

DONNA'S ACADEMY
OF
HAIR DESIGN

PUBLISHED: 2004,

REVISED 4/6/17

**WELCOME TO THE WORLD OF DONNA'S
ACADEMY OF HAIR DESIGN**

**AN EXCITING ADVENTURE OF FRIENDS,
RELATIONSHIPS, EDUCATION,
FUN
AND MEMORIES**

**INSIDE THIS HANBOOK YOU WILL FIND ALL THE INFORMATION NEEDED TO
MAKE AN EDUCATED DECISION ABOUT YOUR FUTURE CAREER.**

IF YOU HAVE ANY QUESTIONS AFTER REVIEWING THIS MATERIAL
PLEASE CONTACT US AT 816-532-3334

Donna's Academy of Hair Design

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Administrative Staff and Faculty

<u>Ownership</u>	<u>Title</u>
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Donna Roesle	Owner
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<u>Staff</u>	<u>Title</u>
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Donna Roesle:	President/Educational & School Director/Instructor/ Student Job Placement
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Jennifer Smith:	Office Manager/Director of Admissions and Fiscal Officer
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Diane Deal:	Instructor in Cosmetology /Student Job Placement
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Clara Archer:	Instructor in Cosmetology /Student Job Placement
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Amanda Thompson:	Instructor in Cosmetology /Student Job Placement
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Donna Hudlemeyer:	Office Personnel/ Student hours
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Donna's Academy of Hair Design is licensed by:
The Missouri Board of Cosmetology and Barber Examiners
3605 Missouri Blvd.
P.O. Box 1062
Jefferson City, Mo. 65102
Toll Free: 866-762-9432

Accreditation: Donna's Academy of Hair Design is accredited by the National Accrediting Commission of Career Arts & Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302 (703) 600-7600. www.naccas.org The National Accrediting Commission of Career Arts and Sciences is recognized by the United States Department of Education as a national accrediting agency for post secondary schools and programs of cosmetology arts and sciences.

To obtain or review documents describing the School's accreditation and licensure, please contact our Admissions office, Jennifer Smith in writing at 14454 N. U.S. 169 Hwy., Smithville, MO 64089.

WELCOME

Background Information

Donna's Academy of Hair Design was established by its director, Donna Roesle, in 2003. In 1972 Donna received her license in cosmetology and in 1991 she received her instructor's license and holds an esthetician's license as well. The facility is a cosmetology/instructor trainee academy, licensed by the Missouri State Board of Cosmetology.

Donna's Academy of Hair Design is Located at 14454 N. U.S. 169 Hwy. Smithville, MO, at Major Mall. It consists of 6000 sq. ft. The school is fully equipped to accommodate 100 students at any one given time, it has a reception area, four classrooms, library area, dispensary, lockers, three restroom facilities, manicure & pedicure areas, a clinic floor with a minimum of 16 stations, ten hairdryers, six sinks, and three facial beds. In 2007 Donna's Academy of Hair Design was chosen to be an independently owned Matrix C.R.A.F.T. School, Donna was asked to participate at the Matrix Global Academy in New York, where she received her "Certificate of Achievement" for C.R.A.F.T. Color Master, and passes this knowledge on to her students. We use Matrix professional products and allow the students to formulate and mix their own color recipes.

Mission Statement

The Academy's mission is to provide a conscientious educational program of academic studies in the tradition of the Cosmetology arts and sciences. We instill in our students a challenge for intellectual excellence, professionalism, self-improvement, and dedication to public service. The school environment encourages and prepares students to become leaders and a credit to their profession by development of self-worth, intellectual curiosity and mastery of skills and techniques.

Statement of Non-discrimination

Donna's Academy of Hair Design does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion.

Recruitment

Donna's Academy of Hair Design does not recruit students already attending or admitted to another school offering a similar program.

Voter Registration

All students are encouraged to be a registered voter and exercise their right to vote. Voter Registration forms are provided to students during the enrollment session at the school and are also readily available at any time in the admissions office or can be accessed through our website @ www.donnashairacademymo.com

Program Information

DONNA'S ACADEMY OF HAIR DESIGN COURSE SYLLABUS

COURSE TITLE: Basic Cosmetology

CLASS DATES: Classes start the first Tuesday of every month. (Donna's Academy of Hair Design reserves the right to change class entrance date schedules.) The phase 1 class is three weeks. Testing for Advancement Certificate starts the beginning of the fourth week. After the fourth week the students are to be working on practical sheets.

CLASS HOURS:

- Theory starts promptly at 8:00 a.m. - 9:00 a.m. Monday -Friday
- Practical Labs start at 9:15a.m. - 4:15p.m.
- Students are given a packet with their assignments based on their hours.

GENERAL INFORMATION:

Classes consist of a combination of Lectures and Practical Labs. Student Breaks are at 9:00 a.m. and 2:00p.m. Clinic floor opens at 9:00 a.m. - 4:00 p.m.

INSTRUCTIONAL MATERIALS:

Salon Fundamentals Curriculum Notebook and Student Workbook Academy's Basic Curriculum Handbook Guide, Student Weekly Sheets

COURSE DESCRIPTION:

Length of Course: 1500 Hours

Students that successfully complete this program will receive the Education and Training to prepare them for the State Board Exam. Class time will be spent learning the Technical Skills and Theory of Hairdressing, Haircutting, Permanent Waving, Hair Coloring, Manicuring, Curling Iron and Salon Business. To assist the student to better understand the chemicals they work with, they will study hair structure and hair chemistry. After receiving a Professional Cosmetology License, it will enable them to perform any standard cosmetology service required in a beauty salon. The course is taught in English.

A Little Classroom time, (A minimum of 4 weeks) some practice, and before you know it, you'll be out on the clinic floor. We pack a lot of learning into the first phase of your Beginner Class so it's important to be here at your scheduled time. Beginner Class includes all the basic practical that you will need to be out on the clinic floor. You will receive your kit on the first day of School with all the tools you will need, (Sorry, but Missouri State Board requires that all kits stay at the School) after you have finished the Beginner Class here's what happens next.

Large Classroom Practical/Theory: You'll spend the rest of your hours completing classroom worksheets and practicing on mannequins in the large classroom, or on the clinic floor working on clients. You will have theory each day, and a test after each chapter. We also have an advanced hands on Matrix C.R.A.F.T. color theory/practical class that all the students love to participate in. In addition to fun we study about "HUMAN ART" by Brooke Thornley. This 3 day class explains how the individual shape and characteristics of the human body gives you some insight to your client's personality which in turn helps you specialize their hairstyle.

ATTENDANCE:

Students are expected to be in class, and on time, each day that class is scheduled according to policy rule # 1 established by the Academy. If you must be absent, you are required to call the school at 816-532-3334 to report your absence or to leave a message if outside of school hours.

You must maintain a minimum of 66.67% attendance to successfully complete the course.

In case of inclement weather School closings are listed on Fox 4 News channel

OBJECTIVES:

Upon successful completion of this course, you will be able to demonstrate the following skills:

1. Basic Hairstyling/Roller Set
2. Basic Manicuring/Pedicuring
3. Basic Haircutting
4. Basic Perm/Relaxer
5. Basic Hair Coloring/Foil Application

RESPONSIBILITY: The Instructor assumes that all Students are enrolled in the Course to learn. Learning is the Student's Responsibility. Directing learning activities is the responsibility of the Instructor. You are expected to attend class regularly, be prompt, and to complete all assignments, projects, etc. that are assigned. Academic honesty requires that students do not cheat, or knowingly assist another to do so. Profanity and disruptive behavior (any action that hinders Instructor's ability to Teach or the Students ability to learn) are unacceptable in the classroom, halls, break room, and parking area. The student is expected to observe all requirements of Donna's Academy of Hair Design "Rules and Regulations" in the student handbook.

YOU WILL NEED:

- **Mannequin**
- **Implements in Kit as needed**
- **Pen/Highlighter/paper for Taking Notes/Note Cards Textbook/Workbook**

STUDY TIME FOR FINAL:

1401-1420 Hours Pretest – retake all chapter test to determine what student needs to concentrate on for Final / State Law
1421-1500 Hours Study Times – 80 hours to *study and take* the Final / State Law Test

TESTS:

CERTIFICATE OF ADVANCEMENT AT THE END OF EACH CHAPTER	120-160 Hours (approximately 1 month from start date.
FINAL/STATE LAW	1401-1500 Hours

It is your responsibility to turn in your assignments and find out missed ones. See you instructor for assignments/tests from previously missed days when you have been absent.

You are to be Studying, Working on Assignments, or Working on Mannequins/Clients in order to receive your Clock Hours for Cosmetology.

A Suggestion box is located in the hallway next to the time clock. **Locker #3898**

Career Opportunities

Stylist	Instructor
Platform Artist	Salon Manager
Skin Care Specialist	Manicurist
School Owner	Color Specialist
Manufactures Rep	Pedicurist
Perm Specialist	Cruise Lines
Make-Up Artist	Salon Owner

Thank you for choosing Donna's Academy of Hair Design! We are Happy you are here!

Demands of the Industry

Students must be able to perform these functions, with or without reasonable accommodation to graduate.

- Students must be able to wet, shampoo, massage, braid, comb, cut, sculpt and dry clients scalp and/or hair while using various tools, including their hands.
- Students must be able to evaluate a client's hair color to determine the correct amount and ratio of chemical color needed to achieve the desired hair color and to properly mix the color chemicals.
- Students must be able to file, buff, clean, and apply polish and/or artificial nails to client's nails while using various tools, including their hands.
- Students must be able to mix and apply a variety of chemicals including those of a caustic nature.
- Students must be able to apply product and massage a client face, arms, and hands.
- Students must be able to effectively communicate and interact with clients and staff.

Listed below are general occupational demands for cosmetologists:

- Cosmetologists must frequently stand for long periods of time and may need to bend or twist the body when working on guest's hair or applying makeup.
- Cosmetologists must use stomach and lower back muscles to support the body for long periods without getting tired.
- Cosmetologists often need to repeat the same motions.
- Cosmetologists must use their hands and fingers to grasp, handle, control, move, assemble, or feel objects or tools.
- It is important for cosmetologists to be able to hold the arm and hand in one position or hold the hand steady while moving the arm.
- Cosmetologists must recognize and understand the speech of another person and speak clearly so listeners can understand. Emotional stability, getting along well with others as well as logical and creative thought processes are prerequisites to a successful career in the Cosmetology industry.
- Cosmetologists must see details of objects that are less than a few feet away and see the differences between colors, shades, and brightness.
- Cosmetologists should employ protective measures, such as the use of rubber gloves and/or protective creams whenever possible when dealing with chemicals or tints.
- Some individuals may develop allergies to ingredients in cosmetology-related chemicals or experience abnormal conditions resulting from contact with chemicals or tints.

Safety Requirements

Basic safety requirements for each course are reviewed on the first day of class during orientation, and more precise safety and sanitation are again reviewed at the beginning of each subject matter. Prospective students that might be adversely affected by long periods of standing or sitting, or by being exposed to chemicals used in the Beauty Industry, should obtain a doctor's release before entering the Academy or continuing school. Example of such health conditions might include Asthma, Pregnancy, or Allergic Reactions to odors or chemicals used in the profession. Persons at risk with health, nervous or emotional conditions should consult with a physician before considering enrolling.

