



PRE-APPLICATION FOR CTE STUDENTS

NAME _____
LAST FIRST MIDDLE

SOCIAL SECURITY NUMBER _____

CURRENT MAILING ADDRESS _____
STREET CITY STATE ZIP

HOME ADDRESS _____
IF DIFFERENT FROM ABOVE STREET CITY STATE ZIP

EMAIL ADDRESS _____

HOME PHONE () _____ CELL PHONE () _____

CELL PHONE PROVIDER: _____

BY PROVIDING EMAIL ADDRESS, CELL PHONE AND CELL PHONE CARRIER INFORMATION I AM AUTHORIZING MCB

TO CONTACT ME VIA THESE METHODS: _____ (INITIALS)

ARE YOU AT LEAST 16 YEARS OF AGE? ____ YES ____ NO

HIGH SCHOOL _____

NAME OF HIGH SCHOOL COUNSELOR _____

COUNSELOR EMAIL AND PHONE #: _____

CURRENT CUMULATIVE GPA: _____ CURRENT GRADE: _____

HAVE YOU BEEN CONVICTED OF A FELONY¹ () YES () NO OR MISDEMEANOR? () YES () NO

HAVE YOU BEEN SUSPENDED AT ANY POINT IN HIGH SCHOOL? () YES () NO

IF YES PLEASE EXPLAN:

¹ MCB reserves the right to perform a background check of any applicant. Any false or misleading statements on this application are grounds for immediate termination of the application process.

HAVE YOU EVER RECEIVED SPECIAL EDUCATION SERVICES () YES () NO

DO YOU CURRENTLY HAVE AN IEP OR 504? () YES () NO

IF YES, PLEASE EXPLAIN:

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in training you for the specific program for which you are applying for admission (For example: standing for extended periods)? Please initial your answer.

_____ Yes _____ No

If, no, please explain:

Do you have a reliable source of transportation? How do you plan to get to school each day?

_____ Do you have back-up plans? _____

Expression of Interest: PLEASE EXPLAIN WHY YOU WOULD LIKE TO BECOME A COSMETOLOGIST:

YOU MAY CONTINUE WRITING ON THE REVERSE SIDE OF THIS PAGE, IF YOU NEED MORE SPACE.

HOW DID YOU FIRST LEARN ABOUT MICHIGAN COLLEGE OF BEAUTY? (please circle your choice)

- _____ HIGH SCHOOL COUNSELOR _____ FAMILY MEMBER _____ CAREER DAY _____ SALON
- _____ HIGH SCHOOL INSTRUCTOR _____ NEWSPAPER AD _____ RADIO AD _____ EMPLOYER
- _____ FRIEND/ACQUAINTANCE _____ WEB SITE/INTERNET _____ YELLOW PGS _____ MAILING
- _____ OTHER (please explain) _____

WHO INFLUENCED YOU MOST IN YOUR FINAL DECISION TO APPLY AT MCB? _____

I SUBMIT THIS APPLICATION AS A TRUE STATEMENT OF FACT FOR YOUR CONSIDERATION

APPLICANT SIGNATURE _____ **DATE** _____

PARENT'S SIGNATURE (IF UNDER LEGAL AGE) _____ **DATE** _____

HS COUNSELOR'S SIGNATURE: _____ **DATE** _____

Date of Orientation: _____

First day of Class: _____

MICHIGAN COLLEGE OF BEAUTY – MONROE
RULES AND REGULATIONS
CAREER TECHNICAL EDUCATION (CTE) STUDENTS

The school rules of student conduct must be observed at all times. These rules have been formulated to ensure a safe environment for students, staff and guests. Michigan College of Beauty-Monroe. Learning these rules and abiding by them will be one of your immediate responsibilities.

HOURS OF OPERATION: Tuesday through Friday 12:45 p.m. to 4:30 p.m.
 Saturday 8:30 a.m. to 4:00 p.m.

II. UNIFORMS:

Student uniforms are to be clean and neat at all times. Your hair should be clean and prepared in a daytime style. Coats, jackets, hoodie-style shirts or sweatshirts may not be worn at any time during school hours. Hats and neck scarves are prohibited as well. Socks or stockings must be worn with shoes at all times. Nametags must be worn at all times.

