



7025 E. Michigan Ave.
Saline, MI.48176
734-470-6536

STUDENT HANDBOOK
2022/2023

Huron Valley Beauty Academy

Welcome to the Huron Valley Beauty Academy

The Huron Valley Beauty Academy is owned and operated by the South and West Washtenaw Consortium in conjunction with the Ann Arbor Public Schools. The Academy was designed to provide you with one of the best programmed and equipment Career/Technical Cosmetology programs in the State of Michigan.

This is an excellent opportunity to receive quality training. The instructors have broad experience in the field of Cosmetology and are prepared to provide students the skills necessary for completion of this program, the state board examination and entry-level employment.

An Advisory Committee governs the Cosmetology program. The committee is formed of representatives from business and industry, students, teachers, and administrators. The committee assures that the Cosmetology program is kept up-to-date with current industry requirements.

When training is completed, students are prepared for one of the most challenging, progressive professions in the beauty industry. This is an excellent opportunity for students.

Welcome!

Faculty and Administration

Dr. Ryan Rowe, Principal/Director of Career and Technical Education,
South and West Washtenaw Consortium

Cosmetology Facilitators

Sines, Elaine Department Head / Teacher

Lucas, Steve Assistant Department Head / Teacher

Tikker, Liv Teacher

TBD Teacher

**FAMILY, EDUCATIONAL RIGHTS AND PRIVACY ACT
(FERPA)
ANNUAL NOTIFICATION OF RIGHTS AND
DESIGNATION OF DIRECTORY INFORMATION**

Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record to those with legitimate educational interests. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Saline Area School District, Washtenaw County, Michigan, has designated the following personally identifiable information contained in a student's educational records as directory information:

*Student name, address, telephone listing, date of birth,
grade level, participation in officially recognized activities
and sports, weight and height of members of athletic
teams, dates of attendance, degrees and awards received,
most recent previous school attended and photograph information
generally found in yearbooks.*

Unless you advise the District that you do not want any or all of this information released, school officials may release personally identifiable information, which is has designated as directory information. Upon such objection, this information will not be released without the prior consent of the parent or eligible student.

You have two weeks from the receipt of this notice to advise the District in writing of any or all of those types of information about the student, which you refuse to permit the District to designate as directory information. Your objections should be addressed to:

Steve Laatsch
Superintendent
Saline Area Schools
District Office
7265 Saline Ann Arbor Road
Saline, MI 48176

Student Enrollment Policy and Procedures

The Career and Technical Education (CTE) cosmetology program is an intensified program of related instruction and clinical experiences that prepare responsible and serious students for entry into one of the cosmetology careers.

The primary purpose is to provide eligible youth the opportunity to begin and complete the program while in high school or while eligible to access the program under the provisions of the State School code.

Eligibility of all applicants shall be determined by the following:

1. Demonstrated interest in the career area
 - a. Completion of the required application
 - b. Completion of career goal statement
 - c. Substantiated by a validated career interest instrument
2. Demonstrated aptitude for the Course Content
 - a. Successful completion of basic academic courses
 - b. Substantiation by a validated career aptitude test
3. Demonstrated responsibility to handle a program located off campus
 - a. A good attendance record
 - b. Meeting of timelines in the application process
 - c. Parental involvement, support and completion of orientation packet (for 11-12 grade applicants).

The priority for enrolling eligible students shall be:

Current 11th and 12th grade students:

1. All students must attend class 3.25 (first year) and 4.25 (second year) hours/daily, plus one summer session of 7-hour days for 6 weeks. All 12th grade students must complete the program prior to the second week of June of the second year. Students who are 50 hours or more behind by the second week of June may re-enter the program with the start of next fall season if space is available. They must pay \$2.75/hour for the remaining hours.
2. Current 12th grade students must attend class 3.25 hours daily for the first year. A mandatory summer session is 7 hours per day for 6 weeks. The second year, students must attend 4.25 - 7 hours a day and pay \$2.75/hour for remaining hours.
*Student must attain credit, which reflects Junior standing
3. Students new to the district or re-entering the district after an absence, will be considered for enrollment based upon completion of the application process by the end of the first week of school and available space.
4. The only fees the student will incur will be to purchase the required uniform, and a \$15.00 registration fee to register the student with the State of Michigan. (students are responsible for all State Board exam fees)

High School Graduate

On a space available basis, a limited number of high school graduates may be considered for enrollment. The students must attend class 3.25 hours daily for the first school year (or approximately 500 hours), mandatory summer schedule and beginning the fall of the second year 4.25 - 7 hours daily.