Disclaimer Statement

Donna's Academy of Hair Design reserves the right to reverse or amend any items contained herein without prior notice. We reserve the right to deny admission to any person that we feel does not have the ability to benefit from our training. Donna's Academy of Hair Design teaches Safety and Sanitation, we are not responsible for cuts, allergic reactions, burns, or any other type of injury that may be associated with the use of certain products, chemicals, and/or implements used.

ADMISSIONS POLICIES

Educational Goals

1. To train students in basic skills to successfully pass the Missouri State Board exam.
2. To provide education in both theory and practical learning to allow the student to pursue a successful career with excellent earning potential.
3. To help students develop excellent work habits coupled with a professional attitude.
4. To educate the student to be successful through self-motivation with a firm understanding of the Beauty Industry.

Enrollment

Donna's Academy of Hair Design reserves the right to change class entrance date schedules. When a prospective student schedules an interview, they will tour the facility and discuss job opportunities, curriculum, the attendance policy and graduation requirements. The next stage of enrollment is to schedule an appointment for a "Shadow" day, which consists of coming to the school during a theory class and then spend some time in each phase of the program, usually from 8-10am or longer. After the prospective student completes a shadow day they may enroll at any time by a personal visit to the administrative office

A prospect who wishes to enroll must go through the following admissions process and submit the following

- Tour Donna's Academy of Hair Design and Attend a "Shadow Day"
- Submit documentation proving that the student is at least 17 years of age (birth certificate, passport, driver's license) or a social security card.
- Donna's Academy of Hair Design will admit students of either sex with a High School Diploma or a GED. (Submit a copy of a valid high school diploma or GED or official transcript showing graduation or course completion). If a student is home schooled please submit a state-issued credential for secondary school completion.
- Submit two 2" by 2" bust photographs taken within the last two years.
- Complete and submit State enrollment application, along with the applicable State Board fee, \$25.00 money order payable to Director of Revenue State Board of Cosmetology.
- Complete and sign the Academy's Enrollment Agreement and pay the \$50.00 enrollment fee, \$50.00 lab fee (refundable) and \$50.00 application fee. (nonrefundable)
- Students must agree to abide by Donna's Academy of Hair Design Rules and Regulations Policies
- Submit any other state-required documents, including, but not limited to proof of lawful presence in the United States where required (prospective transfer students are responsible for submitting all state-required documents prior to enrolling);
- Attend orientation on the first day of school.
- Agree that all monies due, will be paid in full, before the Missouri State Board will allow exam or licensing.
- Students must attend at least one day of class to be considered enrolled
- Read and sign the Cosmetology Occupational Demands form
- Vaccinations are not required from potential students to attend school.
- **Instructor Trainee course requires proof of current Cosmetology License**

Schedule of Tuition Payments and Applicable Fees

- Donna's Academy of Hair Design accepts payment in the form of cash, personal check, cashier's check or all major Credit Cards.
- First tuition payment is due the first day of school.
- Subsequent tuition payments are due by the 1st day of each month following the student's start date.
- Payments received after the 15th of the month and accounts with a past due balance after the 15th of the month will be subject to a \$25.00 late fee for each late payment.
- We reserve the right to suspend or terminate enrollment for non-payment of tuition or any other required fees.
- Overage fees and late fees are due when incurred and Donna's Academy of Hair Design reserves the right to suspend attendance until these fees are paid in full.
- Tuition checks must have a student Name/ID# clearly written on the check.
- Any checks returned for insufficient funds will be subject to a \$25.00 NSF fee. Checks will no longer be accepted from students from whom Donna's Academy of Hair Design receives returned checks.
- Transcript requests will not be processed until all amounts due are satisfied per the student's enrollment agreement.
- **Tuition and fees must be paid in full 2 weeks before the student's graduation date.**

Qualified Individuals with Disabilities

Donna's Academy of Hair Design will make reasonable accommodations for any student who has a known physical or mental limitation if they are otherwise a qualified student with a disability, as required by local, state and federal laws.

The Occupational Demands of the Industry is reviewed with each student prior to enrollment and are also outlined in the student handbook. A signature form is required at the time of enrollment.

Requests for accommodations based on a disability, religion or other protected class should be made in writing to the admissions office for review. A valid IEP may be required to determine the need for an accommodation.

Exceeding Enrollment Agreement End Date

Please read this section carefully and plan ahead to prevent additional fees for exceeding enrollment agreement end date.

1. 93.75% attendance is required to complete the program by a student's enrollment agreement end date, per contract agreement, for Cosmetology. 83.33% attendance is required to complete the program by a student's enrollment agreement end date, per contract agreement for Instructor Trainee.
2. Students should review their enrollment agreement to make sure they know the enrollment agreement end date and should monitor absences carefully or risk exceeding this date and incurring additional fees.

Graduation Requirements

A Cosmetology student will receive a graduation diploma after he/she has completed stated hours of training, passed the school final examination with an 80%, completed minimum requirements listed under curriculum with at least an 80% average on written/practical assignments, with 66.67% attendance, and have paid all financial obligations to Donna's Academy of Hair Design. An instructor trainee student will receive a diploma after he/she has completed stated hours of training, passed the school final examination with an 80%, completed minimum requirements listed under curriculum with at least an 80% average and maintained a 66.67% attendance.

Licensure Requirements

The Missouri State Board of Cosmetology requires that all students receive the required number of hours as set forth in the State Board Law Book. Cosmetology 1500 hours; Instructor Trainee 600 hours and pass the State Board Written and Practical with at least a 75%.

Graduate Placement Service

Donna's Academy of Hair Design maintains employment placement service for the benefit of both current and former graduates. We do not guarantee job placement for our graduates. If a student wishes help in job placement they may refer to the job placement board or ask for assistance from the director.

Right to Privacy-FERPA

Education records are defined under FERPA as records that are directly related to a student and are maintained by an educational institution or by a party acting for the agency or institution. The records can be handwritten, print, magnetic tape, audiotape, film, diskette, electronic image, microfiche, or other format or medium.

Student records are available to all agencies covered under FERPA. Examples of these agencies are the Department of Education; the office of the Inspector General, and said representatives of programs regulated by or represented by these offices. Under NACCAS Standard III.12, Donna's Academy of Hair Design must provide and permit access to student files and other school records as required for an accreditation process initiated by the institution or by NACAAS, or in the response to a directive of the commission.

Information that is personally identifiable in an educational record may not be released without prior written consent from the student and except to the extent that FERPA authorizes disclosure without consent as listed above. Some examples of information that cannot be released include citizenship, disciplinary status, grade point average, marital status, and social security or ID numbers. Personally identifiable information from a student record will not be released without written consent from the student. Parental access to a daughters or sons educational record must come in a written authorization from the student before access to the record is allowed.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Generally, schools must have written permission from the eligible student in order to release any information from a student's educational record. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Donna's Academy of Hair Design in an administrative, supervisory, academic, or a person or company with whom Donna's Academy of Hair Design has contracted (such as an attorney, auditor, or collection agent).

Under FERPA, students have the right to inspect and review their own educational records within 45 days of the day Donna's Academy of Hair Design receives a request for access.

Students should submit to the Admission Office a verbal or written request that identify the record(s) they wish to inspect. The Admissions Office will make arrangements for access and notify the student of the time and place where the records may be inspected

Students may ask to amend a record that they believe is inaccurate or misleading. They should write the official responsible for the record; clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If Donna's Academy of Hair Design decides not to amend the record as requested by the student, we will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Our graduation rate for time period September 1, 2014 – August 31, 2015, for Department of Education timeframe, was 81.8%

2015 Annual Report Year as reported to the National Accrediting Commission of Career Arts and Sciences

On time completers, is based on the students who graduated from January 1, 2015 to December 31, 2015 and did so within "normal time". Normal Time is based on the published length of the program in the catalog. The rate is calculated by dividing the number of on-time completers by the total number of graduates for the year.

80.00% Completion Rate

90.00% Placement Rate

100% Licensure Rate

COSMETOLOGY OUTLINE 1500 clock hour program

COURSE DESCRIPTION: CIP CODE 12.0401

The cosmetology course is designed to train the student in the basic skills, proper work habits, business skills, safety and sanitation procedures necessary to obtain licensure and competency in a job at entry level proficiency in cosmetology. Students that successfully complete this program will receive the Education and Training to prepare them for the State Board Exam. Class time will be spent learning the Technical Skills and Theory of Hairdressing, Haircutting, Permanent Waving, Hair Coloring, Manicuring, Curling Iron and Salon Business. To assist the student to better understand the chemicals they work with, they will study hair structure and hair chemistry. After receiving a Professional Cosmetology License, it will enable them to perform any standard cosmetology service required in a beauty salon. The course is taught in English.

Instructional Methods:

1. Written Material
2. Printed textbook information
 - Book—Pivot Point Salon Fundamentals Text—Clif St. Germain 2000,2010
ISBN# 978-1-934636-66-4
 - Book—Pivot Point Salon Fundamentals Study Guide— Clif St. Germain 2000,2010
ISBN# 978-1-934636-75-6
 - Book—Pivot Point Salon Fundamentals Exam Prep— Clif St. Germain 2000,2010
ISBN# 978-1-934636-78-7
 - Book—Matrix Education C.R.A.F.T. Color Methodology Vol. 2—*No ISBN available*
 - Book—Matrix Education C.R.A.F.T. Cutting Methodology Vol. 2—*No ISBN available*
3. Workbook Assignments
4. Written Tests
5. Lectures
6. Hands on demonstrations
7. Videos
8. Perform skills on clients, other students and or mannequin

Educational Objectives:

Upon completion of the course requirements the Graduate will be able to:

1. Successfully pass the State Board exam to achieve licensure.
2. Perform at entry level the skills applicable to the field of cosmetology.
3. Achieve employment in the field of Cosmetology.
4. Project a positive and confident attitude to ensure sound judgment decisions, and to practice effective communication skills in order to build a client base.
5. Practice proper grooming.

Grading Procedures:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by the 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.

Your grade for this class will be based on the following cumulative grade averages

* Attendance	66.67%
Practical Lab	80%
Written Tests	80%
Final	80%
State Law Test	80%

A minimum Written and Practical Grade average of 80% is required to Successfully Complete the class. Grading is completed according to the following scale:

- 95%-100% = A Excellent
- 85%-94% = B Good
- 80%-84% = C Satisfactory
- Below 79% = D Unsatisfactory

Student Kit, Book, and Supply Distribution

Student books and kits are distributed on the first day of class. **The State Board of Cosmetology requires that all kits and its contents remain on school premises from the 1st day of class through the last day.** The kit and books are the student's property and responsibility. As the student advances in training, any additional tools of the trade necessary are purchased by the student. Supplies needed to perform salon services are distributed throughout the program by Donna's Academy of Hair Design.

COSMETOLOGY TUITION

Tuition	\$8,250.00
Enrollment Fee	50.00
Application Fee	50.00
Lab Tech Fee	50.00
Books	482.51
Kit/Supplies	1,340.31
Total:	\$10,222.82

- All application fees are non-refundable.
- Lab fees are non-refundable.
- Books and kits must be purchased before the 1st day of class and are non-refundable.
- Payment must be made regardless of attendance. Payment arrangement can be made for students wishing to make monthly payments. Future monthly payments are due the 1st of each month.

