



PROGRAM CATALOG

&

STUDENT HANDBOOK

2021-2023

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DETROIT, MI 48207
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TABLE OF CONTENTS

INSTITUTIONAL ADVISORY COMMITTEE MEMBERS	5
COSMETOLOGY OCCUPATIONAL ADVISORY COMMITTEE MEMBERS	9
ESTHETICS / ADVANCED ESTHETICS OCCUPATIONAL ADVISORY COMMITTEE MEMBERS	11
INSTRUCTORS ESTHETICS OCCUPATIONAL ADVISORY COMMITTEE MEMBERS	14
MANICURING/ADVANCED MANICURING OCCUPATIONAL ADVISORY COMMITTEE MEMBERS	17
MEET THE STAFF	20
LEGAL NOTICES & CERTIFICATION	25
MISSION STATEMENT	25
VISION STATEMENT	25
CORE VALUES	25
STUDENT FOCUS	25
DIVERSITY AND INCLUSION / EEO STATEMENT	25
GENERAL INFORMATION	26
TUITION COST – COST OF ATTENDANCE	26
HISTORY & ADMINISTRATION	27
STUDENT RIGHTS AND RESPONSIBILITIES	28
STUDENT CODE OF CONDUCT	30
DDBS STUDENT ADMISSION POLICY	34
HIGH SCHOOL DIPLOMA VERIFICATION POLICY	34
FOREIGN DIPLOMA POLICY	34
STUDENT ACCESS TO FILES AND RECORDS	38
POLICY AND PROCEDURES	38
DDBS PROGRAM AND INSTITUTIONAL OUTCOMES	39
FOLLOW-UP PLAN	39
EFFECTIVENESS OF STUDENT SERVICES PLAN	43
EMERGENCY RESPONSE AND EVACUATION PLAN	47
HEALTH & SAFETY PLAN SECTIONS POLICY AND PROCEDURES	57
MEDIA SERVICES PLAN	64
OPERATION AND MAINTENANCE PLAN	69
PHYSICAL FACILITIES AND TECHNICAL INFRASTRUCTURE PLAN	72
REFUND POLICY AND SIGNATURE FORM	75
DDBS SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURE	77
SUSPENSION AND TERMINATION POLICY	78
WITHDRAWAL POLICY	79

TRANSFER CREDITS	79
TITLE IV SATISFACTORY ACADEMIC PROGRESS STANDARDS AND POLICY	81
Policy Reason	81
SAP Policy	81
Minimum Qualitative Requirement	81
Academic Standard	81
Minimum Quantitative Requirements	82
Attendance Standard	82
Pace of Progression	82
Maximum Time Frame	82
Evaluation Periods	83
Determination of Progress Status	84
Warning Policy	84
Warning Procedure	85
Probation	85
Probation Plan	85
Notification	85
Re-establishing SAP	86
Interruptions, Course Incompletes, Repetitions, and Withdrawals	87
Withdrawal Policy	87
ESL and Remedial Courses	88
Changes in Majors or Degrees	88
Pursuit of a Second Degree	88
Semesters/Terms	88
Transfer Credit	88
Suspension and Termination Policy	88
Academic Review Procedures and Appeal Process	89
Certificates of Completion	89
STUDENT GRIEVANCE POLICY AND PROCEDURES	91
CLASS SCHEDULE	94
CURRICULUM AND COURSE OUTLINE - COSMETOLOGY	97
CURRICULUM AND COURSE OUTLINE – ADVANCED ESTHETICS	103
CURRICULUM AND COURSE OUTLINE – ADVANCED MANICURING	107
ADMISSIONS, APPLICATION AND ENROLLMENT AGREEMENT	119

