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**8988 - 90 GRAND RIVER AVE – DETROIT, MICHIGAN 48204 - 2244**

**PHONE: 313.894.2300 – FAX: 313.894.7274**

[**www.michiganbarberschool.org**](http://www.michiganbarberschool.org/)



Accredited Member

**Michigan Barber School Catalog**

**“Our mission is to train potentially the finest barbers in America.”**

**MBS STUDENT SERVICES HANDBOOK**

**About Us**

## **HISTORY**

The Michigan Barber School, Inc was founded January 1946 in Detroit, Michigan to provide tonsorial instruction and related sciences. Since its inception, the school has relocated three times in the Detroit area, and with each move the school has enjoyed continuous growth together with substantial improvement in physical facilities, equipment, and curriculum.

Forrest F. Green, the founder, successfully managed the school from 1946 until his retirement in 1974, after which his son, Forrest F. Green Jr., became the President/Director of the school and has served in that position until his untimely passing September 3, 2011. The local community, barber/styling industry, and the field of post-secondary education suffered a great loss.

Darryl L. Green, the youngest son of Forrest Green continued to carry on the legacy of training of tonsorial instruction by offering valuable education and service to the Metropolitan Detroit area. Mr. Darryl Green met his untimely demise on October 30, 2015 and the torch of “*training potentially the finest Barbers in America”* the son of Forrest Green Sr., Saul Green, became the Director of Michigan Barber School.

**SCHOOL’S PHILOSOPHY**

The purpose of the Michigan Barber School is *to train potentially the finest Barbers in America.* The school’s philosophy is to provide successful, **LICENSED** Barber/Stylists in a profession that is virtually unaffected by economic conditions, employment cycles, age, creed, color, or any standing in society.

**ADMINISTRATION**

Saul Green Director

Cherelle Bond Assistant Director

Nina E. Lowery Financial Aid Administrator

Cheresa Greenwood Admissions Officer

Cheresa Greenwood… Career Services Representative

**FACULTY**

James Almon Instructor

Matthew Bryant Instructor

Terrence Hopson Instructor

DeAngelo Smith Instructor

Christopher Waymaster Instructor

**AFFILIATIONS**

* Michigan Barber School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).
* Licensed by the Michigan Department of Consumer & Industry Services, Bureau of Commercial Services.
* Approved by the U.S. Department of Education for Federal Student Aid Programs.

**OBJECTIVES**

The Michigan Barber School’s primary educational objective is to prepare students for entrance or advancement in the Barber/Styling occupation, requiring technical and/or career-oriented competencies and skills. The school’s Educational Objectives are career oriented and provide students with the necessary competencies, skills, and level of education for employment in the Barber/Styling field. The Michigan Barber School must ensure that all required courses and assistance are available to enable students to complete their program of study. The school is committed to training each student with 225 hours of theory detailing the theoretical aspects of the barber industry and 1575 hours of practical, “on the floor training,” as mandated by the Board of Barber Examiners of the State of Michigan.

The school provides the technology, textbooks, tools, cutting and styling techniques and procedures necessary to perform as a Barber/Stylist. The Barber/Styling program is taught using online lectures and demonstrations, the MindTap online platform, classroom instruction and on the practical floor, simulating a barber shop environment.

**LOCATION**

Michigan Barber School occupies the two floors at **8988-90 Grand River Ave, Detroit, MI 48204.** Both the Practical Section and Theory Classrooms consisting of sufficient equipment and space to accommodate up to 67 students per shift.

The school is conveniently located for city transportation since the Grand River/Joy Road bus lines stop practically in front of the school.

**SCHOOL CALENDAR**

The school operates on a continuous basis and is open five days a week except for Sundays and Mondays and the following legal holidays:

|  |  |  |
| --- | --- | --- |
| **New Year’s Day** | **Memorial Day** | **Labor Day** |
| **Fourth of July** | **Thanksgiving** | **Christmas Day** |

Classes begin quarterly (January, March, July, and October) on the second Tuesday of the month. All classes are full-time, and students are expected to complete the course in 14 to 18 months, depending on the schedule chosen.

**GENERAL PHYSICAL EQUIPMENT/FACILITIES**

**Physical Equipment**

There are 50 complete Barber/Styling stations, which consist of counter, cabinet, mirror, sanitizer, and a barber chair. There are cleaning utensils at every other station. There are also hooded hair dryers with seats for drying customers’ hair. There is also a waiting area with seats for waiting patrons.

The classrooms have sufficient chairs, multiple tables, a barber chair for demonstration, sanitizer, desk, computers, chalkboards, audiovisual equipment, and file cabinets.

**Physical Facilities**

The school is located on two-levels. The main level consists of the clinic floor, waiting area, four offices, dispensaries, bathroom facilities, faculty lockers, and conference room. The lower level consists of the classrooms, learning resource center, study area, student lockers, file room, and additional bathrooms.

The entire school is .7,052 sq. feet

The theory rooms are .1,374 sq. feet

The clinic floor is .4,066 sq. feet

Learning resource center .354 sq. feet

Admin area. .758 sq. feet

Locker area…………………………………………………………………….. 500 sq. feet

We also have an additional 3,192 sq. feet for equipment storage.

**Usual** **Class Size**

Average size Lecture ...……………………………………….……………………………………………30-67

Average size Lab (Practical).………………………………….……………………….........................30-67

Maximum size Lecture ...………………………………………………………………67

Maximum size Lab (Practical)………………………………………………………………………………67

**STUDENT OUTCOMES**

**Consumer Facts and Information**

Education after high school is an investment of time, money, and effort. Prospective students should carefully evaluate the education and training under consideration. To help assist each prospective student to make a wise choice, information on our academic program, facility, cost of attendance, and any other information is available in the school and should be evaluated before a decision is made.

To help you make a good decision about whether to sign up for the **BARBER\STYLING** program, we want you to know that, according to the latest information for the reporting period of July 2022:

1. 38% of students in the 15-month program graduated and 40% of them being licensed and employed.
2. 47% of students in the 18-month graduated in that year have found jobs in the industry and 38% of them being licensed and employed.

**NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

**Nondiscriminatory Policy**

Michigan Barber School admits students of any race, color, national origin, and ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. This policy is set forth in the MBS catalog that is provided to all students at the time of enrollment and is enforced through the School Complaint Policy and Student/Grievance Procedure that are also detailed in the catalog.

**Enrollment Resources**

Enrollment Services are intended to support students’ enrollment and their

student services needs while attending the Michigan Barber School. The MBS

Administration staff and instructors participate in various internal procedures

to ensure necessary student services are provided. The Assistant Director,

Cherelle Bond, supervises these services.

ADMISSIONS

The [Admissions](https://www.hfcc.edu/admissions) Representative, Cheresa Greenwood helps students get

admitted to MBS, including administering an admissions assessment,

and securing any credentials they need to provide. She explains the

admission process, admission requirements and procedures, and the

attendance policy.

 **Admission Requirements**

Applicants seeking enrollment in the school must comply with the following requirements:

1. Provide proof of high school graduation (diploma or transcripts) or GED Certification

**(Official GED Transcripts only).**

1. Complete a Michigan Barber School Admission Application.
2. Complete a Student Barber License application accompanied with $80.00 available on a debit or credit card, which is non-refundable. *(Additional information may be required.)*
3. Be prepared to write a short essay on “*Why I Would Like to Attend Michigan Barber School.”*
4. Applicants applying for Financial Aid *(Title IV Funds),* must provide verification of the previous year’s income. **(Please call for more details and to make an appointment).**
5. Provide copy of **Valid Government Identification (Driver’s license/ ID)**.
6. All prospective students must visit the facility to receive registration materials. **Applicants who live long distances (more than 20 miles or 30 minutes) from the school and cannot meet this requirement must tour the facility prior to signing the Enrollment Agreement.**

**Admission Procedures**

The Orientation schedule includes the following admission procedures:

1. Disbursement of registration package.
2. A 30-45-minute scheduled interview where potential students are provided a tour of the facility and instructions on completing all admissions documents.
3. All applications will be reviewed and processed, and acceptance or rejection letters will be sent to all applicants in a timely manner before orientation day. The rejection letters will specify reasons for denial.

Applicants who receive an acceptance letter will be expected to be in attendance on the orientation date specified via email. At that time, a presentation will be given which will include an overview of the school, and the disbursement and completion of additional enrollment materials.

**Attendance Policy**

The attendance policy of Michigan Barber School states that all students must maintain reasonable attendance. Failure to do so will result in termination. Termination can result from any of the following:

1. Fourteen (14) consecutive days absent.
2. Continuous absenteeism on Saturdays and pre-holidays
3. Failure to return from an authorized Leave of Absence.

All classes are full-time; students must maintain a minimum number of hours per month, as shown below, based on their required schedule:

###  **6 Hour per Day Student 90 Hours per Month**

 **5 Hour per Day Student-----------------------72 Hours per Month**

The maximum time frame shall not exceed 1.5 times the number of clock hours required to complete the program. If a student fails to complete the school’s program within the maximum time frame and is placed on probation, the school will document the mitigating circumstances warranting the probation.

**PROGRAM ADVISING**

Cheresa Greenwood, the Admission Representative, with the assistance of the

Cherelle Bond, Assistant Director, meet with each student to outline and discuss

the barbering /styling program, the program course requirements, and expectations,

and if applicable, the use of transfer credit hours earned from another school.

**BARBERING/STYLING COURSE REQUIREMENTS**

Michigan State Board of Barber Examiners requires each student to complete at least 1800 clock hours of instruction and maintain a passing grade before a certificate is awarded. All classes are on a full-time schedule, which will take a student 15 to 18 months to complete, depending on the schedule that is chosen.

The course consists of 225 hours of theory and 1,575 hours\* of practical instruction.

\*Clock hour = 60 minutes

**THEORY**

The following is the approximate number of hours spent in Theory.

**History and Fundamentals of Barbering** 5 hours

Origin, custom, and traditions: Glacial Age to modern times.

**Hygiene & Ethics** 5 hours

Personal grooming and hygiene: Professional ethics and attitude.

**Bacteriology** 10 hours

Identifying and defining different types of bacteria.

**Sanitation and Sterilization** 10 hours

Methods of Sanitation and Sterilization: First Aid and public sanitation.

**Implements, Tools & Equipment** 10 hours

Proper use of primary and secondary implements, optional equipment proper care and maintenance.

**Disorders of the Hair, Scalp & Skin** 25 hours

Definitions and identification of types of diseases in relation to the Hair, Scalp & Skin

**Hair & Scalp Treatments** 10 hours

Methodology in relation to shampoos, conditioners and how it affects the hair and scalp.

**Barber Laws & Rules for the State of Michigan** 20 hours

General rules, regulations, and fee structure from the Department of Commerce Barber/Styling Handbook.

**Facial Massage & Treatments** 10 hours

Theory of facial and skin treatments; methods of facial massage therapy.

**Razor Shaving, Honing & Stropping** 10 hours

Method and use of different implements, fundamentals, and techniques in relation to shaving, honing, and stropping.

**Haircutting** 10 hours

Fundamentals and principles of haircutting and styling men and women’s’ hair.

**Hairstyling** 10 hours

Methodology in curling iron techniques and basics of finger waving.

**Permanent Waving** 15 hours

Product knowledge, scalp and hair analysis, procedures, and safety precautions.

**Chemical Hair Relaxing**…………………………………………………… 15 hours

Product knowledge, scalp and hair analysis, procedures, and safety precautions.

##

**Men’s Hairpieces** 10 hours

Product knowledge, implements, fundamentals, and techniques.

**Electricity and Light Therapy** 10 hours

Basic knowledge of light measurements and currents; implements and safety precautions.

**Chemistry** 25 hours

Definitions and identification of types of matter, compounds, and common elements; basic principles of cosmetic chemistry.

**Shop Management** 5 hours

Knowledge of management functions, business plans, financing, equipment, and recordkeeping.

