Cuyahoga Valley Career Center
Student Handbook

Adult Education General Information
# Table of Contents

General Information

CVCC Mission Statement ........................................................................................................... 5
Accreditation/Program Approval ............................................................................................. 5
Adult Education General Information .................................................................................... 5
Alcohol and Drug Policy .......................................................................................................... 6
Crime Awareness And Campus Security .................................................................................. 6
Emergency Procedures ........................................................................................................... 6
Grievance Policy .................................................................................................................... 7
Health ..................................................................................................................................... 11
Interactive/Communication Behaviors .................................................................................... 12
Job Search Assistance ............................................................................................................. 12
Main Entrance ........................................................................................................................ 12
Non-Discrimination Policy ..................................................................................................... 12
Non-School Dates ................................................................................................................... 14
Refunds and Withdrawal Policy ............................................................................................... 15
Release Policy ......................................................................................................................... 15
School Closings ....................................................................................................................... 16
Soliciting ...................................................................................................................................... 16
Student Data ............................................................................................................................ 16
Student Health And Safety .................................................................................................... 17
Student Health Care Services ................................................................................................. 17
Student Records ..................................................................................................................... 17
Student Resources .................................................................................................................. 17
Tuition ..................................................................................................................................... 17
Workforce Investment Act (WIA)/Ohio Means Jobs Funding ............................................. 18
## Cosmetology Information

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to the Cosmetology Profession</td>
<td>21</td>
</tr>
<tr>
<td>Course Description</td>
<td>21</td>
</tr>
<tr>
<td>Program Philosophy</td>
<td>21</td>
</tr>
<tr>
<td>What You Can Expect From This Course</td>
<td>22</td>
</tr>
<tr>
<td>Teacher / Student Expectations, Rules / Regulations and Safety Precautions</td>
<td>22</td>
</tr>
<tr>
<td>Cosmetology Syllabus / Grade Determination</td>
<td>22</td>
</tr>
<tr>
<td>Sanitation and Sterilization – (Follow all State Board Rules)</td>
<td>23</td>
</tr>
<tr>
<td>Chemical Services</td>
<td>23</td>
</tr>
<tr>
<td>Rules</td>
<td>24</td>
</tr>
<tr>
<td>Absences - Tardiness</td>
<td>24</td>
</tr>
<tr>
<td>Admission Policy</td>
<td>25</td>
</tr>
<tr>
<td>Americans with Disabilities Act (ADA)</td>
<td>25</td>
</tr>
<tr>
<td>Approval / Accreditation</td>
<td>25</td>
</tr>
<tr>
<td>Assignments</td>
<td>25</td>
</tr>
<tr>
<td>Class Schedule</td>
<td>25</td>
</tr>
<tr>
<td>Disciplinary Action</td>
<td>25</td>
</tr>
<tr>
<td>Disciplinary Process</td>
<td>26</td>
</tr>
<tr>
<td>Grievance Procedure</td>
<td>27</td>
</tr>
<tr>
<td>Dress Code / Student Behaviors</td>
<td>28</td>
</tr>
<tr>
<td>Fees / Textbooks / Supplies</td>
<td>28</td>
</tr>
<tr>
<td>Financial Policies – General Guidelines</td>
<td>28</td>
</tr>
<tr>
<td>Title IV Regulations</td>
<td>28</td>
</tr>
<tr>
<td>Non-Refundable Application and Administrative Seat Fee</td>
<td>29</td>
</tr>
<tr>
<td>Additional Financial Information</td>
<td>29</td>
</tr>
<tr>
<td>Refunds and Withdrawal Policy</td>
<td>30</td>
</tr>
<tr>
<td>Tuition – Cosmetology</td>
<td>30</td>
</tr>
<tr>
<td>Fee / Textbooks / Supplies – Cosmetology</td>
<td>32</td>
</tr>
<tr>
<td>Food and Beverages</td>
<td>33</td>
</tr>
<tr>
<td>Harassment</td>
<td>33</td>
</tr>
<tr>
<td>Anti-Harassment Policy</td>
<td>33</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>35</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>35</td>
</tr>
<tr>
<td>Sexting</td>
<td>35</td>
</tr>
<tr>
<td>Gender / Ethnic / Religious / Disability / Height/ Weight / Sexual Orientation</td>
<td>35</td>
</tr>
<tr>
<td>Bullying &amp; Other Forms of Aggressive Behavior (Policy 5517.01)</td>
<td>37</td>
</tr>
<tr>
<td>Hazing</td>
<td>41</td>
</tr>
<tr>
<td>Instructional Strategies</td>
<td>41</td>
</tr>
<tr>
<td>Instructional Staff</td>
<td>41</td>
</tr>
<tr>
<td>Make-Up Time</td>
<td>42</td>
</tr>
<tr>
<td>Other Days Off</td>
<td>42</td>
</tr>
<tr>
<td>Soliciting</td>
<td>42</td>
</tr>
<tr>
<td>Telephone Calls</td>
<td>42</td>
</tr>
<tr>
<td>Tests and Examinations</td>
<td>42</td>
</tr>
<tr>
<td>Transfer Hours</td>
<td>42</td>
</tr>
<tr>
<td>Acknowledgement of Student Handbook</td>
<td>44</td>
</tr>
</tbody>
</table>
CVCC Mission Statement

Cuyahoga Valley Career Center prepares youth and adults to enter, compete and advance in an ever-changing work world.

Accreditation/Program Approval

This educational program is approved by the Ohio Board of Regents. The Cuyahoga Valley Career Center is a candidate for accreditation by the Commission of the Council on Occupational Education, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/FAX: 770-396-3790, www.council.org.

Adult Education General Information

ADULT EDUCATION HOURS - The Adult Education Department is open from 8:00 am to 8:00 pm Monday through Thursday, and from 8:00 am to 3:00 pm on Friday. Please Note: During the summer the building may be closed on Friday.

FOOD AND BEVERAGES - To keep our facility clean and protect valuable equipment from damage, food and beverages are not permitted in any classrooms or labs.

PARKING AREAS - There are two main parking areas:
1) the main lot to the north of the building or
2) the east lot at the east end of the building.
Please note that there is a one-way entrance and a one-way exit lane for the main (north) parking lot. You must exit, using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

RESTROOMS - The restrooms in the original building are located on every level of the building on the south side of the main corridor and in the Adult Education wing off the corridor to the computer labs before the cafeteria.