*****A return check fee of \$25.00 plus the applicable bank charge will be assessed for all bad checks written to Donna's Academy of Hair Design**

COSMETOLOGY COURSE OUTLINE

- I. Course consists of 1500 hour program
 - A. 1 Hour theory (8:00a.m- 9:00a.m. Monday – Friday)
 - B. Demonstrations (To be done by guest speakers, instructors and videos)
 - C. Practical Worksheets (Done by students every day)
 - D. Manikins (Daily assignment sheets detailing the work to be done)
 - E. Practice on each other
 - F. Work on clients
- II. Textbooks
 - A. Salon Fundamentals Textbook, 2000
 - B. Salon fundamentals Study Guide, 2000
 - C. Salon Fundamentals State Exam Review
- III. Grading
 - A. Written exams & practical work
 1. Based on theory presented in class in preparation for State Board
 2. Based on practical experience on manikins
 - B. Satisfactory progress
 1. 80% cumulative grade average is required on written and practical
 2. 66.67% attendance is required
 - C. Students
 1. Monitored daily in class
 2. Monitored daily on clinic floor
- IV. Report Cards/Evaluations
 - A. At least 4 times minimum
 1. Includes progress in theory
 2. Includes progress in clinic
 3. Includes accumulated hours
- V. Counseling
 - A. Individual students will be counseled on an individual basis
 - B. Counseling may also be requested from students or faculty members
- VI. Reference Library
 - A. Milady's Standard Cosmetology Text, 2004
 - B. Milady's Standard Cosmetology Study Guide, 2004
 - D. Matrix Coloring Handbook, by Matrix
 - E. Basic and Exotic Braids, by Carol Gregor
 - F. Extensive collection of books and videos to numerous to mention

COSMETOLOGY UNITS OF INSTRUCTION

1. SHAMPOOING OF ALL KINDS (40 HOURS)
 - A. OBJECTIVE: Student will understand and put into practice the basic steps of draping, shampoo procedures and shampoo, pH and its importance, scalp massage, conditioning, infection control and safety and brushing techniques.
 - B. MATERIALS NEEDED: Shampoos, rinses, conditioners, scalp treatments, towels plastic client cape, neck strip, hairbrush, all purpose comb and Litmus paper.
 - C. EXPECTED OUTCOME: To complete procedure within 15 minutes and score 80 minimum on test.

2. HAIR COLORING, BLEACHES AND RINSES (130 HOURS)
 - A. OBJECTIVE: Student will understand color, being able to identify the client's existing hair color and knowing how to change the client's existing hair color by the use of, the color wheel, the law of color, the level system, and by knowing the safety precautions, foil techniques, different types of hair and the different types of products that are available, including different volumes of peroxide.
 - B. MATERIALS NEEDED: Temporary hair color, semi-permanent hair color, permanent hair color, bleaches, peroxides, plastic cape, towels, plastic cap (optional) gloves, comb, applicator bottle or brush and bowl, color chart, hair color product, conditioner, protective cream, cotton, plastic clips, shampoo, record card, timer.
 - C. EXPECTED OUTCOMES: The use of proper safety precautions, analysis, and proper technique and score 80% minimum on test.

3. HAIR CUTTING AND SHAPING (130 HOURS)
 - A. OBJECTIVE: The student will be able to demonstrate the use of proper implements for hair shaping and cutting. Correctly shape and cut hair using scissors and/or razor. Identify reference points on the head form and understand their role in haircutting. Define angles, elevations, and guidelines. Successful client consultation.
 - B. MATERIALS NEEDED: Shears, razor, thinning shears, clippers, combs, towels, cape, neck strip, spray bottle, shampoo and conditioner (optional), clips, comb,
 - C. EXPECTED OUTCOMES: Use of proper techniques and safety precautions to cut hair in 20-25 minutes with razor and 25-30 with scissors. Provide a haircut in accordance with a client's needs or expectations. Consulting with clients to determine their needs and preferences. Student is to provide a safe environment and take measures to prevent the spread of diseases. Student will score 80% minimum on test.

4. PERMANENT WAVING AND RELAXING: (125 HOURS)
 - A. OBJECTIVE: The student will be able to list the factors of a hair analyses for chemical service, and explain what takes place to your hair during a permanent wave /relaxing procedure. Successfully demonstrate different wrapping techniques and procedures. Learn safety precautions. To be familiar with different products used during a perm/relaxing.
 - B. MATERIALS NEEDED: Rods, end papers, the selected perm and neutralizer, shampoo, protective cream, cape, neck strip, towels, cotton, plastic clips for sectioning, picks, spray bottle, timer, rattail comb, applicator bottle and gloves.
 - C. EXPECTED OUTCOME: Use of safety precautions and proper steps to complete a permanent wave in 2 hours or less and application of relaxer in 20 minutes. Student will score a minimum test score of 80%.

5. HAIR SETTING, PIN CURLS, FINGERWAVES, THERMAL CURLING: (225 HOURS)
 - A. OBJECTIVE: The student will be able to successfully demonstrate the techniques of finger waving, pin curls, roller setting, and thermal curling. Identify and apply the different bases to pin curls, roller sets, and when using a curling iron.
 - B. MATERIALS NEEDED: Towels, plastic cape, shampoo, conditioner, neck strip, styling comb, clippies, gel, various size rollers, curling iron.
 - C. EXPECTED OUTCOME: Use of proper implements when needed to create the desired outcome. Student will score 80% minimum on test.

6. COMBOUT AND HAIRSTYLING TECHNIQUES (105 HOURS)
 - A. OBJECTIVE: Student will be able to comb out hair into styles specified by the patron, by mastering the different techniques in these specific areas; backcombing, lifting and rolling the brush, ruffled, locked-in comb outs, and back brushing.
 - B. MATERIALS NEEDED: Comb out cape, brushes, comb, hairspray (optional) neck strip, pick (optional).
 - C. EXPECTED OUTCOME: To create specific hairstyles in 30 min. or less. Student will score 80% minimum on test.

7. SCALP TREATMENTS AND SCALP DISEASES (30 HOURS)
 - A. OBJECTIVES: Students will be able to perform and understand the use of scalp and hair treatments. Familiarize with disorders of the scalp and hair.
 - B. MATERIALS NEEDED: Neck strip, cape, brush, scalp conditioner or treatment for specified condition, infrared lamp (optional), shampoo, towel,
 - C. EXPECTED OUTCOME: Perform proper steps for scalp treatment in 30 min. or less. Student will score 80% minimum on test.

8. FACIALS, EYEBROWS, AND ARCHES (40 HOURS)
 - A. OBJECTIVES: The student will be able to describe the 5 main categories of professional skin care products, procedures and movements for giving facials, explain the different types of skin and skin condition. List and describe the different types of electrical current used and the safety precautions. Identify the various types of massage movement and their physiological effects. Learn the technique and procedure for lash and brow tinting and arching.
 - B. MATERIALS NEEDED: Cleansing products, Exfoliate Treatment and massage creams, Moisturizers, Gauze for mask application, Towels, facial bed or chair, steamer, garbage can, magnifying lamp, makeup and tray, gown, sponges, spatulas, tissues, cotton, clean sheet for covering, tweezers, wax, antiseptic lotion, spatula or wooden applicator, wax heater, fabric strips for hair removal, gloves,
 - C. EXPECTED OUTCOME: 80% min. score on exam. Using the proper steps and to give a facial and makeup in one hour or less.

9. MANICURING, HAND AND ARM MASSAGE, AND TREATMENT OF NAILS. (110 HOURS)
 - A. OBJECTIVE: The student will be able to describe the structure and composition of nails, discuss how nails grow. List and describe the various disorders and irregularities of nails. Recognize diseases of the nails that should not be treated in the salon. Become adept with hand and nail care, arm, and hand.
 - B. MATERIALS NEEDED: Finger bowl, files, towels, warm soapy water, cream or lotions, disinfectant, waste container, orangewood stick, cotton, polish, nippers, manicure table, polish remover.
 - C. EXPECTED OUTCOME: Proper use of safety and sanitation procedures on a plain manicure in 40-60 min. Minimum of 80% score by student on test exams.

10. COSMETIC CHEMISTRY: (25 HOURS)
 - A. OBJECTIVE: The student will understand the specific ingredients in the products and what affects the will have on their clients.
 - B. MATERIALS NEEDED: Product labeling, ingredients are listed in order of their concentration.
 - C. EXPECTED OUTCOME: Consult with clients to determine their needs and preferences. Apply appropriate cosmetics to enhance their appearance. Test scores by student of 80% minimum.

11. SALESMANSHIP AND SHOP MANAGEMENT (10 HOURS)
 - A. OBJECTIVE: The student will be able to interact with the public, possess the skills that are needed in public relations, techniques of selling, and professional service recommendations, and have basic salon management techniques.
 - B. RELATED MATERIALS: Advertisement, business records and supplies, employment applications, appointment books, first aide, layout of salon, laws, ethics, insurance.
 - C. EXPECTED OUTCOME: Participate in lifelong career with trends, technology, and techniques. Student will score 80% minimum on test.

12. SANITATION AND STERILIZATION (30 HOURS)
 - A. OBJECTIVE: Learn sanitary conditions necessary for cosmetology practice and prevention of infectious/contagious diseases.
 - B. MATERIALS NEEDED: Chemical disinfecting agents, wet and dry sanitizing agents, Sanitary, sterilization, and disinfectant rules, Safety precautions.
 - C. EXPECTED OUTCOMES: Conducting services in a safe environment and taking measures to prevent the spread of infectious disease. Student will score 80% minimum on test.

13. ANATOMY: (20 HOURS)
 - A. OBJECTIVES: The students will be able to describe cells, their structure, and their reproduction. Explain the importance of anatomy and physiology to the cosmetology profession. Define tissues and identify the types of tissues found in the body.
 - B. MATERIALS NEEDED: Skeletal, muscular, nervous, circulatory, digestive, endocrine, excretory, and respiratory structure, cells tissues, and organ visual aids.
 - C. EXPECTED OUTCOME: Student will score 80% minimum on test.

14. STATE LAW (10 HOURS)

- A. OBJECTIVES: The student will become familiar with current state laws relating to practice as a student and licensed cosmetologist.
- B. MATERIALS NEEDED: State board rules and regulations governing the school and salon.
- C. EXPECTED OUTCOME: Pass state board exam, practice cosmetology. Student will score 80% minimum on test.

15. MISCELLANEOUS LECTURES AND TEST (470 HOURS)

- A. OBJECTIVES: The student will be able to apply all learned materials into everyday Cosmetology.
- B. RELATED MATERIALS: Miscellaneous lectures, reviews, tests and a cumulative binder to be kept by student on each specific area.
- C. EXPECTED OUTCOME: Students will be successful through personal motivation with the understanding of the financial aspects of hair styling and the beauty industry.

TOTAL HOURS: (1500 CLOCK HOURS)

INSTRUCTOR TRAINEE COURSE OUTLINE 600 clock hour program

COURSE DESCRIPTION: CIP CODE 12-0413

The instructor trainee course is designed to train the student in the basic disciplines within the field of Cosmetology Instructor, which will include writing lesson plans, organizational skills, managing the classroom environment, lectures and demonstrations, necessary to obtain licensure and competency in a job at entry level proficiency as a Cosmetology Instructor. Students that successfully complete this program will receive the Education and Training to prepare them for the State Board Exam and to successfully obtain licensure in n order to be eligible for employment. Class time will be spent observing theory/practical lecture and learning the skills necessary to teach. This course is taught in English.