**Senior Review to prepare for State Board Exam** 10 hours

**Total 225 hours**

 **PRACTICAL**

The following approximates the number of hours spent in practical work:

**Haircutting** 1000 hours

**Styling:** Including all basic and advanced methods 200 hours

**Shaving and Beard Trimming** 250 hours

**Honing and Stropping** 20 hours

**Shampoo and Conditioning Treatments** 80 hours

**Hair coloring** 25 hours

**Hair Relaxing and Permanent Waving** 50 hours

**Facial Massage** 50 hours

**Patron Protection & Tool Maintenance** 40 hours

**Demonstrations & Modern Trends** 15 hours

**Clinic Management** 10 hours

**Senior Review:** Preparation for State Board Exam10 hours

**Total 1575 hours**

**CREDITS/TRANSFER HOURS**

Applicants who have attended other barber schools are eligible to transfer their hours earned

from those schools upon receipt of transcripts from the previous schools’ and have been

approved by the State of Michigan Barber Board. For information regarding transferring

credit hours (used in other States) to clock hours (State of Michigan), contact the MBS

administrative office for those calculations.

Licensed cosmetologists who wish to obtain a barber license must complete our entrance exam that will determine the number hours allowed to be applied toward graduation. The state of Michigan allows up to 1000 hours to be transferred into a barber program for licensed cosmetologists. The cosmetology license must be presented in order to obtain hours counted toward the barber/stylist program.

|  |  |
| --- | --- |
| Entrance Exam Grade | Transferred Hours Earned |
| 75% or above | 1000 |
| 60-74% | 750 |
| 59% or below | 500 |

**PROGRAM/COURSE PROGRESS**

MBS instructors provide ongoing feedback and support to students about their performance and progress as they matriculate in the barbering program. The Instructor/Mentors Program and the Senior Program allow greater one-on-one attention to and support of students’ who have reach 1400-1500 hours in their program.

**GRADING SYSTEM**

Student evaluation is made in accordance with the following grading system:

|  |  |  |
| --- | --- | --- |
| **Grade Standard** | **Grade** | **Numeric Grade** |
| Excellent | A | 90-100% |
| Good | B | 80-89% |
| Average | C+ - D+ | 65-79% |
| Below Average | D | 60-64% |
| Failure | F | 59%-Below |

Amendments to the Education Act of 1965 require institutions to establish standards to determine if students who are receiving financial assistance under Federal programs are making satisfactory progress toward completion of their course of study.

**SATISFACTORY ACADEMIC PROGRESS STATEMENT**

Satisfactory academic progress is necessary to maintain student eligibility for Title IV Assistance programs. To be considered as making satisfactory progress towards course completion, students must maintain both specified grade averages and appropriate attendance percentages. Programs of study at Michigan Barber School are designed to be completed in 1800 clock hours. Full time students can take a maximum of one and one-half times (150%) the normal time frame of 15 months to complete the program, or a maximum time not to exceed 22 months. To satisfy academic and attendance requirements, students must not fall below 67% to continue to receive Title IV funding.

|  |  |
| --- | --- |
|  **(Quantitative Measurement)** | **(Quantitative Measurement)** |
| **Physical Hours To Be Complete** | **Hours Scheduled To Be Complete** | **Grade Point Average Requirements** |
| **1** | **2** | **3** |
| 450 | 675 | 75% |
| 900 | 1350 | 75% |
| 1350 | 2025 | 75% |
| 1800 | 2700 | 75% |

**MEASUREMENT OF SATISFACTORY PROGRESS**

As a student reaches each segment of 450 hours, displayed above in column 1, the student must not have any more than the corresponding number of scheduled hours as shown in column 2. In addition to completing a minimum number of hours of attendance during each segment of the course time frame, the student must also maintain a 75% grade average through the entire course. If a student falls below either criteria, consultation with a school official will be scheduled. At that time, the student will be placed on SAP Warning. Students can receive Title IV funding one **(1)** time while on SAP Warning. If a student does not meet SAP requirements while on SAP Warning a second time, the student will become FSA Ineligible at which time Title IV funding will be withheld.

To re-establish satisfactory progress, a student must improve their attendance or grade average to the designated standards listed above. In the event the student fails to improve attendance or grades within the next **450 hours**, Title IV funds will be suspended until the required amount of work or hours are completed. In addition, students who reach a

subsequent evaluation period without the required grade average or hours will be suspended indefinitely unless there are mitigating circumstances which would warrant the student receiving an additional **450 hours** of probation. Such circumstances will be documented and placed in the student’s file. Students who continue to have failing grades or excessive absences will be terminated. Students who are suspended or terminated may appeal these decisions to the Director of the school.

These standards of satisfactory progress apply to **ALL** students, not solely for students who are receiving financial aid assistance.

**Student Appeal Process**

A student may appeal a determination of unsatisfactory academic progress by submitting a written appeal to the school Director or Director of Finance explaining why he or she did not meet satisfactory academic progress and what has changed that will allow him or her to meet satisfactory academic progress if the appeal is approved to allow continued enrollment in school. Special consideration will be made only for mitigating circumstances, e.g., illness, death in the family, or other extenuating circumstance. The appeal must be received within 14 days of the student being notified of his or her SAP status. The decision of the Director shall be final. If the appeal is approved, a student will be allowed to reenter or continue in school for one payment period under a financial aid probation period and will be in satisfactory academic progress and eligible for Title IV funding.

**ATTENDANCE POLICY**

The Administration Office staff and instructors, in maintaining attendance records, systematically inform students about the school’s attendance policy, the students’ attendance and tardiness performance as well as the policy that addresses student termination and reinstatement. Attendance is tracked daily through the time card system and weekly through the MindTap reports.

 **LEAVE OF ABSENCE**

Michigan Barber School policy states that a student can request a Leave of Absence (LOA) due to extenuating circumstances. The student MUST complete a written form and submit documentation to verify the reason. The LOA cannot exceed 180 days in a 12-month period.

The school must determine that there is a reasonable expectation that the student will return to school at the end of the LOA.

If the student does not return to school at the end of the LOA, the last day of attendance will be their termination date and they will be subject to the school’s refund policy.

 **MAKE-UP POLICY**

Any student that misses Theory class due to illness or other major circumstances, may, at the discretion of faculty be administered make-up exams covering the missed classes. Class work can be made-up by making arrangements with the Theory instructor.

If the student drops or terminates for any reason, prior to completion of make-up work, upon reinstatement, the student is expected to comply with the following procedures:

1. Schedule a return-to-school conference with an instructor.
2. Schedule dates for make-up exams and class work with an instructor.

**CONDUCT**

A student will be dismissed for any action or conduct that, in the opinion of the Director of the school, disrupts the school program or educational process of other students, violates Campus Safety and Security / VAWA (Violence Against Women Act) regulations, or reflects unfavorably upon the school. The student’s conduct is governed by the rules and regulations of Michigan Barber School. Failure to obey these rules is grounds for dismissal. When each student enrolls, they are required to sign a copy of the rules and Campus Safety and Security Statistics. The student also receives a copy of the rules and safety statistics for personal reference.

**TARDINESS**

Student’s time is recorded in 15-minute increments. The time clock allows each student a 10-minute grace period for every 30 minutes. The school understands that situations may arise that may cause tardiness, but it is of the utmost importance that the student makes up the time that is missed.

**TERMINATION AND REINSTATEMENT**

The following are grounds for termination:

1. Failure to maintain satisfactory academic progress.
2. Failure to maintain satisfactory attendance.
3. Failure to comply with the rules and regulations of Michigan Barber School.

Reinstatement policy states that a student who is terminated or dropped can be reinstated without loss of hours previously earned. Reinstatement also requires the following:

1. Update permanent record.
2. Renewal of student barber license.
3. Renewal of Financial Aid, if applicable

 **STUDENT COMPLAINT POLICY/GRIEVANCE PROCEDURE**

 Cherelle Bond, Assistant Director, is responsible for processing all student

 complaints. Ms. Bond advises the student of the Complaint Policy/Grievance

 Procedure ensuring the student understands the policy and process. She

 answers any questions or concerns the student may have.

 **The Student Complaint Policy/Grievance Procedure**

Schools accredited by the Accrediting Commission for Career/Colleges of the

 Career/College Association must have a procedure and operational plan for handling

 student complaints. If a student does not feel that the school has adequately addressed a

 complaint or concern, the student may consider contacting the Accrediting Commission.

 all complaints considered by the commission must be in written form, with the permission

 from the complainant(s) for the Commission to forward a copy of the complaint to the

 school for a response. The complainant(s) will be kept informed as to the status of the

 complaint as well as the final resolution by the Commission. Please direct all inquiries to:

 **Accrediting Commission of Career Schools and Colleges**

 **2101 Wilson Boulevard, Suite 302**

 **Arlington, VA 22201**

 **(703) 247-4212**

To file online, go to [www.accsc.org](http://www.accsc.org). Michigan Barber School is currently under Warning due to graduation and employment rates being below the benchmark set by ACCSC.

**NOTE**: A copy of the complaint forms are available in the office at Michigan Barber School and may be obtained by contacting the School Director.

**COUNSELING SERVICES**

The Administration [Office](https://www.hfcc.edu/student-services/counseling) and Cherelle Bond, Assistant Director, assist MBS

students with school-related, personal, and professional issues. Referrals are

made to agencies and community service organizations with whom the school has established relationships for students who need personal counseling, housing

assistance, and other kinds of personal needs assistance. Any student who expresses or demonstrates severe cases of mental suffering is given a referral to a counselor and information regarding crises treatment.

**Student Services**

The school’s Administration Office, under the supervision of Cherelle Bond, Assistant Director, will assist all MBS students with non-academic matters which relate to the student’s attendance and progress. Students are encouraged to keep the administration advised of changes of address, employment, marital status, etc. The instructors are available to give assistance to students who are having academic problems.

Students are allowed personal barber/styling services Tuesday-Thursday with the permission of a Clinic Manager**.** When needed, students can secure substance abuse, mental health, housing and/or food insecurity, transportation, and advising referrals through the Administration office. Cherelle Bond Assistant Director, who has a psychology/counseling background, works directly with students demonstrating the need for personal counseling services or referrals. Any personal information regarding a student is maintained in a confidential manner.

Prospective students who suffer from a disability are also admitted equivalent to other students. However, any handicapped person seeking admission should be aware that the Barber/Styling course requires a high level of manual dexterity, coordination, and the use of sharp-edged implements. In addition, there are also extended periods of standing while on the clinic floor which is required for practical work. State Board Examinations test for speed and dexterity. Therefore, any handicapped person seeking admission should advise the management of the handicap and request a tour of the facility to determine if they can meet all course requirements. The Administration Office, with direct support from Cherelle Bond, Assistant Director, will meet with students to discuss program expectations in relation to the student’s disability needs.

