



**PROGRAM CATALOG**

**&**

**STUDENT HANDBOOK**

**2023-2025**

**3300 E. JEFFERSON STE 450  
DETROIT, MI 48207  
MAIN PHONE LINE: 313-974-6164  
[WWW.DDBS.EDU](http://WWW.DDBS.EDU)**

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## INSTITUTIONAL ADVISORY COMMITTEE MEMBERS



### **Stephanie Anderson**

Stephanie Anderson has been an entrepreneur in the beauty industry for over 30 years. She obtained her cosmetology license through Virginal Farrell Cosmetology School. Stephanie is the owner and Master Stylist of The Living Room Hair Lounge in Ferndale, Michigan. Stephanie has been honored by the *Detroit Business and Beauty Expo* for her contributions to the cultivation of future beauty professionals. Additionally, Stephanie has been featured in *Hype Hair* and *Hair Craves* publications.



### **Camille Walker Banks**

Camille Walker Banks is a seasoned, growth-minded leader who has built a successful career across corporate and government sectors. Camille holds a Bachelor of Science in Business Administration and a Master of Urban/Regional Planning with economic development focus from Wayne State University. She recently led the highest performing site in the United States for the Goldman Sachs 10,000 Small Businesses initiative at Wayne State University. Camille is now leading the expansion of NPower to the Detroit/Southeast Michigan market. Her rapidly rising career trajectory coupled with increased community responsibilities as a thought-leader in entrepreneurship education and business growth strategy has won numerous professional plaudits, including a citation in the Michigan Chronicle Women of Excellence, the Great Lakes Women's Business Council's Partner of the Year, Global Treasure Award from the International School/Cyber Education Center, and the Michigan Economic Development Corporation's CEO of Excellence Award. She serves on a number of boards, has worked to establish and sustain incubators and accelerators in the SE-Michigan region since 2007, and is internationally sought for speaking engagements serving to empower young adults and inspire entrepreneurs.



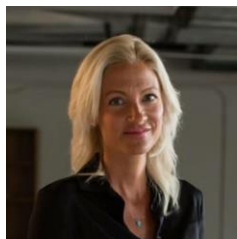
### **Shaniece Bennett**

Shaniece Bennett founded Accutrak Services, a Michigan based consulting and accounting services firm. She combines her 17-year professional expertise with charisma while helping others achieve business, financial, and personal goals. Her areas of expertise include small business taxation, accounting, financial management, and financial education. She has developed and managed budgets in excess of \$70 million, prepared and secured capital appropriation requests exceeding \$9 million, and maintained records for capital assets exceeding \$320 million. She has also worked in public accounting at a local accounting firm. Shaniece is a member of the American Institute of Certified Public Accountants (AICPA), the Michigan Association of CPAs (MiCPA), the National Association of Black Accountants (NABA), Women-in-Defense (WID), and Inforum organizations. She is a Certified Women's Business Enterprise (WBE), Certified Economically Disadvantaged Women Owned Small Business (EDWOSB), and SBA certified 8(a) designated firm. She is a Goldman Sachs 10,000 Small Businesses alumni and faculty member.



### **Herb Drayton**

Herb Drayton is a graduate of Michigan State University with a BS in Industrial Psychology. He is a seasoned entrepreneur, owner of two startup consulting businesses, coach, facilitator, consultant, and trainer for over twenty-five years. Herb has worked with Fortune 500 companies such as Ford and Chrysler improving their processes, products, and services. He became a certified FastTrac Facilitator joining the Goldman Sachs 10,000 Businesses team and is currently the Director for a male mentoring program for boys ages 8-18.



### **Jamie Harris**

Jamie Harris is a graduate of Wayne State University with a bachelor's degree in Science. She is founder and CEO of Detroit School for Digital Technology (DSDT) which is a nationally accredited, Title IV approved, post-secondary school. Additionally, Jamie serves as DSDT's School Director and Chief Liaison for all local, state, federal, and national, and accrediting bodies. Jamie has been the previous owner of three schools in the Metro-Detroit Area and is a Goldman Sachs 10k Small Business and SBA Emerging Leader Graduate of the mini-MBA Scholarship Programs.



### **Damian Perry**

As a dedicated resource education professional, Mr. Perry has over 11 years of proven ability to create and monitor policies and practices that are data driven and promote student academic achievement while fostering a safe learning environment. Mr. Perry is a strong advocate for promoting school culture and continuous improvement for teachers and students. Mr. Perry has created environments that encourage open communication with colleagues, students, and the community. He is a strong component of mentoring educators in the creation of class instruction, lesson plans, and assessments that align with the United States Department of Education and the State of Michigan Department of Education rules, regulations, and guidelines.



### **Juliana Perry**

Juliana Perry received a Bachelor of Science degree from Florida A&M University in Business Administration. She has nearly 20 years' experience in the positions of credit, small business, lending, and private banking. Juliana came to Fifth Third bank in 2007 developing financial solutions for companies that have revenue from two million to twenty million dollars. She is a member of the Urban Financial Services Coalition, Auxiliary of the Charles H. Wright Museum, and Delta Sigma Theta Sorority.



### **Mikki Godfrey**

Mikki Godfrey was born and raised in Detroit, MI, Mikki was a product of the public school system and graduated from Cass Technical High School. She then pursued higher education at Eastern Michigan and Central Michigan University majoring in Human Resources. While attending College she began to nurture her entrepreneurial skills and started a small business while still in school. She is the proud business owner (with her husband) of 5 businesses all within the City of Detroit. She has completed Dymond Designs Beauty School for her Esthetician License. She is a Philanthropist, a mother of two amazing children (TJ and Cierra), a wife to her wonderful husband Deon, a Host, a Stylist, Esthetician, and a Dreamer!!!





### **Kathryn Kothe**

Kathryn Kothe graduated with a Business Degree from Wayne State University in 2020, after 6 years of attending two Universities. Ms. Kothe has always had a desire to take on leadership and mentorship roles, and now she holds the position under the School Director and Chief Operating Officer at DSDT. Ms. Kothe has been instrumental in running and implementing operating systems within DSDT and has an extensive background in Financial Aid, Career Coaching and Software Application Development. Ms. Kothe has served as the Director of Financial Aid and Admissions for over four years. While in her career path, Kathryn has obtained a career coaching certificate from the Department of Labor, Financial Aid Professional Certification and Veteran Certifying Official Certifications.



### **Angela Godfrey**

Angela Godfrey is a graduate of Oakland University where she obtained her Bachelor of Science degree in Public Administration and Policy. She continued to educate herself in the beauty industry, where she attended Michigan College of Beauty in Esthetics. Further, Angela opened a small business, A&G Studio, LLC, where she services her clients on beauty and skin care. Moreover, Angela is a graduate of the Dymond Designs Beauty School Esthetics Instructors program.

## **COSMETOLOGY OCCUPATIONAL ADVISORY COMMITTEE MEMBERS**



### **Gloria Gaines - Cosmetology Instructor**

Gloria Jean Gaines has over three decades of experience in the cosmetology industry. Ms. Gaines has been a proud Detroiter for over 60 years. She graduated from Highland Park High School, believing that Cosmetology was her destiny. She pursued her career as a Cosmetologist. Ms. Gaines attended Mr. Bela's School of Cosmetology where she obtained her licenses as a hairstylist and cosmetology instructor. She enhanced her knowledge and career by attending seminars and workshops. Ms. Gains has successfully educated & trained over 1000 students for the past 35 years.



### **Stephanie Anderson - Stylist/Salon Owner**

Stephanie Anderson has been an entrepreneur in the beauty industry for over 30 years. She obtained her cosmetology license through Virginia Farrell Cosmetology School. Stephanie is the owner and Master Stylist of The Living Room Hair Lounge, in Ferndale, Michigan. Stephanie has been honored by the Detroit Business and Beauty Expo for her contributions to the cultivation of future beauty professionals. Additionally, Stephanie has been featured in Hype Hair and Hair Craves publications.



### **Trinca Holley -Stylist/ Entrepreneur**

Trinca Holley has had a passion for styling hair since she was a little girl. She started doing hair at the young age of 16. She went through an apprenticeship program and has been a licensed cosmetologist since 2017. She is a mother of 4 children. She has a great eye for style and fashion and has used her many talents for the beauty industry. She is the owner of a photography company and a kid's fashion boutique.



### **India Amos – Stylist/ Salon Owner**

India Amos is a dedicated, dependable, creative, fast learner. She is a licensed Unlimited Cosmetology Instructor and licensed Cosmetologist for 3 years. India managed Dymond Designs Beauty Studio and is the owner of I.M.A Heat which is a company that creates and customized wigs for customers and cancer patients.



### **Ja'Net Turner – Stylist/ Salon Owner**

Ja'Net Turner is a master hairstylist and salon owner of Encisions Pro Hair Designs LLC. Which is in Detroit, Michigan. She has been operating as a cosmetologist for over 20 years. She is also a graduate of Douglas J Aveda Institute and licensed through the State of Michigan. She trained under Marlene Brooks who was her mentor for 12 years at Dymond Designs Beauty Studio and DDBS. She was trained in business management and professionalism as a hairstylist. She later became an Occupational committee member of Dymond Designs Beauty School.

## **ESTHETICS / ADVANCED ESTHETICS OCCUPATIONAL ADVISORY COMMITTEE MEMBERS**



### **Angela Godfrey – Esthetics Instructor**

Angela Godfrey is a graduate of Oakland University where she obtained her Bachelor of Science degree in Public Administration and Policy. She continued to educate herself in the beauty industry, where she attended Michigan College of Beauty in Esthetics. Further, Angela opened a small business, A&G Studio, LLC, where she services her clients on beauty and skin care. Moreover, Angela is a graduate of the Dymond Designs Beauty School Esthetics Instructors program.



### **Brittany Hughes – Esthetics Instructor**

Brittany Hughes has been an esthetician for 8 years. She went to The Gallery Beauty School and received her Esthetician license. She worked at Dymond Designs Beauty Studio for 5 years as an Esthetician. Once Dymond Designs Beauty School opened she decided to further her career and received her instructor's license. She has completed Dymond Designs Beauty School Esthetics Instructors program and now is an Esthetics teacher.



**Alicia Howell – Stylist**

She has worked in the beauty field for 24 years. She is passionate about the health of hair and the enhancement of client's natural beauty with hair extensions. Her area of concentration is natural hair, braids, locks, twists, and hair extension, weave sew-in, micro bonds, fusions, tape/clip-ins, and wig ventilation. She believes it is important to continue ongoing education. The education helps her in the field to elevate her craft and help her clients. In the future she is excited to pass the baton on to new upcoming cosmetologists by becoming an outstanding instructor.



**Olivia McCoy - Dermalogica Instructor**

Olivia McCoy is a Senior Field Based Instructor for Dermalogica she has 12 years of experience in the industry. She loves to teach and show new techniques to students. She is very outspoken and passionate and her field.



### **Mikki Godfrey - Esthetician**

Mikki Godfrey was born and raised in Detroit, MI, Mikki was a product of the public school system and graduated from Cass Technical High School. She then pursued higher education at Eastern Michigan and Central Michigan University majoring in Human Resources. While attending College she began to nurture her entrepreneurial skills and started a small business while still in school. She is the proud business owner (with her husband) of 5 businesses all within the City of Detroit. She has completed Dymond Designs Beauty School for her Esthetician License. She is a Philanthropist, a mother of two amazing children (TJ and Cierra), a wife to her wonderful husband Deon, a Host, a Stylist, Esthetician, and a Dreamer!!!



### **Cassandra Ward – Esthetician**

Cassandra's start in beauty was destined. She started as a manicurist, then worked her way into salon ownership. Soon after, she recognized an unmet need for a more personalized, innovative consumer experience within the beauty environment and decided to become a licensed esthetician. Cassandra's work is easily described as phenomenal, and always evolving, as Cassandra stays on top of fashion trends and dedicates herself to learning new skills through classes and seminars. She loves utilizing her expertise to spur a subtle transformation from the inside out, using the latest tools and techniques. Cassandra is also no stranger to the world of fashion, commercial and entertainment industries. Her work has spanned the pages of numerous magazines including but not limited to: Black Passion, Style Line, Native Detroit magazine, and Black Sophistication magazine.



### **Trinca Holley -Stylist/ Entrepreneur**

Trinca Holley has had a passion for styling hair since she was a little girl. She started doing hair at the young age of 16. She went through an apprenticeship program and has been a licensed cosmetologist since 2017. She is a mother of 4 children. She has a great eye for style and fashion and has used her many talents for the beauty industry. She is the owner of a photography company and a kid's fashion boutique.



### **India Amos – Stylist/ Salon Owner**

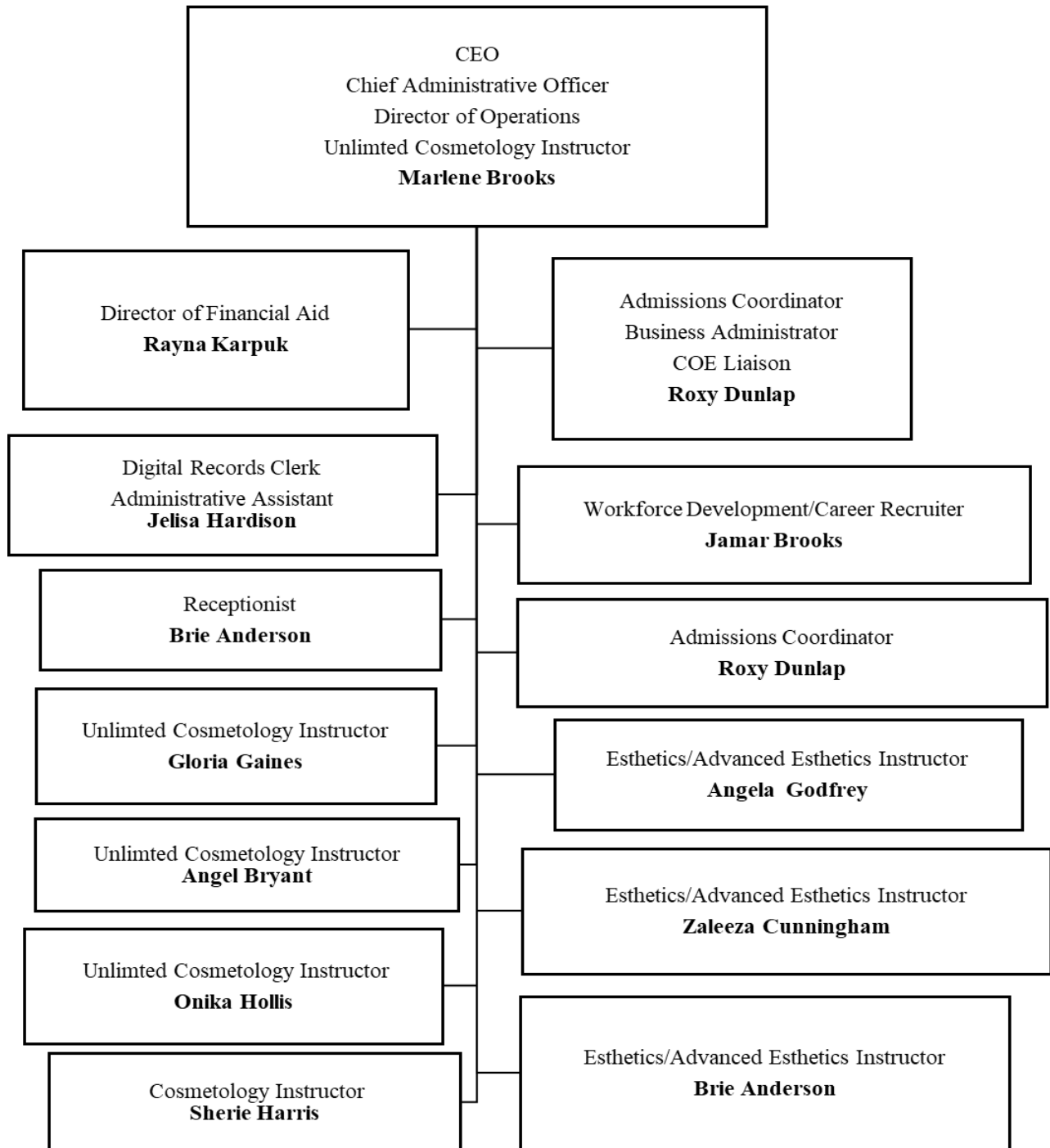
India Amos is a dedicated, dependable, creative, fast learner. She is a licensed Unlimited Cosmetology Instructor and licensed Cosmetologist for 3 years. India managed Dymond Designs Beauty Studio and is the owner of I.M.A Heat which is a company that creates and customized wigs for customers and cancer patients.



### **Ja'Net Turner – Stylist/ Salon Owner**

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## ORGANIZATIONAL CHART





## MEET THE STAFF



### **Marlene Brooks – Director of Operations**

Marlene Brooks is the CEO, Director of Operations and Chief Administrative officer of Dymond Designs Beauty School. She has over 24-year experience as a business owner, licensed Cosmetologist, Management and Unlimited licensed Cosmetology Instructor. She is the Owner and director of DDBS it is accredited, title IV approved post-secondary educational school. Marlene is also the Chief liaison for all federal, state, local and national accrediting organizations. Marlene is a graduate of Goldman Sacks 10k small business and is certified as a minority and woman owned business.

Phone: 313-974-6164

Email: [marlenebrooks@ddbbs.edu](mailto:marlenebrooks@ddbbs.edu)



### **Rayna Karpuk – Director of Financial Aid**

Rayna Karpuk holds a Bachelor of Arts with a major in criminal justice from Michigan State University and a Masters of Business Administration in Aviation from Embry-Riddle Aeronautical University. Rayna has 15 plus years of experience in higher education and she specializes in financial aid. Rayna says that she went into financial aid in order to help other 1<sup>st</sup> generation college students navigate the financial aid process and higher education. Her hobbies include scrapbooking, reading, and playing with her two dogs, Jack & Jill.

Phone: 313-974-6164

Email: [raynakarpuk@ddbbs.edu](mailto:raynakarpuk@ddbbs.edu)



**Roxy Dunlap – Admissions Coordinator/Business Center Administrator**

Roxy Dunlap has been in the administrative industry for 25 years. Roxy has worked on many projects with the Dymond Designs Beauty brand for the past 8 years as the Executive Assistant. She has built great leadership and communication skills over the years. Roxy has served administratively in different industries, ranging from automotive to telecommunications. While attending Oakland Community College for Business Administration, Roxy increased her knowledge and skills to operate and maintain many software systems.

Phone: 313-974-6164

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**Gloria Gaines - Unlimited Cosmetology Instructor**

Gloria Jean Gaines has over three decades of experience in the Cosmetology industry. Ms. Gaines has been a proud Detroiter for over 60 years. She graduated from Highland Park High School, believing that Cosmetology was her destiny. She pursued her career as a Cosmetologist. Ms. Gaines attended Mr. Bela's School of Cosmetology where she obtained her licenses as a hairstylist and cosmetology instructor. She enhanced her knowledge and career by attending seminars and workshops. Ms. Gaines has successfully educated & trained over 1000 students for the past 35 years.

Phone: 313-974-6164

Email: [gloriagaines@ddbbs.edu](mailto:gloriagaines@ddbbs.edu)



### **Zaleeza McGee – Esthetics Instructor**

Zaleeza McGee was born In Detroit raised in Alabama until it was time for high school. Graduated from Highland Park High School in 2015. Graduated from Wayne County Community College Dental Assisting program in 2016. Her love for Esthetics also grew in 2016. After 5 years of working in the Dental field, which was amazing, she learned so much. She decided to start following her dreams, which brought her to Dymond Designs Beauty School. She has completed the Esthetics and the Esthetics Instructor program. She said I love who I am today, and Dymond Designs Beauty School played a part in that.

Phone: 313-974-6164

Email: [zaleezacunningham@ddbbs.edu](mailto:zaleezacunningham@ddbbs.edu)



### **Angela Godfrey – Esthetics Instructor**

Angela Godfrey is a graduate of Oakland University where she obtained her Bachelor of Science degree in Public Administration and Policy. She continued to educate herself in the beauty industry, where she attended Michigan College of Beauty in Esthetics. Further, Angela opened a small business, A&G Studio, LLC, where she services her clients in beauty and skin care. Moreover, Angela is a graduate of the Dymond Designs Beauty School Esthetics Instructors program.

Phone: 313-974-6164

Email: [angelagodfrey@ddbbs.edu](mailto:angelagodfrey@ddbbs.edu)



### **Brie Anderson – Esthetics Instructor**

Brie Anderson is a Licensed Esthetics Instructor at Dymond Design Beauty School with 4 years experience in the field, helping women and men achieve their goals of becoming licensed estheticians. When Brie is not instructing at DBBS she services clients at her home treatment room, Brie specializes in mature skin and acne-prone skin, Brie uses her experience and knowledge to educate students, clients and potential clients, to better understand their skin, educate them on product knowledge as well as helping them feel more confident in the world.

Phone: 313-974-6164

Email: [brieanderson@ddbbs.edu](mailto:brieanderson@ddbbs.edu)



### **Angel Bryant – Unlimited Cosmetology Instructor / Entrepreneur**

Angel Bryant has been in the industry for over 30yrs. Instructing for about 9yrs. She is a Pastor, mother of 4 and grandmother of 6. Some of her passions are nails and singing. Her heart is in giving back as it was given to her (each one reach one teach one) is her motto.

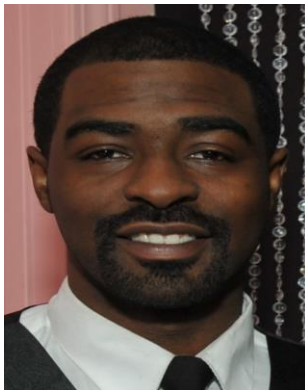
Phone: 313-974-6164

Email: [angelbryant@ddbbs.edu](mailto:angelbryant@ddbbs.edu)



**Onika Hollis - Cosmetology Instructor**

Onika Hollis is a licensed cosmetologist of over 8 years and a cosmetology instructor of 1 year. She has been doing hair for over 10 years and hair is her passion. She graduated from Pontiac high school in 2014 and from there went straight to Michigan college of beauty in Waterford. She received her license in cosmetology as well as my instructor's license. She is a loving, fun and energetic instructor ready to teach and always learn.



**Jamar Brooks– Workforce Development/Career Recruiter**

Jamar Brooks attended Wayne State University Business Administration. He has 10 years of experience in the customer service industry. He has maintained the front desk for Dymond Designs Beauty Studio. He also has been the Assistant Manager at Daughters Convenient Store for 4 years.

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Email: [jamarbrooks.@ddbbs.edu](mailto:jamarbrooks.@ddbbs.edu)



**Jelisa Hardison – Records/Administrative Assistant**

Jelisa has been a beautician for over 13 years and completed Dorsey Beauty school in 2015. Beauty had been a passion of hers since she was a young girl. Seeing the smile after making them beautiful has always been a goal. Bubbly and highly motivated is how you can define me.

Phone: 313-974-6164

Email: [jelisahardison.ddbs.edu](mailto:jelisahardison.ddbs.edu)



**Brie Anderson – Receptionist**

Brie Anderson is a Licensed Esthetics Instructor at Dymond Design Beauty School with 4 years experience in the field, helping women and men achieve their goals of becoming licensed estheticians. When Brie is not instructing at DBBS she services clients at her home treatment room, Brie specializes in mature skin and acne-prone skin, Brie uses her experience and knowledge to educate students, clients and potential clients, to better understand their skin, educate them on product knowledge as well as helping them feel more confident in the world.

Phone: 313-974-6164

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## **LEGAL NOTICES & CERTIFICATION**

Council on Occupational Education  
State of Michigan Bureau of Professional Licensing  
Federal Student Aid

Accredited  
Licensed Cosmetology School  
U.S. Department of Education

## **MISSION STATEMENT**

Dymond Designs Beauty School is a Licensed Trade School focused on Cosmetology. We are dedicated to offering the most up-to-date training with an innovative curriculum with the core objective of job placement after completion of course.

## **VISION STATEMENT**

Our vision is to educate our students with glamorous trends, cutting edge training, technologies, and real-world skills. Dymond Designs focuses on developing students to become certified professionals in the subject areas Core, Adaptive, and Creative. We foster an atmosphere of respect and trust to ensure that students perfect their craft and express their individuality and creativity.

## **CORE VALUES**

Our foundation is built on an innovative curriculum, which provides a place for our students to thrive and our team's passion to implement a model with proven success.

## **STUDENT FOCUS**

Our organization has an innovative model of education and a clear focus on student success. Our facility and support staff are industry leaders dedicated to uplifting students through coaching, peer counseling, and career development.

## **DIVERSITY AND INCLUSION / EEO STATEMENT**

Our DDBS team members and students demonstrate professionalism through diversity and inclusion and business culture. Our organization prides itself on integrity and having respect for all individuals. We continually build lasting relationships with all communities to promote excellence and professionalism in the beauty industry. Further, DDBS provides equal employment opportunities to all and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression.

## GENERAL INFORMATION

Dymond Designs Beauty School, located at 3300 E. Jefferson Ste. 450, Detroit, MI 48207, is a private institution, which was granted institutional approval from the State of Michigan Bureau of Professional Licensing and initial accreditation through the Council on Occupational Education (COE). Approved compliance allows DDBS to operate to minimum state standards and does not imply any endorsement or recommendation by the state or by the Bureau. Institutional approval must be approved every two years and is subject to continuing review.

