



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

STUDENT HANDBOOK 2025/2026

Rev 08/03/25

Welcome to the Huron Valley Beauty Academy

The Huron Valley Beauty Academy is owned and operated by the South and West Washtenaw Consortium in conjunction with the Ann Arbor Public Schools. Huron Valley

Beauty Academy (HVBA) was designed to provide students with one of the best programmed and equipped Career and Technical Cosmetology programs in the State of Michigan.

This is a unique opportunity for high school students to receive quality training. Our mission is to consistently provide up-to-date, quality training to all students with optimal learning experiences in a diversity of settings which prepares a student in acquiring a license and entry level skills to be successful in the workforce.

Huron Valley Beauty Academy has an Advisory Committee formed of representatives from business and industry, students, teachers, and administrators. The committee ensures that the program has both adequate resources and a well-designed curriculum to provide students with the skills, knowledge, and behaviors necessary to successfully meet the needs of business and industry.

Huron Valley Beauty Academy is a complete educational environment with multiple ways of learning, including the lecture / laboratory classrooms and experience learning in our client salon. It is our objective to assist students to successfully pass the State Licensure Examination with entry level skills for employment in the workplace.

Faculty and Administration

Kara Stemmer, Principal/Director of Career and Technical Education, SWWC
stemmkar@salineschools.org • 734-401-4371

Thomas Pachera, Director of Career and Technical Education, AAPS
pachera@aaps.k12.mi.us • 734-545-6128

Cosmetology Staff

Elaine Sines sinese@salineschools.org - Lead Teacher

Monique Davis davism1@salineschools.org - Technician

Stephanie Johnson johnsons@salineschools.org - Technician

Olivia Tikker tikkero@salineschools.org - Technician

DESIGNATION OF DIRECTORY INFORMATION

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

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

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

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

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

Student Enrollment Policy and Procedures

The Career and Technical Education (CTE) cosmetology program is an intensified

program of related instruction and clinical experiences that prepare responsible and serious students for entry into one of the cosmetology careers.

Huron Valley Beauty Academy is a licensed Cosmetology school with a state approved curriculum (Milady). Michigan Cosmetology programs are licensed and regulated by LARA and governed by the State Board of Cosmetology. Students who are accepted into HVBA receive the equivalent of a \$25,000 scholarship because that is how much tuition at a private beauty academy would cost.

The primary purpose is to provide eligible youth the opportunity to begin and complete the program while in high school or while eligible to access the program under the provisions of the State School code. Our available spots are limited and our application process includes the following three criteria.

An ideal candidate shall be in compliance with the following:

1. Demonstrated interest in the career area

- Completion of the required application
- Completion of career goal statement

2. Demonstrated aptitude for the course content

- Successful completion of basic academic courses
- A minimum of 2.0 cumulative GPA

3. Demonstrated responsibility to attend a program located off campus

- A good attendance record: ideally 87% attendance rate for the previous year
- A good disciplinary record
- A completed recommendation form from 2 teachers or counselors
- Meeting of timelines in the application process
- Parental involvement, support and completion of orientation packet 4

The priority for enrolling eligible students shall be:

Current 11th and 12th grade students:

- All students must attend class 3.25 (first year) and 4.25 (second year) hours/daily, plus one summer session of 7-hour days for 6 weeks.
- All 12th grade students must complete the program prior to the second week of June of the second year. Students who are unable to complete the program by the second week of June may re-enter the program with the start of next fall season *if space is available*. Tuition applies at \$2.75 per hour for the remaining hours. (see Super Senior, p.17)
- Current 12th grade students must attend class 3.25 hours daily for the first year. A mandatory summer session is 7 hours per day for 6 weeks. The second year, students must attend 4.25 to 7 hours a day and pay \$2.75/hour for remaining hours. Student must attain credit, which reflects Junior standing
- Students new to the district or re-entering the district after an absence, will be considered for enrollment based upon completion of the application process by the end of the first week of school and available space
- The fees the student will incur will be to purchase the required uniform, a \$15.00 registration fee to register the student with the State of Michigan, all State Board exam fees, “Super Senior” deposit and tuition fees (if applicable), kit tool replacement (broken or lost items), and state board mannequin and state board kit purchases.