School Visitors

Student visitors are not permitted to visit the Huron Valley Beauty Academy without authorized approval. All visitations should be pre-arranged and will be coordinated through the administrative office. Opportunities for visitation will be arranged for interested parties at various times throughout the school year.

Parent/Guardian Access

Parents/Guardians are encouraged to schedule appointments for services with their students! In this instance, the parent/guardian will be treated as any other client that is scheduled for a service at Huron Valley Beauty Academy. If a parent/guardian would like to have a meeting with any of the teachers in the program, regular high school protocol must be followed. A meeting can be scheduled by reaching out to the teacher directly. Due to the nature of our program, we will not be able to accommodate parent/guardian meetings that are not scheduled ahead of time.

Attendance Policy

At Huron Valley Beauty Academy, **attendance at all scheduled instructional classes is mandatory.** All students are responsible to attend every session, even if home school is closed. Failure to fulfill this requirement is considered in the evaluation of the student's academic and professional attitude and may result in a lower grade for the class. Students not attending their home school regularly may be subject to removal from the cosmetology program.

The attendance policy encourages good attendance. It allows for equal treatment of students regardless of their home school schedules and increases communication between parents, students, staff and administrators.

A call or email from a parent/guardian of high school students is required when a student is absent from class. If there is no call or email, a staff member will make a call or email for an excused or unexcused report. Once the final absence list is tallied it is placed in PowerSchool.

1500 hours are required for graduation. To graduate on time, students need to accumulate hours monthly toward that goal. Each month there will be set hour goals toward those hours. When students miss hours they are expected to make up those hours. Letters are sent home (emailed) in the following sequence when students have accumulated the following hours behind:

(Please note that these are excused and unexcused absences)

1. **30 hours behind**

- parents/guardian
- home school counselor or administrator

2. **60 hours behind**

- parents/guardian
- home school counselor requesting a conference
- administrator for conference

3. **90 hours behind**

- parents/guardian
- specific documentation on attendance, present grade earned, student attitude, etc.
- school principal
- school counselor

At 90 hours behind students will be placed on probation for possible termination of the program.

4. **100 hours behind**

Any student who has accumulated 100 hours behind the expected monthly goal may be subject to removal from the program. A referral will be made to administration for consideration for loss of credit, failing grade or withdrawal from the program.

Excused Absences

1. Illness - The school is to be notified as soon as possible. (734) 470-6536 or teacher email.
2. Home-School activities - HVBA should be notified a day in advance of the activity by a school counselor, administrator or other official school personnel. Home school absences are considered an excused school business absence, but students do not receive their hours for that day.

Special Circumstances

1. Death in the family - The school should be notified in advance for extended leave.
2. Leave of absence for illness/pregnancy/surgery - An administrator must review each case on an individual basis and grant the leave accordingly. Without administrative approval, the student may not return to class, resulting in a failing grade and loss of credit.

Unexcused Absences

Absences not falling into the first two categories are unexcused absences. The Administration realizes that special circumstances may arise, on rare occasions, leading to an unexcused absence. However, unexcused absences are neither a right nor an entitlement of the student. An unexcused absence(s) may result in a written reprimand from the administrator with a copy in the student's permanent file, plus lowering a grade. SEE THE DISCIPLINARY PROCESS BELOW.

Each missed assignment must be made up at the discretion and convenience of the instructor.

Tardiness

Promptness is a trait a professional Cosmetologist must display. Additionally, tardiness disturbs the lecturer and other members of the class. Daily production points may be declined due to tardiness and loss of documented time will result. A student who arrives on site 15 minutes or later for class will be considered absent for the day. They will receive no hours and a call will be made informing parents that the student will be returning home for the day. Students who arrive up to 15 minutes late will be considered tardy. Students who are chronically late for class will be counseled and may be subject to disciplinary action (SEE DISCIPLINARY PROCESS BELOW), or removal from the program.

AM: Start Time: 7:45am / Tardy Time: 7:46am-7:59am

Considered Absent: 8:00am

PM: Start Time: 11:45am / Tardy Time: 11:46am-11:59am

Considered Absent: 12:00pm

Summer: Start Time: 8:00am / Tardy Time: 8:01am-8:14am

Considered Absent: 8:15am

Make-up hours

Students are allotted up to **35 hours** of make-up time per calendar year (**70 hours total in the 2 calendar years of this program**), at the educators discretion. See instructor for State approved activities. Students who fall behind by more than 70 hours during the course of the two year program, may return as a “High School Graduate” the fall after their senior year. *SEE STUDENT ENROLLMENT POLICY (HIGH SCHOOL GRADUATE)

Religious Holidays

Absences for major religious and ethnic holidays may be excused at the discretion of the Administrator. Students are required to obtain approval for their absences one week prior to the holiday.