SMOKING - Cuyahoga Valley Career Center is a non-smoking facility. This includes the parking lots.
Alcohol and Drug Policy

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment with a notation of same in student’s permanent file.

Crime Awareness And Campus Security
Federally Mandated Public Information

Students are expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school or clinical agency. It is the responsibility of each student to keep the school safe by monitoring one’s own behavior and reporting incidents involving other individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. (This includes violent abusive/harassing behaviors an student may be experiencing or who are the generator of such undesirable behavior.) Liaison relationships are operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified.

Weapons, handguns, or knives in excess of 3 1/2 “are not to be on your person, in the school building, on the property, any clinical site, and/or enrichment/observation sites.

Electronic devices, personal and business beepers, and cellular phones are to remain out of sight, not utilized and in silent mode during class periods and while on any active assignment in client care environments. Personal phones may be utilized in the “Commons Area” or outside the building in your vehicle and in designated break areas. Students are expected to abide by clinical site regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.

Emergency Procedures

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation is to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking. (Additional procedures will be discussed at orientation or on the first night of class.)
Grievance Policy

5710 - STUDENT GRIEVANCE

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by Board Policy 9130.

9130 - PUBLIC COMPLAINTS

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by
school officials prior to
As appropriate, the staff member shall report the matter and whatever action may have been
taken to the his/her supervisor.

B. Second Level
If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed
by the complainant with the staff member's supervisor or Director and in compliance
with provisions of a collective bargaining agreement, if applicable.

C. Third Level
If a satisfactory solution is not achieved by discussion with the Supervisor or Director,
a written request for a conference shall be submitted to the Superintendent. This
request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise
to it;
2. the respect in which it is alleged that the complainant (or child of the
complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that
such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised
of the resolution.

D. Fourth Level
Should the matter still not be resolved, or if it is one beyond the Superintendent's
authority and requires a Board decision or action, the complainant shall request, in
writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its
written decision or grant a meeting before the Board or a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10)
business days following the meeting.

Matters Regarding an Administrative Staff Member
Since administrators are considered members of the District's professional staff, the general
procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding the Superintendent or Treasurer
Should the matter be a concern regarding the Superintendent or Treasurer which cannot be
resolved through discussion with the Superintendent or Treasurer, the complainant may submit a
written request to the Board President for a conference with the Board. This request shall include:

A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

**Matters Regarding a Classified Staff Member**

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

**Matters Regarding District Services or Operations**

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

**Matters Regarding the Educational Program**

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Director and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".
Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines addressing students’ and parents’ rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG 9130A and Form 9130F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

A. The criticism is to be addressed to the Director, in writing, and shall include:
   1. author;
   2. title;
   3. publisher;
   4. the complainant's familiarity with the material objected to;
   5. sections objected to, by page and item;
   6. reasons for objection.

B. Upon receipt of the information, the Director shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:
   1. one (1) or more professional staff members;
   2. one (1) or more Board members on the Board Curriculum Committee;
   3. one (1) or more lay persons knowledgeable in the area.

The Superintendent or his/her designee shall be an ex-officio member of the committee.

C. The committee, in evaluating the questioned material, shall be guided by the following criteria:
   1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
   2. the accuracy of the material
   3. the objectivity of the material
   4. the use being made of the material

D. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.

E. The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's
recommendation and advise the Board of the action taken or recommended.

F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

G. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

R.C. 149.43
Revised 11/20/97
Revised 3/27/03

Health

Each CVCC adult student is responsible for his/her own health care. In case of sudden illness while at CVCC, the student is to contact the instructor. In case of an accident during class or lab experiences, an incident report must be completed to comply with the regulations. The student is required to provide a copy of the report to the program coordinator before returning to class. A copy is filed in the student’s file. If injury occurs in the school environment, the CVCC incident report is to be completed. A CVCC incident report may be obtained from the Administrative Assistants at the Adult Education Office or the CVCC Business Manager. Any cost for emergency treatment will be assumed by the student.

The student is expected to communicate any personal medical or surgical situations requiring care or treatment to the coordinator and instructor as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.

If a surgical intervention is necessary while enrolled in the program, the adult must meet with the program coordinator at the earliest possible time to facilitate continued program participation. Each situation is considered individually and all efforts will be expended to continue enrollment. The attending surgeon/MD must complete a release allowing the adult to return without restrictions.
Interactive/Communication Behaviors

Communication manner with clients, faculty, staff and peers is expected to be positive and of a professional nature. Theft, cheating, insubordination or disrespectful behavior with instructors, CVCC staff, or cooperating clinical or externship site staff is unacceptable and may jeopardize your remaining in the program. Inappropriate, foul language or profanity in classroom or lab area may facilitate immediate dismissal from the program. Inability to work with co-workers, continual antagonism with instructors or classmates, and/or repeated cause of dissension among classmates or co-workers is unacceptable behavior, considered unprofessional, and may be grounds for dismissal. CVCC School District endorses an anti-harassment policy, “Sexual Harassments” has the same definition as set forth in the policy of the Board, as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual or gender based behavior that is unwelcome, unwanted and/or uninvited by the recipient can be verbal, non-verbal and/or physical and/or an issue of power or control is unacceptable. Faculty and supervisor guidance, along with academic content will assist you in developing positive and professional level of communication and interactive skills expected of industry professionals. Any act that violates or compromises client safety, legal or the ethical standards may be grounds for immediate course failure and/or dismissal from the program.

Job Search Assistance

A job search counselor will make presentations in all career development courses. Additional assistance is available through the CVCC Job Seekers Program. Contact pcoyne@cvccworks.edu.

Main Entrance

All entrance doors will be locked except the main entrance on Level 6. You will be able to EXIT the building through any outside door; however, you will only be able to re-enter the building through the MAIN ENTRANCE. Please do not prop open doors that have been locked.

ENTIRE BUILDING IS LOCKED AT 10:00 pm. Please vacate the building before 10:00 p.m. as the building is officially closed and secured at that time.