Instructional Methods:

1. Written Material
2. Printed textbook information
3. Written Tests
4. Lectures
5. Hands on demonstrations
6. Videos
7. Perform skills while interacting with students.

Goals

1. Instructor trainee will demonstrate practical skills to students
2. Enable students to recreate those skills through their work
3. Instructor trainee will be required to observe the classroom Instructor for their techniques while working as a teacher's aide
4. Participate in class projects
5. Learn how to design lesson plans

Educational Objectives:

Upon completion of the course requirements the Graduate will be able to:

1. Successfully pass the State Board exam to achieve licensure.
2. Perform at entry level the skills applicable to the field of cosmetology instructor.
3. Achieve employment in the field of Cosmetology Instructor.
4. Project a positive and confident attitude to ensure sound learning environment and decision making.
5. To practice effective communication skills in order to relate with students.
6. Practice proper grooming.

Grading Procedures:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by the 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.

Your grade for this class will be based on the following cumulative grade averages

* Attendance	66.67%
Practical Lab	80%
Written Tests	80%
Final	80%
State Law Test	80%

A minimum Written and Practical Grade average of 80% is required to Successfully Complete the class. Grading is completed according to the following scale:

- 95%-100% = A Excellent
- 85%-94% = B Good
- 80%-84% = C Satisfactory
- Below 79% = D Unsatisfactory

INSTRUCTOR TRAINEE TUITION

Tuition	\$5,050.00
Enrollment Fee	50.00
Application Fee	50.00
Books	425.00
Total	\$5,575.00

Please note students enrolling in the Instructor Trainee program currently are not eligible to apply for Financial Aid under Title IV Funding.

- All application fees are non-refundable.
- Books must be purchased before the 1st day of class and are non-refundable.
- Payment must be made regardless of attendance. Payment arrangement can be made for students wishing to make monthly payments. Future monthly payments are due the 1st of each month.

*****A return check fee of \$25.00 plus the applicable bank charge will be assessed for all
Bad checks written to Donna's Academy of Hair Design**

INSTRUCTOR TRAINEE COURSE OUTLINE

1. Hour theory at least two times a wk. (8:00a.m- 9:00a.m. Monday/Friday)
 - A. Demonstrations (To be done by instructors)
 - B. Teaching classroom theory.
 - C. Observing and guiding on the clinic floor
 - D. Helping with paperwork (grading, worksheets, attendance, cash drawer)
 - E. Demonstrating techniques to the students
2. Course consists of 600 hour program
 - A. Basic principles of student teaching (200 Hours)
 - B. Psychology as applied to cosmetology (50 Hours)
 - C. Business experience and management (50 Hours)
 - D. Practice teaching theory and practical (300 Hours)
3. Report Cards/Evaluations
 - A. Maintain an 80% on written and practical
 - B. At least 4 times minimum
 - Includes progress in theory
 - Includes progress in clinic
 - Includes accumulated hours/attendance
4. Text Books
 1. Milady's Master Educator Course Management Guide
 2. Milady's Workbook for Professional Instructor
 3. Milady's Exam Review for the Professional Instructor
5. Must be a licensed cosmetologist, in the State of Missouri
6. Reference Library
 1. Milady's Standard Cosmetology Text, 2008
 2. Milady's Standard Cosmetology Study Guide, 2008
 3. Salon Fundamentals Textbook
 4. Salon Fundamentals Workbook
 5. Beautiful Nails, Publications International
 6. Webster's Collegiate Dictionary

INSTRUCTOR TRAINEE COURSE Units of Instruction

- A. Basic principles of student teaching (200 Hours)
 - 1. Knowledge of subject matter
 - 2. Evidence of planning skills/lesson plans
 - 3. Provision for individual student needs
 - 4. Classroom management
 - 5. Skill in questioning, testing and explaining
 - 6. Presentation techniques/effective communication/teaching aides
 - 7. Interest and enthusiasm for teaching
 - 8. Presentation techniques Voice and speaking manner
 - 9. Appropriate student evaluation/Academic advising
 - 10. Supportive, caring teacher/student relationship

- B. Psychology as applied to cosmetology (50 Hours)
 - 1. Provision for individual student needs
 - 2. Interest and enthusiasm for teaching
 - 3. Supportive, caring teacher/student motivation
 - 4. To identify student expectations of the teacher
 - 5. Ability to be objective concerning student's classroom performance

- C. Business experience and management (50 Hours)
 - 1. Professional Ethics, Human relations
 - 2. The trainee will be able to maintain records of attendance, grading, and time cards
 - 3. To be able to maintain supply inventories
 - 4. Compensation payroll deductions
 - 5. Management
 - 6. To understand and explain Missouri State Laws of Cosmetology

- D. Practice teaching theory and practical (300 Hours)
 - 1. The trainee will be able to bring all skills together and make demonstrations and theory presentations.

- E. Organizational Responsibilities
 - 1. Classroom environment and appearance
 - 2. Use of varied teaching methods and techniques
 - 3. Accepts responsibility for maintaining student records and data

- F. Professional Growth
 - 1. Responded well to constructive criticism
 - 2. Established good rapport with staff and administration
 - 3. Dependable
 - 4. Showed ability for self-evaluation
 - 5. Must be a licensed cosmetologist in the State of Missouri

TOTAL HOURS: (600 CLOCKHOURS)

CANCELLATION AND REFUND POLICY

The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancelation, or school closure.

- A. Rejection: An applicant is not accepted by Donna’s Academy of Hair Design, Inc. and is entitled a refund of all monies except a non-refundable application fee.
- B. A student, or in the case of a student under legal age, his/her parents or legal guardian, cancels his/her contract and demands his/her money back in writing within three (3) business days of signing the enrollment agreement, all monies, including for books and materials, collected are refunded except a non-refundable application fee. The cancellation date will be determined by the postmark on written notification, or the dates said information is delivered to the Director of Admission. This policy applies regardless of whether the student has actually started training.
- C. A student cancels his/her contract after the three (3) business days of signing, but prior to entering classes. In this case, student is entitled to a full refund of all monies paid, less a \$50.00 application fee and \$50.00 registration fee. The cancellation date will be determined by the postmark on written notification, or the dates said information is delivered to the Director of Admission.
- D. If Donna’s Academy of Hair Design, Inc. is permanently closed and/or a course is canceled
 - a. Subsequent to a student’s enrollment, and before instruction in the course and/or program has begun, we shall provide a full refund of all monies paid.
 - b. After students have enrolled and instruction has begun, we shall provide a pr rata refund for all students transferring to another school based on the hours accepted by the receiving school.
 - c. After students have enrolled, and instruction has begun, the school must make arrangements for students, we shall provide a pro rata refund or Participate in a Teach-Out Agreement.
- E. For students who enroll and begin classes, the following schedule of adjustments is authorized:
 - a. Any monies due the applicant or student are refunded within 45 days of official cancellation or withdrawal by student or expelled by the Academy, whether officially or unofficially, which shall not be more than 14 calendar days or ten school days from the student’s last physical day of attendance
 - b. The cost of the books, kit, and supplies is not included in tuition adjustment computations. These items become the property of the student when issued and are not refundable.
 - c. Unofficial withdrawals for clock hour students are determined through monitoring clock hour attendance at least every thirty (30) days. Termination shall occur upon student’s last day of physical attendance in the Academy. Student shall be expelled after 14 calendar days or 10 school days continuous absence, or in the case of a leave of absence, 1 day from the date the student was to have returned. A withdrawal fee of \$100.00 shall be charged to any student not completing the course. The fee from the completion of transcripts will not exceed \$10.00.
 - d. Once a student begins school, the \$100.00 application/enrollment fee is a non-refundable charge.
 - e. The License and Exam fees are also non-refundable.
- F. For students who withdraw or are expelled, total funds due the Academy must be paid within 30 days unless other arrangements are made. All unpaid balances will become the student’s responsibility for all costs of collection; plus a \$25.00 per month late fee charge.
- G. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the LOA or the date the student notifies the Director of Admissions that the student will not be returning. A student that does not return from an approved LOA will be expelled from school and notified via postal mail by the Director of Admissions. The cancellation date will be determined by the postmark on written notification, or the dates said information is delivered to the Director of Admission.
- H. Financial Responsibility: The Student and Legal Guardian (if applicable), jointly and severally, agree to be personally responsible for all outstanding balances owed to Donna’s Academy of Hair Design Inc., including, without limitation, the tuition, fees, and any other monies due and owing to the Academy for the total ours the student is scheduled to attend with respect to the program as of the last day of attendance by the student.
- I. Attorneys’ and Collection Fees: In any legal action permitted by this Agreement or arbitration between parties arising out of or in connection with this Agreement, Donna’s Academy of Hair Design Inc., if it prevails, shall be entitled to recover its reasonable attorney’s fees in addition to any other relief to which we may be entitled or awarded. Further, we shall be entitled to recover any attorney’s fees or collection agency fees and interest associated with the collection of a delinquent account of the student.

CANCELLATION AFTER CLASS COMMENCEMENT

Formal termination by the school will occur no more than 14 days from the student’s last date of physical attendance, or in the case of leave of absence, the documented date of return. A student’s termination date for tuition refund computation purposes shall be the last date of attendance by the student whether termination was voluntary or involuntary. The following schedule of refunds will apply, based on the contract scheduled hours:

PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF PROGRAM OR COURSE			AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
0.01%	to	4.9%	20%
5%	to	9.9%	30%
10%	to	14.9%	40%
15%	to	24.9%	45%
25%	to	49.9%	70%
50%	and	over	100%

