

PROGRAM CATALOG

&

STUDENT HANDBOOK

2026-2028

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WWW.DDBS.EDU

TABLE OF CONTENTS

INSTITUTIONAL ADVISORY COMMITTEE MEMBERS 4

COSMETOLOGY OCCUPATIONAL ADVISORY COMMITTEE MEMBERS 7

ESTHETICS / ADVANCED ESTHETICS OCCUPATIONAL ADVISORY COMMITTEE MEMBERS 9

ORGANIZATIONAL CHART 13

MEET THE STAFF 14

LEGAL NOTICES & CERTIFICATION 20

MISSION STATEMENT 20

VISION STATEMENT 20

CORE VALUES 20

STUDENT FOCUS 20

DIVERSITY AND INCLUSION / EEO STATEMENT 20

GENERAL INFORMATION 21

TUITION COST – COST OF ATTENDANCE 21

TITLE IV FEDERAL STUDENT AID 22

STUDENT RIGHTS AND RESPONSIBILITIES 23

STUDENT CODE OF CONDUCT 25

DDBS STUDENT ADMISSION POLICY & PROCEDURE 29

STUDENT ACCESS TO FILES AND RECORDS 37

DDBS PROGRAM AND OUTCOMES 38

FOLLOW-UP PLAN 38

EFFECTIVENESS OF STUDENT SERVICES PLAN 43

STUDENT RETENTION POLICY 48

STUDENT RETENTION PROCEDURE 50

HEALTH & SAFETY PLAN SECTIONS 62

EDUCATIONAL RESOURCES PLAN 70

ONGOING OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES PLAN 76

INSTITUTIONAL INFRASTRUCTURE PLAN 80

DATA PRIVACY, CYBER INCIDENT & INFORMATION SECURITY RESPONSE PLAN 85

DDBS ARTIFICIAL INTELLIGENCE (AI) POLICY 95

REFUND POLICY AND SIGNATURE FORM 100

EXCUSED ABSENCE POLICY 103

COSMETOLOGY PROGRAM – EXCUSED ABSENCE PROCEDURES AND CLOCK HOUR ACCOUNTABILITY 104

ADVANCED ESTHETICS PROGRAM – EXCUSED ABSENCE PROCEDURES AND CLOCK HOUR ACCOUNTABILITY 109

DDBS SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURE 114
SUSPENSION AND TERMINATION POLICY 116
WITHDRAWAL POLICY 116
TRANSFER CREDITS 117
TITLE IV SATISFACTORY ACADEMIC PROGRESS STANDARDS AND POLICY 119
LEAVE OF ABSENCE POLICY AND PROCEDURE 131
OFFICIAL WITHDRAWAL POLICY AND PROCEDURE 133
STUDENT GRIEVANCE POLICY AND PROCEDURES 135
CLASS SCHEDULE 138
CURRICULUM AND COURSE OUTLINE - COSMETOLOGY 141
CURRICULUM AND COURSE OUTLINE- ADVANCED ESTHETICS 147
CURRICULUM AND COURSE OUTLINE ESTHETICS 151
ADMISSIONS, APPLICATION AND ENROLLMENT AGREEMENT 155
DDBS STUDENT ENROLLMENT AND APPLICATION AGREEMENT 156
ENROLLMENT AGREEMENT 157
RELEASE OF STUDENT INFORMATION FORM 158
MEDIA RELEASE FORM 159
ATTENDANCE & CONDUCT POLICY 160
CLASSROOM RULES 161
DYMOND DESIGNS BEAUTY SCHOOL AUDIO, VIDEO, AND ELECTRONIC RECORDING POLICY 162
NEW STUDENT ORIENTATION CHECKLIST 163
PRE-ENROLLMENT RECEIPT OF INFORMATION 164
PRACTICAL SKILLS COMPETENCY EVALUATION CRITERIA 166
NEW STUDENT ORIENTATION PROCEDURE 167
TECHNICAL INFRASTRUCTURE - STUDENT SURVEY & FEEDBACK 169
CPL DATA REPORTING as of 06/30/2025 171
EXIT INTERVIEW AND PLACEMENT SURVEY 176
LICENSURE AND PLACEMENT DATA SURVEY 177
DDBS GENERAL INFORMATION 178
CAREER OPPORTUNITIES 180

INSTITUTIONAL ADVISORY COMMITTEE MEMBERS



Stephanie Anderson
Email: probeautifulteam@gmail.com

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.



Herb Drayton
Email: **herbdraytonjr@gmail.com**

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
Email: jamie@dsdt.tech

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
Email: damian.perry@detroitk12.org

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
Email: juliana.perry@53.com

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.



Kathryn Kothe
Email: katie@dsdt.tech

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
Email: angelagodfrey@ddbs.edu

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 Virgina 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.



Carmen Hill – Stylist/ Salon Owner

She has been a licensed Cosmetologist for over 25 years. She has helped develop and manage Platforms Hair Salon for 5 years. Carmen also managed Custom Styles inside Eastland Mall for 20 years and is now the co-owner of Carmens Treasure inside Macomb Mall. Coming from humble beginnings, at the age of 12 her life took on a different meaning that she didn't quite understand. God gave her a gift, where she would be able to sustain herself, which lead her down the road of Cosmetology, where she has been very successful and has a wonderful career. She is now embarking on new endeavors and is excited to see what's next.



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.



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.



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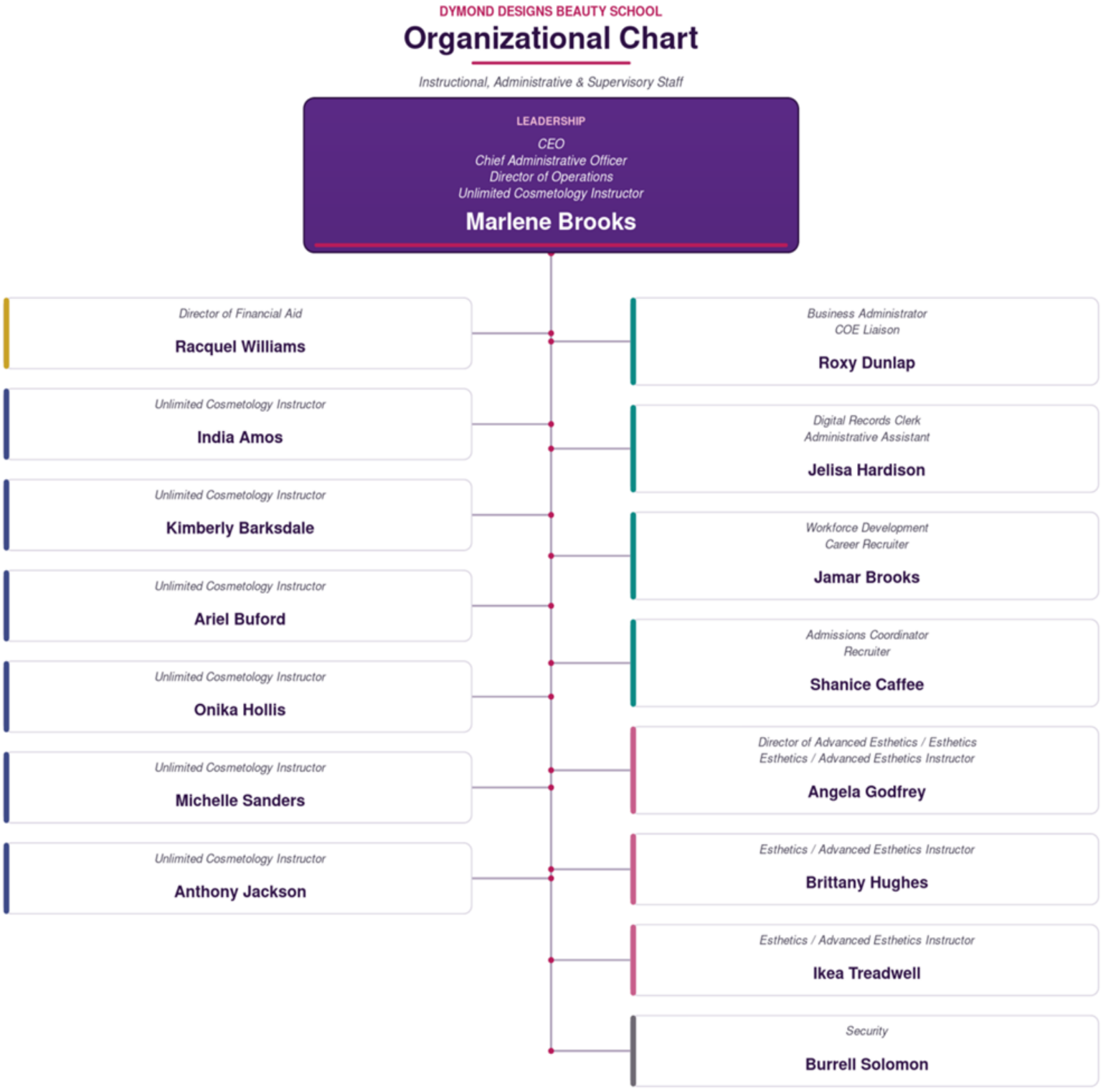


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DYMOND DESIGNS BEAUTY SCHOOL

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 30 years' 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.

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Racquel Williams – Director of Financial Aid

Racquel Williams is a Certified Public Bookkeeper with two undergraduate degrees in Business and Finance and over 10 years of experience in financial services and administration. Known for her strong work ethic and attention to detail, Racquel plays a key role in maintaining administering federal student aid, supporting compliant operations, and improving internal financial processes.

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Roxy Dunlap – Business Center Administrator

Roxy Dunlap has been in the administrative industry for 30 years. Roxy has worked on many projects with the Dymond Designs Beauty brand for the past 13 years as Executive Assistant. Currently she is the Business Center Administrator for DDBS. 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.

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Brittany Hughes – Esthetics Instructor

Brittany Hughes has been an esthetician for 12 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.

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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 serves her clients in beauty and skin care. Moreover, Angela is a graduate of the Dymond Designs Beauty School Esthetics Instructors program.

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India Amos – Cosmetology Instructor
India Amos is a dedicated, dependable, creative, fast learner. She is a licensed Unlimited Cosmetology Instructor and licensed Cosmetologist for 4 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.

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Anthony Jackson – Unlimited Cosmetology Instructor

Anthony Jackson, native Detroiter, graduate of Southfield High School, attended Virginia Farrell Beauty School, where he graduated and taught for some years, also worked in the Detroit Public School system for eight years teaching cosmetology, in 2014 he became senior instructor at Dorsey Beauty College, he was the hairstylist for the award winning gospel group (the Clark Sisters)

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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.

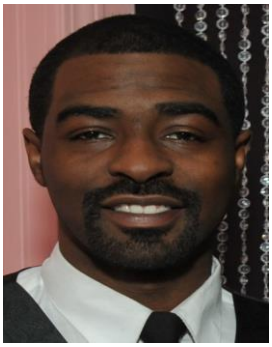
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Kimberly Barksdale - Cosmetology Instructor

Kimberly Barksdale has been a Cosmetologist for 35 years. Her passion and heart for the industry and excellent client service fueled her desire to be an instructor of cosmetology where she has led and inspired many students into making their dreams come true as professional cosmetologists, estheticians, and nail technicians.

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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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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.

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Alexandria Robinson–Receptionist/Marketing Coordinator

Alexandria Robinson is a graduate of Johnson C. Smith University, where she earned a Bachelor of Arts specializing in Music Business and Marketing. Her background is rooted in the arts, from working in music venues to handling backstage production at concerts. She later pivoted to bring her talents to Dymond Designs Beauty School, where she serves as Receptionist and Marketing Coordinator.

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LEGAL NOTICES & CERTIFICATION

Council on Occupational Education	Accredited
State of Michigan Bureau of Professional Licensing	Licensed Cosmetology School
Federal Student Ai	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, protected veteran status.

GENERAL INFORMATION

Dymond Designs Beauty School, located at 3300 E. Jefferson Ste. 450, Detroit, MI 48207, is a private institution, which as 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.

PROGRAM PARTICIPATION AGREEMENT STATEMENT

Dymond Designs Beauty School participates in Title IV Federal Student Financial Aid Programs through an approved Program Participation Agreement with the U.S. Department of Education.

ACADEMIC YEAR DEFINITION

DDBS defines the academic year as the measurement of instructional weeks and clock hours used to determine Title IV financial aid eligibility, Satisfactory Academic Progress (SAP), and Return to Title IV (R2T4) calculations. The academic year establishes the framework for program structure, financial aid disbursement periods, and student academic progression.

The institution offers both full-time and part-time enrollment options. Academic progression, SAP evaluations, and financial aid eligibility are based on the student's assigned enrollment status within the defined academic year structure. The academic year serves as the foundation for the SAP policy and procedures, payment period calculations, and R2T4 determinations, as outlined in the institution's respective policies.

TUITION COST – COST OF ATTENDANCE

2026-2027 Cost of Attendance for Entire Program - Effective 7/1/2026

	Cosmetology - 11 mo		750 Esthetics - 6 mo		750 Advanced Esthetics - 6 mo	
	w/parent	not w/parent	w/parent	not w/parent	w/parent	not w/parent
Tuition	$25,337	$25,337	$11,437	$11,437	$16,500	$16,500
Books & Supplies	$2,000	$2,000	$1,600	$1,600	$2,500	$2,500
Housing*	$0	$11,856	$0	$6,467	$0	$6,467
Food*	$3,766	$3,766	$2,054	$2,054	$2,054	$2,054
Transportation	$11,542	$11,542	$6,296	$6,296	$6,296	$6,296
Personal/Misc	$4,016	$4,016	$2,190	$2,190	$2,190	$2,190
Loan Fees ESTIMATE	$58	$58	$58	$58	$58	$58
Registration Fee	$100	$100	$100	$100	$100	$100
State of MI registration fe	$63	$63	$63	$63	$63	$63
Administrative Fee	$500	$500	$800	$800	$650	$650
Testing Fee	$167	$167	$167	$167	$167	$167
	$47,549	$59,405	$24,766	$31,232	$30,579	$37,045

2026 COLA = 2.8% (from www.ssa.gov/cola/)
base year information from https://247wallst.com/state/cost-of-living-in-michigan/
room, board, transportation & personal/misc calculated using 2025-2026 monthly figures multiplied by COLA
Housing = $1048.47/mo x 1.028 = $1,077.83
Food = $333.04/mo x 1.028 = $342.37
Transportation = $1,020.72/mo x 1.028 = $1,049.30
Personal/misc = $355.14/mo x 1.028 = $365.08
Loan origination fee for 26/27 is 1.057% = $5500 x 0.01057 = $58.13

*"Housing and food" replaces the old "room and board," component of Cost of Attendance, per the FAFSA Simplification Act

TITLE IV FEDERAL STUDENT AID

Eligible students enrolled in Title IV-eligible programs may qualify for federal grants and loans up to the maximum amounts permitted under current federal regulations, subject to the student's Cost of Attendance (COA), Student Aid Index (SAI), enrollment status, annual and aggregate federal loan limits, and individual eligibility. Actual financial aid awards are determined on an individual basis and may be less than the maximum amounts allowed under federal regulations.

STUDENT ELIGIBILITY REQUIREMENTS

To be considered for Title IV Federal Student Aid, students must:

- Hold a high school diploma, recognized equivalent (such as a GED), or otherwise meet federal eligibility requirements.
- Be a U.S. citizen or eligible noncitizen.
- Submit a valid Free Application for Federal Student Aid (FAFSA) for the applicable award year.
- Meet all other eligibility requirements established by the U.S. Department of Education.
- Maintain Satisfactory Academic Progress (SAP) as outlined in this Student Handbook and School Catalog to remain eligible for federal student aid.

**** 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 provided 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 its 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 on student disciplinary matters is vested in the Director of Operations or his/her designee.

1.0 DEFINITIONS

<u>When used in this code:</u>

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 & PROCEDURE

General Admission Requirements & Policy

Dymond Designs Beauty School (DDBS) is an equal opportunity employer and follows the same policies in accepting applications from potential students. DDBS is open to all students without regard to race, color, religion, age, sex, creed, disability, or marital status. The admissions policy complies with the U.S. Department of Education (Michigan), the State of Michigan Department of Licensing and Regulatory Affairs, the Council on Occupational Education Accrediting Agency guidelines, and the U.S. Department of Veterans Affairs. To be eligible for admission, an applicant must:

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

If we determine that your documents are not valid, we will deny your 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 receive TITLE IV funds complete all the admissions requirements.

Ability-to-Benefit Policy

Dymond Designs Beauty School does not admit students under an Ability-to-Benefit (ATB) alternative. All students enrolling in Title IV eligible programs must provide valid proof of high school graduation or recognized equivalent documentation before enrollment.
The institution does not participate in or offer an Ability-to-Benefit admissions pathway.

Applicant Must Complete the Following Steps:

Step 1- Tour of the facility and advise applicants to visit the school's website
Step 2- Complete a personal interview with the admissions coordinator before registration.
Step 3- Write a 2-paragraph essay about the program of interest and why they chose DDBS
Step 4- Complete an assessment to be reviewed and discussed with the admissions coordinator

Verification of Identity

All applicants must provide valid government- issued photo identification and required documentation to verify identity before enrollment and Title IV funding eligibility determination. The institution reserves the right to request additional documentation to resolve conflicting or inconsistent information.

Applicant Must Complete the Following:

- Driver's License/State Identification/Passport/Birth Certificate
- Proof of income, age,
- Copy of your high school diploma/GED/Degree or high school transcripts
- Complete Enrollment Contract & Enrollment Documentation
- Optional: FAFSA, if an applicant chooses to participate in Financial Aid, please see notable admissions information below for more details:
    - Discuss Financial Aid options and estimates

- Explain Entrance Loan Counseling and Master Promissory Note
- Discuss out-of-pocket options

Notable Admissions Information:
Dymond Designs Beauty School will access the NSLDS as it has all the pertinent information about student loans and financial history.

Readmissions Policy
Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges; however, these students will be responsible for repaying remaining balances from the previous enrollment that cannot be reinstated with reinstated federal funds. Students who have been terminated or withdrew from school and re-enrolled (if determined eligible), after more than 180 days, will pay a $100.00 registration fee and will be charged for contracted hours at the current tuition date. All re-enrolling students will be provided with the school's re-enrollment policy and will be evaluated by the school's administrator for placement in the curriculum and kit needs (if applicable). Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer -in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.is at the discretion of the school administration.

A determination of SAP will be made and documented at the time of withdrawal. Students re-entering after exiting the school will not be evaluated as new students, and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment
Revised- 2-28-2025

DDBS Student Transfer Policy and Procedure
Transfer Student Policy
Students with previous training shall be evaluated by an instructor using practical applications and reviewing the transcripts. Appropriate credit will be given for comparable previous education and training. The training period will be shortened accordingly based on the shortened training period.

Note: The school only transfers hours, not GPAs. If a transfer student is admitted to the program, a notarized transcript from the sending school must be received prior to the student starting class at Dymond Designs Beauty School. If the sending school has closed, the transfer student must obtain a clock hour report from the State of Michigan Department of Licensing and Regulatory Affairs before starting class at DDBS. Transfer students will be required to purchase a kit or kit items to meet DDBS requirements. Transfer hours are recorded in student attendance under bulk hours in the student database. Decisions concerning the acceptance of transfer hours are at the discretion of the administrator. In addition, the student will be charged based on the current tuition rate and the number of hours needed for completion.

Admissions Procedure for Transfer Students

Admissions Coordinator

1. Will greet the prospective student.
2. Review the information packet documents.
3. Tour the school with the prospect
4. Advise students to visit the school's website at www.ddbs.edu for access to Program Information, Catalog/Consumer Information, and Links
5. Give students a signed copy of the enrollment agreement; the school retains the original agreement

Business Center Liaison

1. Update the student database (BEN) to include all enrollment information, such as start date, schedule, social security number, birth date, family status, high school graduation date, tuition, books and supplies, and academic chart

Financial Aid Administrator

1. Discuss Financial Aid options and estimates
2. Discuss self-payment options
3. Discuss the process of FA or review the obtained ISIR
4. Interacts with students about questions and items needed for Verification
5. Reviews of the Award Letter

Date of Last Revision: **2/28/2025**

Transfer Student Procedure

Admissions Coordinator

1. Reviews and confirms notarized transcript
2. Keeping a copy of the transcript in the student's file
3. Meet with the student to discuss the outcome
4. Credits student of the number of clock hours approved by the Director

Revised: 2/28/2025

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, such as: Test Assessing Secondary Completion (TASC), the High School Equivalency Test (HiSET), or in California, the California High School Proficiency Exam. Certificates of attendance and/or completion are not included in this qualifying category.
- Prospect can have an associate's degree.

- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that do 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 completed, including credit hours transferred into the bachelor's degree program.
- Foreign diplomas.
- For a student who enrolls without completing high school, a transcript must be provided indicating the student has excelled in high school.

1. The student must no longer be enrolled in high school
2. Must satisfy your school's written policy for admitting such students and must start a program that leads at least to an associate degree or its equivalent.
3. Note that merely possessing a certificate of attendance and/or high school completion is not sufficient for a student to be Title IV aid eligible.
4. Such a certificate may be issued without a student having to complete all the academic graduation requirements, including passing any required examinations.
5. A state must consider a certificate or high-school-completion-equivalency test as equivalent to a high school diploma in that state for it to be considered equivalent to a high school diploma for Title IV aid eligibility purposes.

Date of Last Revision: 3/6/2025

Veterans Benefit Policy

Dymond Designs Beauty School (DDBS) is approved by the State of Michigan Approving Agency (The Department of Veterans Affairs) to accept funding for all programs offered at DDBS. A Veteran, spouse, or child of a Veteran is eligible to take advantage of these benefits. It is the student's responsibility to apply for the benefits online at www.gibill.va.gov or by completing the paper form VA 22-1990. Once applied, DDBS will need a copy of the student's Certificate of Eligibility (COE) and a copy of the DD-214 discharge paperwork. An Administrator will evaluate official transcripts and documentation of previous education and training, and if possible, apply appropriate credit. Evaluation periods for GI® bill benefits will be evaluated every 30 scheduled days. Students must receive 75% in both academics and attendance to be considered maintaining satisfactory progress. If at the end of the probation period, he/she is not making satisfactory progress, their benefits will be terminated, and they will continue to pay on a cash basis.