## TUITION COST – COST OF ATTENDANCE

	Cosmetology - 11 mo		Esthetics - 3 mo		Advanced Esthetics - 6 mo	
	w/parent	not w/parent	w/parent	not w/parent	w/parent	not w/parent
<b>Tuition</b>	\$20,000	\$20,000	\$10,000	\$10,000	\$15,000	\$15,000
<b>Books &amp; Supplies</b>	\$2,500	\$2,500	\$2,000	\$2,000	\$2,500	\$2,500
<b>Housing*</b>	\$0	\$10,903	\$0	\$2,974	\$0	\$5,947
<b>Food*</b>	\$0	\$3,463	\$0	\$945	\$0	\$1,889
<b>Transportation</b>	\$10,614	\$10,614	\$2,895	\$2,895	\$5,790	\$5,790
<b>Personal/Misc</b>	\$3,693	\$3,693	\$1,007	\$1,007	\$2,014	\$2,014
<b>Loan Fees ESTIMA</b>	\$58	\$58	\$58	\$58	\$0	\$0
<b>Registration Fee</b>	\$100	\$100	\$100	\$100	\$100	\$100
<b>State of MI registrati</b>	\$63	\$63	\$63	\$63	\$63	\$63
	<b><u>\$37,028</u></b>	<b><u>\$51,394</u></b>	<b><u>\$16,123</u></b>	<b><u>\$20,042</u></b>	<b><u>\$25,467</u></b>	<b><u>\$33,303</u></b>

### \*\* STUDENT TO INSTRUCTOR RATIO\*\*

The maximum student to instructor ratio at DDBS is 20 to 1



## **HISTORY & ADMINISTRATION**

Dymond Designs Beauty School (DDBS) is a cosmetology school licensed through the State of Michigan (LARA) Department of Licensing and Regulatory Affairs and Nationally Accredited through the Council on Occupational Education (COE). DDBS is in the beautiful Rivertown - Warehouse District near Downtown Detroit. DDBS offers excellent education in the fields of Cosmetology, Esthetics, Advanced Esthetics, courses. We have supplied the highest level of education, with staff members that have been experienced in the fields of education, cosmetology, business, and finance for over 25 years. Marlene Brooks (founder) has over 24 years' experience as a licensed cosmetologist and salon owner. Marlene started her first apprenticeship program in cosmetology in 2013 which grew into opening Dymond Designs Beauty School in 2017. DDBS has 6 different administrative offices and skilled Educators that assist with the day-to-day operations and instructional needs of our students. Our institution has partnered with local, state, and federal organizations to offer our community the highest level of training in the beauty industry, along with job-placement upon the completion of our programs. DDBS also has approval through the Department of Education to offer Federal Student Aid funding.

## **DYMOND DESIGNS BEAUTY SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES**

### **Preamble**

A student at this school is both a citizen and a member of this academic community. His/her years as a student constitute a significant and unique phase of scholarly growth, trade culture and social development.

The association of a student with Dymond Designs Beauty School and brand brings with it certain rights and privileges and likewise imposes obligations and responsibilities. A student also has the right to protection from unreasonable and capricious actions by faculty, administrators and student job placement employers. He/she has the responsibility to devote him/herself to the serious pursuit of learning and to respect the rights and opinions of others, including faculty, the administration, and fellow students.

In addition to such general rights and responsibilities, the following specific student rights and responsibilities are held to be indispensable to the full achievement of the objectives of a post-secondary school in a free society.

### **Student Rights**

- A. Each student has the right to be considered for admission, advancement, certifications, honors, and all academic and co-curricular activities and benefits without regard to ancestry, religious or political belief, or country of origin.
- B. Each student has the right to know the rules by which he/she is governed insofar as a written set of specific rules is possible -through the medium of a clear and precise written exposition of the rules, given proper publicity. Each student has the right to advocate changes in any rule by which he/she is governed.
- C. Each student has the right to be advised in writing of charges that might lead to disciplinary action in non-academic matters. Each student has the right to a fair grievance hearing before final disciplinary action is taken.
- D. Each student has the right to organize, join, and participate in recognized campus organizations, subject to the university rules governing such organizations.
- E. Each student has the right to a voice and/or advocate in a democratic way any policy or change in existing policy in all matters affecting students.
- F. Each student has the right to be secure in his rights as a citizen without prejudice to his/her standing in the school, provided he/she makes no claim to represent the school without due authorization.

### **Student Responsibilities**

- A. Each student has the responsibility to comply with the rules governing students at the school.
- B. Each student has the responsibility, when participating by word or act in any program, whether individually or in association with others, not to claim, without due authorization, that he/she is an official representative of the school.
- C. Each student has the responsibility to support academic integrity.

- D. Each student, as a member of society, has the responsibility to conduct him/herself in accordance with generally accepted standards of conduct as embodied in society's laws and regulations.
- E. Each student, as a member of the school's student body, has the responsibility to conduct him/herself in a manner which sustains in all areas of student life the atmosphere necessary for the broad educational purposes of the institution's community.
- F. Each student has the responsibility to respect innovation and individual differences and to conduct himself/herself so as not to violate the rights of other students and members of the administration and faculty.

## **DYMOND DESIGNS BEAUTY SCHOOL STUDENT CODE OF CONDUCT**

Each student shall be responsible for his/her conduct from the time she or he was notified by the School that he/she will attend the School through the actual awarding of a certificate of completion, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment and even if their conduct is not discovered until after a certificate is awarded. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

### **PREAMBLE**

The primary purposes of the Student Code of Conduct are to promote campus civility and academic integrity and to provide a framework for the imposition of discipline in the school setting. The code gives general notice of prohibited conduct and of the sanctions to be imposed if such conduct occurs. The code should be read broadly and is not designed to define misconduct in exhaustive terms. The code specifies the rights of the student and the rights of other parties to the procedure.

As provided by Dymond Designs Beauty School, "Student Rights and Responsibilities," and as mandated by academic tradition, the students of Dymond Designs Beauty School possess specific rights and responsibilities. Students are expected to conduct themselves in a manner conducive to an environment that encourages the free exchange of ideas and information. As integral members of the academic and beauty community, students have the right to expect that their rights are protected from arbitrary, capricious, and malicious acts on the part of other members of the academic and beauty communities. This Student Code of Conduct is designed to assure that students who are alleged to have engaged in unacceptable conduct receive fair and impartial consideration as specified in this code.

Students are accountable both to civil authorities and to the school for acts which constitute violations of both the law and this code. In such cases disciplinary action at the School will normally proceed while civil or criminal proceedings are pending and will not be subject to challenge on the grounds that civil or criminal charges involving the same incident have been invoked, dismissed or reduced.

Final authority in student disciplinary matters is vested in the Director of Operations or his/her designee.

### **1.0 DEFINITIONS**

When used in this code:

1. "Academic misbehavior" means any activity which tends to compromise the academic integrity of the institution or subvert the education process. Examples of academic misbehavior include, but are not limited to: (1) cheating, as defined in Section 1.3; (2) fabrication, as defined in Section 1.5; (3) plagiarism, as defined in Section 2.8; (4) unauthorized reuse of work product, as defined in Section 1.11; (5) academic obstruction, as defined in Section 1.10; (6) enlisting the assistance of a substitute in the taking of

examinations; (7) violation of course rules as contained in the course syllabus or other written information provided to the student.

2. "Aggravated violation" means a violation which resulted or foreseeably could have resulted in significant damage to persons or property, or which otherwise posed a substantial threat to normal School or School sponsored activities.
3. "Cheating" means intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information, or assistance in any academic exercise.
4. "Distribution" means sale or exchange with an intent to profit.
5. "Fabrication" means intentional and unauthorized falsification or invention of any information or citation.
6. "Institution" and "School" mean Dymond Designs Beauty School.
7. "Plagiarism" means to take and use another's words or ideas as one's own.
8. "Student" means a person who has enrolled in or is auditing a course or courses, or who has enrolled in or is taking a special program sponsored by any unit of the school, or who has taken or audited a course or courses at the institution on either a full-time or part-time basis. A person who withdraws from the school after engaging in conduct which may have violated the Student Code of Conduct is considered a "student" for purposes of this Code.
9. "Academic obstruction" means any attempt to limit another student's access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users.
10. "Unauthorized reuse of work product" means submission for academic credit, without the prior permission of the instructor, of substantial work previously submitted for credit in another course.
11. "School premises" means buildings or grounds owned, leased, operated, controlled, or supervised by Marlene Brooks or Dymond Designs Beauty.
12. "Weapon" means any object or substance designed to cause injury, or incapacity, including, but not limited to, all firearms, pellet guns, switchblade knives, knives with blades three or more inches in length, and chemicals such as "Mace" or teargas.
13. "School-sponsored activity" means any activity on or off School premises, which is initiated, aided, authorized, or supervised by the University.
14. "Sexual misconduct" means non-consensual sexual touching, including, among other things, non-consensual oral sex.
15. "Media/Technology resources" means all technologies that produce, manipulate, store, communicate, or disseminate information. These resources include, but are not limited to, wired and wireless data, video and voice networks, computers for processing information, and other devices for storing and archiving information.
16. Unless otherwise noted, "days" means school days and days Dymond Designs Beauty School is open for business and not calendar days.
17. "Faculty" applies to full-time, fractional-time, part-time faculty as well as Graduate Teaching Assistants, adjuncts, and Academic Staff with teaching duties.

## **2.0 PROHIBITED CONDUCT**

The following conduct is subject to disciplinary action when it occurs in School or in connection with a school course or School documents, or at a School-sponsored activity.

### All forms of academic misbehavior.

1. Forgery, unauthorized alteration, or unauthorized use of any School document or instrument of identification.
2. Physical abuse of another person, or conduct which threatens or endangers another, or verbal or physical threats which cause reasonable apprehension of harm.
3. Unauthorized use, unauthorized possession, or unauthorized storage of a weapon.
4. Intentionally initiating a threat, or false report or false warning, of fire, explosion, or another emergency.
5. Disorderly behavior that interferes with activities authorized, sponsored, or permitted by the school such as teaching, research, administration, and including disorderly behavior that interferes with the freedom of expression of others.
6. Violation of the terms of any disciplinary sanction imposed in accordance with this code.
7. Illegal use, possession, manufacture, or distribution of drugs.
8. Theft of property or services, or intentional or reckless damage to property, of the institution, or of a member of the institutional community, or of a visitor to the University.
9. Knowingly possessing stolen property.
10. Conduct that is a crime under the criminal law of the State of Michigan or the United States.
11. Unauthorized entrance into, or use of, institutional facilities, including computing and telecommunication facilities and systems.
12. Knowingly furnishing false information to the institution.
13. Intentional obstruction or disruption of institutional activities or functions.
14. Failure to comply with the direction of any authorized institutional representative, acting in the performance of his/her duties.
15. Maliciously initiating charges pursuant to this procedure when the initiator knows that the charges are baseless.
16. Misuse or intentional disruption of the University's technological resources.
17. Any form of sexual misconduct.
18. Failure to comply with published School regulations or policies. Such regulations or policies include but are not limited to:
  - a) School statutes prohibiting discrimination and sexual harassment.
  - b) Regulations relating to entry and use of School facilities.
  - c) Regulations relating to sale or consumption of alcoholic beverages.
  - d) Regulations relating to use of vehicles and electronic, amplifying equipment.
  - e) Regulations relating to school demonstrations.
  - f) Regulations relating to misuse of identification.
19. Abuse of the Student Code of Conduct, including but not limited to:
  - a) Deliberate falsification or misrepresentation of information before an Advisory Committee or before an informal conference.
  - b) Disruption or interference with the orderly conduct of an Advisory Committee proceeding.

### **3.0 DISCIPLINARY SANCTIONS**

Students found to have committed an act or acts of misconduct may be subject to one or more of the following sanctions, which shall take effect immediately upon imposition, unless otherwise stated in writing, except as provided in this code. More than one sanction may be imposed for any single violation.

- A. Disciplinary Reprimand. Notification that the student has committed an act of misconduct, and warning that another offense may result in the imposition of a more serious sanction.
- B. Disciplinary Probation. A disciplinary status which does not interfere with the student's right to enroll in and attend classes, but which includes specified requirements or restrictions (as, for example, restrictions upon the students representing the School in any extracurricular activity for a specific period of time as determined in the particular case.
- C. Loss of Privileges. Denial of specified privileges for a designated period of time, including, but not limited to, the privilege of participating in academic activities.
- D. Discretionary Sanctions. Assignments.
- E. Suspension. A denial of the privilege of continuing or enrolling as a student anywhere within the institution, and denial of all rights and privileges conferred by student status, for a specified period of time. At the termination of the suspension the student will be entitled to resume his/her education without meeting any special academic entrance requirements.
- F. Expulsion. A permanent denial of the privilege of continuing or enrolling as a student anywhere within the school, and permanent denial of any and all rights and privileges conferred by student status.
- G. Restitution. The requirement that a student make payment to the School or to another person or group of persons, for damage caused as a result of violation of this code.
- H. Other Sanctions. Other sanctions may be imposed instead of, or in addition to, those specified above.
- I. Among the factors that will be considered in the determination of what sanction is appropriate is whether there have been repeated or aggravated violations. Among the factors that may be considered in mitigation are whether the student has been straightforward and taken responsibility for his/her acts; the nature of the offense and the severity of any damage, injury, or harm resulting from it; and the lack of past disciplinary record of the offender. Because a primary purpose of this code is to protect the School community, a claim that a violation was committed as a matter of "innocent fun" shall not be viewed as a factor in mitigation.
- J. Attempts to commit acts prohibited by this code shall also be punishable.
- K. Students who have left the school, and who, after leaving the school, have used forged School transcripts or other School documents, or have used School transcripts or other School documents with unauthorized alterations, may be subject to one or more of the following sanctions:
  - a) The refusal to provide any further transcripts or other documents.
  - b) The refusal to provide any further transcripts or other documents except directly to institutions or employers.
  - c) The denial of any further enrollment.
  - d) An entry onto the student's transcript, permanently or for a specified period of time.

# **DDBS STUDENT ADMISSION POLICY**

## **ADMISSION REQUIREMENTS**

Students admitted into Dymond Designs Beauty school must have a high school diploma, GED, or college degree. We are required to verify that your proof of education is from a valid high school, college, or GED program. If we determine that your documents are not valid, you will be denied admission to the school. If DDBS has reason to believe that the high school documentation is not valid, the admissions coordinator must evaluate the validity of the student's high school completion. DDBS does not recruit students who are already enrolled in a similar program at another institution. DDBS requires that individuals who are receiving TITLE IV funds complete all the admissions requirements.

### **Admissions Requirements**

- Must be 17 or older with a high school diploma, GED, or college degree.
- Fill out the application in-person or via on-line
- Submit a registration fee: \$100.00 (non-refundable)

## **APPLICANT MUST COMPLETE THE FOLLOWING:**

- Tour the facility
- Complete a personal interview with the admissions coordinator or designee prior to registration.
- Write a 2-paragraph essay about the program of interest and why did they choose DDBS.
- Provide verification documents such as:
  - Social Security Card
  - Driver's License/State Identification
  - Proof of income
- Copy of your high school diploma/GED/Degree or high school transcripts
- Complete Enrollment Contract & Enrollment Documentation

## **HIGH SCHOOL DIPLOMA VERIFICATION POLICY**

The DDBS and the U.S. Department of Education recognize several equivalents to a high school diploma:

- General Educational Development (GED) certificate.
- Certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category).
- An Associate.
- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate degree, but that is acceptable for full credit toward a bachelor's degree at any institution: or
- Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.
- Foreign diplomas.

## **FOREIGN DIPLOMA POLICY**

Must have evidence that verification of a foreign high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

- 1) Note: High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement if the diploma is equivalent to a U.S. high school diploma.
- 2) Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States, at your own expense.



At student's expense the student can contact one of the Translation/Evaluation Companies (check with your state to see which ones meet their requirements) for an official certification and translation of the student's foreign high school diploma or transcript:

Fees vary by each organization and type of evaluation and translation requested.

### **ACCEPTANCE:**

After an applicant has completed the enrollment application process the admissions coordinator will review the applicant required admissions materials and access the personal interview to determine acceptance. Upon the decision of the enrollment, the applicant will receive notification of the acceptance or denial letter via email, telephone, or in-person. **Note: All applicants must go through the entire enrollment application process (detailed in catalog, online publication, and enrollment application).**

### **ENROLLMENT INFORMATION:**

Enrollment periods: DDBS is on a continuous enrollment schedule, thus placement will be depending upon space availability. Please contact DDBS for exact start dates, holidays, and school closures: DDBS allows the following holidays off: New Year's Day, Dr. Martin Luther King Jr., Memorial and Independence, Labor Day, Thanksgiving and December 24th and 25th.

### **ENROLLMENT CONTRACT:**

DDBS clearly outlines the obligation of both the school and the student in the Enrollment Agreement Contract. A copy of the Enrollment Agreement Contract and information covering costs and payment plans will be furnished to students prior to the beginning of class attendance.

### **ORIENTATION**

All applicants accepted into the program **MUST** attend the school's orientation to complete signing necessary documents, review all schools' policies, procedures, and plans, receive the Student Handbook & Catalog, receive their syllabus/ course outline and curriculum, and orientate for user-groups after they have been accepted into the program of choice.

### **ALCOHOL AND DRUG POLICY**

The alcohol and drug policy can be found in DDBS's Title IV Manual in hard copy print and on digital print via website and throughout the campus.

### **STUDENTS CONVICTED OF POSSESSION OF POSSESSION OR SALE OF DRUGS**

Federal Penalties for Drug Violations according to the U.S. Department of Education Office of National Drug Control Policy.

1. Period of ineligibility for Federal Student Aids Funds: **Possession of Illegal Drugs**
  - a) Only one time for possession of illegal drugs-1 year of ineligibility to receive Title IV funds after date of conviction
  - b) Two times for possession of illegal drugs -2 years of ineligibility to receive Title IV funds after date of the second conviction.
  - c) Three or more times for possession of illegal drugs -ineligible to receive Title IV funds for an indefinite period after date of third conviction.
2. Period of ineligibility Federal Student Aid Funds-**Sale of Illegal Drugs**
  - a) Only one time for the sale of illegal drugs- 2 year of ineligibility to receive Title IV funds after date of conviction.
  - b) Two times for the sale of illegal drugs ineligible to receive Title IV funds for an indefinite period after date of the second conviction.

**\*\*Note:** Under the law, an indefinite period of ineligibility continues unless the conviction is overturned or otherwise rendered invalid or the student meets one of the two early reinstatement requirements specified above.

### **PAYMENT SCHEDULE:**

DDBS offers a of monthly financial payments schedules that includes a cash payment agreement upon enrollment. See DDBS Admissions Leader or Financial aid leader for details.

### **ADMISSIONS AND RECRUITING:**

Any changes to these publications, rules of admissions, contract enrollment agreements and/or any printed admissions information will be given to all current, prospect, and future students in a timely manner.

## **DDBS STUDENT ADMISSION PROCEDURE**

### **PROCEDURE:**

1. Applicants must complete and apply prior to registration in person or online at [www.ddbs.edu](http://www.ddbs.edu).
2. Applicants must set up an appointment for entrance interview and campus tour. The admissions coordinator will give applicant all required admissions materials to for acceptance into the intuition program of choice such as: high school diploma, GED, high school transcript, college degree, State I.D., driver's license and/or birth certificate and social security. The applicant will also be given all funding options.
3. Once an applicant has been assessed he/she will be notified of denial or acceptance by letter via email, in-person, and telephone.
4. Once an applicant is accepted a \$100.00 registration fee (non-refundable) must be paid within the school's business center and review of tuition cost and payment options must be evaluated and determined. This fee may also be included in the general cost of tuition and not prior to enrollment at the discretion of the Director.
5. After payment options have been established within the business center and the enrollment agreements and financial documents have been signed, the applicant must set up an orientation date. **ALL APPLICANTS MUST ATTEND AN ORIENTATION.** The admissions coordinator and/ or financial aid advisor will advise applicants of all orientation dates.
6. During the orientation the applicant will sign and review all necessary documents during orientation such as enrollment forms, tuition agreements, student catalogs/handbooks, course outline/curriculum, plans/policies/procedures, and must train for user-group.

### **All Admissions Representatives are required to adhere and verify the following for enrollment process:**

- Applicant's application
- Social Security Card
- High school diploma, GED, college degree, State I.D., Driver's License, or birth certificate
- Tour the facility
- In-Person Interview
- Applicant essay
- Paid registration fee

# **Dymond Designs Beauty School**

## **STUDENT ACCESS TO FILES AND RECORDS**

### **PROCEDURE:**

A student can review any items in his/her student file after a written request has been submitted, reviewed, and approved by the records clerk and director. A request must be submitted in writing to an instructor or the records clerk. This request will be granted within a reasonable amount of time (1-2 business days). No student may remove any items from their file at any time while viewing the file. However, a copy may be made. The Director of Operations and Records Clerk is the official custodian of the records. All records will be maintained for a period of 5-7 years from the date of graduation or release/ termination from the school and kept in the main records room in a fireproof locked cabinet. The Director of Operations or Records Clerk may request other school personnel to assist in answering any questions that the students may have regarding their records.

### **PROCESS:**

In cases where access to student education information is requested, except as provided in this policy, a written request to view the files must be made by the student to their instructor. The instructor will give the request to The Records Clerk or Director of Operations within 3 business. A date and time will be granted for the student to have access to their files. The student or anyone that the student authorizes to view records shall examine the file in the presence of the Director of Operations and /or another person(s) designated by her/him. The record itself may not be taken from the school premises. However, upon request, one copy of the records shall be provided within a reasonable time at no charge.

If a request from an outside agency for information regarding a student is received, the school will not release any information without the student's express permission. The request must be made in writing, clearly stating the agency requesting the information, and including the student's signature. Only the Director of Operations or records clerk will be allowed to release information.

Documentation of any correspondence will be placed in the student's file. The school will not disclose personal, identifiable information from the records of a student without written consent from the student to the following parties:

- Any school employee who has a "need to know" basis.
- Any organization that is doing authorized studies or reports for the school.
- Individuals who have obtained court orders or subpoenas, or in case of health and/or safety emergencies.

Location: 3300 E. Jefferson Ave Ste. 450 Detroit, MI 48207

Main Telephone Number: 313-974-6164

[www.ddbs.edu](http://www.ddbs.edu)

## **DDBS PROGRAM AND INSTITUTIONAL OUTCOMES FOLLOW-UP PLAN**

This plan ensures that the institution is evaluating program outcomes systemically with the purpose of assessing program efficiency, effectiveness, and relevancy by achieving specified quantitative requirements for the following: completion, placement, and licensure data. This plan also has a follow-up plan implemented to identify the responsibility for coordination, survey completers, and employers to assess the level of satisfaction, methods of data collection for completion, placements, and licensures, and data collected from completers and employers that focuses on program effectiveness and the evaluation of this plan.

### **Follow-up Surveys**

Follow-up surveys are conducted for students, graduates, and employers that hire DDBS graduates. The surveys are used to collect data for program effectiveness, various modes of delivery, relevance to job requirements and completion and licensure exams data. All follow-up data is made available to instructional personnel and administrative staff during our end of the year mandatory meeting. Various media resources, equipment, training methods, CPL data and strategic plan are reviewed and or altered if a need is presented.

### **Placement and Follow-up Data**

Placement and follow-up data are used to evaluate and improve the quality of program outcomes as well as the success of the institution in achieving its mission and is reviewed by staff, instructional personnel, administration, Director of Operations, and Institutional/ Occupational Advisory Committees. The workforce and career recruiter tracks data for all completion, placements, licensures, and testing data through DDBS's Completion, Placement, Licensure, and Testing Dates Trackers. All institutional employees are encouraged to make a recommendation upon the adjournment of our Employee Meeting after all data has been reviewed, distributed, and discussed. All reviews take place prior to the upcoming new year. The end of the year meeting is mandatory for all institutional instructional, administrative and supervisory staff.

### **Collection of Data on Completion, Placement, Follow-up, and Licensure**

#### **Exams and Pass Rates**

DDBS is a smaller organization, so data collection is a combination of effort from all staff. Whether it's an instructional, administrative, or supervisory staff member, all are a part of the gathering of follow-up data and the processes. All Student files are kept on the main campus which includes: the period of enrollment, financials, academic and current educational progress records. The files are kept on campus for a period of no less than 5-7 years from the date of enrollment. The instructors are responsible for making sure all students fill out an exit survey form upon final interview with the Director of Operations

and completion of the student's respective program. All data from the survey is then entered into a software program for data organization which will make information retrievable upon job placement and licensure notifications. The Director of Operations verifies with instructors that they have collected exit surveys for all students. Once collected, the Director of Operations will review and exit students out of the program. During this process the Workforce and Career Recruiter is setting up job placements and interviews for the students and the business center is preparing students to receive licensure exam dates through the State of Michigan (LARA). After all data has been collected the records clerk will enter all data into the student digital and hard-copy file and into the completion and placement tracker. Further data of student placements and licensure exams are collected by the workforce development and career recruiter, instructors, and the admissions coordinator. Once the student has completed the program the student will complete the licensure and placement survey which allows DDBS to track student licensure exam pass rates accurately after the student has graduated. The means of collecting placement data is in the form of the employer affiliate with students sending an employment offer through email, exit surveys from the students, social media, via telephone, or web retrieval. Verifiable collection of state exams and licensure data is by means of the State of Michigan.

**Exit Surveys and evaluation from the Program Completers, and Employers of Completers for determination of Program Effectiveness.**

DDBS believes in delivering top notch education and to do so, we must provide track data and metrics so we can measure the success of our programs and the impact we make on those we have the opportunity to train. Program effectiveness is evaluated by distributing survey feedback forms to our completers and employers of completers. The questions on the survey ask specific quality questions to determine if we are meeting our mission statement in providing quality training programs. Getting "real time" feedback from the employers and graduates of our program helps us to grow and strengthen areas of weakness or that are underdeveloped. Upon annual review of the survey feedback forms at our mandatory end of the year employee meetings we ask for feedback, suggestions, or comments on areas of development. We measure our outcomes by our licensure/placement rates and retention of students that graduate and complete their program. Exit surveys that are complete help us to recognize what our graduates and employers see as our strengths and weaknesses for our program method of delivery. Questions asked on the survey allow us to see the satisfaction with our school and quality of candidates sent to our hiring partner affiliates. Items on the exit surveys ask questions such as the level of rating on topics as follows,

but not limited to: Modes of training delivery, facility and equipment, curriculum, instructor review, media resources, level of skill developed by a graduate, etc.

## **Evaluation and Review**

DDBS believes that an evaluation of all program and institutional outcomes should be reviewed on an annual basis with all staff including Administrative, Instructional and Supervisory, and no less than an annual basis with Institutional and Occupational Committee members. The addition, deletion and revision of the plan is on an as needed basis but will take place no less than on an annual basis unless the need arises. The distribution and review of the plan and all collected data for follow up, placement and institutional outcomes data helps us to continue to strive to meet excellence in our overall efforts for successful outcomes.