**OBSTACLES/CHALLENGES TO PROGRAM SUCCESS**

|  |  |  |
| --- | --- | --- |
| Mental Health Issues | Anxiety, Sleep Issues, Fear, Isolation, Loneliness, Stress, Suicidal Ideation,Substance Abuse/Drug Addition |  Cherelle Bond, BA, MA Psych/Counseling (Pending) |
| Child Care Services | Need Referral/Placement Suggestions | Administration Office Staff (Cheresa Greenwood, Nina Lowery, Cherelle Bond) |
| Housing Insecurity/Food Insecurity | Agency/Organization Referral | Administration Office Staff (Cheresa Greenwood, Nina Lowery, Cherelle Bond) |
| Unemployment | Lost job, Needs job, Referral | Cheresa Greenwood, Administration Office Staff (Nina Lowery, Cherelle Bond) |
| Transportation | Stolen/Repossessed car, Need a car, Driver License Revoked, Need bus tickets | Administration Office Staff (Cheresa Greenwood, Nina Lowery, Cherelle Bond) |
| Academic Preparation | Falling Behind, Lack Comprehension,Reading Slow, Don’t Understand Material, Don’t Know How To Study Referral | Licensed Barber Instructors and Administration Office Staff (Cheresa Greenwood, Nina Lowery, Cherelle Bond)  |
| Distance Learning/Online Tech Difficulties | No Internet Service, No Computer,MindTap Code issues, Signing-in Challenges, Difficulties maneuvering MindTap site | Christopher Waymaster, Licensed Barbers/ Licensed Barber Instructors (Matthew Bryant, James Almond, Terrence Hopson, DeAngelo Smith), Administration Office Staff (Cheresa Greenwood, Nina Lowery, Cherelle Bond) |
| Physical/Emotional Abuse | Being abused by spouse, partner, parent, etc.  | Cherelle Bond |

**MBS STUDENT SERVICES**

**ENROLLMENT RESOURCES**

|  |  |  |  |
| --- | --- | --- | --- |
|  **ENROLLMENT**  **RESOURCE** |  **RESOURCE / AREAS**  **FOCUS**  |  **STAFF OVERSIGHT/** **RESPONSIBILITY/** **QUALIFICATIONS** |  **POSITION/TITLE** |
| **Admission** | **Admission Requirements****Admission Procedures****Attendance Policy** | **Cheresa Greenwood,****Diploma****Licensed Barber** | **Admissions Officer &****Career Services Rep.** |
| **Program Advising** | **Barbering/Styling Course****Requirements:** **Theory** **Practical****Credit / Transfer Hours** | **Cheresa Greenwood,****Diploma, Licensed Barber****Cherelle Bond,** **BA, MA****Psychology/Counseling (Pending)****Bryant, Almond, Hopson, Smith,****Waymaster,** | **Admission Officer &****Career Services Rep.****Assistant Director****Instructors****Licensed Barbers****Licensed Barber**  |
| **Program/Course Progress****Counseling Services** | **Grading System****Satisfactory Progress****Student Appeals** **Attendance Policy****Student Complaints****Student Services** | **Matthew Bryant,** **AS, Science, AS, Medical Lab Tech****Christopher Waymaster, Diploma****James Almon, Diploma****Terrance Hopson, Diploma****DeAngelo Smith, Diploma****Saul A. Green, BA, JD****Cherelle Bond, BA, MA****Psychology/Counseling (Pending)****Cherelle Bond,** **BA, MA****Psychology/Counseling (Pending)****Cheresa Greenwood,****Diploma****Nina Lowery,****Diploma** | **All Instructors Are:****Licensed Barbers****Licensed Barber**  **Instructors****Director****Assistant Director****Assistant Director****Admissions Officer &****Career Services Rep.****Financial Aid Administrator** |
| **Registration &** **Records**  | **Record Maintenance****Graduation** **Requirements** | **Administration Office Staff:****Cherelle Bond****Cheresa Greenwood****Nina Lowery** | **Assistant Director****Admissions Officer & Career Services Rep.****Financial Aid Administrator** |
| **Financial Aid** | **PELL Grant****Federal Return of Title**  **IV Funds** **Financial Aid Probation** | **Nina Lowery****Cherelle Bond** | **Financial Aid Administrator****Assistant Director,****Financial Aid Oversight** |
| **Paying for Classes** | **Course Costs****Student Fees****Refund Policy****Collection Policy** | **Cheresa Greenwood****Nina Lowery** | **Admissions Officer &****Career Services Rep.****Assistant Director** |

**MICHIGAN BARBER SCHOOL RESOURCES**

|  |  |  |
| --- | --- | --- |
| **MBS RESOURCES**  | **STAFF OVERSIGHT/****RESPONSIBILITY/****QUALIFICATIONS** |  **POSITION/TITLE** |
| **Career Services/ Placement Assistance****The Career Services Representative assists students in locating potential employment opportunities. When a student reaches senior status the student meets with the Director, Assistant Director, the Careers Services Representative, and the student’s assigned instructor to review the student’s plan of action. The Career Services Representatives works with local and greater Detroit area barbers, and barbering establishments to identify potential employment opportunities.** | **Cheresa Greenwood****Saul A. Green****Cherelle Bond****Almon, Bryant, Hopson, Smith, Waymaster** | **Career Services Representative & Admissions Officer****Director****Assistant Director****Licensed Barbers****Licensed Barber** **Instructors** |
| **Learning Lab****The Learning Lab is designed to provide a series of online tools that will help students clarify and strengthen their understanding and proficiency levels related to the barbering/styling program course. The online tools available in the Learning Lab include MindTap, video conferencing lectures and demos on preparation for the barber examination, theory instruction on curriculum content, the 14 shaving strokes, men’s and women’s haircutting, and infection control, to name a few. These tools have been developed by MBS instructors. The Learning Lab is located in the Resource Center on the lower level of the school** | **Cherelle Bond** **Instructors Assist:****Almon, Bryant, Hopson, Smith,** **Waymaster** | **Assistant Director** **Licensed Barbers****Licensed Barber Instructors** |
| **Online Learning****Students have a hybrid learning experience at MBS that consist of attending part of their daily scheduled hours on campus at MBS where they perform the practical delivery of barber services and the remainder of their barber schedule using remote resources. Instructors use the Cengage MindTap platform and video conferencing lectures and demonstrations to teach the barber/styling course. MindTap is comprised of the Milady Standard Barbering E Textbook, workbook, activities, and exams from the Barber/Styling curriculum.** | **Christopher Waymaster****Almon, Bryant, Hopson, Smith** | **Distance Education Administrator, Licensed Barber, Licensed Barber Instructor****Licensed Barbers****Licensed Barber Instructors** |
| **Online Library****The Online Library, LIRN, is an online tool designed to help students locate information that will further support and clarify their understanding and proficiency status in the barbering/styling program course.** **Students receive technical support when needed. The Online Library is located in the Resource Center on the lower level of the school.** | **Cherelle Bond** **Instructor’s Assist:****Almon, Bryant, Hopson, Smith,****Waymaster** | **Assistant Director****Licensed Barbers****Licensed Barber Instructors** |
| **Student Services****The school’s Administration Office assists students with non-academic matters which relate to the student’s attendance and progress. Students are encouraged to keep the administration advised of changes to their personal information. Instructors are available to give assistance to students who are having academic problems. Students may also secure substance abuse and mental health support from the Assistant Director. Administration Office staff may assist with issues concerning housing/food insecurity, transportation, and advising referrals. Any personal information regarding a student is maintained in a confidential manner.** | **Cherelle Bond****Administration Staff****Cheresa Greenwood****Nina Lowery** | **Assistant Director****Admissions Officer & Career Services Rep.****Financial Aid Administrator** |
| **Student Handbook****The Student Handbook outlines the Michigan Barber School’s expectations and requirements for a student while attending the school. The Handbook addresses** **student behavior, appropriate dress, supply needs, the student license, related fees, student services, customer services and other school obligations.** | **Cherelle Bond** | **Assistant Director** |
| **MindTap Access Portal****Access to the MindTap remote platform is controlled by a student’s unique log in Code which is generated through Cengage, a national education publication company. The MBS MindTap platform is comprised of the Milady Standard Barbering E Textbook, workbook, activities, and exams fashioned from the Barber/Styling curriculum. Instructors monitor student progress, track grades and attendance, and provide feedback to** **the students using MindTap. The Distance Education** **Administrator has oversight responsibility for the MindTap platform, communicating school needs and troubleshooting school problems with Cengage, as well as providing technical support to students and instructors when needed.** | **Christopher Waymaster** | **Distance Education Administrator, Licensed Barber, Licensed Barber Instructor** |
| **Technology Resources****Michigan Barber School has a variety of technology resources that are designed to Support MBS student success and completion. The available resources include the Online Library (LIRN), the Cengage MindTap****platform, the Milady Standard Barbering E-Textbook, workbook, activities, andexams fashioned from the Barber/Styling curriculum, video conferencing lectures** **and demonstrations on preparation for the bar examination, theory instruction on curriculum content, the 14 shaving strokes, men’s and women’s haircutting, and infection control. These resources are used regularly by the students as well as the instructors in delivery of course instruction. The Technology Resources are housed** **in the Resource Center, lower level of the school.** | **Christopher Waymaster****Instructors Assist:****Almon, Bryant, Hopson, Smith** | **Distance Education Administrator, Licensed Barber, Licensed Barber Instructor****Licensed Barbers****Licensed Barber****Instructors** |
| **IT Help Desk****The Help Desk helps students and instructors navigate challenges with the Cengage MindTap platform****(MindTap), video conferencing lectures and demonstrations, the online Milady Standard Barbering E Textbook, workbook, activities, and exams used to support the barbering/styling course. Students also receive help with other technology questions or challenges.** **Christopher Waymaster, the Distance Education Administrator, is available to assist students during school hours and by e-mail. at** **cwaymaster@michiganbarberschool.org****Students may also contact the MindTap help desk for assistance with the platform at:**[**https://help.cengage.com/m:indtap/mt- student/ introduction.html**](https://help.cengage.com/m%3Aindtap/mt-%20student/%20introduction.html) | **Christopher Waymaster****Instructors Assist:****Almon, Bryant, Hopson, Smith** | **Distance Education Administrator, Licensed Barber, Licensed Barber Instructor****Licensed Barbers****Licensed Barber****Instructors** |

**REGISTRATION AND RECORDS**

The Administration Office, under the direction of Cherelle Bond, Assistant Director, provides administrative registration services, records support and service to MBS students, instructors, and staff. The Administration Office staff also ensures students are aware of matriculation responsibilities and graduation expectations. Students are monitored regularly and made aware of their progress.

 **Record Maintenance**

All student records are permanently maintained at the school in accordance with federal regulations. Information regarding a student’s status, progress, estimated completion dates, etc., will not be released by Michigan Barber School officials without the written consent of the student, or parent/guardian of the student if the student is a minor.

**Graduation Requirements**

The following requirements must be met to qualify for Graduation:

1. Achieve a final grade point average of 75% or higher.
2. Maintain a satisfactory attendance record throughout the course.
3. Complete tuition payments not later than the scheduled graduation date or payment arrangements must be made prior to final phase of training.
4. Prior to graduation, each student completes an exit interview and student critique.
5. Pass the practical and theory Certification Exam.

 **[**Upon completion of training, the graduating Barber/Styling student receives a certificate

from the Michigan Barber School.

**After Graduation**

Upon completion of training, a graduate becomes eligible to take the State Instructor Examination. Scheduling for the exam takes place approximately four weeks in advance of the exam. The procedures are as follows:

1. The applicant must provide a VISA or MasterCard (Non-Reloadable Gift Card preferably) with $247.00 open to buy.

$80.00 - State of Michigan license fee

$167.00 - PSI exam fee

 \_

\***$247.00**

1. An on-line application is submitted to **mylicense.mdch.state.mi.us**. *(Approval will be sent via e-mail to move on to the next step. Additional information may be required.)*
2. Upon receipt of “Approval” from the State of Michigan, another online application is submitted to PSIexams.com and a date is scheduled for the examination within 3-7 business days. *(The applicant* ***must*** *have all proper information to schedule.)*

The written exam is administered daily in Southfield, MI. The practical exam is administered twice monthly (Usually every other Monday). The written part must be passed with a minimum score of 75% out of a possible 100% and the practical must be passed with 47 out of 65 practical areas.

**FINANCIAL AID**

The [Financial Aid](https://www.hfcc.edu/financial-aid) Administrator, Nina Lowery, helps students navigate the

financial aid process and understand the cost to attend MBS. Cheresa Greenwood,

Admission Officer, provides students with the information and resources needed

to make informed decisions about their financial aid and paying their cost to

attend school.

**PELL GRANT**

Pell Grants are awards to help undergraduate students pay for their education after high school. For many students these Grants serve as a “foundation” of financial aid to which aid from other federal and non-federal sources may be added. Unlike student loans, grants do not have to be repaid.

Pell payments are electronically transferred to the school’s federal account, which are then applied to the student’s account. Pell Grant disbursements are issued twice per academic year for every 450 hours of attendance provided students are maintaining satisfactory progress according to the standards set by Michigan Barber School.