Non-Discrimination Policy

The Cuyahoga Valley Career Center affirms that no person shall, on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.
The Board of Education has designated an administrator to carry out these policy statements and shall be responsible for compliance within these designated areas. Complaints, questions or requests for information regarding Title VI (race, color and national origin), Title IX (sex), Section 504 (disability) should be directed to:

Mr. Paul Smith  
Title VI Coordinator  
Title IX Coordinator  
Section 504 Coordinator

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. Therefore, the Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status in its programs and activities, including employment opportunities. Additionally, it will not discriminate in its employment policies and practices.

The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

In order to achieve the aforesaid goal, the Board directs the Superintendent to:

A. Curriculum Content

Review current and proposed courses of study and textbooks to detect any bias based upon race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status in its programs and activities, including employment opportunities ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, and ethnic groups toward the development of human society;

B. Staff Training

Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status in its programs and activities, including employment opportunities, or other bias in all aspects of the program;

C. Student Access

Review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status in its programs and activities, including employment opportunities in any duty,
work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;

D. District Support

Ensure that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

Ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer whose responsibility it will be to coordinate the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer shall also verify that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination in Federal Assisted Programs Act is provided to students, their parents, staff members, and the general public.

Non-School Dates

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day, Martin Luther King Jr. Observance, President’s Day, Good Friday, Memorial Day and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of these events, you will be notified by your instructor and/or program coordinator.
Refunds and Withdrawal Policy

Refund Policy: Refunds are issued in the method fees were paid; either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

As of the First Day of Class: Student assumes responsibility for the entire tuition and fee. No refunds are given.

Withdrawal More Than 1 Week Before The First Class: Full refund of course tuition fee, less a $20 service charge.

Withdrawal Less Than 1 Week Before The First Class: Refund equal to 50% of the tuition less a $20 service fee.

Textbook/Material/Supply/Uniform Fees: Non-refundable

Non-Refundable Classes: If a class is identified as non-refundable, the above terms do not apply.

Classes Cancelled by CVCC: Students will automatically receive 100% refund for classes cancelled by CVCC.

Release Policy

The adult student voluntarily desires to participate in this curriculum experience that includes classroom, field trips, and clinical experiences. The student is duly aware of risks and hazards, which may arise through participation in activities/experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult student. While at the facility and/or in the school environment; the adult student will not be considered as an employee or agent of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult student will indemnify and hold harmless the facility, and the school district, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student’s actions or activities. This release shall be binding with the signing of the contract on the part of the student, any heirs, administrators or executors. This contract is a permanent part of your file at Cuyahoga Valley Career Center.
School Closings

The Adult Education offices will observe the same "snow days" as the high school. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed. It is the responsibility of each student to become self-informed of a “snow day” announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than other areas. If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather or for other reasons; all day and evening adult classes will be canceled. If applicable, students with weekend clinical may experience different “snow” issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Students are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. If excessive "snow days" occur, jeopardizing program requirements, class/clinical hours may need to be "made up" utilizing break time, planned days off or an extended school year.

Soliciting

No soliciting of any kind is permitted on school property or in the clinical area. Exceptions may be made for solicitations concerning planned, preapproved class activities.

Student Data

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an Administrative Assistant or program coordinator immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.
**Student Health And Safety**

As part of your learning experience, you will be using equipment and materials specific to the program. You should not attempt to use items that you have not yet received instruction on. Correct safety procedures should be followed at all times.

Students must constantly be aware of conditions in all work areas that could produce injuries. Your cooperation in detecting hazards and in turn controlling them is imperative. If a situation is beyond your ability or authority to correct, notify an instructor immediately.

Students will assist in the maintenance of work areas by keeping them clean and safe. Each student is responsible for equipment that they are using. This means proper use, care, cleanup and storage of the items.

**Student Health Care Services**

For Adult Education evening students, please contact your instructor or program coordinator in the Adult Education Office in case of a medical emergency. Use your best judgment in dialing “911”. Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be reviewed on an individual basis. Documentation from a medical provider may be required prior to returning to the program.

**Student Records**

The school maintains a file of each student in accordance with rules of the State of Ohio and program governing board. Release of information in a student’s file must be requested in writing by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secured area. The records will be available only to instructors and appropriate Adult Education staff.

**Student Resources**

Academic, career and personal counseling services are available. Students should contact their program instructor or Adult Education Coordinator to initiate a request. A variety of resource materials and references are available through the Adult Education Office.
**Tuition**

Each student is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition may be dismissed from the program. Special circumstances concerning tuition must be addressed with the program coordinator or supervisor. Students in a financial aid eligible program may also speak with the Financial Aid Specialist before the due date. All tuition and fees due Cuyahoga Valley Career Center must be paid before completion of the course of study.

Until all tuition and fees due to Cuyahoga Valley Career Center are paid in full, no transcripts of any type or recommendations will be released. No completion data will be forwarded to any Board, agency, or post secondary institution for certification, licensure, or college credit transfer (CT2).

Any outstanding balance remaining on account may be referred to the Ohio Attorney General’s Debt Collection Program.

**Workforce Investment Act (WIA)/Ohio Means Jobs Funding**

In cases where WIA funding is contingent on and paid for program completion and job placement, the student is responsible for full payment of tuition prior to program completion. Already paid tuition will be refunded by CVCC to the student upon receipt of WIA/Ohio Means Jobs post-completion payments. CVCC will provide documentation of program completion to WIA/Ohio Means Jobs office. It is the responsibility of the student to have their employer provide verification of employment to WIA/Ohio Means Jobs, using the official form provided. Final payment is dependent upon completion of this process.
Cosmetology Program Information

Welcome to the Cuyahoga Valley Career Center’s Adult Education Health Careers Program. We hope you have a memorable and rewarding experience during your time with us. As you read through the following pages, the rules are strict and expectations are high.

Ken Hudiak
Human Services Training Coordinator
440-746-8210
khudiakl@cvccworks.edu

Updated June 2014
Welcome to the Cosmetology Profession

Congratulations for making the decision to study Cosmetology. By enrolling for a course of study in our school, you have taken the first step toward a most interesting and satisfying career. The future for the Cosmetology industry is especially promising. New techniques, new products, and new opportunities appear every day. There is no other industry with such a constant demand for qualified, well-trained graduates, nor is there any other industry that offers comparable opportunities for an individual to start his/her own business. The most important thing to remember is to be a professional at all times. We extend a most sincere welcome to you!

