectures and demos completed the day prior
 - f. Updated classroom schedules
 - g. Maintaining order and assuring students are consistently working on assigned tasks
5. EVALUATE student progress daily.
6. PROVIDE all students the best education possible.
7. TREAT all students fairly, equally and without bias.
8. ASSIST and MENTOR students with customer service.
9. UPHOLD Artistic Academy of Hair Design's Policy and Procedures.
10. COMPLETE and SUBMIT Disciplinary Forms to the office promptly .
11. PROVIDE truthful and accurate statements and descriptions regarding: the school, staff, training, facilities, equipment and services.
12. KEEP student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA).
13. Commit to continuous educational growth, development and training

As an Educator, I understand that I CANNOT:

1. LEAVE the classroom unattended if students are present.
2. DEMONSTRATE preferential treatment or grant advantage to any student.
3. EXCLUDE or DENY benefits to any student or intentionally or unintentionally expose the student to embarrassment or disparagement.
4. MAKE false statements or fail to disclose important information related to my competency and qualifications.
5. ACCEPT any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.
6. USE professional relationships with students for private advantage.
7. DISCLOSE information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

Artistic Academy of Hair Design is committed to ensuring the integrity of its employees and students with respect to all aspects of its school and operations. Compliance with all applicable laws, regulations and the school's policies and procedures, and high levels of performance and integrity is expected of all employees.

This Educator Code of Conduct applies to all employees employed in an educator. Any violation of said provisions will be just cause for disciplinary measures, up to and including termination.

Educator Employee (name): _____

Date: _____

Educator Employee (signature): _____

Date: _____

Director: _____

Date: _____