## **Procedures**

1. Data Collection upon Enrollment
2. Immediate meeting or interview with Admissions Coordinator or Workforce Development and Career recruiter.
3. Students will be notified of their needed efforts to report licensure and job placement data with the use of the student licensure and placement survey feedback forms upon completion and the assistance of the State of Michigan website that allows DDBS to verify exams and licensure data.
4. All data for placement and licensure are collected from Instructors, Admissions Coordinator, Workforce and Career Recruiter, and all other administrative staff members in the form of exit surveys, licensure and placement surveys, social media, online platform retrieval, state of Michigan licensure follow-ups, testing centers, and employer partners that has hire our graduates. Contact can be made via telephone, email, text messages, social media, and our school's communication app called Remind.
5. The Workforce Development Recruiter, Admissions Coordinator, Director of Operations, and Records Clerk are responsible for housing collected data in the Student Information File System digital/hard copy format which is in the locked fire-proof safe cabinet and located on company's computers which is also back up all data collected by a third-party IT Company.
6. The collected data is gathered, evaluated, and analyzed on an annual basis at staff meetings and Institutional/Occupational Committee Members meetings.

7. All staff instructional staff are to report all student evaluations, SAP's, academic counseling forms, and daily minimum practical application forms signed by students and instructors to assist in tracking student retention and follow-up.
8. Revision to the plan is done on an "as needed basis", but no less than annually.

### **Student Follow-up**

Student records that do not show exemption from follow-up, placement, or follow-up information are considered unverifiable. The workforce development recruiter, instructors, records clerk, admissions coordinator, or the director of operations will review the Student Outcome reports to evaluate student needs and retention, with a further evaluation and follow-up with the student after review. Student follow-up attendance and performance records are reviewed on no less than an annual basis. All feedback is assessed and gathered, it is at this time the recommendations for change, adjustment or implementation are made. All feedback from the staff and committee members is taken into consideration and the plan is updated by the Director of Operations immediately after final review.

### **Follow-up methods**

1. Employee/student emails, or verbal communication.
2. Student and Employer feedback forms for placement, exams, and licensure
3. Student Exit surveys for placement
4. Student Licensure and Placement Data Survey forms
5. Emails, text, remind messages from students verifying employment.
6. Calling the State for licensure and exam data
7. Call testing centers for passing or failing records.
8. Director of Operations and Admissions Coordinator verbal verification from student and or employers
9. Social media and online platform retrievals
10. Open house and employer affiliate partner hiring events on campus for verification of employment.

### **Follow-up methods Continued**

The Admissions Coordinator, Workforce Development and Career Recruiter, and Instructors will contact the student to complete the exam, licensure, and placement data survey after the completion of the program. All employers of graduates will be contacted to complete an employer placement data survey to provide feedback on the quality of the former student's knowledge, skills and performance or the Occupational Committee Members will communicate with the employer partners to gather the necessary program and institutional outcomes data.

## **EFFECTIVENESS OF STUDENT SERVICES PLAN**

### **Purpose:**

The purpose of the Plan is to address student retention, responsibilities for coordination, counseling of students, evaluation of this plan, academic advisement/counseling, career guidance, reasonable accommodations for special needs students, and how evaluations results are shared with staff continuously for the effectiveness of ensuring all student services are improving. The Director of Operations will be responsible for this plan, but it will be the duty of all that participate in the career success of our students to play a part in the facilitation of the overall procedures. This plan includes input from faculty.

### **Objective:**

To ensure the plan meets the needs of the students, staff, and employers we serve. DDBS's main objective in achieving the purpose of the plan is to make sure that the plan is focusing the energy that is deployed in support of student retention and completion achievement. This plan is reviewed annually and surveyed with timely and meaningful interaction between the students and the staff to assure that DDBS has identified the needs of our students in a timely and accurately.

### **Personnel Responsible:**

The Director of Operations, faculty, instructional staff, and all personnel are responsible for implementing. The admissions coordinator must inform the instructors that a student is disabled or needs accommodation or assistance due to a disability. After the staff has been informed the Director of Operations will be informed to create a plan of action.

### **Procedure for student services:**

- DDBS requires that students meet at least once with the following: their instructor or Director of Operations for academic counseling/assistance, workforce development recruiter career recruiter for job placement, and admissions to correspond about all services needed.
- DDBS will utilize the instructors, Director of Operations, and the Workforce Development Career Recruiter to aid in the assistance of the student's counseling, overall performance, participation, and educational journey from enrollment to job placement.
- The Workforce Development Career Recruiter will assist in gathering all required data for job placement and the effort to increase student retention and the data associated with retention will be the responsibility of the Director of Operations and Instructors.
- The instructors will oversee making sure the clinical floor is active and the needs of the students to perform the clinical services in the community is provided. Instructors are responsible for making sure that students have high engagement in their program from



hands-on /work-based training to lecture knowledge (theory); which, will ultimately sustain higher retention rates.

- The Records and Placement Department is supervised by the Director of Operations and maintained by the Records Clerk and the Workforce Development Career Recruiter. The Records Clerk will service alumnae needs, transcript/ educational record request, and the Workforce Development Career Recruiter will assist with placement requests in a timely and efficient manner.
- Confidentiality will be followed in the keeping, documenting, and sharing of files or student sensitive data and will be managed by the Director of Operations.
- Student support services and assistance with academic advisement and assistance will be the responsibility of all faculty.
- All students will be given access to learning resources both digital and print and will be given the passcode to the school's internal server to access educational materials to ensure a successful program outcome and student retention.
- Students will be given progress reports, program assessments, and practical skills tests to ensure they are held accountable for quantitative and qualitative performance, thus ensuring students have more personal "stake" in the game.
- Students will have the opportunity to meet with potential employers and will have meaningful interaction for job opportunities upon graduation.
- Students will be given their own student portal which allows them to view grades, attendance, financial status, and the ability to update their personal information.

#### **Plan for retention and student services:**

- To promote student success and higher retention rates which can be persistent through graduation, DDBS strives to focus on improving the classrooms and clinical floor organization and management. DDBS believes that if students fail in the classroom and on the clinical floor work-based training, one course at a time, they fail in job placement. Consequently, improving classroom/clinical practices in these ways: expectations, support, assessment, feedback, involvement, communication skills, time management, academic/social integration, and employer involvement.
- First, clearly defined expectations in the classroom can help students to develop realistic expectations and begin to plan their time according to competing demands in the

discipline area. All faculty members should provide clear information about course requirements, assignments, examinations, and projects. Furthermore, faculty should retain high expectations of students.

- Academic support is vital to students as they strive to meet high expectations. For underrepresented and underserved students joining our community, academic support can make or break their initial experience. DDBS sets forth internal support when external challenges for students directly impact their ability to participate in daily learning. Student mentors and faculty advisors can serve to provide a social and academic support network to struggling students.
- Frequent assessments, feedback, communication, time management, and academic/social integration can keep students informed of their progress and allow them the opportunity for correction and give the student the opportunities not only create an environment that promotes self-reflection on progress but also encourage students to think about what they are learning as they are learning.
- DDBS has a firm commitment to ensure that all students receive a quality education and experience. All efforts for retention are based on ethical conduct and clear academic goals. It is imperative that students, staff, and administrators are responsible for upholding the school's mission. DDBS is prepared to serve its students and offer the most comprehensive support services to retain its students and increase its population.

### **Special needs accommodation**

DDBS has a non-discrimination policy that complies with section 504 of the rehabilitation act and the Americans with Disabilities Act which are federal laws that prohibit discrimination based on disability. DDBS must provide academic adjustments, auxiliary aids and reasonable accommodations to students with disabilities that are necessary to ensure students are not denied the benefits of, or excluded from participation in, the school program.

### **Evaluation:**

- The evaluation of the plan will be a combined effort from the Director of Operations, Workforce Development Career Recruiter, Admissions Coordinator, and the instructors which are also responsible for maintaining and gathering data. The Records Clerk is responsible for student records and data such as clock-hours, recording student minimum practical application hours, and attendance. The Director of Operations is ultimately responsible for the compliance of all records and student data.

- The student retention and CPL data will be reviewed on no less than an annual basis by all staff, committees, and employers at the annual meetings. It will be at this time all recommendations, suggestions and comments on student services and student retention will be addressed. We will assess if we are hitting our completion, placement, and licensure metrics.
- Student, employer, graduate, and employee surveys are reviewed to see if DDBS is meeting the needs of those that we serve.
- The Director of Operations, Instructors, and all other management/administrative staff will make recommendations, suggestions and report findings of noncompliance or potential deficiencies reported on the survey feedback forms.
- The Occupational and Institutional Advisory Board Committees will have the opportunity to assess all information from survey feedback forms from the students, employers and all staff on an annual basis and make recommendations for deletion, addition, or potential changes in the event they deem necessary findings should be addressed.
- The Director of Operations, Workforce Development Career Recruiter, and Admissions Coordinator will evaluate all feedback after the annual and biannual meetings have taken place and discuss the final changes, additions, or deletions to the plan to further support the students.
- All final changes will be made to the plan by the Director of Operations and will be updated and then shared with all staff, management, and committee members at the next biannual or annual meeting. Changes will be available immediately to all on the website in digital and in print format in the Director of Operations Office and throughout the institution.
- The plan will also be available to all students, staff, and visitors of the facility. This plan is located on the school's website in digital format and in print inside the student handbook and operational manual located inside the media resource room and administrative offices.
- An email will be sent to all staff and board members regarding the plan's changes and the newly revised plan will be attached to the email.
- The plan will be continually monitored and assessed throughout the year and changes will be made sooner if necessary than annually if the need arises.



## EMERGENCY PLAN



***Terror***



***Fire***



***Severe storm***



***Tornado***

*Version Date: 2024-2026*

3300 E. JEFFERSON STE 450  
DETROIT, MI 48207  
MAIN PHONE LINE: 313-974-6164  
[www.ddbs.edu](http://www.ddbs.edu)

## **PURPOSE**

DDBS provides employment opportunities in the Beauty Industry to the students we serve. Sometimes incidents may emerge that require immediate actions therefore it is mandatory that the school has an emergency readiness plan. The purpose of the Emergency Response and Evacuation Plan (EREP) is to ensure the safety of all who work, attend, or visit the school's campus in accordance with local, state, and federal regulations.

DDBS campus is required to maintain an Emergency Response and Evacuation Plan (EREP) which incorporates the five phases of emergency preparedness: **Prevention, Protection, Mitigation, Response, and Recovery**. Together these elements assist in ensuring campus faculty, students and visitors alike have guided instructions outlined and detailed in the event of an emergency and evacuation. The chief operations officer/director is designated as the emergency safety authority (ESA). In this role, the chief operations officer shall be responsible for reporting and ensuring the evacuation of the campus in case of an emergency.

Within the procedures for terror, fire, severe storm, and storm that preventative, protective, mitigation, responses, and recovery is implemented with the goal for preparedness.

## **PERSONNEL RESPONSIBLE**

### **Employee Responsibilities**

- Reporting any emergency
- Reading and understanding this Procedures
- Awareness of primary secondary emergencies exists.
- Asking questions when any Information is unclear, or not understood.
- Understanding the proper operation of emergency evacuation equipment.
- Informing Director/Manager of special emergency evacuation needs.

### **Director of Operations Responsibilities**

- Providing staff, students, and visitors emergency response information and training
- Identifying mobility impaired employees/students/patrons who might need assistance during the evacuation.
- Provide opportunities for employees to ask questions.
- Reporting to all agencies and follow-up

## **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Types of emergencies to be reported by Director of Operations are:

- Fire
- Bomb Threat
- Severe Weather
- Public Lockdowns
- Limited Lockdowns
- Directional Evacuations
- Other (specify)\_\_\_\_\_
- (e.g., terrorist attack/hostage taking

## **FIRE EMERGENCY**

### **Procedure**

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling 313-596-2900.
- If the fire alarm is not available, notify the Director at 248-506-6888 and she will notify the landlord.

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the rear parking lot next to the chase bank.
- Remain outside until the Director of Operations announces that it is safe to reenter.

ESA must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate headcount of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures.

All members of the staff must:

- Ensure that all employees have evacuated the building.
- Report any problems to the Director of Operations at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

## **EVACUATION ROUTES**

Evacuation route maps are posted throughout the institution, classrooms, and work areas. Faculty and staff should know at least two evacuation routes. The following information is marked on evacuation maps:

- Emergency exits.
- Primary and secondary evacuation routes.
- Locations of fire extinguishers.
- Fire alarm pull stations location.

## TELEPHONE BOMB THREAT CHECKLIST

### Procedure

The official procedure for a bomb threat is to remain calm and do not hang up the phone. Keep the caller on the line for as long as possible. If possible, signal another staff member to listen to & notify the Director and authorities. If the phone has a display, copy the number and/or letters on the display. Immediately call the police department to report the threat. Notify the Director and complete the procedure. Having evaluated the creditability of the threat, it should be necessary to decide whether to 1) take no action 2) search without evacuation 3) initiate a partial evacuation 4) conduct a complete evacuation and search.

### Evacuation

1. Check evacuation routes according to where you are located within the campus. Evacuation routes are located throughout the campus and outside every classroom.
2. Establish a signal. For example: a drill/ or someone calmly asking people to exit the building.
3. The supervisory team and instructors must prepare to direct and control the evacuees with calmness and reassurance.
4. Evacuation areas are on the corner of Jefferson and Addair across from Chase Bank.
5. Remember, re-entry into the building unauthorized should not be permitted during the evacuation phase.

### Bomb Facts

**PRETEND DIFFICULTY HEARING\* KEEP CALLER TALKING \*IF THE CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:**

When will it go off?

Certain Hour?

Time remaining?

Where is it located?

Building?

Area?

What kind of bomb?

What kind of package?

How do you know so much about the bomb?

What is your name and address?

If the building is occupied, inform the caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose the same line and dial \*57 (if your phone has this capability). Listen for the confirmation announcement and hang up.

Call Security which is on campus grounds at **313- 259-5578** and relay information about the call.

Did the caller appear familiar with the campus (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach it to his checklist. Notify the Director of Operations immediately.

## **SEVERE WEATHER**

### **Procedures for the following:**

#### **TORNADO:**

- When a warning is issued by sirens or other means, seek inside shelter.
  - Consider the following:**
    - Small interior rooms on the lowest floor and without windows,
    - Hallways on the lowest floor away from doors and windows, and
    - Rooms constructed with reinforced concrete, brick, or block with no windows.
    - Stay away from outside walls and windows.
    - Use Arms to protect the head and neck.
    - Remain sheltered until the tornado threat is announced to be over.

#### **EARTHQUAKE:**

- Stay calm and await instructions from the ESA.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the ESA.

#### **FLOOD:**

##### **If indoors:**

- Be ready to evacuate as directed by the ESA.
- Follow the recommended primary or secondary evacuation routes.

##### **If outdoors:**

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If a car stalls, abandon it immediately and climb to higher ground.

#### **Blizzard:**

##### **If indoors:**

- Stay calm and await instructions from the ESA.
- Stay indoors!
  - If there is no heat:**
    - Close off unneeded rooms or areas
    - Stuff towels or rags in cracks under doors.
    - Cover windows at night.
- Eat and Drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available.

##### **If outdoors:**

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

##### **If stranded in a car or truck:**

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the window a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.



## **LOCK-DOWNS**

### **Procedure**

In the event of an emergency and notification of a campus lockdown, please follow the procedures below.

- Remain calm. Encourage others to remain calm.
- Immediately cease all activity (i.e., teaching, group work, meetings etc....)
- Lock or barricade all doors where possible, use furniture or desk as cover.
- If possible, cover any windows or openings that have a direct line of sight into a hallway.
- Shut the blinds or pull the shades down. Turn off the lights and try to give the impression that the room is empty.
- Stay low, away from windows and doors.
- Sit on the floor or crouch under or behind desks and bookshelves where possible, to be as invisible as possible.
- Immediately put all cell phones on “Vibrate” or “Silent” mode. Calls to 911 should be made only if specific information becomes available regarding the location or conduct of the intruder or if the status of the emergency changes.
- Be as quiet as possible.
- DO NOT respond to anyone at the door until an “all clear” message is received via campus notification systems or if you are certain that it is safe to do so (i.e., if police are at the door.)
- If you are directed by the police to leave your secure area, assist others in moving as quietly as possible.
- Do not sound the fire alarm in the building unless there is a fire. People may be placed in harm’s way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke or see fire in your area.
- If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building with your hands raised above your head and palms facing outward and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object (i.e., vehicle, tree). Notify 911 of your location when safe to do so. If off-campus do not return and follow official instructions from the campus notification system.
- Be aware of alternate exits if it becomes necessary to flee.

## **TERRORISTS ATTACKS**

### **Procedure**

DDBS has active shooter and stop the bleeding training yearly to prepare for any events of terrorists. Within this plan you will find the appropriate procedures for such attacks.

- Remain calm and be patient.
- Listen to instructions from authorities.
- If an event occurs near you, check for injuries. Give first aid and help seriously injured people.
- Check for damage.
- If needed, shut down damaged utilities.
- Proceed to a room that can be locked.
- Close and lock all doors/ turn off lights.
- Get on the floor.
- Call 911
- Advise dispatcher of what’s taking place and location
- Remain in place until police or director known to you gives you the clear
- Remain calm until police can assist and exit you out of the building.

## **REPORTING FIRE OR OTHER EMERGENCIES**

In case of natural disasters, fires, and other emergencies, the staff must report to the following:

### **EMERGENCY RESPONSE PHONE NUMBERS**

Campus non-emergencies	248-506-6888
Campus Emergencies	911
Police Department	313-596-5700
Fire Department	313-596-2900
Ambulance	313-879-2020
Severe weather updates	local channel 2 & 4 se-miclosings.com remind app.

For additional information, please contact the school director at 313-974-6164 ext. 105.

### **MARLENE BROOKS**

Marlene Brooks, CEO  
Dymond Designs Beauty School  
3300 E. Jefferson suite, 450  
Detroit, Michigan 48207  
Cell Number: 248-506-6888  
Work: 313-974-6164 3xt 105

## ACTIVE BOMB THREAT FORM

YOUR NAME: \_\_\_\_\_

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLERS IDENTITY SEX: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_

APPROXIMATE AGE: \_\_\_\_\_ ORIGIN OF CALL: Local \_\_\_\_\_ Long distance \_\_\_\_\_

VOICE CHARACTERISTICS	SPEECH	MANNER	LANGUAGE
___ Loud	___ Fast	___ Calm	___ Excellent
___ Soft		___ Angry	___ Good
___ High Pitch	___ Distinct	___ Rational	___ Fair
___ Deep	___ Stutter	___ Irrational	___ Poor
___ Raspy	___ Slurred	___ Coherent	___ Foul
___ Pleasant	___ Slow	___ Incoherent	___ Nasal
___ Intoxicated	___ Distorted	___ Deliberate	___ Other
___ Other	___ Nasal	___ Righteous	<b>BACKGROUND</b>
<b>ACCENT</b>	___ Other	___ Emotional	<b>NOISES</b>
___ Local		___ Laughing	___ Factory
___ Foreign			___ Machines
___ Race			___ Trains
___ Not Local			___ Music
___ Region			___ Other

## HEALTH & SAFETY PLAN SECTIONS

### Overview

The DDBS administrative, instructional, and support staff is diligent in ensuring a safe, orderly, and positive physical learning environment for the protection of the Health and Safety of students, staff, and guests. The Michigan Consumer and Industry Service Board of Examiner and Cosmetology (Policy and Procedures) along with the OSHA Guidelines is implemented to fulfill the goal of a safe and healthy environment daily. DDBS school policies, processes, and procedures relating to Health and Safety issues are implemented, regularly evaluated, and revised with input from employees, board members and students. In addition, all staff must follow a system for reporting and investigating accidents. The school has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, students, and to protect and conserve DDBS equipment, employees must comply with the following requirements:

1. Observe safety rules: familiarize yourself with DDBS'S critical plan for fire evacuation, incident plans/ procedures and emergency preparedness protocols which is available inside the media resource room and in the administrative offices:
2. Always keep work areas clean and orderly
3. Immediately report all accidents to the Director of Operations, Administrative Team Member or Instructor.
4. All students **MUST** operate instructional material/equipment only after proper training has been administered and under the supervision of Instructor/and or School Director.
5. Instructors/Faculty **MUST** read directions before using any instructional equipment.
6. All students must always wear their uniform, face mask, name tag, with closed toe shoes that have a rubber sole while on campus. **(NO TENNIS/GYM SHOES, HIGH HEELS, or OPEN-TOE ARE ALLOWED)**. Students may purchase face masks, DDBS T-shirts, and uniforms from the school.
7. Employees/Students/Patrons with questions or concerns relating to safety programs and issues should contact the Director of Operations, or the Police department/Fire department. The local numbers are posted on the walls of the institution and in your student, manual made available prior to enrollment.

1. **Visitors in the Workplace:** All visitors are required to enter the facility through the main

entrance and check in at the front desk with a sign in sheet, (stating name, phone number, email, and reason for the visit). All visitors **MUST** sign the Covid-19 questionnaire before entering the campus. Unless escorted by staff, school visitors must show proper identification and be screened through the school's management or clinical floor director. Please note this is to ensure the safety of our students, employees, and guests. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

No employee of the school shall have a weapon in his/her possession while on school property or at a school activity. Guns whether operable or inoperable, loaded or unloaded, facsimile weapons or antique weapons may not be brought on to school property including the parking lot or to a school activity. Any weapon confiscated shall be immediately turned over to the Director of Operations who shall turn the weapon over to the proper authorities. Authorized law enforcement officers may have weapons in their possession while on duty. DDBS enforces that all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying.

2. **Accident Reporting System:** The following are general processes and procedures designed to assure students, staff, and guests that DDBS provides a safe and healthy environment in which to teach and learn. DDBS follows district policies and procedures regarding the reporting of accidents to employees, students, or the public. If an employee/student suffers work/school related injury/illness, DDBS is committed to returning them to the same status of function they enjoyed before the injury/illness and bringing them back to work/classes as quickly as possible. As an employee/student, you have a right to receive timely and appropriate medical care for injuries sustained during or arising out of your employment or classroom activities. Receive timely and understandable information concerning your treatment including available alternatives and their potential effectiveness. Receive your treatment with dignity, courtesy, respect, privacy, and with all the confidentiality specified. Request a one-time independent medical examination. As an employee/student, you are responsible to: Immediately report any injury received on the job or inside the school to the Instructor or Team Member. The employee/student must notify his/her Director of Operations, who in turn, will receive urgent care/ medical/ ambulance authorization prior to obtaining care. The injured employee/student must be available by telephone to discuss his/her injury status with the Director of Operations. **ALL INJURIES SHOULD BE REPORTED THE SAME DAY THEY OCCUR WITHOUT DELAY.** Emergency Care: If it is a true emergency, have someone call 911 or take you to the nearest emergency room. Please contact your immediate instructor or School Director to help facilitate. Any additional medical care that is needed will be coordinated through them whether you are an employee or a student.
3. **Accident Investigation System:** The Faculty/Instructor completes a Health and Injury Report as necessary and submits the report to the Director of Operation administration. The Director of Operations will submit the report to the Records Clerk to be uploaded into the secure digital file and the hard copy will be filed away in employee/student records before the end of the working day on which the incident is reported. An Incident Report is to be submitted to the Director of Operations and will be investigated through department procedures. A copy of the file will also be put into the respective student or employee file and held on campus for a period of no less than 5 years.
4. **Site Emergency Plan:** Every DDBS classroom and clinical area has access to the campus Evacuation and Safety/ Health emergency plan located in the administrative offices and the media resource room. The plan is designed as a quick reference resource for the classrooms and is part of the DDBS student handbook, Emergency plan, Operational Manuel, and Employee handbook. It provides essential information to assist staff in responding to a wide range of threats and hazards that may affect the school. The DDBS Emergency Operations Plan is aligned with the

emergency planning practices at national, state, and local levels – and includes the five phases of emergency preparedness: Prevention, Protection, Mitigation, Response, and Recovery. Part of the school Emergency Operations Plan requires the school site to conduct regular drills for various scenarios. (Fire, bomb threat, severe weather, public lockdowns, limited lockdowns, directional evacuations, etc.) For staff, students, and visitors to be prepared during critical incidents, the Site Emergency Plan has easy-to-follow directions, scripts, and staff responsibilities for each critical incident. DDBS utilizes the trainers from the local Police Department who will come in to train the staff and students on the above-mentioned critical, emergency, potential situations. Signals or codes identify the nature of the threat or danger. Each classroom has an Emergency Evacuation Map posted on the walls outside of the classroom and throughout the institution that Instructors discuss with their classes.

The school has fire drills through the fire department and two practice drills. Drills are conducted so that students and personnel can react quickly and appropriately to an actual incident on campus. This plan is revised annually or more frequently if needed.

5. **Crisis Response Plan:** The DDBS Crisis Response Plan in the Student handbook is part of the DDBS Emergency Operations Plan. It provides the school site with a guide for effective response to a critical incident. The plan is divided into five sections including Hazard Analysis, Method of Operations, Emergency Management Goals and Objectives. The site will be adequately prepared to deal with an emergency. Roles and responsibilities will be outlined to aid in the organization of preparation, response, and recovery from a threatened or actual emergency.
6. **Fire Extinguisher Maintenance Plan:** All fire extinguishers and the fire alarm systems are maintained by DDBS through the Detroit Fire Department and sprinkler system by the landlord (A.F. Jonna Management). They are checked by employees for maintenance and tested for efficiency. Annual inspections from the Fire Marshall are given and Biennial inspections from the City of Detroit Building and Safety Engineering and Environmental Department and Property Maintenance Division.
7. **Evaluation & Revision** DDBS's Health and Safety Plan is reviewed annually by DDBS school's committees, employers, employees, and students and is revised as necessary. The Health and Safety Plan is distributed to all Employees and Students during Employee/Student Orientation and is available to students in the Student Handbook and Catalog, to employees in the Employee Handbook, and to visitors inside the Operational Manuel located in the administrative offices and with the institution's website. Survey Feedback forms are used by employees, committees, and students to evaluate the Health & Safety Plan for additions, deletions, or revisions.
8. **Incident Report** Students, employees, and all visitors will use this form to report all school related injuries, illness, or "near miss" events (which could have caused an injury or illness) – no matter how minor. This helps us to identify student plans/procedures and emergency preparedness protocols and correct hazards before they cause serious injuries. This form shall be completed by employees/students/visitors as soon as possible and given to the school Director of Operations, Administrative Staff, or Instructor for further action. Always keep work areas, classrooms, common areas, break rooms, waiting area clean and orderly. Immediately report all accidents to the school Director of Operations, Faculty, Staff, or Instructor. Instructors and Faculty will only use or operate all instructional material/equipment after proper training has been administered and directions have been read and students under the supervision of an Instructor, Faculty, Director of Operations. All employees must wear a lab coat, mask, and badge while on campus and students must always be in uniform, wear mask, and have their name tags while on campus (badges/masks can be purchased by students or staff on campus). All black scrubs or DDBS t-shirts with scrub pants will be worn daily by students. Students may purchase DDBS T-Shirts that can be worn with scrub pants or jeans on Saturday with closed in rubber sole shoes

**(NO GYM SHOES).** Contact the Director of Operations, or Detroit MI. Police Department/ Fire Department for any questions or concerns relating to safety programs, procedures, or any issues with employees/students caring for injuries sustained during or arising during school hours on campus and if the incident is out of the control of the staff member someone should immediately contact the local authorities/911/fire department. The numbers are posted on the walls of the campus outside the classrooms and common areas. The information is also to all employees, student's and visitors prior to enrollment, services, and employment online on the school's website inside the student catalog, employee handbook, and operational manual and available on campus in the administrative offices and media resource room. All visitors are required to enter the facility through the main entrance and check in at the front desk with the sign-in sheet, stating name, phone number, email, and reason for visit. Unless escorted by a staff member the visitor may be asked to go through a brief screening by providing identification and purpose for visit through management or clinical floor director. In the event of an emergency or unforeseen event that needs immediate care other than what the institution can accommodate, call 9-1-1 and complete an Incident Report Form. The Director of Operations/ Faculty/Instructor or student, will chart the incident, acknowledge, and sign off on the documentation.