Policies and Procedures

Attendance Policies

- Attendance:** Classes will start promptly at 8:00 a.m. (9:00am for clients). Students must attend theory class and be prepared with the proper books and assignments, if a student comes to class unprepared they will be clocked out. There will be a late fee of \$5:00¹ when student arrives late without a valid excuse, (doctor's note, and jury duty). Late/absent fees are due on the day back of arrival, before you can return to school. Valid excuses (doctor's notes, jury duty) for being late or absent are due on the first day back or your absence will not be counted as excused. If student has been tardy or absent and your time card has been pulled, you will not be allowed to clock in until after theory class and or 9:00a.m. if all instructors/office personnel are teaching or busy. Classes are held Monday thru Friday, 8:00a.m. - 4:30p.m. The school will be closed Saturday; however, we reserve the right to open early in the morning and on Saturdays as needed for makeup hours/additional hours.
 - 100% attendance is recommended** for Cosmetology program. However, a 93.75% attendance is required to graduate by a student's enrollment end date, to avoid additional fees (students will not be eligible to graduate unless they have paid their fees) and to avoid termination. All students must attend school a minimum of 66.67% of the time in order to achieve Satisfactory Academic Progress. In addition, each student must maintain an 80% accumulative grade average on written and practical work. And stay current on practical worksheets. **If your percent falls below the required 66.67% attendance or 80% grade average, disciplinary procedures will be implemented. *NOTE: A valid excuse ONLY excuses a student from accumulating a late/absent fees and/or negative points. It does not excuse them for calculation of required attendance. A student must maintain 66.67% attendance regardless of "valid excuses".** For Instructor Trainee program: The minimum accepted progress level is 80% cumulative grade average of written and practical. The minimum attendance level for enrolled students is 66.67% of the total scheduled attendance hours (Please note: The 66.67% attendance requirement is for the establishment of Satisfactory Academic Progress only;) 83.33% attendance is required to complete the program by a student's enrollment agreement end date, per contract agreement. All work assignments and tests must be made up or the students will receive a "0", which will be averaged in with your grades. All practical assignment sheets are due no later than the Monday of the following week or the student will receive a "0". Only Doctors notes will be excused for late assignments. It is the student's responsibility to ask for makeup work. If a student misses ten consecutive days of school, they will automatically be terminated. However, if they clock in on the tenth day they can resume their course of study. The Student is not allowed to miss any more than 10 consecutive days within a four month period without a valid Doctors note, if they do they will automatically terminated. **A student must be clocked in for their scheduled contract hours in order to be counted for attending school for that day.**
- Hours of Attendance:** Students need to be enrolled in school no less than 30 hours per week minimum, and 60 hours per week maximum. A student must be clocked in a minimum of one hour in order to be counted for attendance that day.
- State board requires a time clock** to be used to document your hours of attendance. You will be issued a new time card at the start of each week, with your name and I.D. number. The time card is your responsibility and is to be used as proof that you have completed the necessary hours required. Please check card after timing in or out to be sure the correct time has been documented. In the event of an error, contact a staff member. Always make sure you are using your own personal card. Each student will check only himself/herself in or out on time cards, with adjustments made by a staff member only, if you clock another student in or out you will be suspended for three days or if it is your third write up you will be terminated.
- Breaks:** All students are allowed a 15 minute break in the morning and those who stay until 4:30 will be allowed a 15 minute afternoon break. Instructors set break times. No student is allowed to go to their cars during break times without permission. A disciplinary warning will be issued if a student goes to their car without permission.
- Lunch:** All students will be assigned a 30 minute lunch period which they must clock out and back in. There will be no leaving school to get lunch, then coming back, clocking out and eating lunch, then clocking back in; if you leave school property you must be timed out; no exceptions. No student is to clock back in from lunch until they are done eating. No drink/food is allowed in the classroom, please eat in designated areas. Students that take lunch at a different time or take longer lunch without permission will be subject to being clocked out for the rest of the day. After the third time the student is subject to suspension.
- Students may not leave school** during the day without permission from an instructor, except for lunch. Students must inform an instructor at the beginning of the day if they are leaving early for any reason, (doctor's appointments, court appearances, etc.). Lunch periods will be scheduled at different intervals so as to prevent overcrowding of the lunchroom. All students that leave the school property without prior approval and/or do not clock out will be given a disciplinary warning or suspension of three days which will go against your attendance.

¹ Late fees are calculated as follows on a daily basis: \$5:00 within the first hour you are tardy, additional \$1:00 for every hour you are late up to \$12.00 a day. There will be a charge of \$15:00 for Tue. Wed. and Thurs. absences and \$20:00 for Mon. and Fri. Overtime fees and late fees are due when incurred and Donna's Academy reserves the right to suspend attendance until these fees are paid in full.

7. **Holidays/School Closing:** We observe the following holidays: Martin Luther King's Birthday, Memorial Day, 4th of July, Labor Day, the day before Thanksgiving, Thanksgiving Day, and the day after Thanksgiving. There will be a 2 week Winter Break: The exact days of Winter Break will be determined by the director each year depending on the day of the week the Winter Break Holiday's fall on. We will be closed one day during the year for a mandatory Instructor continued education class. The director, when warranted, may delete holidays and/or declare additional holidays and/or make-up days.
- In case of inclement weather School closings are listed on Fox 4 News channel**
8. **Donna's Academy of Hair Design recognizes Constitution Day;** September 17th, however, school is in session on that day.
9. **Termination/Withdrawal:** Students must maintain criteria set forth in the student handbook to avoid termination. Students who need to withdraw from the program must contact the Educational Director in writing, informing them of their decision.
10. **Absenteeism/Tardiness:** Any breach of the following will be cause for possible suspension or dismissal as determined by the School Director: Excessive tardiness/absenteeism, without a valid excuse, (12 point system determines "excessive" tardiness; late for theory Mon/Fri = negative 4pointseachoccurrence; leaving early any day =negative 3points each occurrence; not showing up at all without a doctor's note =negative 6points each occurrence. Accumulation of negative 12 points at any given time = a warning letter. After 3 warning letters the student will be suspended for three days. The fourth infraction leads to termination. Any week of perfect attendance credits you with 2 points. Those points can be used to offset any negative points accumulated for tardiness.
11. **Overage Fees:** Any additional time required to complete training because of absence, will be charged **\$5.50 per hour** for cosmetology students. These "overage" fees are due weekly prior to training. The overage fee is determined by the scheduled hours of attendance and not the actual hours of attendance. Failure to pay overage fees will result in immediate termination.
12. **Change of Program Status:** Students who wish to change their program status (i.e. from full time to part time or vice versa), must meet with the Educational Director for approval and complete a change of status form. Change of status may only be done at the first of each month.
13. **A six week leave of absence** (defined as consecutive) will extend your **contract date** for personal reasons and medical reasons only with a verified doctor's note. Excused absences are only for computational purposes for grades/late fees only and in **NO WAY** do they reflect an extension of contract or a refund. **Please refer to LOA Policy.**
14. **Grievance policy:** All business connected with training, complaints, questions, etc. is to be discussed and taken care of in the office, in an appropriate professional manner (**No matters are to be discussed on the clinic floor, for any reason, take it in the office with an instructor or office personnel.**) If the complaint cannot be resolved a grievance form must be filled out and submitted to Donna's Academy of Hair Design Administrators. Upon receipt of a grievance the academic administrators and staff will review the issues and provide the complainant with a written response within 5 working days (one week). The decision of the academic administrators and staff will be final. If a resolution is not achieved between the complainant and the academic administrators and/or staff, Donna's Academy of Hair Design will forward the grievance to an outside student advocate; which will then get in touch with the student.
- If a resolution still can't be reached the student may contact: Missouri State Board of Cosmetology, 3605 Missouri Blvd., PO Box 1062, Jefferson City, MO 65102 - Phone 866-762-9432 or the National Accrediting Commission of Career Arts and Sciences (NACCAS), 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302 - Phone 703-600-7600.
15. **Disciplinary:** Other grounds for suspension or dismissal include improper/abusive behavior or treatment of other students, school officials, or school patrons; bringing/using alcohol beverages or drugs (except those prescribed by a physician) on school premises or coming to school under the influence of the same. Refusal to take instruction from teachers, cheating, swindling, or stealing from other students, instructors, the school, or the school's patrons. Students are to maintain a professional demeanor at all times. Loud talk or yelling is not allowed on the clinic floor. **Profane language, unprofessional behavior, any form of harassment, arguing, or fighting with other students or instructors, insubordination to instructors or staff will not be tolerated and will be sufficient grounds for suspension or termination.** If a student gets in a fight with another student, school officials may clock out and send home all students involved not matter who started the fight and could be sufficient grounds for suspension or termination.
16. **Sanitation:** Keeping the facility clean is part of the training in how to keep a Beauty Salon or Spa clean and presentable to the public. State Law requires that students spend a designated amount of time performing sanitation and sterilization and is accounted for on the time sheet. Therefore, during the student's time enrolled, the student will be assigned sanitation duties (that will be rotated) and are to be performed daily. Personal work areas and stations must be kept neatly arranged during and after a service to a patron. Keep the area clean and equipment put away when not in use. If a student does not perform their job before leaving they

must do it the next morning or won't be allowed to clock in. If a student leaves there curling iron, flat iron, blow-dryer or any other electrical appliance plugged in and left overnight it will be confiscated and not returned, as this poses a fire hazard to the school.

17. **Students may perform work on immediate family members** (family members they live with) at half price.
18. **Professional Products:** Only products that are used by the school may be kept at your stations and used on clients.
19. **A student under the age of 18 years** and unmarried must have written permission from their parents to change their hair color. Students are to supply their own salon products for any personal services performed while they are at school.
20. **Personal Services:** Students will be allowed personal services only if they are on schedule with their work sheets, have a passing grade average, have the appropriate amount of "Donna Dollars" or they are on Donna Roll (see Donna Roll Policy). The student must have it cleared through an instructor prior to any personal services. Failure to pay for services or retail is considered theft. If a student is involved in a theft they may be suspended / terminated and disciplinary procedures will be initiated.
21. **Visitors:** Students are not permitted visitors while they are in class or while working on clients. Please advise friends and family members that you cannot be interrupted during school hours. Please no Public Display of Affection on the school property, only appropriate behavior.
22. **No student is to delegate work to another student.** Only students acting as receptionist will be allowed to make appointments for other students. Only students assigned to the front desk may be at the desk. Students that volunteer to work at the front desk are responsible for the money drawer, if the drawer comes up short it will be the student's responsibility to pay the difference.
23. **Students must charge all patrons** for all services performed. Failure to do so is considered theft. If it is determined that the failure to charge for services is intentional, the student may be suspended/terminated.
24. **Client Refusal:** No student is allowed to turn down any clients and/or appointments unless the client is someone he/she is having personal problems with (Example: Ex-husband, etc.), and must be approved by the instructor. Students will be clocked out and sent home for client refusal. No student may leave a client for any reason without approval from the instructor.
25. **Work Sheets:** When students are not giving a service to a patron they are to be fulfilling requirements on their work sheets in their designated classroom.
26. **Time sheets** with accumulated hours from previous week will be handed out on Tuesday. Students must have their sheets properly completed by 4:30 Wednesday. If they do not turn in their sheets on time their hours will be logged in as miscellaneous and will not be credited in the required state board category. If at 1500 hours too much time is logged under miscellaneous and not under the proper category then state board will not let you sit for boards. In this case, if a student wants to sit for boards they will have to re-enroll and pay for extra hours.
27. **No smoking** is allowed in the building. Students may smoke outside the building away from the doors at the south west corner of the parking lot. Smoking is allowed only during lunch or assigned breaks. Students will be expected to keep the smoking area clean and free of cigarette butts. Receptacles are provided for cigarette butts. Any student not on lunch or a break, found outside the building smoking will be clocked out and required to leave for the day. Smoking privileges may be revoked by the academy director, at any time, for any reason.
28. **Parking:** Students must park away from the building area. Designated parking for students is on the east lot facing the highway. Students must follow the parking directions as assigned by the building landlord; students who park in an unauthorized space will be charged a fee of \$10.00 per occurrence. Students who do not follow the parking directions will have their car towed at their expense.
29. **Dress Code:** All students must follow the dress code policy (black scrub pants only and red or black scrub tops or Donna's shirts). Uniforms must be kept neat and clean. Only black or white shoes or a combination of both are allowed. On professional days sleeves must cover underarms, dresses/skirts must be a professional length, observe the "3-B rule", no head scarves, hats, shorts of any kind, or flip flops (no beach wear). Sandals are allowed only during the summer months (June, July, August) feet must be clean and toes polished. No clear polish allowed. Only bags, purses, etc. that are clear will be allowed inside the school building. All others must be kept in your car. Students will be clocked out for non-regulation bags or improper dress.
30. **Equipment and personal belongings:** Each student is responsible for his or her own equipment, books, and personal belongings. Each student is assigned a locker to store personal belongings and kit supplies. Students should NOT bring large amounts of cash to school and if they are given a Title IV check they should place in a safe place immediately.