Course Description

The Cosmetology Program will teach you the basic knowledge and skills you need to provide your clients with professional hairstyling and color, as well as professional skin and nail maintenance and their associated treatments. You will apply what you learn to working with patrons in the Adult Education Evening Salon. To take the Ohio State Board Cosmetology Exam to become a licensed cosmetologist, you must complete and pass the Cosmetology Program.

Coursework in Cosmetology builds on the core curriculum and includes:

- Anatomy and physiology of the head, face and arm
- Chemical properties of products
- Facial treatments, make-up and skin care
- Hair services: shampooing, sets and styles, shaping, hair coloring/high-lighting/low-lighting, chemical relaxing, permanent waving
- Manicures and pedicures
- Progressive hairstyling
- Scalp treatments
- Preparation for Ohio State Board of Cosmetology Exam
- Preparation for employment/customer service
- Laws, rules and sanitation
- Scalp care
- Nail and skin care
- Communication skills (human relations, salesmanship, shop management)

Program Philosophy

Our goal is to prepare our students for Ohio State Board of Cosmetology Testing and for cosmetology-related employment. In order to achieve these goals, the student must have enthusiasm for the Cosmetology industry and eagerness to work with and for others, as well as a will to learn. Students will be responsible for various duties including housekeeping (station, sinks, shampoo area, dispensary), laundry (towels), reception duties (appointment taking/communication skills, inventory, money collection, etc.), as well as salon management duties. Students will be held accountable for all monies collected during the week that reception duties are assigned. The student is completely responsible for his/her duty during the week for
which it is assigned. These are just some of the various techniques used to incorporate responsibility into the classroom, along with confidence and self-esteem, while preparing the students for licensing and employment.

**What You Can Expect From This Course**

The major topics to be covered are as follows:

Hair shaping, hair styling, wet set and thermal styling, chemical relaxing, permanent waving, hair lightening, hair coloring, hi-lighting, low-lighting, manicuring, pedicuring, facials, shampooing, diseases and disorders of the skin, scalp and nails, cells, anatomy and physiology, as well as chemistry and electric-light therapy, muscles and bone, hair coloring project, before and after projects and avant-garde styles.

**Teacher / Student Expectations, Rules / Regulations and Safety Precautions**

- All Ohio State Board of Cosmetology Rules/Safety Regulations must be followed at all times. (Ohio State Board Rules are posted in every room in Cosmetology.)
- Students must be respectful to all students, teachers and patrons
- Students must display professionalism at all times.
- No inappropriate behavior will be accepted, ex: refusing a client, insubordination, or use of inappropriate language.
- Students’ nails must not exceed ½ inch in length.
- Each day, every student must be prepared to perform a service and/or be a model for a service.

**Cosmetology Syllabus / Grade Determination**

Laboratory Grading:
50% Tests/Quizzes (Hands-on/written/laboratory)
30% Performance/Tasks (2 Tasks per day)
20% Professionalism/Ethics/Time on Task/Duties, etc.

Grading Scale for Cuyahoga Valley Career Center

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>91-100%</td>
<td>A</td>
</tr>
<tr>
<td>82-90%</td>
<td>B</td>
</tr>
<tr>
<td>73-81%</td>
<td>C</td>
</tr>
</tbody>
</table>
Sanitation and Sterilization – (Follow all State Board Rules)

1. Each student will thoroughly cleanse combs, brushes, and utensils before and after each client.
2. As a Cosmetologist, each student will practice hygiene and good grooming.
3. Students must place all soiled linen in a closed container.
4. No student will place a cape directly against the neck of the patron, but shall keep the cape from direct contact with the patron by means of a paper neck strip or clean towel.
5. Students will remove all creams and other semi-solid substances from containers with a clean, sanitized spatula.
6. Students will dispense all powder from a shaker or similar receptacle and apply all with disposable applicators.
7. Every person engaged in the practice of Cosmetology will thoroughly cleanse his or her hands with soap and water immediately before serving each client.
8. No student will carry combs or instruments in his/her pockets.
9. Students will sanitize all shampoo bowls, shampoo boards, cups, or similar items after each service.

Chemical Services

1. Students will not give a chemical service to any client with scalp lesions or abrasions.
2. For the client’s safety, the students will apply protective cream around the hairline and neck, and cover with a strip of cotton or neutralizing band.
3. If cotton strips or bands become wet with lotions, the student will remove them, blot the skin with cool water, and replace with dry material.
4. If the lotion drips on the skin or scalp, the students will absorb the drips with cotton pledgets saturated with cold water or neutralizer.
5. The students will test water temperature before applying water to a client.
6. The students must wear gloves to protect their hands during all chemical services.
7. Students will not give a soft curl permanent to hair treated with sodium hydroxide.
8. Students will complete the client’s record card carefully and accurately.
9. If a chemical accidentally gets into the client’s eye, the student will flush the eye immediately with water and refer the client to a doctor.
10. If necessary, the student will perform a patch test twenty-four hours prior to the application of any hair tint upon any customer.
Rules

Student with no Kit and/or implements: Student will not be allowed on the clinic floor. Student will work in the theory room on instructor assignments. Student will lose clinic hours for each occurrence. Staff will follow the disciplinary process as outlined in this handbook.

Student being insubordinate/disrupting class: Student will be immediately removed from class and receive no hours or credit for the day. Student will receive a written notification regarding this behavior. Staff will follow the disciplinary process as outlined in this handbook.

Student using abusive language: Abusive language is unacceptable. Student will be dismissed from class and receive no hours or credit for the day. Student will receive a written notification regarding this behavior. Staff will follow the disciplinary process as outlined in this handbook.

Student refusing a client: Student will not be allowed on the clinic floor. Student will work in the theory room on instructor assignments. Student will lose clinic hours for each occurrence. Staff will follow the disciplinary process as outlined in this handbook.

Students may not chew gum, drink, or eat on the clinic floor. The instructor will determine if and when students may chew gum, drink or eat in the theory room.

Students must turn off cell phones in the classroom (no vibration mode). Students will be dismissed from class until the next break, losing those hours, if there is a violation of this rule.