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

Parent/Guardian/Grad Student Access

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

Communications

Communications will be primarily sent via email. Please make sure HVBA has your best contact information by updating it in Powerschool or emailing the lead teacher. It is often necessary to send out mass communication messages. Power outages, weather related closures, and other emergency communications will also be sent out via **ParentSquare, announced on Google Classroom and posted on HVBA's Facebook.**

ParentSquare is a unified communication platform that offers a host of tools that allows district, school administrators, and teachers to more effectively communicate and engage with families and students. Beginning July 1, 2025 ParentSquare will serve as the primary communication platform for families related to classroom, building, and district communications. Parents and guardians will receive an activation email for their ParentSquare account. Additionally, parents/guardians may be added to the Google Classroom by contacting the lead teacher. This allows you to see the assignments, agenda, and scores your student receives, as well as the material we are covering in class. We invite you to follow HVBA on Facebook as well.

Attendance Policy

1500 clock hours are required for graduation. To graduate on time, students need to accumulate hours monthly toward that goal. ***All absences, excused or unexcused, affect students' progress toward this goal because hours will not be accrued when absent. In order to hold students accountable to staying on track with State Board hour requirements, a strict attendance policy is in effect.***

At Huron Valley Beauty Academy, **attendance at all scheduled instructional classes is mandatory.** All students should make every effort to attend every session, even if home school is closed. Failure to fulfill this requirement is considered in the evaluation of the student's academic and professional attitude and may result in removal from the cosmetology program (see details below).

The attendance policy encourages good attendance and prepares students for a workplace environment. It promotes consistency for all students regardless of their home school schedules and increases communication between parents, students, staff and administrators.

A call or email from a parent/guardian of high school students is required when a student is absent from class.

- 1. Please call HVBA, 734-470-6536 or email lead teacher to notify of absence***
- 2. SWWC students must call 734-401-4283 or email SWWCAttendance@salineschools.org to be excused***
- 3. AAPS and SWWC students must also notify their high school to be excused***

If a student requests to go home early, a call must be made to a parent/guardian to grant permission for the student to leave.

Student Absence Bank

In order to hold students accountable to staying on track with State Board hour requirements, we recommend that students shall acquire no more than 7 absences per semester.

Notification of Attendance

Students and parents will be kept informed of their student's progress and accrual of hours. A conference will be scheduled with the student and the lead teacher to discuss absences when the student is approaching 7 absences. Parents and administration will be contacted via email. Further absences will jeopardize their chances to successfully finish the program and become licensed. Students risk being withdrawn from the program if the attendance policy is not followed

Time Clock

Time theft is defined as either being clocked in when doing non-work activity, such as sleeping, taking extra breaks, or doing work for other high school classes (non-cosmetology related), or actively falsifying time cards to account for extra hours, or missed hours such as having another classmate clock someone else in or out. The timeclock is a legal record of Cosmetology hours for the state. The webcam captures photos which will be used to determine falsifications. If a student is found to be guilty of time theft the penalty will include loss of hours, as well as documented conversations, suspension, or dismissal from the program.

Special Circumstances

Special circumstances are the only cases where exception to the above attendance bank may be considered. These considerations will be based on the students overall attendance pattern (misusing days instead of saving them for sick time, etc) and the students overall performance in the Cosmetology program. Communication is key! Please communicate your student's special needs to the head teacher asap.

- Extended illness (Covid, Mono, etc): The school should be notified if a student is expected to be away for more than three (3) school days with illness.
- Death in the family: The school should be notified as soon as possible.
- Leave of absence for medical reason: Administration must review each case individually and grant the leave accordingly. (See Leave of Absence p. 15)

Make-up hours

Occasionally, HVBA offers extra hours for school events. Students will be notified in advance of such events, and shall be awarded hours for participation. Additionally, students are allowed to attend their normal hours the week of spring break. There is also an opportunity for first year students to make up hours during the summer (see summer session, p.17). It is ultimately the student's responsibility to ensure that they keep accurate time punches, track their hours, and remain in good standing. HVBA is not required to provide extra hours to students above the additional hours offered over spring break and summer session.

Religious Holidays

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

Breaks

Break times are at the instructor's discretion. First year and second year students will have one 10-15 minute break. Second year students who stay over 5 hours per

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day will have one 15 minute break and one 30 minute clocked-out lunch break. Students who stay over 7 hours may take an additional 15 minute break.

