

DONNA'S  
ACADEMY  
OF  
HAIR DESIGN

PUBLISHED: 2004,

REVISED 1/6/21

**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**

Preface

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**Administrative Staff and Faculty**

<b>Ownership</b>	<b>Title</b>
<b>Donna Roesle</b>	<b>Owner</b>

**Staff**

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<b>Donna Roesle:</b>	<b>President/Educational &amp; School Director/Instructor/ Student Job Placement</b>
<b>Jennifer Smith:</b>	<b>Office Manager/Director of Admissions</b>

**This institution 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

## **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 3000 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 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. Donna's Academy uses Matrix professional products and allows 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**

The Academy does not recruit students already attending or admitted to another school offering a similar program.

## **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 does reserve 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 weekly sheet with their assignments for the week, every Monday morning.

**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 wks.) 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 the Mo. State Board requires that all kits stay in 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 the 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.

**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

**GRADING:**

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

**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 of the Academy. The student is expected to observe all requirements of the Academy's "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  
FINAL/STATE LAW**

**120-160 Hours/ approx. 1 month from start date.**

**1401-1500 Hours**

*IT IS YOUR RESPONSIBILITY TO TURN IN YOUR ASSIGNMENTS AND FIND OUT MISSED ONES. SEE YOUR INSTRUCTOR FOR ASSIGNMENTS/TESTS FROM PREVIOUS DAY MISSED IF YOU ARE 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
- Platform Artist
- Skin Care Specialist
- School Owner
- Manufacturers Rep.
- Perm Specialist
- Make-Up Artist
- Instructor
- Salon Manager
- Manicurist
- Color Specialist
- Pedicurist
- Cruise Lines
- 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, clip, 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. Donna's Academy does 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 allowing the student to pursue a successful career with excellent earnings 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.

### **Educational Objectives**

1. Prepare the students to take and pass State Board Exam in order to be eligible for entry level employment in the field of Cosmetology.
2. Learn to communicate effectively in order to build a client base.
3. Instill self confidence so the students can successfully make their own decisions.

### **Enrollment**

Donna's Academy of Hair Design reserves the right to change entrance date class schedules. Enrollment may be at any time by personal visits to the Academy administrative office. At the interview, you will tour the facility. Job opportunities, curriculum, attendance policy and graduation requirements will be discussed. Schedule an appointment for a "Shadow" day.

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

- Tour the Academy
- 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 will admit as regular 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 (A \$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 the Academy Rules and Regulations Policies and
- 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
- The Academy does not require any information regarding vaccinations from potential students to attend school.
- **Instructor Trainee course requires proof of current Cosmetology License**

### **Schedule of Tuition Payments**

- Donna's Academy accepts payment in the form of cash, personal check, or cashier's check.
- 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 15<sup>th</sup> 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.
- Donna's reserves the right to suspend or terminate enrollment for non-payment of tuition or any other required fees.
- 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.
- 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 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 date, student plans to graduate.**

### **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. A 93.75% minimum attendance rate is necessary in order to complete the cosmetology program by the enrollment agreement end date per contract agreement. 83.33% minimum attendance is required to complete the program by a student's enrollment 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.

### **RE-ENTRY/TRANSFER POLICIES**

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

#### **Admissions for Transfer Students**

- **Donna's Academy** reserves the right to accept transfer students and may accept 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 on, upon completion of the contracted 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 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 30 days to pick up their belongings/kit etc. or it will be disposed of. Students will not be reinstated after the first termination.

## ADMISSIONS / REINSTATEMENT / HOURS

### **Students Reinstatement Policy:**

Students who have attended Donna's Academy and are terminated as a result of low attendance or grades and wish to re-enroll will be required to meet with the Academy's Director and Admissions Director. Donna's Academy reserves the right to accept up to 200 of their previous hours. Tuition will be owed on the remaining necessary hours to complete the 1500 hour program, for cosmetologist.

**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.

**Students will not be reinstated after the second termination. Instructor trainees will not be reinstated after first termination.**

- 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 from school they must take care of any outstanding balance owed. Students will have no longer than 30 days to pick up their belongings/kit etc. or it will be disposed of.