31. **Lockers:** Each student is provided a locker when they start school, to be used for their books and other personal items. Individual lockers are generally assigned, but in some cases students may be required to share lockers. Each student must use only the locker which is assigned to him or her. If a student places a lock on an unassigned locker, the lock will be cut and the contents of the locker will be placed in an academic office, if possible. The student will have 2 weeks to claim the property. If the student does not claim the property, then we may donate the property to a local charity. Students should have no expectation of privacy in their lockers or in any other location at Donna's Academy of Hair Design. Lockers are the property of school and we reserve the right to reassign and/or inspect the contents of all student lockers, at any time, with or without cause. Donna's Academy of Hair Design will not be held responsible for lost, stolen or damaged items, including the lock. Lockers are for use by current, active students only. Students must remove all belongings, including their locks, from their assigned lockers immediately upon graduation, termination or withdrawal. If a student does not vacate the locker within two weeks following his or her last day of attendance, we will cut the lock and donate the contents of the locker to a local charity. A student who damages a locker will be required to pay the cost of repairing or replacing the locker.

32. **Donna's Academy of Hair Design IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** It is the responsibility of the student to replace any missing equipment at his or her own expense.

33. **Students may NOT remove school equipment from the building at anytime.** The State Board of Cosmetology requires that all student kits remain at the school until the student completes the program. Each student is responsible for his/her own tools and equipment issued to them while in training. Any additional equipment that may be needed or wanted the student must purchase and they are solely responsible for it.

34. **Copyright Infringement Policy**

Copyright infringement is against the law and is prohibited at this school. Willful copyright infringement can also result in criminal penalties of up to five years in prison and fines of up to \$250,000 per offense. Under the Copyright Infringement Policy Donna's Academy of Hair Design prohibits the unauthorized use of copyrighted material, including on its computer systems or networks: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, texts, or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, or similar content. While we do not provide students access to computers for studying or teaching, the policy remains in effect, and includes personal computer use and copyright violation for assignments and research that a student or employee may conduct on their own personal time. All students and employees are expected to comply with any applicable copyright laws.

If a student or employee suspects copyright infringement, they should report such infringement in writing, attention to the Director, the name and article of claimed infringement for further review by the Director. The Director will conduct an investigation on the alleged infringement. Any students or employees who violate this policy will be subject to disciplinary action up to and including termination of employment or enrollment and may also result in local, state and/or federal charges. Legal sanctions under local, state and federal laws may include: In a civil action, the individual infringer may be liable for either actual damages or statutory damages of up to \$30,000. In addition, individual infringers may be subject to criminal prosecution. Criminal penalties can include up to ten years imprisonment depending on the severity of the infringement.

Summary of the Law

Copyright is legal protection of intellectual property, in whatever form, that is provided for by the laws of the United States to the owners of copyrights. According to the U.S. Copyright Office, a Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of 'original works of authorship,' including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. The Copyright Act generally gives the owner of a copyright the exclusive right to do and to authorize others to do the following:

To reproduce the work, prepare derivative works, distribute copies, and display the work publically. The law does permit "fair use" of copyrighted material without the copyright owner's permission in certain circumstances (see *17 U.S.C. § 107*).

Some works are not protected by copyright and fall into the "public domain." For example, works created by a United States government employee within the scope of employment, or works for which copyright has expired (generally, 70 years after the life of the author). Once a work is in the public domain, it may be used without obtaining copyright permission. The Digital Millennium Copyright Act (DMCA) realizes that digital transmission of copyrighted works adds complexity to the law. This act amended the copyright law to provide regulations for works cited via the Internet. To review this act on line got to <http://lcweb.loc.gov/copyright/legislation/hr2281.pdf>.

35. **Advising:** Student support advising services are available throughout the program. If an outside resource becomes necessary, the director or instructor will refer the student to the available agency. Academic advising is completed on a regular basis. These progress reports include attendance and grade averages. Students will have the opportunity to talk individually with their advisor and discuss their academic progress.

36. **Disciplinary Procedure: Verbal Warning**

Types of offenses that will likely result in a verbal warning, depending on the nature and frequency of the offense, as well as history of past offenses (this is not an exclusive or exhaustive list):

Verbal abuse (swearing, calling staff and/or students names, using racially offensive language, talking back, making direct or indirect threats)

Disrupting class (coming in and out of class, talking in class, using cell phones, Bluetooth's, iPods (or similar devices) or PDA in class or on the performance floor, raising voice to other students or staff, or otherwise disrupting the learning environment).

Written Warning

- a. Improper conduct or failure to follow school policies and procedures, whether written or verbal, may result in suspension, dismissal or termination. Violation of school policy could result in suspension/termination.
- b. If a student violates school policies a warning notice may be written, on the student, by a staff member. A copy of the warning notice is kept in the student's academic file and a copy will be given to the student. The third warning notice issued to a student, will be an automatic suspension up to 3 days. If the student fails to return the day after their suspension ends, that student will automatically be terminated from the program. If the student returns after their suspension, any future violation of school policies will result in immediate termination. After termination the student may write an appeals letter within 24 hours, requesting that they are allowed to return to school. Within 3 days, a meeting will be held with the director and instructors or office staff to determine if the student is allowed to return. If the student is allowed to return, the school will notify the student by writing or phone with a date to return. If a student is reinstated after termination, they will automatically be terminated with the first violation of the school rules and policies. If the student is terminated they must take care of any outstanding balance owed. Students will have no longer than 90 days to pick up their belongings/kit etc. or it will be disposed of.

37. **Harassment Policy** All employees and students have a right to an environment free of discrimination, which includes freedom from harassment - whether that discrimination or harassment is based on sex, age, race, color, ethnic origin, religion, creed, national origin, marital status, sexual orientation, or membership in other protected groups. Donna's Academy of Hair Design prohibits discrimination and harassment of its students and employees by supervisors, co-workers, students, guests, or suppliers. Such conduct may result in disciplinary action up to and including dismissal of the employee or termination of enrollment for a student. Other individuals (non-employees and non-students) found to have engaged in harassing or discriminatory behavior will be asked to leave and not return. Specifically, no supervisor shall threaten or insinuate either explicitly or implicitly that any employee or student's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, or any other condition of employment, student enrollment, and academic status. Other harassing conduct in the workplace/educational facilities, whether physical or verbal, committed by supervisors or others, is also prohibited. This includes slurs, jokes, or degrading comments concerning sex, age, race, color, ethnic origin, religion, creed, national origin, marital status, sexual orientation, or membership in other protected groups; offensive sexual flirtatious advances or propositions; any abuse of a sexual nature; graphic verbal comments about an individual's body; and the display in the workplace of sexually suggestive objects or pictures. Employees and students who have complaints of harassment should report such conduct to the Director. All such complaints will be investigated. If the investigations confirm the allegations, appropriate corrective action will be taken. Donna's Academy of Hair Design cannot guarantee that all complaints will be kept confidential, but will make every effort to do so.

38. **Probationary Period for New Students** All new students will be under a twenty-one calendar day introductory probation period. During the probationary period a student will be allowed no absences, will not be tardy or will not be allowed to leave early, exceptions will be made for special circumstance, i.e. death of a relative or medical situations. In conjunction with attendance, instructors will monitor the student's attitude, level of participation, behavior and overall passion for the industry. If at the end of the probationary period the academy does not believe that the student is ready for the study of cosmetology Donna's Academy of Hair Design reserves the right to dismiss anyone during their probationary period. Please refer to the refund and cancellation policy in the student handbook to know what the student will be held accountable for.

39. **Change of Address** If a student has a name change, moves, and/or changes their phone number they must notify the admissions director immediately.

40. **Cell Phone Policy** While we understand that a student may want their cell phone with them throughout the day, we also understand that they can be a distraction to the learning process. With that being said cell phones are only allowed in classrooms and lunch rooms at appropriate times, such as break times of 9-9:15 and 2-2:15. The use of cell phones is prohibited during theory, any instructional time, on the clinic floor or anytime an instructor asks you to put it away.

You are responsible for your own education and we expect you to use your phone responsibly and always have it set to silent, as to not interfere with learning or other students. **If you need to make an important call during the day, please let an instructor know and step outside.** We understand that you may want to check your phone periodically throughout the day and while we are fine with this, we would ask that you please stand next to your mannequin head and look professional at all times.

If the cell phone interferes with the learning process you will be asked to put it away for the day. The cell phone will either need to be placed in the student's locker or in their car at this time. If you refuse we will implement our reprimand policy.

When a student refuses to put their cell phone up, they will be given a verbal warning. Upon refusal to place their cell phone in their locker or their car the student will be written up for rule number 18 and/or number 40 (refer to student handbook.)

The next time a student is caught with their cell phone out, during a time of learning, and they refuse to put the phone up, they will be clocked out and sent home for the day.

If a student is getting their cell phone taken away frequently the student will then be required to leave their cell phone in their car during the school day and will only be able to use it during break time (refer to policy # 4) or lunch time.

Cell phones are a privilege and at times can be used for a fun activity, please use them responsibly.

41. **Students must agree to abide by Donna's Academy of Hair Design's Policies and Procedures** and Missouri State Board of Cosmetology Statutes and Regulations that are in effect or may become effective, and sign the rules and regulation statement, found on page 38 of the handbook.
42. **MAXIMUM TIME FRAME TO COMPLETE THE COURSE POLICY** The maximum timeframe in which students must complete the educational program, may not exceed 150% of the published length, measured in clock hours. Students who exceed the maximum time frame of 150% will be terminated.

Leave Of Absence Policy

Donna's Academy of Hair Design has a formal written policy regarding leaves of absence requiring that all requests for leaves of absence be submitted in advance in writing, include the reason for the student's request, and include the student's signature

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period 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 a LOA.

A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation.

- (a) Donna's Academy of Hair Design requires a student to apply in advance for an LOA unless unforeseen circumstances 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 institution, the student would not have been able to request the LOA in advance.
- (b) Donna's Academy of Hair Design may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances; only if Donna's Academy of Hair Design can document the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by Donna's Academy of Hair Design to be the first date the student was unable to attend Donna's Academy of Hair Design because of the accident/unforeseen circumstance.
- (c) There must be a reasonable expectation that the student will return from the LOA. Failure to return from a leave of absence on the scheduled return date will result in immediate termination from Donna's Academy of Hair Design
- (d) Donna's Academy of Hair Design will not assess the student any additional institutional charges as a result of the LOA
- (e) The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. The Missouri State Board of Cosmetology only allows up to a six week LOA for any student wishing to take a leave regardless of the situation. Therefore, Donna's Academy of Hair Design, will only allow up to a six week LOA for any student wishing to take a LOA. (per Mo. State board regulations.)
- (f) A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- (g) Donna's Academy of Hair Design will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties
- (h) Donna's Academy of Hair Design is required to take attendance, through the use of time cards, Therefore, if a student does not return to Donna's Academy of Hair Design at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date, for the purpose of calculating a refund is always student's last day of attendance.
- (i) Scheduled hours will not be accumulated
- (j) The leave will not affect the student's satisfactory progress status and will return to school with the same academic and attendance status held prior to the leave.
- (k) The student will be informed as to when he or she is scheduled to resume training
 - i. A student who wishes to extend or shorten the scheduled leave of absence must contact the student advisor at least two business days prior to the originally scheduled return date or desired new return date.
 - ii. If a reduction or an extension of the leave of absence is approved, the student will be required to complete a new Leave of Absence Request that includes the new scheduled leave return date. Additional medical certification will be required to reduce or extend a medical leave.