**Students are expected to eat lunch at their homeschool. If this is not possible, the student should pack a lunch that they can eat on break or on the way to Cosmetology. HVBA does not allow students to leave the premises once they have arrived, nor do we allow food deliveries. Students who stay all day are permitted to leave campus for lunch on their 30 minute clocked out break including during summer session. Food and drink may be consumed in the classroom during lectures or on designated breaks but should be put away during practical lessons.*

Dress Code Policy

Students will wear assigned uniforms and name tag. Students must maintain a neat, clean, and professional appearance.

- Students must wear solid black scrub pants, a solid black scrub top, and a black smock (optional). In addition, students are required to wear **black socks, solid black shoes**, and a **school provided name badge**. A long sleeve shirt or crew neck (NO hood) sweatshirt may be worn *under* the scrub top, and **must be all black**. No visible writing or graphic designs permitted.
- Students are **not** permitted to wear hoodies, coats, or any other article of clothing on top of their scrubs, aside from their black scrub jacket. These items can be kept in the student's assigned locker.
- Students are **not** permitted to wear sunglasses, hats, scarves, bonnets, or any other head or facial covering, except for in cases of religious or medical exception.
- Proper hygiene is paramount in the beauty profession. We ask that all students shower regularly, wear deodorant, and keep their uniforms laundered. (We do permit students to launder their uniforms onsite provided they are labeled with the student's name).
- It is important that our students represent the beauty industry, so hair styles should be polished, beard hair should be neatly trimmed, and if a student chooses to wear makeup, it should be polished and professional.
- ***Students are expected to arrive ready for the day. Students may change in the provided locker room but they may not clock in until they are fully dressed in uniform.***

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

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Cell phones, Earbuds, Headphones, Smart Watches, & Devices

Cell phones and other mobile devices (such as smart watches) must be kept out of view, or in the designated area in the classroom (device caddy), and may only be accessed during break time, or upon instructor approval. Permission will only be granted if the device can be utilized for educational purposes.

Earbuds and headphones may only be used in the classroom (NOT on salon floor), and only when permission has been granted by an instructor.

It is necessary that students come to class with a laptop computer or tablet. The student's home school should provide a device to the student if the student does not have their own device.

****Cell phones will not be allowed to be used as a substitute for a laptop or tablet for the purpose of testing.**

Transportation Policy

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

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

SWWC students must complete a long-term driving form found on the SWWC website <https://www.salineschools.org/schools/high-school-9-12/swwc/> Violation of any of the home school driving codes will be enforced and violations may result in suspension or removal of driving privileges.

Conduct

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

- ***Students are expected to be working on tasks during all class times. Students who are off task after the first warning may be clocked out for any time throughout the day that they are unproductive.***
- ***If a student is suspended at either home school or HVBA the student is expected not to attend either school.***
- ***Students are not allowed to leave school premises during regular class time without permission. Parents must notify the lead teacher via telephone or email to excuse their student. Students leaving premises without permission will face disciplinary action.***

PROHIBITED CONDUCT

Any violation of the school's rules of conduct and policies may incur a reduction of points in student's grade (daily participation points), a referral to administration, and possible dismissal from class. The following are examples of unacceptable behavior:

- Bullying or cyber-bullying
- Cheating, copying, or offering or receiving unauthorized assistance in examinations, quizzes, or projects
- Disruption of classes
- Disrespecting Instructor, Students, or Administrator
- Fighting (Activities that involve holding, pushing, tackling, wrestling, or any other type of physical contact or threat of physical contact), inciting violence ●

Inflammatory statements, obscenities, malicious remarks, or threats to clients, Instructors, staff members, visitors, or other students

- Interference with any Instructor or Administrator in connection with carrying out duties
- Insubordination
- Lack of cooperation
- Sexual harassment
- Stealing
- Use, possession, sale of drugs / alcohol / nicotine
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects 11

ZERO TOLERANCE

HVBA has a zero tolerance policy for any student who creates an unsafe learning or teaching environment. This includes on school grounds or anywhere else that the activity involves a connection between HVBA students, including social media, text messaging, group messaging. Students who are caught engaged in such activities will face immediate disciplinary action, up to and including removal from the program.