DDBS STUDENT ENROLLMENT AND APPLICATION AGREEMENT	120
ENROLLMENT AGREEMENT	121
RELEASE OF STUDENT INFORMATION FORM	122
MEDIA RELEASE FORM	123
NEW STUDENT ORIENTATION CHECKLIST	124
PRE-ENROLLMENT RECEIPT OF INFORMATION	125
PRACTICAL SKILLS COMPETENCY EVALUATION CRITERIA	126
TECHNICAL INFRASTRUCTURE - STUDENT SURVEY & FEEDBACK	127
CPL DATA REPORTING as of 06/30/2020	129
EXIT INTERVIEW AND PLACEMENT SURVEY	134
LICENSURE AND PLACEMENT DATA SURVEY	135
DDBS GENERAL INFORMATION	136
CAREER OPPORTUNITIES	138
STUDENT VARIANCE TIME SHEET	139

INSTITUTIONAL ADVISORY COMMITTEE MEMBERS



Stephanie Anderson

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



Camille Walker Banks

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



Shaniece Bennett

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



Herb Drayton

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



Jamie Harris

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



Damian Perry

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



Juliana Perry

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

COSMETOLOGY OCCUPATIONAL ADVISORY COMMITTEE MEMBERS



Gloria Gaines - Cosmetology Instructor

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



Stephanie Anderson - Stylist/Salon Owner

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



Trinca Holley -Stylist/ Entrepreneur

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



India Amos – Stylist/ Entrepreneur

India Amos is a dedicated, dependable, creative, fast learner. She has been a licensed Cosmetologist for 2 years. India managed Dymond Designs Beauty Studio and is the owner of Units by India which is a company that creates and customized wigs for customers and cancer patients.

ESTHETICS / ADVANCED ESTHETICS OCCUPATIONAL ADVISORY COMMITTEE MEMBERS



Angela Godfrey – Esthetics Instructor

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



Brittany Hughes – Esthetics Instructor

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



Michelle Sanders- Cosmetology Instructor/Salon Owner

I am currently the proud owner of a hair salon in the city of Detroit called Holla At Cha Girl. I opened this salon in 2006. This led me to take the necessary training at Bela Beauty School to become a licensed instructor in 2016. After receiving my instructor's license, I then decided to seek employment at Bela's Beauty School to work as a Cosmetology Clinic Instructor. I performed this job from 2016 through 2018, all while still running my own hair salon.



Alicia Howell – Stylist

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



Beverly Grant- Stylist

Beverly Grant has always had a love for makeup; her desire for it led her to Debbie's Beauty School. At the time you had to take the full Cosmetology course to achieve your license. As she took her courses in Cosmetology people loved the stylist she had become. She became a licensed Cosmetologist in 1982 and has managed several salons over the years.

INSTRUCTORS ESTHETICS OCCUPATIONAL ADVISORY COMMITTEE MEMBERS



Angela Godfrey – Esthetics Instructor

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



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MANICURING/ADVANCED MANICURING OCCUPATIONAL ADVISORY COMMITTEE MEMBERS



Cassandra Ward – Esthetician

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



Lisa Grant – Salon Owner/Manicurist

Lisa Grant a business professional with more than 20 years as a nail specialist. She is a wife of 25 years, a mother of 4 and holds a bachelor's and master's degree in Business Management and Administration. She is a graduate of Crockett Vocational School of manicuring where she excelled at the top of her class and won numerous nail competitions placing from 1st-3rd place in a variety of categories. As a Nail Technician veteran and proprietor of Lady Lisa's Creative Touch LLC, our motto is "Where beauty and care are our Specialty". I reiterate the importance of hygiene, nail foundation, consistency and customer service are key to any business. I express that if you are passionate about what you do you will never work a day in your life!