Chapter 30 Veterans Only

Students will be required to sign an acknowledgment of financial responsibility form.

Students Who Use 3rd Party Funding Sources Only

Students will be required to sign a private education loan disclosure statement.

Homeschool Verification Policy

Homeschooled students are not considered to have a high school diploma or equivalent; they are eligible to enroll and potentially receive FSA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers.

- If this is the case in the state where the student was homeschooled, he/she must obtain this credential to be eligible for FSA funds if the state requires it.
- The student can include in his/her homeschooling self-certification that he/she received this state credential.

An eligible institution is defined in part as one that admits as regular students only those who have a high school diploma or equivalent, are beyond the compulsory age of attendance for the school's state or are dually enrolled at the college and a secondary school. For students who finish homeschooling at a younger age, the Department considers them to be beyond the age of compulsory attendance if:

- Dymond Designs Beauty School (DDBS) follows our State of Michigan regulations that would not require homeschooled students to obtain a secondary completion credential as provided under state law, or the student has completed a secondary school education in a homeschool setting that qualifies as an exemption from compulsory attendance under state law.

Homeschool Verification Procedure

1. Admissions Coordinator/Business Center Liaison
2. Accept the diploma
3. Review for accuracy
4. Verify all High School Diplomas by confirming it lines with the policy
5. Diploma mills and Ability to Benefit are not accepted.

Date of Last Revision: **3/6/2025**

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 the 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 the type of evaluation and translation requested. Students should contact both to determine which is best for their situation.

Foreign Diploma Procedure

Director/Admissions Coordinator Procedure:

- Don't accept a diploma if it is not translated

- If unsure, accept the diploma
- Review for accuracy
- If suspicions occur that it is from a Diploma Mill, investigate
- May require the student to provide another proof of Education

Date of Last Revision: **3/6/2025**

Diploma Mill

All students must provide evidence that they possess a high school diploma, GED, a home study certificate, or a transcript from a home-study program that is equivalent to high school level and is recognized by the state of issuance.

If the validity of the high school diploma is in question, Dymond Designs Beauty School (DDBS) will use any or all of the following methods to determine validity.

1. We will cross-check the diploma with a list of "diploma mills" that has been generated through the industry.
2. If the name of the school issuing the diploma appears on this list, the high school diploma will require further investigation, including but not limited to determining accreditation status, viewing transcripts provided to the student, and viewing the subjects completed by the student.

Diploma Mill Procedure

Director Admissions Coordinator

1. Don't accept a diploma if it's known to be from a Diploma Mill
2. If unsure, accept the diploma
3. Review for accuracy
4. If suspicions occur that it is from a Diploma Mill, investigate
5. May require the student to provide another proof of Education

Date of Last Revision: 3/6/2025

Enrollment Procedures

Before enrollment, prospective students are provided with:

- Program descriptions
- Tuition and fee information
- Completion, Placement, Licensure disclosures
- Attendance and SAP policies
- Licensing requirements
- Financial aid information (if applicable)

Acceptance Policy:

After an applicant has completed the enrollment application process, the admissions coordinator 9will review the applicant's required admissions materials and conduct a 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 the catalog, online publication, and enrollment application).**

Date of Revision: 3/6/2025

Secondary School Students
DDBS does not accept secondary school students.

Vaccination Policy
Dymond Designs Beauty School nor does the State of Michigan require vaccinations for admission Into this school or chosen field.

FERPA Policy & Procedure
This policy can be found in DDBS's Title IV Manual in hard copy print and on digital print via the website and throughout the campus

Enrollment Information
Enrollment periods: DDBS is on a continuous enrollment schedule; placement will depend upon space availability. Please contact DDDS for exact start dates, holidays, and school closures: DDBS allows the following holidays off: New Year's Day, Dr. Martin Luther King Jr. Day, Memorial Day and Independence Day, 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 before the beginning of class attendance.

Orientation
All applicants accepted into the program **MUST** attend the school's orientation to complete signing the necessary documents, review all schools' policies, procedures, and plans, and 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 the website and throughout the campus.

Students Convicted of Possession or Sale of Drugs Policy
Students convicted of possession or sale of drugs, 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.

Payment Schedule
DDBS offers a variety of monthly financial payment schedules that include a cash payment agreement upon enrollment. Please see the DDBS Admissions Coordinator /Business Center Administrator 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, prospective, and future students promptly.

All employees of DDBS have a firm commitment to the admissions coordinator and the Director of Operations for recruiting activities at the school to ensure all activities are conducted ethically. DDBS student support services must be clear and in place, ready to serve students and meet their needs. Students are encouraged to complete the full clock hour program to achieve their Certificate of Completion. All recruitment activities and materials used describe our mission with our occupational programs, student performance reports, and completion requirements, with clock hour tuition, fees, and instructional outcomes thoroughly detailed.

Non-Discrimination in Admissions Policy

Dymond Designs Beauty School admits regardless of race, color, sexual orientation, age, religion, disability, or any other characteristic protected by applicable federal, state, or local laws. The institution does not discriminate in its admissions policies, educational programs, financial aid practices, or any other school-administered activities. All admissions decisions are based solely on an applicant's ability to meet program requirements and complete the program.

Placement Assistance

DDBS maintains placement assistance and arrangements for job placement through our Workforce Development and Career Recruiter/Department. Instructors assist students with resume building, interview preparation, communication skills, and professional development for job leads and employment opportunities. All graduates' information for placement is collected during the exit interview process and immediately provided to the Workforce Development and Recruitment Department for possible employment.

As prescribed by state law, we cannot guarantee placement as an inducement to enrollment. Therefore, the school does not guarantee placement services.

Clock Hour Conversion

Dymond Design Beauty School is a clock-hour institution. All programs are measured in clock hours in accordance with state licensing requirements and applicable U.S. Department of Education regulations. The institution does not utilize credit hours for program measurement or Title IV federal financial aid purposes. Therefore, clock-to-credit hour conversion calculations do not apply to the programs offered by the institution.

Student progress, attendance, academic evaluations, and financial aid eligibility are based on actual clock hours scheduled and completed. All instructional hours are supervised and documented through the institution's attendance tracking system and student academic records.

English Proficiency Requirement Policy

Students enrolling in programs taught in English must possess sufficient language proficiency to understand instruction, complete assignments, follow safety procedures, communicate effectively, and complete the program and licensure requirements.

English proficiency may be determined through prior education, admissions interview, documentation review, or other evaluation methods approved by the institution.

Verification of Identity

All applicants must provide

Dymond Designs Beauty School

STUDENT ACCESS TO FILES AND RECORDS

PROCEDURE:

A student can review any items in his/her student file or request a transcript after a written (records) verbal/written (transcript) 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 and transcripts. 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 is the overseer of this policy while the Records Clerk is responsible for recording, maintaining, and processing records. Request for access to records are not limited , however school personnel can assist in answering any questions that the students may have regarding their records, however, are not able to grant access.

PROCESS:

In cases where access to student education information or transcripts is requested, except as provided in this policy, a written request to view the files must be made by the student to their instructor, or a verbal or written request for a transcript must come from the student. The instructor will give the request to The Records Clerk within 3 business days. If the Records Clerk is not available, then the Director of Operations may assist or appoint someone from business center to grant access. A date and time will be granted for the student to have access to their files or transcripts. The student or anyone that the student authorizes to view records shall examine the file in the presence of the Records clerk and /or another person(s) designated by the Director of Operations. The record itself may not be taken from the school premises. However, upon request, one copy of the records/transcripts shall be provided within a reasonable time at no charge. Any additional copies will be at a cost of $.75 cent per page. If a student is requesting an official or unofficial transcript, records will be allowed a minimum of three (3) days to answer the student's request. All requests must be written on a request form or in handwriting with the student's name, program, and date.

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 students' signature. Only the Records Clerk or Director of Operations will be allowed to release information.

For outside requests, the records clerk must also receive permission to access from both the student and the Director of Operations.

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:

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

DDBS PROGRAM AND OUTCOMES
FOLLOW-UP PLAN

This plan ensures that the institution is evaluating program outcomes systematically to assess program efficiency, effectiveness, and relevance by meeting specified quantitative requirements for completion, placement, and licensure data. This plan also has a follow-up and retention plan implemented that identifies the responsibilities for coordination, survey completers, retention, and employers to assess the level of satisfaction, methods of data collection for completion, placements, and licensures, data collected from completers and employers, and student retention that focuses on program effectiveness and the evaluation of this plan.

Follow-up Surveys

Follow-up surveys are conducted for students, graduates, and employers who 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 exam data. All follow-up data is made available to instructional personnel and administrative staff during our end-of-year mandatory meeting. Various media resources, equipment, training methods, CPL data, and the strategic plan are reviewed and/or updated as needed.

Placement and Follow-up Data

Placement and follow-up data are used to evaluate and improve the quality of program outcomes and the institution's success in achieving its mission, and are reviewed by staff, instructional personnel, administration, the Director of Operations, and the Institutional/Occupational Advisory Committees. The workforce and career recruiter tracks data for all completions, placements, licensures, and testing data through DDBS's Completion, Placement, Licensure, and Testing Dates Trackers. DDBS provides placement assistance and job placement arrangements through our Workforce Development and Career Recruiter Department. Instructors assist students with resume building, interview preparation, communication skills, and professional development for job leads and employment opportunities. All graduates' information for placement is collected during the exit interview process and immediately provided to the Workforce Development and Recruitment Department for possible employment.

As prescribed by state law, we cannot guarantee placement as an inducement to enrollment. Therefore, the school does not guarantee placement services. 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 before the 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 collaborative effort across all staff. Whether it's an instructional, administrative, or supervisory staff member, all are part of gathering follow-up data and related processes. All Student files are kept on the main campus and include enrollment period, financial records, academic records, and current educational progress records. The files are kept on campus for 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 survey data is then entered into a software program for data organization, making information retrievable for 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 from the program. During this process, the Workforce and Career Recruiter is arranging job placements and interviews for students, and the business center is preparing students to receive licensure exam dates from the State of Michigan (LARA). After all data has been collected, the workforce and career recruiter and the business center liaison will perform a final verification of data (CPL). Then the workforce and career recruiters will add CPL to their trackers. All other data will be entered into the student's digital and hard-copy file by the records clerk. Further follow-up data of student placements, licensure, retention, and exams are collected by the workforce development and career recruiter, instructors, and the business center liaison. 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 are accurate after the student has graduated. The means of collecting placement data include employer affiliates sending employment offers via email, student exit surveys, social media, telephone, or web retrieval. Verifiable collection of state exams and licensure data is through 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 to measure the success of our programs and the impact we have on those we train. Program effectiveness is evaluated by distributing survey feedback forms to our completers and their employers. The survey asks specific questions to determine whether we are meeting our mission statement by providing quality training programs. Getting "real-time" feedback from the employers and graduates of our program helps us grow and strengthen areas of weakness or underdevelopment. During the annual review of the survey feedback forms at our mandatory end-of-year employee meetings, we ask for feedback, suggestions, or comments on areas for development. We measure our outcomes by our licensure/placement rates and retention of students who graduate and complete their program. Exit surveys help us identify what our graduates and employers see as our program's strengths and weaknesses in its delivery method. Upon request by students, transcripts will be provided that include the following: program of study; courses or units of study completed with corresponding grades; date of enrollment; attendance; and graduation date. Questions asked in the survey allow us to see satisfaction with our school and the 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

Plan for retention and student services:

- To promote student success and higher retention rates that persist through graduation, DDBS strives to improve classroom 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 develop realistic expectations and begin planning their time in response to competing demands within the discipline. 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 provides internal support when external challenges for students directly affect their ability to participate in daily learning. Student mentors and faculty advisors can 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 to create an environment that promotes self-reflection on progress, but also to encourage students to think about what they are learning as they are learning.
- DDBS is firmly committed to ensuring that all students receive a quality education and experience. All retention efforts are based on ethical conduct and clear academic goals. It is imperative that students, staff, and administrators uphold the school's mission. DDBS is prepared to serve its students and offer the most comprehensive support services to retain them and increase its student population.

Evaluation and Review

DDBS believes that all program and institutional outcomes should be reviewed annually with all staff, including Administrative, Instructional, and Supervisory, and at least annually with members of the Institutional and Occupational Committees. The additions, deletions, and revisions to the plan are made as needed, but will occur at least annually unless otherwise required. The distribution and review of the plan and all collected data for follow-up, placement, and institutional outcomes help us continue striving for excellence in our overall efforts to achieve successful outcomes.

Procedures

1. Data Collection upon Enrollment
2. Immediate meeting or interview with the Admissions Coordinator or the 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 have hired 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 the company's computers, and also back up all data collected by a third-party IT Company.

All hard-copy and digital copies of files are only accessible through the file clerk or designated administrative staff.

6. The collected data is gathered, evaluated, and analyzed on an annual basis at staff meetings and Institutional/Occupational Committee Members meetings.

7. All instructional staff are to report all student evaluations, SAPs, 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.

Budget Resources

The resources necessary to support and implement this plan are included in the DDBS annual budget. Budget allocations designated for activities, services, and initiatives associated with this plan are identified within the institution's annual budget. Refer to the highlighted budget line items for the fiscal year to review the specific resources allocated in support of this plan.

Placement Services

DDBS has a Workforce and Career Placement department that focuses on job placement services to assist graduates and non-graduates. Within the curriculum, students are assisted with their resumes, interview skills, personal presentation for employment, and portfolios for placement opportunities. The Workforce and Career Recruiter is responsible for maintaining and sharing student portfolios and resumes with employers seeking graduates and is available to employers for review and/or to be sent via email, letter, or in person. With the student's verbal permission, the career recruiter will act on the student's behalf to verify employment.

Job Openings

Job openings are provided by the Workforce and Career Development Center and displayed in the Media Resource Room for students seeking employment.

Student Follow-up

Student records that do not show an exemption from follow-up or placement, or that do not include 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 and will conduct further evaluation and follow up with the student after the review. Student follow-up attendance and performance records are reviewed at least annually. All feedback is assessed and gathered; at this time, recommendations for change, adjustment, or implementation are made. All feedback from staff and committee members is considered, and the plan is updated by the Director of Operations immediately after the 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, texts, and Remind App 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 the student and our 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, placement/licensure preparation, and how evaluation results are shared continuously with staff 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 who participate in our students' career success to help facilitate 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 plan's purpose is to ensure the plan focuses on the energy deployed in support of student services, retention, completion, and licensure achievement. This plan is reviewed annually and surveyed, with timely, meaningful interaction between students and staff to ensure that DDBS accurately identifies our students' needs.

Personnel Responsible:
The Director of Operations, faculty, instructional staff, and all personnel are responsible for implementation. The admissions coordinator must inform the instructors that a student is disabled and may need accommodations or assistance. After the staff has been informed, the Director of Operations will be informed to create a plan of action.

Responsibilities, Procedures, and Processes for Student Services:

- DDBS requires that students meet with the admissions coordinator and the business center liaison before enrollment to assist the student with academic advisement services. During their enrollment period, an instructor must provide academic advisement/counseling assessments at least two-four times according to the length of the program offered. The Director of Operations is responsible for further academic counseling/assistance and workforce development, and the career recruiter is responsible for advisement in job placement services.
- DDBS will utilize the instructors, Director of Operations, and the Workforce Development Career Recruiter to aid in assisting the students' advisement counseling needs, overall performance, participation, and educational journey from enrollment to job placement.
- The Director of Operations provides oversight and coordination of all student services, ensuring effective support from enrollment through graduation placement. Responsibilities include supervising student service departments, monitoring student outcomes, supporting instructional quality, addressing escalated student concerns, ensuring compliance with institutional, accreditor, and regulatory requirements, and providing academic counseling.
- The Business Center Liaison is responsible for assisting students in support services, connecting financial, administrative, and day-to-day student needs. The liaison is responsible for student accounts and support, enrollment and intake support services, student records, and documentation. The liaison works closely with financial aid, admissions, and the educational teams to help ensure students stay on track with

administrative requirements and to communicate student concerns to the appropriate departments. The business center liaison and records clerk work closely together to ensure that all students' licensure theory and practical exams are paid for and scheduled through PSI.

- The Workforce Development Career Recruiter is responsible for supporting student and graduate employment outcomes by developing employer partnerships, coordinating job placement opportunities, and providing career readiness support. The role includes tracking data on completion, placement, licensure, and retention; assisting students with employment preparation; and serving as a liaison between the institution and employers. The recruiter is responsible for gathering all required data for completion, retention, licensure, and job placement. The career recruiter advises students/graduates for job preparation and placement requests in a timely and efficient manner.
- The instructors are responsible for making sure the clinical floor is active, and the needs of the students to perform the clinical services in the community are met. Instructors are responsible for ensuring that students are highly engaged in their program, from hands-on/work-based training to lecture-based knowledge (theory), which will ultimately sustain higher retention rates. Instructors are also available to support, advise, assist, and assess students with academic matters, counseling, employer liaison, and other student advisement services. Student assessments, tests, quizzes, and finals are ways of evaluating student achievement. Student retention and associated data will be the responsibility of the Director of Operations and Instructors. Instructors are responsible for providing guidance and preparation for the State of Michigan licensure exams. This information is provided to the career recruiter to add to the retention tracker for monitoring.
- The Records Clerk is supervised by the Director of Operations; however, they are responsible for maintaining student and graduates' records. The Records Clerk will serve alumnae's needs by securing and maintaining accurate academic and financial records in both hard-copy and digital formats. The records clerk is responsible for entering all of the following data and records inside the student records files such as clock hours (attendance records), academic (grades/coursework), enrollment, financial, educational progress, completion, placement, and licensure data for the student(attendance), and all other information to create official and unofficial transcripts and a full educational record for the student. The student may follow the access-to-records policy to access their records.
- The Financial aid administrator supports student services by guiding students through the financial aid process, including application, eligibility determination, packaging, and disbursement of funds. The financial aid administrator ensures compliance with federal and accrediting requirements while assisting students in accessing resources necessary to enroll, persist, and complete their program. The administrator collaborates with other student service departments, such as admissions, business center, records, workforce and career development, as well as the Director of Operations, to support student retention and success.
- The admissions coordinator supports student services by managing prospective student inquiries, guiding and assisting applicants through the enrollment process, and ensuring completion of required admissions documentation. One-on-one assessments with students help with proper planning for the program of interest. The admissions coordinator facilitates a smooth transition from prospective student to enrolled student by

coordinating orientation, referring students to appropriate departments, and maintaining accurate admissions records to support institutional enrollment and retention goals.

- 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 update their personal information.

Plan/Procedure for retention and student services:

- To promote student success and higher retention rates, which can persist through graduation, DDBS strives to improve classroom 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 develop realistic expectations and begin planning 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 provides internal support when external challenges for students directly affect their ability to participate in daily learning. Student mentors and faculty advisors can 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 to create an environment that promotes self-reflection on progress but also to encourage students to think about what they are learning as they are learning.
- DDBS is firmly committed to ensuring that all students receive a quality education and experience. All retention efforts are based on ethical conduct and clear academic goals. It is imperative that students, staff, and administrators uphold the school's mission. DDBS is prepared to serve its students and offer the most comprehensive support services to retain them and increase its student 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, federal laws that prohibit disability-based discrimination. 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.

Budget Resources

DDBS ensures the quality of a budget for the effective implementation of student services. The budget will allow DDBS to address essential maintenance tasks, cleaning tools/equipment, safety upgrades, and any enhancements that are needed to benefit staff and students. This budget is reviewed and revised annually. The budget resources to support this plan are included in the school's annual budget. A line item on the school's budget will provide evidence of the budgetary support for this plan.

Evaluation:

The evaluation of the plan will be a combined effort from the Director of Operations, Workforce Development Career Recruiter, Admissions Coordinator, Business Center Liaison, and the instructors, who are also responsible for maintaining and gathering data. The Records Clerk is responsible for student records and data, including clock hours, minimum practical application hours, and attendance. The Director of Operations is ultimately responsible for the compliance of all records and student data. DDBS believes that the effectiveness of the student services plan should be evaluated annually with all staff, including Administrative, Instructional, and Supervisory staff, as well as members of the Institutional and Occupational Committee, to support continuous improvement. After data collection, the results are shared at these annual meetings. The additions, deletions, and revisions to the plan are made as needed, but will occur at least annually unless otherwise required. The distribution and review of the plan and all collected data for determining the effectiveness of student services data help us to continue to strive for excellence in our overall efforts for successful outcomes.

- The student retention tracker and CPL data will be reviewed on no less than an annual basis by all staff, committees, and employers at the annual meetings. 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 meets 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 informational data 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 along with the administrative/instructional staff will evaluate feedback from employers, students, and committees during the annual staff meeting as we review all necessary policies and plans. All recommendations, suggestions, revisions,

approvals, additions, deletions, and denials should be communicated on the survey feedback form for review to further support the students.

- All final changes will be made to the plan by the Director of Operations after the plans have been approved by the IAC committee and will be updated and then shared with all staff, management, and committee members at the next 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.

STUDENT RETENTION POLICY

PURPOSE
The purpose of this policy is to ensure that DDBS measures the school's commitment to student success and completion of their academic program with strategies that include identifying at-risk students, creating interventions, and creating retention programs for the improvement of student retention. This policy is executed by all staff, faculty, and administration.

POLICY
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.