A student taking a leave of absence will be responsible for completing any missed assignments/chapters and will be required to take any missed exams within 30 days of returning to school.

The student must follow Donna's Academy of Hair Design's policy in requesting the LOA and receive the approval for their request for a LOA in-accordance with Donna's Academy of Hair Design's policy.

Medical Certification: Donna's Academy of Hair Design requires valid and legitimate medical certification from the student's health care provider to support a medical leave request or approved absences. The certification must include a start and end date for the leave/absence. Such certification must be provided to the office manager before the leave or the day after an absence for approval. If adequate medical certification is not provided, the absence will not be approved. Donna's Academy of Hair Design reserves the right to contact a student's medical provider to assure that the medical documentation provided by the student is legitimate.

Maternity Leave

Termination for re-enrollment

Bed-rest only

The Missouri State Board of Cosmetology only allows a six week leave of absence for any student wishing to take a leave regardless of the situation. If a situation arises that the student must be on bed rest to maintain a pregnancy and they need to take longer than a six week leave, they must be terminated. If the student wishes to continue their course of study they will have to re-enroll. Donna's Academy of Hair Design has adopted a policy regarding a Maternity Leave.

1. In the event bed rest is required to maintain a pregnancy, the student must bring in a notarized Doctor's note testifying to the medical condition of the pregnancy stating the necessity of bed rest.
2. The student's termination will be for no longer than six months. Starting from the last date of physical attendance to their first day of the new re-enrolled class date. The student must be current on all previous fees and tuition owed to the school before they are terminated for re-enrollment.
3. The student must re-enroll in the same program they were terminated from.
4. The student will receive full credit for any hours previously acquired at Donna's Academy of Hair Design.
5. The student that has re-enrolled must start class on their scheduled start date and be able to participate in the usual activities/work of the program.
6. The student will be responsible for any additional fees incurred from the re-enrollment for example: State Board application fees and Donna's Academy of Hair Design's enrollment and application fees.
7. No additional tuition cost will be added because of their re-enrollment, provided all the criteria stated has been met. If the student goes over the new contract date, on their enrollment agreement, they will be charged overage fees, as stated in their contract and in the handbook policy # 11.
8. If the student is not able to perform all activities of the program or is unable to return to class within 6 months and is terminated for longer than a 6 month period, this Policy will not apply. The student will only receive credit for up to 200 hours and must pay all tuition and extra fees that will apply to enrollment. All tuition fees will be pro-rated according to the amount of hours previously earned at Donna's Academy of Hair Design. The student will also be subject to any additional charges as stated on their contract.

Leave of Absence due to Military Obligations

If a service member of the Armed Forces is called to active duty during a student's term, the student must provide proof of active duty orders to the admissions office. Donna's Academy of Hair Design will:

1. Terminate the student and refund any tuition that might be due based on the scheduled hour's payments, for the program, to the proper source.
2. Upon return and re-enrollment the student will receive full credit for any hours previously acquired at the Donna's Academy of Hair Design.
3. The student will be responsible for any additional fees incurred from the re-enrollment such as any outstanding balance due, State Board application fees and the enrollment and application fees.
4. No additional tuition cost will be added because of their re-enrollment, provided all the criteria stated has been met. If the student goes over the new contract date, on their enrollment agreement, they will be charged overage fees, as stated in their contract and in the handbook policy # 11.
5. 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.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Enrolled students are required to achieve and maintain satisfactory progress in attendance and academics. Satisfactory Academic Progress policy is consistently applied to all students enrolled at Donna's Academy of Hair Design. It is printed in the student catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the Federal regulations established by the United States Department of Education.

1. CUMMULATIVE ATTENDANCE AND ACADEMIC ELEMENTS

1. Students are required to attend a minimum of 66.67% cumulative hours possible based on the applicable attendance schedule in order to be considered maintaining Satisfactory Academic Progress. The Qualitive element used to determine academic progress is a reasonable system of grades, as determined by, assigned academic learning.

2. MAXIMUM TIME FRAME TO COMPLETE THE COURSE POLICY

1. The maximum timeframe in which students must complete the educational program, may not exceed 150% of the published length, measured in clock hours. Students who exceed the maximum time frame of 150% will be terminated.

The following examples illustrate this calculation: students enrolled in a 1500 hour program must complete the program within 2250 scheduled hours ($1500 \times 1.5 = 2250$), students enrolled in a 600 hour program must complete within 900 scheduled hours ($600 \times 1.5 = 900$).

Maximum time allowed:

Course:	Weeks	Hours
Cosmetology (1500 hrs @full time 40 hrs=37.5 wks)	56.25 wks.	2250
Cosmetology (1500hrs @part time 30hrs=50. wks)	75. wks.	2250
Instructor Trainee (600hrs@full time40hrs=15 wks)	22.5 wks.	900
Instructor Trainee (600hrs@part time30hrs=20 wks)	30. wks.	900
Instructor Trainee (600hrs@part time20hrs=30 wks)	45. wks.	900

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 66.67% of the scheduled contracted hours.

3. LEAVE of ABSENCE (LOA)

1. A leave of absence will extend the students contract period and maximum time frame by the number of days taken in the LOA.

4. GRADING

1. Students are assigned academic learning and a minimum 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 or better. If the performance does not meet satisfactory requirements, it is not counted and it must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in the practical skills evaluation criteria adapted by the institution.

5. GRADING SCALE

1. Students must maintain a minimum written and practical grade average of 80% and pass a FINAL written exam to successfully complete the course prior to graduation. Students must make up failed or missed tests and incomplete assignments. Grading is completed according to the following scale:

95%-100% = A Excellent
85%-94% = B Good
80%-84% = C Satisfactory
Below 79% = D Unsatisfactory

6. EVALUATION PERIODS BASED ON ACTUAL HOURS COMPLETED

1. Students are evaluated for Satisfactory Academic Progress in actual clock hours as follows:
For cosmetology program: The number of evaluation periods will be a minimum of three, 450, 900 and at 1200 actual clock hours
Instructor trainee program: The number of evaluations will be a minimum of four, 140, 280, 420, and 560 actual clock hours.

*transfer students-Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that the students have had at least one evaluation by midpoint in the course

Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The minimum accepted progress level for both programs are 80% cumulative grade average of written and practical. At the end of each evaluation period, the school will determine if the student has maintained the minimum attendance level of 66.67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

7. STUDENT WHO MEET MINIMUM REQUIREMENTS

- a) Only students who meet minimum requirements for attendance and academic performance at the evaluation point are considered to be making Satisfactory Academic Progress until the next schedule evaluation.

8. STUDENTS WHO FAIL TO MEET MINIMUM REQUIREMENTS, WARNING

- a. Students who fail to meet the minimum requirements for attendance or academic progress at an evaluation period are placed on a warning and considered to be making satisfactory academic progress during the warning period, until the next scheduled evaluation point. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student still has not met both the attendance and academic requirements, he/she may be placed on probation.

9. RE- ESTABLISHMENT OF SAP

1. Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

10. STUDENTS WHO FAIL TO MEET MINIMUM REQUIREMENTS, PROBATION

1. Students who fail to meet the minimum requirements for attendance or academic progress after the warning period
2. Will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if: The student appeals the decision, and prevails upon the appeal.
3. Additionally, only students who have the ability to meet satisfactory academic progress standards by the end of the evaluation period may be placed on probation.
4. Students placed on academic plan must be able to meet requirements set forth in the academic plan by a specific point, within the maximum timeframe, established for the individual student. Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress.

11. APPEAL

- a. If the student prevails upon appeal, the satisfactory academic progress determination will be to place the student on probation.
- b. If a student is determined not to be making satisfactory academic progress the student may appeal the determination within 10 calendar days. Reasons for which a student may appeal a negative progress determination include death of a relative, and injury or illness of the students, or any other allowable special or mitigating circumstance. Examples that will not be considered acceptable reasons for appeal but are not all inclusive: Anything work related, illnesses such as the common cold, flu, poison ivy, headache, etc. for student Or family member (everyday ailments), transportation for student or family member. Individual decisions will be determined on a case by case basis by the appropriate personnel.
- c. The students must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include why the student failed to make satisfactory academic progress and what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point.
- d. Appeal documents will be reviewed and a decision will be made within 30 calendar days. The appeal and decision documents will be retained in the student file.

12. STUDENTS WHO DO NOT MAKE SAP

1. Students will be deemed not maintain satisfactory academic progress, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

13. NOTIFICATION OF SAP REPORT

1. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student still has not met both attendance and academic requirements he/she may be placed on probation.

Probation: the student will be advised in writing of the action required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student still has not met both attendance and academic

requirements required for SAP or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and if applicable, the student will not be deemed eligible to receive Title IV funds.

14. If appeal is denied or they choose not to appeal the student is then responsible for paying their tuition and/or fees until student regains satisfactory progress.
15. PROVISIONS FOR LEAVE OF ABSENCE
 1. If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the students contract period and maximum time frame by the same number of days taken in the leave and will not be included in the students cumulative attendance percent calculation
16. RE ENTRY
 1. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.
17. INTERRUPTION, COURSE INCOMPLETES, WITHDRAWALS
 1. If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the students contract period and maximum time frame by the same number of days taken in the leave and will not be included in the students cumulative attendance percent calculation. Students who withdrawal prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.
18. REPETITIONS, NON CREDIT REMEDIAL COURSES
 1. Non credit, remedial courses and repetitions do not apply to this institution, therefore, these items have no effect upon the institutions satisfactory academic progress standards
19. TRANSFERS
 - a. **Donna's Academy of Hair Design** reserves the right to accept transfer students and may accept all hours from a previously attended Cosmetology or Instructor Trainee program if the student maintained an 80% GPA and 75% attendance and **if** they can provide an official transcript of grades and documentation of attendance. They must also enroll at Donna's Academy of Hair Design within one year of termination or withdrawal from a previous Cosmetology or Instructor Trainee program to receive credit for all hours.
 - b. If the student did not maintain an 80% GPA and 75% attendance from a previous Cosmetology or Instructor Trainee program we will only accept up to 200 transfer hours. If a student enrolls after one year from termination or withdrawal from a previous Cosmetology or Instructor Trainee program then we will only take up to 200 hours. We reserve the right to deny transfer credit from another institution for any reason. Tuition will be pro-rata based on the amount of accepted hours.
 - c. With regards to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations are based on actual contracted hours not on transfer hours.
20. EVALUATIONS
 1. Students are given a hard copy of their satisfactory academic progress at the time of their evaluation. All SAP's are maintained in the students file. If the student does not wish to receive a copy at that time they can make arrangements with the admissions director to receive a copy.
21. Any student that does not receive Title IV funding because of unsatisfactory academic progress will be terminated unless they are able to pay for their tuition.

ACADEMIC PLAN POLICY

A student is considered achieving SAP when they achieve a minimum cumulative attendance of 66.67% and a minimum cumulative Written and Practical grade average of 80%. When a student falls below the required attendance and/or grade average they will be issued a warning. If the student still does not meet the grading criteria within the warning period they are considered to be on Academic Probation.