Students must wear proper uniforms. Failure to do so will result in staff following the disciplinary process as outlined in this handbook.

Students must be on time for class. Tardiness will result in loss of hours in 15 minute increments. Continued tardiness will result in staff following the disciplinary process as outlined in this handbook.

Absences - Tardiness

Each student is expected to have regular attendance and punctuality. Each student must complete 1,500 hours of instruction and clinic experience to complete this program successfully.

There are no excused absences—just provisions to deal with time away from the program. The instructor will record any absence or tardiness from the school and note that information in your personal file. Any student who is absent for five (5) or more consecutive days must provide a written physician's statement allowing unrestricted permission to return to school. The faculty and Program Coordinator will take any extended illnesses and special circumstances/situations into consideration paying specific attention to the student’s past attendance and tardiness record, other illnesses, and progress in the program. See “Make Up Time” in this document.

Armed Forces students, if activated by state or governmental action, will be treated on a case-by-case basis with strong compliance to Title IV recommendations.
Admission Policy

Students entering the Cosmetology Program at CVCC must have a high school diploma or a GED.

Americans with Disabilities Act (ADA)

The Cosmetology Program at CVCC supports the concepts embraced in the Americans with Disabilities Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. Students must be able to successfully complete the academic and clinical objectives/outcome of the program in a timely manner, implementing the essential functions integral to the program. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the student upon proper supporting documentation of eligibility. Students who believe they may qualify for accommodations under this Act should self-reveal this in discussion with the program coordinator.

Approval / Accrediation

This Cosmetology Program is licensed by the Ohio State Board of Cosmetology. The Cuyahoga Valley Career Center is a candidate for accreditation by the Commission of the Council on Occupational Education, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/FAX: 770-396-3790, www.council.org.

Assignments

All work is to be neat and legible. The instructor will discuss any additional guidelines the first day of class. Students are to submit assignments on the date specified. At the discretion of the instructor, late assignments may be refused; or if accepted, the grade may be lowered one letter grade for each day late.

Class Schedule

Evening classes will begin at 3:00 pm and will conclude by 9:00 pm. The class schedule will include the appropriate number of classes to complete the 1,500-hour program within a maximum of 19 months. Class schedules may be changed at the discretion of the instructor(s) and Program Coordinator. See current Cosmetology Course Calendar for class dates.

Disciplinary Action

*The following is a list of actions that would require disciplinary action. Other actions may fall into this category at the discretion of the instructor. These actions may be grounds for dismissal from the Cosmetology program:
- Tardiness that exceeds the aforementioned guidelines
- Two (2) or more unexcused absences
- Cumulative grade percentage below seventy-five percent (75%)
- Behavioral nonconformity to include, disrespect to other students, clients or instructors, sexual harassment, offensive language or any disruption that is socially unacceptable.
- Uniform discrepancy/non-compliance
- Destruction of property
- Leaving without permission
- Carelessness of program/school property or equipment
- Dishonesty/cheating
- Lack of interest or motivation to learn
- Sleeping in class
- Cell phone usage/texting
- Suspected of being under the influence of alcohol and/or drugs of abuse
- Weapons/firearms possession.

**Disciplinary Process**

**Warnings**
A verbal warning is a first notification of unsatisfactory performance, or inappropriate behavior in the classroom or clinic. It will be followed up with a written confirmation of the conversation which you will be asked to acknowledge with your signature.

A first written warning will be the start of a probationary period which will be determined by the program coordinator and instructor. The warning will be issued if any of the incidences outlined in the verbal warning continue to occur or different examples of the types noted above occur or if the student’s behavior is so egregious that CVCC determines to skip the verbal warning. We will ask the student to sign documentation of the conversation.

A second written warning will be issued if the incidences above, or any other incidences as outlined in the verbal warning section, continue. If the student receives a second written warning, any recurrences of the previously noted performances or behaviors will result in dismissal/termination from the program.

**Note:** Any of the above warnings may include a timeframe for improvement with specific parameters.

**Dismissal/Termination**
Dismissal/Termination may occur at any point in the disciplinary process if progress is deemed insufficient.

Behavior of an extremely serious nature, continued undesirable attendance, violation of CVCC policies/procedures, foul/inappropriate language or inappropriate behavior, may result in immediate dismissal without prior warning.
Grievance Procedure

This procedure is designed to provide a framework for the quick and effective resolution of a perceived student grievance. For the purposes of this procedure, a grievance is defined as an alleged violation of a previously adopted agreement or policy. For the purposes of this grievance policy, “a day” is considered a traditional business day (Monday through Friday); Saturday and Sunday are excluded.

GRIEVANCE PROCEDURE:

**Step 1.** Within three (3) working days of the occurrence giving rise to the grievance, the student must discuss the grievance with the classroom or lab instructor in an effort to arrive at a solution to the situation. Discuss the grievance with the Program Coordinator if the situation does not involve a classroom or lab concern.

**Step 2.** If the situation is unresolved, the grievant is to communicate the concern in writing to the person communicated with in Step 1, within five (5) working days of the initial occurrence, and meet again with the person communicated with in Step 1 to attempt to resolve the situation. (1st Level - complete the form available)

**Step 3.** If situation is not resolved at this level, the grievant is to submit a written statement of grievance to the Program Coordinator within ten (10) working days of initial occurrence. (2nd Level - complete the form available).

This step in the procedure is omitted if the situation does not involve a classroom or lab concern; in this case, move to Step 5.

**Step 4.** Within two (2) working days of receiving the written grievance, the Program Coordinator (or designee) and grievant will meet to resolve situation.

**Step 5.** If the grievant is not satisfied, he or she may appeal the grievance in writing to the Adult Education Director within five (5) working days of meeting with the Program Coordinator. A meeting will be held with the grievant, Adult Education Director, Program Coordinator and program instructor within two (2) working days of receipt of written grievance at this level. (3rd Level - complete the form available)

**Step 6.** In the event the grievant is not satisfied with the resolution at this level, a written grievance is to be submitted to the Adult Education Director of CVCC (or designee) and a meeting will be arranged with the grievant within three (3) working days of the meeting with the Adult Education Director and the Business Manager of CVCC (4th Level - complete form available). The previous three (3) written grievance statements will be submitted at this level if requested. The decision made at this level shall be final and binding upon the grievant and CVCC Administration. This final decision shall be implemented by the Adult Education Director and Program Coordinator.
Dress Code / Student Behaviors

Your general appearance (dress, hair, jewelry, and state of health) communicates your image. CVCC requires Cosmetology students to wear a black uniform and white clinic shoes at all times. We do not recommend face piercings.