Breaks

Students will be granted a 30-minute lunch break when students stay for a 7-hour day. Students will be expected to punch out for the 30-minute break and they are able to leave the premises.

Dress Code Policy

Students must maintain a neat, clean, and professional appearance befitting students attending a professional school. Students must wear assigned uniforms in order to receive credit for the class, a grade for the class and hours for the State Board of Cosmetology.

1. Students must wear solid black scrub pants, a solid black scrub top, and a black scrub coat. Scrub uniforms must be purchased from the link that will be emailed to all parents. In addition to the all black scrubs, students are required to wear black socks, solid black shoes, and a school provided name badge.
2. Proper hygiene is paramount in the beauty profession. We ask that all students shower regularly, wear deodorant, and keep their uniforms laundered. It is important that our students are trend-setters in the beauty industry, so hair styles should be polished (no ponytails), beard hair should be neatly trimmed, and if a student chooses to wear makeup, it should be polished and professional.
3. Students are expected to arrive ready for the day, and will not be granted time to change clothes once they arrive at school, or before they leave.

Students inappropriately dressed or groomed will not receive state board hours for the day. In this circumstance, a student will be permitted to stay and continue with class and work in a non-disruptive way. If a student requests to go home, a call will be made to a parent/guardian to grant permission for the student to leave.

Transportation Policy

Students attending class from the South and West Washtenaw Consortium are required to provide their own transportation.

Students from Ann Arbor Public Schools will be provided bus transportation to school and to AATA bus stops after school. Students will be responsible for their own transportation when Ann Arbor Public Schools are closed (including summer school).

Students must obtain a driving pass or permission from their home school to drive their own vehicles. Violation of any of the home school driving codes will be enforced and violations may result in suspension or removal of driving privileges.

Discipline policy

Conduct

Students are expected to conduct themselves in a responsible manner (on or off of school grounds), which will reflect credit upon themselves and the Huron Valley Beauty Academy. Students are expected to conduct themselves in a professionally ethical fashion and to maintain and observe high moral standards of conduct. They are to preserve the integrity of the school. Students may subject themselves to suspension or removal from the program if their conduct is deemed unprofessional or unethical by HVBA staff.

Students will not receive hours for any time that they are unproductive. Students are expected to be working on tasks during all class times. If a student is suspended at either home school or HVBA the student is expected not to attend either school.

- o Students are not allowed to leave school premises without instructor's or parental permission during regular class time. Students leaving premises without permission will face suspension.

Fighting/Inciting Violence/Bullying (Verbal, Written, Physical)

HVBA has a zero tolerance for fighting, inciting violence, and bullying. Students will be immediately terminated from the program if they are caught engaged in these activities. This includes on school grounds or anywhere else that the activity involves a connection between HVBA students, including social media, text messaging, group messaging, and cyber-bullying.

Cell phones

Cell phones should be kept in the students locker, and may be accessed during break time, or any time the educator gives permission. Failure to follow this policy will result in the disciplinary process below.

Earbuds & Headphones

No use of earbuds or headphones is allowed at HVBA. Failure to follow this policy will result in the disciplinary process below.

Disciplinary Process

A student will receive warnings in the following order:

Verbal - A documented verbal warning

Written- A documented written warning

Suspension- A documented 3 day suspension

Expulsion- Removal from the Cosmetology program

When any of the above is warranted, an educator will sit down with the student and present them with a disciplinary form. The student will come up with an action plan to address the disciplinary issue. A signed copy of the disciplinary form will be kept in the students file, and emailed home to the parent/guardian. The fourth time a student is disciplined, they will be removed from the cosmetology program. *PLEASE SEE AN EXAMPLE OF THE DISCIPLINARY FORM AT THE BACK OF THIS HANDBOOK

Requirements for Graduation

Students are awarded a certificate at the completion of the state mandated 1,500 hour curriculum and mastery of all necessary competencies. Students are not awarded a license to practice Cosmetology in the State of Michigan until they have successfully completed their state exam.