### **Re-admission Fees**

- A transfer/returning student will be charged a \$50.00 enrollment fee and a \$50.00 application fee. The tuition will then be pro-rated for the additional hours the student must receive for licensure.
- Tuition will be owed on the remaining necessary hours to complete the 1500/600 hour program for Cosmetology/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.

### **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, have an 80% attendance in order to graduate, and have attended at least two mock State Board classes. and have paid all financial obligations to Donna's Academy. An instructor 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 hrs. Instructor Trainee 600 hrs., and pass the State Board Written and Practical with 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**

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.

Information that is personally identifiable in an educational record may not be released without prior written consent from the student except to the extent of FERPA authorities. All records and information pertaining to student, parent, guardians, or staff members are to be kept confidential. No information is given to third parties. We only give right to student files to student and parents or guardian of dependent minors. The student may have access to their files anytime with the supervision of an Instructor or Director upon making an appointment. The student has the right to request an amendment to their records in writing. If a request for an amendment is denied, the student has a right to request a hearing. This hearing would take place in order for the student to challenge the content of educational records on the basis that the records are inaccurate, misleading or violate student rights.

## **COSMETOLOGY 1500 clock hr 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

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 1<sup>st</sup> 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 the Academy.

### COSMETOLOGY TUITION

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

- All application fees are non-refundable.
- All book/kit/lab fees are non-refundable.
- The kit and its contents must remain on school premises from the 1<sup>st</sup> day of class through the last day as required by state law.
- Payment must be made regardless of attendance. Payment arrangement can be made for students wishing to make monthly payments. Books and kits must be purchased before the 1<sup>st</sup> day of class. Future monthly payments are due the 1<sup>st</sup> 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
  - 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, Exfoliants 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 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.

Project a positive and confident attitude to ensure sound learning environment and decision making.

2. To practice effective communication skills in order to relate with students.
3. 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

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

<b>Tuition</b>	<b>\$5,050.00</b>
<b>Enrollment Fee</b>	<b>50.00</b>
<b>Application Fee</b>	<b>50.00</b>
<b>Books</b>	<b>425.00</b>
<b>Total</b>	<b>\$5,575.00</b>

*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.
- All book fees are non-refundable.
- Payment must be made regardless of attendance. Payment arrangement can be made for students wishing to make monthly payments. Books must be purchased before the 1<sup>st</sup> day of class. Future monthly payments are due the 1<sup>st</sup> 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
    - \*Attendance.....66.67%
    - \*Practical.....80%
    - \*Written Tests.....80%
    - \*Final.....80%
    - \*St. Law Test.....80%
  - 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
  
- G. Textbooks
  - 1. Milady's Master Educator Course Management Guide
  - 2. Milady's Workbook for Professional Instructor
  - 3. Milady's Exam Review for the Professional Instructor
  
- H. Reference Library
  - 1. Milady's Standard Cosmetology Text, 2004
  - 2. Milady's Standard Cosmetology Study Guide, 2004
  - 3. Salon Fundamentals Textbook
  - 4. Salon Fundamentals Workbook
  - 5. Webster's Collegiate Dictionary

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 who is rejected by the Academy shall be entitled to a full refund of all monies paid with the exception of the application fee.
- B. If a student, or in the case of a student under legal age, his/her parents or legal guardian, cancels his/her enrollment and demands his/her money back in writing within three (3) business days of the signing of an enrollment agreement, all monies, including for books and materials, collected by the Academy shall be refunded except the 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 Academy’s Director of Admission. This policy applies regardless of whether or not the student has actually started training.
- C. If a student cancels his/her enrollment after the three (3) business days after signing, but prior to entering classes, she/he will be entitled to a full refund of all monies paid the Academy less the non-refundable \$50.00 application fee and \$50.00 enrollment fee. The cancelation date will be determined by the postmark on written notification, or the date said information is delivered to the Director of Admission.
- D. If the Academy is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled a pro-rated refund of tuition. If a course is canceled subsequent to the student’s enrollment, the Academy shall provide a full refund of all monies paid.
- E. For students who enroll and begin classes, the following schedule of adjustments is authorized:
  - a. Any monies due the student shall be refunded within 45 days of official cancellation or withdrawal by student or terminated 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. Enrollment time is defined as the time elapsed (weeks/scheduled hours) between the actual starting date and the date of which the student formally terminates enrollment. 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 not a 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 an approved 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 terminated from school and notified via postal mail by the Director of Admissions.
- H. The Student and Legal Guardian (if applicable), jointly and severally, agree to be personally responsible for all outstanding balances owed to the Academy, including, without limitation, the tuition, fees, and any other monies due and owing to the Academy for the total hours 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 the Academy may be entitled or awarded. Further, the Academy 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 actual attendance by the student whether termination was voluntary or involuntary. The following schedule of refunds will apply, based on the contract scheduled hours:

