



*Donna's Academy of Hair Design*  
14454 N. U.S. 169 HWY  
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September 12, 2016

Students and employees,

Donna's is a drug and alcohol free facility. Any violators of our drug and/or alcohol policy can be terminated from school. Please take a minute to review our Zero Tolerance policy on Drugs and Alcohol located on pages 34-36 in your student or employee handbooks.

Please note that if a student is found guilty of selling or soliciting drugs not only is it a felony offense, but the student will no longer be eligible for Financial Aid at Donna's or at another school you should want to attend in the future.

To date Donna's Academy of Hair Design has not had an incidents involving drug abuse or addiction. We will continue to enforce our current Drug Abuse Prevention Program with zero tolerance for drugs and/or alcohol. If you or somebody you know has a drug or alcohol problem please consider the following treatment centers.

**Drug Abuse and Addiction Information Treatment Centers**

- The Watershed Addiction Treatment Program---[www.thewatershed.com](http://www.thewatershed.com)  
1-800-210-6018
- First Step to Recovery---[www.AcenterforRecovery.com](http://www.AcenterforRecovery.com)  
1-800-227-5857
- Kansas City Community Center---[www.kccommunityctr.org](http://www.kccommunityctr.org)  
816-421-6670
- Narcotics Anonymous Help Line  
816-531-2250

Donna's Academy will continue to monitor the drug abuse policy and will do another review of the policy in two years, July 2018. If you have any questions or concerns please talk to an instructor or myself.

Thank you,

Brandi Smithmier  
Director of Financial Aid

## **Notice of Student Financial Aid Penalties for Drug Law Violations**

As required by law, Donna's Academy of Hair Design is disclosing to each student upon enrollment, this written notice advising you of the school's policy and the Higher Education Act policies of Penalties for Drug Law Violations. This information is also in your student handbook. **By signing the Policies and Procedures sheet in the back of your handbook you the student agrees that you have been provided separate notification as well as understand and agree to the terms of this policy.**

### **DRUG/ALCOHOL POLICY *Zero Tolerance***

1. Upon enrollment or hire at Donna's Academy of Hair Design students and/or employees are advised that the use, possession, sale or being under the influence of **ILLICIT DRUGS AND/OR ALCOHOL** is strictly prohibited in or on school property. Violation of this rule will lead to automatic termination and may result in local, state and/or federal criminal charges.
2. If a student is a minor and/or living at home with their parent/guardian the school will notify the parent/guardian.
3. A record of this will be kept in the student's file and the student will receive a copy of their termination.

### **DRUG ABUSE PREVENTION PROGRAM**

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on Donna's Academy property including: grounds, parking areas, anywhere within the buildings, or while participating in school-related activities. Students/Employees are also prohibited from being present on campus under the influence of alcohol or controlled substances. Students/Employees who violate this policy will be subject to disciplinary action up to and including termination of employment or enrollment and may result in local, state and/or federal criminal charges. Legal sanctions under local, state and federal laws may include:

- Suspension, revocation, and or denial of a driver's license
- Loss of eligibility of federal financial aid or other benefits
- Mandated community service
- Monetary fines
- Property seizure
- Felony convictions may result in jail time

In addition to local and state authorities, the federal government is engaged in fighting illicit drugs.

- It is a crime to hold someone else's drugs
- It is a crime to sell fake "drugs"
- It is a crime for being in a house where people are using illicit drugs
- It is a crime if drugs are found in your home, purse, car or possession

Drugs and alcohol can be highly addictive and injurious to your body. It can alter your sense of responsibility, coordination, lead to restlessness, irritability, anxiety, depression, loss of appetite, convulsions, coma, and even death.

Anyone who notes danger signals in either a student or employee should contact the Director or Admissions office. If the Director determines that a student or employee is in need of drug or alcohol assistance, he/she may be counseled on the need to seek such assistance. The cost of assistance will be the responsibility of the student or employee. If a student or employee is referred to counseling or substance abuse center, continued enrollment or employment is contingent upon attendance and successful completion of necessary treatment or counseling. Students or employees who believe they have a substance abuse problem may find treatment sources of treatment by referring to "Drug Abuse & Addiction Information & Treatment

Centers” in your local telephone book, internet or student handbook.

**Any student receiving Title IV Higher Education program funds, who is convicted for any offense involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, Higher Education grant or loan.** Any student or employee must notify the Director, in writing, within (5) business days of being convicted of any criminal drug offense. Disciplinary action will occur within (30) business days of receipt of the written notification and may result anywhere from a letter of admonishment to termination from enrollment or employment at the academy.

If there is a reasonable suspicion that a student or employee of Donna's is under the influence of alcohol or a controlled substance while on The Academy's premises, then the student or employee will be asked to leave for the day and will be subject to suspension and/or termination. The Academy reserves the right to search personal belongings and/or person in the event of such suspicion.

Any student wishing to re-enroll after being terminated because of drugs or alcohol abuse will have to wait 6 months before being eligible to re-enroll. They must be clean from all drugs and provide written proof from a doctor/drug counselor. Students who are accepted back into the program will pick up where they left off with their academics but may not be eligible to receive credit for the total amount of hours they had previously. If a student is gone longer than 6 months and wishes to return a written and practical exam will be administered to determine student retention. Hours of credit will be based on the percentage of both test scores. Example a 60% test score will result in 60% of previous hours.

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