When a student is put on Academic Probation they are given an Individualized Student Academic Plan. The plan will explain to the student why they are being put on Academic Probation and the steps the student needs to follow to achieve Satisfactory Academic Performance before their next SAP evaluation.

In order to be considered making an honest effort while on probation a student must maintain at any given time a minimum of 66.67% attendance and a minimum of 80% grade average or they are in violation of their academic plan. At the end of the probationary period in order to make SAP the student must have a minimum average cumulative attendance of 66.67% and a minimum cumulative grade average of 80%. This includes the grade the student was receiving before they were put on probation and the grade the student receives while on probation.

TRANSFER / RE-ENTRY POLICIES

Donna's Academy of Hair Design reserves the right to deny re-entry following termination or withdrawal for any reason.

Admissions for Transfer Students

- **Donna's Academy of Hair Design** reserves the right to accept transfer students and may accept all hours from a previously attended Cosmetology or Instructor Trainee program if the student maintained an 80% GPA and 75% attendance and **if** they can provide an official transcript of grades and documentation of attendance. They must also enroll at Donna's Academy of Hair Design within one year of termination or withdrawal from a previous Cosmetology or Instructor Trainee program to receive credit for all hours.
- If the student did not maintain an 80% GPA and 75% attendance from a previous Cosmetology or Instructor Trainee program we will only accept up to 200 transfer hours. If a student enrolls after one year from termination or withdrawal from a previous Cosmetology or Instructor Trainee program then we will only take up to 200 hours. We reserve the right to deny transfer credit from another institution for any reason. Tuition will be pro-rata based on the amount of accepted hours.
- The transfer hours will be added at the end of the program based upon completion of the contracted hours i.e. A transfer student may have contracted 1300 hour; the 200 transfer hours will be added at the end of the completion of the 1300 hours
- **Books/ kit**, if the student still has their books and kit in good condition there will not be an additional charge for these items. Any missing items will be the students' responsibility to replace.
- A transfer student must provide an official transcript from his or her prior institution before enrollment. The transcript must include the hours spent in each subject area. Students must also complete any state-specific forms or requirements required for transferring to Donna's Academy of Hair Design prior to enrollment.
- If the student is terminated from school they must take care of any outstanding balance owed. Students will have no longer than 90 days to pick up their belongings/kit etc. or it will be disposed of. Re-entry students will not be reinstated after a second termination.

ADMISSIONS / REINSTATEMENT / HOURS

- **Students Reinstatement Policy:**

Students who have attended Donna's Academy of Hair Design and terminated and wish to re-enroll will be required to meet with the Director and Admissions Director. They will re-enter in the same status as when they left. This applies to all students whether or not they had satisfactory progress.

 - 1) Donna's Academy of Hair Design reserves the right to accept all of the students previous hours, provided they enroll within one year from termination or withdrawal and had maintained an 80% GPA and 75% attendance during previous enrollment.
 - 2) If a student enrolls after one year from termination or withdrawal and/or they were not making 80% GPA or 75% attendance we reserve the right to accept up to 200 previous hours. Tuition will be owed on the remaining necessary hours to complete the 1500 hour program, for cosmetologist or 600 hours for Instructor Trainee.

Re-admission Fees

- A transfer/returning student will be charged a \$50.00 enrollment fee, a \$50.00 application fee, and a \$50 lab fee. The tuition will then be pro-rated for the additional hours as stated in the enrollment agreement.
- Tuition will be owed on the remaining necessary hours to complete the 1500 hour program for Cosmetology or 600 hour program for Instructor Trainee.
- **Books/ kit** if the student still has their books and kit in good condition there will not be an additional charge for these items. Any missing items will be the students' responsibility to replace.

Cosmetology and Instructor Trainee students will not be reinstated after the second termination.

- If a student is reinstated after their first termination, they will automatically be terminated with the first violation of the school rules and policies.
- If the student is terminated from school they must take care of any outstanding balance owed. Students will have no longer than 90 days to pick up their belongings/kit etc. or it will be disposed of.

Violence Prevention Policy

Donna's Academy of Hair Design does not tolerate threats by or against students. In addition, Donna's Academy of Hair Design prohibits students from carrying, possessing, or using firearms and/or weapons while on school premises and while attending school-related events off premises. This policy applies to all students, including those with a valid permit to carry a firearm. Students who violate this policy will be suspended or terminated.

Crime on Campus

There have been no reportable crimes of any type or arrests made within the reportable period; July 2003 to the present. The crime on campus report is available upon request or can be found on our website <http://www.donnashairacademymo.com/>.

Campus Security Policy

The Clery Act

The Jeanne Clery Act requires all institutions of higher education (*that participate in financial aid programs*) to disclose campus crime in and around the surrounding area and to give timely warning of any crime that could pose a threat to student/employee safety. It is also used to advise and make public our campus security policies.

Annual Reporting

Donna's Academy of Hair Design will make available an annual report containing statistical information on campus crime reported during the previous year. Perspective students will be advised of the availability of the statistic report prior to enrollment. The Annual Crime Report will be prepared by the academy and Smithville Police Department will be contacted to determine any reportable crimes in the Major Mall and surrounding areas.

Law Enforcement Authority

The Local Law Enforcement Authority for Donna's Academy of Hair Design is the Smithville Police Department, located at 107 W. Main Street, Smithville, MO 64089 – Phone 816-532-0500 or 911 for emergencies. Clay County Sheriff can be reached at 816-407-3700 and the Smithville Fire Department at 816-532-4902.

School Access

During school hours, the school is open to the students, employees, parents, and public. The school uses the main door by the reception area for entrance and exit. Other doors shall remain closed.

Timely Warnings

In the event of a dangerous situation that constitutes a possible threat to students and staff a warning will be issued through in class announcements by appropriate administration.

Reporting a Crime

For emergencies DIAL 911

To report a non-emergency situation students and employees shall report any crime on the school premises including the parking lot to the admissions office immediately. After being notified of a possible crime the admissions office will report to the local police department and any other applicable agencies. All reports will be investigated. Donna's Academy of Hair Design authorizes the police to stop or detain any persons involved in illegal activities. School personnel are also authorized to detain any persons involved in illegal activities until appropriate authorities arrive.

Confidential Reporting Procedure

If you are a victim of a crime and do not wish to take action within the school system or criminal system, you may still file a confidential report. The Director can file a report with the details of the crime, without disclosing your identity. By filing a confidential report you can help ensure the safety of others and yourself in the future. This will also help the school to keep an accurate record of incidents and can still be counted in the annual crimes statistics.

Emergency Exits, Evacuations, Severe Weather, and Fire Drills – For Emergencies Dial 911

In the case of an emergency the owner, director, or head instructor on duty will notify students and/or clients of the procedure to follow, whether that be to stay where we are or evacuate the building.

- In the event of severe weather emergencies, no one is allowed to leave the building. Everyone must remain in the building until the weather emergency has past. Stay calm and do not remain in the Clinic area. All guests and students should seek shelter in an area without windows such as: Classrooms, Dispensary, Restrooms
- **Should severe weather cause an evacuation such as a tornado warning we shall proceed to the Montessori daycare below us.**
- In the event it becomes necessary to evacuate the building, everyone should proceed in an orderly fashion to the nearest exit. Evacuation plans are posted in several areas throughout the school. Emergency exits are clearly marked. All exit doors remain unlocked during school hours.
- Donna's Academy of Hair Design conducts fire drills on a periodic basis. Please follow all instructions during fire drills.

Prevention Programs

We will hold an annual self-defense course as well as a fire/safety awareness program, with the Smithville Fire Department, for students and employees to help ensure the safety of all students and staff. Campus Security and Safety is reviewed with students at student orientation on the first day of class to encourage responsibility for their safety as well as others.

SEXUAL HARASSMENT POLICY AND PROCEDURE

Donna's Academy of Hair Design prohibits sexual harassment by any student, employee, or customer and is committed to providing an educational experience free of any and all sexual advances. Anyone experiencing an alleged sexual offense should immediately locate a safe place. Next, he or she should seek immediate medical care and report the incident to the Director or Admissions office. The appropriate personnel shall advise the victim of their right to report the incident to law enforcement and will assist upon request by the victim, in reporting the crime to the local law enforcement agencies. If the incident involves students and/or employees, the Director will investigate the incident within and a hearing will be held. The victim and accused will be afforded the same opportunities to have others present during such hearing. If a student or employee is found guilty they could be criminally prosecuted as well as terminated from the academy.

While we do not provide counseling for victims of sex offenses we do have an outside counselor you may call. Please contact R. Gene Dill at Full Circle Education and Counseling Center, 913-310-0101 or email him at gene.dill@fullcirclecounselingassociates.com.

SEX OFFENDER REGISTRATION

In accordance with "Campus Sex Crimes Prevention Act" of 2000, Registered sex offender information can be found at the following website: www.fbi.gov/hq/cid/cac/registry.htm.

DRUG FREE WORKPLACE

Notice to all Students and Employees

Donna's Academy of Hair Design is a Drug Free Workplace with a Zero Tolerance Drug and Alcohol Policy. 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. 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*

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.

If a student is a minor and/or living at home with their parent/guardian the school will notify the parent/guardian.

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 school property including: grounds, parking areas, anywhere within the building, 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 enrollment or employment 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, and 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 a 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 sources of treatment by referring to "Drug Abuse & Addiction Information & Treatment Centers" in your local telephone book, internet or student handbook.

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.

If there is a reasonable suspicion that a student or employee of Donna's Academy of Hair Design is under the influence of alcohol or a controlled substance while on school premises, then the student or employee will be asked to leave for the day and will be subject to suspension and/or termination. We reserve 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 (refer to re-enrollment policy page 33). 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.

Drug Abuse and Addiction Information Treatment Centers

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

DONNA'S ACADEMY OF HAIR DESIGN POLICIES AND PROCEDURES

I have read and understand these policies, procedures and rules of Donna's Academy of Hair Design. A staff member has explained them to me and I have received a copy. I agree to abide by these Policies and Procedures.

Signature

Date

Printed Name

School Official

Date

This sheet will be placed in the student's file as part of their permanent record.

SCHOOL SUPPLY LIST

COSMETOLOGY SUPPLIES

- | | |
|--|--------------------------|
| _____ 3 X 5 Spiral Note Cards | _____ Pens |
| _____ 6 (1 gal. freezer bags) | _____ No. 2 Lead Pencils |
| _____ Notebook Paper | _____ 2" 3-Ring Binder |
| _____ Purses and school bags must be
clear/see thru | _____ Highlighter |
| _____ Colored Pencils | _____ Timer |
| | _____ Sharpie Pen |

ALL STUDENTS, REGARDLESS OF THE PROGRAM, MUST HAVE THE FOLLOWING:

- _____ Combination Lock (Must turn in combination to office)
- _____ Small Lock for Kits (Key or Combination)
- _____ Uniform @ Life Uniforms-6310 N.W. Barry Rd.
(Boardwalk Shopping Center)
No stripes, plaids, polka dots, writing, or print of any kind
- _____ Black Socks, White Socks, Nude Hosiery, White Hosiery, Black Hosiery. White or Black
Shoes (or combination) Toes Must Be enclosed... (Tennis Shoes Preferred)
- _____ **NO JEANS OR SHORTS OF ANY KIND**