\*The Higher Education Opportunity Act (HEOA) disqualifies from receiving Pell grants students who are subject to an involuntary civil commitment following incarceration for a sexual offense (as deter- mined under the FBI’s Uniform Crime Reporting Program).

**FEDERAL RETURN OF TITLE IV FUNDS POLICY**

The school participates in the Federal Financial Aid program, which is coordinated by the schools Financial Aid Representative, Nina Lowery. Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program.

* Title IV federal financial aid funds are awarded under the assumption that a student

will remain in classroom attendance for the entire period for which funds were awarded.

* If a financial aid recipient withdraws from school after beginning attendance, the amount of Title IV grant earned by the student must be determined.
* The school uses a 3rd party student data system (FAME) to calculate the amount of Federal Title IV funds to be returned for a student who has withdrawn from the program.
* If a student receives SFA (Student Financial Aid) in the form of grants, withdraws from school after beginning attendance, the amount of PELL grant earned by the student must be determined.
* For students who have received Title IV financial assistance, the Federal Return of

Title IV Funds calculation will be completed first and applicable funds returned.

* Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.
* If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement.
* If a student is eligible for this disbursement, the school will notify the student of the amount for which he/she is eligible.
* The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this time frame, the institution will not make the post-withdrawal disbursement to the student.
* The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government by the school.
* The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60 percent point in time in the payment period.
* The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or PLUS Loans and withdraws on or before completing 60 percent of the payment period.
* The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date of this occurs on or before the 70 percent point of time.
* The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40 percent was earned, 60 percent was unearned).
* The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.
* The percentage of the payment period scheduled to complete is calculated by dividing

the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.

* + a. Unofficial withdrawal applies when a student is absent for 14 or more consecutive calendar days.
	+ b. Official withdrawal applies when a student notifies the school in writing or in person.
* In both cases the last day of attendance will be used in the return to Title IV calculation.
* School scheduled breaks of five (5) or more consecutive days are excluded from the

return to title IV calculation as periods of nonattendance and, therefore, do not affect the calculation of the amount of federal student aid earned. This provides for more equitable treatment of students who officially or unofficially withdraw near either end of the scheduled break.

* Title IV funds will be returned to the United States Department of Education within 45 days. In the event of a refund to students who are funded by one of the tuition assistance or Title IV Programs, the distribution of refunds will be as follows:
1. Pell Grant
2. JTPA
3. Vocational Rehabilitation
4. Cash Payments by Students

**Financial Aid Probation**

If a student does not meet the satisfactory academic progress requirements at the end of the financial aid warning period, and the student files an appeal (as described above) that is approved by the school Director, the student will be allowed to reenter or continue in school for that one payment period under **financial aid probation** status. The student will be

considered to remain in satisfactory academic progress status and eligible for Title IV funding during that one next payment period of enrollment following the period in which the student was previously on financial aid warning. The student must again meet the standard satisfactory academic progress requirements by the end of the financial aid probation period to continue receiving aid after that payment period.

 **PAYING FOR CLASSES**

Cheresa Greenwood, the Admissions Representative, discusses the cost of attending

MBS with new students during the admission process and orientation. The Financial Aid Administrator, Nina Lowery, also discusses the cost to attend MBS in more detail when discussing Financial Aid eligibility and payment options. Students are also informed of the school’s refund and collections policies.

**Course Cost**

##  Tuition (1800 hours @ $6.15 per hour) …………………..…..…..........$12515.00

 School Registration Fee ………………………..………………………….. 150.00

 Barber/Styling Tools .…………………………………….…………..….... 900.00

 \*Textbooks.……...………………….……………………………….…........ 260.00

 **Total …………………………………………………………………. $13,825.00**

Students paying cash for the full tuition cost must make a down payment of 10% of the total Tuition cost on orientation day in addition to 60% of books and tools and expected monthly payments of $661.00 per month over a 17-month period. **All financial obligations are expected to be paid on time. Any student with an outstanding balance will not be able to graduate until balance has been met.**

\*The Textbooks (bundled with workbook and examination practice book) that are currently in use is the Milady’s Standard Professional Barbering book, 6th edition in electronic format. This is the current reference materials in circulation for the State Board Licensing Examination. Each student is supplied with one (1) set on their first day of class. Additional textbooks are available for purchase here at Michigan Barber School. As of recent, the books are not available at any “Brick and Mortar” retailers; however, it is sold on some supported websites. ***(See Chart Below)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE TITLE** | **BOOK TITLE** | **BOOK INFO ISB#’S** |  | **OUR PRICE** |
| BARBER/STYLING 2 | MILADY’S STANDARD PROFESSIONAL BARBERING(BOOK) (MindTap) | 13:9781305100558 |  |  |
| BARBER/STYLING 2 | MILADY’S STANDARD PROFESSIONAL BARBERING(WKBK) (MindTap) | 13:9781305100664 |  |  |
| BARBER/STYLING 2 | MISCELLANOUS SUPPLIES |  |  |  |
| BARBER/STYLING 2 | MILADY’S STANDARD PROFESSIONAL BARBERING(BNDL) |  |  | 260.00 |

**ADDITIONAL COSTS**

 \*\*Student Barber License Fee ……………………………….…….…. $ 80.00

State of Michigan Barber License Fee ……………………………....... …...$ 80.00

PSI State Board Exam Fee ……………………………………….…………$ 167.00

***The “Additional Costs” are not covered by Federal Student Aid.***

**\*\*Student License fees are paid in advance (during Registration) to the State of Michigan- Barbers.**

**Student Fees** (Rules/Regs – White Student Handbook)

Student financial obligations are expected to be paid on time. Any student with an outstanding balance will not be able to graduate until balance has been met.

**REFUND POLICY**

**MINIMUM CANCELLATION AND SETTLEMENT POLICY/ REFUND POLICY**

The following refund policy applies to the student when:

* An applicant is not accepted by the school. This applicant shall be entitled to a refund of

all monies paid to the school minus the application fee.

* A student (or in the case of a student under legal age, his/her parent, or guardian) cancels

his/ her contract and demands his/her money back in writing within three business days

 of the signing of the enrollment contract. In this case all monies collected by the school shall be refunded. This policy applies regardless of whether the student has started training. If a student on an approved leave of absence notifies the school that he/she will not be returning the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

* Any monies due to a student who officially withdraws from the institution shall be refunded within 30 days of official cancellation or withdrawal or by a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored at a minimum monthly and a determination is made to withdraw a student who has been absent from school for 14 consecutive days. The point of withdrawal will be the last date of attendance.
* When mitigating circumstances are in evidence such as serious illness or a disabling accident or death in the immediate family, the school will make a settlement, which is reasonable and fair to both parties.
* All extra costs, such as books, equipment, graduation fees, application/evaluation fee, rentals and other such charges are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract. Tools and textbooks are not required to be returned to the school.
* Monies paid for supplies and equipment are non-refundable after three days of signing the enrollment contract. Unused equipment that is not bundled may be returned for a full refund.
* For students who terminate prior to completion, an automatic withdrawal fee of $50.00 will be assessed and appear on the student ledger.
* For students who have received Title IV financial assistance, the federal Return of Title IV funds calculation will be completed first and applicable funds returned.
* Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.
* If a course is canceled after a student’s enrollment, and before instruction in the course has begun, the school shall either provide a full refund of all monies paid or provide completion of the course.
* If the school closes permanently and no longer offer instruction after a student enrolled, the school will provide a pro rata refund of tuition to the student.
* The school shall provide a full refund of all monies paid (outside of the non-refundable application fee of no more than $150) if either (I) the student was accepted for enrollment

 but was unqualified for entrance or (ii) the student’s enrollment was procured as the result of any written or oral misrepresentation made by the school or its agents.

The following chart displays the percentage used to determine any institutional funds that were credited to the student account. (See below)

|  |  |
| --- | --- |
| **PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF PROGRAM****OR COURSE** | **AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL** |
| 0.01% | TO | 4.99% 16 |  | 20% |  |
| 5% | TO | 9.99% |  | 30% |  |
| 10% | TO | 14.99% |  | 40% |  |
| 15% | TO | 24.99% |  | 45% |  |
| 25% | TO | 49.99% |  | 70% |  |

**COLLECTION POLICY**

**Delinquent Tuition and Fees**

 Students who reach 1800 hours with tuition or other fees owed to the school must plan for payment

 at the time of graduation. Students who fail to make or live up to such arrangements will be billed.

 If the account remains unpaid for thirty (30) days after graduation, a second billing will be sent. If

 no payment is received or arrangements for payments have not been made within five (5) school days

 of the last notice, the account will be submitted to a commercial collection agency.

 **Changes In Tuition and Fees**

 Michigan Barber School reserves the right to change the tuition fees with notice provided to all students.

**STUDENT POLICIES AND PROCEDURES**

The Administration Office, with assistance from the instructors, work in tandem

to ensure MBS students are aware of the school’s Student Policies and Procedures. Certain infractions, such as those dealing with behavior, are handled by the Director

and Assistant Director.

**STUDENT BEHAVIOR**

* Students are expected to always perform in a professional manner on school property.
* Profanity is forbidden.
* Smoking is prohibited in the building.
* No stealing of money, supplies, or property. • the use of alcohol and drugs prohibited.
* You must maintain an acceptable volume level while servicing clients.
* Sleeping is not allowed
* Practical jokes or pranks will not be tolerated.
* Do not debate with management or instructors on the clinic floor. Misunderstandings are to be settled out in a private professional setting environment.
* Portable devices are not allowed on the clinic floor: headphones; CD, DVD, or MP3 players; or video games, laptops, 8-tracks, etc.
* Students are prohibited from use of the MBS or Michigan barber school, inc. Logo in any self-advertisement in any media without the approval of the director or assistant director or represent themselves as anything other than “barber student”.
* Students are prohibited from clocking in or out other students or removing another student’s timecard from the MBS building.

**STUDENT ATTIRE**

Students are expected to be neat and clean at all times and are required to wear a BARBER JACKET while on the clinic floor. “Sagging” pants or jeans are not acceptable. Ladies are to be respectable in their dress (i.e., No “short shorts”, or low tops or suggestable exposure of skin). All caps and hats are prohibited on the clinic floor and classroom by men and women. Sunglasses are to only be worn for medical reasons with documentation from a medical professional.

**STUDENT SUPPLIES**

Students are personally responsible for the purchase and protection of their barber tools and equipment.

**STUDENT LICENSE**

Students are required to have their state of Michigan-student barber license (pocket size) on them while operating on the clinic floor.

**STUDENT FEES**

All financial obligations are expected to be paid on time. Any student with an outstanding balance will not be able to graduate until balance has been met.

**STUDENT SERVICES**

Student services may be obtained from 11:00 a.m. to 2:00 p.m. on Wednesdays and Thursdays. Students must have permission from an instructor on these days before receiving these services. If service is desired at any other time, it must be cleared by a clinic manager (instructor). Time is allotted at close of day on Fridays and Saturdays after the floor is clear and the close of business for evening students.

**ADDITIONAL STUDENT OBLIGATIONS**

* You are not allowed to leave the school while on the clock without receiving permission from staff or an instructor.
* Students are to follow the schedule assigned to them.
* Students who fail to maintain satisfactory progress in theory or attendance will be suspended.
* Continued unsatisfactory work will result in academic probation.
* 14 days of consecutive absences results in automatic withdrawal from MBS, Inc.

**STUDENT RULES AND REGULATIONS**

1.Students must not use profanity, and must not use loud, abusive or threatening language toward any person.

2.Students must not steal or take without permission any money, merchandise, property, or equipment from the School, patrons or students.

3.Smoking is prohibited in the building.

4.Students are personally responsible for the protection of your barber tools and equipment.

5.Students are responsible for cleaning your barber station after every barber service.

6.Students are responsible for returning any materials or equipment borrowed from MBS, including but not limited to; textbooks, blow dryers, barber jackets, etc.

7.Students must not allow clients, friends or family to stand behind barber chairs.