Fees / Textbooks / Supplies

The equipment kit fee covers the cost of the textbooks along with a basic starter set of supplies and equipment. Fees do not cover the cost of uniform, shoes, or the Ohio Board of Cosmetology licensing exam application fee.

Financial Policies – General Guidelines

Financial Aid may vary from year to year. Pell, Subsidized and Unsubsidized Stafford Loans, Parent Plus Loans, WIA (Workforce Investment Act) are presently offered. A variety of smaller tuition assistances are available from time to time. Recipients of federal financial aid monies must comply with mandated provisions, which require attendance and "satisfactory academic progress" or funds will be withheld/withdrawn. If you do not complete the portion of the program for which you were credited Title IV Federal Financial Aid, you will be billed for the balance, and you are responsible for payment in full. The Financial Aid Office at CVCC will process one Pell Grant and set of Direct Federal Loans per award year. A Sub/Unsubsidized Loan may be processed up to 30 days prior to successful completion of the program. Title IV monies shall not be utilized for non-refundable administrative seat fee. A Student Federal Financial Aid Handbook will be given to you at your financial aid appointment. An individual in default or overpayment on any Title IV programs will have the current year financial aid information on hold until corrective action is documented.

An individual in default on any Title IV programs disbursed through CVCC will not be provided with an official grade transcript until corrective action is documented. No information will be sent out (grade transcripts, references, confirmation of enrollment, etc.), and the requesting individual/organization will be notified, “all records held until default is corrected.” Recipients of financial aid must become actively involved in resolving default status and have documentation submitted to the financial aid staff member at CVCC. Default by successful completers or non-completers hurt your credit rating and creates a heavy impact on CVCC’s continuation of PELL and loan programs.

Title IV Regulations

Title IV participants’ student disbursements will comply with current Federal regulations. Students must complete more than 60% of each payment period to be eligible for the Pell grant and/or loans awarded. If student was given PELL or Direct Loan “credit” and now has not earned it, he/she will be billed for the difference by CVCC and may owe the United States
Department of Education a return of money. R2/T4 calculations will be completed as required in Federal Regulations. If required, funds will be returned in the order required by the U.S. Department of Education. Details of their Federal Financial Aid will be provided to the student in their letter of withdrawal or dismissal.

**Non-Refundable Application and Administrative Seat Fee**

A $50.00 non-refundable application fee is required with your application. A $200.00 non-refundable administrative seat fee is required when accepted for active enrollment to secure a “seat” in the class. Title IV monies shall not be utilized for non-refundable application or administrative seat fee. The non-refundable application and administrative seat fee is not a part of the tuition. $50.00 dollars of the seat fee pays for the work keys testing costs.

**Additional Financial Information**

- Pell grant monies and loans are to be utilized to pay tuition, books, supplies and personal expenses included in the programs Cost of Attendance. A copy of the Cost of Attendance can be requested in the Financial Aid Office. The cost of attendance will be reviewed during the student financial aid appointment.

- Students with prior student loans may be eligible for an in-school deferment. Please contact your loan servicer or issuer if you are interested in this program for the application. Complete the student portion of the in-school deferment application and submit to CVCC Financial Aid office for completion.

- If the enrollee is in default on any portion of the Title IV financial aid programs from previous enrollment(s), all current year financial aid will be held until corrective action is documented. The Department of Education will not allow any additional Pell grant or Stafford student loans to be disbursed to a student in default or overpayment. You can check your student loan balances and status at [www.nslds.ed.gov](http://www.nslds.ed.gov).

- At any time throughout the school year, the student may exercise the right to cancel or change Title IV loan monies prior to disbursement. Please make an appointment with the Financial Aid office to revise your award worksheet. Please see posted drawdown schedule for deadlines.

- Adult students at CVCC are protected under the Family Education Rights and Privacy Act (FERPA.) Your Financial Aid records will not be discussed with your parents, spouses or others without your written consent or certain requirements being met. Please review your FERPA rights on CVCC’s website; [www.cvccworks.edu/financialaid.aspx](http://www.cvccworks.edu/financialaid.aspx).

- If you have been previously, or are convicted in the future under Federal or State law, any offense involving possession or sale of illegal drugs while you are (were) receiving Federal Student Aid, you may be ineligible for additional aid. Please contact the Financial Aid Office to discuss any drug related convictions and your eligibility for additional Financial Aid.
• If your FAFSA has been flagged for an unusual enrollment history, the Financial Aid Specialist will review your previous education transcripts to determine if you are eligible for Federal Financial Aid. Students will be required to have post-secondary institutions mail official transcripts to CVCC.

• All loan monies are to be paid back to the federal government on a repayment schedule established with your Direct Loan Servicer after a “grace” period of six (6) months upon successful completion of the program or withdrawal.

• Those individuals experiencing involuntary activation for military service will be handled on a case-by-case basis regarding return of funds, length of leave of absence, re-entry and in compliance with Title IV regulations.

**Refunds and Withdrawal Policy**

**Refund Policy:** Refunds are issued in the method fees were paid, either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

**As of the First Day of Class:** Student assumes responsibility for the entire tuition and fee. No refunds are given.

**Withdrawal More than 1 Week before First Class:** Full refund of course tuition fee, less a $20 service charge.

**Withdrawal Less than 1 Week before the First Class:** Refund equal to 50% of the tuition less a $20 service fee.

**Textbook/Material/Supply/Uniform Fees:** Non-refundable

**Non-Refundable Classes:** If a class is identified as non-refundable, the above terms do not apply.

**Classes Cancelled by CVCC:** Students will automatically receive a 100% refund for classes cancelled by CVCC.

NOTE: A student receiving financial aid who withdraws from a class must submit a written Withdraw Form to the adult education office. Students withdrawing who receive Federal Financial Aid may not be eligible for all funding that was scheduled. Calculations will be made using the Return of Title IV Funds policy, which is mandated by the U.S. Department of Education. Students may end up owing money out of pocket to Cuyahoga Valley Career Center.