All first year CTE students:

Solid black pants. No sweat pants. No rips or tears permitted on pants. Cosmetology students a grey MCB polo. Shoes may not have open toes or open heels. All shirts worn beneath the MCB uniform must be solid black. All students may wear colorful MCB logo shirts during the summer.

All second year CTE students:

Solid black pants. No sweat pants. No rips or tears permitted on pants. Solid black shirt under the blue monogrammed smock. Shoes may not have open toes or open heels. All shirts worn beneath the MCB uniform must be solid black. All students may wear colorful MCB logo shirts during the summer

Students are required to practice good personal hygiene, including oral hygiene, at all times. Students are requested to limit facial piercings.

Cellular phone use is permitted under limited circumstances, including breaks, lunch and in class or clinic with prior instructor approval. CTE student phones must be placed on their instructor's desk during class time. Use of recording devices anywhere in the college could result in termination. If caught using a cell phone, the first offense results must leave their phone in the MCB office for the remainder of the day; 2nd offense results in a 1-day suspension; 3rd offense results in 3-day suspension. Students may take pictures inside the school only with the school manager's permission.

Each student is issued a nametag to be worn on the uniform for proper identification. Wearing a nametag is a State Board requirement. Lost or forgotten tags must be replaced and may be purchased in the school manager's office for a nominal fee.

Lockers are provided for safekeeping student kits, books and personal items. Students provide their own combination or pad locks. Large purses and expensive clothing (i.e. leather coats) should not be brought to school because of locker space restrictions. Students are encouraged to use a coin purse

and discouraged from carrying large sums of money. The school is not responsible for anything lost or stolen. Kits should be ready for inspection at any given time. Lost, stolen or misplaced items from a student's kit must be replaced at the student's expense. (Failure to have a complete kit at all times could result in suspension from school.) Students may not bring large wheeled suitcases or large kit bags.

III. **ATTENDANCE:**

History has proven that a student who misses more than a reasonable amount of theory class time will not pass our final examination and will therefore not be eligible to take the Michigan State Board Examination. Theory cannot be learned exclusively through reading the textbook. Class discussion and participation, and instructor input, are vital to understanding all the theory concepts. Additionally, many concepts are not included in the textbooks.

Students must be in attendance according to their contracted hours. Make up time occurs on school vacations and holidays according to each respective high school calendar.

Students must be in their assigned classrooms promptly, and must be ready for class with textbooks, notebooks, workable pen or pencil, and any other required materials. Students must be in their classroom when roll call is taken. If a student fails to answer when his/her name is called, s/he will not receive credit for the first quarter hour. Students who have other students answer roll call for them will be suspended. Attendance is marked on quarter hour increments.

Students will not be allowed to make up hours unless granted permission. A student parent or legal guardian must telephone the school office before 9:30 a.m. to report an absence. Continued unexcused absences warrant disciplinary measures and could result in suspension from school.

The time clock is provided to keep accurate account of students' time while in attendance. It is also necessary for students to sign in so that they may receive their daily assignments and complete their required minimum practical applications (M.P.A.'s). Beginning at 0 hours to 1,500 hours, each student is required to perform minimum assignments for each subject in their specific course. These assignments, which are required by State Board, are necessary for graduation, and to ensure the student's success as a cosmetologist. It is most desirable to perform these assignments on a live patron. However, patrons are not always available. For this reason, manikins are substituted as needed. School manikins must remain in the building at all times.

Tardiness: This institution has a specific procedure to follow in the event a student is tardy.

1. The student must report to the school office
2. The student must hand in one tardy pass signed and dated, in order to be admitted to class. Students are issued five tardy passes at the beginning of their programs. Cosmetology students receive five more tardy passes at 750 hours. Cosmetology students may use their first five passes from 1 to 749 hours, and the second issuance of five passes from 750 to 1500 hours. On certain published days, the school doors are locked at five minutes past start time. This may be to accommodate an all-school meeting, guest speaker, or special theory class. Students will be allowed into the building but will not receive hours until the meeting is finished. At that point, a tardy pass is required for admittance to class.
3. The manager has the discretion to override the tardy rules when weather conditions dictate.