8.Students must not fight, threaten physical harm, engage in horseplay or otherwise endanger others.

9.Friends, family and patrons are not to be serviced for free, unless they are being serviced for demonstration purposes.

10.Students must not use, possess, or consume any illegal drugs on School property. Students must not attend theory class or provide barber services under the influence of alcohol, or any illegal drugs, except medications prescribed by a physician that do not impair school performance.

11.Students are not allowed to turn down customers sent to them for barber services.

12.Students are NOT allowed to leave the school premises while on the clock without the permission of an instructor.

13.Attendance on Saturdays and the days before holidays are mandatory.

14.Student barber services may be obtained Tuesday through Thursday with an instructor’s permission. Barber service on Fridays or Saturdays typically aren’t allowed, unless approved by an instructor. Barber services are allowed daily after close of business to the public and all customers have been serviced if approved by an instructor.

15.Students may not be insubordinate to instructors or administrative staff and may not refuse to obey an order or instruction.

16.Sleeping is prohibited.

17.Students are prohibited from clocking in or out other students.

18.Cell phone usage in the theory classroom is prohibited and is to be kept to a minimum on the clinic floor.

19.Students are required to wear a barber jacket at all times on the clinic floor when servicing a client.

20.Michigan Barber School is not responsible for the loss or theft of student property, including but not limited to tools, equipment, headphones, MP3 players, etc.

21.Customers/clients have the right to select a barber.

22.Fourteen (14) consecutive calendar days of absence will result in automatic withdrawal from MBS.

23.All financial obligations to MBS are to be paid on time. Any student with an outstanding balance will not be allowed to graduate until the balance has been paid.

24.Students who have been suspended, withdrawn or on leave of absence are not allowed on the premises without permission from management.

25.Students are not allowed to sell any items, including but not limited to; food, clothing, hair care products barber tools or equipment to any person on MBS premises.

26.Students are not allowed to give any homemade hair care, cosmetic, or cosmetology products to any person while on MBS premises, or to use any homemade hair care, cosmetic or cosmetology products on any person on MBS premises.

**Violence Against Women Act (VAWA)**

**I. Policy Statement**

Members of the Michigan Barber School (“MBS”) community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which include acts of sexual assault, sexual harassment, domestic violence, dating violence, sexual exploitation and stalking. All members of the MBS community are expected to conduct themselves in a manner that does not infringe upon the rights of others. No employee, student or other person shall engage in sexual misconduct or harassment as defined by this policy. The MBS will take prompt and effective steps to end such conduct prevent its recurrence and remedy any discriminatory effects on the victim and others as appropriate.

This policy applies to administrators, managers, supervisors, staff, faculty, customers, vendors, or others who conduct business with MBS or who visit the MBS campus. It also applies to any person participating in a MBS-sponsored program on or off MBS property.

In accordance with the procedures set forth below, MBS will investigate and address any and all complaints of conduct prohibited by this policy. The MBS will also provide appropriate programming to promote the awareness of sexual misconduct for all employees, and incoming students. This program will include information regarding safe and positive options for bystander intervention and information on risk reduction.

Retaliation against any person for alleging sexual misconduct or harassment, for making a complaint under this policy, or for participating in an investigation of such a complaint is also a violation of MBS policy. Any person who retaliates against a person who engages in protected activity under this policy will be subject to disciplinary action up to and including termination of employment for employees, and expulsion for students.

Any person who believes that he or she has been subjected to a violation of any part of this policy should immediately report such incident(s) in accordance with the “Reporting Options and Resources” section of this policy (Section IV).

Knowingly making false allegations of a violation of this policy or providing evidence with the knowledge that it is false is also a violation of this policy and will subject a person to appropriate disciplinary action.

**II. Contacts**

A. Title IX Coordinator: Cherelle Bond

B. Deputy Title IX Coordinator: Saul Green

**III. Definitions**

1. **Sexual Misconduct:** Sexual misconduct includes but is not limited to sexual violence including dating violence, domestic violence, stalking, sexual assault and sexual exploitation.
2. **Sexual Harassment:** Sexual harassment is defined as any unsolicited, unwelcomed and offensive behavior of a sexual nature including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature based on a person’s gender, sexual orientation or gender identification, when:
3. Submission to the conduct is made either explicitly or implicitly as a term or condition of employment or academic admission or advancement; or
4. Submission to or rejection of the conduct is used as the basis (or threatened to be used as the basis) for employment actions or academic decisions or evaluations; or
5. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by MBS employees, students, and non-employee third parties, such as a visiting speaker. Both male and female employees and students can be victims of sexual harassment, and the harasser and the victim can be of the same sex. The conduct can occur in any program or activity and can take place in campus facilities, on School-owned or operated property, or at other off-campus locations where a School-sponsored event is occurring.

The conduct can be verbal, nonverbal, or physical. To qualify as unlawful sexual harassment it must be severe or pervasive enough to substantially interfere with an employee’s opportunities for equal employment or effectively bar a student’s access to an educational opportunity or benefit, or it must be by a school employee who has the authority to and does condition an employment or educational decision or benefit on the employee’s or student’s submission to the unwelcome sexual conduct.

Examples of sexual conduct include (if severe or pervasive enough): making sexual propositions or pressuring employees or students for sexual favors; touching of a sexual nature; writing graffiti of a sexual nature; displaying or distributing sexually explicit drawings, pictures, or written materials; performing sexual gestures or touching oneself sexually in front of others; telling sexual or dirty jokes; spreading sexual rumors or rating employees or students as to sexual activity or performance; or circulating or showing e-mails or Web sites of a sexual nature.

1. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
2. Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
3. The existence of a social relationship of a romantic or intimate nature with the victim is determined based on:
4. The reporting party’s statement:
5. The length of the relationship;
6. The type of relationship; and
7. The frequency of interaction between the persons involved in the relationship.
8. **Domestic Violence:** A felony or misdemeanor crime of violence committed by any of the following individuals:
	1. A current or former spouse or intimate partner of the victim; or
	2. A person with whom the victim shares a child in common; or
	3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
	4. A person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or
	5. Any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
9. **Sexual Assault (Including Rape):** Having or attempting to have sexual intercourse or sexual contact with another individual:
10. By force or threat of force;
11. Without affirmative consent; or
12. Where that individual is incapacitated.
13. **Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
14. Invasion of sexual privacy;
15. Prostituting another person;
16. Non-consensual recording or photographing of sexual activity or a person’s intimate parts (including genitalia, groin, breasts or buttocks);
17. Allowing third parties to observe private sexual activity (such as letting your friends hide in the closet to watch you having consensual sex);
18. Engaging in voyeurism;
19. Knowingly transmitting an STD or HIV to another person;
20. Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
21. Causing the incapacitation of others for the purpose of compromising that person’s ability to give affirmative consent to sexual activity;
22. Sexually-based stalking and/or bullying
23. **Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. MBS considers acts of cyber stalking, recording or transmitting sexual images, and voyeurism to be a violation of this policy.
24. A course of conduct is two or more acts, including but not limited to acts in which the ‘stalker’ directly, indirectly, or through third parties by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person’s property.
25. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.
26. **Sexual Intercourse**: includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand) or object, or oral penetration involving mouth to genital contact.
27. **Sexual Contact**: includes intentional contact with the intimate parts of another, causing another to touch one’s intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.
28. **Affirmative Consent**: is informed (knowing), voluntary (freely given), and active (not passive), meaning that through the demonstration of clear words or actions a person has indicated permission to engage in mutually agreed-upon sexual activity and the consenting person is not incapacitated as defined by this policy.

Consent may not be inferred from silence, passivity, lack of resistance or lack of active response. An individual who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. Relying solely upon non-verbal communication can lead to a false conclusion as to whether consent was sought or given.

Consent may be withdrawn by any party at any time. Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout all stages of sexual activity. Withdrawal of consent can be an expressed “no” or can be based on an outward demonstration that conveys that an individual is hesitant, confused, uncertain or is no longer a mutual participant. Once consent is withdrawn, the sexual activity must cease immediately and all parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity.

Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant.

Even in the context of a current or previous intimate relationship, each party must consent to each instance of sexual contact each time. The consent must be based on mutually understandable communication that clearly indicates a willingness to engage in sexual activity. The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.

1. **Force**: is the use or threat of physical violence or intimidation to overcome an individual’s freedom of will to choose whether or not to participate in sexual activity. For the use of force to be demonstrated, there is no requirement that a Complainant resist the sexual advance or request. However, resistance by the Complainant will be viewed as a clear demonstration of non-consent.
2. **Incapacitation**: is a state where an individual cannot make an informed and rational decision to engage in sexual activity because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the “who, what, when, where, why or how” of the sexual interaction) and/or is physically helpless. An individual is also considered incapacitated, and therefore unable to give consent, when asleep, unconscious, or otherwise unaware that sexual activity is occurring.

Incapacitation may result from the use of alcohol and/or other drugs. Consumption of alcohol or other drugs, impairment, inebriation or intoxication are insufficient to establish incapacitation. The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impacts an individual’s:

* Decision-making ability;
* Awareness of consequences;
* Ability to make informed judgments; or
* Capacity to appreciate the nature and the quality of the act.

Evaluating incapacitation also requires an assessment of whether a Respondent knew or should have known that the Complainant was incapacitated when viewed from the position of a sober, reasonable person.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual and gender based harassment and violence, intimate partner violence, or stalking and does not diminish one’s responsibility to obtain consent.

1. **Employee**: Anyone employed by MBS, including all faculty, staff, and administrators, full or part time.
2. **Supervisor & School Official**: Anyone who oversees directs or evaluates the work of others, including but not limited to, managers, Board of Trustee Members, volunteers, administrators, independent contractors, coaches, directors, deans, department heads, program directors, counselors, advisors, coordinators, persons who manage student workers as well as faculty members in their role as instructors, and as participants in decisions affecting the careers of other faculty members.
3. **Students**: Anyone who has been issued a student number at MBS and who is:
4. currently enrolled, or
5. admitted and shows intent to enroll, or
6. withdrawn from a specific course or the school after allegedly violating the Student Code
7. **Complainant:** Any person who is the alleged victim of an act that allegedly violates this policy.
8. **Respondent:** Any person who is alleged to have violated this policy.
9. **Response**: In cases where it is determined that sexual misconduct occurred MBS will take appropriate disciplinary action with or without concurrence from the Complainant.
10. **Retaliation**: To intimidate, threaten or coerce, or otherwise discriminate against any individual for exercising their right to file a good faith complaint of a violation of this policy or to participate in an investigation of an alleged violation. Retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others. Retaliatory conduct is illegal and constitutes a violation of this policy, and will be grounds for disciplinary action up to and including termination or expulsion.

**IV. Reporting Options and Resources**

Complainants have the right, and can expect, to have complaints taken seriously by MBS when reported, and to have those incidents investigated and properly resolved through the procedures within this policy. Respondents have the right, and can expect, to be provided notice of the allegations and an opportunity to respond to the allegations before action is taken against a Respondent. Information will be only shared as necessary with investigators, witnesses, the Respondent, and appropriate MBS officials. Employees with access to this information are charged with preserving a Complainant’s and Respondent’s rights and privacy to the extent reasonable in the context of conducting an adequate, reliable, and impartial investigation.

**A. Reporting Options**: All individuals are encouraged to promptly report conduct that may violate this policy to MBS. In addition, all individuals are encouraged to report conduct that may also violate criminal law to both MBS and to local law enforcement. These processes are not mutually exclusive. Any student, employee, or third party who seeks to make a complaint or report may:

* Make an internal complaint/report to the Title IX Coordinator or Deputy Title IX Coordinator;
* Contact local law enforcement to file a criminal complaint.

Complainants may pursue both of these steps at the same time (e.g., one may simultaneously pursue an internal complaint and a criminal complaint). When initiating any of the above, Complainants need not know whether they wish to request any particular course of action, nor how to label what happened. Choosing to make a complaint, and deciding how to proceed after making the complaint, can be a process that unfolds over time. Before or during this decision-making process, Complainants and other reporting persons are encouraged to seek support and information from a Confidential Resource.