Individual completing this form, please circle the correct one:

**Director of Operations**

**Instructor**

**Employee**

**Student**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Accident or Incident Report

Address of Main Campus: DDBS: 3300 E. Jefferson Ste. 450 Detroit, MI 48207

Students, Employees, and all Visitors will use this form to report all school related injuries, illness, or “near miss” events (which could have caused an injury or illness) – no matter how minor. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by students or the staff as soon as possible and given to a school director/instructor for further action.

### Accident or Incident

Is this accident or incident:      work related                      student related                      visitor related

Is this an:                              injury                              illness                              near miss

Are you an:                              Employee                              Student                              Visitor

Your Name:

Are you the person that the incident /accident occurred?    Yes      No

If not, who are you?

If employee; Job Title:

Who did you inform of the incident?      Director of Operations                      Instructor                      Staff Member

Date of injury/near miss/illness:    Time of injury/near miss/illness

Names of witnesses (if any):

Where, exactly, did it happen?

What were you doing at the time?

Describe step by step what led up to the injury/near miss/illness (continue the back if necessary).

What could have been done to prevent this injury/near miss/illness?

Did you see a doctor?                      Yes                      No

If yes, whom did you see?                      Doctor’s phone number:

Was the situation unsafe?

Why did the event occur?

Date:    Time:

Has this part of your body been injured before?                      Yes                      No

If yes, when?    Director/Instructor Name:

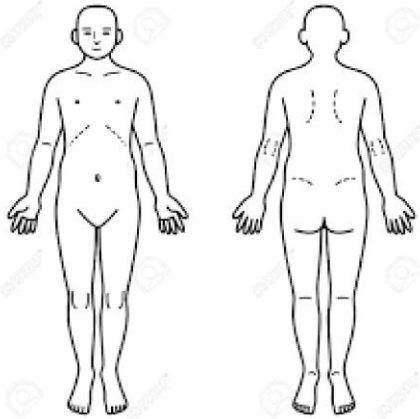
Your Signature:    Date:



**Step 1: Show injury/near miss/illness location**

Part of body affected: (shade all that apply)

Nature of injury: (most serious one)



What parts of your body were injured/near miss/ illness? (

If a near miss, or illness how could you have been hurt?

Abrasion, scrapes

- ☐ Amputation
- ☐ Broken bone
- ☐ Bruise
- ☐ Burn (heat)
- ☐ Burn (chemical)
- ☐ Concussion (to the head)
- ☐ Crushing Injury
- ☐ Cut, laceration, puncture
- ☐ Hernia
- ☐ Illness
- ☐ Sprain, strain
- ☐ Damage to the body system:
- ☐ Other \_\_\_\_\_

## **Step 2: Describe the incident**

Exact location of the incident:

Your Name:

Sex:

Male Female

Age:

**This information can be attached to the report if needed.**

Number of attachments:

Written witness statements:

Photographs:

Maps/drawings:

What personal protective equipment was being used (if any?)

Describe step-by-step the events that led up to the injury/near miss/illness. Include names of any machines, parts, objects, tools, materials, equipment, product, and other important details.

Description continued attached sheets:

## **Step 3: Why did the incident happen?**

<input type="checkbox"/> Inadequate guard	<input type="checkbox"/> Operating without permission
<input type="checkbox"/> Unguarded hazard	<input type="checkbox"/> Operating at unsafe speed
<input type="checkbox"/> Safety device is defective	<input type="checkbox"/> Servicing equipment that has power to it
<input type="checkbox"/> Tool or equipment defective	<input type="checkbox"/> Making a safety device inoperative
<input type="checkbox"/> Workstation layout is hazardous	<input type="checkbox"/> Using defective equipment
<input type="checkbox"/> Unsafe lighting	<input type="checkbox"/> Using equipment in an unapproved way
<input type="checkbox"/> Unsafe ventilation	<input type="checkbox"/> Unsafe lifting
<input type="checkbox"/> Lack of appropriate equipment/tools	<input type="checkbox"/> Taking an unsafe position or posture
<input type="checkbox"/> Unsafe clothing	<input type="checkbox"/> Distraction, teasing, horseplay
<input type="checkbox"/> No training or insufficient training	<input type="checkbox"/> Failure to wear personal protective equipment
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Failure to use the available equipment/tools
_____	<input type="checkbox"/> Other: _____

Was the condition unsafe?

Why did it occur?

Were there unsafe acts or conditions reported prior to the incident?	Yes	No
--	-----	----

Have there been similar incidents/ near misses/illnesses prior to this one?	Yes	No
---	-----	----

**Step 4: How can future incidents be prevented?**

What changes do you suggest preventing these incident/near miss/illnesses from happening again?

Stop this activity	Redesign school area	Train/enforce policy
--------------------	----------------------	----------------------

**Step 5: Who completed and reviewed this form? (Please Print)**

Written by:	Title:
-------------	--------

Department:	Date:
-------------	-------

Names of investigation team members:

Reviewed by:	Title:
--------------	--------

Date:

## **MEDIA SERVICES PLAN**

Dymond Designs Beauty School recognizes the need to provide comprehensive media resources, and open access to a wide variety of reference materials. DDBS' mission is to offer the most up-to-date training with an innovative curriculum with the core objective of career placement. Students have access to learning resources within a modern facility that will prepare them for the workforce. Learning resources include academic/ program-specific materials and equipment that provide students with the ability to demonstrate knowledge while mastering the skills necessary to be successful in any of our programs offered. DDBS is committed to providing educational experiences using industry-specific equipment, program-specific learning resources and appropriate and inclusive methods of program delivery which includes information technology that is current and relevant for each program of study for the institutions orientation to all learnings.

### **Instructional Media**

The orientation to all media services is given and reviewed to staff, students, and instructors at the new instructor/employee/student orientation. All staff/students/employees will have access to the internet, computer software, printers, copier, data on shared drives and other audio/visual equipment. DDBS' quality instructional media supports the educational content of its programs curriculum's. Instructional media is available to each program, including but not limited to; reference materials, audio/visual materials, read aloud software, digital references, online supplemental materials provided by CIMA, Zoom platform and web training tutorials by the Milady and Loreal Platform, Master curriculum binders, catalogs, and manuals are also available for print instructional materials in in the Media Service Room. The students will have access to the learning material in the Media Service Room from 8:30 am till 9:00 pm or during the operational hours of the school.

### **Coordination of Media Services Roles and Responsibilities**

DDBS appoints each instructor for responsibilities of coordinating and implementing media services within their respective programs with guidance and support from the Director of Operations or designee, and each program occupational committee. The Director of Operations maintains records for all media equipment, computers, printers, and network connections at DDBS.

### **Program Instructors:**

- Maintain and oversee the use of program support materials (manuals, technical books, and periodicals)

- Assist in orientation of user groups and any digital technology software training. Instructors also assist with all media services and resources within the institution.
- Recommend specific books, multimedia items, and any specialty media equipment
- Monitor and assist students with the use of computers
- Submit purchase request for technology or instructional equipment
- Direct students to appropriate media resources
- Provide students technical assistance with all educational software and other references for researching information.
- Maintain all assigned learning resources and equipment in accordance with the Dymond Designs Beauty School Media Services Plan
- Create instructional media (both print and non-print)
- Maintain a list of books or a catalog of program reference materials and other resources for delivery of instruction
- Oversee all hybrid instructional learning which consists of test, quizzes, minimum practical application uploaded to digital training platform, and attendance monitoring through digital platform.

#### **Director of Operations/Instructors/ Designee**

- Maintain that all assigned learning resources and equipment are in accordance with the DDBS Media Service Plan and the State of Michigan Department of Licensing (Cosmetology)
- Respond to all issues by work orders or purchase orders

#### **Media Service Budget**

DDBS has an annual budget for all media services that is reviewed by the Institutional Advisory Board. All instructors must complete a written request form for all media/technology items and submit each request to the Director of Operations or Designee before the beginning of the month. The Director of Operations or designee will review the requested item(s). The Director of Operations will then evaluate the budget and availability of funds for the department and entity. After the budget has been evaluated, a decision will be made on this purchase funding. The Director of Operations and Admissions Coordinator are responsible for maintaining the budgets and keeping accurate records of expenses for each program department and will work as part of a cohesive team with the CPA Firm (ALG Group), and Mrs. Shaniece Bennett (licensed CPA/Advisory Committee Member). All instructors are responsible for reporting to the Director of Operations or Designee on a written request form for repairs and purchases. Any media equipment that needs repair /purchased will be on an “as need” basis. For replacement equipment, purchases will be based in accordance with normal wear and tear of equipment. The Director of

Operations or designee must review all quotes from vendor, suppliers, or maintenance company or person.

### **Student Learning Resources**

Learning resources are available to students during the instructional period as determined by the institutions published hours as stated above in the section listed as Instructional Media. After-hours access to the program's media may be granted to students by instructors when appropriate supervision is available, and safety can be assured.

Students shall have wireless access to the internet on their own devices anywhere on the campus from DDBS Guest network. Additionally, all administration departments, faculty, staff, and instructors shall have access through the DDBS portal.

### **Educational Materials**

DDBS provides a list of program-specific resources in which the overall responsibility for the availability and coordination of media services is implemented through its instructors. The media room has adequate space, and shelving to house the media resources needed to provide educational materials. The media services lab houses computers available online books as well as the reading materials in our media room and library.

### **Audio-visual materials & equipment**

- Televisions
- Computers
- Projectors

### **Print and Digital format:**

- Audio/Visual aids
- Web training tutorials
- Milady Hard-Copy Books
- Milady Exam Books
- Foundations Book
- Digital books
- Flash Drives
- Instructional DVD
- CD's
- Televisions
- Computers
- Projectors

### **Media Services for Teachers:**

- Milady Master Educator hardcopy/digital book
- Milady Digital Correlator
- Educational slides
- Milady Exam Book
- Cima Digital Training Platform
- Loreal Digital training Platform
- Zoom
- Remind application
- Instructional DVS's
- CD's
- Audio/Video
- Computers
- Projectors
- Televisions
- Rollcall software for student software management
- Instructional manuals, books, and periodicals
- MindTap software to track student performance

### **Orientation for user groups for instructors, students, and others**

The orientation to all media services for user groups for faculty, instructors, students, and others are given and reviewed during all new student and employee orientations as well as on the first day of class. The Director of Operations may designate an instructor or designee to assist in each user groups orientation. Continuing education occurs for all staff as new media services are added. During orientations all user groups (instructors, faculty, and students) will be instructed on the use and availability of all media and resources during their initial program/employment orientation and again as required when new resources are being implemented during instruction and employment.

### **Facilities, Technology, and Infrastructure**

DDBS educational platform is offered through CIMA which supports the digital training book (Milady) through MindTap for instructional software. Rollcall software is utilized in administration/finance, while Western Digital Software and writing for wired and wireless backup. Software for anti-viruses and firewall protection are monitored by Webroot, while Bitlocker manages all data for encryption. All IT is outsourced through Electronic Brain Solutions. The institution has a budget for all installations, on-going services, and purchases. If network changes are needed to the DDBS technical infrastructure they will be considered as budgetary constraints allow. If there are repairs/purchases needed to media services, all instructors and faculty must complete purchase or work order and submit it to the Director of Operations. The Director of Operations will then check the budget with the Financial Administrator for availability if it is deemed an immediate, potential, or current need. The Director of Operations will then purchase based on available budget allowance and will plan strategically to complete the necessary request as the resources/cash flow becomes open.

### **Evaluation for Improvement**

The evaluation of media services is conducted annually by faculty, employers, and employees, with the use of survey feedback forms. Students are also given a survey upon exiting the program as well. These results and recommendations are used to assist, modify, and improve our school's media services. This will create a better Effectiveness of Media Services with the use of the evaluations and utilizations for continued improvements for media services.

### **Inventory of Equipment**

All property which is purchased from any of the institutions funding sources for the use of the school becomes property of the school. All donated items must follow all health and safety, and data security requirements. All items purchased by the institution **MUST** be on a purchase order and designated to the Director of Operations or Designee for school property records. Lost or stolen property **MUST** be reported to the Director of Operations, who will determine if local law enforcement must be contacted. All lost or stolen property **MUST** be submitted on an authorized form and given to the Director of Operations.

### **Repair, Maintenance, and Replacement**

Dymond Designs Beauty School is committed to providing sufficient media equipment, supplies, and learning resources. It is expected that repairs, replacements, and maintenance will be needed for existing media equipment, supplies, and learning resources. DDBS has procedures for purchases and/or repair of equipment and a plan for maintaining, replacing, and disposing of obsolete equipment found in our Plans, Policies & Procedure Manuel.



## **ONGOING OPERATION AND MAINTENANCE PLAN**

The Ongoing Operations and Maintenance Plan for the Physical Facility and Technical Infrastructure of DDBS is overseen by the Director of Operations. The plan encompasses a broad spectrum of services, competencies, and processes to ensure the environment will perform the functions for which the facility was designed and constructed. Operations and maintenance typically include the day-to-day activities necessary for the building/built structure, its systems and equipment, and occupants/users to perform their intended duties. This plan addresses the sufficiency and improvements of all physical and technical infrastructure needs, budget, non-instructional equipment and supplies and state law compliance. DDBS has established the basis for management and procedures governed by the institution regarding all operations, maintenance of physical facilities, data privacy, safety, and security of all technical infrastructure.

If any of the following issues arise, it must be reported immediately to the Director of Operations: Due to DDBS leasing the building, the Director of Operations will then report the mishap to the landlord for immediate attention:

- Building plumbing
- Gas leak or hazardous fluid
- Hanging wires or potential and fire hazards
- Fire Extinguisher malfunction or lack of service
- Water main breaks
- Roof or wall collapse or leaks
- Smoke detector malfunction
- Any immediate danger or threat that is not able to be handled by staff or the Director of Operations

The Director of Operations will contact the landlord of the building to report any of the above issues for repair. If necessary, local authorities must be contacted. Examples of this would be to contact DTE for down power lines, and Consumers Energy for gas leaks or in the event the landlord is not able to be contacted immediately.

### **Personnel Responsible**

Major repairs and maintenance to the physical facility such as building repairs, and heating and cooling breakdowns, are managed by the school's landlord. However; in some instances, the Director of Operations may be able or required to hire an outside contractor. Please contact the School Director of Operations for further clarification. Generally, this will be in the event the landlord is unreachable or it is for the equipment or supplies owned and operated by DDBS. If it

is a need for the physical equipment, supplies or infrastructure owned by DDBS, the Director of Operations should be notified. The Director of Operations will deem if it is an immediate need, or potential danger to the school and if not, the request or need will be prioritized in the order it was requested or deemed necessary by all management.

Lawn services and parking lots are maintained by the landlord of the entire complex of businesses

and immediate landlord of the individual building occupied by that of the DDBS campus. DDBS is not required to do any exterior up-keep to the surrounding property or land. Snow removal is performed by the landlord of the complex.

The on staff building maintenance/janitorial contractor is responsible for cleaning the internal facility and keeping up with the cleanliness of the institution. The general maintenance/janitorial provider will be on campus five times per week. All duties performed for the general and janitorial duties include the bathrooms, common areas, media center, classrooms, windows, floors and general grounds clean up.

The Director of Operations is responsible for ensuring the school has all the necessary daily operational supplies such as pens, paper, note pads, folders, files, toilet paper, paper towel, sanitizer, restroom soap and water, cleaning supplies, etc. and all staff is responsible for the general clean-up of their individual areas within the facility.

### **General Responsibilities**

Dymond Designs Beauty School's Director of Operations is responsible for directing the overall planning and management of the physical facilities and technical infrastructure of the company. This responsibility consists of preserving and enhancing a quality physical environment which provides efficient, functional, safe and pleasant surroundings. Responsibilities of the Director of Operations also includes upkeep, expansion, and upgrading of technical infrastructure. DDBS follows fire, electrical, and sanitary codes as found in annual inspections.

### **Technical Infrastructure**

Technical Infrastructure is added as student population and staff needs change. All staff members, faculty, and instructors are responsible for reporting all IT issues. If there are repairs/purchases needed, the instructors, and faculty must fill out a work order and submit it to the Director of Operations or designee. The Director of Operations will then check the budget for availability if it is deemed an immediate, potential, or current need. The Director of Operations will then purchase or repair based on available budget allowance and will plan strategically to complete the necessary request as the resources/cash flow becomes open. DDBS is a third-party IT company that handles all IT issues. If purchase is deemed to be an emergency contact the Director of Operations and if the Director of Operations is not available, the school will have a Designee to accommodate the emergency.

### **Equipment and Supplies**

As mentioned above: Supplies are maintained by the Director of Operations. Supply levels are checked daily and will be purchased accordingly on an "as needed" basis only. Only the Director of Operations or designee are allowed to order materials. Suggestions may be made at employee meetings based upon feedback from students and employees. All other basic supplies are ordered monthly and are maintained by a strict budgeting system and allotment of funds or specific to needs. If the Director of Operations should not be available physically to request supplies, please refer to designee. All supplies will be delivered via the Director of Operations or Designee then given to the individual staff member that requested the supplies outside of the ordinary routine purchases/response time if deemed an emergency.

All equipment needing repairs are reported to the Director of Operations or designee through a work order on a "as-needed" basis. The School Director will decide if the equipment needs repair,

or is in need of replacement. The Director of Operations will check the budget with the CPA that helps compile the budget for a final decision. If there is an emergency purchase needed and the Director of Operations is unreachable, the designees from administration will make further decision based on budget. All emergency purchase can take twenty-four to seventy-two hours to arrive.

Replacing and disposing of obsolete equipment will be done when the need arises and after the Employee/Institutional Advisory Committee and Occupational Committee annual meeting. Then all will have the opportunity to evaluate all survey feedback forms from students, staff, employers, and all that patronize the facility. The plan is made available to the employees and the students both in digital and print format and all will have the opportunity to comment, suggest and recommend if the equipment is obsolete or should be upgraded. This plan is reviewed no less than on an annual basis and updated when necessary. In the event an emergency purchase or repair to the equipment or supplies need to be made, the Director of Operations will handle the need at that time or at the time of the request. Disposing of obsolete equipment will be through the means of donating or recycling at an authorized center.

All student records are maintained on a secure server system and managed by a third-party company called Electronic Brain Solutions and in hard-copy which is in a fire-proof cabinet located in the records room. Western Digital Software is used for wired and wireless backup stored on-site and offsite using MSP360 for encrypted files and security software stored in a cloud called Wasabi, which is backed up nightly for fully encrypted data transmission and storage through BitLocker. Staff and faculty have separate passcodes from the students. Manual files, and extra drives are kept in secure fire-proof file cabinets for a 5-year period. Electronic Brain Solutions are contracted for all technical infrastructure privacy, safety, and security needs.

### **Relevant State Law**

The written Operations and Maintenance plan of the physical facility is under the State of Michigan, Department of Education, as well as the local city of Detroit guidelines. DDBS follows the on-campus guidelines and is in compliance with both and has applicable documentation to provide proof.

### **Applicable Federal Codes and Procedures**

The operational federal codes for procedures and standards of operation are under the jurisdiction of the State of Michigan Licensing Department. The code is R 338.2171 and is applicable, for instruction, equipment, and physical facility operational procedures. The Operation and Maintenance plan addresses the federal laws that are required to operate a post-secondary school. DDBS observes all of the state laws as they relate to the daily operations.

## **DDBS'S PLAN FOR THE PROTECTION OF TECHNICAL INFRASTRUCTURE**

### **Overview:**

The privacy, safety, and security of Data Plan This plan is used for ensuring the data contained within the technical infrastructure of the institution networks provide the security, reliability and technical services needed for students, staff, and all patrons of the facility.

### **Purpose:**

The purpose of this plan is to ensure that the institution's technical infrastructure is maintained and properly always serviced. The Director of Operations or business center liaison is responsible for the technical infrastructure's continued privacy, safety of students, faculty, administrative staff, instructors, and visitors. The Director of Operations has a contractual agreement with Electronic Brain Solutions; which, is a third-party subcontractor. Electronic Brain Solutions is an information technology service company that services all our technology needs including, data backup and the protection of all data on our servers and internal networks that the students, staff, and patrons of our facility have access to.

### **Objective:**

To assure that DDBS follows a strict protocol to assure that all privacy data is protected, and that sensitive personal information is not compromised for any individual whether staff or student. Having an Information Technology Company allows DDBS to have an Infrastructure that is sound and free of any threat or cyber-attack.

### **Procedure:**

All faculty, staff, and students have received and signed a data security agreement. Signed forms are kept in each employees' or students' permanent records. This policy is included in both the employee and student handbooks. DDBS has two servers, multiple laptops, and desktop computers that data is backed up from daily using Western Digital Software. The Western Digital Software is kept off-site using MSP360 storage cloud called Wasabi which is utilized remotely. Fully encrypted data transmission and storage is utilized through Bitlocker®. DDBS maintains our firewall protection through Electronic Brain Solutions. All of the computers and/or other network related systems require authentication. All licensing is included in the contractual agreement with Electronic Brain Solutions.

Wi-fi is offered throughout the campus of DDBS. A DDBS secured network is separate from general usage in order to prevent backlog and public access to server information. All campus computers (staff, students) automatically filter all backlisted or potentially infected sites. Student and staff emails are protected by Google® Access Control List, which allows for the protection

all critical data. In compliance with the Family Educational Rights Privacy Act (FERPA) there are certain procedures that DDBS implements to ensure that the institution is in compliance.

Every computer has a security software called Webroot anti- virus, firewall and protection. The Director of Operations or designee maintains the status of the school's technical infrastructure and monitors if financial needs have changed. If there is a breach of safety or security to any student, faculty, instructor, or staff member the breach will be corrected immediately, and all parties involved in breach will be notified. Electronic Brain Solutions will then work with the Director of Operations to fix any activity or data that may have been breached and will need to ensure emergency backup of all data within or on the networks.

DDBS also has a robust Data and Cyber Security Plan and Policy that meets the regulations of the Department of Education.

### **Feedback:**

DDBS recognizes the value of the students, instructors, and all staff suggestions and feedback. The Director of Operations along with the management staff will review all evaluations, plans, policies, procedures, and survey feedback forms no less than on an annual basis. The institution monitor's the operations of the server to observe any disruptions, errors, or repairs that may occur. If any problems occur the staff, faculty, and instructors must submit a work order to the Director of Operations for approval in the event it is not an emergency.

### **Plan Availability:**

The Plan is available and accessible in digital or print format. All Staff will have copies of the plan distributed at the meetings but will have access on campus in the manuals in any of the administration offices, and Media Service Center. The students will have access upon or prior to enrollment on the school's website and in the student handbook and on campus in the Media Service Center inside the Plan, Policies, & Procedures Manuel. All students and staff will have access to the digital copy via the DDBS school website or upon request.

# DATA & INFORMATION SECURITY PLAN AND PROCEDURE PROGRAM

## Overview

The Gramm-Leach-Bliley Act (GLBA) requires financial institutions to explain their information-sharing practices to their customers and to safeguard sensitive data. Colleges participating in the Federal Student Aid (FSA) programs are subject to the information security requirements established by the FTC for financial institutions. As a financial institution covered under these information security requirements, Dymond Designs Beauty School (DDBS) has developed, implemented, and maintains a comprehensive data and information security program that is designed to create and implement the following: the written incident response, safeguards to control identified risk, monitor and test regularly/daily the effectiveness of our safeguards, train staff, and monitor our service providers by keeping this information security program current. DDBS has annual risk/technology assessments provided by Electronic Brain Solution which includes a perform control analysis, assess risk analysis, recommended control measures, and a threat vulnerability statement. DDBS has qualified staff members that oversee, implement, and report to our boards annually any changes, deletions, additions, and suggestions for this program.

## Designated Qualified Employees & Personnel Responsible

*Marlene Brooks-Director of Operations*

*Roxy Dunlap- Business Center*

## Third-Party Contractual IT Company

*Doug Pettigrew -Electronic Brain Solutions*

*Hartford Insurance*

## Plan Evaluation, Revision, and Training

The Data Privacy, Cyber Incident & Information Security Response Plan is in the Title IV Manuel in hard copy print throughout the school and on digital print on the school website [www.ddbs.edu](http://www.ddbs.edu). This plan is reviewed annually by school committees, and employees. Training about this plan is annually with the personnel responsible for this plan and the third-party contractor who is over all our IT on-site and off-site.

## Information Security Plan

This Information Security Plan ("Plan") describes safeguards implemented by DDBS to protect covered data and information in compliance with the FTC's Safeguards Rule promulgated under the Gramm Leach Bliley Act (GLBA). With the use of the following updated firewall configuration, protection, and security software called Huntress, Webroot, Canari, RMM Monitoring, and Pen Testing Scanning. These safeguards are provided to:

- Ensure the security and confidentiality of covered data, student, and information.
- Protect against anticipated threats or hazards to the security or integrity of such information; and
- Protect against unauthorized access to or use of covered data and information that could result in substantial harm or inconvenience to any customer.