STRATEGIES TO ENSURE STUDENT RETENTION OF DDBS STUDENTS

1. **Academic Counseling/Warning Notifications:** DDBS has implemented academic counseling throughout the course of study to identify early signs of any at-risk student. Course of the study, students will be monitored and counseled on their academic progress and if applicable an early intervention with a plan of action will be implemented.
2. **Academic Tutoring and Academic Support Program:** DDBS offers one-on-one tutoring, study groups (peer to peer training), and any extra academic support services for free for as long as needed. This may include additional workshops, time management and study skills training and development. Students have accessibility to their instructors for additional tutoring by scheduling appointments via email, telephone, or in-person. DDBS also has a Media Resource Center on campus that provides students with room to complete assignments and additional educational resources.
3. **Workforce Development and Career Recruitment:** DDBS has a department that strictly focuses on career counseling and job placement that aligns with the school's mission to educate and job-place. The curriculum requires students to build a portfolio and create a resume. DDBS

also has career workshops, networking events, job fairs and a work-based plan for each program that allows students to receive experience in the field prior to job placement.

4. **Mental Health Support:** DDBS will provide students with contacts to mental health services upon request. This may include counseling, therapy, and support groups.
5. **Student Engagement:** Students at DDBS are involved with work-based activities, field trips, hands-on training, live demonstrations, seminars, workshops, clinical floor services, and labs.
6. **Financial Aid Services:** DDBS will ensure that students are aware of all financial aid options that are available to them. DDBS has provided students with services for immediate assistance with the financial aid application and process which may also include scholarships and grants.
7. **Records Clerk Services:** DDBS has a records department that can assist students with anything in their records which may include signed documents, forms, grades, attendance, transcripts etc.
8. **Follow-Up:** Students who are at risk of withdrawing from DDBS with be given an academic counseling meeting, a written warning letter, and a plan of action form that must be signed and dated by both the instructor and student to help the student get back in good standing. The forms are scanned and put in the student secured digital file and hard file which is stored in a secured fireproof cabinet and secured record room. Students are monitored after this process for 30days to ensure all issues have been resolved.

STUDENT RETENTION PROCEDURE

Purpose of the Plan

The purpose of the Dymond Designs Beauty School (DDBS) Student Retention Plan is to establish a comprehensive, systematic, and proactive approach to promoting student persistence, academic achievement, and program completion. This plan supports the institution's mission to provide quality career education that prepares students for successful employment while advancing institutional effectiveness and continuous improvement.

The Student Retention Plan applies to all academic programs, faculty, staff, administrators, and student service personnel at Dymond Designs Beauty School. Student retention is a shared institutional responsibility requiring collaboration among instructional personnel, student services, career services, administration, and institutional leadership to support student success from enrollment through graduation.

Retention Plan Responsibility

The Director of Operations is responsible for overseeing and implementing the institution’s Retention Plan, with support from all faculty and staff. Retention efforts focus on identifying and supporting students who may be at risk of withdrawing due to attendance issues, academic performance, financial concerns, or personal challenges.

Definition and Institutional Commitment to Retention

Dymond Designs Beauty School defines student retention as a structured, data-informed, and continuously evaluated process designed to support students in successfully progressing through and completing their educational program. The institution is committed to identifying students at risk of withdrawal, providing timely interventions and support services, and implementing strategies to promote persistence, academic achievement, and program completion.

The institution recognizes that retention and graduation outcomes are important indicators of educational quality and institutional effectiveness. Retention efforts directly support the institution's mission, educational objectives, and commitment to preparing graduates for successful employment within their chosen field.

Faculty and Student Input

Faculty and student participation are essential components of the development, implementation, evaluation, and continuous improvement of the Student Retention Plan.

The Workforce Development and Career Services Department maintains ongoing communication with faculty regarding student attendance, academic progress, engagement, and retention concerns. Faculty provide input through employee meetings, staff meetings, annual evaluations, and routine communication regarding student performance and retention trends.

Student feedback is collected through surveys, evaluations, informal feedback opportunities, and exit surveys. Students may also communicate directly with faculty, student services personnel, and institutional leadership regarding concerns that may affect their academic success.

Retention data, feedback trends, and recommended improvement strategies are reviewed annually by faculty, staff, and institutional leadership. Findings are incorporated into institutional planning and continuous improvement initiatives to ensure the retention plan remains responsive to student needs and institutional goals.

Academic Advisement Services

Dymond Designs Beauty School provides academic advisement services designed to support students in successfully completing their educational program and achieving their career goals.

Academic advising is available throughout a student's enrollment and includes assistance with program planning, academic progress monitoring, attendance counseling, goal setting, and identification of support resources. Advisement services are coordinated through faculty, student services personnel, and institutional leadership to promote informed decision-making, academic success, and timely program completion.

Assessment of Student Achievement and Career Guidance

Dymond Designs Beauty School utilizes appropriate assessment methods and evaluative measures to support student success and career development. Assessments may include academic evaluations, practical skill assessments, instructor feedback, attendance monitoring, and ongoing progress evaluations.

Assessment results are used to identify student strengths and areas requiring additional support, to provide individualized academic and career guidance, and to ensure alignment among student goals, educational achievement, and occupational objectives. Career guidance services assist students in developing realistic career goals and preparing for successful employment within their chosen profession.

Student Orientation Program

Dymond Designs Beauty School provides a comprehensive orientation program for all new students. The orientation process is designed to familiarize students with institutional policies, procedures, personnel, resources, and expectations.

Orientation topics include academic policies, attendance requirements, standards for satisfactory academic progress, technology and software used to support instruction, student support services, institutional expectations, and introductions to key faculty and staff members.

Orientation is conducted prior to the start of training and is documented by the Admissions Department and Business Center Department.

Attendance Requirements and Monitoring

Attendance requirements are published and communicated to students during enrollment, orientation, and throughout their educational program. Attendance policies are outlined in the Student Handbook and reinforced by faculty, student services personnel, and institutional leadership.

Attendance is monitored daily as part of the institution's early intervention and retention process. Students demonstrating attendance concerns are identified through the institution's early warning system. Instructors are required to contact students following three consecutive missed class days and document the outcome. Attendance concerns are reported to the Director of Operations, who conducts additional outreach and intervention efforts as necessary to support student persistence and success.

Retention Strategies and Student Support Services

Dymond Designs Beauty School utilizes multiple retention strategies designed to support student success and program completion. An early warning system is used to identify students who may be at risk due to attendance concerns, academic performance, or lack of engagement.

Retention strategies include:

Attendance monitoring

Academic progress monitoring

Faculty referrals

Student check-ins

Academic counseling

Early intervention services

Tutoring and academic support services

Student success planning

Career development support

Faculty, student services personnel, and the Director of Operations work collaboratively to provide timely support and intervention designed to improve student outcomes and persistence.

Career Services and Financial Aid Support

Career services contribute to student retention by reinforcing students' educational and career goals throughout enrollment. Services include career counseling, resume development, interview preparation, job search assistance, employer networking opportunities, workforce development

meetings, career fairs, and employment resource referrals.

Financial aid support services are provided to help students understand available funding opportunities and successfully navigate the financial aid process. Assistance is available regarding grants, scholarships, payment options, and other financial resources that may support student persistence and completion.

Student Engagement and Wellness Support

Dymond Designs Beauty School promotes student engagement through hands-on training experiences, laboratory and clinic floor activities, demonstrations, workshops, seminars, enrichment sessions, employer interactions, and educational activities that support skill development and student involvement.

The institution recognizes the importance of student well-being and, upon request, provides referrals and resource information for external mental health, wellness, and community support services.

Budget Resources

The resources necessary to support and implement this plan are included in the DDBS annual budget. Budget allocations designated for activities, services, and initiatives associated with this plan are identified within the institution’s annual budget. Refer to the highlighted budget line items for the fiscal year to review the specific resources allocated in support of this plan

Identification and Support of At-Risk Students

Retention efforts include ongoing collection and review of student performance, attendance, and engagement data. Students identified as at risk are referred to the Director of Operations for further review and intervention.

The Director of Operations collaborates with faculty and student services personnel to evaluate individual students' needs and develop personalized action plans. Support measures may include academic assistance, attendance counseling, career guidance, financial aid counseling, tutoring, or other appropriate interventions.

Student progress is monitored through ongoing follow-up and communication. Retention-related documentation is maintained securely by the Records Department and Workforce Development and Career Services Department.

Evaluation, Review, and Continuous Improvement

The Student Retention Plan is evaluated annually to assess the effectiveness of retention strategies and student support services. Retention outcomes, withdrawal trends, completion data,

and student success indicators are reviewed by faculty, staff, and institutional leadership.

Retention results are also discussed during employee meetings, institutional effectiveness reviews, strategic planning activities, and advisory committee meetings. Findings are used to identify opportunities for improvement and support data-informed decision-making.

The plan is revised as necessary to ensure continued effectiveness, responsiveness to student needs, and alignment with institutional goals and accreditation requirements.

Communication of Retention Results

The Workforce Development and Career Services Department shares retention data and retention outcomes with faculty, staff, and institutional leadership during employee meetings, administrative reviews, strategic planning activities, and advisory committee meetings.

Retention reports, retention tracking data, withdrawal trends, attendance patterns, and student success indicators are presented, reviewed, evaluated, and discussed to assess the effectiveness of current retention strategies and student support services.

Faculty and staff actively participate in the review process by providing feedback and recommendations designed to improve student retention, persistence, and completion outcomes. Student feedback collected through surveys, evaluations, and exit interviews is also reviewed as part of the evaluation process.

Results of the evaluation are incorporated into institutional planning, strategic initiatives, and continuous improvement activities to strengthen student support services and enhance institutional effectiveness.

Plan Review and Maintenance

The Student Retention Plan is reviewed annually and updated as necessary to maintain alignment with institutional objectives, student needs, industry expectations, accreditation standards, and continuous improvement initiatives.

Dymond Designs Beauty School remains committed to providing the academic support, guidance, resources, and services necessary to promote student persistence, successful program completion, workforce readiness, and lifelong career success.

Evaluation & Revision DDBS's Emergency Response Plan is reviewed annually by DDBS school's committees, employers, employees, and students, and is revised as necessary. The Emergency Response 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 Manual located in the administrative offices and on 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.

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

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.

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 (notifications also in campus remind app).

Procedure for reporting fire or other emergencies
Instances of emergencies shall be reported to local authorities by calling 911. After 911 has been contacted, please call the respective campus security authority.

For additional information, please contact the school at 31respetive campus security authority at: 248-506-6888

Employee Responsibilities	**Supervisor Responsibilities**
1. Reporting Emergency situation 2. Reading/understanding these procedures 3. Being aware of primary and secondary emergency exits. 4. Asking questions when information is unclear or not understood. 5. Understanding the proper operation of emergency Evacuation equipment 6. Informing supervisor of special emergency evacuation needs	1. Providing staff, students and visitors emergency response information and training. 2. Identifying mobility impaired employees who might need assistance during evacuation. 3. Providing an opportunity for employees to ask questions

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

Evacuation Routes

Evacuation routes maps are posted outside each classroom and near work areas.

****Faculty and Staff should know at least two evacuation routes****

Procedure for reporting fire or other emergencies

Instances of emergencies shall be reported to local authorities by calling 911. After 911 has been contacted, please call the respective campus security authority.

Fire Emergency

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.

CSA (Director of Operations) 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 (designated by the respective CSA/Director of Operations) to the physically challenged should

- Assist all physically challenged employees and/or students in an emergency evacuation.

TELEPHONE BOMB THREAT PROCEDURE AND 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.

ACTIVE BOMB THREAT FORM

Your Name: _____Time: _____ Date: _____
Caller's Identity Sex: Male: _____Female: _____ Adult _____ Juvenile _____
Approximate Age: _____ Origin of Call: Local _____ Long distance_____

VOICE CHARACTERISTICS	SPEECH	MANNER	LANUAGE
____Loud	____Fast	____Calm ___Angry	___Excellent
____Soft			___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	**BACKGROUND**
ACCENT	____Other	____Emotional	**NOISES**
___Local		____Laughing	___Factory
___Foreign			___Machines
___Race			___Trains
___Not Local			___Music
___Region			___Other

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 *67 (if your phone has this capability). Listen for the confirmation announcement and hang up.

Call the respective CSA (Director of Operations) or 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

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter and 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 your arms to protect your 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.

Lockdowns

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.

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/ Poison Control Center. These local numbers are posted on the walls of the institution outside of the classrooms and in the student handbook and are 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). Unless escorted by staff, school visitors must show proper identification and be screened through the school's administrative team 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. DDBS along with the Detroit Police Department provides training for active shooting and stop the bleeding procedures annually.

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. The Emergency Plan and Health and Safety Plan is found on the school's website and in hard=copy in the school's media resource room.

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:

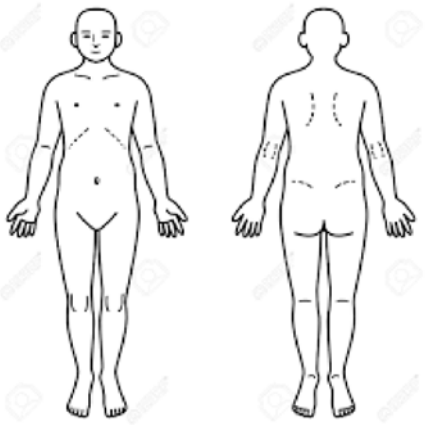
Has this part of your body been injured before? Yes No

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?

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

EDUCATIONAL RESOURCES PLAN

Dymond Designs Beauty School recognizes the need to provide comprehensive educational resources and learning tools that give students open access to a wide variety of reference materials, through both distance (hybrid)/traditional education. DDBS has a secure LMS system, CIMA, through Milady, that provides our staff and students with access to all digital learning materials through a subscription service plan that offers on-demand learning platforms, eBooks, online homework/testing, virtual simulation/lab, and study tools in one location. Students are allowed access 24 hours a day, not just through traditional training. All instructors and students have access to all learning and media equipment provided for educational training.

Availability of Educational Resources

Dymond Designs Beauty School (DDBS) Educational Resource Plan recognizes the importance of providing comprehensive educational resources and learning to ensure students, instructors, and administrators have open access to a wide range of reference materials through both distance and hybrid instructional delivery. To support this commitment, DDBS utilizes a secure Learning Management System (LMS) called Milady CIMA. The LMS provides students with 24 -hour access to full course content, including subject assignments, procedural and instructional videos, exam preparation for state licensing, digital textbooks, study tools, quizzes, and tests. The platform supports cosmetology, esthetics, and advanced esthetics programs and allows students to connect and collaborate with instructors and peers. Additional LMS features include instructor course management, integrated lesson plans, automatic grading, student time tracking, robust analytics, progress reporting, and mobile accessibility. Milady operates through a subscription-based service that provides students and staff with centralized access to all digital learning platforms and educational tools. In addition to digital resources, students are issued traditional hard-copy textbooks that complement the LMS and support learning through printed instructional materials and assessments. Instructors are provided with both digital and hard-copy course management materials, while students receive both digital and printed textbooks. This dual-format approach ensures effective instruction and learning across hybrid and in-person educational environments while meeting safety standards set by the Department of Licensing and Regulatory Affairs.

Additional learning resources are also provided through the equipment available in each department that students, instructors, and others can access.

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

Programs that require other instructional/educational materials, supplies, and equipment are available and must be requested in advance by instructors and faculty for purchase. All purchases for equipment and supplies must be requested by staff on a request form for either technology, equipment, or non-technology at the beginning of every month. Once the request is submitted, the Director of Operations or designated personnel will give the denial or approval. If equipment

or supplies are approved and purchased, all equipment must be stored by the Director of Operations or Instructors in the designated areas throughout the institution. All inventory, such as instructional supplies, is tracked by the Director of Operations and the instructors. Supplies are stored in each classroom dispensary and checked daily by instructors. If supplies, equipment, media, or additional instructional materials are needed, the request form must be completed, signed, and dated by the staff member upon request and submitted to the Director of Operations for approval. If there are any emergency purchases of instructional supplies, the faculty and instructors will follow the same process as for regular purchases; however, inform the Director of Operations or the designated person that the purchase request is an emergency. The Director of Operations, or designated personnel from the business center, will assess the emergency and base the purchase on the budget. All emergency purchases can take 24 to 72 hours to arrive, depending on availability and the company.

All property purchased from any of the institution's funding sources for use by the school becomes the school's property. All donated items must comply with health and safety and data security requirements. All items purchased by the institution **MUST** be on a purchase order form 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.

Implementation and Coordination of Educational Learning and Media Resources/ Staff Roles and Responsibilities

The Director of Operations is responsible for providing educational and learning resources/media supplies, and equipment in coordination with all instructors and the Business Center Administrator. The Director of Operations and Instructors is responsible for coordinating, implementing, providing, and maintaining all educational/learning/media/equipment/instructional supplies and resources within their respective programs, with guidance and support from the Director of Operations and each program's occupational committee. The Director of Operations and Instructors will maintain appropriate supplies, shelving, clinical floor supplies/dispensaries for each class, equipment, floor space, and adequate storage to accommodate all educational/instructional media resources that are offered by DDBS, excluding digital institutional platforms. Hybrid instructional training is granted equal access to identical materials and resources.

Program Instructors:

- Maintain and oversee the use of program support educational learning materials (manuals, technical books, and periodicals)
- Assist in the 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 a purchase request for technology or instructional equipment
- Direct students to appropriate learning and media resources
- Provide students with technical assistance with all educational software and other references for research information.

- Maintain all assigned learning resources and equipment in accordance with the Dymond Designs Beauty School educational Resources Plan
- Create instructional learning platform (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 and traditional instructional learning, which consists of tests, quizzes, minimum practical application uploaded to the digital training platform, and attendance monitoring through the digital platform.

Annual Budget for all Educational /Learning Resources, Media Services, and Supplies

DDBS has an annual budget for all educational/learning resources and media services, which is reviewed by the Institutional/Occupational Advisory Committee. All instructors must complete a written request form for all learning/educational supplies or resources, media/technology items, and submit each request to the Director of Operations or Designee at the beginning of the month. The Director of Operations or designated personnel 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 regarding funding for this purchase. The Director of Operations and Business Center Administrator is 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 Mrs. Julianna Perry (VP Business Banking, Fifth Third Bank/ Institutional Advisory Committee Member) to assist with her expertise during institutional advisory meetings. Mrs. Perry (committee member) sits on our board to advise and review the school budgets annually.

Budget Resources

The resources necessary to support and implement this plan are included in the DDBS annual budget. Budget allocations designated for activities, services, and initiatives associated with this plan are identified within the institution's annual budget. Refer to the highlighted budget line items for the fiscal year to review the specific resources allocated in support of this plan

Educational Materials available

DDBS provides comprehensive, program-specific educational resources to support student achievement and instructional effectiveness. Responsibility for the coordination, availability, maintenance, and continuous improvement and evaluation of educational/media resources is assigned to the instructional staff under the oversight of the Director of Operations. Educational Resources are readily accessible to faculty and students through classrooms, the media resource room, clinical areas, and treatment rooms. These resources include computers, textbooks, reference materials, digital learning platforms, instructional media, equipment, and program-specific supplies. These resources are reviewed annually to ensure they remain sufficient, relevant, and effective in supporting student learning, faculty instruction, and instructional effectiveness.

The classrooms and media resource room house computers, online books, educational resources, materials, and equipment.

Audio-visual materials & equipment

- Televisions
- Computers
- Projector

Print and Digital format Materials:

- Audio/Visual aids

- Web training tutorials
- Milady Hard-Copy Books
- Milady Exam Books
- Foundations Book
- Digital books
- Flash Drives
- Instructional DVD
- CDs
- Televisions
- Computers
- Projectors

Educational/Media/Materials Resources for Teachers:

- Milady Master Educator hardcopy/digital book
- Milady Digital Correlator
- Educational slides
- Milady Exam Book
- Cima Digital Training Platform
- L'Oréal Digital Training Platform
- Zoom
- The Remind Application
- Instructional DVS's
- CDs
- 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 educational resources and media for user groups for faculty, instructors,

students, and others is given and reviewed during all new student and new employee orientations before the first day of work or class. The Business Center Liaison schedules and trains the user group for orientation. Continuing training is provided to all staff, students, and others as new educational resources and services are added. During orientations, all user groups (instructors, faculty, and students) will be instructed on the use and availability of all educational and media resources during their initial program/employment orientation and again, as required, when new resources are being implemented during instruction and employment. Orientation for all user groups is provided through hands-on training during staff/student orientation. Training provides staff/students with the necessary tools to effectively implement all media/educational resources and online resources. All school rules, policies, and training are provided during orientation, which also includes access times for the media resource room.

Facilities, Technology, and Infrastructure for the use of media materials

DDBS educational platform is offered through CIMA, which supports the digital training book (Milady) through Cengage for instructional software. DDBS has computers available to all students in the Media Resource Room during the designated hours of operation: Tuesday-Wednesday from 8:30 am-9:00 pm and Thursday-Saturday from 8:30 am-4:00pm. All students are logged into all applicable software, including the digital book, during orientation. After students are enrolled in the digital book, all necessary applications for the curriculum taught at DDBS will be available. All staff/students/employees will have access to the internet, computer software, printers, copiers, data on shared drives, and other audio/visual equipment. DDBS's quality instructional media supports the educational content of its programs' curriculum. 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, the Zoom platform, and web training tutorials by Milady and the L'Oréal Platform. Master curriculum binders, catalogs, and manuals are also available for print instructional materials in the Media Service Room.

Rollcall software is utilized in administration/finance, while Western Digital Software and writing for wired and wireless backup. Anti-virus and firewall software is monitored by Webroot, while BitLocker manages all data encryption. All IT is outsourced through Electronic Brain Solutions. The institution has a budget for all installations, ongoing services, and purchases. If network changes are needed to the DDBS technical infrastructure, they will be considered, subject to budgetary constraints. If repairs or purchases are needed for media services, all instructors and faculty must complete a purchase order or work order and submit it to the Director of Operations. The Director of Operations will then check the budget with the Business Center Administrator for availability if it is deemed an immediate, potential, or current need. The Director of Operations will then purchase based on the available budget allowance and plan strategically to complete the necessary request as resources/cash flow become available.