MBS has a strong interest in supporting individuals impacted by sexual misconduct and harassment. Reasonably available interim measures may be imposed that take into account the known facts and circumstances, the existence of a potentially hostile environment, and the interests of both the Complainant and Respondent.

**B. Complainant Autonomy Not to Proceed**: Where a Complainant requests that the Complainant’s name or other identifiable information not be shared with the Respondent, that no investigation occur or that no formal action be taken, MBS will balance this request with its obligations to provide a safe and non-discriminatory environment for all School community members, including the complainant or person who reported the incident, and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against a Respondent.

MBS’s Title IX Coordinator will consider the following in evaluating requests for confidentiality, that no investigation occur, or that no formal action be taken:

1. The nature, scope and seriousness of the alleged conduct, including whether the reported misconduct involves the use of a weapon;
2. The Complainant’s wish to pursue disciplinary action;
3. The respective ages and roles of the Complainant and Respondent;
4. The risk posed to any individual or to the campus community by not proceeding, including the risk of additional violence;
5. Whether there have been other reports of misconduct by the Respondent;
6. Whether the Respondent threatened further sexual violence or other violence against the Complainant or others;
7. Whether the report reveals a pattern of misconduct (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group such that there is an increased risk of future acts of sexual violence under similar circumstances;
8. Whether MBS possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence);
9. Considerations of fundamental fairness with respect to the Respondent should the course of action include disciplinary action against the Respondent; and
10. MBS’s obligation to provide a safe and non-discriminatory environment.

MBS will take reasonable steps to investigate and respond to the complaint consistent with the Complainant’s request to maintain anonymity or not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Where the School determines that action should be taken that is inconsistent with the request of the Complainant, the Title IX Coordinator will inform the Complainant about the chosen course of action, which may include the School initiating disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged conduct and prevent its recurrence that do not involve disciplinary action against a Respondent or disclosing the identity of the Complainant.

**C. Privacy and Confidentiality**: MBS is committed to protecting the privacy of all individuals involved in a report of sexual misconduct or harassment. All MBS employees who are involved in the MBS’s Title IX response, including the Title IX Coordinator and investigators, receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report.

Privacy and confidentiality have distinct meanings under this policy.

1. *Privacy*: Privacy generally means that information related to a report of misconduct will only be shared with a small circle of individuals. The use of this information is limited to those MBS employees who are directly involved in the resolution of a report under this policy. While not bound by legally-privileged confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.
2. *Confidentiality*: Confidentiality means that information shared by an individual with designated campus or community professional ***cannot*** be revealed to any other individual without express permission of the individual.

**D. Confidential Resources**: The following Confidential Resources are also available to individuals seeking assistance:

The following Confidential Resources are available to individuals seeking confidential assistance:

* Off campus community resources, including rape crisis counselors, domestic violence resources, local state assistance agencies, ordained clergy/pastoral counselors.

Confiding in a Confidential Resource does not trigger an investigation or other action by MBS.

**E. Responsible Employees**: Many MBS employees have reporting obligations under Title IX. Those employees are designated as Responsible Employees. Under Title IX, MBS is required to take immediate and corrective action if a Responsible Employee knew or, in the exercise of reasonable care, should have known about sexual misconduct or harassment prohibited under Title IX.

A Responsible Employee includes any employee who:

* Has the authority to take action to redress sexual misconduct or harassment;
* Has the duty to report to appropriate school officials sexual misconduct or harassment;
* An individual could reasonably believe has the authority or responsibility to take action.

MBS requires that all Responsible Employees immediately report allegations of violation of this policy to the Title IX Coordinator or designee. This connects a Complainant to information and resources and enables MBS to take appropriate action to eliminate, prevent and address any hostile environment that may exist. The following officials have been designated as Responsible Employees for complaint reporting purposes:

* The Title IX Coordinator
* The Deputy Title IX Coordinator
* Managers and Supervisors
* Faculty members, part time instructors, adjunct instructors
* Other Administrators with Supervisory Responsibilities
* Individuals designated as Campus Security Authorities

Responsible Employees will safeguard an individual’s privacy and only share information with a small circle of individuals who are directly involved in the resolution of a report under this policy. Responsible Employees are nonetheless required by MBS to immediately share all known details of the incident (date, time, location), the names of the parties involved, and a brief description of the incident with the Title IX Coordinator or designee in person, by telephone or by email.

**V. Reporting: Additional Considerations**

**A. Timeliness and Location of Incident**: All individuals are encouraged to report sexual misconduct and harassment as soon as possible in order to maximize MBS’s ability to respond promptly and effectively. MBS does not, however, limit the time frame for reporting. If the Respondent is not a member of the MBS community at the time of the report, MBS will still seek to meet its Title IX obligations by providing reasonably available support for a Complainant, but its ability to investigate and/or take action may be limited. MBS will, however, assist a Complainant in identifying external reporting options.

An incident does not have to occur on campus to be reported to MBS.

**B. Anonymous Reporting**: Any individual may make an anonymous report concerning an act of sexual misconduct or harassment. Individuals may report the incident without disclosing their name, identifying the parties involved or requesting any action. Depending on the extent of information available about the incident or the individuals involved, however, MBS’s ability to respond to an anonymous report may be limited. An anonymous report may be made by completing an Advisor’s Checklist, documenting in detail the incident or concern, and delivered to the Administrative Office.

The Title IX Coordinator will receive the anonymous report and determine any appropriate steps in light of the available information. Depending on the level of information available about the incident or the individuals involved, anonymous reporting may impact MBS’s ability to respond or take further action. Where there is sufficient information, MBS will ensure that anonymous reports are reviewed and included for compliance with the Clery Act.

**C. Amnesty for Alcohol or Other Drug Use**: To encourage reporting, individuals who in good faith report conduct prohibited by this policy, either as a Complainant or a witness, will not be subject to disciplinary action by MBS for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. MBS may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

**D. Coordination with Law Enforcement**: MBS encourages Complainants and Respondents to pursue their rights under Michigan law regarding claims of prohibited conduct that may also violate state law. MBS will offer assistance to involved parties by directing them to law enforcement agencies regarding criminal reports and cooperating with law enforcement agencies. A Complainant has the right to notify, or decline to notify, law enforcement. In the context of sexual assault, domestic violence, dating violence and stalking federal law mandates that it is an adult Complainant’s option to notify or decline to notify law enforcement.

MBS’s policy, definitions and burden of proof may differ from Michigan criminal law. The parties involved may seek recourse under this policy and/or pursue their rights under Michigan law. Neither law enforcement’s determination whether or not to prosecute a Respondent, nor the outcome of any criminal prosecution, are determinative of whether a violation of this policy has occurred. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

MBS may defer its Title IX fact gathering until after the initial stages of a criminal investigation. MBS will nevertheless communicate with the Complainant regarding Title IX rights, procedural options and the implementation of interim measures to assure safety and well-being. MBS will promptly resume its Title IX fact gathering, if any additional fact gathering is necessary, as soon as it is informed that law enforcement has completed its initial investigation.

**VI. Interim Measures:**

Any individual who reports sexual misconduct or harassment can be assured that all reports will be investigated and resolved in a fair and impartial manner. All individuals involved can expect to be treated with dignity and respect. In every report under this policy, MBS will make an immediate assessment of any risk of harm to the Complainant or to the broader campus community and will take steps necessary to address those risks. These steps will include interim measures to provide for the safety of the individual and the campus community.

Interim measures will be designed to protect the parties involved. The provision of interim measures may be imposed at any time regardless of whether disciplinary action is sought by the Complainant or MBS. Interim measures will be kept private to the extent that maintaining that privacy does not impair the ability of MBS to provide the interim measures.

Interim Measures are initiated based on information gathered during a report and are not intended to be permanent resolutions; hence, they may be amended or withdrawn as additional information is gathered. The Title IX Coordinator/investigator, in consultation with other administrators, will maintain consistent contact with the parties so that all safety, emotional, and physical well­being concerns can be reasonably addressed.

Specific interim measures implemented and the process for implementing those measures will vary depending on the facts of each case. MBS will consider the following factors in determining what interim measure to take, including, for example, the specific needs expressed by the Complainant; the age of the students involved; the severity or pervasiveness of the allegations; any continuing effects on the Complainant; whether the Complainant and Respondent share the same class, transportation, or job location; and whether other judicial measures have been taken to protect the Complainant (*e.g.,* civil protection orders). Interim measures will be imposed in a way that minimizes the burden on the Complainant to the extent possible while still balancing the rights of the Respondent. If interim measures are imposed, MBS will make every effort to avoid depriving any student of his or her education.

Interim measures will be implemented at the discretion of MBS and may change over time. Potential remedies, which may be applied to the Complainant and/or the Respondent, include:

* Imposition of a “No Contact” order
* Change in class schedule, including the ability to ” drop a course without penalty or transfer sanctions
* Change in work schedule or job assignment
* Providing academic support services, such as tutoring
* Interim suspension or MBS-imposed leave
* Any other remedy that can be tailored to the involved individuals to achieve the goals of this policy

**No Contact Order:** A campus no-contact order is issued by a MBS official and requires that an individual have no contact with a particular person or persons. Contact is considered any verbal, written, electronic, non-verbal gesture, third party messages, indirect loud talking in the vicinity of the person and could include indirect actions that appear to MBS to be intimidating. MBS may add to the terms of no contact within the context of the reported incident that preceded the order or concerns that have arisen during the investigation or conduct process. The determination to impose a no-contact order will be made on a case-by-case basis and will take into account the request of the Complainant.

**Interim Suspension or Separation:** Where the report of prohibited conduct poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal MBS functions, MBS may place a student or student organization on interim suspension or impose leave for an employee. Pending resolution of the report, the individual or organization may be denied access to campus, campus facilities and/or all other MBS activities or privileges for which the individual might otherwise be eligible, as MBS determines appropriate. When interim suspension or leave is imposed, MBS will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

**VII. Resolution Options and Procedures**

**A. Overview of Options:** Upon receipt of a complaint or report or a complaint, the Title IX Coordinator or designee will conduct an initial Title IX assessment. The goal of this assessment is to provide an integrated and coordinated response to reports of sexual misconduct and harassment. As described in greater detail below, the assessment will consider the nature of the report, the safety of the individual and of the campus community, the Complainant’s expressed preference for resolution, and the necessity for any interim measures, remedies or accommodations to protect the safety of the Complainant or the community, and the appropriate considerations for the Respondent.

At the conclusion of the assessment, the Title IX Coordinator will determine the appropriate course of action, which may include informal/voluntary resolution that does not involve disciplinary action against a Respondent, or an investigation to determine if there has been a policy violation, and if so, whether sanctions are warranted. The specific procedures in determining responsibility following an investigation will be determined by the role of the Respondent (e.g., student, employee, faculty member). Whether sanctions are warranted against the Respondent, the nature of any sanction(s), and any potential appeal of such sanctions will be determined in accordance with the Catalog applicable to the Respondent (i.e. Student or Employee). All procedures are guided by the same considerations of fairness and equity. In determining whether this policy has been violated, MBS will apply the preponderance of the evidence standard (more likely than not).

Throughout the process, if the allegations involve conduct that could constitute a crime, the Complainant and the Respondent have the option to have one other individual (which may be legal counsel) to act as an advisor who may be present at any meeting or interview related to the investigation or a subsequent disciplinary proceeding or appeal hearing. However, the Complainant and the Respondent must answer questions directly. The advisor may not provide statements or answer questions.  The advisor is a silent and non-participating presence who is there solely to observe and provide support during the investigative process. The Complainant or Respondent may, however, request that to speak to their advisor privately in a nearby room.  Neither the Complainant nor the Respondent or their advisors may take photographs or make audio or video recordings.  Prior to participating in any meeting, the advisor may be required to meet with a MBS administrator for an orientation to MBS’s policies and procedures, privacy protections and expected participation/decorum. The advisor may not be a fact witness or otherwise have any conflicting role in the process.