Weapons

HVBA has a zero tolerance policy for bringing weapons onto school property. Students will immediately be terminated from the program if they are caught in possession of these items. Weapons include, but are not limited to firearms, knives, swords, explosives and chemicals (pepper spray, mace, fireworks).

Controlled Substances & Alcohol

Possession or evidence of use of alcohol, marijuana, and illegal drugs will be grounds for suspension or expulsion from the Huron Valley Beauty Academy. Suspicion will be reported to home school and parents/guardians for follow-up.

Smoking & Vaping

State Law prohibits smoking in the school (HVBA) or on the property of the school. Possession of ANY nicotine product, including vapes, will result in disciplinary action.

Disciplinary Process

A student will receive warnings in the following order:

1. A documented verbal warning notifying student of prohibited conduct and discussion of expectations
2. A documented written warning advising student and parents of prohibited conduct. Communication is sent to parents, administration, and counselors.
3. A discipline referral will be sent to home district school administration upon the third instance of prohibited conduct.

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Client Service

Clients receive cosmetology services at reduced prices with the work being done by students who have accrued over 350 hours. All of our clients must be treated with utmost courtesy. Should a problem occur, students must seek an instructor immediately. The student's appearance and decorum must be professional at all times. Gossiping with other students while assisting/in the presence of a client is unprofessional and unacceptable. All services are assigned and must be checked and approved by the instructor if credit is to be received. Students are not permitted to instruct other students. Only approved products are permitted to be used on the clinic floor and practical laboratory class. Non-participation in class or assignments will require a conference with the lead teacher, along with receiving a reduction of points from their Daily Participation grade. Students who refuse a client will be clocked out and/or sent home for the day.

Student Services

Students must receive permission from their instructor for personal services and the use of school-purchased products for personal use.

Workplace Sanitation

Work space and laboratory area must be cleaned and sanitized daily, prior to and after completion of all services. All products and/or supplies must be returned to the dispensary. On the clinic floor, drinking water is permitted and must be in a water bottle that can be stowed inside the station without spilling. At the conclusion of class, sanitation (cleaning) procedures will be assigned by the instructor. Sanitation tasks are required as part of the Cosmetology training for the State of Michigan and count towards the Daily Participation score. Failure to complete sanitation tasks may incur a reduction of points in a student's grade (Daily Participation points).

Requirements for Credentialing

Students are awarded a certificate at the completion of the state mandated 1,500 hour curriculum and mastery of all necessary competencies. Students are not awarded a license to practice Cosmetology in the State of Michigan until they have successfully completed their state board exam. HVBA will assist with registering but students are responsible for scheduling and passing this exam independently.

In order to be eligible for credentialing, each student is expected to:

- Be of good moral character
- Have completed 1,500 hours of theory and practical application in the State approved cosmetology program.
- Have completed all required MPA's
- Have satisfactorily followed the policies and procedures of HVBA. ● Have satisfactorily completed the program of study required for the diploma with minimum examination scores of 75%.
- Have satisfactorily discharged all financial obligations.
- Attend the commencement program in May, at which time a certificate is awarded.

Miscellaneous

Leave of Absence

A student desiring a voluntary leave of absence must submit a written request to the lead teacher. Administration will determine whether or not the leave of absence is to be granted and the conditions under which the student may return to the school. Proper documentation, such as a medical note, must be submitted to the lead teacher.

Withdrawal from the Program

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

Acceptance of Professional Fees

The activities of students are not to be construed as the professional practice of Cosmetology. It is a violation of state law and contrary to the policy of the academy for students to accept professional fees for Cosmetology services. The academy does have the ability, under certain circumstances, to arrange for a co-op position with one of the surrounding establishments.

Social Events

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

Field Trips

At various times throughout the school year, instructors may arrange field trips relating to Cosmetology. If it becomes necessary for a student to be absent from home school for a field trip, it is the student's responsibility to obtain permission from their home school. Instructors will verify these trips with the home schools if this is a necessary procedure. Transportation on all field trips will be pre-approved by Administration. Private student automobiles are not permitted to be used for this purpose without written administrative approval. All students must return Parent/Guardian permission slips. Rules of conduct for students on field trips are no different than for students in the classroom at Huron Valley Beauty Academy. Student conduct shall meet the standards of their homeschool handbook as well as that of HVBA.