Evaluation of the effectiveness of educational resource services

The effectiveness of all educational resources and media resources is determined by the number of students enrolled at DDBS. Staff, Instructors, and Students will complete an annual survey to determine if the educational resources/media resources/equipment provided for each program met their needs. Upon exiting the program, students will be given a survey to evaluate all media, instruction, and educational supplies and equipment. Information from all students and staff will be collected for the Director of Operations to review and make any necessary modifications or improvements. During the annual employee meeting, staff will discuss the feedback gathered from students, staff, instructors, employers, and employees. The data will then be analyzed to determine

the effectiveness of DDBS educational/media/technology, facilities, and materials that are comprehensive and current. Evaluation of educational resources is conducted annually by faculty, employers, employees, and the institutional advisory committee, using survey feedback forms during meetings and entry/exit orientation sessions. 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 improve the effectiveness of Educational and media resources through evaluations and utilization, enabling continued improvements in educational resources.

Desired Outcomes/Objectives

The objective of this Educational Resource Plan is to ensure that adequate, current, and accessible educational resources are available to support all instructional programs and student learning. Through the ongoing evaluation and enhancement of educational materials, technology, equipment, and media services. DDBS promotes instructional effectiveness, student achievement, and continuous institutional improvement.

Repair, Maintenance, and Replacement of Educational Resources, Media, Supplies, and Equipment

All instructors are responsible for submitting a written request form to the Director of Operations for repairs and purchases. Any educational/media equipment that needs repair /purchased will be on an "as needed" basis. For replacement equipment, purchases will be made in accordance with normal wear and tear. For emergency purchases of instructional equipment, the request must be made by completing an equipment request form; however, the Director of Operations or designated personnel must be informed immediately that the purchase is an emergency. Once the request for emergency equipment is received, the Director of Operations and Business Center Liaison will assess the purchase based on need and budget. Emergency purchases are expected within 24 to 48 hours, or when available from the vendor. The Director of Operations or designated personnel must review all quotes from vendors, suppliers, maintenance companies, or persons
Dymond Designs Beauty School is committed to providing sufficient educational/learning resources, media equipment, and supplies. It is expected that repairs, replacements, and maintenance will be needed for existing learning equipment, media equipment, supplies, and learning resources. DDBS has procedures for purchasing and/or repairing equipment and learning resources, as well as a plan for maintaining, replacing, and disposing of obsolete equipment, in our Plans, Policies & Procedures Manual.

ONGOING OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES PLAN

The Ongoing Operations and Maintenance Plan of Physical Facilities 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 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, as governed by the institution, for all operations, maintenance of physical facilities, data privacy, safety, and security of all technical infrastructure.

If any of the following issues arise, they must be reported immediately to the Director of Operations: Due to DDBS leasing the building, the Director of Operations will report any mishaps that are not the tenant's responsibility to the landlord for immediate attention:

- Building plumbing
- Gas leak or hazardous fluid
- Hanging wires or potential fire hazards (electrical malfunctions)
- Fire Extinguisher malfunction or lack of service
- Water main breaks
- Roof or wall collapse or leaks
- Smoke detector malfunction
- Or any immediate danger or threat that cannot be handled by staff or the Director of Operations

The Director of Operations will contact the building's landlord to report any of the above issues for repair. If necessary, local authorities must be contacted. Examples include contacting DTE for downed power lines, Consumers Energy for gas leaks, or the landlord if they cannot be reached 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 apply if the landlord is unreachable or if the equipment or supplies are owned and operated by DDBS.

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

All exterior maintenance, such as lawn services and parking lots, is maintained by the landlord of the entire complex of businesses and the immediate landlord of the individual building occupied by 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 complex's landlord.

The on-staff building maintenance/janitorial contractor is responsible for cleaning the facility's interior and maintaining the institution's cleanliness. The general maintenance/janitorial provider will be on campus five times per week. All duties performed for general and janitorial work include the bathrooms, common areas,

media center, classrooms, windows, floors, and general grounds cleanup.

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 including any distance educational infrastructure used for hybrid training. The Director will work directly with the business center administrator to develop a plan for all online platforms to seamlessly integrate any hybrid training into the DDBS campus.

General Responsibilities

Dymond Designs Beauty School's Director of Operations oversees the planning and management of the company's physical facilities and technical infrastructure. This responsibility consists of preserving and enhancing a quality physical environment that provides efficient, functional, safe, and pleasant surroundings. The Director of Operations' responsibilities also include maintaining, expanding, and upgrading the technical infrastructure. DDBS follows fire, electrical, and sanitary codes as found in annual and biyearly inspections.

Improvements to Physical Facilities

DDBS physical facilities are managed by the Director of Operations, staff, and Topp Gunn Janitorial Services. Physical resources are inventoried and maintained by the Director of Operations and all staff (administrative/instructional). The Director of Operations, if deemed necessary to add additional space for student classrooms, labs, or common spaces, the Director of Operations will be responsible for the process of developing additional space within the building that DDBS occupies, which will include plans that will be drawn up for replacement, repair, and new procurements when needed. Daily checks are performed to ensure that the physical resources meet the school's requirements. Technical infrastructure is added as budgetary constraints arise.

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 apply if the landlord is unreachable or if the equipment or supplies are owned and operated by DDBS. If there is a need for DDBS-owned physical equipment, supplies, or infrastructure, the Director of Operations should be notified. The Director of Operations will determine whether it is an immediate need or a potential danger to the school; if not, the request or need will be prioritized in the order it was requested or deemed necessary by all management. All exterior maintenance, such as lawn services and parking lots, is maintained by the landlord of the entire complex of businesses and the immediate landlord of the individual building occupied by the DDBS campus. DDBS is not required to perform any exterior maintenance on the surrounding property or land. Snow removal is performed by the complex's landlord. The on-staff building maintenance/janitorial contractor is responsible for cleaning the facility's interior and maintaining the institution's cleanliness. The general maintenance/janitorial provider will be on campus five times per week. All duties performed for general and janitorial work include the bathrooms, common areas, media center, classrooms, windows, floors, and general grounds cleanup. 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 towels, 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, including any distance educational infrastructure used for hybrid training. The Director will work directly with the business center administrator to develop a plan for all online platforms to seamlessly integrate any hybrid training into the DDBS campus.

Technical Infrastructure

Technical Infrastructure is added as the student population and staff needs change. All staff members, faculty, and instructors are responsible for reporting all IT issues. If repairs or purchases are needed, the instructors and faculty must complete a work order and submit it to the Director of Operations or designated

personnel. 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 the available budget allowance, and will plan strategically to complete the necessary request as resources/cash flow become available. DDBS is a third-party IT company that handles all IT issues. If the purchase is deemed an emergency, contact the Director of Operations; if the Director of Operations is unavailable, the school will have a Designee to accommodate the emergency.

Equipment and Supplies (Non-Instructional and Instructional)

As mentioned above, Supplies are maintained by the Director of Operations. Supply levels are checked daily, and purchases are made only on an "as needed" basis. Only the Director of Operations or designated personnel may order materials. Suggestions may be made at employee meetings based upon feedback from students and employees. All other basic supplies are ordered monthly and maintained through a strict budgeting system and fund allocations specific to needs. If the Director of Operations is not available physically to request supplies, please refer to the designated personnel. All supplies will be delivered by the Director of Operations or Designee to the individual staff member who requested them, outside the ordinary routine purchase/response time, if deemed an emergency.

All equipment needing repairs is reported to the Director of Operations or, through designated personnel, a work order on an "as-needed" basis. The School Director will decide if the equipment needs repair or replacement. The Director of Operations will check the budget with the CPA, who helps to compile it for a final decision. If an emergency purchase is needed and the Director of Operations is unreachable, the designated administrative personnel will make further decisions in accordance with the budget. All emergency purchases can take twenty-four to seventy-two hours to arrive.

Replacing and disposing of obsolete equipment will be done when needed, after the annual meetings of the Employee/Institutional Advisory Committee and the Occupational Committee. Then, everyone will have the opportunity to review survey feedback from students, staff, employers, and all who patronize the facility. The plan is made available to employees and students in both digital and print formats, and all will have the opportunity to comment, suggest, and recommend whether the equipment is obsolete or should be upgraded. This plan is reviewed at least annually and updated as necessary. In the event of an emergency purchase or repair of equipment or supplies, the Director of Operations will handle the request at that time. Disposing of obsolete equipment will be done through donation 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 in a fire-proof cabinet located in the records room. Western Digital Software is used for wired and wireless backup, stored on-site and off-site, using Huntress, Datto EDR/XDR with Datto Anti-Virus, Canari, RMM Monitoring, and Pen Testing Scanning for safeguarding, encrypted files, and storage. Data is backed up nightly, with fully encrypted transmission and storage. Staff and faculty have separate passcodes from the students. Manual files and extra drives are kept in secure, fireproof file cabinets for 5 years. Electronic Brain Solutions is contracted for all technical infrastructure privacy, safety, and security needs.

Safety Standards of Instructional Supplies

DDBS takes inventory of all instructional supplies before each course begins. All instructors must test the equipment to ensure safety and that it is working effectively.
This will confirm that all equipment being operated is safe in accordance with the manufacturer's recommendations. If the instructor finds material or equipment to be damaged or
If staff is malfunctioning in a manner that can affect the safety of staff or students, they are required to inform the Director immediately, or another administrative personnel member if the Director is unavailable. The inspection of all equipment is handled by the director and instructors. A biannual inspection by the State of Michigan of all supplies and equipment is conducted to ensure safety, along with an annual City of Detroit Building and Safety Inspection that assesses the fire and safety equipment. The Detroit Fire Department conducts annual fire drills for DDBS to help ensure safety in the event of a fire, and the Detroit Police Department also trains staff and students annually in courses titled "Active Shooter Training" and

"Stop the Bleeding Training". The Director, along with staff, must conduct an inventory and supply management assessment to ensure the safe use and maintenance of computers and other equipment and to verify their operational status.

Emergency Purchases and Repairs of Equipment

DDBS equipment is maintained according to industry standards and scheduled assessments, and repairs are made on an "as-needed" basis. If the need for an emergency purchase should arise, the business center and the director of operations will meet to discuss the appropriate allocation of general funds monies for the purchase, acquisition, or repair of the necessary equipment within a timely fashion, which will allow DDBS to maintain the continuous support and instruction of the student and faculty. DDBS includes an allocation in its budget for expedited or overnight emergency supply or equipment purchases in case of an order error or if DDBS runs out of supplies during the course.

Replacing and Disposing of Obsolete Equipment

DDBS has a procedure for replacing and disposing of obsolete equipment. First, DDBS will replace the equipment on an "as needed" basis and based on industry relevance. Most of our obsolete equipment is donated to salons. If, by chance, we need to dispose of equipment, our janitorial teams also provide services to remove obsolete equipment from the premises for recycling as needed.

Budget Resources for Maintenance and Improvement

DDBS ensures the quality of available facilities by providing a budget for maintenance and improvements. The budget will allow DDBS to address essential maintenance tasks, cleaning tools/equipment, safety upgrades, and any enhancements that are needed to benefit staff and students. This budget is reviewed and revised annually. The budget resources to support this plan are included in the school's annual budget.

The written Operations and Maintenance plan for the physical facility is subject to the State of Michigan and the local City of Detroit guidelines. DDBS follows the on-campus guidelines and follows both and has applicable documentation to provide proof for both traditional and hybrid training modes of instructional delivery.

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 and the Department of Education. The code is R 338.2171 and applies to operational procedures for instruction, equipment, and physical facilities. DDBS also adheres to all federal procedures and regulations, including those of the Department of Education and the Veterans Administration, as well as to the Council on Occupational Education. The Operation and Maintenance plan addresses the federal laws that are required to operate a post-secondary school. DDBS observes all state laws as they relate to daily operations.

Evaluation of the Plan

The Operation and Maintenance of Physical Facilities Plan is revised, reviewed, and evaluated annually or on an "as needed" basis. All instructors, staff, students, and advisory committee members are required to complete at least one survey annually to determine if the operations and maintenance plan addresses all facets of the institution's operation, maintenance, and physical facility needs. Students will be asked to complete a survey evaluating the facilities and physical resources upon program completion. All institutional and occupational committee members are required to provide feedback on the annual operations and maintenance of physical facilities at the committee meeting. All information collected will be reviewed by the Director of Operations and used for modifications and improvements. During the annual employee meetings, staff will discuss the feedback gathered from the students, staff, instructors, employers, and advisory members. All the collected data will be analyzed to determine the effectiveness of DDBS operations and the Maintenance of Physical Facilities Plan. If a need presents, additions will be made within annual budgetary constraints. All DDBS employees are encouraged to give honest feedback at annual employee meetings, and this feedback will be considered for review.

INSTITUTIONAL INFRASTRUCTURE PLAN

Overview:
DDBS provided an institutional infrastructure plan that addresses adequacy, improvements, and protection of the technical infrastructure, including distance education (hybrid). This plan also addresses the ongoing operation and maintenance of technical infrastructure that ensures the privacy, safety, and security of institutional data and computer systems, as well as the reliability of networks, whether provided directly by DDBS or through contractual arrangements. This plan is evaluated annually with staff, institutional/occupational committees, employers, and with students during their exit interviews. This plan is available to all administrators, faculty, staff, and employers in hard copy or on the school's website.

General Responsibilities
The DDBS Director of Operations is responsible for directing the overall planning and management of DDBS's physical resources and technical infrastructure, including budget allocation, policy enforcement, equipment procurement, provision of technical support, maintenance of the distance education infrastructure (hybrid), if applicable, maintenance scheduling, and data security assurance. This responsibility will ensure that DDBS will continue to enhance the quality of the physical environment by providing a pleasant, efficient, safe, and functional atmosphere.

Improvement and Protection of Physical Resources and Technical Infrastructure
DDBS improvements and protection of physical resources and technical infrastructure are managed by the Director of Operations, staff, and Electronic Brain Solutions (third-party). Physical resources are inventoried and maintained by the Director of Operations and all staff (administrative/instructional). The Director of Operations, if deemed necessary to add additional space for student classroom (s), lab (s), or common spaces, the director will be responsible for the process of developing additional space within the building that DDBS occupies, which will include plans that will be drawn up for replacement, repair, and new procurements when needed for improvement of technical resources. Daily checks are performed by both the staff and Electronic Brain Solutions to ensure that the physical resources meet the school's requirements. The technical infrastructure is added to the school's budget.

Day-to-Day Management
DDBS's Director of Operations is responsible for day-to-day operations and management, including overseeing the inventory of physical resources and technical equipment, ensuring regular facility maintenance, supervising IT infrastructure, and monitoring the functionality and safety of all equipment. Routine checks for data safety and security are conducted to ensure that any technological issues are promptly addressed. DDBS also follows fire, electrical, and sanitary codes as outlined in State and City inspections conducted annually and biannually.

Maintenance /Physical Facility/Technical Infrastructure:
There is a comprehensive, ongoing, systematic management, repair, and upkeep of the school's built environment and maintenance and physical facilities. Management of the

Maintenance, physical facility, and technical infrastructure are handled by the Director of Operations and the Business Center Liaison. Electronic Brain Solutions. DDBS has two servers, multiple laptops, and desktop computers, and data is backed up daily using Western Digital Software. The Western Digital Software is kept off-site using WinZip. Fully encrypted data transmission and storage are used, with AES, Huntress, Datto EDR/XR with Datto Anti-Virus,

Canari, RMM Monitoring, and Pen Testing Scanning for safeguarding. DDBS maintains our firewall protection through Electronic Brain Solutions. All 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 available throughout the DDBS campus. A DDBS-secured network is separate from general use to prevent backlogs and public access to server information. All campus computers (staff and students) automatically filter backlisted or potentially infected sites. Student and staff emails are protected by Google® Access Control List, which helps protect all critical data. In compliance with the Family Educational Rights and Privacy Act (FERPA), DDBS implements procedures to ensure the institution remains compliant.

Every computer has security software, including Webroot antivirus, a firewall, and other protections. The Director of Operations or Business Center Liaison 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 involving any student, faculty member, instructor, or staff member, the breach will be corrected immediately, and all parties involved 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.

Technical Support and Student Orientation to Technology
Student Orientation to technology is provided, and technical support is readily available to all students through all modes of delivery (hybrid/traditional). DDBS's goal is to ensure that all students have the support needed to be successful when using technology resources. Support can be reached at roxydunlap@ddbs.edu or at www.milady.com/support. Staff and students are trained and given instructions on the use of all technologies used at DDBS during orientation prior to beginning at DDBS. DDBS technology platforms include Office 365, Rollcall, Cima, and Remind. All instructions (staff/students/faculty) are given in training prior to courses starting; however, additional instructions are provided by Roxy Dunlap (Business Center Administrator) and instructors during courses. All training materials are provided by the school's business center. Student coursework, tests, and quizzes are stored on the web-based digital platform, the Milady LMS Platform, through CIMA. This platform houses grades, clock-hour tracking, student portfolios, communication between students and teachers, training, videos, etc.

Equipment
All equipment needing repairs is reported to the Director of Operations or, through designated personnel, a work order on an "as-needed" basis. The School Director will decide if the equipment needs repair or replacement. The Director of Operations will check the budget with the CPA, who helps to compile it for a final decision. If an emergency purchase is needed and the Director of Operations is unreachable, the designated administrative personnel will make further decisions based on the budget. All emergency purchases can take twenty-four to seventy-two hours to arrive. DDBS ensures network functionality for both hybrid and traditional education mean of instructional delivery.

Disposal of Obsolete Equipment
DDBS has a procedure for replacing and disposing of obsolete equipment. First, DDBS will replace the equipment on an "as needed" basis and based on industry relevancy. Most of our

obsolete equipment is donated to salons. If, by chance, we need to dispose of equipment, our janitorial teams also provide services to remove obsolete equipment from the premises for recycling as needed. DDBS conducts biannual inspections of all equipment from the State of Michigan to ensure it is relevant, current, and accurately accounted for, along with an inventory, supply, and equipment list collaboratively developed by staff, faculty, and instructors. The State of Michigan's approval of equipment and supply inspections helps DDBS remain committed to state equipment regulations.

Appropriate and Required Safety Standards for Instructional Equipment

All instructors must test the equipment to ensure safety and that it is working effectively. This will confirm that all equipment that is being operated is safe according to the manufacturer's recommendations. If the instructor finds material or equipment to be damaged or If staff are malfunctioning in a manner that can affect the safety of staff or students, they are required to inform the Director immediately, or another administrative personnel member if the Director is unavailable. Inspection of all equipment is handled by the director and instructors. A biannual inspection by the State of Michigan of all supplies and equipment is conducted to ensure safety, along with an annual City of Detroit Building and Safety Inspection that assesses the fire and safety equipment. The Detroit Fire Department conducts annual fire drills for DDBS to help ensure safety if a fire occurs, and the Detroit Police Department also trains staff and students annually in courses called "Active Shooter Training" and "Stop the Bleeding Training". The Director, along with staff, must conduct an inventory and supply management assessment to ensure the safe use and maintenance of computers and other equipment and to verify their operational status.

Safety, Privacy, and Security Data

All faculty, staff, and students have received and signed a data security agreement. Signed forms are kept in each employee's or student's permanent records. This policy is included in both the employee and student handbooks. DDBS has two servers, multiple laptops, and desktop computers, and data is backed up daily using Western Digital Software. The Western Digital Software is kept off-site using WinZip. Fully encrypted data transmission and storage are utilized, with AES encryption, Huntress, Datto EDR/XR with Datto Anti-Virus, Canari, RMM Monitoring, and Pen Testing Scanning for safeguarding. DDBS maintains our firewall protection through Electronic Brain Solutions. All 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 available throughout the DDBS campus. A DDBS-secured network is separate from general use to prevent backlogs and public access to server information. All campus computers (staff and students) automatically filter backlisted or potentially infected sites. Student and staff emails are protected by Google® Access Control List, which helps protect all critical data. In compliance with the Family Educational Rights and Privacy Act (FERPA), DDBS implements procedures to ensure the institution adheres to FERPA.

Every computer has security software, including Webroot antivirus, a firewall, and other protections. The Director of Operations or Business Center Liaison 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 involving any student, faculty member, instructor, or staff member, the breach will be corrected immediately, and all parties involved 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.

Safety of Staff, Students, and Guests

Dymond Designs Beauty School (DDBS) strives to maintain a safe environment for all students, staff, and guests. The campus includes classrooms, clinical floor, labs, media resources/educational room, bathrooms, and common areas. DDBS conducts campus walk-throughs daily and has annual fire and environmental inspections, which are performed by staff. Our Remind app provides students with severe weather updates. More information regarding weather and safety can be found in the DDBS Emergency Response Plan.

Incident reports for any accident caused by staff, faculty, students, or guests are reviewed to identify improvements to prevent future incidents.

DDBS has the following:

- Fire extinguishers are located throughout the school and are commonly marked with signage
- First aid supplies throughout the school and common areas
- Insurance for accidents and other needs through Hartford Insurance
- Personnel present from 8:30 am to 9:00 pm/ Outdoor Security provided by the landlord/ front desk receptionist who acts as CSA to control daily and nightly traffic and supervises students as they enter and leave the building to reduce accidents/emergencies. The interim CSA and our school personnel will report any accidents /emergencies to the Director of Operations. The Director will report to the campus ground security or to the proper authorities.

Distance Education Infrastructure

The Director of Operations at DDBS oversees the establishment and maintenance of the infrastructure for distance education (hybrid). In close collaboration with the business center and administrative team, the Director of Operations plays a key role in planning and integrating all online platforms to ensure the smooth incorporation of hybrid training into DDBS programs. Students have access to all delivery modes and resources, including software, support infrastructure (such as Rollcall, Cima, Microsoft Office 365), networks, and servers.

Both the distance (hybrid) and traditional modalities at DDBS are identical, and students will have the same opportunity to provide feedback on the technical infrastructure. Feedback will inform the annual budget planning for improvements to online learning.