## Information Security Program

DDBS has developed written policies and procedures to manage control information such as identity and assess the risks that may threaten covered data and information maintained by DDBS. Directories have been created and controlled to allow for the sharing of data in one centralized controlled location. There are adjustments for the future of this program which includes annual and daily meetings and discussions around technology with Staff, Board Members, and IT Contractors which will allow DDBS to reflect on any changes in technology, the sensitivity of covered data/information, and internal or external threats to information security.

## Risk Management & Compliance Assessment of Risks to Student/Customer Information

Risk assessments are conducted to identify, quantify, prioritize, and manage risks. Controls, which are applicable to each situation, have been applied to avoid violations of any legal obligation (e.g., statutory, regulatory, or contractual) which is also assessed through Electronic Brain Solutions (EBS). DDBS recognizes that it is exposed to both internal and external risks, including but not limited to the following:

**Unauthorized Access:** For unauthorized access of covered data and information by someone other than the owner of the covered data and information access control is done by specific sharing with only one person having access to specific data. In addition, DDBS has implemented a policy for risk management &

compliance by locking doors, locking computer screens when not in use and not leaving data on screen when not in use, and the use of strong computer passwords. This plan will assist with making sure that data/information is not compromised as result of system access by any unauthorized person.

**Interception of Data:** The business center at DDBS is responsible for the set-up and management of all email systems through Microsoft. Every message that is sent from the Microsoft account is encrypted. Employees do not use Gmail accounts to send anything with PII. Offsite data backup is encrypted at transit and at rest.

**Privacy Settings:** The privacy settings on each device can be changed to limit the amount of personal data shared.

### **Data Back-up**

Western Digital Backup is used along with an image backup to the cloud to ensure that data/information is protected offsite with encryption. It is also used for detecting and remediating errors in the system, corruption of data, unauthorized access of covered data and information, unauthorized request for covered data and information/pretext calling which is followed by DDBS policy and procedure that states that no one will be allowed access to PII of another person, unauthorized access through hardcopy files/reports(files are kept in a fire proof locked cabinet in the padlocked data room) and unauthorized transfer of covered data and information through third party(third parties are vetted and not allowed access to data without an escort of DDBS personnel).

Recognizing that this may not represent a complete list of the risks associated with the protection of covered data and information, and that new risks are created regularly, the DDBS Information Security Program Coordinator along with the third-party contractor Electronic Brain Solutions, will actively participate and monitor appropriate cybersecurity advisory groups for identification of risks. There is also an annual 3<sup>rd</sup> party penetration testing and remediation assessment that is conducted.

Current safeguards are implemented, monitored, and maintained by the DDBS Information Security Program Coordinator and Electronic Brain Solution (third-party contractor) are reasonable, and considering current risk assessments are sufficient to provide security and confidentiality to covered data and information maintained by the school. Additionally, these safeguards reasonably protect against currently anticipated threats or hazards to the integrity of such information.

### **Personnel Security Policy and Procedure**

References and/or background checks (as appropriate, depending on position) of new employees working in areas that regularly work with covered data and information, financials, and financial aid are checked. DDBS has contractual agreements in place that target keeping client information secure.

### **Training & Awareness Policy and Procedure**

Employees are trained annually to understand this plan and about all changes and revisions to this plan. Employees are taught what is acceptable regarding client data which allows staff to become educated on the secure use of all applications and technology solutions During employee orientation, each new employee in these departments receives proper training on the importance of confidentiality of student hard-copy and digital records, user-groups, student financial information, and all other covered data and information. Each new employee is also trained in the proper use of computer information and passwords. Training includes controls and procedures to prevent employees from providing confidential information to an unauthorized individual, as well as how to properly dispose of documents that contain covered data and information. These training efforts should help minimize risk and safeguard covered data and information. Refresher training is required on an annual basis.

### **Physical Security Plan/ Policy**

DDBS has addressed the physical security of covered data and information that will allow unauthorized parties the inability to access sensitive data by limiting access to only those employees who have a legitimate business reason to handle such information. For example, financial aid applications, income and credit histories, accounts, balances, and transactional information are available only to DDBS employees with an appropriate business need for such information. Furthermore, each department is responsible for maintaining covered data and information and is instructed to take steps to protect the information from destruction, loss, or damage due to environmental hazards such as fire and water damage or technical failures. This Plan/Policy has been implemented, this plan is implemented for permitting and enabling physical access to alternate authorized individuals (e.g., in the event primary authorized individuals are sick or not available).

### **Information Systems Network Security Plan/Policy**

Access to covered data and information via DDBS computer information system is limited to those employees and faculty who have a legitimate business reason to access such information. DDBS has policies and procedures in place

including but not limited to access controls list for any data stored on the server to complement the physical and technical safeguards to provide security to DDBS information systems. Social security numbers are considered protected information under both GLBA and the Family Educational Rights and Privacy Act (FERPA). The following are existing controls:

- Authorized individuals only.
- Workstations with passwords.
- Information sent electronically is encrypted and sent by authorized individuals only.
- Vulnerabilities on both network and systems are constantly monitored and addressed.
- All systems must be managed on a managed services platform to ensure systems are patched when needed.
- Unauthorized access to third parties is not permitted.

**Logical Access-** Processes are in place to ensure unauthorized access to systems does not take place, users setup using permissions and groups based on job function by doing the following:

- All users must have unique ID” s not only for windows but for 3<sup>rd</sup> party software as well.
- Email’s systems have unique user ID?’s/Passwords in place.
- User rights must be adjusted as needed for employees’ current job function.

**Operations Management-** Operating systems are established to protect documents, computer media, tapes, removeable media, disks, input/output data and system documentation to protect sensitive information from unauthorized disclosure, modification, removal, and destruction by doing the following:

- All sensitive data is handled appropriately by the authorized person.
- Equipment containing data that has been decommissioned or repaired must have any data wiped to DOD standards provided the hardware contains any data.
- IT providers will test as needed at their facility.
- Employees will have other employees with different job functions check and double check that data has been entered correctly and is not mistakenly modified.
- Any changes must be discussed with the designated employee(s) that are trained in how to appropriately use equipment/software that was modified to prevent errors and/or risks.

### **Management of System Failures**

DDBS Information Security Program Coordinator has developed procedures to detect any actual or attempted attacks on DDBS systems and has detailed instructions for responding to an actual or attempted unauthorized access to covered data and information. In the event of a system failure The Program Coordinator/Contractual IT Company must first discover the cause of failure (If the failure was due to corrupt files or a hardware failure, addressing/fixing the issue and then restoring from backup), if the cause of the failure is determined to be a third party attack or something malicious, each machine effected should be disconnected from the network but kept running. It is important to contact the cybersecurity insurance provider first for guidance as to how to proceed within the parameters of policy.

### **Oversight of Service Providers**

Electronic Brain Solutions and DDBS will oversee the oversight of service providers by the requirements of the GLBA. DDBS has taken reasonable steps to select and retain service providers who maintain appropriate safeguards for covered data and information. This Information Security Program ensures that such steps are taken by contractually requiring service providers to implement and maintain such safeguards.

### **Procedure for Reporting Security Breaches to Students and the Department**

The Department considers any breach in the security of student records and information to be a demonstration of a potential lack of administrative capability.

Schools’ SAIG Agreements include a provision that schools must notify the Department at CPSSAIG@ed.gov the same day of actual breaches as well as suspected breaches of the security of student records and information, and ED strongly encourages schools to notify their students of the breach at the same time.

- In their reports to the Department, schools should include the following:
- Date of breach (suspected or known)
- Impact of breach (# of records, etc.)
- Method of breach (hack, accidental disclosure, etc.)
- Information Security Program Point of Contact - Email and phone details
- Remediation Status (complete, in process - with detail)



➤ Next steps (as needed)

If you cannot email, contact the Departments security operations center (EDSOC) at 202-245-6550 to report data listed above. EDSOC operates 24 hours a day, seven days per week.

**Procedures to Maintain Compliance with the GLB Act Re: Personally Identifiable Information (PII)**

1. All records containing PII are stored and maintained in a secure location.
  - a. Paper records and files are always stored in a locked fireproof cabinet in a locked room. The School Director of Operations controls access to these areas.
  - b. All stored data are protected against destruction or potential damage by employing fire-proof cabinets.
  - c. Paper records are also stored on secure server whose access is controlled by the Information Security Program Coordinator, Electronic Brain Solutions. Access to this information is password protected and not available to students.
  - d. Staff computers are password protected and students do not have access to them.
  - e. Student and employee PII are not stored on any computer system with a direct internet connection.
  - f. All student information is backed up daily through Electronic Brain Solution. All credit card information is processed through QuickBooks.
2. All electronic transmissions of student and employee PII are secure.
  - a. Social Security information, IRS information, and other sensitive financial data transmitted to DDBS directly from students shall use a secure connection such as a Secure Sockets Layer (SSL) or other currently accepted standard. This is so that the security of such information is protected in transit. Such secure transmissions are automatic. Students are advised against transmitting sensitive data via electronic mail.
  - b. DDBS contractually requires that inbound transmissions of PII, delivered to DDBS via other means, be encrypted or otherwise secured.
  - c. All outbound transmissions of PII are secured in a manner acceptable to the Information Security Program Coordinator. If PII must be transmitted to DDBS by e-mail, such transmissions are password protected or otherwise secured against compromise at the discretion of the Information Security Program Coordinator.
  - d. The Information Security Program Coordinator and third-party services review all student applications to ensure an appropriate level of security both within DDBS and within the third-party server and the IRS.
3. All paper transmissions of student and employee information by DDBS are secure.
  - a. Any PII delivered by DDBS to third parties are always kept sealed.
  - b. Paper-based student/employee information is never left unattended in an unsecured area.
  - c. All paper transmission of student and employee information is stored in a fireproof locked cabinet inside a padlocked records room.
4. All PII is disposed of in a secure manner.
  - a. The Information Security Program Coordinator will supervise the disposal of all records containing PII.
  - b. Paper-based PII is shredded and stored in a secure area until a disposal or recycling service picks it up.
  - c. All hard drives, diskettes, magnetic tapes, or any other electronic media containing PII shall be erased and/or destroyed prior to disposal. All hardware is recycled.
  - d. All PII is disposed of in a secure manner after any applicable retention period.
5. The Information Security Program Coordinator maintains an inventory of School computers and handheld devices on or through which PII may be stored, accessed, or transmitted.
6. The Information Security Program Coordinator develops and maintains appropriate oversight and audit procedures to detect the improper disclosure or theft of student information.

### **Information Security Program Policies and Procedures**

By using an updated firewall configuration, protection, and security software (huntress, Webroot, canari, RMM Monitoring, and Pen testing Scanning) DDBS continues to keep the objectives of the Information Security Program. DDBS implements, maintains, and enforces the following attack and intrusion safeguards to detect, prevent, and respond to attacks, intrusions, or other system failures.

DDBS employs Rollcall educational management software and Boston Educational Network, a fully encrypted school interface. Participating school administrators must be secured with a unique logon ID and password for access.

### **The Information Security Program Coordinator(s):**

DDBS Information Security Program Coordinator is Marlene Brooks (Director of Operations), and Roxy Dunlap (Business Center Coordinator). They are responsible for ensuring DDBS has adequate procedures in place to address any compromise of DDBS's information safeguards. The procedures include appropriate responses to specific types of attacks i.e., hackers, general security failure, denial of access to databases and computer systems, etc.

Based on the information contained in the questions below, there is a mix of hardware and software solutions to help protect and defend DDBS's infrastructure. The coordinators are responsible for the following:

1. Maintaining a working knowledge of appropriate technology for the protection of student PII.
2. EBS trains Spec Ops on a weekly basis along with other training throughout the year.
3. Ensuring that DDBS has installed the most recent updates needed to resolve software vulnerabilities, the Information Security Program Coordinator periodically communicates with DDBS's computer vendor.
4. Making sure updates are installed automatically 4-5 days after they are released. They are monitored for any issues or failures. Third party patching occurs as updates are released.
5. Ensuring DDBS utilization of anti-virus and EDR software that updates automatically. Currently using Webroot monitored Anti-virus along with Canauri for ransomware protection and huntress for IDS and EDR.
6. Ensuring that DDBS maintains up-to-date firewalls. Firewall is updated per schedule of releases from the firewall company.
7. Managing DDBS's information security tools for employees and passing along updates about any security risks or breaches. Updates provided related to DDBS's specific infrastructure.
8. In the event of a computer or other technological failure, the Information Security Program Coordinator's will implement previously established procedures to preserve the security, confidentiality, and integrity of student PII. Electronic Brain Solutions will be managing or making repairs so they will know where the data is located and who is accessing it. Once the computer dies, Electronic Brain Solutions will destroy (physically) the hard drive and recycle the computer.
9. Ensures that access to student information is granted only to legitimate and valid users. The student information that resides on the server is access controlled by active directory logins.
10. Notifies students promptly if their PII is compromised.

**DDBS has established a way for a person whose "personal identification information" was the subject of a "data breach" in compliance with the mandatory "data breach" notification statutes or regulations to contact students if PII is found to be compromised and a monitoring service that provides "data breach" victims with credit, fraud, public records or other monitoring alerts through Electronic Brain solutions as well as services that are covered under The Hartford.**

### **Cyber Incident Response Plan/Policy**

In the event of a cyber incident (ransomware, breach, successful phishing attack etc....) the qualified coordinators or

IT provider must do the following:

1. Disconnect the computer from the network but keep the system powered on. This may be done with huntress software but if not, it will require someone to physically disconnect the machine.
2. After the qualified individual has been alerted, they will reach out to Electronic Brain Solutions if that has not already been done.
3. The coordinator or Electronic Brain solutions will contact The Hartford which provides the cyber liability policy for instructions on how to proceed.
4. The Hartford will indicate the next steps and if a 3<sup>rd</sup> party investigator or response unit will be needed.

### **Physical Incident Policy**

In the event of a physical disaster (fire, flood, etc.) the following must be performed:

1. The coordinator must have access to the school to assess the damage to physical storage as well as technology.
2. After the assessment The Hartford insurance company will be notified.
3. An onsite evaluation of all IT equipment will be performed by the qualified coordinators and Electronic Brain Solutions.
4. After the assessment of any damage by the IT coordinator and Electronic Brain Solutions is performed and if a new server or solution is needed to restore the backup files and get the business applications up and running must be functioning as soon as possible.
5. Physical media will also be evaluated for damage and restoration possibilities.
6. If physical IT equipment is rendered useless, a virtual machine will be created in the cloud and all data, and all data and information temporarily migrated to that server.

### **Incident Management Policy**

A consistent approach to managing information security incidents, consistent with applicable law is in place to handle information security events and weaknesses once they are reported by doing the following:

- reporting any security incidents by documenting the incident completely. Logs and any other evidence of a “security breach” are saved for review.
- Measures to correct any breaches are taken immediately to stop ongoing attacks if found.

### **Business Continuity Management Policy**

Backup and recovery plans are documented, distributed, through the organization and easily obtained by office personnel if an event occurs by doing the following:

- Any Backup and recovery options that are presented to DDBS are reviewed regularly to ensure that the best plan is in place per DDBS needs.
- Currently all data is backed up offsite and tested for recoverability in the event of data loss.

### **Threat Assessment Policy**

This policy is in place to detect and prevent malware, phishing, compromised credentials or passwords along with sabotage and or fire by doing the following:

- The use of the anti-virus with Webroot.
- Constant monitoring with Huntress and anti-ransomware with Canauri.
- Monitoring via RMM.
- Firewall logs and updates.
- Backups both onsite and offsite are performed for disaster recovery.

### **Records Policy**

This policy explains how records are protected including stored information such as:

financial records school (restricted), financial records student(private), tax information(restricted), loan applications(restricted),employee HR information(restricted), employee contact information(private), student contact information(private), student account balances(private), website content(public), student personal information(private), parent personal information(private), client personal medical information(private), student financial aid information(private), student grades and attendance(private), emergency contact(private), student paper files(private), student digital files(private). These are the procedures as follows:

- Working with Galactic Scan.
- Penetration testing is done annually.
- All information transferred to DDBS.

- Huntress 24/7
- SOC reviews possible incidents and removes nodes from the network if necessary.
- Traditional anti-virus by Webroot
- Monitoring by RMM.
- Canauri is staffed 24/7 and has alerts for any attempts to remove ransomware.
- Data housed on a specific drive or specific program named Rollcall which doesn't have encrypted database but relies on the security of the server where it resides.

### **INSURANCE to COVER DATA and INFORMATION POLICY**

#### **The Hartford Data Breach Response Expense Policy and Procedure**

The Hartford will pay for "data breach expenses" that DDBS incurs because of a "data breach" of personally identifiable information. The following is the procedure in event of a loss you must:

- Report the "data breach" to The Hartford within 30 days of the discovery of the "data breach."
- Immediately record the specifics of the "data breach" and the date discovered.
- Cooperate with the investigation of the "data breach."
- Assist The Hartford, upon request in the enforcement of any right against any person or organization which may have accessed, stolen or disclosed the information or data giving rise to a "data breach."
- DDBS may not, except at your own cost, voluntarily make a payment, assume any obligation, or incur any expense without prior written consent.
- DDBS has 1 year from the date of reporting a "data breach" to initiate services provided to the school.
- As soon as possible, give The Hartford should be told the description of how, when and where the "data breach" occurred, including but not limited to all the following, information as it becomes known to you:
  1. The method of "data Breach"
  2. The approximate date and time of the "data breach"
  3. The approximate number of files compromised because of the "data breach."
  4. A detailed description of the type and nature of the information that was compromised.
  5. Whether or not the information was encrypted, and if so, the level of encryption.
  6. Whether or not law enforcement has been notified
  7. If available, the place of domicile for all persons whose "personally identifiable information" was the subject of a "data breach."
  8. If available, who received the information contained in the "data breach."
  9. Any other access, information or documentation were reasonably required to investigate or adjust the loss.
  10. Take all reasonable steps to protect "personally identifiable information" remaining in your care, custody, or control.
  11. Preserve, and permit us to inspect, all evidence of the "data breach."
  12. If requested, permit The Hartford to question DDBS under oath, orally or in writing, at such times as may be reasonably required about any matter relating to the insurance or loss, including copies of DDBS books and records. In answering questions in writing DDBS answers must be signed.

#### **The Hartford Data Breach Defense Policy and Procedure**

The Hartford will pay for "loss" on behalf of DDBS resulting from a "data breach claim" if the following conditions are met:

- The "data breach claim" was first made against DDBS during the policy period. A "data breach claim" will be deemed to have been made when notice of such "data breach claim" is received by you or by The Hartford, whichever comes first.
- DDBS had no knowledge of the "data breach" out of which the "data breach" arises.
- The "data breach claim" is reported to The Hartford within 30 days after you receive notice of the claim, but in no event later than 30 days after the end of the "policy period."
- The "data breach" must involve "personally identifiable information" that was held by DDBS or on behalf in the "coverage territory."
- DDBS must cooperate with The Hartford in any investigation, settlement, or defense of the "data breach claim", and assist The Hartford, upon their request in the enforcement of any right of recovery regarding any payment of "loss" under DDBS Data Breach Policy. DDBS must execute all papers required and do everything necessary to secure and preserve such rights, including the execution of any documents needed to enable The Hartford to bring suit in DDBS's name.

- DDBS may not, except at our own cost, voluntarily make a payment, assume any obligation, or incur any expense without prior written consent.
- DDBS must take all reasonable steps to protect “personally identifiable information” remaining in the care of DDBS.
- DDBS must preserve all evidence of the “data breach”.

DDBS has established crises management services through Electronic Brain Solution that will be able to perform services a way for a person whose “personal identification information” was the subject of a “data breach” in compliance with the mandatory “data breach” notification statutes or regulations to contact students if PII is found to be compromised.

### **Continuing Evaluation and Adjustment**

The Information Security Program will be reviewed annually by the schools’ boards, staff, and 3<sup>rd</sup> party IT company, and will be subject to periodic review and adjustment. Continued administration of the development, implementation and maintenance of the program will be the responsibility of the designated Information Security Program Coordinators, who will assign specific responsibility for technical (IT), logical, physical, and administrative safeguards implementation and administration as appropriate.

### **Definitions**

**Covered data and information** - for the purpose of this program includes student financial information (defined below) that is protected under the GLBA. In addition to this coverage, which is required under federal law, DDBS chooses as a matter of policy to include in this definition all sensitive data, including credit card information and checking/banking account information received during business hours by the school, whether such information is covered by GLBA. The covered data and information will include both paper and electronic records.

**Pretext calling** - occurs when an individual attempts to improperly obtain personal information of DDBS customers to be able to commit identity theft. It is accomplished by contacting the school, posing as a customer or someone authorized to have the customer's information, and using trickery and deceit, convincing an employee of the school to release customer-identifying information.

**Student financial information** - is that information that DDBS has obtained from a student or customer in the process of offering a financial product or service, or such information provided to the school by another financial institution. Offering a financial product or service includes offering student loans to students, receiving income tax information from a student’s parent when offering a financial aid package, and other miscellaneous financial services. Examples of student financial information include addresses, phone numbers, bank and credit card account numbers, income and credit histories and Social Security numbers, in both paper and electronic format.

**Data Breach**- means loss, theft, accidental release, or accidental publication of “personally identifiable information”, or circumstances objectively giving rise to a substantial risk that such a loss, theft release, or publication has occurred.

**Data Breach Expense**- Notification expenses to notify a person whose “personally identifiable information” was a subject of a “data breach” notification statutes or regulations.

**Loss**- meaning civil awards, settlements, and judgments (including any award or prejudgment interest), expenses incurred in the defense of a “regulatory proceeding.”

**Regulatory Proceeding**- meaning an investigation, demand or proceeding, including a request for information, brought by, or on behalf of, the Federal Trade Commission, Federal Communications Commission or other administrative or regulatory agency, or any federal, state, local or foreign governmental entity in such entity’s regulatory or official capacity seeking relief based upon a “data breach.”

## **REFUND POLICY AND SIGNATURE FORM**

**1. Refunds for Classes Canceled by the Institution.** If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

**2. Refunds for Students Who Withdraw on or Before the First Day of Class.** If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

**3. Refunds for Students Enrolled Prior to Visiting the Institution.** Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

**4. Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction.** Institutions engaging in programs, which are short-term, must have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.

**5. Refunds for Withdrawal after Class Commences**

Refunds policy for programs obligating students for periods of 12 Months or less the refund policy for Students attending non-public institutions who incur a financial obligation for a period of 12 months or less shall be as follows: (i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition; (ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition; (iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and, (iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

**6. Refund Policy for programs obligating students for periods beyond twelve months**

Programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section above. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on the section above. Student agrees to comply with the assigned schedule for applicable All Beauty

Programs, which may change from time to time at the discretion of the school. Students agree to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.

## **REFUND POLICY-NOTICE OF CANCELLATION**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any funds due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- (1) Applicant is not accepted by the school: The applicant shall be entitled to a refund of all monies paid.
- (2) A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- (3) A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.00
- (4) A student notifies the institution of his/her withdrawal in writing.
- (5) 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.
- (6) A student is expelled by the school: (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- (7) In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- (8) Any student who either officially or unofficially withdraws before six (6) calendar days after the beginning of school will be considered to be a "pre-registered" or never attended student.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds based on scheduled hours:

**PERCENT OF SCHEDULED TIME TOTAL TUITION SCHOOL ENROLLED TO TOTAL COURSE/PROGRAM SHALL RECEIVE/RETAIN**

0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the student’s last date of attendance. Any funds due to a student who withdraws shall be refunded within 45-days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student’s immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will either provide a full refund of all funds paid or completion of the course at a later time. If the course is canceled subsequent to a student’s enrollment, the school with either provide a full refund of all funds paid or completion of the course at a later time.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**



## **EXCUSED ABSENCE POLICY**

Absences are excused for up to 10% of scheduled course hours per payment period. A student's excused absences may not exceed 10% of scheduled course hours; absences greater than 10% of scheduled course hours are considered unexcused.

1. It is expected that a student who is absent will make up hours at the next available make-up session. The dates and times for make-up sessions will be up to the instructor's discretion.
2. Students can only make up hours previously missed and total attended hours cannot exceed total scheduled course hours.
3. A grade of "F" will be posted if the student does not complete the required course hours.
4. Students attending make-up hours must meet the dress code and other DDBS policies.

## **Make-Up Time Policy**

Students are expected to make-up missed days and exams. Students may utilize the various school schedules and classes to complete makeup time and exams. All attendance make-up time will be done during normal school hours but in the student's non-scheduled class time.

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**Student Signature**

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**Date**

## **DDBS SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURE**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at DDBS. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the Council on Occupational Education.

### **EVALUATION PERIODS**

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one (1) evaluation by midpoint in their respective courses. Evaluation periods are determined by the length of the program and the student's enrollment date.

### **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two (2) comprehensive practical skills evaluations will be conducted during the course. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass final theory and practical exams prior to graduation. Students must make up failed, missed tests, and incomplete assignments. Numerical grades are considered according to the following scale:

Interpretation: Excellent, Good, Satisfactory, Failing.

#### **GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:**

100-90%.....	EXCELLENT
89-80%.....	GOOD
79-75%.....	SATISFACTORY
BELOW 74%.....	FAILING

Only courses for which the student receives a passing grade are acceptable for unit requirement in calculating the SAP status. Incomplete courses and withdrawals are not counted as completed units. Students are required to verify attendance for terms in which they receive unsatisfactory grades.

### **DETERMINATION OF PROGRESS**

Students meeting the minimum qualitative 75% GPA requirement for academics and quantitative 67% for attendance; (considered the pace) at the scheduled evaluation point are SATISFACTORY.

### **ACADEMIC PROGRESS**

Until the next scheduled evaluation: For a student to be making satisfactory academic progress as of course midpoint, the student must meet 67% in both attendance and 75% academic requirements on at least one evaluation by midpoint in the course.

## **ATTENDANCE:**

All student attendance is calculated based on the total number of attended days and expected program days. Regardless of the average level of attendance, students who have more than 30 days of consecutive absences will be dismissed. When calculating attendance, a leave of absence will extend a student's contract end period and maximum time frame by the same number of days taken in the leave of absence. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

## **MAXIMUM TIME FRAME (Quantitative Measurement)**

A leave of absence will extend the students' contract period and maximum time frame by the same number of days in the leave of absence. All attempted courses, and withdrawals, (except incompletes) at DDBS are counted toward the 100% eligibility. Depending on circumstance students who have reached their duration may be placed on probation.