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Safety

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

We expect all students to demonstrate the 4 A's of safety:

- **Acquire** safety skills
- **Anticipate** safety concerns
- **Apply** safety skills
- **Assist** others to observe safety codes

Lockers

Lockers will be assigned as needed. All lockers are equipped with combination locks for student security purposes. Lockers are to be used for secure storage of backpacks, purses, cosmetology supplies, and jackets. Care and cleanliness of the locker will be the student's responsibility. Lockers and kits are property of HVBA and may be searched by Administration if necessary. (See p. 18)

All non-cosmetology items such as, but not limited to computers, tablets, lunch items,

purses, and shoes/clothing must be stored in the student's locked locker. Loose items are not the responsibility of HVBA. Food and drinks are allowed in the locker room during designated breaks. Students shall clean up after themselves and not leave food and drinks out where they can be spilled.

Kits, Tools, and Supplies

The school provides all essential supplies, materials, kits and books and the student should bring them to class daily. It is essential that students learn respect for the care and safekeeping of their kits. Students will be responsible to replace any items that are lost, damaged, or destroyed. Student care and responsibility of kits/tools/implements will assure that all participants will have essential tools when needed. The student must return implements that are used by a student when requested by the instructor. When a student withdraws or is dismissed from the school, they must return all tools, kits, supplies or implements belonging to the school. Lost or stolen articles must be replaced at student's expense. Students will return textbooks, tools and other school-owned supplies prior to leaving HVBA.

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Summer Session

All first year students will be required to clock 154 hours over the summer session between their first and second year. Summer session consists of 28 hour weeks (4 days, 7 hours per day), and runs for 8 weeks. Students can achieve the required hours (with perfect attendance) during the first 6 weeks of the summer program. The last 2 weeks of the summer program are to make up any hours missed in the first 6 weeks of summer, or to make up any hours missed from the previous school year, or to get ahead on hours for the second school year. Students may be done with the summer program once they have completed 154 hours. This is a requirement for the second year of the program.

Super Senior

Super Seniors are 13th year students who started the Cosmetology program their senior year of high school. Super seniors are high school graduates for the second year of the Cosmetology Program. Super seniors may attend up to 7+ hours per day. Super seniors pay tuition at a rate of \$2.75 per hour, and must pay their tuition **MONTHLY**.

Students who fail to pay tuition for the current month by the 5th of the next month will

not be allowed to attend the program or clock hours until their tuition for the previous month is paid.

To secure space for the second year, super seniors must pay a *non-refundable* deposit of \$500.00 when they enter the program. This deposit will be credited toward tuition monies owed during the second year.

Super seniors must complete 1500 hours by the last day of school of their 13th year (Super Senior year).

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Student Rights and Responsibilities

Student Records

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

Locker, Car, and Student Searches

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

automobiles are considered part of their possessions when they are located on school property.

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

If there is an emergency, the school has authority to proceed with a search without prior approval. The police or HVBA personnel will notify a parent or guardian when a student is searched or a seizure of a student's property is made.

Due Process

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

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Student Name: _____ Date of occurrence: _____

Educator: _____ Date of discussion: _____ Verbal Warning

Written Warning Suspension Expulsion

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

Reason for warning:

Steps that student needs to take to address the concern:

Next step in progression: Verbal Warning Written Warning Suspension Expulsion

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

Educator Signature: _____ Date: _____ Student

Signature: _____ Date: _____ 19

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HVBA Handbook Parent/Guardian/Student Acknowledgement Page

Please initial the statements below and sign and return this page to inform us that you and your student have read and understand the policies and procedures as outlined in the HVBA Student Handbook 2024/2025.

We have submitted required paperwork to receive communications from HVBA

We understand the rules and policies as outlined in this handbook We understand our rights and responsibilities as outlined in this handbook We understand the attendance/absence/tardy policy as outlined in this handbook

We understand the dress code policy as outlined in this handbook We understand no State Board hours will be issued during times the student is not productive or not in dress code

We agree to the non-refundable deposit and tuition payment policy (1st year 12th grade students only)

We understand the mandatory summer attendance (1st year students only)

Student Printed Name

_____ Student Signature Date

Parent/Guardian Printed Name

_____ Patent/Guardian Signature
Date