Budget Resources

The resources necessary to support and implement this plan are included in the DDBS annual budget. Budget allocations designated for activities, services, and initiatives associated with this plan are identified within the institution’s annual budget. Refer to the highlighted budget line items for the fiscal year to review the specific resources allocated in support of this plan

Evaluation and Feedback:

DDBS recognizes the value of students', instructors', staff's, and employers’ suggestions and feedback. The Director of Operations, along with the management staff, will review all evaluations, plans, policies, procedures, and survey feedback forms when necessary. This plan is evaluated annually with staff, institutional/occupational committees, employers, and with students during their exit interviews. This plan is available to all administrators, faculty, staff, and employers in hard copy

or on the school's website.
The institution monitors server operations to detect any disruptions, errors, or repairs. If any problems occur, staff, faculty, and instructors must submit a work order to the Director of Operations for approval if it is not an emergency.

Plan Availability:
The Plan is available and accessible in digital or print format. All staff, employers, students, and committees will receive copies of the plan in person during orientation and will have access to the manuals in any campus administration office and online via the website. All faculty, staff, students, employers, and committee members have access to the school's website, the student handbook, and the Media Service Center on campus, inside the Plan, Policies, & Procedures Manual, upon or prior to enrollment.

DATA PRIVACY, CYBER INCIDENT & INFORMATION SECURITY RESPONSE PLAN

Overview
In accordance to the Department of Education implementing regulations at 34 C.F.R., Standards for Safeguarding Customer Information, 16 C.F.R. Part 314, issued by the Federal Trade Commission (FTC), compliance with the Family Educational Rights and Privacy Act (FERPA), as required by the Gramm-Leach-Bliley Act (GLBA) Act, P.L. 106-102, and upon signing a Program Participation Agreement (PPA) that 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. DDBS is responsible for complying with the limitations on the disclosure of PII in students' education records under FERPA and is subject to Sections 501 and 505 (b) (2) of the GLB Act.

Financial Services Modernization Act of 1999 (Public Law 106-102, 113 Statue 1338) also known as the GLB Act regulates the protection, collection, and disclosure of consumers nonpublic personal information or personally identifiable information (PII) by 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 Administrator

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. This plan is reviewed annually by school committees, and employees. Training for this plan is conducted 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 3rd 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 3rd 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 that is locked when unattended. The School Director of Operations controls access to these areas.
    b. All stored data are protected against destruction or potential damage such as floods, fire, etc. by employing fire-proof cabinets.
    c. Paper records and electronic customer information are also stored on a 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. Backup is stored in a secure location as determined by the Director of operations. All credit card information is processed through QuickBooks.

2. All electronic transmissions of student and employee PII are secured.

    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.
    e. Sensitive data must be transmitted to DDBS by electronic mail, such transmissions are password controlled or otherwise protected from theft or unauthorized access at the discretion of the Director of Operations.

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 (Director of Operations/Business Center Administrator) 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 (Director of Operations/Business Center Administrator) maintains an inventory of the school computers and handheld devices on or through which PII may be stored, accessed, or transmitted.

6. The Information Security Program Coordinator (Director of Operations/Business Center Administrator) develops and maintains appropriate oversight and audit procedures to detect the improper disclosure or theft of student information.

Definitions

- As used in the Gramm-Leach-Bliley Act, "customers" (those to whom DDBS provides services of any kind for).
- For the purposes of this Safeguarding Program, "customer information" is defined as any record containing non-public, personally identifiable financial information regarding any of the school's customers, whether records are maintained on paper, electronically, or by any other means, this security program does not create contractual agreements between the student and any other entity or person.

Applicability

This program applies to all DDBS departments with access to student loan data or other customer information regardless of the purpose or frequency of use and applies to gathering, storing, processing, transmitting, and disposing of customer information. This program also applies to outside service providers, such as loan servicing agents and collection agencies to which student loan data may be transferred or who may gather it on behalf of the school.

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 3rd 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 Strategy 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.
- Communicate information security events and vulnerabilities associated with information systems effectively, allowing for appropriate and timely corrective actions.
    - **Incident Response:** This formalized plan outlines detailed procedures for incident prevention, detection, assessment, forensics, containment, and recovery activities. This plan aims to mitigate computer security risks through comprehensive, structured responses to incidents.
    - **Designated Incident Response Personnel:** Designated personnel are responsible for responding to incidents. The responsible personnel are responsible for executing the procedures detailed in the Incident Response Plan. These responsibilities include initial response, investigation, mitigation actions, and coordination with external experts if necessary.

Business Continuity Management Policy/System failure
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 and tested 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.
- Physical security analysis of both electronic and hardcopy records regularly.

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.

Disposal
DDBS requires the shredding of all paper containing any customer information prior to disposal. In the event of any recycling of personal computers containing customer information, all memory components of such computers will be completely reformatted or otherwise erased for any new use as determined by the department.

Monitoring and detection
All institutional data and computing resources must be continuously monitored to detect any events that may

compromise their security. This includes system, security, and operational events. This is to ensure that DDBS identifies potential security incidents promptly and effectively.

Commitment to Continuous Improvement
DDBS commits to continually improving its response capabilities. This includes regular reviews and updates to the Data Privacy, Cyber Incident & Information Security Response Plan and training programs for the Incident Response Personnel to ensure they are prepared to manage new and evolving threats.

Audits and Monitoring
DDBS reserves the right to perform audits periodic and random checks. This continuous monitoring of its networks and systems will ensure compliance with this cybersecurity policy.

Handling Non-Compliance
Non-compliance with this policy must be reported to the Director of Operations. An assessment of the non-compliance, potential risks involved, and the corrective actions to require preventing future occurrences will be reviewed and if necessary, escalated review and action of the individual (s) involved.

Incident Reporting and Investigation
All breaches of information security, whether actual or suspected, must be immediately reported to the designated personnel. Designated personnel are responsible for initiating an investigation and working with relevant parties to address the breach. A standard procedure for reporting and managing breaches will be outlined in the Incident Response Plan.

Disciplinary Actions
Individuals found in violation of this policy are subject to disciplinary action, which may include, but not limited to, loss of computer and network access and privileges, reprimands, suspension, termination of employment, or legal action, depending on the severity of the breach. Disciplinary measures will be applied consistently and in accordance with DDBS policies.

Compliance Training
To support compliance with this policy, DDBS will provide regular training and awareness programs to all members of the DDBS staff. These programs will cover the importance of information security, the specific requirements of this policy, and the roles and responsibilities of individuals in maintaining security.

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 3rd 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.

Additional 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.

FTC regulations: 16 CFR 313.3(n) and 16 CFR 314.1–5 Gramm-Leach-Bliley Act: Sections 501 and 505(b)(2) U.S. Code: 15 USC 6801(b), 6805(b)(2)

DDBS ARTIFICIAL INTELLIGENCE (AI) POLICY

This policy is designed to support Dymond Designs Beauty School's (DDBS) compliance with the Council on Occupational Education (COE) accreditation expectations concerning educational integrity, institutional effectiveness, instructional quality, student achievement, and administrative accountability. This policy establishes ethical, responsible, secure, and appropriate use of AI used by DDBS faculty, staff, students, and all additional members of DDBS.

Purpose

The purpose of this Artificial Intelligence (AI) Policy is to establish clear institutional guidelines for the ethical, responsible, secure, and limited use of AI at Dymond Designs Beauty School. The policy is intended to protect academic integrity, preserve the quality of occupational education, ensure the accuracy of institutional information, safeguard confidential student and institutional records, and maintain accountability for all educational and administrative activities.

Dymond Designs Beauty School recognizes that artificial intelligence may offer limited benefits for developing instructional games, classroom activities, and institutional marketing materials. However, AI shall not replace qualified instructors, approved curriculum, established instructional methods, or students' independent demonstration of knowledge and occupational competencies.

Scope

This policy applies to all individuals associated with Dymond Designs Beauty School, including students enrolled in Cosmetology and Advanced Esthetics programs, as well as faculty, instructional personnel, administrative staff, marketing personnel, and individuals acting on behalf of the institution.

The policy applies to AI technologies, including but not limited to ChatGPT, Microsoft Copilot, Google Gemini, AI writing assistants, AI image generators, and similar automated content-generation platforms.

AI use is restricted to the specific activities authorized under this policy, regardless of whether the technology is accessed through personal devices, institutional computers, learning management systems, or third-party applications.

Person Responsible

The **Director of Operations** has primary responsibility for the implementation, enforcement, monitoring, and annual review of this policy.

Instructional faculty are responsible for creating, reviewing, and administering AI-assisted classroom games and supplemental learning activities, ensuring all instructional content is accurate, appropriate, and aligned with approved program objectives. The program director or designated instructional supervisor is responsible for monitoring faculty compliance and ensuring that AI is not used to develop or replace institutional curricula, syllabi, lesson plans, or required instructional materials.

Administrative and marketing personnel are responsible for ensuring AI is used only for approved institutional marketing materials and that all AI-generated content receives appropriate review before publication.

Student Use of Artificial Intelligence

Students are prohibited from using artificial intelligence to complete, generate, revise, or assist with homework assignments, written coursework, examinations, projects, competency assessments, or other graded academic activities unless authorized by their instructor.

Students must independently demonstrate the knowledge, practical skills, critical thinking, professional judgment, and occupational competencies required by their respective programs.

Students shall not:

Use AI to answer homework questions or complete assignments.

Submit AI-generated written work as their own.

Use AI to prepare responses for examinations, quizzes, or graded assessments.

Use AI to generate practical competency documentation or falsify completion of instructional

activities.
Use AI to circumvent institutional academic integrity requirements.
Participation in instructor-led AI-assisted classroom games and educational activities is permitted when the activity has been developed, reviewed, and approved by the instructor. Such participation does not authorize students to independently use AI for academic work.

Academic Integrity

Dymond Designs Beauty School is committed to maintaining high standards of honesty, integrity, and accountability in all educational programs. The unauthorized use of artificial intelligence in student coursework constitutes a violation of the institution's academic integrity requirements.
All assignments, examinations, projects, and practical assessments must accurately reflect the student's individual knowledge, abilities, and performance. Suspected violations shall be reviewed according to the institution's established academic integrity and student disciplinary procedures.
Students shall receive an opportunity to respond before disciplinary action is finalized. Potential consequences may include reassignment, academic counseling, a failing grade on the affected assignment, or additional disciplinary action consistent with published institutional policies.

Disclosure of Artificial Intelligence Use

All authorized institutional use of artificial intelligence must be transparent and appropriately documented.
Faculty members utilizing AI to assist with the development of classroom games or supplemental activities must disclose the use to the program director, Director of Operations, or designated instructional supervisor.
Marketing and administrative personnel must identify AI-assisted marketing materials during the institutional review and approval process. Disclosure should include the purpose of AI use, the type of material developed, the individual responsible, and confirmation that the information was reviewed for accuracy. Disclosure does not authorize an otherwise prohibited use of AI. Students may not use AI for coursework, even when the use is disclosed, unless authorized by the instructor.

Staff and Faculty Use

Faculty members may use artificial intelligence solely as a supplemental resource to assist in creating classroom games, trivia exercises, educational competitions, and interactive learning activities that reinforce approved instructional content. All AI-assisted activities must be reviewed and verified by the instructor and approved by the program director before being presented to students.
Faculty members are strictly prohibited from using AI to develop, write, revise, or replace:
Institutional curricula or program outlines.
Course syllabi.
Required instructional lesson plans.
Program learning objectives or occupational competencies.
Official instructional standards or graduation requirements.
Student grades, competency determinations, or academic evaluations.
The development and maintenance of instructional curricula, syllabi, and official educational materials shall remain the responsibility of qualified institutional personnel utilizing approved educational resources, occupational standards, and applicable regulatory requirements. Faculty may use AI to support instructional activities when appropriate.
Administrative and marketing personnel may use AI **only to assist in developing institutional marketing materials**, such as promotional announcements, advertisements, social media content, and recruitment-related promotional materials. Administrative staff are not authorized to use AI for student records, financial aid processing, admissions determinations, academic evaluations, compliance reporting, or other confidential administrative functions.
All employees must not independently make decisions that significantly affect students, employees, or other members of the institution. Decisions must involve the appropriate review

from a supervisor or Director of Operations for further authorization. Employees may not use AI in any way that conflicts with their professional responsibilities, assigned duties, or other applicable institutional policies.

Employees may use AI, with approval from the supervisor or the Director of Operations, to assist with business activities. These activities may include organizing information, creating templates, drafting correspondence, developing reports, and summarizing non-confidential materials.

All faculty and staff must ensure that any use of AI does not compromise student academic integrity, confidentiality, or student/staff assessments, or the quality of instruction,

Conflict of Interest and Personal Benefit

Institutional personnel shall not use artificial intelligence resources, institutional information, or AI-generated institutional materials for unauthorized personal financial gain, outside business activities, or any purpose that creates an actual or perceived conflict of interest. Faculty and staff shall not use institutional AI-assisted materials to promote personal businesses, solicit students for outside services, or disclose proprietary institutional information.

Any potential conflict of interest involving AI use must be disclosed to the Director of Operations for review and appropriate action. Individuals must disclose potential/actual conflicts of interest to the Director of Operations or supervisor and refrain from participating in decisions or other official institutional evaluations, accrediting activities, procurement, personnel decisions, or other official school matters, and they must exercise professional judgment and disclose any relationships or interests that could affect their objectivity.

Privacy and Confidential Information

All students, faculty, administrative personnel, and marketing personnel must protect the confidentiality, privacy, and security of institutional and student information. Personally identifiable information, student educational records, financial aid information, academic records, disciplinary records, employee records, institutional financial information, passwords, login credentials, security information, confidential business information and internal communications, proprietary curriculum, institutional documents, and protected intellectual property, information protected by applicable laws, regulations, contracts, or school policies and other confidential information shall not be entered into public or unapproved AI platforms.

The institution shall comply with applicable privacy and data protection requirements, including the Family Educational Rights and Privacy Act (FERPA), where applicable.

AI-assisted marketing, administrative, and instructional materials must not include identifiable student images, testimonials, or personal information without appropriate institutional authorization and any required written consent.

Any suspected unauthorized disclosure of confidential information via an AI platform must be reported immediately to the Director of Operations and handled in accordance with the institution's established data security and incident response procedures.

All individuals must understand that information entered into third-party AI systems may be stored, processed, or used in accordance with the provider's terms, privacy practices, and data-handling procedures. Individuals are responsible for protecting confidential information and ensuring that any approved use of AI complies with applicable privacy, security, and confidentiality requirements. All materials, communications, records, and information related to accreditation activities must be treated as confidential under applicable accreditation requirements or the school’s policy. This includes, but is not limited to, the Council on Occupational Education (COE) evaluation materials, institutional self-studies, evaluation team reports, communications from the commission, accreditation decisions, confidential discussions, and materials provided to or reviewed by individuals participating in accreditation activities. Such materials may not be uploaded, shared, reproduced, summarized, or processed through publicly available third-party AI systems without prior authorization from the institution and confirmation that the proposed use complies with applicable confidentiality requirements. Individuals participating in accreditation

activities must maintain the confidentiality of information obtained through their participation. Information may only be disclosed in accordance with established communication protocols, applicable accreditation requirements, and authorized institutional procedures. AI must not be used to influence or manipulate, or improperly obtain information, decisions, or confidential proceedings.

Student Coursework

All student coursework shall be completed in accordance with the institution's approved curriculum, course syllabi, instructional requirements, and academic integrity policies. Student assignments must demonstrate independent understanding of occupational theory, practical procedures, sanitation and infection control, professional ethics, and applicable industry standards. AI-generated answers, essays, research responses, projects, and competency documentation shall not be accepted as evidence of student achievement.

Instructors are responsible for evaluating student performance using approved assessment methods and for maintaining accurate academic records. Users must not upload confidential materials from Dymond Designs Beauty School (DDBS), proprietary curriculum, examinations, assignments, student work, or other protected materials into an AI system without appropriate authorization. AI-generated content must not be represented as original institutional or individual work when doing so would be misleading or violate applicable requirements.

Accuracy, Verification, and Accountability

All authorized AI-assisted content must be reviewed by the individual responsible for its development before institutional use. Faculty members must verify that classroom games and activities contain accurate information consistent with approved curricula, textbooks, occupational competencies, and applicable licensing requirements. Marketing personnel must verify all promotional claims, including program offerings, tuition, accreditation, licensing, financial aid eligibility, employment outcomes, and institutional achievements. AI-generated information shall not be treated as an authoritative source without independent verification.

The individual approving or distributing AI-assisted content remains accountable for its accuracy, appropriateness, and compliance with institutional policies because AI systems may produce incorrect, incomplete, outdated, biased, misleading, or fabricated information

Accessibility and Accommodation

Dymond Designs Beauty School is committed to providing equal educational opportunities and reasonable accommodations in accordance with applicable disability laws and institutional procedures. AI-assisted classroom games and educational activities must be accessible to students with disabilities and shall not create barriers to participation.

Instructors shall provide appropriate alternative formats or equivalent activities when necessary. Students requiring academic accommodations must follow the institution's established accommodation request procedures.

Any request involving assistive technology that incorporates AI shall be reviewed individually by the designated institutional administrator. Approved accessibility accommodations must preserve essential academic requirements, independent student performance, and occupational competency standards.

AI may assist with administrative, marketing, and instructional materials/processes; however, final decisions regarding student academic performance, misconduct, graduation, disciplinary matters, and other significant student outcomes must be reviewed by the supervisor or the Director of Operations. Professional judgment must be used by all staff and faculty along with the institution’s college procedures and appropriate supporting evidence when evaluating student work or making decisions that affect student outcomes.

Program and Course Requirements

All institutional programs shall continue to operate in accordance with their approved curricula, instructional objectives, required clock hours, occupational competencies, and applicable state licensing and accreditation requirements. Artificial intelligence shall not be used to substitute for required instruction, supervised practical training, laboratory activities, clinical experiences, or student competency assessments.
Faculty shall ensure that any AI-assisted classroom game or supplemental activity supports, rather than replaces, approved instructional content. AI-assisted activities shall not independently establish or modify program requirements, instructional hours, graduation requirements, or assessment standards.

Policy Acknowledgment and Compliance

All faculty, administrative personnel, marketing personnel, students, and other individuals authorized to use shall be informed of this policy. Students shall acknowledge receipt of the policy during enrollment or orientation, and employees shall acknowledge receipt during onboarding or orientation or institutional policy training.

Signed or electronically verified acknowledgments shall be maintained in appropriate institutional records. Violations shall be investigated and addressed according to established student disciplinary procedures, employee policies, and applicable institutional requirements. The institution shall document policy-related training, reported violations, corrective actions, and follow-up measures as appropriate.

Policy Review

This policy shall be reviewed at least annually by the Director of Operations in collaboration with program directors and other designated institutional personnel. The review shall consider changes in AI technology, institutional practices, applicable laws, COE accreditation requirements, Michigan licensing regulations, student learning needs, and identified compliance concerns. Any proposed revisions shall be reviewed and approved through the institution's established policy approval process.
Documentation of the review, including the date, participating individuals, recommendations, revisions, and approval, shall be maintained as evidence of institutional policy evaluation and continuous improvement during our annual staff meetings.

Policy Approval and/or Acknowledgment

Institutional Approval

Director of Operations: _____

Signature: _____

Date Approved: _____

Effective Date: _____

Next Scheduled Review: _____

Employee or Student Acknowledgment: I acknowledge that I have received, read, and understand the Artificial Intelligence Policy of Dymond Designs Beauty School. I understand the limitations governing AI use and agree to comply with the institution's academic integrity, confidentiality, instructional, and administrative requirements.

Printed Name: _____

Signature: _____

Date: _____

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 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 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 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 the 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 the student has 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 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:

THE PERCENT OF THE 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 later. If the course is canceled subsequent to a student's enrollment, the school either provides a full refund of all funds paid or completion of the course at a later time.

_____ _____

Signature Date

EXCUSED ABSENCE POLICY

Absences are excused for up to 10% of scheduled course hours per payment period or enrollment 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 number of hours cannot exceed total scheduled course hours.
3. A grade percentage of "0" 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.
5. Make-up time for excused absences must be made up on the designated make-up hours day

Make-Up Time and Clock Hours Policy

Students are permitted to make up missed exams, quizzes and coursework during regular school operating hours Makeup work must be completed during the student's non-schedule class time and must be approved in advance by the Director of Operations or Instructor.

Make-Up of Clock Hours:
Students who have missed scheduled clock hours are permitted limited opportunities to make up those hours. The institution provides one **(1) designated make-up of clock hours per month** for the purpose of recovering missed clock hours.

- Participation in the monthly make-up day must be scheduled and approved in advance.
- Students must comply with all attendance and participation requirements during make-up sessions for hours to be credited
- Excessive absences may impact on Satisfactory Academic Progress (SAP) and program completion timelines
- The institution reserves the right to limit or deny make-up opportunities based on academic standing, attendance patterns, or policy violations

_____ _____

Student Signature **Date**

COSMETOLOGY PROGRAM – EXCUSED ABSENCE PROCEDURES AND CLOCK HOUR ACCOUNTABILITY

Program Length: 1,500 Clock Hours
Applicable To: All Cosmetology Students
Presented By: The Cosmetology Instructors and School Administration

Purpose of Review

Dymond Designs Beauty School recognizes that students may experience unexpected personal, family, medical, or legal circumstances that prevent them from attending scheduled classes.

The Excused Absence Procedure is designed to provide reasonable flexibility while maintaining student accountability, consistent attendance, satisfactory academic progress, and completion of the required 1,500 clock hours.

Excused absences are intended for legitimate circumstances and should not be used as additional vacation days, personal days, or regularly scheduled days off.

Excused Absence Allowance by Clock Hour

Students are provided with a specific number of excused absences as they progress through the Cosmetology Program.

Clock Hour Period	Additional Excused Absences
1–350 Clock Hours	3
351–900 Clock Hours	5
901–1,500 Clock Hours	5
Total Available	**13**

Important Guidelines:

Excused absences are awarded according to the student's current clock-hour progression.
Students must reach the next clock hour period before receiving the additional allowance.
Students may not borrow excused absences from a future clock hour period.
All absences must follow the school's notification, documentation, and approval process.
An excused absence does not automatically award clock hours.