<b>PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF PROGRAM OR COURSE</b>			<b>AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL</b>
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 \$20.00 when student arrives late without a valid excuse, (doctor's note, and jury duty). *Late fees are calculated as follows on a daily basis: \$20.00 when you are tardy. There will be a charge of \$30.00 for Mon. Tues. Wed. and Thurs. and Fri. Absences and a \$20.00 charge for unexcused leaving early. 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. 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, the School reserves 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 99.75% 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. In addition, each student must maintain an 80% accumulative grade average on written and practical work., and stay current on practical sheets and have attended at least two mock state board classes. If your percent falls below 80% grade average, disciplinary procedures will be implemented.\***Note: A valid excuse ONLY excuses a student from accumulating late/absent fees and/or negative points. It does not excuse them for cancelation of required attendance.** For Instructor Trainee program: The minimum accepted progress level is 80% cumulative grade average of written and practical. 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 a late assignment. 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 be 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 hrs. per week minimum, and 60 hrs. 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; 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. 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/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 the designated areas. Students that take lunch at a different time/or take longer lunch without permission will be subject to being clocked out. 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 appts., 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.
- Holidays/School Closing:** The Academy observes 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 wk. Christmas and New Years vacation: The exact days of Christmas break will be determined by the director each year depending on the day of the week the holiday falls on. We will be closed one day for a mandatory Instructor continued education class. The director, when warranted, may delete holidays; declare additional holidays and/or make-up days.

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

9. **Termination/Withdrawal:** Students must maintain criteria set forth in the student handbook to avoid termination. Students who. Need to withdrawal from the program must contact the Director of admissions in writing, informing them of their decision. A termination fee of \$100.00 will be charged.
10. **Overage Fees:** Any additional time required to complete training because of absences, will be charged \$5.50 per hour for cosmetology students. These “Overages” fees are due weekly prior to training. The overage fee is determined by the scheduled hours of attendance and not the actual hours attended. Failure to pay overage feed will result in termination.
11. **Change of Program:** Students, who wish to change their program, 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.
12. **A six week leave of absence** (defined as consecutive) will extend your **contract date** for 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.
13. **Please refer to the LOA policy.**

### **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
  - (l) A student who wishes to extend or shorten the scheduled leave of absence must contact the Director of admissions at least two business days prior to the originally scheduled return date or desired new return date.
  - (m) If a reduction or an extension of the leave is approved, the student will be required to complete a new LOA request that includes the new scheduled leave return date. Additional medical certification will be required to reduce or extend a medical leave.
  - (n) 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.
  - (o) **Medical Certification:** Donna's Academy of Hair Design requires a valid and legitimate medical certification from the student's health care provider to support a medical leave request or approved absences. 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.
1. 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.

**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 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 the Academy.
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 such as, example: State Board application fees and the Academy'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 their contract time of enrollment they will be charged an additional amount for overage fees as stated in their contract.
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 Hrs. 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. 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. The Academy will:

1. Terminate the student and refund any tuition that might be due based on scheduled hour's payments for the term to the proper source.
2. Upon return and re-enrollment the student will receive full credit for any hours previously acquired at the Academy.
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 Academy's 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 their contract time of enrollment they will be charged an additional amount for overage fees as stated in their contract and rule #12.
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.

### Student's Responsibility upon Return from Leave of Absence

- The student will return to school from a leave of absence on the return date specified on the Leave of Absence Request form.
- 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.
- 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 missed assignments/ chapters and taking missed exams within 30 days of returning to school.

14. **Requirements of Notification:** Any student needing to take a leave of absence for medical or personal reasons must provide written notification of such leave before the leave will be approve.

15. **Medical Certification:** Donna's Academy 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 reserves the right to contact a student's medical provider to assure that the medical documentation provided by the student is legitimate.