IV. **BREAKS/LUNCH:**

CTE students have a break of 15 minutes each day Tuesday-Friday. For Saturdays or other days exceeding 5 hours, students receive a morning and an afternoon break of 15 minutes or lunch break of 30 minutes. CTE students are NOT permitted to leave the building at lunch or break times. Students

may not leave the building during any scheduled classroom hours without parental permission. Abuse of this rule is grounds for disciplinary action per Section VII of this document. All students must have permission from an instructor before going to break or lunch.

V. CODE OF CONDUCT:

MCB is dedicated to the advancement of knowledge and learning and to the development of ethically responsible individuals. MCB staff and students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. All staff and students are expected to conduct themselves in accordance with all federal, state and local laws along with MCB regulations and policies.

MCB is committed to ensuring that all students and staff are treated with dignity and respect. MCB affirms its desire to maintain a learning and living environment for all students that is free from all forms of unlawful discrimination, bullying, harassment and retaliation. All members of the MCB community are responsible for ensuring that their conduct does not discriminate, harass or retaliate against others, and are to cooperate in maintaining a climate where discrimination, harassment, bullying and retaliation are not tolerated.

In keeping with MCB's values, any sanctions imposed are for the purposes of restoring the standards of the MCB community, educating students and student organizations about the seriousness of their action(s), promoting civility and positive growth, while maintaining the safety and integrity of our learning community.

VI. GENERAL RULES:

Students may not loiter around the reception desk or the dispensary. Idle students will be written up, their parents will be called and they will be sent home.

It is the student's responsibility to sign the roll call sheet daily and make sure M.P.A.'s are listed on the sign-in sheet. Failure to do this could mean loss of credit.

Students must be physically able to participate in class or on the clinic floor. Students cannot receive hours if they are unable to attend school or participate in class or on the clinic floor.

Each student must park in the designated area. Patron Services are a crucial part of the training, so it is imperative that parking is available for them close to the entrance. Students not parking in assigned areas will be disciplined.

Gum chewing is not allowed in the school. This is a smoke-free building. Smoking, vaping, consumption of alcohol, tobacco or other controlled substances is prohibited for all CTE students.

Students may not leave the building during any scheduled classroom hours, or during breaks or lunches, without parental permission.

Students may have commercial water bottles in classrooms. No water bottles or beverages of any kind are permitted on the student salon.

Students may not receive phone calls or messages at school. Emergency messages for students will be delivered immediately. Students may not leave the classroom or clinic floor to use the telephone. Students are strictly forbidden to use the reception desk phone for their personal calls.

The Instructors' Lounge, stockroom, reception desk, dispensary and corporate offices are off limits to students. Students assigned to assist in the dispensary or at the reception desk are the exceptions to this rule.

The photocopier and fax machine in the administration office are for the exclusive use of the faculty and staff. No exceptions.

All equipment must be kept clean and sanitized. Implements and materials used to work on clients must be sanitized before each use. This is a mandatory State Board regulation. Failure to obey this rule at the time of a State Board inspection could result in a disciplinary measure taken against the school.

Services are available to students at a student price. Certain days are set aside for this purpose. No student services are allowed on Saturdays. Students must have permission from the staff before arranging for a service. A ticket must be written up and the service paid for. Students are not allowed to work on themselves while receiving hours. CTE students must have written permission from a parent or legal guardian before any chemical service can be provided.

Students must follow schedules and studies outlined by the instructors. Copies of the junior and senior syllabi are posted at all times. The clinic floor has a board posted for senior students' daily clinic assignments.

Cleanliness and order are important. Students must keep their work area neat and clean at all times. Shampoo bowls must be cleaned before students leave. Hair must be swept and put in one of the closed containers immediately after the hair cut is finished. Students are responsible for sanitation in all areas used during the day. A Duty List is posted daily. Students must complete their assignments from the Duty List before they clock out.

The staff will confiscate personal items and equipment left behind after a student clocks out. A fee will be charged for the return of these items.

Students may not leave the classroom for any reason without permission from the instructor in charge. The clinic is also a classroom and students may not leave their assigned station without first notifying the instructor or supervisor, or following the required procedure.

Visitors are not permitted in the classrooms, student lounge or clinic floor, unless permission has been granted by the school manager. The student entrance is for the exclusive use of students. Friends/family members picking up students must wait outside the student entrance.