Acceptable Reasons for Excused Absences

Excused absences may be approved for the following circumstances:

A. Medical Emergencies

Emergency room visits or hospitalization
Serious illness requiring medical attention
Surgical procedures and medically necessary recovery
Unexpected medical emergencies
Medical situations involving a dependent child requiring the student's care

B. Family Emergencies

Death or funeral of a family member
Serious illness involving an immediate family member
Unexpected emergencies involving dependent children
Urgent family circumstances that require the student's presence

C. Legal Obligations

Mandatory court appearances
Jury duty
Court-ordered proceedings
Other required legal appearances that cannot reasonably be rescheduled

D. Other Serious Circumstances
Major accidents
Unexpected emergencies affecting the student's safety
Other extraordinary circumstances approved by school administration
Note: All requests are subject to review. Supporting documentation may be requested, and reasonable accommodations or legally protected absences will be handled in accordance with applicable law and school policy.
Doctor's Appointments Do Not Automatically Excuse a Full Day
Students are expected to schedule routine medical and dental appointments outside of instructional hours whenever possible.
A routine doctor's appointment does not automatically qualify a student to miss an entire school day.
Example 1: Morning Doctor's Appointment
A student has a doctor's appointment at 9:00 AM.
The student is expected to:
Attend the appointment.
Report to school for afternoon classes, beginning at 12:30 PM, when medically able.
Complete approved hybrid assignments for eligible missed instructional hours, if authorized.
Example 2: Afternoon Doctor's Appointment
A student has a doctor's appointment at 2:00 PM.
The student is expected to:
Attend school during the morning instructional period.
Notify the instructor before leaving for the appointment.
Complete approved hybrid assignments for eligible missed instructional hours that same day.
Example 3: Serious Medical Condition
A student undergoes surgery or experiences a serious medical emergency that prevents them from attending for the entire day.
The student may request a full-day excused absence with appropriate documentation.
Important: Students must attend the portion of the school day they are reasonably able to attend unless the circumstances justify a full-day absence.
Instructor Discretion: Preserving an Excused Absence
Dymond Designs Beauty School recognizes and encourages students who demonstrate responsibility, honesty, and communication regarding their attendance.
When a student provides legitimate documentation supporting an absence, the instructor may review the circumstances and determine whether the student qualifies to preserve an available excused absence.
Examples of supporting documentation include:
Doctor's appointment verification
Medical excuse or discharge paperwork
Court appearance documentation
Funeral documentation
Other acceptable verification of an emergency
Option A: Preserve Excused Absence
If a student provides appropriate documentation, communicates with the instructor, and completes approved hybrid assignments, the instructor may authorize the student to preserve an excused absence for future use.

For example:
A student has 5 excused absences available and must attend a mandatory court hearing.
The student submits court documentation, notifies the instructor, and completes the approved hybrid assignment.

With instructor approval, the student may preserve the five available excused absences rather than reducing the balance to four.

Option B: Use an Excused Absence

A student who has a legitimate, approved reason for missing class may elect to use an available excused absence instead of completing the optional hybrid assignment associated with the absence.

In this situation:

One available excused absence is deducted for the approved absence day.

The absence is recorded as excused.

The student is not awarded clock hours for time not attended or otherwise earned through an approved instructional activity.

Any missed required instructional hours must be completed according to school requirements.

Instructor Reminder: Documentation does not automatically guarantee approval to preserve an excused absence. Instructors must apply school procedures consistently and obtain administrative approval when necessary.

Hybrid Assignment Requirements and Clock Hour Credit

Students who are authorized to complete hybrid instruction during an approved absence must comply with all assigned requirements.

Student Responsibilities:

Notify the instructor of the absence.

Obtain approval for the hybrid assignment.

Access the assigned instructional material through the school's approved learning management system.

Complete and submit all required assignments.

Meet the required instructional participation and verification requirements.

Submit work within the approved timeframe, including the same day when required.

Failure to Complete Hybrid Assignments

If a student fails to complete or submit the approved hybrid assignments, the student will not receive clock-hour credit for the incomplete hybrid instructional period.

The student will receive credit only for clock hours properly earned and verified through in-person attendance or other approved instruction.

Example:

A student attends school in person for three hours and is approved to complete four additional hours through hybrid instruction.

If the student does not complete the required hybrid activities:

Verified in-person hours: 3

Uncompleted hybrid hours: 0

Total clock hours awarded: 3

Students cannot receive clock hours simply because an absence was excused or because a hybrid assignment was assigned.

All hybrid clock hours must meet the school's approved requirements for instruction, participation, and attendance verification.

Advance Notification Requirements

Students are responsible for notifying their instructor whenever they anticipate being absent or arriving late.

Planned Absences

For scheduled doctor's appointments, court appearances, surgical procedures, and other known obligations, students must notify their instructor as far in advance as possible.

Unexpected Emergencies

For unexpected medical emergencies, family emergencies, accidents, or other urgent situations, students must notify the instructor or school administration as soon as possible.
Students should provide:
Their name
Date of the anticipated absence
General reason for the absence
Expected return date, if known
Whether they are requesting an excused absence or approved hybrid instruction
Students are not required to disclose unnecessary private medical information to their instructor.

Student and Instructor Responsibilities

Student Responsibilities

Students are expected to:
Monitor their excused absence balance.
Attend all required classes unless legitimately excused.
Provide timely notification.
Submit appropriate supporting documentation when requested.
Complete approved hybrid assignments within the required timeframe.
Make up outstanding clock hours as required.
Communicate honestly with instructors and school administration.

Instructor Responsibilities

Instructors are expected to:
Explain the excused absence process to students.
Monitor student clock-hour progression.
Inform students of their available excused absence allowance.
Review documentation and requests objectively.
Explain when a student may preserve an excused absence.
Assign and verify approved hybrid instruction.
Accurately record clock hours earned.
Notify administration of attendance concerns or questionable requests.
Apply procedures consistently and fairly.

Important Attendance Reminders

An excused absence is not the same as earned clock hours.

Students must understand the following:
Excused absences help students manage legitimate interruptions in attendance.
Providing documentation may allow students to preserve their excused absence balance.
Students may choose to use an available excused absence for an approved situation.
Approved hybrid instruction is an alternative method of earning eligible instructional hours, not an automatic award of hours.
Students who do not complete required hybrid work will not receive credit for that uncompleted instructional time.
Students remain responsible for completing the full 1,500 clock hours required for program completion.
Excused absence approval does not eliminate satisfactory academic progress, attendance, or other applicable school requirements.

Instructor Classroom Discussion and Examples

Instructors should review the following examples with students to ensure they understand the process.

Scenario 1: Routine Appointment

A student has a doctor's appointment at 10:00 AM and decides not to attend school for the remainder of the day.
Instructor Explanation: The student is expected to attend the afternoon instructional session when medically able. A routine appointment does not automatically justify a full-day absence.

Scenario 2: Medical Emergency

A student is admitted to the hospital and cannot attend class.
Instructor Explanation: The student may request an excused absence and provide appropriate documentation. The student will not receive clock hours for missed instruction unless those hours are earned through an approved instructional method.

Scenario 3: Court Appearance with Documentation

A student submits documentation of a required court appearance and completes approved hybrid instruction.
Instructor Explanation: The instructor may approve preservation of the student's excused absence, provided all requirements are met.

Scenario 4: Failure to Complete Hybrid Instruction

A student receives approval for hybrid instruction but does not complete the assigned activities.
Instructor Explanation: The student receives no clock-hour credit for the uncompleted hybrid instruction. Only verified earned hours will be recorded.

Scenario 5: Child Becomes Seriously Ill

A student's child becomes ill and requires the student to remain home to provide necessary care.
Instructor Explanation: The student should notify the instructor promptly. The circumstances may qualify for an excused absence, and approved hybrid instruction may be available when appropriate.

11. Student Acknowledgment

I acknowledge that my instructor has explained the Dymond Designs Beauty School Cosmetology Excused Absence Procedures.
I understand that:
I receive 3 excused absences during clock hours 1–350.
I receive 5 additional excused absences during clock hours 351–900.absence
I receive 5 additional excused absences during clock hours 901–1,500.
I must notify my instructor of planned absences in advance whenever possible.
Routine medical appointments do not automatically excuse an entire instructional day.
I may be permitted to preserve an excused absence when I provide appropriate documentation and complete approved hybrid instruction.
I may choose to use an available excused absence for an approved circumstance without earning clock hours for the missed instruction.
Failure to complete approved hybrid instruction means I will not receive clock-hour credit for that incomplete instructional period.
I remain responsible for completing all 1,500 required clock hours.

Student Name Printed: _____
Date: _____
Administrator: _____

ADVANCED ESTHETICS PROGRAM – EXCUSED ABSENCE PROCEDURES AND CLOCK HOUR ACCOUNTABILITY

Program Length: 750 Clock Hours
Applicable To: All Advanced Esthetics/Esthetics Students
Presented By: The Esthetics Instructors and School Administration

Purpose of Review

Dymond Designs Beauty School recognizes that students may experience unexpected personal, family, medical, or legal circumstances that prevent them from attending scheduled classes.

The Excused Absence Procedure is designed to provide reasonable flexibility while maintaining student accountability, consistent attendance, satisfactory academic progress, and completion of the required 1,500 clock hours.

Excused absences are intended for legitimate circumstances and should not be used as additional vacation days, personal days, or regularly scheduled days off.

Excused Absence Allowance by Clock Hour

Students are provided with a specific number of excused absences as they progress through the Cosmetology Program.

Clock Hour Period	Additional Excused Absences
1–275 Clock Hours	3
276–750 Clock Hours	5
Total Available	8

Important Guidelines:

Excused absences are awarded according to the student's current clock-hour progression.
Students must reach the next clock hour period before receiving the additional allowance.
Students may not borrow excused absences from a future clock hour period.
All absences must follow the school's notification, documentation, and approval process.
An excused absence does not automatically award clock hours.

Acceptable Reasons for Excused Absences

Excused absences may be approved for the following circumstances:

A. Medical Emergencies

Emergency room visits or hospitalization
Serious illness requiring medical attention
Surgical procedures and medically necessary recovery
Unexpected medical emergencies
Medical situations involving a dependent child requiring the student's care

B. Family Emergencies

Death or funeral of a family member
Serious illness involving an immediate family member
Unexpected emergencies involving dependent children
Urgent family circumstances that require the student's presence

C. Legal Obligations

Mandatory court appearances
Jury duty
Court-ordered proceedings
Other required legal appearances that cannot reasonably be rescheduled

D. Other Serious Circumstances
Major accidents
Unexpected emergencies affecting the student's safety
Other extraordinary circumstances approved by school administration
Note: All requests are subject to review. Supporting documentation may be requested, and reasonable accommodations or legally protected absences will be handled in accordance with applicable law and school policy.
Doctor's Appointments Do Not Automatically Excuse a Full Day
Students are expected to schedule routine medical and dental appointments outside of instructional hours whenever possible.
A routine doctor's appointment does not automatically qualify a student to miss an entire school day.
Example 1: Morning Doctor's Appointment
A student has a doctor's appointment at 9:00 AM.
The student is expected to:
Attend the appointment.
Report to school for afternoon classes, beginning at 12:30 PM, when medically able.
Complete approved hybrid assignments for eligible missed instructional hours, if authorized.
Example 2: Afternoon Doctor's Appointment
A student has a doctor's appointment at 2:00 PM.
The student is expected to:
Attend school during the morning instructional period.
Notify the instructor before leaving for the appointment.
Complete approved hybrid assignments for eligible missed instructional hours that same day.
Example 3: Serious Medical Condition
A student undergoes surgery or experiences a serious medical emergency that prevents them from attending for the entire day.
The student may request a full-day excused absence with appropriate documentation.
Important: Students must attend the portion of the school day they are reasonably able to attend unless the circumstances justify a full-day absence.
Instructor Discretion: Preserving an Excused Absence
Dymond Designs Beauty School recognizes and encourages students who demonstrate responsibility, honesty, and communication regarding their attendance.
When a student provides legitimate documentation supporting an absence, the instructor may review the circumstances and determine whether the student qualifies to preserve an available excused absence.
Examples of supporting documentation include:
Doctor's appointment verification
Medical excuse or discharge paperwork
Court appearance documentation
Funeral documentation
Other acceptable verification of an emergency
Option A: Preserve Excused Absence
If a student provides appropriate documentation, communicates with the instructor, and completes approved hybrid assignments, the instructor may authorize the student to preserve an excused absence for future use.

For example:
A student has 5 excused absences available and must attend a mandatory court hearing.
The student submits court documentation, notifies the instructor, and completes the approved hybrid assignment.

With instructor approval, the student may preserve the five available excused absences rather than reducing the balance to four.

Option B: Use an Excused Absence

A student who has a legitimate, approved reason for missing class may elect to use an available excused absence instead of completing the optional hybrid assignment associated with the absence.

In this situation:

One available excused absence is deducted for the approved absence day.

The absence is recorded as excused.

The student is not awarded clock hours for time not attended or otherwise earned through an approved instructional activity.

Any missed required instructional hours must be completed according to school requirements.

Instructor Reminder: Documentation does not automatically guarantee approval to preserve an excused absence. Instructors must apply school procedures consistently and obtain administrative approval when necessary.

Hybrid Assignment Requirements and Clock Hour Credit

Students who are authorized to complete hybrid instruction during an approved absence must comply with all assigned requirements.

Student Responsibilities:

Notify the instructor of the absence.

Obtain approval for the hybrid assignment.

Access the assigned instructional material through the school's approved learning management system.

Complete and submit all required assignments.

Meet the required instructional participation and verification requirements.

Submit work within the approved timeframe, including the same day when required.

Failure to Complete Hybrid Assignments

If a student fails to complete or submit the approved hybrid assignments, the student will not receive clock-hour credit for the incomplete hybrid instructional period.

The student will receive credit only for clock hours properly earned and verified through in-person attendance or other approved instruction.

Example:

A student attends school in person for three hours and is approved to complete four additional hours through hybrid instruction.

If the student does not complete the required hybrid activities:

Verified in-person hours: 3

Uncompleted hybrid hours: 0

Total clock hours awarded: 3

Students cannot receive clock hours simply because an absence was excused or because a hybrid assignment was assigned.

All hybrid clock hours must meet the school's approved requirements for instruction, participation, and attendance verification.

Advance Notification Requirements

Students are responsible for notifying their instructor whenever they anticipate being absent or arriving late.

Planned Absences

For scheduled doctor's appointments, court appearances, surgical procedures, and other known obligations, students must notify their instructor as far in advance as possible.

Unexpected Emergencies
For unexpected medical emergencies, family emergencies, accidents, or other urgent situations, students must notify the instructor or school administration as soon as possible.
Students should provide:
Their name
Date of the anticipated absence
General reason for the absence
Expected return date, if known
Whether they are requesting an excused absence or approved hybrid instruction
Students are not required to disclose unnecessary private medical information to their instructor.
Student and Instructor Responsibilities
Student Responsibilities
Students are expected to:
Monitor their excused absence balance.
Attend all required classes unless legitimately excused.
Provide timely notification.
Submit appropriate supporting documentation when requested.
Complete approved hybrid assignments within the required timeframe.
Make up outstanding clock hours as required.
Communicate honestly with instructors and school administration.
Instructor Responsibilities
Instructors are expected to:
Explain the excused absence process to students.
Monitor student clock-hour progression.
Inform students of their available excused absence allowance.
Review documentation and requests objectively.
Explain when a student may preserve an excused absence.
Assign and verify approved hybrid instruction.
Accurately record clock hours earned.
Notify administration of attendance concerns or questionable requests.
Apply procedures consistently and fairly.

Important Attendance Reminders
An excused absence is not the same as earned clock hours.
Students must understand the following:
Excused absences help students manage legitimate interruptions in attendance.
Providing documentation may allow students to preserve their excused absence balance.
Students may choose to use an available excused absence for an approved situation.
Approved hybrid instruction is an alternative method of earning eligible instructional hours, not an automatic award of hours.
Students who do not complete required hybrid work will not receive credit for that uncompleted instructional time.
Students remain responsible for completing the full 1,500 clock hours required for program completion.
Excused absence approval does not eliminate satisfactory academic progress, attendance, or other applicable school requirements.
Instructor Classroom Discussion and Examples
Instructors should review the following examples with students to ensure they understand the process.
Scenario 1: Routine Appointment

A student has a doctor's appointment at 10:00 AM and decides not to attend school for the remainder of the day.
Instructor Explanation: The student is expected to attend the afternoon instructional session when medically able. A routine appointment does not automatically justify a full-day absence.

Scenario 2: Medical Emergency

A student is admitted to the hospital and cannot attend class.
Instructor Explanation: The student may request an excused absence and provide appropriate documentation. The student will not receive clock hours for missed instruction unless those hours are earned through an approved instructional method.

Scenario 3: Court Appearance with Documentation

A student submits documentation of a required court appearance and completes approved hybrid instruction.
Instructor Explanation: The instructor may approve preservation of the student's excused absence, provided all requirements are met.

Scenario 4: Failure to Complete Hybrid Instruction

A student receives approval for hybrid instruction but does not complete the assigned activities.
Instructor Explanation: The student receives no clock-hour credit for the uncompleted hybrid instruction. Only verified earned hours will be recorded.

Scenario 5: Child Becomes Seriously Ill

A student's child becomes ill and requires the student to remain home to provide necessary care.
Instructor Explanation: The student should notify the instructor promptly. The circumstances may qualify for an excused absence, and approved hybrid instruction may be available when appropriate.

11. Student Acknowledgment

I acknowledge that my instructor has explained the Dymond Designs Beauty School Cosmetology Excused Absence Procedures.
I understand that:
I receive 3 excused absences during clock hours 1–275.
I receive 5 additional excused absences during clock hours 276–750.
I must notify my instructor of planned absences in advance whenever possible.
Routine medical appointments do not automatically excuse an entire instructional day.
I may be permitted to preserve an excused absence when I provide appropriate documentation and complete approved hybrid instruction.
I may choose to use an available excused absence for an approved circumstance without earning clock hours for the missed instruction.
Failure to complete approved hybrid instruction means I will not receive clock-hour credit for that incomplete instructional period.
I remain responsible for completing all 750 required clock hours.

Student Name Printed: _____
Date: _____
Instructor Signature: _____

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 permitted to make up missed exams, quizzes and coursework during regular school operating hours Makeup work must be completed during the student's non-schedule class time and must be approved in advance by the Director of Operations or Instructor.

Make-Up of Clock Hours:
Students who have missed scheduled clock hours are permitted limited opportunities to make up those hours. The institution provides one **(1) designated make-up of clock hours per month** for the purpose of recovering missed clock hours.

- Participation in the monthly make-up day must be scheduled and approved in advance.
- Students must comply with all attendance and participation requirements during make-up sessions for hours to be credited

- Excessive absences may impact on Satisfactory Academic Progress (SAP) and program completion timelines
- The institution reserves the right to limit or deny make-up opportunities based on academic standing, attendance patterns, or policy violations

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

Student Name	**Date**
Start Date	**Evaluation Period**

Scheduled Hours		**Cumulative Attendance %**	
Actual Hours		**Cumulative Academic Grade**	

Student is making satisfactory academic progress?	☐ **YES**	☒ **NO**	
Notice of Warning/Probation provided to student?	☐ **YES**	☐ **NO**	☐ **N/A**
Reason for Warning/Probation:	☐**ATTENDANCE**	☐ **ACADEMICS**	☐ **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.

Additional Comments:

Student Signature	**Date**
Accepted by School Official	**Date**

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 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 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/Exams:

100-90%.....Excellent
89-80%.....Good
79-75%.....Satisfactory
Below 74%.....Failing

Cosmetology, Advanced Esthetics, and 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 students' 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 the midpoint in the course.

Pace of Progression

A**t least 67% of all coursework attempted must have been successfully passed with grades.** The pace of progression is calculated by dividing the **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 clock hours. For an *undergraduate program measured in clock hours*, the maximum timeframe 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.

A full-time student, by definition, is scheduled to complete 35 clock hours per week, and the number of weeks varies by program. A part-time student, by definition, is scheduled to complete 20 clock hours per week, and the number of weeks varies by program.

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

Cosmetology	2,250 clock hours and 68 weeks (full-time)
Advanced Esthetics	(750 clock hours) – 1,125 clock hours and 35 weeks (full-time)
Esthetics	(750 clock hours) – 1,125 clock hours and 35 weeks (full-time)
Cosmetology	2,250 clock hours and 99 weeks (part-time)
Advanced Esthetics	(750 clock hours) – 1,125 clock hours and 53 weeks (part-time)
Esthetics	(750 clock hours) – 1,125 clock hours and 53 weeks (part-time)

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 in 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 of 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.

Clock-hour Evaluation Points

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

Cosmetology: **450, 900, and 1200 clock hours**
Advanced Esthetics: **375 clock hours**
Esthetics: **375 clock hours**

Transfers
Transfer hours accepted from another institution are counted toward:

- Maximum time frame requirements, and
- Programming completion requirements

Transfer students are evaluated under the same SAP standards as all students.

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 375, 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 the disbursement 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 who meet the minimum requirements for academics and attendance at the evaluation point for the following: (Cosmetology 450-900-1200 or Esthetics/Advanced Esthetics 375 actual clock hours) to ensure that students continue to make progress until the subsequent scheduled evaluation.

Students who fail to meet minimum requirements for academics and attendance at the evaluation point each payment period are placed on "**Warning Status**" and are making Satisfactory Academic Progress during the warning period until the subsequent scheduled evaluation.

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 Status**" and considered to be making satisfactory academic progress 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 students 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.

Warning Policy

Students who fail to meet minimum requirements for academics and attendance are placed on warning status and must meet SAP requirements by the next evaluation period. 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 requirement or
(2) Failure to progress at a pace to ensure completion within the maximum timeframe

The student will be advised by the Director of Operations. 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 Procedure

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.

If it is determined, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent payment period, they may be placed on probation without an academic plan. Probation is for one payment period only.