**B. Title IX Assessment:** When a report is made, the Title IX Coordinator or designee (which may be a Deputy Title IX Coordinator) will conduct an initial Title IX assessment. In the course of this assessment, MBS will consider the interest of the Complainant and the Complainant’s expressed preference for manner of resolution. As outlined in this policy regarding the Complainant’s autonomy not to proceed, where possible and as warranted by an assessment of the facts and circumstances, MBS will seek action consistent with the Complainant’s request.

As part of the initial assessment of the facts, MBS will:

* Assess the nature and circumstances of the report;
* Address immediate physical safety and emotional well-being;
* Notify the Complainant of the right to contact or decline to contact law enforcement if the conduct is criminal in nature, and if requested, assist the Complainant with notifying law enforcement;
* Notify the Complainant of the availability of medical treatment to address physical and mental health concerns and to preserve evidence;
* Notify the Complainant of the importance of preservation of evidence;
* Assess the reported conduct for any necessary actions under the Clery Act, including inclusion in the daily crime log, annual security report, or issuance of a timely warning;
* Provide the Complainant and Respondent, if notified, with information about: on and off-campus resources, the range of interim accommodations and remedies, and an explanation of the procedural options;
* Inform the Complainant and Respondent that if the allegations involve conduct that could constitute a crime each may have an advisor of their choosing, which may include an attorney (at their own expense), colleague, or other person they identify, unless the advisor is a witness in the investigation; as noted above, the role of the advisor is to support the Complainant or Respondent, not to speak on behalf of or for them during any part of the process;
* Assess for pattern evidence or other similar conduct by Respondent;
* Discuss the Complainant’s expressed preference for manner of resolution and any barriers to proceeding; and
* Explain MBS’s policy prohibiting retaliation.

The initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made, and MBS has sufficient information to determine the best course of action.

At the conclusion of the Title IX Assessment, the Title IX Coordinator or designee (which may be a Deputy Title IX Coordinator) will determine the appropriate manner of resolution. MBS may: 1)pursue informal/voluntary resolution that does not involve disciplinary action against a Respondent; or, 2) initiate an Investigation to determine if there has been a policy violation. If the Title IX Coordinator or designee determines that a policy violation has occurred, whether sanctions are warranted and, if so, the nature of the sanction(s) will be determined by the appropriate person(s) in accordance with the applicable catalog, policy and/or procedure based on the role of the Respondent. The determination as to how to proceed will be communicated to the Complainant in writing, which may include an email.

**C. Informal/Voluntary Resolution:** Informal/voluntary Resolution is designed to eliminate a hostile environment by taking alternative actions that do not involve disciplinary action against a Respondent. Where the Title IX assessment concludes that informal/voluntary resolution may be appropriate, MBS will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Complainant’s access to the educational, extracurricular, employment and other activities at MBS and to eliminate any hostile environment. Participation in informal/voluntary resolution by a Complainant is voluntary, and a Complainant can request to end informal/voluntary resolution at any time.

Informal/voluntary resolution is typically used when a Complainant requests anonymity, does not consent to participation in an investigation, or the alleged conduct, even if it does not rise to the level of a policy violation, suggests the need for remedial, educational or preventive action. Depending on the form of informal/voluntary resolution used, it may be possible for a Complainant to maintain anonymity.

Examples of protective measures and accommodations are outlined in the Interim Measures section. Other potential remedies include targeted or broad-based educational programming or training, supported direct confrontation of the Respondent and/or indirect action as determined by MBS.

The Title IX Coordinator will maintain records of all reports and conduct referred for informal/voluntary resolution, which will typically be completed within sixty (60) business days of the initial report.

**VIII. Investigation:**

MBS will designate an investigator(s) of its choosing. The investigator will typically be the Title IX Coordinator, a Deputy Title IX Coordinator, or may be any appropriately designated employee of MBS or an external investigator engaged to assist MBS in its fact gathering. In addition, as stated in Section V (D) of this policy, MBS may defer its investigation to law enforcement if they are conducting a criminal investigation. Any investigator chosen to conduct the investigation must be impartial and free of any actual conflict of interest and must have specific training and experience investigating allegations of sexual and gender-based harassment or violence.

The investigation will be thorough, impartial and fair, and all individuals will be treated with sensitivity and respect. As described in the Privacy and Confidentiality section, the investigation will be conducted in a manner that is respectful of individual privacy concerns. All parties and witnesses are expected to provide truthful information. Knowingly providing false or misleading information is a violation of MBS policy and can subject a party or witness to disciplinary action. The investigator or designee will provide timely updates, as appropriate or requested, about the timing and status of the investigation.

It is the responsibility of MBS, not the parties, to gather relevant evidence, to the extent reasonably possible. The investigator will conduct the investigation in a manner appropriate in light of the circumstances of the case. The investigator will coordinate the gathering of information from the Complainant, the Respondent and any other individuals who may have information relevant to the determination.

Before conducting interviews of either the Complainant or Respondent, MBS will provide written notice to each party including: (a) the identities of the parties involved; (b) the specific section of the policy allegedly violated; (c) the conduct allegedly constituting a potential violation; and (d) the date and location of the alleged incident(s). Each party will receive this written notice at least five (5) business days in advance of the interview in order to allow that party to prepare for meaningful participation in the interview.

The investigator will also gather any available physical evidence, including documents, communications between the parties, and other electronic records as appropriate. The Complainant and Respondent will have an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information. Witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak about an individual’s character. The investigator will determine the relevancy of any proffered information, and will not consider statements of personal opinion, rather than direct observations or reasonable inferences from the facts, or statements as to any party’s general reputation for any character trait, including honesty.

Medical and counseling records of a Complainant or Respondent are privileged confidential records that individuals are not required to disclose. However, these records may contain relevant and material information and a party may voluntarily choose to share such records with the investigator. **Any records provided by a party become part of the file and are available to review by the opposing party.**

In gathering information, the investigators may consider other allegations of, or findings of responsibility for, similar conduct by the Respondent to the extent such information is relevant and available. Such information may be relevant to prove motive, intent, absence of mistake, pattern or another material fact.

In general, a Complainant’s prior sexual history is not relevant and will not be admitted as evidence during an investigation. Where there is a current or ongoing relationship between the Complainant and the Respondent, and the Respondent alleges that consent was given, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. As noted in other sections of this policy, however, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any prior sexual history of the Complainant with other individuals is typically not relevant and will only be permitted under very limited circumstances, for example, to explain an injury or physical finding.

Any party seeking to introduce information about prior sexual history of the Complainant or prior misconduct by the Respondent should bring this information to the attention of the investigator at the earliest opportunity. MBS, through the investigator, may choose to consider this information, with appropriate notice to the parties. With respect to pattern evidence or prior sexual history of either party, the investigator, in consultation with the Title IX Coordinator, will assess the relevance, form, and reliability of the information (hearsay will not be permitted) and determine if it is appropriate for consideration in the determination of responsibility. Evidence regarding a pattern of behavior of the Respondent or the sexual history of either party will be allowed only if it is directly relevant to a disputed fact.

If the investigation ultimately depends on the credibility of the parties, the Respondent will have the opportunity to submit written questions to the Complainant to be answered by the Complainant in writing.

The investigator and Title IX Coordinator have the discretion to consolidate multiple reports against a Respondent into one investigation and resolution ifthe evidence related to each incident would be relevant and probative in reaching a determination on the other incident.

**E. Review of Investigation:** At the conclusion of the investigation, the investigator will prepare a written report that summarizes the complaint, details the information gathered, identifies the potential policy violations and synthesizes the areas of agreement and disagreement between the parties and any supporting information or accounts. In preparing the report, the investigator will review all facts gathered to determine whether the information is relevant and material to the determination of responsibility given the nature of the allegation. Before the report is finalized, the Complainant and Respondent will be given the opportunity to review a draft investigative report that contains all information relied upon in reaching a determination. A Complainant and Respondent may submit any additional comment or evidence to the investigators within five (5) business days of the opportunity to review the relevant portions of the report.

Upon receipt of any additional information by the Complainant or Respondent, or after the five (5) day comment period has lapsed without comment, the investigator will make a determination, by a preponderance of the evidence, whether a policy violation has occurred. In reaching this determination, the investigator may consult with the Title IX Coordinator, MBS’s legal counsel or other appropriate administrators.

The Title IX Investigator will prepare a final report with the outcome and the rationale for the outcome finding regarding responsibility for alleged misconduct and any violations.

At the conclusion of the investigation, both the Complainant and Respondent will receive simultaneous written notification of the outcome and the rationale for the outcome.

**F. Imposition of Sanctions:** MBS will use its best efforts to complete its investigation and impose sanctions, if warranted, within 60 calendar days of the commencement of an investigation, although this time frame may be extended for good cause. Good cause may exist for a variety of factors, including the complexity of the circumstances of each allegation, the integrity and completeness of the investigation, to comply with a request by external law enforcement, to accommodate the availability of witnesses, to account for MBS breaks or vacations, or to address other legitimate reasons. In the event a time frame is extended, both the Complainant and Respondent will be notified of any delay, the reason for the delay, and an anticipated time frame.

Whether sanctions are warranted and, if so, the nature of the sanction(s) will be determined by the appropriate person(s) (“the disciplinary authority”) in accordance with the applicable catalog, policy and/or procedure based on the role of the Respondent (Student or Employee). In all cases, the sanction(s) will be designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while supporting MBS’s educational mission and Title IX obligations, and while considering the impact on both the Complainant and the Respondent. Sanctions or interventions may also serve to promote safety or deter individuals from similar future behavior.

The disciplinary authority may consider the following factors:

* the nature and violence of the conduct at issue;
* the impact of the conduct on the Complainant;
* the impact or implications of the conduct on the community or MBS;
* prior misconduct by the Respondent, including the Respondent’s relevant prior disciplinary history, both at MBS or elsewhere, and any criminal convictions;
* whether the Respondent has accepted responsibility for the conduct;
* maintenance of a safe and respectful environment conducive to learning;
* protection of MBS community; and,
* any other mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

The disciplinary authority may impose any sanction deemed appropriate after a consideration of all of the relevant information.

The Complainant and the Respondent will be notified, in writing, of the sanction and the rationale for the sanction. The Respondent will be informed of any sanctions, the date by which the requirements must be satisfied (if applicable), and the consequences of failure to satisfy the requirements. The Complainant will be informed of any sanctions that directly relate to the Complainant. The outcome letter will also provide each party with their appeal options, if any. If, under extenuating circumstances, there are any changes to the outcome, both parties will be simultaneously notified at the earliest possible time.

MBS may also notify appropriate administrators, including a direct supervisor of a Respondent, as necessary to implement the outcome and/or sanctions.

**IX. Prevention, Education and Training**

As part of MBS's commitment to provide an educational and work environment free from sexual misconduct and harassment, this Policy will be disseminated widely to the School community through email communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

**X. Review of Policy**

This policy will be reviewed on a periodic basis to incorporate evolving law and guidance, evaluate the supports and resources available to the parties, and assess the effectiveness of the investigation and resolution process.

**XI. Effective Date and Policy Effect**

The Policy shall apply to all complaints made on or after October 1, 2019, regardless of when the conduct was alleged to have occurred. This policy supersedes any policies and procedures to the contrary.

**MICHIGAN BARBER SCHOOL RESOURCES**

**CAREER SERVICES/PLACEMENT ASSISTANCE**

Cheresa Greenwood, the Career Services Representative, assists students in locating potential employment opportunities. When a student reaches senior status the

student meets with the Director, Assistant Director, the Careers Services

Representative, and the student’s assigned instructor to review the student’s plan

of action. The Career Services Representatives works with local and greater Detroit

area barbers, and barbering establishments to identify potential employment opportunities.