In the event of a student's sudden illness or injury while on the premises of the College during school hours, MCB has the right to call a physician or medical emergency team and/or transmit the student to a medical facility for further treatment by a licensed physician. Any CTE student needing to leave the school prior to the end of the day must have permission from a parent or legal guardian.

Michigan College of Beauty is not responsible for any fees incurred for emergency medical treatments. Michigan College of Beauty reserves the right to request a letter from a physician, documenting the status of a student's health, prior to enrollment.

VII. **DISCIPLINE:**

The school reserves the right to take disciplinary measures for insubordination, refusal to cooperate with rules, instructions and schedules, using obscene or foul language, or in any case where the

instructors or manager thinks the student is not appearing or conducting him or herself in a professional manner, or in a way which is not a credit to the profession or school.

The school policy is to offer the highest quality training using the most qualified instructors in an environment conducive to learning. When the environment is not conducive to learning because of a student discipline problem, the following procedure is used:

- a. For a first violation of a school rule, the student(s) will receive a verbal warning from the instructor or school manager. This warning will be documented by MCB staff and included in the student file.
- b. If there is a second violation, related or unrelated to the first violation, the student will be counseled and the violation will be documented on a counseling record in the student's file.
- c. If there is a third violation, related or unrelated to the first and second violations, the student will receive another reprimand. Another counseling report will be complete for the student's file and the student may be suspended or terminated.

The above steps may not be followed in the order given. Depending on the severity of the offense, the school may immediately proceed to the third step.

VIII. GRIEVANCE:

The following procedure must be followed in registering a complaint at MCB:

1. A student, teacher, or interested party may file a complaint against this school; however the complaint must be in writing to the school owner and should outline the allegation or nature of the complaint.
2. A school representative will meet with the complainant (within 10 days of receipt of the written complaint). The school will document the meeting between the school representative and the complainant in writing. The complainant will be provided a copy of this written record at the time of the meeting.
3. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The complaint committee will be comprised of at least three individuals that may be from the following categories: school owner, director, instructor, financial aid administrator, member of the public interest, or student.
4. This school's complaint committee will meet within twenty-one (21) calendar days of receipt of the unresolved complaint and review the allegations. If more information from the complainant is needed, a letter will be written outlining the additional information which is needed.
5. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.
6. If the complainant wishes to pursue the matter further, a complaint form is available through this institution's accrediting agency. However, the complainant should first try to resolve the problems through the school's complaint process, prior to filing a complaint with the school's accrediting agency. The school's accrediting agency is: National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA 22314 Phone: 703-600-7600
7. This school will maintain records of all complaints filed through two (2) complete accreditation cycles.

If you have questions or need further guidance on the grievance procedure, please contact the MCB School Manager.

Everyone must realize that 750 hours is a long time. Some ups and downs are to be expected during those hours. If everyone works hard at their "job of learning", we will be able to continue to achieve the high standards of quality established by this school. If an inordinate amount of time is spent ensuring that school rules are followed, then less time is given to learning. The student who is constantly late, frequently absent, and who disrupts class is not only hurting him/her self, but is depriving all of the other students of the opportunity to learn.

IX. ADDITIONAL RULES AND GROUNDS FOR IMMEDIATE TERMINATION:

- a. Theft of supplies or equipment from the school or another student.
- b. Physical or verbal assault on the college staff, a student or clinic patron. This includes threats of physical assault.
- c. Unlawful possession, use, or distribution of tobacco, illegal drugs/controlled substances and alcohol by students on college property or at any college activity.
- d. Any act which jeopardizes the health, safety and welfare of the staff, clinic patrons or other students.
- e. Vandalism or destruction of college, staff, other student or clinic patron's property.
- f. Spreading slanderous or libelous statements about the college, staff members, clinic patrons or other students.
- g. Obscene language or disrespect in any form.
- h. Felony conviction.
- i. Possession of firearms or other weapons on school property.
- j. Violation of MCB Code of Conduct.

MCB reserves the right to terminate any student that it feels has not met the professional standards and criteria of the College. Suspension, termination or withdrawal does not obviate the student's financial obligation under the terms of the enrollment agreement. Any student who has been recommended for termination from the College in person or by letter, will have eight days from the date of that letter to respond to the Michigan College of Beauty Board of Advisors. If no letter is received, the student will be considered to have voluntarily withdrawn from the College.

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8/09 12/10 5/17 1/20