Appeal Procedure

Students may appeal an SAP determination due to mitigating circumstances, including:

- Illness or injury

- Death in the family
- Personal Hardship
- Other documented circumstances beyond the student's control

Appeals must:

- Be submitted in writing
- Include supporting documentation
- Explain how the situation has changed to allow future success

The school administration will review all appeals and provide a written determination.

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 making Satisfactory Academic Progress.

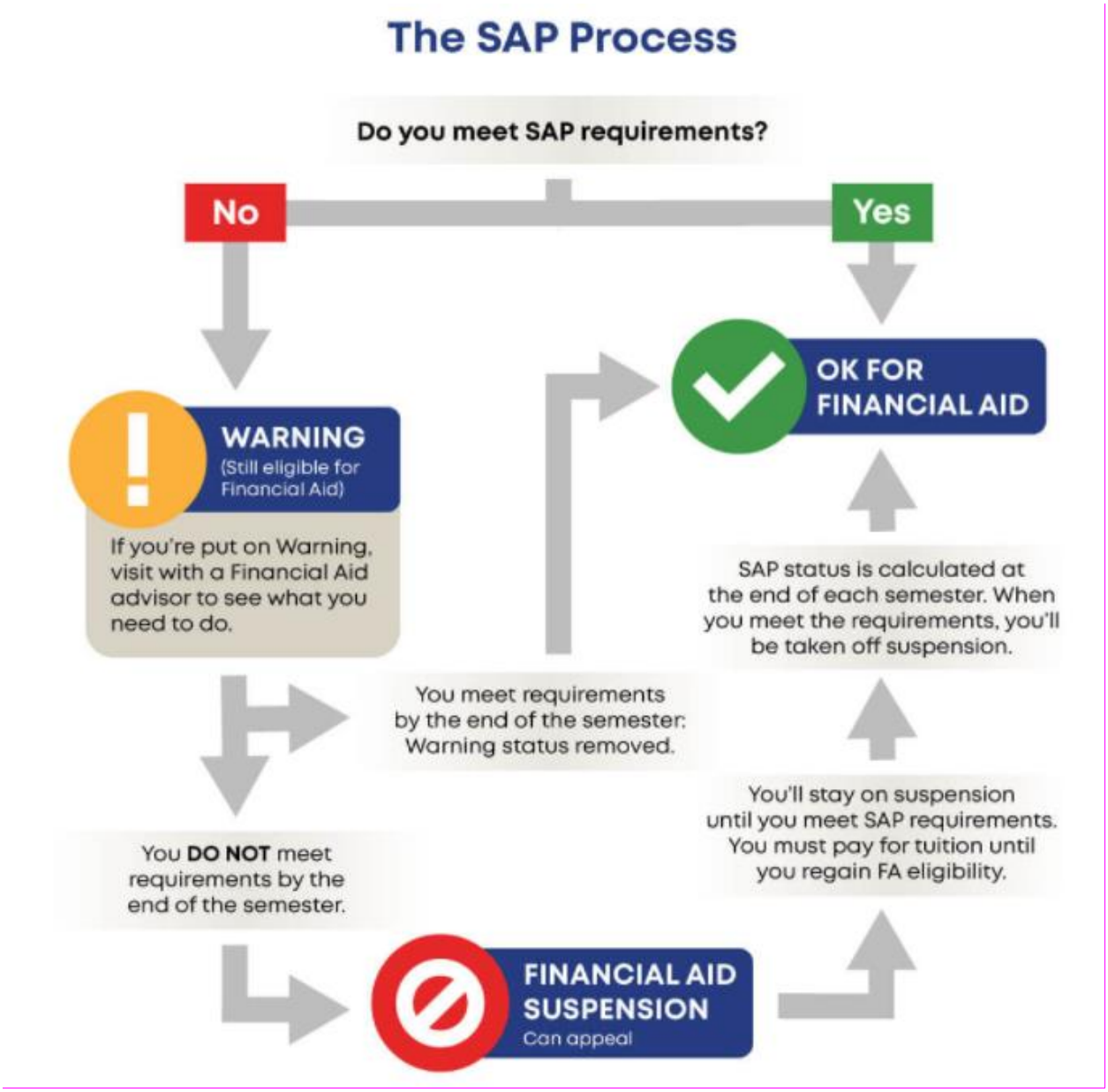
Suppose at the end of the probationary period, the student has still not met both the academic and attendance requirements required for Satisfactory Academic Progress, or as specified by the academic plan. In that case, the determination goes into NOT making Satisfactory Academic Progress, and, if applicable,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

Leave of Absence Impact

Approved leaves of absence may temporarily interrupt training, but do not eliminate SAP requirements. Students returning from leave remain subject to the same SAP standards.

Notification

Students will be notified in-person/ via email/ if there are any changes to their Title IV eligibility (positive or negative) because of an SAP issue. Notifications include warning status, probation status, appeal decisions, loss of eligibility, or regaining of eligibility.



Re-establishing SAP

Students may re-establish Satisfactory Academic Progress and Title IV aid, 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 permitted to make up missed exams, quizzes, and coursework during regular school operating hours. Makeup work must be completed during the students' non-scheduling class time and must be approved in advance by the Director of Operations or Instructor.

Make-Up of Clock Hours:

Students who have missed scheduled clock hours are permitted limited opportunities to make up those hours. The institution provides one **(1) designated make-up of clock hours per month** for the purpose of recovering missed clock hours.

- Participation in the monthly make-up day must be scheduled and approved in advance.
- Students must comply with all attendance and participation requirements during make-up sessions for hours to be credited
- Excessive absences may impact Satisfactory Academic Progress (SAP) and program completion timelines
- The institution reserves the right to limit or deny make-up opportunities based on academic standing, attendance patterns, or policy violations
-

Interruptions, Course Incompletes, Repetitions, and Withdrawals

If enrollment is temporarily interrupted due to a Leave of Absence, the student will return to school in the same progress status as before the leave of absence. 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 to the same satisfactory academic progress status as at the time of withdrawal if the student returns within 180 days.

Course incompletes, repetitions, and non-credit courses have no effect on the satisfactory academic progress policy.

A grade of incomplete (F) may be changed to a passing grade within the program length from the date of receiving the grade if the student satisfactorily completes all the requirements set forth by the course instructor.

A student is given 14 days from the end of the term to decide with their instructor if they have an "F" grade because of excused absences. To change the "F" grade, the student must make up the missing coursework within 14 days. Once the 14-day mark has passed, the failing (F) grade will become permanent if the work remains incomplete, and the student must retake the coursework for SAP re-calculation.

Because of the generous make-up time policy at DDBS, students are expected to make up for 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.

Non-credit, Remedial Courses, and Repetitions

Non-credit, remedial courses, and repetitions do not apply to this institution. Therefore, these items do not affect

the school's satisfactory academic progress standards.

Official Withdrawal Policy and Procedure

- A student will be considered withdrawn once the student has informed the teacher or Business Center Liaison of the withdrawal then the Director of Operations will be notified.
- A student will be considered withdrawn if the following occurs:
- The student notifies the Director or administration of his/her intent to withdraw
- The school will notify the students of the dismissal from the program.

The Director of Operations or Business Center Liaison

- Will collect the students' academic records from instructors
- Will ensure any monies returned are in the proper account for retrieval

Records Clerk

- Will update the students' academic grades and attendance in the student's file
- Will file withdrawal documents into the digital and hardcopy student file

Director of Financial Aid

- Will complete an exit form and notify the Director of Financial Aid of the withdrawal.
- Will process the withdrawal according to the guidelines of the institution and Title IV
- Will notify the third-party server (BEN) of the termination or withdrawal.

Director of Financial Aid and Business Center Liaison

- The school will calculate the R2T4 and compare it with BEN (third-party) calculations
- Will submit to BEN the servicer a request to return monies based on the R2T4 written calculations.

Business Center Liaison

- Will update the student ledger of the R2T4 for the Department of Education
- Supply the student with a final student ledger sheet. All documents will be filed by the school's clerk.

Note: Any returns that will be made to Title IV on the students from the results of the student exiting the program. If a student's attendance schedule is more than 60% of the payment period, he/she is considered to have earned 100% of the federal funds received for the pay period. In this case, no funds need to be returned to the federal funds account. Submissions are returned within 45 days of the withdrawal. Financial Aid will submit notification to the student about the amount of return monies based on R2T4 calculations in writing, perform the financial aid exit interview, and place updated copies in the financial aid records. The Business Center Liaison will update the student ledger of the R2T4 for the Department of Education and supply the student with a final student ledger sheet.

Unofficial Withdrawal Policy and Procedure

- A formal termination (unofficial withdrawal) by the student shall occur more than 14 days from the last day of physical attendance.
- The school officially notifies the student of dismissal from the program.

Changes in Majors or Degrees

DDBS does not allow students to transfer programs. No clock hours can be transferred to any other programs. If a student requests to change a program after the fifth day, he/she must receive approval 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; program enrollment is not determined by academic terms.

Transfer Hours Impact

Students with previous training shall be evaluated by an instructor using practical applications and reviewing the transcripts. Appropriate credit will be given for comparable previous education and training. The training period will be shortened accordingly based on the shortened training period.

Note: The school only transfers hours, not GPAs.

If a transfer student is admitted to the program, a notarized transcript from the sending school must be received prior to the student starting class at Dymond Designs Beauty School. If the sending school has closed, the transfer student must obtain a clock hour report from the State of Michigan Department of Licensing and Regulatory Affairs before starting class at DDBS. Transfer students will be required to purchase a kit or kit items to meet DDBS requirements. Transfer hours are recorded in student attendance under bulk hours in the student database. Decisions concerning the acceptance of transfer hours are at the discretion of the administrator. In addition, the student will be charged based on the current tuition rate and the number of hours needed for completion

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 to NOT make Satisfactory Academic Progress, and, if applicable, the student will be deemed NOT eligible to receive Title IV funds.

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, or
6. Failure to pass 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, or
- 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 students' 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 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 certificates 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.

DYMOND DESIGNS BEAUTY SCHOOL
"Where Beauty and Education Meet."

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@ddbs.edu.

Reasons for Appeal	Required Documentation
☐ Personal illness or injury ☐ Personal crisis ☐ Illness of a family member ☐ Death in the family ☐ Second degree ☐ Other **NOTICE:** Lack of awareness of withdrawal policies and/or requirements for SAP and lack of preparation for college coursework are **not** acceptable reasons for an appeal.	**ATTACH a one-page explanation of what happened and what has changed *AND* supporting documentation of your situation** NOTE: Include your *name* and *student ID* number at the top of each document. The explanation must include: ▪ **What happened** and why the event(s) caused you to be unable to maintain satisfactory progress ▪ **What has changed** and what steps you have taken or will take to achieve and maintain satisfactory academic progress **Note:** If this not your first SAP appeal, you MUST submit the **Student Improvement Plan**-SAP Part 2 Form.

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_____

LEAVE OF ABSENCE POLICY AND PROCEDURE

Purpose

DDBS recognizes that it is sometimes necessary for students to interrupt their enrollment for a short period of time and take a leave of absence. The policy and procedure will guide the student through the processes needed to grant the request.

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during LOA. An LOA must meet certain conditions to be counted as a withdrawal requiring an institution to perform a refund calculation. For a student at DDBS to be approved for a Leave of Absence for medical or personal reasons, the following conditions must be met:

Leave of Absence Procedures

- The school's policy for Leave of Absence (LOA) requires a student to submit a request in writing.
- The written request must contain dates for the leave and the reason for the request and include the student's signature.
- The LOA, together with any additional Leaves of Absence, must not exceed a total of 180 days in any 12 months.
- The school's policy requires a student to apply in advance for an LOA unless unforeseen circumstances (emergency) prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance.
- The Director of Operations may grant an LOA to a student who did not provide the request before the LOA due to unforeseen circumstances if the school documents the reason for its decision and collects the request from the student later, either via mail, email, fax, an authorized individual, or in person. In this example, the beginning date of the approved LOA would be determined by the school Director/Administrator to be the date the student was unable to attend school because of the accident.
- The request for Leave of Absence Form is made available in the Student Handbook & Catalog.
- A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. For the Leave of Absence to be approved, there must be a firm and clear reasonable expectation that the student will return from the LOA. If it is determined that the student has no intention of returning, refer to the Withdrawal Policy. The students' contract will be extended by the same number of days taken in the LOA. Changes to the contract period to the enrollment agreement must be initiated by all parties. If the student does not return by the withdrawal date for the purpose of calculating a refund, it is always the student's last day of attendance.
- When the student returns from LOA, the student's education will continue from the actual hours earned. The start and end dates will be adjusted accordingly.
- Please note that any student who fails to return to school at the end of an approved Leave of Absence is considered to have withdrawn from the school.
- Students who do not follow the procedure for obtaining an approved Leave of Absence will be subject to the school's stated policies on attendance for all absences recorded, regardless of circumstances.

Responsible Parties:

Director of Operations/Business Center Liaison

- Receive a request in advance in writing from the instructor, which will include the reason for the student's request and include the student's signature within two weeks.

- Approve the leave
- Make sure the leave of absence does not exceed 30 days, with any additional leaves within twelve months (only 1 leave will occur within 12 months).
- The Business Center Liaison will make an addendum on the original contract to make sure it is the same number of days taken in the LOA, then report it to the Digital Records Clerk for file update.
- The Director of Operations, along with the instructor, assures the education of the student continues upon his return

Student

- Request in advance, in writing, a request for leave of absence
- Get approval following the policy of the institution
- Make sure it does not exceed 30 days with any additional leave within 12 months.
- Make sure an addendum is made to the student contract
- Return with request days of actual leave of absence

Return from Leave of Absence Policy

Students approved for an LOA are expected to return on their scheduled date. Students who are unable to return must contact the administration office before the approved return date. An extension may be granted if administration determines additional leave time is warranted. Failure to return may result in an unofficial withdrawal.

Students approved for an LOA are expected to return on their scheduled date. Students who are unable to return must contact the administration office before the approved return date. An extension may be granted if administration determines additional leave time is warranted. Failure to return may result in an unofficial withdrawal.

OFFICIAL WITHDRAWAL POLICY AND PROCEDURE

A student will be considered officially withdrawn when the student notifies a teacher, administrative staff member, or school official of their intent to withdraw from the program. The school may also determine whether a student has withdrawn due to dismissal, termination, or failure to meet institutional attendance requirements. Upon notification of withdrawal or dismissal, the administrative team shall notify the Director of Operations and appropriate school personnel to begin the withdrawal process.

A student will be considered withdrawn if the following occurs:

1. The student notifies the Director or administration of his/her intent to withdraw
2. The school will notify the students of the dismissal from the program.

The following procedures shall be completed:

The instructors or administrative staff

- Will collect the students' academic records from instructors
- Will ensure any monies returned are in the proper account for retrieval

Records Clerk

- Will update the students' academic grades and attendance in the student's file
- Will file withdrawal documents into the digital and hardcopy student file
- Will complete an exit form and notify the Director of Financial Aid of the withdrawal

Director of Financial Aid

- Will process the withdrawal according to the guidelines of the institution and Title IV
- Will notify the third-party server (BEN) of the termination or withdrawal.

Director of Financial Aid and Business Center Liaison

- The school will calculate the R2T4 and compare it with BEN (third-party) calculations
- Will submit to BEN the servicer a request to return monies based on the R2T4 written calculations.

Business Center Liaison

- Will update the student ledger of the R2T4 for the Department of Education
- Supply the student with a final student ledger sheet. All documents will be filed by the school's clerk.

Note: Any returns that will be made to Title IV on the students from the results of the student exiting the program. If a student's attendance schedule is more than 60% of the payment period, he/she is considered to have earned 100% of the federal funds received for the pay period. In this case, no funds need to be returned to the federal funds account. Submissions are returned within 45 days of the withdrawal. Financial Aid will submit notification to the student about the amount of return monies based on R2T4 calculations in writing, perform the financial aid exit interview, and place updated copies in the financial aid records. The Business Center Liaison will update the student ledger of the R2T4 for the Department of Education and supply the student with a final student ledger sheet.

Unofficial Withdrawal Policy and Procedure (Including Student Death)
A student may be considered an unofficial withdrawal when the student ceases attendance without formally notifying the school of the intent to withdraw.

The school shall monitor student attendance in accordance with institutional attendance policies. If a student fails to attend for a period consistent with the school's attendance policy and no official notification has been received, the student may be administratively withdrawn from the program.

Upon determination of an official/unofficial withdrawal:

- The student's last date of attendance shall be documented
- The records clerk shall update attendance and academic records in the student's digital/hard-copy file
- The financial aid office shall be notified and shall process withdrawal in accordance with Title IV regulations
- The school shall notify its third-party servicer, BEN, of the withdrawal when applicable
- A return to Title IV (R2T4) calculation shall be completed based on the student's last date of attendance
- All withdrawal documentation shall be maintained in the student's digital and hard-copy file in accordance with federal record retention requirements.

DYMOND DESIGNS 2024-2026

STUDENT GRIEVANCE POLICY AND PROCEDURES

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 assigned personnel may coordinate the meeting.
Stage 3: The response: The Director of Operations will respond, in writing, and 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 students' 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 part in the appeal meeting. After the appeal meeting with the advisory committee member, the Director of Operations must inform the students 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 the 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.
Or
State of Michigan Bureau of Professional Licensing
PO Box 30670 Lansing, MI 48909
Telephone: (517) 241-9288
Website: www.michigan.gov
Email: 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.**

_____

_____

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.**

_____

_____

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

_____

_____

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

_____

_____

***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 against a policy must do so using this form and attach any applicable documentation. Appropriate personnel will review the appeal and 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: _____

Attention Director of Operations:

I wish to appeal against 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.

_____

_____

_____

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, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and December 24 – 25th. The calendar is subject to change.

Cosmetology

Length: 11 Months (1500 Hours)

Day Class Schedule A	**Monday 8:30am-3:30pm, & Tuesday-Thursday and Saturday 8:30am-4:00pm Friday OFF**
Day Class Schedule B	**Monday OFF Tuesday 8:30am-3:30pm, Thursday- Saturday 8:30am-4:00pm**

Full-time (45 weeks)

Course Start Date	Expected Graduation Date
January 6, 2026	November 24, 2026
February 3, 2026	December 19, 2026
March 10, 2026	January 26, 2027
April 7, 2026	February 29, 2027
May 5, 2026	March 23, 2027
June 9, 2026	April 30, 2027
July 7, 2026	May 23, 2027
August 4, 2026	June 23, 2027
September 8, 2026	July 29, 2027
October 5, 2026	August 10, 2027
November 2, 2026	September 8, 2027
December 7, 2026	October 12, 2027
January 4, 2027	November 8, 2027
February 1, 2027	December 7, 2027
March 1, 2027	January 6, 2028
April 5, 2027	February 10, 2028
May 3, 2027	March 9, 2028
June 7, 2027	April 12, 2028
July 5, 2027	May 9, 2028
August 2, 2027	June 7, 2028
September 6, 2027	July 15, 2028
October 4, 2027	August 10, 2028
November 1, 2027	September 9, 2028
December 6, 2027	October 12, 2028
January 3, 2028	November 7, 2028
February 7, 2028	December 13, 2028
March 6, 2028	January 13, 2029

April 3, 2028	February 10, 2029
May 1. 2028	March 10, 2029
June 5, 2028	April 12, 2029
July 3, 2028	May 9, 2029
August 7, 2028	June 13, 2029
September 4, 2028	July 14, 2029
October 2, 2028	August 9, 2029
November 6, 2028	September 15, 2029
December 4, 2028	October 11, 2029

Advanced Esthetics

Length: 6 Months (750 Hours)

Tuesday 8:30 am – 4:00 pm; Wednesday 8:30 am – 3:30 pm; Wednesday – Saturday 8:30 am - 4:00 pm

	Full-time (23 Weeks)
Course Start Date	**Expected Graduation Date**
January 6, 2026	June 16, 2026
February 3, 2026	July 14, 2026
March 10, 2026	August 19, 2026
April 7, 2026	September 15, 2026
May 5, 2026	October 13, 2026
June 2, 2026	November 10, 2026
July 7, 2026	December 15, 2026
August 4, 2026	January 12, 2027
September 1, 2026	February 9, 2027
October 6, 2026	March 11, 2027
November 3, 2026	April 8, 2027
December 7, 2026	May 5, 2027
January 5, 2027	June 4, 2027
February 2, 2027	July 3, 2027
March 2, 2027	July 31, 2027
April 6, 2027	September 4, 2027
May 4, 2027	October 2, 2027
June 1, 2027	October 30, 2027
July 6, 2027	December 4, 2027
August 3, 2027	January 6, 2028
September 7, 2027	February 10, 2028
October 5, 2027	March 9, 2028
November 2, 2027	April 6, 2028
December 7, 2027	May 10, 2028
January 4, 2028	June 2, 2028
February 1, 2028	June 30, 2028
March 7, 2028	August 5, 2028
April 4, 2028	September 2, 2028

May 2, 2028
June 6, 2028
July 4, 2028
August 1, 2028
September 5, 2028
October 3, 2028
November 7, 2028
December 5, 2028
September 30, 2028
November 4, 2028
December 5, 2028
December 30, 2029
February 3, 2029
March 3, 2029
April 7, 2029
May 4, 2029

CURRICULUM AND COURSE OUTLINE - COSMETOLOGY

COURSE DESCRIPTION:

Cosmetology is a Certificate of Completion program that studies the basic understanding of hair, skin care and a certification with Dermalogica, and nail care. In this instructional sequence course students will coordinate integration of academics, career training, technical knowledge skills designed to provide job-specific training with the understanding of the products and procedures used in their care. Students will learn basics in Science/Chemistry, Infection Control, Manipulative Skills, Safety Judgement, Laws and Rules, Anatomy and Physiology, Disorders/Diseases of the Scalp, Skin, and Nails, Proper Consultations and Analysis, Best Practices, and Business Skills. 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 8:30am-3:30pm, & Wednesday-Saturday 8:30am-4:00pm
Evening Class Tuesday - Friday 5:00pm- 9:00pm, & Saturday 8:30am - 4:00pm
Makeup **Mondays Hybrid** (**Optional from Instructor**)

COURSE GOALS:

Upon completion of this course 1500 clock hour program, the students 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 lectures, 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 clinical 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, 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, lash extensionist, Hydra Facialist, and training with certification with the professional skin care line (Dermalogica). Basic Facials, Back Facials, Customized Facials, Gua Sha, Pressure Point, Manual Lymphatic Drainage Facial Massage, Electrotherapy Applications,(High Frequency, Galvanic, LED), Microdermabrasion /Vacuum Suction, Facial and Body Cupping, Wood Therapy, Comprehensive Body Waxing (Hard Wax, Soft Wax, Crème Wax, Bikini Wax), Eyebrow and Lash Services(Strip Lashes, Individual Lashes, Lash Extensions, Lash Lift & Tint, Brow Waxing, Brow Tinting, Brow Lamination), Makeup Application Techniques, Special Effects (SFX) Makeup, Equipment Operation and Safety, Product Knowledge, Laws and Rules, Physiology and Anatomy of Skin, Disorders/Diseases of the Skin, Chemical Exfoliation, Chemical Peels, Proper Consultation Evaluations, Skin Analysis, Best Practices, and Advanced Skin Treatments. This program is a **750** clock-hour course that may run 23 weeks (full-time), 35 weeks (part-time).