## **WARNING POLICY**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. The student must meet both the attendance and academic requirements or be placed on probation.

## **PROBATION POLICY**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation. Additionally, only students who do not have the ability to meet satisfactory standards may be placed on probation. Students placed on an academic plan must be able to meet requirements. Students who are progressing will be considered satisfactory. The student will be advised in writing of the actions required for satisfactory that must be met by the next evaluation. The student must meet attendance and academic requirements that are given by the institution or it will be considered non-compliant.

## **MAKE-UP TIME POLICY**

Students are expected to make up missed days and exams. Students may utilize the various school schedules and classes to complete make up time and exams.

## **SUSPENSION AND TERMINATION POLICY**

Suspension or termination from DDBS may happen if the student is found in violation of the student code of conduct, but particularly if he/she participates in any of the following but not limited to:

1. Possession of illegal drugs or alcohol on school premises, grounds, or parking lot.
2. Theft from Students, or of School property, or supplies.
3. Willful destruction of School property.
4. Insubordination
5. Loud, boisterous behavior or foul language.
6. Failure to pass the satisfactory Academic Program Probation

## **ACADEMIC REVIEW PROCEDURES AND APPEAL PROCESS**

If a student is determined to not perform satisfactorily, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress report determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school describing why they failed to meet satisfactory along with supporting documentation of the reason why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve a satisfactory next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file.

## **CERTIFICATIONS OF COMPLETIONS**

Once a student has completed all of the required course hours and course requirements, a certificate of completion will be issued to the student or program funder. The institution may withhold official academic transcripts and certificate of completion if the student has not met all financial obligations. Once all school obligations are met each student must take state board exams within 30 days of course completion. They must complete the Practical and Theory Test and achieve a 75% on each test to receive a Michigan State license.

## **CHANGING DEGREES/TRANSFER PROGRAMS**

DDBS does not allow students to transfer programs. No credit hours can be transferred to any other programs. If a student requests to change a program after the fifth day, he/she must receive approvals from the school's director, financial aid department, and wait until the next program's availability date.

## **WITHDRAWAL POLICY**

A student will be considered withdrawn if the following occurs:

1. The student notifies the Director of his/her intent to withdraw
2. A formal termination (unofficial withdrawal) by the student shall occur more than 14 days from the last day of physical attendance.
3. The school officially notifies the student of dismissal from the program.

## **SEMESTER/TERMS**

DDBS recognizes the use of semester terms, however program enrollment is not determined by academic terms.

## **TRANSFER CREDITS**

DDBS does accept most transfer credits for coursework completed at another institution. Transcripts will be evaluated for eligible clock hour transfers. Transcripts will be accepted from the State of Michigan. Students with eligible transfer hours exceedingly more than half the DDBS program clock hours will be required to issue a placement exam for transferable clock hour totals.



## SATISFACTORY ACADEMIC PROGRESS EVALUATION FORM

<b>Student Name</b>	<b>Date</b>
---------------------	-------------

<b>Start Date</b>	<b>Evaluation Period</b>
-------------------	--------------------------

<b>Scheduled Hours</b>		<b>Cumulative Attendance %</b>	
<b>Actual Hours</b>		<b>Cumulative Academic Grade</b>	
<b>Student is making satisfactory academic progress?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>Notice of Warning/Probation provided to student?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
<b>Reason for Warning/Probation:</b>	<input type="checkbox"/> ATTENDANCE	<input type="checkbox"/> ACADEMICS	<input type="checkbox"/> N/A

### Warning

You have until the next evaluation period to bring up your grades and/or attendance up to minimum requirements.

### Probation

If the student has still not met progress requirements at the end of the warning period, the student will be considered not making satisfactory academic progress. You have until the next evaluation period, which shall not exceed 30 academic days, to bring your grades and/or attendance up to minimum requirements, or up to the requirements set forth in an agreed upon academic plan. If satisfactory performance is not achieved by the end of the probationary period according to satisfactory academic progress requirements or your academic plan, you will be dropped/terminated from the program.

<b>Additional Comments:</b>
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<b>Student Signature</b>	<b>Date</b>
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<b>Accepted by School Official</b>	<b>Date</b>
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## **TITLE IV SATISFACTORY ACADEMIC PROGRESS STANDARDS AND POLICY**

### **Policy Reason**

An institution must establish a reasonable Satisfactory Academic Progress (SAP) policy for determining whether an otherwise eligible student is making satisfactory academic progress in their educational program and may receive assistance under Title IV, *Higher Education Act of 1965* (HEA) federal assistance programs.

### **SAP Policy**

The SAP policy is applied consistently to all students enrolled at DDBS (full-time or part-time). It is printed in the DDBS Program Catalog & Student Handbook to ensure that all students receive a copy before enrollment. The policy complies with the guidelines established by the Council on Occupational Education (COE) and federal regulations established by the United States Department of Education (ED).

Students must maintain satisfactory academic progress throughout their training to comply with the DDBS policy and to remain eligible for Title IV student financial assistance. Also, students who do not receive financial aid and are paying out-of-pocket must maintain SAP progress throughout their training. The academic and attendance requirements apply to every student enrolled in the school, whether they receive financial aid or pay cash—all periods of enrollment count towards SAP, including periods when a student does not receive financial assistance. The school's policy is to apply SAP consistently to all students enrolled in all offered programs, whether full-time or part-time.

Both qualitative (academics/grades) and quantitative (attendance, pace of progression, and time frame) standards are used to evaluate Standard Academic Progress. Students must meet the school's academic and attendance standards on a **cumulative basis** (start date to evaluation date) to maintain SAP and for Title IV eligibility.

### **Minimum Qualitative Requirement**

#### **Academic Standard**

The qualitative element used to determine Satisfactory Academic Progress is a reasonable grading system defined by assigned academic learning. Students receive an academic education and a minimum number of practical experiences. Academic knowledge is evaluated after each unit of study. Practical assignments are evaluated as completed and count toward course completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted, and the student must repeat the performance. Each student is given at least two (2) comprehensive practical skills evaluations during the course. Practical skills are evaluated according to text procedures and outlined in the school's practical skills evaluation criteria.

Students must maintain a written grade average of 75% and pass the final theory and practical exams before graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are recorded according to the following scale:

Interpretation: Excellent, Good, Satisfactory, Failing

## GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:

100-90%.....	EXCELLENT
89-80%.....	GOOD
79-75%.....	SATISFACTORY
BELOW 74%.....	FAILING
I.....	INCOMPLETE

**Cosmetology, Esthetics, Advanced Esthetics students must maintain an academic average of at least 75% or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy to be considered making progress (satisfactory).**

DDBS rounds percentage calculations using normal rounding methods.

Only courses for which the student receives a passing grade are acceptable for the unit requirement in calculating the SAP status. Incomplete courses and withdrawals are not counted as completed units. Students are required to verify attendance for terms in which they receive unsatisfactory grades.

### Minimum Quantitative Requirements

#### Attendance Standard

Students must attend a minimum of 67% of the hours they are scheduled to attend based on the student's enrollment agreement. A student's attendance is determined by dividing the total hours attended by the total clock hours scheduled as of the evaluation date.

Note: Regardless of the average level of attendance, students who have more than 30 days of consecutive absences will be dismissed. When calculating attendance, a leave of absence will extend a student's contract end period and maximum time frame by the same number of days taken in the leave of absence. The frequency of evaluations ensures that students have ample opportunity to meet academic progress and the attendance requirements of at least one evaluation by midpoint in the course.

#### Pace of Progression

**At least 67% of all coursework attempted must have successfully passed grades.** The pace of progression progress is calculated by dividing **cumulative** hours that have been completed by the **cumulative** hours attempted by the student. The 67% completion rate maintains a pace of progress toward the degree or certificate that ensures completion of the academic credential within the maximum time frame allowed. DDBS rounds pace to the nearest whole number using normal rounding methods.

#### Maximum Time Frame

**Students must complete their program and certificate in no more than 150% of the program's average published length in credit hours.** For an *undergraduate program measured in clock hours*, the maximum time frame cannot be longer than 150 percent of the educational program's published length, as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. Students may use their total program clock hours required multiplied by 1.5 to determine the clock hour limit, as shown below. DDBS rounds percentage calculations using normal rounding methods.

The maximum time allowed for students to complete each program within Satisfactory Academic Progress is listed below:

<p>Cosmetology – 2,250 clock hours and 66 weeks (full-time) Advanced Esthetics – 900 clock hours and 39 weeks (full-time) Esthetics – 600 clock hours and 30 weeks (full-time)</p> <p>Cosmetology – 2,250 clock hours and 96 weeks (part-time) Advanced Esthetics – 900 clock hours and 48 weeks (part-time) Esthetics – 900 clock hours and 39 weeks (part-time)</p>
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All accepted transfer hours from another institution are counted as both attempted and completed hours to determine when the maximum allowable timeframe has been exhausted.

Note: Federal financial aid regulations require DDBS to discontinue federal financial aid if an SAP review indicates that the student cannot complete their program within 150% of the program's average published length.

A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the absence.

Students who do not complete within the maximum of the required timeframe will be permitted to continue to graduation. However, any student not completing the course within their contracted time will be charged the hourly fee as stated on their enrollment agreement for each hour needed to complete the course.

### Evaluation Periods

Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. The frequency of assessments ensures that students have had at least one (1) evaluation by the midpoint in their respective courses. Evaluation periods are determined by the length of the program and the student's enrollment date.

The policy provides that a student's academic progress is evaluated at the end of each payment period if the educational program is either one academic year in length or shorter than an academic year; or for all other educational programs, at the end of each payment period or at least annually to correspond with the end of a payment period.

Students are evaluated for Satisfactory Academic Progress based on actual clock hours completed at the end of each period as follows:

Cosmetology: 450, 900, 1200  
Esthetics: 200  
Advanced Esthetics: 300

Transfers: If the hours needed at the school are less than 900 hours (for cosmetology), then the first evaluation period will occur at the midpoint of the hours required rather than at 450 or 300, based on the program.

For all students receiving Title IV funds, students will be evaluated when they reach both the clock hours and the number of weeks for disbursements of funds.



Students who meet both the quantitative and qualitative requirements described herein will be deemed to be making progress until the subsequent scheduled evaluation.

### **Determination of Progress Status**

New students will be considered making progress from their actual starting date until their first evaluation period. Students meeting the minimum requirements for academics and attendance at the evaluation point (450-900-1200 actual clock hours) are considered to be making progress until the subsequent scheduled evaluation.

Students who fail to meet minimum requirements for academics and attendance at the evaluation point are placed on “**Warning**” and are considered making Satisfactory Academic Progress during the warning period until the subsequent scheduled evaluation. Students in “Warning” status are eligible to receive Title IV funds.

Students who fail to meet minimum requirements for academics and attendance at the next evaluation point after the “Warning” period will be placed on “**Probation**” and considered to be making satisfactory academic progress while during the probationary period if the student successfully appeals the decision. Additionally, students who cannot meet satisfactory standards may be placed on probation. Students placed on an academic plan must be able to meet requirements. Students who are progressing will be considered satisfactory.

After a student has been placed on “Warning” or “Probation” status, students not meeting the minimum requirements for academics and attendance at the next evaluation point are placed on “**Suspension**,” and the student will be determined as NOT making Satisfactory Academic Progress. If applicable, students will not be deemed eligible to receive Title IV funds during that period.

Students will receive a copy of their Satisfactory Academic Progress determination (“Progress,” “Warning,” “Probation,” or “Suspension”) at the time of each evaluation. The administration will advise the student in writing on the actions required to attain Satisfactory Academic Progress. Students will be notified via email of any changes to their Title IV eligibility (positive or negative) because of an SAP issue. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted unless the student is on Warning, has received approval from an appeal resulting in a probation status, or meets minimum academic and attendance requirements on the subsequent scheduled evaluation. SAP determination is recorded in each student’s academic file.

### **Warning Policy**

Students who fail to meet minimum requirements for academics and attendance are placed on warning. The student will be advised in writing on the actions required to attain Satisfactory Academic Progress by the subsequent evaluation. The student must meet both the academic and attendance requirements or be placed on probation in the following review.

### **Warning Procedure**

An academic warning status will be for one academic period and will be determined based on:

- (1) Failure to meet the minimum qualitative 75% GPA requirement for academics and the quantitative 67% attendance or

- (2) Failure to progress at a pace to ensure completion within the maximum time frame

The student will be advised in writing by a designated school official. Satisfactory Academic Progress policy specific to “Warning” below:

- (1) Students may not appeal an Academic Warning.
- (2) Students on Academic Warning are eligible to receive Federal Title IV funds for one additional academic period
- (3) DDBS will review the student’s attendance and academic status, and the student will be counseled as necessary to determine if the student can reasonably meet the SAP requirements. This may include a recommendation for termination.
- (4) Students may not be placed on Academic Warning for consecutive academic periods.
- (5) A student failing to meet the SAP requirements at the end of the academic warning period will be sent a Probationary letter detailing their option to appeal the decision.

## **Probation**

Probation status is assigned to a student who fails to make Satisfactory Academic Progress on the second SAP evaluation. Aid eligibility may be reinstated for one payment period, and the student is required to fulfill specific conditions as stipulated in a Probation Plan. See below.

## **Probation Plan**

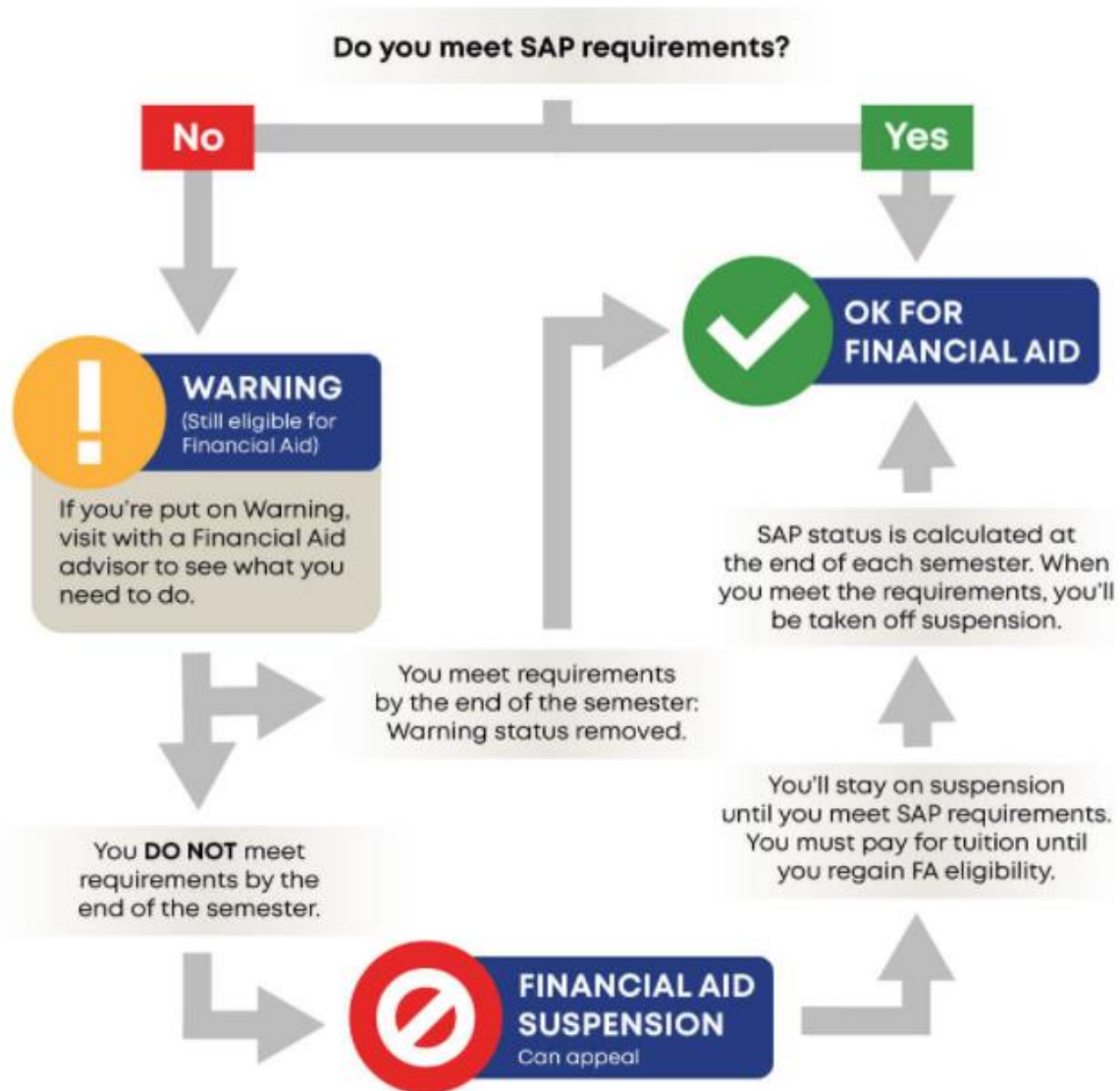
Students placed on an academic Probation Plan must meet the academic plan's requirements by the end of the next evaluation period. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the subsequent evaluation. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.

Suppose at the end of the probationary period the student has still not met both the academic and attendance requirements required for Satisfactory Academic Progress or as specified by the academic plan. In that case, they will be determined as NOT making Satisfactory Academic Progress and, if applicable, the student will not be deemed eligible to receive Title IV funds. Students will not be placed on academic probation for consecutive academic periods.

## **Notification**

Students will be notified via email of any changes to their Title IV eligibility (positive or negative) as a result of an SAP issue. Notifications include warning status, appeal decisions, loss of eligibility, or regaining of eligibility.

## The SAP Process



### Re-establishing SAP

Students may re-establish Satisfactory Academic Progress, Title IV aid, and Department of Veterans Affairs (VA) eligibility as applicable, by meeting minimum academic and attendance requirements by the end of the warning or probationary period.

Suppose the student begins a payment period not making Satisfactory Academic Progress but reverses that designation before the end of that payment period. In that case, the student will be eligible for federal aid for the next payment period.

## **Make-up Time Policy**

Students are expected to make up missed days and exams. Students may utilize the various school schedules and classes to complete make-up time and exams. All attendance make-up time will be completed during normal school hours but in the student's non-scheduled class time.

## **Interruptions, Course Incompletes, Repetitions, and Withdrawals**

If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as before. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw before completion of the course and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

A grade of incomplete (I) may be changed to a passing grade within the program length from the date of receiving the grade if the student satisfactorily completes all of the requirements set forth by the course instructor. Otherwise, the incomplete grade of an "I" will automatically be changed to a 0%.

A student is given 14 days from the end of the term to make arrangements with their instructor if they have an "I" grade because of excused absences. To change the "I" grade, the student must make up the missing coursework within 14 days. Once the 14-day mark has passed, the failing grade will become permanent if the work remains incomplete, and the student has to retake the course. When a grade of "I" is changed to a grade, SAP is re-calculated.

Because of the generous make-up time policy at DDBS, students are expected to make up missed days and exams. Therefore, course repetition does not apply to this institution.

When a student withdraws from a class, those hours are counted as attempted and not completed.

## **Withdrawal Policy**

A student will be considered withdrawn if the following occurs:

1. The student notifies the Director of his/her intent to withdraw
2. A formal termination (unofficial withdrawal) by the student shall occur more than 14 days from the last day of physical attendance.
3. The school officially notifies the student of dismissal from the program.

## **ESL and Remedial Courses**

DDBS does not offer English as a Second Language or remedial coursework. ESL and remedial courses do not apply to this institution.

## **Changes in Majors or Degrees**

DDBS does not allow students to transfer programs. No credit hours can be transferred to any other programs. If a student requests to change a program after the fifth day, he/she must receive approvals from the school's Director of Operations, the Financial Aid department, and wait until the next program's availability date.

## **Pursuit of a Second Degree**

Students choosing to pursue a second program or certificate at DDBS after completion of a first program or certificate will have their satisfactory academic progress calculated starting with the second program or certificate. Any coursework from the initial program or certificate that also applies to the second program will be included in the SAP calculations.

## **Semesters/Terms**

DDBS recognizes the use of semesters and terms, however program enrollment is not determined by academic terms.

## **Transfer Credit**

DDBS does accept most transfer credits for coursework completed at another institution. Transcripts will be evaluated for eligible clock hour transfers. Transcripts will be accepted from the State of Michigan. Students with eligible transfer hours exceeding more than half the DDBS program clock hours will be required to issue a placement exam for transferrable clock hour totals.

Transfer credits accepted by DDBS do count towards the student's maximum time allowed in the SAP calculation.

## **Suspension and Termination Policy**

Suppose at the end of the probationary period, the student has still not met both the academic and attendance requirements required for Satisfactory Academic Progress or by the academic plan. In that case, they will be determined as NOT making Satisfactory Academic Progress, and, if applicable, the student be deemed NOT eligible to receive Title IV funds or Department of Veterans Affairs (VA) certification.

Suspension or termination from DDBS may happen if the student is found in violation of the student code of conduct, but particularly if he/she participates in any of the following but not limited to:

1. Possession of illegal drugs or alcohol on school premises, grounds, or parking lot.
2. Theft from Students, or of School property, or supplies.
3. Willful destruction of School property.
4. Insubordination
5. Loud, boisterous behavior or foul language.
6. Failure to pass the satisfactory Academic Program Probation

## Academic Review Procedures and Appeal Process

If a student is determined to be in probationary or suspended status, the student may appeal the determination within ten (10) calendar days of notification. Appeals submitted outside of this deadline will be accepted and considered but may be applied for a subsequent academic period.

Reasons for which students may appeal a negative progress determination include:

- The death of a relative
- Injury or illness of the student
- Other special or mitigating circumstances.

The student must submit a written appeal to the school describing why they failed to meet SAP **with** supporting documentation of why the determination should be reversed.

**Note: This information should include what has changed about the student's situation to allow them to achieve SAP by the next evaluation point.**

The Satisfactory Academic Progress Appeals Committee will review the appeal documents, and a decision will be made and reported to the student within thirty (30) calendar days. The appeal and decision documents will be retained in the student file. If the appeal is approved, the Satisfactory Academic Progress determination will be updated, and federal financial aid will be reinstated, if applicable. The committee's decision is final.

## Certificates of Completion

Once a student has completed all of the required course hours and course requirements, a certificate of completion will be issued to the student or program funder. The institution may withhold official academic transcripts and certificate of completion if the student has not met all financial obligations. Once all school obligations are met each student must take state board exams within 30 days of course completion. They must complete the Practical and Theory Test and achieve a 75% on each test to receive a Michigan State license.

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Satisfactory Academic Progress Appeal Form – below



## Satisfactory Academic Progress Appeal Form

(Please print neatly – illegible forms will not be processed)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email/phone: \_\_\_\_\_

Meeting financial aid satisfactory academic progress (SAP) standards is a requirement for financial aid eligibility. If you do not meet SAP standards, you may submit an appeal requesting financial aid reinstatement consideration. Email complete appeal to [raynakarpuk@ddbbs.edu](mailto:raynakarpuk@ddbbs.edu).

Reasons for Appeal	Required Documentation
<input type="checkbox"/> Personal illness or injury <input type="checkbox"/> Personal crisis <input type="checkbox"/> Illness of a family member <input type="checkbox"/> Death in the family <input type="checkbox"/> Second degree <input type="checkbox"/> Other <b>NOTICE:</b> Lack of awareness of withdrawal policies and/or requirements for SAP and lack of preparation for college coursework are <b>not</b> acceptable reasons for an appeal.	<p><b>ATTACH a <u>one-page explanation</u> of what happened and what has changed AND supporting documentation of your situation</b></p> <p style="text-align: center;">NOTE: Include your <i>name</i> and <i>student ID</i> number at the top of each document.</p> <p>The explanation must include:</p> <ul style="list-style-type: none"> <li>▪ <b>What happened</b> and why the event(s) caused you to be unable to maintain satisfactory progress</li> <li>▪ <b>What has changed</b> and what steps you have taken or will take to achieve and maintain satisfactory academic progress</li> </ul> <p><b>Note:</b> If this not your first SAP appeal, you MUST submit the <b>Student Improvement Plan-SAP Part 2 Form</b>.</p>

SAP review components are:

- (1) **Cumulative Grade Point Average (GPA):** 75% is required for academics and 67% is required for attendance
- (2) **Pace of Progression (completion percentage):** At least 67% of all coursework attempted must have successfully passing grades.
- (3) **Maximum Time Frame:** Students must complete their program in no more than 150% of the program's average published length.

**Incomplete appeals will be denied.** We may request additional documentation.

Signature \_\_\_\_\_

## **DYMOND DESIGNS 2022-2025**

# **STUDENT GRIEVANCE POLICY AND PROCEDURES**

### **PURPOSE OF THE PROCEDURE/INTRODUCTION:**

Dymond Designs Beauty School's aim is to ensure that students with a grievance relating to their education or attendance can use a procedure, which can help to resolve grievances as quickly as possible.

### **POLICY**

Any student who feels they have not received adequate and/or fair treatment in all matters related to; school policies regulations and procedures in accordance with the current student handbook may seek consideration through a formal grievance policy.

### **PURPOSE**

To provide all students with means for impartial consideration in grievance procedures.

### **GUIDELINES**

**Stage 1:** Statement of Grievance: If the student feels that the matter has not been resolved through informal discussions with the instructor/student meeting, the student should put their grievance in writing to the Director of Operations to further resolve the said issue.

**Stage 2:** The Grievance Meeting: The Director of Operations must schedule the Grievance meeting within three (3) days receipt of the grievance. If the grievance includes the Director of Operations, the Director of Operations or designee may coordinate the meeting.

**Stage 3:** The response: The Director of Operations or designee will respond, in writing, the response shall be issued to the student within five (5) days following the grievance meeting.

### **PROCEDURE:**

Students must take all reasonable steps to attend the meeting, but for any unforeseen reason the student or the Director of Operations cannot attend, the meeting must be rearranged. Should a student companion and/or parent/guardian be unable to attend then the student must make contact within 3 days of the date of the letter to arrange an alternative date within five (5) days of the original date provided. These time limits may be extended by mutual agreement.