Ayanna Williams-Jones – Spa Owner/ Entrepreneur

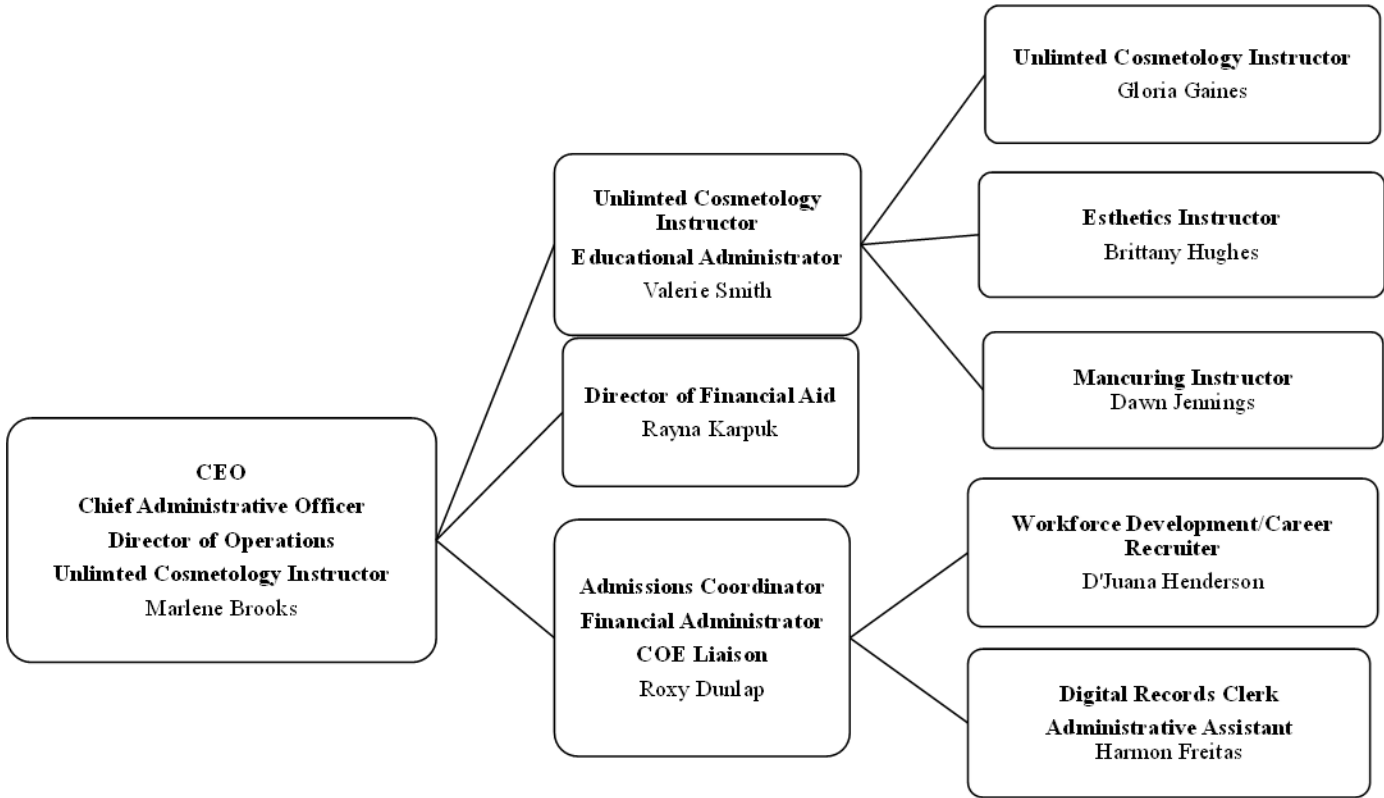
Born in Brooklyn, Ayanna spent her younger years going between New York City and Detroit. Once she made Detroit her home, she grew an interest in real estate—working as a loan officer and later in processing. “Then the recession hit,” she remembers, and she moved back into corporate America as a Fleet Manager for General Motors, managing multi-million-dollar accounts. Currently, Ayanna Williams-Jones has her hands in multiple businesses. Her consulting firm, Boss Ladies of Detroit, advises other entrepreneurs on how to make it in business with the goal of elevating their life status. In addition to the launch of her new podcast, Ayanna is currently getting ready to release a book where she details the highs and lows of her life. Ayanna also recently started a new venture, Twin Resorts, an Airbnb that will combine with her already successful day spa, Pedicure & Shoes 2 Go in downtown Detroit to provide an all-encompassing luxurious experience.



Tonya Martin – Salon Owner/Manicurist

Tonya Martin has been the owner of The Nail box Day Spa since 2017. She has been a licensed Manicurist since 1996; she received her license from Crockett Vocational School. She is currently enrolled as a student to get her Instructor License. Prior to discovering her love for the beauty industry, she studied phlebotomy and paralegal studies.

