



Violation Policy

Nova Academy of Cosmetology

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ABOUT

A violation policy is a set of established rules outlining specific infractions, their consequences, and the procedures for addressing and resolving breaches of conduct within an organization or educational institution.



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MINOR VIOLATIONS:

Definition: Minor violations encompass various infractions, including assigned area violations, property misuses, parking violations, guest service violations, unprofessional behavior, failure to perform assigned sanitation, and any disruptive behaviors deemed by Instructors and Staff Members as interrupting or preventing the regular operation of the school or the education of other students.

Consequences:

Suspension: A minor violation may lead to suspension from the school. The suspended student has a grace period of 30 days to provide documentation confirming the fulfillment of suspension stipulations.

Return to School: Upon compliance with professional standards, the student may return. However, a record of the suspension will be documented in the student's permanent file.

Clock Hours and Graduation Dates: No clock hours may be earned during suspension, and contract graduation dates will not be extended. Unearned hours are considered absences and impact attendance standards.

Non-Return: Failure to return at the specified time may result in termination.

MAJOR VIOLATIONS:

Definition: Major standard violations involve severe misconduct, such as using controlled substances/alcohol, destroying property, stealing, falsifying documents, committing fraud, abusing or causing physical harm to others, possessing a gun/firearm on school property, and violating local, state, and federal laws.

Consequences:

Termination: A major violation will lead to immediate termination from the program.

TERMINATION:

Reasons for Termination:

Termination is justified for major standard violations, including but not limited to the use of controlled substances/alcohol, destruction of property, theft, falsification of documents, fraud, physical harm to others, possession of a gun/firearm on school property, and violation of local, state, and federal laws.

Appeal Process:

Timeline: Terminated students have up to five school days to appeal the termination.

Appeal Submission: Appeals must be in written form and address the issues leading to termination.

Recipient: The appeal should be addressed to the School Director.

Consequences during Termination:

Clock Hours: No clock hours may be earned during the termination period.

Graduation Date: The contract graduation date will not be extended.

Finality of Termination:

Failure to respond within five school days results in the finalization of the student's termination.

This policy is effective immediately and is subject to periodic review. Nova Academy of Cosmetology emphasizes the importance of maintaining a professional and respectful environment conducive to learning and growth.