



DETROIT EXTRAVAGANT ACADEMY

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STUDENT HANDBOOK

DETROIT EXTRAVAGANT ACADEMY

MISSION STATEMENT

Detroit Extravagant Academy's mission is to provide quality cosmetology education through a structured curriculum that integrates theoretical instruction and practical, hands-on training. The Academy is committed to preparing students for state licensure and employment by developing technical competence, professional communication skills, and foundational knowledge of salon operations and personal financial responsibility. Graduates will be prepared to meet industry standards and successfully pursue careers in cosmetology.

VISION STATEMENT

Detroit Extravagant Academy's vision is to be a supportive and inclusive educational institution that provides diverse learning opportunities designed to support student success. The Academy strives to create an environment that fosters academic growth, skill development, and professional readiness by clearly integrating theoretical knowledge with practical application. Through structured instruction and encouragement, Detroit Extravagant Academy seeks to empower students to achieve personal and professional growth and to pursue successful careers within the cosmetology industry.

OCCUPATIONAL OBJECTIVES

The objectives of Detroit Extravagant Academy are to prepare each student by providing the best training so that students can take and pass the Michigan State Board examinations and to assist students in making the transition from school to employment in the field of their choice. In addition to the school's general curriculum and specialized courses, students are encouraged to seek their educable potential via extracurricular activities.

INFORMATION FOR THE HADNICAPPED

Detroit Extravagant Academy complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. However, any handicapped person seeking admission should be aware that the course requires a high level of manual dexterity and coordination and that there are extended periods of required stand up practical work in the clinic as required by State regulations. Therefore, any handicapped person seeking admission will be individually evaluated to determine employability in the beauty industry, to determine if the person believes he or she is capable of meeting all the course requirements and to determine whether facilities are available to accommodate the individual's handicap.

TRANSFER OF CREDIT

Students applying for transfer of credits for previous training must submit proof of hours from another school. (Ask for form to send to State of Michigan to verify hours). Students will then be tested and evaluated by our staff to determine the number of hours needed to complete the full curriculum. The result of such testing and evaluation must be kept in the student's file in the school and will be submitted to the State.

ATTENDANCE & ACADEMIC PERFORMANCE

Learning to be a Cosmetologist, Manicurist, or an Esthetician is much more than a matter of developing hand skills and passing written examinations. Attendance, promptness, self-control, responsibility, and human relationships are all involved in the training. When you have a job in this industry, we want you to represent yourself and as a graduate of Detroit Extravagant Academy as well. This, we feel, is part of our responsibility to the student. Therefore, excessive absence lateness, and class cuts will be penalized. In order to implement this policy, the following standards apply.

- Any student that is absent more than 20% of the scheduled portion of the program/course will be deemed as unsatisfactory attendance.
- Please speak to the instructor if you need to leave class for any reason. Regular breaks are scheduled into the day, so walking out in the middle of a session is not necessary.
- Cell phones are not permitted in the classroom. You may give the school phone number to your family so that you may be contacted in case of an emergency.

We do not operate with timecards - you must physically present yourself to the front desk personnel to be clocked in and out. Students are not allowed to operate the computer. The Front desk personnel are not allowed to clock a different student in or out other than yourself-you must show your name badge to be clocked in and out. After clocking in, go the sign in sheet in the classroom. Sign your name and put time in or out in the appropriate column. The only one that can alter the clock ins and outs in the computer is the Director. If you believe that your time is inaccurate, please write a note as to your concern, and give it to the Director. Please do not ask the instructor, manager, or front desk staff to alter your time. They are unable to do so.

Once you are a senior student, you will be seeing clients that may have appointments. If you are unable to attend on a particular day, you must call the school by 8:30am, so that we may reschedule any clients that might have an appointment with you.

Students are responsible for all assignments, even ones that are assigned on days that you might be absent. Please see instructor to get those assignments are to discuss when it should be turned in.

Students must be in uniform at time of clock in. Uniforms must be clean, without stains or excessive wrinkles. Students must wear name badges at all times.

ACCESS TO STUDENT FILE

A student is permitted to review contents of his/her file in the Administrative Office of the school. Review must be done in the presence of School Director at a time convenient to both the student and the Director. The school is required to have written consent signed by the student or the parent/guardian of a dependent minor for release of records in response to a third-party request. The school is allowed to release student records to parents/guardians of a dependent minor.

UNIFORM

A student will not be permitted in class without a clean uniform. He/she must be dressed and appear in a manner that is acceptable to Detroit Extravagant Academy and current trends in the beauty industry. The following uniform applies: Black pants or skirt or abaya. Plain white or black shirt (not black and white). Black shoes. No-open toes. Scarves should be solid black or solid white, not patterned. Your hair should be neat, clean, and well-groomed. You must also wear your Black smock (Cosmetology students) or your white jacket (Esthetics students). Jacket or smock must be clean and without stains. You must ALWAYS wear your name tag. If you lose your name tag, you must pay \$5 for any additional name tags. Uniforms and name tags are required by Michigan State Law. We therefore have to strictly enforce this rule. If you forget your jacket/smock, another one will be provided for your use for the day, at a charge of \$5 (per day). If you lose your smock or jacket, you will be charged \$25 for a replacement.

SUSPENSION

A student may be suspended from class for one hour, up to several days, depending on the infraction, and how often this has happened. Common sense and responsible adult behavior should prevail. We are all adults, and we should not have to list each and every behavior that is not allowed - obviously, no cheating, no shouting, no swearing, no gossiping, and no stealing. Any other behavior that is typically unacceptable in the workplace would also be unacceptable in a professional school environment.

PERSONAL BELONGINGS

Students are advised not to bring any valuables to school, and not to wear jewelry at school. Detroit Extravagant Academy will not be responsible for students' personal belongings.

ACADEMIC PROGRESS EVALUATION/MONTHLY REPORTING

There will be a monthly report generated that is sent to the State of Michigan on a monthly basis. Academic Progress will be reported to and discussed with each student as requested by the student individually, or every 100 hours for Esthetics, and for Cosmetology students, at 150 hours, 350 hours, 750 hours, 1150 hours, and at program completion (1500 hours).

MINIMUM REQUIREMENTS

Students who meet the minimum requirements for attendance and academic progress shall be considered making satisfactory progress until the next scheduled evaluation. Students who do not meet such requirements shall be deemed on probation. Students must meet both attendance and academic requirements by mid-point of the program.

PROBATION

A student who fails to maintain Satisfactory Academic Progress will be given a probationary period of one-third (1/3) of total program hours to meet the minimum requirements and be considered maintaining Satisfactory Academic Progress. However, if a student fails to improve during the probationary period, the student will be dismissed. Mitigating circumstances will be considered. The student may request an appeal if placed on probation.

PAYMENT

If you are on a payment plan and have not paid as agreed, you may, at the discretion of the Director, be excluded from class until your payments are brought current. In addition, you will not be able to take the State Board Exam until your fees are paid in full.

Students should be aware that information in this catalog is subject to change.

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