CLASS TIMES:

Day Class Tuesday 8:30-3:30pm, Wednesday-Saturday 8:30am-4:00pm
Evening Class Tuesday - Friday 5:00pm- 9:00pm, & Saturday 8:30am - 4:00pm
Makeup Mondays **Hybrid Only** (**Optional from Instructor**)

COURSE GOALS:

Upon completion of this 750-clock-hour course the students 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 o'clock hours or upon completion of the 750-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 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 with instruction in skin care services. The students will demonstrate their knowledge of Esthetics theory and application ability through their completion of the required practical and clinical 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 of 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 instructors. 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:

FUNDAMENTALS

PART 1 SKIN FOUNDATIONS

- Career Opportunities and History of Esthetics
- Anatomy & Physiology
- Physiology & History of the Skin
- Disorders and Diseases of the Skin/Advanced skin Disorders/Skin Distress
- Skin Analysis
- Skin Care Products: Chemistry, Ingredients, and selection

PART 2 SKIN CARE TREATMENTS

- The Treatment Room

- Facial Treatments
- Facial Massage
- Hair Removal
- Makeup Essentials
- Advanced Topics and Treatments

FOUNDATIONS

PART 1 SOFT SKILL & TOOLBOX

- Life Skills
- Professional Image
- Communicating Success

PART 2 HEALTH & PUBLIC SAFETY

- Healthy Professional
- Infection Control
- Chemistry & Chemical Safety
- Electricity & Electrical Safety

PART 3 BUSINESS SKILLS

- Career Planning
- On the Job
- The Beauty Business

Upon completion of the Advanced Esthetics Program students will have demonstrated practical and advanced skills along with theoretical key competencies in the following:

- Anatomy and disorders
- Artistic principles/makeup
- Facial/skin care techniques
- Chemistry/occupational safety and health administration
- Temporary removal of hair

- 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
- Consultation and Skin Analysis
- Hydra Facial Treatments

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

TOTAL HOURS: 750

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 8:30 a.m. and 5:00 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 hard copy/digital book)
Milady Standard Esthetics Foundations Textbook (hard copy/digital book)
Milady Lash Textbook
Milady Advanced Services & Electrolysis & Hair
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, Safety/Sanitation, and Salon/Spa management, with a certification in Dermalogica. This program is a **750** clock-Basic Facials, Back Facials, Chemical Peels, Proper Consultation, Skin Analysis, Best Practices, Chemical Exfoliation Customized Facials, Gua Sha, Pressure Point, Manual Lymphatic Drainage Facial Massage, Electrotherapy Applications,(High Frequency, Galvanic, LED), Microdermabrasion /Vacuum Suction, Facial and Body Cupping, Wood Therapy, Comprehensive Body Waxing (Hard Wax, Soft Wax, Crème Wax, Bikini Wax), Eyebrow and Lash Services(Strip Lashes, Individual Lashes, Lash Lift & Tint, Brow Waxing, Brow Tinting, Brow Lamination), Makeup Application Techniques, Special Effects (SFX) Makeup, Equipment Operation and Safety, Product Knowledge, Laws and Rules, Physiology and Anatomy of Skin, Disorders/Diseases of the Skin, hour course that may run 23 weeks (Full-time), and 35 weeks (Part-time).

CLASS TIMES:

Day Class	Tuesday 8:30-3:30pm, and Wednesday- Saturday 8:30am-4:00pm
Evening Class	Tuesday - Friday 5:00pm- 9:00pm, & Saturday 8:30am - 4:00pm
Makeup Mondays	**Optional from Instructor**

COURSE GOALS:
COURSE GOALS:

Upon completion of this 750-clock-hour course the students 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 o'clock hours or upon completion of the 750-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 other skin care products.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.

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 with instruction in skin care services. The students will demonstrate their knowledge of Esthetics theory and application ability through their completion of the required practical and clinical 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 of 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 instructors. 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:

Fundamentals

PART 1 SKIN FOUNDATIONS

- Career Opportunities and History of Esthetics
- Anatomy and Physiology
- Physiology and Histology of the Skin
- Disorders and Diseases of the Skin
- Skin Analysis
- Skin Care Products: Chemistry, Ingredients, and selection

PART 2 SKIN CARE TREATMENTS

- The Treatment Room
- Facial Treatments
- Facial Massage
- Hair Removal
- Makeup Essentials
- Advanced Topics and Treatments

Foundations

PART 1 SOFT SKILLS TOOLBOX

- Life Skills
- Professional Image
- Communicating for Success

PART 2 HEALTH AND PUBLIC SAFETY

- The Healthy Professional
- Infection Control
- Chemistry and Chemical Safety
- Electricity and Electrical Safety

PART 3 BUSINESS SKILLS

- Career Planning
- On the Job
- The Beauty Business

TOTAL HOURS: 750

Upon completion of the Esthetics Program students will have demonstrated practical and advanced skills along with theoretical key competencies in the following:

- Anatomy and disorders
- Artistic principles/makeup
- Facial/skin care techniques
- Chemistry/occupational safety and health administration
- Temporary removal of hair
- The Treatment Room
- Facial Treatments
- Facial Massages
- Facial Machines
- Hair Removals
- Advanced Topics and Treatments
- The World of Makeup
- Chemical Peels
- FX Make-Up
- Brow Lamination
- Brow Rehab
- Chemical Exfoliation
- Consultation and Skin Analysis

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 8:30 a.m. and 5:00 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 Foundations Textbook (hardcopy/digital)
Milady Standard Esthetics Fundamentals Textbook (hardcopy/digital)
Milady Standard Advanced Services Electrolysis & Hair Removal
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: _____

Contract Ends: _____

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 23-42 CLOCK HRS PER WEEK.

Schedule: _____ Instructors Name: _____ Program Name: _____
All students are allowed one makeup Monday per month if needed. (Hybrid/In-Person Optional)

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 and 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 and approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through Third party loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loan plus interest.

Tuition Cost: $_____

Registration Fee: $_____

Additional Fees: $_____

Books/ Kit Bags: $ _____

Total Cost Books $ _____ **Monthly Payment Amount: $ _____ (if applicable)**

Deposit: $_____

Payments Due On: ____/____/____

Balance Remaining: $_____

FUNDING SOURCE: CASH____ CREDIT/DEBIT_____ LOAN_____ GRANT_____ OTHER____

If you chose grant or other who was funding source? _____

If loan was chosen who was the lender? _____

Amount Paid: $ _____

Amount Owed: $_____

If a student chooses to change the date of enrollment or change the program enrolled in after paperwork has been processed, the student MUST pay the additional fee of $60.00 which will be applied to the student account.

Student Signature: _____ Date: _____

Admission Coordinator 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: _____

ATTENDANCE & CONDUCT POLICY

Attendance & Conduct Policy

DDBS gives an appropriate clock for all hours attended. All Students are encouraged to attend daily for the duration of the class. We do not add or deduct hours as a penalty or as any type of reward. The student is given the number of hours earned as recorded by the electronic timekeeper. The electronic timekeeper rounds actual attendance to the nearest quarter hour. Students must maintain **67%** attendance. To avoid out-of-pocket or additional attendance costs, DDBS encourages students to attend classes and hybrid classes daily. Our attendance policy aligns with our Satisfactory Academic Policy (SAP), as outlined in the Student Handbook and Catalog.

A student can't attend classes if they arrive more than 15 minutes late. If the student is tardy, the following procedure is followed:

1. The student will punch in and go straight to class, sign in, and quietly join the class
2. Students will punch in, sign in, and set up a station on the salon floor if they are seniors.

All students are expected to attend classes and be involved in the learning process. Part-Time students are required to have twenty-three hours per week, and full-time students are required to have 34.5 clock hours per week (this includes hybrid hours). This is required unless specific curriculum changes have been approved. Students must be checked in by 8:30 a.m. (day class) and 5:00 p.m. (evening class) daily. Any student who is late cannot clock in unless authorized by the school director or a school official. If a student is repeatedly tardy or absent without a written excuse, they are subject to verbal and written warnings that may lead to suspension. Students must inform their instructor by 8:00 am (day class) or 4:00 pm (evening class) of any absences or tardiness via call, text, email, or the Remind app. Students can also call the school during office hours at 313-974-6164 from 8:30-4:00 pm Tuesday-Saturday

Makeup Hours

Students are allowed 1 makeup on Monday or Friday at the end of the month, according to their schedules. If the student misses the makeup day, you can't make it up the next month. During the orientation, the students are given a schedule that includes their makeup day.

Conduct

At DDBS, we strive to create an atmosphere conducive to learning and professionalism. To achieve our goal of benefiting students, you must arrive promptly and be prepared for each class. Our instructors need your full attention to communicate in an environment that supports your learning. DDBS will not tolerate any classroom distractions or interruptions. If a student exhibits poor or disruptive behavior, it will be at the instructor's discretion whether the student may continue in the program. If the inappropriate behavior continues, the student will have to meet with the Director of Operations at DDBS. If the student is dismissed from the course, it will be without refund.

Course Schedule

Classes run from morning to evening, and dates vary based on course availability. Check with an admissions coordinator for listings.

Cours Materials

- The student is advised to bring a pen/pencil and a notepad to each class meeting.

Requirements for course completion

- The student must complete the required number of theory and practical clock hours of training.
- Students must complete all exams and quizzes and receive passing grades on all theoretical and practical final examinations.
- All tuition costs **MUST** be satisfactory. Arrangements for payment of all debts owed to the school can be made through the business center. Once the student has met all academic/attendance and financial requirements, he/she will obtain a diploma or certificate of completion.

_____ _____

Students Signature Date

CLASSROOM RULES

1) If you are tardy for more than 15 minutes you will not be able to attend class. If your attendance rate drops more than **67%** you will not be able to attend class, please see Director of Operations for further instructions or school official.
2) All coursework must receive 75% or higher. If you get below 75% you must retake exam or re-do coursework.
3) All students must appear in dress code daily. This includes a black scrub style uniform shirt and pants. Saturday students are allowed to wear blue or black jeans with a "Dymond Designs" shirt. While attending class or school sponsor events no revealing skin or tattooed will be allowed including but not limited to clothing slits, torn jeans, crop tops, tank tops, etc. (when in doubt ask first).
4) Personal salon services are a privilege that they may only be conducted upon approval of the students Instructor. Since it is a privilege to receive our personal services, permission must be given to each party by a facility member or school administrator.
5) Students may not perform services themselves at any time. If one wants to do personal service to someone in another classroom, they must have the approval given by both instructors in both classrooms.
6) There will be no use or tolerance of profanity on campus.
7) There will be no talking in class when instructions are being given.
8) Cellphones are not permitted while in class. Cellphones should be put on vibrate and kept out of sight. In case of an emergency, students should ask to be excused and take phone calls outside of the classroom. Personal calls and text should be reserved for lunch and/or authorized break periods.
9) Students are not allowed to record teachers, students, faculty at any time. Instructors may ask students to record if they are doing coursework or demonstrations. If a student is caught recording without permission they will be permanently expelled from attending DDBS.
10) Anyone leaving the classroom must inform the instructor as to where they are going to always be. Failure to do so may result in loss of time.
11) Any insubordination to anyone that is in an authoritative position on campus will not be tolerated at all.
12) If you are caught punching a timecard that is not yours, you will be **suspended for 2 weeks.**
13) You are responsible for filling out your timecard correctly weekly and daily
14) **No** student can refuse to accept a client
15) Students lunch hour is 12:00pm -12:30pm
16) **No** baseball hats or bandanas can be worn during school hours.
17) **No** long fingernails. Fingernails cannot be over 1inch over the free edge.
18) Students must bring all supplies, books, kit bags etc. to class daily.
19) **Students must sanitize daily.**

ALL RULES MUST BE FOLLOWED AND IF NOT, THERE WILL BE GIVEN:

1) Verbal Warning (1)
2) Written Warning (2)
3) Suspension (2)
4) Termination permanently

Student Signature: _____

Date: _____

DYMOND DESIGNS BEAUTY SCHOOL AUDIO, VIDEO, AND ELECTRONIC RECORDING POLICY
UNAUTHORIZED RECORDING PROHIBITION

Policy Statement
Dymond Designs Beauty School is committed to maintaining a respectful, professional, and legally compliant learning environment. To protect the privacy rights of all individuals and to ensure compliance with applicable laws, including those in the State of Michigan, unauthorized audio, video, or electronic recording of any kind is strictly prohibited.

Prohibited Conduct
No individual (staff/faculty/student/customer/guest) may record, capture, or transmit any conversation, interaction, or activity involving a student, school official, instructor, staff member, or visitor without **prior knowledge and explicit consent** of all parties involved.

This prohibition includes, but is not limited to:

- Audio recordings (e.g., phone recordings, digital recorders)
- Video recordings (e.g., cell phones, tablets, cameras)
- Wearable technology (e.g., smart glasses, hidden cameras)
- Live streaming or broadcasting
- Any other electronic or surveillance device capable of recording

This policy applies to all areas of the school, including Classrooms and labs, Clinic floor/ Treatment rooms/Salon areas, Offices and administrative spaces, Hallways and Common areas, Campus grounds on the outside and inside of building, and Virtual/online learning environments including Zooms or LMS platforms

Consent Required
Recording may only occur when:

1. All participants are **clearly informed in advance**, and
2. **Written or documented verbal consent** is obtained from all parties, and
3. The recording is **approved by the school administration** for educational or official purposes

Confidentiality & Privacy Expectations
All students and employees are expected to respect the confidentiality of student information and records, financial aid discussions, personnel matters, private conversations, client services performed in the clinic setting. Unauthorized recording of such interactions is considered a serious violation of institutional privacy standards.

Disciplinary Action
Violation of this policy will result in **immediate disciplinary action**, up to and including immediate and permanent expulsion from DDBS (students), immediate termination of employment (employees), and removal from premises and potential restriction from future access (visitors/clients/third parties)

Reporting Violations
Any individual who believes this policy has been violated should report the incident immediately to the school administration. All Reports will be reviewed and investigated promptly.

Acknowledgement
All students and employees will be required to sign an acknowledgement confirming that they understand this policy, agree to comply with its terms and acknowledge the consequences of violation.

Institutional Authority
Dymond Designs Beauty School (DDBS) reserves the right to interpret, modify, and enforce this policy in accordance with the school's needs and applicable laws.

Please circle if you are a student or employee: Student Employee

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

_____ _____

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 Contract

Student Name: _____

Address: _____

Phone Number: (_____)-_____-_____

Original Start Date: ____/____/____

Original End Date: ____/____/____

Revised End Date: ____/____/____

Reason for Change:_____
_____
_____
_____

Weeks are revised to the following: _____

Student Signature: _____ Date: ____/____/____

Parent/Guardian: (If Applicable) _____ Date: ____/____/____

School Official Signature: _____ 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

NEW STUDENT ORIENTATION PROCEDURE

Purpose
The goal and objective of the student orientation procedure is to communicate how our institution introduces students to the campus and the support services offered to assist in their educational and personal goals (media room, information technology, academic, clinical floor training, user groups, student services, plans, policies, and procedures.

Personnel Responsible
The admissions coordinator is responsible for student orientation. The instructional staff participate in the orientation process as well to assure a smooth transition into their educational career.

New Student Orientation
To teach students to utilize the resources & services that will help them be successful at DDBS. The orientation will guide students in understanding the steps needed to achieve their academic and career goals while becoming familiar with the campus, plans, policies, requirements, resources, and user group training.

Admission Requirements:

- Meeting with an Admissions Representative
- Must submit High School Diploma or Equivalent, Driver's License/Picture ID
- Must sign enrollment agreement.
- Attending an on-campus or online orientation.

After completing the new student orientation class, students will be more familiar with:

- The types of programs offered at DDBS.
- Accessing Cima / Hard-copy MindTap books
- Campus Resources
- How to set up the Remind App
- Tuition & fees and the registration process
- Being ready for the first day of classes
- What are Minimum Practical Applications (MPA's)
- User groups Training for CIMA
- Review all schools' Plans, Policies, and Procedures
- Health and Safety
- Media Resources
- How to access an online account
- Classroom/School rules

PROCEDURE

- Students are informed that this will be considered a full day of class prior to attending orientation.
- Students are given an orientation date.
- During the orientation students are given the orientation package and Student Handbook and Catalog for the purpose of understanding the policies, procedures, general rules, and guidelines for attending and receiving an education at DDBS. The Admissions Coordinator and Director of Operations will supervise the orientation.
- Students are required to sign all necessary documents to have a complete orientation/financial checklist.

- After all documents are completed, students will receive a more detailed tour of the campus to learn how things operate throughout the school. They are given a chance to meet other students/ faculty, and they will understand how work-based learning is offered at DDBS.
- Students will also learn all safety procedures and policies of DDBS.
- Students will receive user group training to be introduced to all digital books and apps used throughout the campus.
- Once a student has successfully completed the MANDATORY orientation, they are provided with locker assignments, learning materials and other resources (if applicable).

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:

_____

_____

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.

_____

_____

_____

_____

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

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

Please provide any additional recommendations:

CPL DATA REPORTING as of 06/30/2025

Esthetics Completion, Placement and Licensure rates as of 06/30/2025

Esthetics Program most recent Completion Rate: 95%
Esthetics Program most recent Placement Rate: 84 %
Esthetics Program most recent Licensure Rate: 100 %

Cosmetology Completion, Placement and Licensure rates as of 06/30/2025

Cosmetology Program most recent Completion Rate: 81%
Cosmetology Program most recent Placement Rate: 90%
Cosmetology Program most recent Licensure Rate: 100%

Advanced Esthetics Completion, Placement and Licensure rates as of 06/30/2025

Advanced Esthetics Program most recent Completion Rate: 77%
Advanced Esthetics Program most recent Placement Rate: 90 %
Advanced Esthetics Program most recent Licensure Rate: 100 %

Programs Combine Completion, Placement and Licensure rates as of 06/30/2025

School most recent Completion Rate: 84%
School most recent Placement Rate: 88 %
School most recent Licensure Rate: 100 %

Do you feel these are good outcomes for the institution?	YES	NO

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.

_____

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:

_____

Month: Day: Year:

_____

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 assistant 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: 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:

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:

1. Cosmetology
    - Tuition $25,337
    - Books & supplies $2,000
    - Registration Fee $100
    - State of MI registration fee $63
    - Testing and Additional Fees $500
    - **Total** **$28,000**
1. Advanced Esthetics
    - Tuition $9,687
    - Books & supplies $3750
    - Registration Fee $100
    - State of MI registration fee $63
    - Testing and Additional Fees $1900
    - **Total** **$15,500**

Cost of Attendance disclosures

This amount is not inclusive of indirect costs such as housing, meals, books, supplies, or transportation incurred during enrollment. To view this cost, check our cost of attendance: TUITION COST – COST OF ATTENDANCE.

2026-2027 Cost of Attendance for Entire Program - Effective 7/1/2026

	Cosmetology - 11 mo		750 Esthetics - 6 mo		750 Advanced Esthetics - 6 mo	
	w/parent	not w/parent	w/parent	not w/parent	w/parent	not w/parent
Tuition	$25,337	$25,337	$11,437	$11,437	$16,500	$16,500
Books & Supplies	$2,000	$2,000	$1,600	$1,600	$2,500	$2,500
Housing*	$0	$11,856	$0	$6,467	$0	$6,467
Food*	$3,766	$3,766	$2,054	$2,054	$2,054	$2,054
Transportation	$11,542	$11,542	$6,296	$6,296	$6,296	$6,296
Personal/Misc	$4,016	$4,016	$2,190	$2,190	$2,190	$2,190
Loan Fees ESTIMATE	$58	$58	$58	$58	$58	$58
Registration Fee	$100	$100	$100	$100	$100	$100
State of MI registration fe	$63	$63	$63	$63	$63	$63
Administrative Fee	$500	$500	$800	$800	$650	$650
Testing Fee	$167	$167	$167	$167	$167	$167
	$47,549	$59,405	$24,766	$31,232	$30,579	$37,045

2026 COLA = 2.8% (from www.ssa.gov/cola/)
base year information from https://247wallst.com/state/cost-of-living-in-michigan/
room, board, transportation & personal/misc calculated using 2025-2026 monthly figures multiplied by COLA
Housing = $1048.47/mo x 1.028 = $1,077.83
Food = $333.04/mo x 1.028 = $342.37
Transportation = $1,020.72/mo x 1.028 = $1,049.30
Personal/misc = $355.14/mo x 1.028 = $365.08
Loan origination fee for 26/27 is 1.057% = $5500 x 0.01057 = $58.13

***"Housing and food" replaces the old "room and board," component of Cost of Attendance, per the FAFSA Simplification Act**

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.



CAREER OPPORTUNITIES

Here are some of the careers available to our graduates:

- Nail Artist / Manicurist
- 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
- 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 at 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 an 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 DDBS within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.