In order to be eligible for the diploma, each student shall:

1. Be of good moral character
2. Have completed 1,500 hours of theory and practical application in the State approved cosmetology program.
3. Have satisfactorily followed the policies and procedures of the Huron Valley Beauty Academy.
4. Have satisfactorily completed the program of study required for the diploma with minimum examination scores of 75%.
5. Have satisfactorily discharged all financial obligations.
6. Attend in person the commencement program at which time the certificate is awarded.

MISCELLANEOUS

Leave of Absence

A student desiring a voluntary leave of absence must submit a written request to the Administration. The Administration will determine whether or not the leave of absence is to be granted and the conditions under which the student may return to the school.

Withdrawal from the Program

Students wishing to withdraw should meet with their teacher and their home school counselor. Withdrawal procedures should be followed according to home school procedures. Students withdrawing from the Cosmetology program will lose the privilege of re-entering. Tuition will not be refunded. Failure to officially withdraw will result in failure in the course with loss of credit for that semester and an automatic dismissal from the program.

Acceptance of Professional Fees

The activities of students are not to be construed as the professional practice of Cosmetology. It is a violation of state law and contrary to the policy of the academy to accept professional fees for Cosmetology services.

The academy does have the ability, under certain circumstances, to arrange for a co-op position with one of the surrounding establishments.

Social Events

A student or group of students may not officially represent the Academy, on or off campus, at any time without authorization. All events sponsored by student body groups must receive prior approval from the Administration.

Field Trips

At various times throughout the school year, instructors may arrange field trips relating to Cosmetology. If it becomes necessary for a student to be absent from home school for a field trip, it is the student's responsibility to obtain permission from their home school. Instructors will verify these trips with the home schools if this is a necessary procedure. Transportation on all field trips will be pre-approved by Administration. Private student automobiles are not permitted to be used for this purpose without written administrative approval.

All students must return Parent/Guardian permission slips under 18 years of age. Rules of conduct for students on field trips are no different than for students in the classroom at Huron Valley Beauty Academy.

Safety

Good safety practices are a daily concern at the Huron Valley Beauty Academy. Students receive orientation and instruction on safety procedures for the building, program, equipment and emergency procedures. Students are asked to participate in safety inspections including locker, kit, and practice area inspections, and to recognize postings for hazardous areas and equipment. We expect all students to:

1. Acquire safety skills
2. Apply safety skills daily
3. Help others to observe safety codes

Lockers

Lockers will be assigned as needed. All lockers are equipped with combination locks for student security purposes. Lockers are to be used for storage of backpacks, purses, cosmetology supplies, and jackets. Care and cleanliness of the locker will be the student's responsibility.

Kits, Tools, and Supplies

The school provides all essential supplies, materials, kits and books and the student should bring them to class daily. It is essential that students learn respect for the care and safekeeping of their kits. Students will be responsible to replace any items that are lost, damaged, or destroyed. Students will return textbooks, tools and other essential supplies when the skill instructor determines there is no further student value in the use of these items. Student care and responsibility of kits/tools/implements will assure that all participants will have essential tools when needed. The student must return implements that are used by a student when requested by the instructor. When a student withdraws or is dismissed from the school, they must return all tools, kits, supplies or implements belonging to the school. Lost or stolen articles must be replaced at student's expense.

Summer School

All first year students will be required to clock 168 hours over the summer session between their first and second year. Summer session is 28 hour weeks (4 days, 7 hours per day), and runs for 8 weeks. Students can achieve the required 168 hours (with perfect attendance) during the first 6 weeks of the summer program. The last 2 weeks of the summer program are to make up any hours missed in the first 6 weeks of summer, make up any hours missed from the previous school year, or to get ahead on hours for the second school year. Students may be done with the summer program once they reach 168 hours. Students who do not clock 168 hours during the summer program will not be allowed to re-enter cosmetology for the second year of the program.

Student Rights and Responsibilities

Age of Majority

If you are age 18, you may sign appropriate papers with your home school which allows you to deal directly with the program instructor regarding issues such as: tardiness, absences, grades, behavior problems and school related activities.

Student Records

Your file is maintained in the office and is kept for seven years in accordance with state board requirements. Your file may contain any information about you i.e. progress reports, assignments, parent-teacher conferences, notes about you, etc. You or your parents may see any of these records. Your records will not be open to persons or agencies outside the school without your written permission. Professional school personnel have the right to view your records when the need arises.