16. **Grievance policy:** All business connected with training, complaints, questions, etc. is to be discussed and taken care of in the Academy's 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 Academy 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 Administrators and staff will be final. If the resolution is not achieved between the complainant and the Academy, the Academy will forward the grievance to an outside student advocate; which will then get in touch with the student. If this still can't be resolved the student may contact: Missouri State Board of Cosmetology, 3605 Missouri Blvd., P.O. Box 1062, Jefferson City, Mo. 65102. Phone# 866-762-9432

17. **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; and 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 no matter who started the fight and could be sufficient grounds for suspension or termination.**

18. **Sanitation:** Keeping the academy 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, students are assigned a cleanup job to be performed daily for their full enrollment time. 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.
19. **Students may perform work on immediate family members** (family members they live with) at half price.
20. **Professional Products:** Only products that are used by the school maybe kept at your stations and used on clients.
21. **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 personnel services performed while they are at school.
22. **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.
23. **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 Students responsibility to pay the difference.
24. **Work Sheets:** When students are not giving a service to a patron they are to be fulfilling requirements on their work sheets in the classroom.
25. **Personal Services:** Students will be allowed personal services only if they are on schedule with their work sheets, have a passing grade average, and have cleared it through an instructor. 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.
26. **No smoking** is allowed in the building. Students may smoke outside the building away from the doors at the far 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 campus manager at any time for any reason.
27. **Parking:** Students must park away from the building area. Designated parking is on the front 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.
28. **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.
29. **Dress Code:** All students must follow the dress code policy (black scrub pants or "Donna's" leggings and red or black scrub top or Donna's shirt only). 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 shorts of any kind or flip flop sandals, (no beach wear). Any hats, scarves, or headwear must be appropriate. No inappropriate
30. language, brands, or logos. 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.

- 31. 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 the classrooms and lunch room 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 instruction time, on the clinic floor or any time an instructor asks you to put it away. **You are responsible for your own education and we expect you to use your cell phone responsibly and always have it set to silent, as to not interfere with learning or others.** 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 manikin 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 up, they will be clocked out and sent home for the day.
- 32. Client Refusal:** No student is allowed to turn down any clients/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.
- 33. 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 on in the manager's office, if possible. The student will have 2 weeks to claim the property. If the student does not claim the property, then The Academy 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. Lockers are the property of The Academy. Donna's Academy of Hair design reserves the right to reassign or inspect the contents of all student lockers at any time with or without cause. Donna's Academy 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, withdrawal. If a student does not vacate the locker within two weeks following his or her last day of attendance, Donna's 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.
- 34. 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.
- 35. 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 the academy does not provide access to computers for students 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 go to <http://leweb.loc.gov/copyright/legislation/hr2281.pdf>.

36. **Donna's Academy 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.
37. **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 needed the student purchases and is responsible for.
38. **Advising:** Student support advising services are available throughout the program. If an outside resource becomes necessary, the Academy's manager 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.
39. **Students must agree to abide by the Academies Policies and Procedures** and the State Board of Cosmetology Statues and Regulations that are in effect or may become effective, and sign the rules / regulation statement.

#### 40. **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 file and given to the student. The third warning notice issued to a student, they will be suspended for up to 3 days. If the student fails to return the day after their suspension ends, that student will be automatically terminated. 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 hrs, requesting that they are allowed to return to school. Within 3 days, a meeting will be held with the Director and Instructors or 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 from school they must take care of any outstanding balance owed. Students will have no longer than 30 days to pick up their belongings/kit etc. or it will be disposed of.

41. **Anti-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 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 campus manager or the area director. All such complaints will be investigated. If the investigations confirm the allegations, appropriate corrective action will be taken. Donna's Academy cannot guarantee that all complaints will be kept confidential, but will make every effort to do so.
42. **Probationary Period for New Students** All new students will be under a fourteen 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.
43. **Change of Address** If a student has a name change, moves, and/or changes their phone number they must notify the academy immediately.

## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

**Enrolled students are required to achieve and maintain satisfactory progress in attendance and academics. Satisfactory progress standards apply to all students enrolled at Donna's Academy of hair Design.**

- 1. Cumulative Academic Elements:** the qualitative element used to determine academic progress is a reasonable system of grades, as determined by, assigned academic learning.
- 2. A leave of absence may extend your contract period and maximum time frame by the number of days in your LOA.**
- 3. Grading:** 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 the 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.
- 4. Grading Scale:** Students must maintain a written and practical grade average of 80%, pass a Final written exam and successfully take at least two state board practical classes 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
- 5. Evaluation Periods Based on Actual Hours Completed:** Students are evaluated for Satisfactory Academic Progress in actual clock hours as follows:  
**Cosmetology program:** The number of evaluations 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 two, 250, and 500 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.
- 6. Student Who Meet Minimum Requirements:** Only Students who meet the requirements for attendance and grades at the evaluation point are considered to be making satisfactory academic
- 7. Students Who Fail to Meet Minimum Requirements, Warning:**  
Students who fail to meet minimum requirements for academic progress at an evaluation period is 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 the academic requirements, he/she may be placed on probation.
- 8. Re-Establishment of SAP:**  
Students may re-establish SAP by meeting minimum attendance and academic requirements by the end of the warning or probationary period.
- 9. Student Who Fail to Meet Minimum Requirements, Probation:**  
Students who fail to meet minimum requirements for academic progress after the warning period will be placed on probation and considered to be making academic progress while during the probation period, if; The student appeals the decision and prevails upon the appeal.  
Additionally, only the students who have the ability to meet satisfactory academic progress standards by the end of the evaluation period may be placed on probation.

Students placed on an academic plan must be able to meet the 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.

**10. Appeal:**

If the student prevails upon appeal, the satisfactory academic progress determination will be to place the student on probation.

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. 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 by the next evaluation point. 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.

**11. Students who do not make SAP:**

Students will be deemed not maintaining 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.

**12. Notification of SAP Report:**

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 academic requirements they may be terminated.

**13. The Student is then responsible for paying their tuition and /or fees owed to the school per contract agreement.**

**14. Provisions for Leave of Absence:**

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.

**15. Re Entry:**

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.

**16. Repetitions, Non Credit Remedial Courses:**

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

**17. Transfers:**

**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-rated based on the amount of accepted hours.

**18. Evaluations:**

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.

## ACADEMIC PLAN POLICY

A student is considered achieving SAP when they achieve a minimum cumulative Written and Practical grade average of 80%. When a student falls below the required 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.

## 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 hours; 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 30 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
- 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 30 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>.

### **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
- 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.

## **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@fullcirclecounselingassociates.com](mailto:R.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](http://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***

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

## **DRUG ABUSE PREVENTION PROGRAM**

Students and Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on Donna's Academy property including: grounds, parking areas, anywhere within the 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 employment or enrollment and may result in local, state and/or federal criminal charges. Legal sanctions under local, state and federal laws may include:

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

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

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

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

Anyone who notes danger signals in either a student or employee should contact the Director or Admissions office. If

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

A student or employee must notify the Director, in writing, within (5) business days of being convicted of any criminal drug offence. 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 is under the influence of alcohol or a controlled substance while on The Academy's premises, then the student or employee will be asked to leave for the day and will be subject to suspension and/or termination. The Academy reserves the right to search personal belongings and/or person in the event of such suspicion.

Any student wishing to re-enroll after being terminated because of drugs or alcohol abuse will have to wait 6 months before being eligible to re-enroll. (refer to re-enrollment policy) 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](http://www.thewatershed.com)  
1-800-210-6018
- First Step to Recovery---[www.AcenterforRecovery.com](http://www.AcenterforRecovery.com)  
1-800-227-5857
- Kansas City Community Center---[www.kccommunityctr.org](http://www.kccommunityctr.org)  
816-421-6670
- Narcotics Anonymous Help Line  
816-531-2250



## DONNA'S ACADEMY OF HAIR DESIGN POLICIES AND PROCEDURES

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

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Signature

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Date

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Printed Name

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**School Official**

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**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<br>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 @ [twosportswear.com](http://twosportswear.com), custom stores, Donna's Academy of Hair Design

OR

[donnahair.itemorder.com](http://donnahair.itemorder.com)

- \_\_\_\_\_ Black Socks, White Socks. White or Black Shoes (or combination) Toes Must Be enclosed... (Tennis Shoes Preferred)
- \_\_\_\_\_ **NO JEANS OR SHORTS OF ANY KIND**