**DYMOND DESIGNS BEAUTY SCHOOL
ORGANIZATIONAL CHART**



MEET THE STAFF



Marlene Brooks – Director of Operations

Marlene Brooks is an unlimited license instructor and licensed cosmetologist with over 20 years of experience in the beauty industry. She specializes in the areas of styling, training, and management. Marlene Brooks started apprenticeship programs governed by the State of Michigan from 2013-2019 in the field of cosmetology. She currently owns and operates Dymond Designs Beauty School, Dymond Designs Beauty Studio, and Dymond Designs Extensions. Marlene has been able to service the downtown Detroit riverfront area for over 20 years and is the driving force to Chase Bank Marketing for the Women of Color Fund.

Phone: 313-974-6164

Email: marlenebrooks.ddbs@gmail.com



Rayna Karpuk – Director of Financial Aid

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

Phone: 313-974-6164

Email: raynakarpuk.ddbs@gmail.com



Roxy Dunlap – Admissions Coordinator

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

Phone: 313-974-6164

Email: roxydunlap.ddbs@gmail.com



Valerie Smith – Educational Administrator / Cosmetology Instructor

Valerie Smith has 40 years of experience in the Cosmetology industry. Valerie is a graduate of IBA State College of Beauty. She taught cosmetology and nail technology at David Pressley, Warren Wood School of Cosmetology, Highland Park School of Cosmetology and L'Esprit. She was with Wella Corporation for 10 years as a Salon Service Educator. She was the recipient of the High Achiever Award and winner of the CEO Club award for Wella Corporation.

Phone: 313-974-6164

Email: valeriesmith.ddbs@gmail.com



Gloria Gaines - Cosmetology Instructor

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

Phone: 313-974-6164

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Phone: 313-974-6164

Email: brittanyhughes.ddbs@gmail.com



Dawn Jennings– Manicuring Instructor

Dawn Jennings is a professional manicurist for over 25 years. Currently endorsed by the North American School of Podology specializing in pedicures and foot care, Manicuring Instructor and Mentoring. Experience includes work in 3 major airport spas as a lead tech, small business owner & continuance with professional and personal development and education. Certainly, I own a passion for the trade and the state board certification process-teaching is learning and learning teaching!



D'Juana Henderson – Workforce Development Coordinator / Career Recruiter

D'Juana Henderson is our Workforce Development/CPL Specialist, she comes to us with 14 years of customer service experience as a Patient Access Liaison. She graduated from the Detroit Business Institute with certificates in Business Management and Marketing. She has a bubbly personality and love for meeting new people which is why she makes an excellent addition to our workforce development team.

Phone: 313-974-6164

Email: djuanahenderson.ddbs@gmail.com



Harmon Freitas– Digital Students Records Clerk

Harmon Freitas is currently pursuing his bachelor's degree at Wayne State University. Living on campus, he enjoys rock climbing and skateboarding with friends. He works part-time at Dymond Designs Beauty School in the Records and Financial Aid departments. Some of his hobbies include producing music, fashion, and snowboarding.

Phone: 313-974-6164

Email: harmonfreitas.ddbs@gmail.com

LEGAL NOTICES & CERTIFICATION

Council on Occupational Education
State of Michigan Bureau of Professional Licensing