**Placement Assistance**

The Michigan Barber School does not guarantee placement; however, the school does helpin employment. During the training period, the student is taught the most up-to-date skills in barbering and barbershop management in preparation for entry into profession. When 1400 hours are earned, the student is considered a “Senior” and a meeting is held with the Director, Assistant Director, and Career Services Representative. Prior to the Senior Meeting, the Senior completes a survey of his or her experiences at MBS, his or her plans and any recommendations for MBS. During the Senior Meeting the student’s plan, including a review of his or her survey, and how to prepare for prepare for the State Barber

Board examination. If a barbershop has not been identified where the student will be employed after graduation, the Career Services Representative assists him or her in identifying prospective employment. One of the MBS instructors is also assigned to the student as a mentor during the Senior Meeting to ensure the student remains focused on graduation and is fully prepared for the Barber Board examinations. Based on our 70+ years of operation, a substantial number of barbershop owners in and around the Metro Detroit area are former students of Michigan Barber School. These and other shop owners inquire on a regular basis about available students approaching graduation. The MBS Career Services Representative maintains a file on all inquiries and students approaching graduation, and those who have not secured employment are referred to shop owners seeking new barbers.

**LEARNING LAB**

The Learning Lab is designed to provide a series of online tools that will help students clarify

and strengthen their understanding and proficiency levels related to the barbering/styling

program course. The online tools available in the Learning Lab include MindTap, video

conferencing lectures and demonstrations on preparation for the bar examination, theory

instruction on curriculum content, the 14 shaving strokes, men’s and women’s haircutting,

and infection control, to name a few. These learning modules have been developed by MBS

instructors in conjunction with Christopher Waymaster, Distance Education Administrator

and supported by the instructors and the Administration Office staff. The Learning Lab is

located in the Resource Center on the lower level of the school. Lap top computers are

available for student use during the operational hours of the school.

**ONLINE LEARNING**

**MBS Online Learning**

Students will have a hybrid learning experience at MBS that will consist of attending part of their daily scheduled hours on campus at MBS where they will perform the practical delivery of barber services and the remainder of their schedule using remote resources.

* **Hybrid:** MBS students earn their hours toward the State mandated 1800 hours for graduation, by attending part of their daily schedule of hours on campus at MBS where they perform the practical delivery of barber services on the public and complete the remainder of their daily schedule using remote resources. These remote resources include the readings and activities on the Cengage MindTap platform (MindTap) and video conferencing lectures and demonstrations. MindTap is comprised of the Milady Standard Barbering E Textbook, workbook, activities, and exams from the Barber/Styling curriculum. Instructors can monitor student progress, track grades and attendance, and provide feedback to the students using MindTap. Most of the hybrid instruction students receive during their enrollment at MBS will be on campus engaged in practical and theoretical learning. When students first enroll, or are re-entering, typically during their first 8-10 weeks in the course, instruction is devoted to learning the essential components of barbering such as the history of barbering, sanitation and disinfection, tools and implements, skin and scalp disorders, and the basics of haircutting through video conferencing lectures and MindTap

 instruction and only come to campus intermittently for barber services demonstrations and special class sessions instructors will schedule. This initial period of study is to prepare students to begin the practical curriculum requiring hands on delivery of barber services to the public.

Accommodations: This is when all instruction, practical and theory, is online and students will not come to the MBS campus. This total online instruction will be for a short period of time and typically is caused by emergency

conditions such as a public health order, like a COVID 19 closure, or weather

conditions that make the MBS campus inaccessible. The MBS Director or Assistant Director have the sole authority to implement a temporary accommodation for total online instruction, and students must return to their approved hybrid schedules when the Director or Assistant Director gives notice that the emergency has ended, and students are to return to their normal hybrid schedules.

[**1**](#_bookmark0)**Getting Started with Online Learning – Authentication**

1. Access to the MindTap remote platform is controlled by a student’s unique log in code. The MindTap resources include:

1Currently, 3 hours of the students’ schedule are spent at the MBS building for practical

learning due to safety measures resulting from COVID-19. The number of hours spent in the MBS building may increase once COVID-19 conditions improve, and the State provides updated public health instruction.

* Milady Standard Barbering E Textbook
	+ The MindTap remote learning platform that provides:
		- Activities that substitute for the Milady Workbook
		- Exams that allow instructors, administrators, and students to track student progress
		- Reader component that reads the material to students for those who have different learning styles
		- Notetaking and highlighting capabilities within the E-book

MindTap calculates the number of active hours a student spends on completing activities and launching demonstrations and provides a weekly report of clock hours earned for MBS instructors and administrators to record into FAME, the student data servicer. Active means doing MindTap activities such as flash cards, matching terms, reviewing video, etc. Cengage uses an encrypted cookie file to authenticate each student’s identity each time a student gives or requests information like activities or grades. This helps to protect student information without requiring repeated sign-ins. The cookie is deleted when the student signs out or closes the browser.

1. Every MBS student has access to video conferencing lectures and demonstrations conducted by MBS instructors. Students must appear on camera during video lectures

 and demonstrations for attendance and authentication purposes. Examples of video lectures and demonstrations include:

* + State of Michigan Barber Board Examination preparation sessions
	+ Theory instruction on a wide range of curriculum including bacteriology,

 chemistry, and professional image

* + The 14 shaving strokes
	+ Men’s/Women’s haircutting
	+ Infection Control

A student earns one clock hour toward the State mandated 1800 hours for graduation for every hour spent in a video learning session. A student earns a clock hour for each hour spent viewing a lecture or demonstration online, up to their daily online schedule of hours, however, a student cannot earn more than 2 clock hours for viewing the same video demonstration on any given day.

1. Contact your instructor**:** Every MBS student is assigned an MBS instructor you can contact by phone or email with any questions regarding MBS Online

4. Get additional help about navigating MindTap, or other technology questions by contacting Christopher Waymaster, Distance Education Administrator via email: cwaymaster@michiganbarberschool.org.

1. Contact the MindTap helpdesk at https://help.cengage.com/mindtap/mt- student/introduction.html.
2. Students are required to login to MindTap and to spend their daily scheduled online hours participating in the MindTap activities. Hours can be earned on MindTap being
3. active during the regular MBS hours, from Tuesday 12:00 am – Saturday 11:59 pm.
4. A student who has not logged on to MindTap for 14 consecutive days (weekends included) may face termination from MBS. However, termination will not occur until MBS has talked with the student about his or her failure to use MindTap or is unable to reach a student to discuss his or her use of MindTap using the contact information the student has provided MBS.
5. A student who has not logged on to MindTap for 14 consecutive days (weekends included) may face termination from MBS. However, termination will not occur until MBS has talked with the student about his or her failure to use MindTap or is unable to reach a student to discuss his or her use of MindTap using the contact information the student has provided MBS.

**Netiquette** is a combination of Internet/Network etiquette. Netiquette guidelines are for personal conduct that apply to all online communications. Good online manners are vital to a productive and supportive online learning environment. It is important that we all communicate clearly and carefully to avoid online misunderstandings. MBS students are expected to observe the following Netiquette rules:

* **Be polite and respectful at all times.**
* **Be tolerant and respectful of views expressed by others.** Keep in mind that you probably have something to gain from exposure to views and backgrounds different than your own.
* **Address the idea, not the person.** If reacting to someone else’s message: Address the idea not the person. Remember to be polite and respectful.
* **Be careful with your language and appearance.** Treat your video conferencing class session like you are in the classrooms at MBS. Do not use obscenities or any

other inappropriate language. Be careful with your humor and sarcasm, people may take your humor personally, and you never know who may be offended by expressions that are commonplace to you. Dress appropriately for video sessions

where students and instructors are sharing the camera.

**ONLINE LIBRARY**

The Online Library, LIRN, is an online tool designed to help students locate information

that will further support and clarify their understanding and proficiency status in the barbering/styling program course. The Online Library consists of scholarly articles that provide an in-depth summary of the chapters identified in the Milady Standard Barbering textbook. Christopher Waymaster, Distance Education Administrator, has oversight of the Online Library and provides technical support when needed by the students and instructors. The Online Library is located in the Learning Resource Center on the lower level of the school. Laptop computers are available for student use during the operational

hours of the school.

**STUDENT SERVICES**

The school’s Administration Office, under the supervision of the Assistant Director, assists all students with non-academic matters which relate to the student’s attendance and progress. Students are encouraged to keep the administration advised of changes of address, employment, marital status, etc. The instructors are available to give assistance to students who are having academic problems.

Students are allowed personal barber/styling services Tuesday-Thursday with the permission of a Clinic Manager. When needed, students can secure substance abuse, mental health, housing and/or food insecurity, transportation, and advising referrals through the Administration office. Cherelle Bond, the Assistant Director has a psychology/counseling background, and works with students demonstrating the need or seeking personal counseling services referrals. If needed, substance abuse and advising referrals areavailable to students in the Administration office. Any personal information regarding a student is maintained in a confidential manner.

Prospective students who suffer from a disability are also admitted equivalent to other students. However, any handicapped person seeking admission should be aware that the Barber/Styling course requires a high level of manual dexterity, coordination, and the use of sharp-edged implements. In addition, there are also extended periods of standing while on the clinic floor which is required for practical work. State Board Examinations test for speed and dexterity. Therefore, any handicapped person seeking admission should advise the management of the handicap and request a tour of the facility to determine if they can meet all course requirements.The Administration Office, with direct support from Cherelle Bond, the Assistant Director, will meet with students to discuss program expectations in relation to a student’s disability needs.

**STUDENT HANDBOOK**

The Student Handbook outlines the Michigan Barber School’s expectations and

requirements for a student while attending the school. The Handbook addresses

student behavior, appropriate dress, supply needs, the student license, related

fees, student services, customer services and other school obligations. Cherelle Bond,

the Assistant Director, has oversight of the Student Handbook and is responsible for

making updates and corrections as needed.

MindTap ACCESS/STUDENT PORTAL

Access to the MindTap remote platform is controlled by a student’s unique log in

Code which is generated through Cengage, a national education publication

company, that supplies colleges and universities with textbooks and supplemental

computer platforms to support their program and course needs. During the first

few weeks of enrollment at Michigan Barber School students receive their unique

Code and proceed to set up their MindTap login and account. The MBS MindTap

platform is comprised of the Milady Standard Barbering E Textbook, workbook,

activities, and exams fashioned from the Barber/Styling curriculum. Instructors

monitor student progress, track grades and attendance,and provide feedback to

the students using MindTap. Christopher Waymaster, Distance Education

Administrator, has oversight responsibility for the MindTap platform,

communicating school needs and troubleshooting school problems with Cengage,

as well as providing technical support to students and instructors when needed.

TECHNOLOGY RESOURCES

 Michigan Barber School has a variety of technology resources that are designed to

Support MBS student success and completion. Christopher Waymaster, Distance

Education Administrator, has oversight of the IT Resources at the school. The

available resources include the Online Library (LIRN), the Cengage MindTap

platform, the Milady Standard Barbering E-Textbook, workbook, activities, and

exams fashioned from the Barber/Styling curriculum, video conferencing lectures

and demonstrations on preparation for the bar examination, theory instruction on

curriculum content, the 14 shaving strokes, men’s and women’s haircutting, and

infection control. These resources are used regularly by the students as well as the

instructors in delivery of course instruction. The Technology Resources are housed

in the Resource Center, lower level of the school.

IT HELP DESK

Christopher Waymaster, Instructor and Distance Education Administrator, helps

students and instructors navigate challenges with the Cengage MindTap platform

(MindTap), video conferencing lectures and demonstrations, the online Milady Standard

Barbering E Textbook, workbook, activities, and exams used to support the

barbering/styling course. He also assists students with other technology questions.

Mr. Waymaster is available during school hours and by e-mail at cwaymaster@michiganbarberschool.org to provide assistance. Students may also contact

 the MindTap help desk for assistance with the platform at:

 [https://help.cengage.com/m:indtap/mt- student/introduction.html](https://help.cengage.com/m%3Aindtap/mt-%20student/introduction.html)

EMERGENCY EXIT PLAN

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