**Tuition – Cosmetology**

$10,499 2014-2016 years

There are three (2) tuition plans:

1) **Primary Plan:** 100% of tuition is due the first day of class, or

2) **Secondary Plan:** $1,480 is due the first day of class on or before August 18, 2014, $2,400 is due November 17, 2014, $2,400 is due 3/30/2015, $1,530 is due July 20, 2015, $1,530 is due
October 26, 2015 and the final payment is $1,159 due December 14, 2015. A credit for scheduled Title IV funding will be given even though funds may be applied after the tuition due date.

A self pay student is to select a plan. All financial aid students must use the secondary plan. The first enrollment period begins with the first day of the program and closes with the completion of half of the total clock hours and weeks for the award year. Payments for tuition are due on the dates stipulated.

Financial aid disbursements will be made in two (2) payments for PELL grants and Stafford loans. Parent Plus loans are disbursed typically one time in the first payment period. Until all “money” due CVCC is paid in full, no transcripts of any type or recommendations or completion data will be released.

If financial aid eligible, and a PELL grant is awarded, if the student has been completely verified if required, then one half (50%) of the PELL Grant will be credited to the 1st tuition. The second portion of the PELL (one half 50%) is “credited” to your account for third tuition payment following completion of half of the program. Establishment of a desirable attendance record (see Absences-Tardiness) coupled with a satisfactory clinical and academic performance (see Syllabus/Grade Determination) is imperative for Title IV money to be disbursed. The Consolidated Appropriations Act of 2012 is a reduction of the students Pell Grant Lifetime Eligibility to six years of fulltime awards (based on student eligibility.)

The first disbursement of either Subsidized or Unsubsidized Stafford student loan monies, if scheduled, will be disbursed upon initiation of the programs. The second disbursement are credited against the second tuition payment and disbursed after completion of one half of the program. If you choose to do both types of loans the first disbursement of your second loan type will be against the second tuition payment and the second disbursement will be applied to the third tuition payment. The establishment of a desirable attendance record (see Absences-Tardiness) and satisfactory clinical and academic progress(see Syllabus/Grade Determination) is imperative to continue to be eligible for the benefits of the Title IV financial aid program. The order in which loans are disbursed may be changed based on student eligibility and preference. All loan monies are required to be paid back.

For first time Direct Loan borrowers, after July 1, 2013, may have their eligibility for Subsidized Stafford Loans affected by previous post-secondary enrollment. The Financial Aid Specialist will determine your eligibility. If the student is not eligible for Subsidized Loans, the student’s Unsubsidized Loan eligibility amount may increase.

If student is only eligible for an Unsubsidized Loan, 50% of the loan disbursement will be made to assist with the initial tuition payment in August and the remaining for payment 2.

Parent Plus Loans for eligible parents of dependent students are disbursed one time in the first payment period of each award year.

If a student does not complete that portion of the program for which a PELL grant or Direct Loans were credited and awarded, he/she is responsible to repay the money to CVCC and also
possibly to the United States Department of Education. R2/T4 calculations will be completed as required in Federal Regulations. If required, funds will be returned in the order required. Details of their financial aid will be provided to the student in their letter of withdrawal or dismissal.

If student is on any type of probation—attendance, academic or clinical (the initial time), she/he will continue to be eligible for Title IV monies-Pell, Stafford Subsidized/Unsubsidized loans. Improvement must be demonstrated by the next evaluative period or funds will be withdrawn. Students must be able to complete their program within 150% of the published length of the program.

**Fee / Textbooks / Supplies – Cosmetology**

No refund is given for fees, textbooks, or supplies. Prior to entering the program, Cosmetology students will pay $400 textbook fee and $500 equipment kit fee. These costs cover salon services supplies, equipment kit and textbooks.

Pell eligible students may be able to use a portion of their first disbursement of Title IV Funding to pay for books and supplies if certain requirements are met. In order to be eligible, the financial aid appointment should be completed along with verification (if selected), Direct Loan Entrance Counseling and MPN (Master Promissory Note) signed 10 days prior to the start of the program. Students will not receive the books/supplies purchased with Title IV funds until day 7 after the start of the program.

Each student is responsible for all tuition and fees on or before the due date. If a student starts the program they are responsible for the entire tuition. Any student in arrears with tuition may be dismissed from the program. Special circumstances concerning tuition must be addressed with the coordinator and Financial Aid Specialist before the due date. If a student withdraws or is dismissed they are responsible to pay the balance of the programs tuition. Past due balances will be deducted from student disbursements.

Until all tuition and fees due CVCC are paid in full, no transcripts or any type, references or completion data will be provided.

- If no monies are due to the school, Title IV monies can be utilized for personal expenses which are included in the Cost of Attendance, or upon student approval applied to future tuition payments due. Student disbursement checks are mailed from the CVCC Treasurers office shortly after the scheduled disbursement date to the student’s CVCC address of record. The Cost of Attendance for your program will be discussed during your Financial Aid appointment. A copy of the COA can be requested in the Financial Aid Office.

- Recipients of Title IV loan monies may cancel, change amounts, or refuse to accept loan monies prior to disbursement at any time during their enrollment period. Please refer to the posted draw down schedule outside the Financial Aid Office. Please schedule an appointment to revise your Award Worksheet prior to the start date of the draw down and your tuition due date.
• Student disbursement funds applied to future tuition may be refunded to the student upon request. Please allow processing time for the Treasurer’s Office to complete your request. Tuition and fees are still due in full on or before the due date. If additional funding is still available, it can be added or increased before the due date. If all the programs disbursements are completed, additional funding will be disbursed with the next scheduled disbursement possible.

• Assistance from the financial aid staff may be offered to process personal/private loans, scholarships and employee tuition reimbursement.

• Eligible students will need to re-apply for Financial Aid in early 2015 for the second award year of the program. Complete the 2015/2016 FAFSA after 1/1/2015 with your 2014 tax information. The second award year is for the remaining 600 clock hours of the program so funds will be prorated. The second award year includes tuition payments four through six.

• Direct Loans may be processed 30 days prior to successful completion of the award year.