**APPEAL:** If the matter is not resolved to the student's satisfaction, they must state their grounds of appeal in writing within five (5) business days of receipt of the decision letter. Within ten (10) business days of receiving an appeal letter, the student should receive a written invitation to attend an appeal meeting. A member of the school's Advisory Committee will take the appeal meeting. After the appeal meeting with the Advisory Committee member, the Director of Operations must inform the student in writing of their decision within three (3) business days of the meeting. No further action can be taken.

If conflict is still without resolve, please contact: Council on Occupational Education 7840 Roswell Road, Building 300, Suite 325 Atlanta, GA 30350 Telephone: 770-396-3898 / FAX: 770-396-3790 [www.council.org](http://www.council.org).

Or

State of Michigan Bureau of Professional Licensing

PO Box 30670 Lansing, MI 48909

Telephone: (517) 241-9288

Website: [www.michigan.gov](http://www.michigan.gov)

Email: [BPLHelp@michigan.gov](mailto:BPLHelp@michigan.gov)



## STUDENT GRIEVANCE FORM

Name of Complaint: \_\_\_\_\_

Student Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

1. Please provide a one or two sentence description of your complaint.

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2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

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3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

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4. Indicate what specific resolution you are seeking or recommending.

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**\*I hereby certify that the statements made pertaining to my complaint are truthful and accurate.**

\_\_\_\_\_  
Student Signature of Complainant

\_\_\_\_\_  
Date

## APPEAL FORM

Rules cannot be written that will apply to every situation in every business. Therefore, any policy established by DDBS may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so using this form and attach any applicable documentation. Appropriate personnel will review the appeal and a determination will be made. All decisions on appeal are final. Indicate which policy is being appealed below. Appeals regarding an SAP must be made within 15 days of the negative determination.

Re:

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Attention Director of Operations:

I wish to appeal the decision and/or policy of the school regarding the above-indicated manner. The mitigating circumstances and pertinent information relating to the decision or policy are stated below.

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Supporting documentation Attached: \_\_\_\_YES \_\_\_\_NO

Student signature:

Parent or Guardian signature (If applicable):

Date:

OFFICE USE ONLY \_\_\_\_APPEAL \_\_\_\_APPEAL DENIED

EXPLANATION OF DECISION: REQUIREMENTS OF STUDENT TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS AT THE END OF THE PROBATIONARY PERIOD:

## CLASS SCHEDULE

### Holiday and Calendar Information:

DDBS allows the following holidays off: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, December 24 - 25 and December 31. Calendar subject to change.

**Day Class** Tuesday - Saturday 8:30am - 4:30pm

**Evening Class** Tuesday – Friday 5:00pm - 9:00pm, and Saturday 8:30am - 4:30pm

Makeup Mondays Hybrid Only (**Optional**)

### Cosmetology

### **Full-time (45 weeks)**

### **Part-time (66 weeks)**

**Length: 12- 18 Months (1500 Hours)**

### Course Start Date

### Expected Graduation Date

### Expected Graduation Date

January 3, 2023

November 14, 2023

April 9, 2024

March 14, 2023

January 23, 2024

June 18, 2024

April 4, 2023

February 13, 2024

July 9, 2024

May 23, 2023

April 2, 2024

August 27, 2024

June 23, 2023

May 3, 2024

September 27, 2024

July 5, 2023

May 15, 2024

October 9, 2024

August 1, 2023

June 11, 2024

November 5, 2024

September 5, 2023

July 16, 2024

December 10, 2024

October 10, 2023

August 20, 2024

January 14, 2025

November 7, 2023

September 17, 2024

February 11, 2025

December 19, 2023

October 29, 2024

March 25, 2025

January 2, 2024

November 12, 2024

April 8, 2025

February 6, 2024

December 17, 2024

May 13, 2025

March 5, 2024

January 14, 2025

June 10, 2025

April 2, 2024

February 11, 2025

July 8, 2025

May 7, 2024

March 18, 2025

August 12, 2025

June 4, 2024

April 15, 2025

September 9, 2025

July 2, 2024

May 13, 2025

October 7, 2025

August 6, 2024

June 17, 2025

November 11, 2025

September 3, 2024

July 15, 2025

December 9, 2025

October 1, 2024

August 12, 2025

January 6, 2026

November 5, 2024

September 16, 2025

February 10, 2026

December 3, 2024

October 14, 2025

March 10, 2026

January 7, 2025

November 18, 2025

April 14, 2026

February 4, 2025

December 16, 2025

May 12, 2026

March 4, 2025

January 13, 2026

June 9, 2026

April 1, 2025

February 10, 2026

July 7, 2026

May 6, 2025

March 17, 2026

August 11, 2026

June 3, 2025

April 14, 2026

September 8, 2026

July 1, 2025

May 12, 2026

October 6, 2026

August 5, 2025

June 16, 2026

November 10, 2026

September 2, 2025

July 14, 2026

December 8, 2026

October 7, 2025

August 18, 2026

January 12, 2027

November 4, 2025

September 15, 2026

February 9, 2027

December 2, 2025

October 13, 2026

March 9, 2027

**Esthetics****Length: 3-6 months (400 hours)****Full-time (12 weeks)****Part-time (20 weeks)****Course Start Date****Expected Graduation Date****Expected Graduation Date**

January 3, 2023

March 28, 2023

May 23, 2023

March 14, 2023

June 6, 2023

August 1, 2023

April 4, 2023

June 27, 2023

August 22, 2023

May 23, 2023

August 15, 2023

October 10, 2023

June 13, 2023

September 5, 2023

October 31, 2023

July 5, 2023

September 27, 2023

November 22, 2023

August 1, 2023

October 24, 2023

December 19, 2023

September 5, 2023

November 28, 2023

January 23, 2024

October 10, 2023

January 2, 2024

February 27, 2024

November 7, 2023

January 30, 2024

March 26, 2024

December 19, 2023

March 12, 2024

May 7, 2024

January 2, 2024

March 26, 2024

May 21, 2024

February 6, 2024

April 30, 2024

June 25, 2024

March 5, 2024

May 28, 2024

July 23, 2024

April 2, 2024

June 25, 2024

August 20, 2024

May 7, 2024

July 30, 2024

September 24, 2024

June 4, 2024

August 27, 2024

October 22, 2024

July 2, 2024

September 24, 2024

November 19, 2024

August 6, 2024

October 29, 2024

December 24, 2024

September 3, 2024

November 26, 2024

January 21, 2025

October 1, 2024

December 24, 2024

February 18, 2025

November 5, 2024

January 28, 2025

March 25, 2025

December 3, 2024

February 25, 2025

April 22, 2025

January 7, 2025

April 1, 2025

May 27, 2025

February 4, 2025

April 29, 2025

June 24, 2025

March 4, 2025

May 27, 2025

July 22, 2025

April 1, 2025

June 24, 2025

August 19, 2025

May 6, 2025

July 29, 2025

September 23, 2025

June 3, 2025

August 26, 2025

October 21, 2025

July 1, 2025

September 23, 2025

November 18, 2025

August 5, 2025

October 28, 2025

December 23, 2025

September 2, 2025

November 25, 2025

January 20, 2026

October 7, 2025

December 30, 2025

February 24, 2026

November 4, 2025

January 27, 2026

March 24, 2026

December 2, 2025

February 24, 2026

April 21, 2026

**Advanced Esthetics****Length: 4-6 months (600 hours)****Full-time (18 weeks)****Part-time (30 weeks)****Course Start Date****Expected Graduation Date****Expected Graduation Date**

January 3, 2023

May 9, 2023

August 1, 2023

March 14, 2023

July 18, 2023

October 10, 2023

April 4, 2023

August 8, 2023

October 31, 2023

May 23, 2023

September 26, 2023

December 19, 2023

June 13, 2023

October 17, 2023

January 9, 2024

July 5, 2023

November 8, 2023

January 31, 2024

August 1, 2023

December 5, 2023

February 27, 2024

September 5, 2023

January 9, 2024

April 2, 2024

October 10, 2023

February 13, 2024

May 7, 2024

November 7, 2023

March 12, 2024

June 4, 2024

December 19, 2023

April 23, 2024

July 16, 2024

January 2, 2024

May 7, 2024

July 30, 2024

February 6, 2024

June 11, 2024

September 3, 2024

March 5, 2024

July 9, 2024

October 1, 2024

April 2, 2024

August 6, 2024

October 29, 2024

May 7, 2024

September 10, 2024

December 3, 2024

June 4, 2024

October 8, 2024

December 31, 2024

July 2, 2024

November 5, 2024

January 28, 2025

August 6, 2024

December 10, 2024

March 4, 2025

September 3, 2024

January 7, 2025

April 1, 2025

October 1, 2024

February 4, 2025

April 29, 2025

November 5, 2024

March 11, 2025

June 3, 2025

December 3, 2024

April 8, 2025

July 1, 2025

January 7, 2025

May 13, 2025

August 5, 2025

February 4, 2025

June 10, 2025

September 2, 2025

March 4, 2025

July 8, 2025

September 30, 2025

April 1, 2025

August 5, 2025

October 28, 2025

May 6, 2025

September 9, 2025

December 2, 2025

June 3, 2025

October 7, 2025

December 30, 2025

July 1, 2025

November 4, 2025

January 27, 2026

August 5, 2025

December 9, 2025

March 3, 2026

September 2, 2025

January 6, 2026

March 31, 2026

October 7, 2025

February 10, 2026

May 5, 2026

November 4, 2025

March 10, 2026

June 2, 2026

December 2, 2025

April 7, 2026

June 30, 2026



## **CURRICULUM AND COURSE OUTLINE - COSMETOLOGY**

### **COURSE DESCRIPTION:**

Cosmetology is a Certificate of Completion program that studies the basic understanding of hair, skin, and nails. In this instructional sequence course students will coordinate integration of academics, career training, laws and rules, and technical knowledge skills designed to provide job-specific training with the understanding of the products and procedures used in their care. This is a 1500 clock-hour course, and it may run 45 weeks (full-time), and 66 weeks (part-time).

### **CLASS TIMES:**

Day Class Tuesday - Saturday 8:30am - 4:30pm

Evening Class Tuesday - Thursday 5:00pm - 9:00pm, Friday 5:00pm – 9:00pm, and Saturday 8:30am - 4:30pm

Makeup Mondays Hybrid Only (**Optional**)

### **COURSE GOALS:**

Upon completion of this course, the student shall have demonstrated practical skills, theoretical knowledge, key competencies required to pass the Michigan Department of Licensing and Regulations examination and the ability to:

1. Understand the fundamentals of cosmetology.
2. Understand and utilize required sterilization & sanitation processes and procedures.
3. Understand and properly utilize the chemicals, procedures and processes associated with permanent waving, hair coloring, relaxers, and re-curls.
4. Understand & utilize various styles in hairstyling procedures.
5. Practice proper comb-out, blow-drying & finishing techniques.
6. Shape & thin hair using scissors, thinning shears, razor & electric clippers.
7. Analyze various scalp & hair conditions & apply various scalp & hair treatments in accordance with identified conditions.

### **COURSE FORMAT:**

The course will be a combination of lecture, problem solving, question and answer, role-playing, competitions, student presentations/projects, classroom activities/games, demonstration, and student participation. Students will demonstrate their knowledge of cosmetology theory and application ability through their completion of the required practical and

clinic activities. Instruction will be supplemented with guest artists, visual aids, and other instructional techniques.

**UNIT OUTLINE:**

**I. ORIENTATION (100 HOURS)**

- A. Rules and Regulations of School
- B. Professional & Personal Operator Development
- C. Professional Ethics
- D. Hygiene & Good Grooming
- E. Personality Development
- F. Employee & Customer Relationship
- G. Employer & Employee Relationship
- H. Salesmanship & Product Knowledge
- I. Business Administration in Relation to Beauty Salon Operations
- J. Sanitation & Sterilization
- K. Michigan Department of Licensing & Regulations Rules & Regulations
- L. Safety

**II. SHAMPOO AND RELATED THEORY (50 HOURS)**

- A. Shampoo
- B. Types of Shampoo
- C. Chemistry of Shampoo
- D. Practical Procedure for Shampooing
- E. Safety & Sanitation

**III. HAIR AND SCALP TREATMENT AND RELATED THEORY (150 HOURS)**

- A. Scalp Treatments and Manipulations & their Procedures
- B. Hair Treatments & their Procedures
- C. Related Knowledge, the Skin & Scalp

D. Disorders of the Skin, Scalp, and Hair

E. Chemistry of Hair

F. Safety & Sanitation

#### **IV. COLD WAVING AND RELATED THEORY (200 HOURS)**

A. Procedure-Normal Hair

B. Procedure-Tinted & Bleached Hair

C. Procedure-Problem Hair

D. Procedure-Re-curling

E. Cold Wave Chemistry

F. Product Knowledge of Chemicals

G. Knowledge and Analysis of Hair

H. Safety & Sanitation

#### **V. CHEMICAL HAIR RELAXING AND RELATED THEORY (50 HOURS)**

A. Procedure-Normal Hair

B. Procedure-Tinted Hair

C. Procedure-Problem Hair

D. Knowledge and Analysis of Hair

E. Methods of Chemical Hair Relaxers

1. Sodium Hydroxide

2. Thioglycolate

F. Product Knowledge of Chemicals G. Safety & Sanitation

#### **VI. HAIR COLORING AND RELATED THEORY (200 HOURS)**

A. Temporary Color

B. Semi-Permanent Color

C. Permanent Color, Bleaching and Toning D. Techniques in All Color Applications



- E. Corrective Work
- F. Chemistry of Color
- G. Related Knowledge & Analysis of Hair
- H. Safety & Sanitation

## **VII. MANICURING AND RELATED THEORY (100 HOURS)**

- A. Implements and Equipment
- B. Types of Manicure
  - 1. Plain
  - 2. Oil
  - 3. Shellac
- C. Related Anatomy
- D. Nail Disorders of the Nail
- E. Practical Procedure for Manicuring
- F. Safety & Sanitation

## **VIII. FACIALS AND RELATED THEORY (50 HOURS)**

- A. Facials
- B. Make-up C. Lash & Brow Tint
- D. Eyebrow arches
- E. Temporary Hair Removal of Skin Disorders
- G. Cosmetic Chemistry
- H. Related Anatomy
- I. Practical Procedures for each
- J. Safety & Sanitation

## **IX. HAIR CUTTING AND HAIR STYLING AND RELATED THEORY (500 HOURS)**

- A. Finger waving

- B. Pin curls
- C. Roller curls
- D. Style patterns
- E. Artistry in Hairstyling
- F. Comb-out techniques
- G. Thermal iron curling
- H. Blow-dry styling
- I. Practical Procedure of each
- J. Safety & Sanitation
- K. Introduction to Hair shaping
- L. Types of haircuts
- M. Implements used
  - 1. Scissors
  - 2. Razor
  - 3. Thinning shears
  - 4. Electric clippers
- N. Procedures
- O. Safety & Sanitation

## **X. CHEMISTRY (75 HOURS)**

- A. Chemistry of Cold Waving
- B. Chemistry of Color
- C. Chemistry of Chemical Hair Relaxing
- D. Chemistry of Shampooing
- E. Chemistry of Facial Products

## **XI. SALON MANAGEMENT (75 HOURS)**

- A. The Salon Industry
- B. Job Search

- C. Professional Relationships
- D. Salon Ownership
- E. Salon Retailing
- F. Resume' Writing
- G. Code of Ethics

**TOTAL HOURS: 1500**

**COURSE EVALUATION:**

Written exams are given at the end of each unit of study. During the unit of study where practical procedures need to be completed, they will also be evaluated. Students are assigned a minimum number of lab requirements. Students are given progress reports during their training. Upon completion of their training students' evaluations are based on written and practical applications and lab work.

**GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:**

A-100%-90% .....	Excellent
B-89%-80% .....	Good
C-79%-75% .....	Satisfactory
D- Below 74%.....	Failure

**ATTENDANCE:**

All students are expected to attend classes and be involved in the learning process. Thirty-five hours per week attendance is required unless specific curriculum changes have been approved. Students must be checked in by 8:45 a.m. and 5:45 p.m. daily. Any student who is late cannot check in unless authorized by the school director. If a student is repeatedly tardy or absent, they are subject to suspension.

**REFERENCES, BOOKS, PERIODICALS:**

Milady Standard Cosmetology Textbook and Study Guide  
MindTap Milady Standard Cosmetology Book (digital)  
State of Michigan Barbering and Cosmetology Law Book (Occupational Code, Related Statutes, Administrative Rules and Related Rules).



Dymond Designs Beauty School  
3300 E. Jefferson Ave. Ste. 450  
Detroit, MI 48207  
313-974-6164

## CURRICULUM AND COURSE OUTLINE- ADVANCED ESTHETICS

### COURSE DESCRIPTION:

The primary purpose and goal of the **Advanced Esthetics Program** is to rapidly train students to have a strong and advance foundation in Esthetics with an up-to-date text for career learning with introductory topics such as science basics, infection control, manipulative skills, safety judgements, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills. Students will be trained to receive state licensure and gainful employment. The Advanced Esthetics Program will prepare students to receive a Certificate of Completion as an Esthetician and Hydra Facialist. This program also includes training in professional skin care line, advanced esthetics facial equipment, lash extension, HydraFacial, skin treatments, advanced makeup (FX- Makeup), facial equipment, brow lamination, brow rehab, hair removal, chemical exfoliation, dermaplaning, chemical peels, consultation, and skin analysis best practices. This is a **600** clock-hour course that may run 18 weeks (full-time), 30 weeks (part-time).

### CLASS TIMES:

Day Class Tuesday - Saturday 8:30am - 4:30pm

Evening Class Tuesday - Friday 5:00pm - 9:00pm and Saturday 8:30am - 4:30pm

Makeup Mondays Hybrid Only (**Optional**)

### COURSE GOALS:

Upon completion of this 600 clock-hour course the student shall have demonstrated practical and advanced skills along with theoretical key competencies required to pass the state exam through the Michigan Department of Licensing and Regulations. Students are allowed to take the exam at 400-clock hours or upon completion of the 600-clock hour course. Students will have demonstrated the ability to:

- Understand the fundamentals of Esthetics.
- Understand and utilize required sterilization & sanitation processes and procedures.

- Be introduced and orientated to user group training for CIMA (digital training platform) Milady.
- Understand and properly utilize the chemicals, procedures, and processes associated with Esthetics.
- Understand and demonstrate the use of Dermalogica and Hydra Facial.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform basic and advanced manipulative skills in the areas of facial massages, with the effective use of implements and equipment, proper application of makeup (corrective/FX special affects etc.), unwanted hair removal, and lash applications which includes lash extensions.
- Apply academic and practical learning and related information to ensure sound judgements, decisions, and procedures.
- Continue advancing for career success by learning new and current information related to skills, trends, and methods for career development in esthetics and related career positions.
- Learn and practice skincare treatments that are trending with professional skincare treatments and products with Dermalogica and Hydra Facial partners.
- Learn and develop business skills and training.

### **COURSE FORMAT:**

The course will be a combination of lectures, problem solving, question and answer, role-playing, competitions, student presentations/projects, classroom activities/games, demonstration, and student participation. Students will be provided instruction in skin care services. The student will demonstrate their knowledge of Esthetics theory and application ability through their completion of the required practical and clinic activities. Instruction will be supplemented with guest artists, visual aids, and other instructional techniques. Exams will be given at the end of each unit of study. Students will need to complete practical procedures for each unit of study which will be evaluated by their instructor. Students are assigned and evaluated on lab/clinical assignments during their training and all evaluations are based on written/practical applications and lab work.

### **METHOD OF INSTRUCTION:**

Theory/Practical content will be taught using reading, on-line content, in-person training, lecture, video media, computer-based learning activities and in-person demonstration by instructors or licensed professionals. This program has the option for in-person or digital training (if applicable) for this course. Technology is also used to deliver methods of instruction to students who are not learning in-person. The use of technology supports regular substantive interaction between the students and instructor. On-line lectures and/or demonstrations (live or virtual) will be given from instructors and/or licensed professionals with the use of the CIMA platform and Zoom (if applicable). Computer based learning activities are offered in-person and through distant education which includes reading assignments, practice quizzes, games that are focused on content reinforcement and videos that are assigned for all chapters using the CIMA platform which is the textbook on-line software companion. Computer-based learning is also available for students who are eligible for distance education. However, all methods of delivery are taught in-person.

Successful completion of this course will require the use of a laptop or other electronic device to access CIMA, Zoom and other platforms that Dymond Designs Beauty School will use to enrich the educational environment.

In-person education will be used for this course. In-person education is considered education that is provided to the student in-person on the campus. All in-person and digital practical applications will be reviewed and overseen by a licensed instructor. Additionally, practical evaluations and mock exams will be in-person in a proctored environment.

## **UNIT OUTLINES:**

### **I. ORIENTATION**

History and Career Opportunities  
Life Skills  
Your Professional Image  
Communicating for Success

### **II. GENERAL SCIENCE**

Infection Control: Principles and Practices  
General Anatomy and Physiology  
Basics of Chemistry  
Basics of Electricity  
Basics of Nutrition

### **III. SKIN SCIENCE**

Psychology and Histology of the Skin  
Disorders and Diseases of the Skin  
Skin Analysis  
Skin Care Products: Chemistry Ingredients, and Selection

### **IV. ESTHETICS**

The Treatment Room  
Facial Treatments  
Facial Massages  
Facial Machines  
Hair Removals  
Advanced Topics and Treatments  
The World of Makeup  
Lash Extensions  
Chemical Peels  
FX Make-Up  
Brow Lamination  
Brow Rehab  
Chemical Exfoliation  
Derma planning  
Consultation and Skin Analysis  
Hydra Facial Treatments

## **V. BUSINESS SKILLS**

Career Planning  
The Skin Care Business  
Selling Products and Services

### **SUBJECT:**

1. Sanitation/ Patron protection, laws and rules, Personal hygiene, Salon management.
2. Mechanical and electrical equipment safety
3. Anatomy and disorders
4. Artistic principles/makeup
5. Facial/skin care techniques
6. Chemistry/occupational safety and health administration
7. Temporary removal of hair

### **COURSE EVALUATION:**

Written exams are given at the end of each unit of study. During the unit of study where practical procedures need to be completed, they will also be evaluated. Students are assigned a minimum number of lab requirements. Students are given progress reports during their training. Upon completion of their training students' evaluations are based on written and practical applications and lab work.

### **GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:**

90-100%	EXCELLENT
80-89%	GOOD
75-79%	SATISFACTORY
BELOW 75%	FAILING

### **ATTENDANCE:**

All students are expected to attend classes and be involved in the learning process. Students are required to attend class thirty-five hours per week (full-time) and twenty-three hours per week (part-time) unless specific curriculum changes have been approved. Students must be clocked in by 8:45 a.m. and 5:45 p.m. daily. Any student who is late cannot clock in unless authorized by the school director or instructor.

### **REFERENCES, BOOKS, PERIODICALS:**

Milady Standard Esthetics Fundamentals Textbook  
Milady Standard Esthetics Foundation  
Milady Advanced Lash Textbook  
State of Michigan Barbering and Cosmetology Law Book (Occupational Code, Related Statutes, Administrative Rules and Related Rules)



Dymond Designs Beauty School  
3300 E. Jefferson Ave. Ste. 450  
Detroit, MI 48207  
313-974-6164

## **CURRICULUM AND COURSE OUTLINE ESTHETICS**

### **COURSE DESCRIPTION:**

Esthetics is a Certificate of Completion course that studies the basic principles and techniques associated with skincare. Students will learn skin science, basic facials, product knowledge, hair/makeup removal, laws and rules, physiology and anatomy of skin, disorders/diseases of the skin, safety/sanitation, and salon/spa management. This program is a 400 clock-hour course that may run 12 weeks (Full-time), and 20 weeks (Part-time).

### **CLASS TIMES:**

Day Class Tuesday - Saturday 8:30am - 4:30pm

Evening Class Tuesday - Friday 5:00pm - 9:00pm and Saturday 8:30am - 4:30pm

Makeup Mondays Hybrid Only (**Optional**)

### **COURSE GOALS:**

Upon completion of this course, the student shall have demonstrated practical skills, theoretical knowledge, key competencies required to pass the Michigan Department of Licensing and Regulations examination and the ability to:

1. Understand the fundamentals of Esthetics.
2. Understand and utilize required sterilization & sanitation processes and procedures.
3. Understand and properly utilize the chemicals, procedures and processes associated with Esthetics
4. Promote Wellbeing of patron
5. Perform an in-depth skin analysis
6. Use various mediums and techniques for safe hair removal
7. Make-up application
8. Apply appropriate infection prevention and control practices to prevent transmission of infection
9. Advise clients and proper consultation of patrons.



## **COURSE FORMAT:**

The course will be a combination of lecture, problem solving, question and answer, role-playing, competitions, student presentations/projects, classroom activities/games, demonstration, and student participation. Students will be provided instruction in skin care services. The student will demonstrate their knowledge of Esthetics theory and application ability through their completion of the required practical and clinic activities. Instruction will be supplemented with guest artists, visual aids, and other instructional techniques.

## **UNIT OUTLINES:**

### **VI. ORIENTATION**

History and Career Opportunities Life Skills

Your Professional Image Communicating for Success

### **VII. GENERAL SCIENCE**

Infection Control: Principles and Practices General Anatomy and Physiology

Basics of Chemistry Basics of Electricity Basics of Nutrition

### **VIII. SKIN SCIENCE**

Psychology and Histology of the Skin Disorders and Diseases of the Skin Analysis

Skin Care Products: Chemistry Ingredients, and Selection

### **IX. ESTHETICS**

The Treatment Room Facial Treatments Facial Massage Facial Machines

Hair Removals

Advanced Topics and Treatments The World of Makeup

### **X. BUSINESS SKILLS**

Career Planning

The Skin Care Business Selling Products and Services

**TOTAL HOURS: 400**

**Subject:**

1. Sanitation/ Patron protection, laws and rules, Personal hygiene, Salon management.
2. Mechanical and electrical equipment safety
3. Anatomy and disorders
4. Artistic principles/makeup
5. Facial/skin care techniques
6. Chemistry/occupational safety and health administration
7. Temporary removal of hair

**COURSE EVALUATION:**

Written exams are given at the end of each unit of study. During the unit of study where practical procedures need to be completed, they will also be evaluated. Students are assigned a minimum number of lab requirements. Students are given progress reports during their training. Upon completion of their training students' evaluations are based on written and practical applications and lab work.

**GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:**

90-100%	EXCELLENT
80-89%	GOOD
75-79%	SATISFACTORY
BELOW 75%	FAILING

**ATTENDANCE:**

All students are expected to attend classes and be involved in the learning process. Thirty-five hours per week attendance is required unless specific curriculum changes have been approved. Students must be checked in by 8:45 a.m. and 5:45 p.m. daily. Any student who is late cannot check in unless authorized by the school director. If a student is repeatedly tardy or absent, they are subject to suspension.

**REFERENCES, BOOKS, PERIODICALS:**

Milady Standard Esthetics Fundamentals Textbook

MindTap Standard Esthetics Fundamentals Textbook (digital)

State of Michigan Barbering and Cosmetology Law Book (Occupational Code, Related Statutes, Administrative Rules and Related Rules).

## **ADMISSIONS, APPLICATION AND ENROLLMENT AGREEMENT**

### **GENERAL TERMS:**

DDBS shall provide programs of study that meet minimum curriculum requirements as prescribed by the state regular agency.

DDBS may change kit contents, textbooks, dress code, and curriculum format, teaching material or educational methods at its discretion.

DDBS will grant a certificate of completion and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination' completed the program successfully and according to State requirements; completed all exit paperwork attended an exit interview and made satisfactory arrangements for payment of all debts owed to DDBS.

DDBS will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed to DDBS as approved by DDBS. Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.

DDBS may terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Student: Agrees to pay applicable school fees and provide all required registration paperwork in a timely manner. Agrees to comply with all Standards of Conduct, General Policies, State Law and Regulations, and educational requirements including Practical assignments. Agrees not to refuse to perform practical hours or other program requirements. Agrees to comply with the school's dress code at all times and project a professional image representative of the related industry

DDBS serves. Agrees to comply with the assigned schedule for the applicable Certificate of Completion Program, which may change from time to time at the discretion of the school. Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.

**This page Agreement constitutes a binding contract between the student and DDBS when signed by all applicable parties and upon acceptance by the school. By signing below, you certify that you have read both pages. You will receive an exact copy of the signed contract. Keep it to protect your rights. The school reserves the rights to change start dates based on class enrollment, staff availability and other considerations.**

**ACKNOWLEDGEMENT: My signature below certifies that I have read, understood, and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.**

**DISCLAIMER: The school does not discriminate in its employment, admission, and instruction or graduation policies on the basis of race, sex orientation, sex, age, religion, ethnic origin any other protected class nor does it recruit students already attending or admitted to another school already offering similar programs of study. DDBS requires that each student enrolling in the DDBS curriculum provided program must:**

**COMPLETE THIS APPLICATION PRIOR TO ENROLLMENT PROVIDE PROOF OF SECONDARY EDUCATION SUCH AS A HIGH SCHOOL DIPLOMA AND OR GED. PROVIDE PROOF OF A LICENSE OR STATE ID WITH PICTURE.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DDBS STUDENT ENROLLMENT AND APPLICATION AGREEMENT**  
**3300 E. Jefferson Ste. 450 Detroit, MI 48207**

Student Name: \_\_\_\_\_  
Age: \_\_\_\_\_  
Birth Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Driver's license# \_\_\_\_\_  
Soc. Security# \_\_\_\_\_  
U.S. Citizen \_\_\_ Yes \_\_\_ No  
Contract Begins: \_\_\_\_\_ Weeks: \_\_\_\_\_  
Contract Ends: \_\_\_\_\_ Hours: \_\_\_\_\_

**CERTIFICATE OF COMPLETION**  
\_\_\_\_ CLOCK HOURS TO \_\_\_\_ CLOCK HOURS OF INSTRUCTION

**CLASS SCHEDULE RANGES FROM 4 MONTHS TO 18 MONTHS IN LENGTH, ALL STUDENTS WILL ATTEND A MINIMUM OF 20-42 HRS PER WEEK.**  
**Makeup Mondays - Hybrid Only (Optional)**

**SCHEDULE: \_\_\_\_\_ INSTRUCTORS NAME: \_\_\_\_\_ PROGRAM NAME: \_\_\_\_\_**

**CONTRACT COST PAYMENT TERMS:** Student and sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent students from attending class until an applicable unpaid balance of payments are satisfied. Method of payment include full payment at time of signing the Enrollment Agreement, and or remaining balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, and credit card or through Third party loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

**TUITION COST: \$ \_\_\_\_\_**  
**Registration Fee: \$ \_\_\_\_\_ Additional Fees: \$ \_\_\_\_\_**  
**Books/ Kit Bags: \$ \_\_\_\_\_ Monthly Payment Amount: \$ \_\_\_\_\_ (if applicable)**  
**Total Tuition Cost, Books, Kits Bag & Fees: \$ \_\_\_\_\_**  
**Payments Due On: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_**  
**Balance Due: \$ \_\_\_\_\_**  
**FUNDING SOURCE: CASH\_\_\_ CREDIT/DEBIT\_\_\_ LOAN\_\_\_ GRANT\_\_\_ OTHER\_\_\_**  
**If you chose a grant or other who was a funding source?**

\_\_\_\_\_  
**If a loan was chosen who was the lender? \_\_\_\_\_**  
**Amount Paid: \$ \_\_\_\_\_**  
**Amount Owed: \$ \_\_\_\_\_**

**Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_**  
**Admission Advisor Signature Date: \_\_\_\_\_ Date: \_\_\_\_\_**

## ENROLLMENT AGREEMENT

- \_\_\_\_\_ 1. Title: Identified as a contract or enrollment agreement
- \_\_\_\_\_ 2. Name and address of the institution
- \_\_\_\_\_ 3. List the name of the student enrollee.
- \_\_\_\_\_ 4. Course/Program Title(s) as identified in catalog
- \_\_\_\_\_ 5. Length of Courses' Programs with total number of clock hour competencies and approximate number of weeks of months required
- \_\_\_\_\_ 6. Costs
  - a. Total tuition for the course
  - b. Books and supplies cost
  - c. Payment terms and methods must be identified
- \_\_\_\_\_ 7. Scheduled class starting date
- \_\_\_\_\_ 8. Calculated completion date
- \_\_\_\_\_ 9. Class Schedule – Actual hours per week
- \_\_\_\_\_ 10. Institutional Refund Policy
- \_\_\_\_\_ 11. Graduation requirements
- \_\_\_\_\_ 12. Employment assistance description/employment not guaranteed
- \_\_\_\_\_ 13. Acknowledgement that signer have read and received a copy of contract
- \_\_\_\_\_ 14. Date and signature of applicant and parent /sponsor, if applicable
- \_\_\_\_\_ 15. Acceptance date and signature of institution official
- \_\_\_\_\_ 16. Governmental body requirements (license, state ID)
- \_\_\_\_\_ 17. Any other conditions, circumstances or qualifications imposed by school
- \_\_\_\_\_ 18. Contract is in language course/program will be taught

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Admissions Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## RELEASE OF STUDENT INFORMATION FORM

### Authorization Form –Release of Information

I understand that I have the right to gain access to my records according to the school's Access to Files Policy by making an appointment with the appropriate school official.

I understand that I have the right to authorize certain individuals, organizations, or classes of parties (such as potential employers) to gain access to certain information in my student file.

I hereby authorize DDBS, individuals of organizations or third-party employers to have access to the following information:

All Student File forms and contracts signed and dated by me in the event my information must be shared in the above aforementioned circumstances.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: This form is to be used each time the school wants or has a need to release information from the student file to a third party. This form need not be used when releasing information from the student's file to the student or student's parent if the student is a dependent student under IRS laws.**



## **MEDIA RELEASE FORM**

I, \_\_\_\_\_, hereby authorize DDBS to use and / or reproduce photos and / or videos without compensation. I understand that this material may be used in various publications, public affair releases, recruitment material, and broadcast public service advertising (PSA's) or for other related endeavors. This material may also appear on the company's or project sponsor's internet web page. This authorization is continuous and may only be withdrawn by my specific recession of this authorization. Consequently, the company or project sponsor may publish materials, use my name, photographs, and / or make reference to me in any manner that the company or project sponsor deems appropriate in order to promote public service opportunities.

### **Description of Material Covered (Photo/Audio/Visual):**

Any photo, audio or video material taken/recorded while on school property, during school events or while off campus for school practical teaching.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## NEW STUDENT ORIENTATION CHECKLIST

I have received information concerning the following topics during my orientation:

- ☐ Program Objectives
- ☐ Desired Student Characteristics
- ☐ Job Opportunities in the Chosen Field
- ☐ Program and/or Course Outlines
- ☐ Course Lengths and Schedules
- ☐ Certificate of Completion Requirements
- ☐ General School Policies
- ☐ Clocking Procedures
- ☐ Kit/Equipment Policy
- ☐ Dress Code
- ☐ Standards of Conduct/ Rules
- ☐ Security and Safety Awareness Policies
- ☐ Health and Safety Plan
- ☐ Drug Free Workplace Policy
- ☐ Student Grievance Policy and Procedure
- ☐ Leave of Absence
- ☐ Disciplinary Policy
- ☐ Counseling Resources and Procedures
- ☐ Reference Material
- ☐ Orientation to User's Groups/Media
- ☐ Tuition payment overview/ Third party lender info
- ☐ Consumer Information
- ☐ Satisfactory Academic Progress
- ☐ Safety, First Aid
- ☐ Evacuation Procedures
- ☐ Location and Use OF Fire Extinguishers
- ☐ Other Policies as applicable to the School

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Student Signature

---

Date



## PRE-ENROLLMENT RECEIPT OF INFORMATION

Student Name:

Program Date:

**Please check the following boxes:** I have received written information concerning the following topics prior to signing my enrollment agreement:

- ☐ School Catalog
- ☐ School's Graduation Rate
- ☐ School's Job Placement Rate
- ☐ Certification of Completion Requirements
- ☐ Prerequisites for Employment
- ☐ Satisfactory Academic Progress Policy

---

Student Signature

---

Date



## ENROLLMENT ADDENDUM AGREEMENT

Student Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Original Start Date: \_\_\_\_\_

Original End Date: \_\_\_\_\_

Revised End Date: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

### SCHEDULE CHANGE

From: \_\_\_\_\_

To: \_\_\_\_\_

Revised Contract End Date: \_\_\_\_\_

### LEAVE OF ABSENCE

LOA Begins: \_\_\_\_\_

LOA Ends: \_\_\_\_\_

Revised Contract End Date: \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent? Guardian Signature (if applicable). \_\_\_\_\_

Date \_\_\_\_\_

Accepted by School Official \_\_\_\_\_

Date \_\_\_\_\_

## PRACTICAL SKILLS COMPETENCY EVALUATION CRITERIA

The skills category is graded by dividing the number of criteria rated “yes” into the total number of criteria. At least 75% in each applicable category must be attained for a passing score. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

- 93 – 100 Excellent
- 85 - 92 Very Good
- 75 - 84 Satisfactory
- 74 - 0 Needs Improvement; Does not meet standards

To calculate the overall competency evaluation score, the evaluator averages the percentages for all categories and converts to the above scale. Each student is counseled regarding evaluation results and the permanent record is signed by the verifying instructor and the student examination candidate.

NOTE TO RATER: Check item if performed correctly. Leave blank if unsatisfactory. Divide the number correct into the number possible to determine the score using a 100% scale.

### SKILL PERFORMANCE

- \_\_\_\_\_ 1. Prepared and set up station equipment properly
- \_\_\_\_\_ 2. Equipment use and set up technique demonstrated
- \_\_\_\_\_ 3. Performed Practical Application in timely manner
- \_\_\_\_\_ 4. Used proper equipment for specific task
- \_\_\_\_\_ 5. Applied theory techniques learned good practice
- \_\_\_\_\_ 6. Section neat and clean
- \_\_\_\_\_ 7. Implementation of learned skills efficiently demonstrated.
- \_\_\_\_\_ 8. Applied appropriate application techniques
- \_\_\_\_\_ 9. Demonstrates competency in practical application
- \_\_\_\_\_ 10. Maintains proper behavior and professionalism

Total Correct \_\_\_\_\_ Total Score \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## TECHNICAL INFRASTRUCTURE - STUDENT SURVEY & FEEDBACK

STUDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

COURSE OF STUDY \_\_\_\_\_

APPROXIMATE HOURS EARNED \_\_\_\_\_

As part of the school's routine assessment of its achievements and commitment to students, please respond to the following questions by circling Y for yes, N for no, or N/A for not applicable. Please feel free to provide additional comments in the section provided. Thank you for your assistance.

- |   |   |     |  |
|---|---|-----|--|
| Y | N | N/A | 1. Is the school striving to meet the mission stated in the catalog?   |
| Y | N | N/A | 2. When teaching the class, does your teacher use effective delivery methods?  |
| Y | N | N/A | 3. Does the school use qualified substitute instructors when instructors are absent?   |
| Y | N | N/A | 4. Have you ever been advised about financial assistance opportunities?  |
| Y | N | N/A | 5. If yes, was the advice beneficial?  |
| Y | N | N/A | 6. Are you enrolled under a Training Agreement with another entity such as another school district?  |
| Y | N | N/A | 7. Did you receive a copy of the School catalog prior to enrollment?   |
| Y | N | N/A | 8. Do you have a high school diploma or GED?   |
| Y | N | N/A | 9. If no, did you take an Ability-To-Benefit test prior to enrollment?   |
| Y | N | N/A | 9. Did you sign an enrollment agreement prior to starting school?  |
| Y | N | N/A | 10. Did you receive a copy of your enrollment agreement?   |
| Y | N | N/A | 11. Did you have any training hours at an institution prior to this one?   |
| Y | N | N/A | 12. If you answered yes to question #11, did the school give you appropriate credit for those training hours?  |
| Y | N | N/A | 13. Do you know who to see with questions regarding licensing requirements, financial assistance, employment, or your academic progress?             |
| Y | N | N/A | 14. Did you go through orientation on or before start day?   |
| Y | N | N/A | 15. Did orientation explain school policies, program goals, administrative policies affecting students and available student services?               |
| Y | N | N/A | 16. Have you attended classes on job readiness and job search skills?  |
| Y | N | N/A | 17. Do you understand the licensing requirements and consumer safety laws set forth by the state board?  |
| Y | N | N/A | 18. Do you clock in and out each time you arrive and leave the school according to policy?   |
| Y | N | N/A | 19. Are you aware that you must maintain a minimum attendance rate and grade average to maintain satisfactory academic progress?                     |
| Y | N | N/A | 20. Were you made aware of the school's internal grievance procedure?  |
| Y | N | N/A | 21. Have you received appropriate texts and/or kit materials for your program of study?  |
| Y | N | N/A | 22. Was the school's refund policy explained to you upon enrollment?   |
| Y | N | N/A | 23. Are the equipment and facilities maintained in good working order?   |
| Y | N | N/A | 24. Does the school make available other items for training that are not included in your kit such as products, equipment, reference materials, etc. |
| Y | N | N/A | 25. Are you aware of the educational requirements you must meet in order to graduate?  |
| Y | N | N/A | 26. Are you evaluated periodically on your practical skills?   |
| Y | N | N/A | 27. Do you understand the grading criteria that are used by the Instructors when giving you practical grades?  |
| Y | N | N/A | 28. Do you take written tests after each unit of study?  |
| Y | N | N/A | 29. Were the school's performance rates or goals regarding graduation, licensure, and placement  |

published in the school's catalog that you received prior to enrollment?  
 Y N N/A 30. If you had to make the decision again, would you choose this institution?  
 If NO, please explain why below:

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Please provide any additional feedback or constructive comments you may have on the school's curriculum, space and facilities, student support services, and performance statistics that might help improve the school. Thank you again for your assistance.

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### ACADEMIC TECHNICAL (THEORY AND PRACTICAL LEARNING METHODS).

The school has developed a comprehensive curriculum for each course of study which includes requirements for study, weekly class schedules, detailed lesson plans, handout and project sheets, visual aids and support material. Educators are trained in a variety of teaching methods, which are incorporated into the instruction of each course.

Those methods include:

- ☐ Discussion
- ☐ Questions & Answers
- ☐ Demonstration
- ☐ Cooperative
- ☐ Learning
- ☐ Problem Solving
- ☐ Interactive Lecture
- ☐ Individualized Instruction
- ☐ Student Presentation Labs
- ☐ Students Activities
- ☐ Classroom Presentations
- ☐ Field Trips
- ☐ Guest Speakers
- ☐ Projects

Are the academic and practical learning methods used effective relevant to learning styles and current education trends?	YES	NO
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## **FACILITIES, EQUIPMENT & LEARNING RESOURCES**

The facility includes:

- ☐ Properly arranged and equipped classrooms for academic and practical learning.
- ☐ A contemporary modern facility with stations, tables, lighting, materials and appropriate equipment.
- ☐ Offices for admission, education, academic advice, and study.
- ☐ Learning resources include DVD's CD ROMS, flash drives, reference books, technical manual, professional periodical, supplements to test materials, computers and media center, and inventory of supplies to enhance the educational programs.

Are these resources adequate for instructional needs as stated in the program objectives and do they meet the professional standards for safety and health requirements.	YES	NO
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Please provide any additional recommendations:

### **CPL DATA REPORTING as of 06/30/2022**

#### **Programs Combine Completion, Placement and Licensure rates as of 06/30/2022**

School's most recent Completion Rate:	89%
School's most recent Placement Rate:	94%
School's most recent Licensure Rate:	87%

#### **Cosmetology Completion, Placement and Licensure rates as of 06/30/2022**

Cosmetology Program most recent Completion Rate:	100%
Cosmetology Program most recent Placement Rate:	100%
Cosmetology Program most recent Licensure Rate:	100%

#### **Esthetics Completion, Placement and Licensure rates as of 06/30/2022**

Esthetics Program most recent Completion Rate:	91%
Esthetics Program most recent Placement Rate:	93%
Esthetics Program most recent Licensure Rate:	85%

Do you feel these are good outcomes for the institution?	YES	NO
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Please provide any additional recommendations:

Again, thank you for taking the time to read and respond to this survey. Please list your general constructive comments on our institution below if you have any. If, however, your evaluation found our institution to be operating effectively and appropriately for achievement of our mission and objectives, we would appreciate a summary of your positive observation as well. Our staff is diligent in its efforts to provide quality education within the parameters of our stated mission. Therefore, we would appreciate any positive feedback you have to share. If we can ever be of assistance to you in any manner or provide you with qualified graduates to meet your employment needs, please don't hesitate to call on us.

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EMPLOYEE/STUDENT NAME (PLEASE SPECIFY)

DATE

## Instructor Evaluation

These following pages contain statements about the education your instructor is delivering, please rate the frequency of how your instructor engages in each of the below statements from Never to Always. This information will be used to make constant improvements to the students' experience at DDBS. There are no right or wrong answers in this survey. We appreciate your feedback. Please place an "X" below the number that describes your instructor's ability to meet each competency.

Name:

Class:

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Month: Day: Year:

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### Competency #1 Flexibility & Adaptability

Classroom projects apply to real world experiences

01234

Never

0000

Always

### Competency #2 Guidance & Cooperative

Provides the opportunity to discuss class work

01234

Never

0000

Always

### Competency #3 Evaluation process & Decision Making

Explain how student will be evaluated

01234

Never

0000

Always

### Competency #4 Punctuality & Professionalism

Displays a professional image in actions and behavior

01234

Never

0000

Always

### Competency #5 Competence of curriculum taught

Demonstrates knowledge of subject of study

01234

Never

0000

Always

### Competency #6 Quality

Classroom/lab is a safe and clean environment



01234  
Never 0000 Always

Competency #7 Productivity  
Class time is well planned by the instructor

01234  
Never 0000 Always

Competency #8 Productivity  
All assignments are clear and easy to understand

01234  
Never 0000 Always

Competency #9 Productivity  
Plan of progress in place for student

01234  
Never 0000 Always

Competency #10 Productivity  
Projects and assignments are readily available

01234  
Never 0000 Always

Competency #11 Initiative  
Encourages thinking and problem solving

01234  
Never 0000 Always

Competency #12 Initiative  
Technology is incorporated in class learning

01234  
Never 0000 Always

Competency #13 Diversity  
All students are treated fairly

01234  
Never 0000 Always

Competency #14 Inclusion  
Teaching method adapt to student learning styles

01234  
Never 0000 Always

Competency #15 Communications

Verbal and written skills are demonstrated

01234

Never      0000      Always

Competency #16 Communications

Demonstrates a cooperative spirit

01234

Never      0000      Always

Competency #17 Institutional Commitment

Sense of pride in student completion and placement while challenging students to do their best

01234

Never      0000      Always

Competency #18 Institutional Commitment

The instructor exhibits a professional attitude

01234

Never      0000      Always

Thank you for taking the time to complete this survey

## DYMOND DESIGNS BEAUTY SCHOOL

### EXIT INTERVIEW AND PLACEMENT SURVEY

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Program: \_\_\_\_\_ Email: \_\_\_\_\_

Please rate the school's programs and services according to the following scale:

**5= Excellent 4= Great 3= Good 2= Satisfactory 1= Poor**

- \_\_\_\_\_ Classroom and Equipment
- \_\_\_\_\_ Classwork, Projects, and Homework
- \_\_\_\_\_ Instructor
- \_\_\_\_\_ School Administrator
- \_\_\_\_\_ Financing Services
- \_\_\_\_\_ Counseling Services
- \_\_\_\_\_ Job Placement
- \_\_\_\_\_ Student Activities
- \_\_\_\_\_ Condition of the School (Maintenance, cleanliness, parking)
- \_\_\_\_\_ Was the Student Handbook given to you?
- \_\_\_\_\_ Was the Health & Safety Plan reviewed with you?

Why are you leaving? (Completed program, financial reasons, etc.)

Do you feel you received proper instructions? Yes \_\_\_\_\_ No \_\_\_\_\_

What suggestions do you offer to improve the program/school?

Any additional comments:

Did you receive financial assistance? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, indicate type \_\_\_\_\_

#### **Placement Information:**

Do you have a job? Yes \_\_\_\_\_ No \_\_\_\_\_ If No what is the reason \_\_\_\_\_

Employer Name:

Address:

Job Title:

Start Date:

Phone # of Employer:

Immediate Supervisor:

Duties and Responsibilities:

Employed: Full/Part time Circle On

Supervisors Email:

Hourly Wage:

How did you find out about the job?

What is your current address?

Student Signature:

Phone Number:

**DYMOND DESIGNS BEAUTY SCHOOL**  
**LICENSURE AND PLACEMENT DATA SURVEY**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Program student completed \_\_\_\_\_

Telephone Number \_\_\_\_\_

Student Email: \_\_\_\_\_

What date did you complete the program? \_\_\_\_\_

Do you feel you received proper instructions on licensure procedure? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain \_\_\_\_\_

\_\_\_\_\_

What suggestions do you offer to improve the program/school?

Are you on the waiting list for the practical or theory exam? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which exam: Practical \_\_\_\_\_ Theory \_\_\_\_\_ Exam date \_\_\_\_\_

Did you pass the practical exam? Yes \_\_\_\_\_ No \_\_\_\_\_

Did you pass the theory exam? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you received your license? Yes \_\_\_\_\_ No \_\_\_\_\_

Please provide professional license number \_\_\_\_\_

**Placement Information:**

Do you have a job? Yes \_\_\_\_\_ No \_\_\_\_\_ If No what is the reason \_\_\_\_\_

Employer Name:

Address:

Start Date:

Phone # of Employer:

Duties and Responsibilities:

Supervisors Email:

Job Title:

Immediate Supervisor:

Employed: Full/Part time Circle On

Hourly Wage:

How did you find out about the job?

What is your current address?

Student Signature:

Phone Number:

## **DDBS GENERAL INFORMATION**

### **Approval Disclosure Statement**

DDBS is a Licensed Cosmetology School through the State of Michigan DDBS opened its doors originally in Detroit, Michigan.

DDBS was granted institutional approval from the Lansing Licensing Department of Licensing and Regulatory Affairs. Bureau of Professional Licensing Division “Approval to operate” refers to maintaining compliance with minimum standards set forth by the state and does not imply any endorsement or recommendation by the state, or by the bureau of any kind. Institutional approval must be approved every three years and is subject to continuous review.

**Program offering will take place at school and class times, schedule and location may vary per student demand.**

**Certificates of Completion:** Students will receive a Certificate of Completion after the successful completion of each Course. These certificates are specifically from DDBS and not affiliated with any vendor, provider, or licensing body.

**Total Tuition and Fees will vary per Program course:**

➤ Cosmetology	
○ Tuition	\$20,000
○ Books & supplies	\$2,500
○ Registration Fee	\$100
○ State of MI registration fee	\$63
○ <b>Total</b>	<b>\$22,663</b>
➤ Advanced Esthetics	
○ Tuition	\$15,000
○ Books & supplies	\$2,500
○ Registration Fee	\$100
○ State of MI registration fee	\$63
○ <b>Total</b>	<b>\$17,663</b>
➤ Esthetics	
○ Tuition	\$10,000
○ Books & supplies	\$2,000
○ Registration Fee	\$100
○ State of MI registration fee	\$63
○ <b>Total</b>	<b>\$12,163</b>

## Accreditation

DDBS is accredited by the Commission of the **Council on Occupational Education**.

Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, [www.council.org](http://www.council.org).



## **CAREER OPPORTUNITIES**

Here are some of the careers available to our graduates:

- Nail Artist / Manicurists
- Cosmetologist
- Makeup Artist
- Chemical Texturizing Specialist
- Salon Manager
- Salon Owner
- Esthetician in Day Spas or Cruise Ship
- Day Spa Manager
- Day Spa Owner
- Braider
- Product Distributor
- Sales Consultant
- Salon Sales Consultant
- School Educator
- Freelance Makeup Artist
- Image Consultant
- Photo/ Movie Stylist

Here are some of the Employer Partners we have available to our graduates.

- Living Room Hair Lounge
- The Nail Box
- Spa-A-Peel
- Emagination Salon
- Pedicure and Shoes 2 Go
- On the Level Square
- Elite Style and Beauty
- Ten Nail Bar
- Glamour Salon and Boutique
- Just of Hym

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Director of Operations@ 313-974-6164. A student or any member of the public may file a complaint about this institution with the Michigan Department of Education (LARA) Division

DDBS does not have appending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition for bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against DDDBS within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.