First Amendment Rights

The First Amendment guarantees students the rights of assembly, petition, symbolic speech, inquiry and expression. The Huron Valley Beauty Academy does have the authority to put some limitations on your rights. Speech and published material can be prohibited if they contain obscene language, libelous materials or disruptive materials. It is your responsibility to make sure your speech and written materials do not contain such statements. Freedom of speech does not give anyone the right to trespass on the rights of other people.

Controlled Substances

Possession or evidence of use of alcohol or illegal drugs will be grounds for suspension or exclusion from the Huron Valley Beauty Academy. Suspicion will be reported to home school for follow-up.

Smoking & Vaping

State Law prohibits smoking in the school (HVBA) or on the property of the school.

Interview and/or Interrogation by Policy Officer or Fire Marshall

An interview is defined as the questioning of a witness to or victim of an offense. Interrogation is defined as the questioning of a person suspected of committing an offense. When students are interviewed or interrogated on HVBA property: HVBA personnel may be present when a student is interviewed by police. HVBA personnel will be present when the police interrogate a student where criminal prosecution is possible.

HVBA personnel or the police will notify the parent or guardian when a student is interviewed or interrogated by the police. When feasible, notification will be made before the interview or interrogation, but notification may occur either before or after the interview or interrogation based on the circumstances of the particular incident.

Prior to interrogation, students will be given a written statement and explanation of their Miranda Rights. If a student should voluntarily waive these rights, the Police Department will provide a form on which the student will indicate the waiver.

Locker, Car, and Student Searches

School officials may conduct reasonable searches of a particular student, school property, and cars that are parked on school grounds, when there is reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol or other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search. Student's automobiles are considered part of their possessions when they are located on school property.

Except in an emergency, the school is required to have another adult present during a search of a student or an assigned storage area. It is strongly recommended that the student be present for the search of her or his locker, other assigned storage areas of personal possessions such as a purse, bag, backpack or automobile.

If there is an emergency, the school has authority to proceed with a search without prior approval.

The police or HVBA personnel will notify a parent or guardian when a student is searched or a seizure of a student's property is made.

The scope of the search must be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction".

If school officials conclude that a more intrusive search (i.e., strip search) is needed, they shall call the parents of the students involved and report their suspicions to the parents and to the police liaison officer who shall be responsible for any such search. Searches will be conducted by an officer of the same sex as the student involved in the presence of a parent or a staff person requested by the student if at all possible. School staff may not conduct any strip searches.

Due Process

The constitutional rights of the individual assure the protection of due process of law. The Huron Valley Beauty Academy supports the individual home school procedures and will enforce them when deemed appropriate

**Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendment Act of 1972
Title II of the Americans with Disability Act of 1990
Section 504 of the Rehabilitation Act of 1973
Age Discrimination Act of 1975**

Section I

If any person believes the South & West Washtenaw Consortium or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Title II of the Americans and Disability Act of 1990, (4) Section 504 of the Rehabilitation Act of 1973, and (5) the Age Discrimination Act of 1975 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Dr. Ryan Rowe
Principal/Director, South and West Washtenaw Consortium
Saline High School
1300 Campus Parkway
Saline, MI 48176-1606
(734) 429-8061

Section II

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days. The complainant may initiate formal procedures according to the following steps:

Step 1 - A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator within five business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five days.

Step 2 - If the complainant wishes to appeal the decision of the Local Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools at their home district within five business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten business days.

Step 3 - If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within 40 days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within 10 days of this meeting.

Step 4 - If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20201.

Inquiries concerning the non-discriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The local Coordinator, on request, will provide a copy of the Consortium's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

It is the policy of the South & West Washtenaw Consortium not to discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, disability, height, weight, language or marital status in any of its programs, activities or employment. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

Student Name: _____

Date of occurrence: _____

Educator: _____

Date of discussion: _____

Verbal Warning

Written Warning

Suspension

Expulsion

The purpose of this warning is to discuss improvements in a student's behavior, necessary for continued enrollment in the Cosmetology Program at HVBA. The fourth offense will result in expulsion from the program.

Reason for warning:

Steps that student needs to take to address the concern:

Next step in progression: Verbal Warning Written Warning Suspension Expulsion

I, _____ understand that I have been counseled regarding the matter stated above. I further understand the steps that I need to take to resolve the matter stated above, and if I do not resolve the matter, further disciplinary action may be taken, including withdraw from the Cosmetology Program

Educator Signature: _____

Date: _____

Student Signature: _____

Date: _____