**Food and Beverages**

Beverages and snacks are available for purchase from vending machines in the Cafeteria. Dinner, snacks and beverages are to be consumed only in the cafeteria. No food, snacks, or beverages are permitted in the classroom or clinic unless approved by the instructor.

**Harassment**

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

**Anti-Harassment Policy**

It is the policy (5517) of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, instructors, staff and all other school personnel share responsibility for avoiding, discouraging and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to
appropriate disciplinary action.

Each employee and student has a responsibility to maintain a workplace and educational environment free from harassment. Harassment under this policy includes, but is not limited to, slurs, jokes, intimidation or persistent abuse of another, whether physical, oral or written, which is directed at an individual’s sex, color, race, national origin, religion or disability.

In an effort to stop the offensive behavior, an employee or student who believes he/she has been subjected to harassment as described in this policy is encouraged to calmly inform the offender that the behavior is unacceptable. Any employee or student who believes he or she has been harassed as described in this policy, must report the alleged harassment to the Business Manager or other appropriate administrator (Principal or Assistant Principal). The District Title IX/Section 504 Coordinator, Business Manager, may be contacted at 440-838-8909 or the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Ave East, Suite 750, Cleveland, OH 44104-2611.

The complaint coordinator will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist members of the School District community and third parties who seek support or abide when informing another individual about “unwelcome” conduct, or to intercede informally on behalf of the member of the School District community or third party.

Complaint coordinator is assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or to receive complaints which are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, the Complaint Coordinator will begin either an informal or formal investigation (depending on the request of the member of the School District community alleging harassment), or the Complaint Coordinator will designate a specific individual to conduct such an investigation. In the case of a formal complaint, the Complaint Coordinator will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment which are reported to them to the Complaint Coordinator within five (5) calendar days of learning of the incident.

Reports of alleged harassment will be handled confidentially to the extent possible, as allowed by applicable law(s). Any individual who alleges harassment in bad faith or participates in any investigation in bad faith will be subject to corrective action. All persons are protected from coercion, intimidation, retaliation or discrimination for filing a harassment complaint or assisting in an investigation.
Sexual Harassment

A. Verbal: The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or by a fellow staff member, student, or other person associated with the District, or third parties.

B. Nonverbal: Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.

C. Physical Contact: Threatened, attempted, or actual unwanted bodily contact, including patting, pinching the body, or coerced sexual intercourse.

Dating Violence

Dating violence is one serious form of bullying/aggressive behavior. Dating violence is defined as “a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person’s dating partner”.

A dating partner is “any person, regardless of gender, involved in an intimate relationship with another (person) primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term”.

Sexting

“Sexting” involves the use of computers and cell phones to send or forward nude or obscene photos of one’s self or others. It is illegal to possess, distribute or manufacture pornography involving anyone less than 18 years of age. Students found distributing (such as forwarding a photo to a friend) or even possessing (failing to delete a received photo) such images can be found guilty of child pornography and face criminal prosecution including being required to register as a sex offender. School officials may not keep these events within the school disciplinary system only. The law requires school officials to file a report with law enforcement authorities for investigation.

Gender / Ethnic / Religious / Disability / Height/ Weight / Sexual Orientation

A. Verbal: The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person’s race, color, national origin, religious beliefs, or disability.

Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.
C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on the person.

Any student who believes that she/he is the victim of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take promptly the following steps:

A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student’s principal, the affected student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incidents to the Principal.
B. If the alleged harasser is the student’s principal, the affected student should, as soon as possible after the incident, contact the Business Manager.

The student may make contact either by written report, telephone, or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the Business Manager.

Each report received by the high school administrator or Business Manager as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

A. Protect the confidentiality of the student who files a complaint;
B. Encourage the reporting of any incidents of sexual or other forms of harassment;
C. Protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved (may include parents) and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

The District recognized that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the District recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others.
associated with the District.

**Bullying & Other Forms of Aggressive Behavior (Policy 5517.01)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a Cuyahoga Valley Career Center vehicle, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education’s Model Policy.

**Harassment, intimidation, or bullying means:**

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to
the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student’s parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to instructors and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.
This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

**Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to an instructor, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining
student of the condition that his/her report be anonymous.

**Privacy/Confidentiality**
The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

**Reporting Requirement**
At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

**Immunity**
A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

**Notification**
Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the instructor, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student’s custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

**Education and Training**
In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying
administrative guidelines. All training regarding the Board’s policy and administrative guidelines and aggressive behavior and bullying, in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board’s policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667
State Board of Education Model Policy

**Hazing**

Students shall not plan, encourage or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent, or assumption of risk by any individual subjected to hazing does not lessen the prohibition contained in this policy. All hazing incidents or knowledge of potential incidents must be reported immediately. Violation may lead to suspension, recommendation for expulsion, and/or legal action as contained in ORC 2307.44.

**Instructional Strategies**

Teaching strategies include cooperative learning, lecture, demonstration, visual and auditory aids, and hands-on customer service in the cosmetology clinic.
Instructional Staff

Cosmetology instructors are licensed by the State of Ohio. Additional, qualified instructors will be utilized for life and employability skills training as needed.

Make-Up Time

In the event of an excused absence, it is up to the instructor’s discretion to schedule one-on-one time to make up class work or lab time. This additional time will be charged to the students at a rate of $40.00/hour to cover the cost of the instructor’s time and schedule adjustment.

Other Days Off

Please consult the 2014-2016 Cosmetology Course Calendar for other specific non-class days.

Soliciting

No soliciting of any kind is permitted on school property without prior authorization of CVCC administration.

Telephone Calls

Students may not make personal telephone calls during class. The Adult Education staff will take messages of an emergency nature will be taken by the Adult Education staff and present them to the students at the earliest convenience. Please remember personal cell phones and other electronic devices are not permitted in the classroom or clinic.

Tests and Examinations

Short quizzes will be given throughout the course. Unannounced quizzes may be given at the discretion of the instructor. Other tests and examinations will be scheduled as needed. Testing will cover content areas of reading assignments as well as class presentations and demonstrations.

Transfer Hours

CVCC does not accept transfer hours from other schools.
Acknowledgement of Student Handbook

I have read and fully understand the Adult Education Student Handbook for Cosmetology and agree to comply with all of the policies, procedures and requirements outlined within.

Print Name__________________________________________________________

Signature______________________________ Date_________________________