Accredited
Licensed Cosmetology School

MISSION STATEMENT

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

VISION STATEMENT

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

CORE VALUES

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

STUDENT FOCUS

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

DIVERSITY AND INCLUSION / EEO STATEMENT

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

GENERAL INFORMATION

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

TUITION COST – COST OF ATTENDANCE

2021-2022 Cost of Attendance for Entire Program												
	Cosmetology - 12 mo		Esthetics - 4 mo		Advanced Esthetics - 6 mo		Manicuring - 4 mo		Advanced Manicuring		Instructor Esthetics - 4 mo	
	w/parent	not w/parent	w/parent	not w/parent	w/parent	not w/parent	w/parent	not w/parent	w/parent	not w/parent	w/parent	not w/parent
Tuition	\$20,000	\$20,000	\$10,000	\$10,000	\$15,000	\$15,000	\$10,000	\$10,000	\$12,000	\$12,000	\$6,000	\$6,000
Books & Supplies	\$2,000	\$2,000	\$1,700	\$1,700	\$1,700	\$1,700	\$1,500	\$1,500	\$1,500	\$1,500	\$500	\$500
Room	\$0	\$10,333	\$0	\$3,444	\$0	\$5,166	\$0	\$3,444	\$0	\$5,166	\$0	\$3,444
Board	\$0	\$3,282	\$0	\$1,094	\$0	\$1,641	\$0	\$1,094	\$0	\$1,641	\$0	\$1,094
Transportation	\$10,059	\$10,059	\$3,353	\$3,353	\$5,030	\$5,030	\$3,353	\$3,353	\$5,030	\$5,030	\$3,353	\$3,353
Personal/Misc	\$3,500	\$3,500	\$1,167	\$1,167	\$1,750	\$1,750	\$1,167	\$1,167	\$1,750	\$1,750	\$1,167	\$1,167
Loan Fees ESTIMA	\$58	\$58	\$58	\$58	\$58	\$58	\$58	\$58	\$58	\$58	\$58	\$58
Registration Fee	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
State of MI regist	\$63	\$63	\$63	\$63	\$63	\$63	\$63	\$63	\$63	\$63	\$63	\$63
PSI exam/test fee	\$198	\$198	\$198	\$198	\$198	\$198	\$198	\$198	\$198	\$198	\$198	\$198
	<u>\$35,978</u>	<u>\$49,593</u>	<u>\$16,639</u>	<u>\$21,177</u>	<u>\$23,899</u>	<u>\$30,706</u>	<u>\$16,439</u>	<u>\$20,977</u>	<u>\$20,699</u>	<u>\$27,506</u>	<u>\$11,439</u>	<u>\$15,977</u>

** STUDENT TO INSTRUCTOR RATIO**

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

HISTORY & ADMINISTRATION

Dymond Designs Beauty School is a cosmetology training school located in Downtown Detroit that supplies excellent education in the fields of cosmetology, manicuring, esthetics, and instructors' courses. We supply the highest level of education, with staff members that have been experienced in the fields of education, and cosmetology for over 25 years. Marlene Brooks is the founder of Dymond Designs Beauty School (2017), Dymond Designs Beauty Studio (2008), and Dymond Designs Extensions (2015). Ms. Brooks started an apprenticeship program in 2013 helping individuals obtain their cosmetology license. Further, she saw that this was helping people who were interested in the Beauty Industry, so she decided to open a Beauty School with the capability of training many more students. DDBS has partnered with many organizations such as: The Mayors Sector Partnership Program, MI works, Path Program (Department of Human Services), Michigan Rehabilitation Services, Goodwill Life Launch Program, and more organizations that assist participants with grants for training, based on eligibility.

DYMOND DESIGNS BEAUTY SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES

Preamble

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

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

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

Student Rights

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

Student Responsibilities

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

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

DYMOND DESIGNS BEAUTY SCHOOL STUDENT CODE OF CONDUCT

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

PREAMBLE

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

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

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

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

1.0 DEFINITIONS

When used in this code:

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

as defined in Section 1.10; (6) enlisting the assistance of a substitute in the taking of examinations; (7) violation of course rules as contained in the course syllabus or other written information provided to the student.

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

2.0 PROHIBITED CONDUCT

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

All forms of academic misbehavior.

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

- b) Disruption or interference with the orderly conduct of an Advisory Committee proceeding.

3.0 DISCIPLINARY SANCTIONS

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

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

DDBS STUDENT ADMISSION POLICY

ADMISSION REQUIREMENTS

High School Diploma, GED, or College Degree.

Apply for classes via on-line or in-person

Submit a registration fee: \$100.00 (non-refundable)

APPLICANT MUST COMPLETE THE FOLLOWING:

- Tour the facility
- Complete a personal interview with the Admissions Coordinator or designee prior to registration.
- Provide verification documents:
- Copies of your high school diploma, high school transcripts, GED, or college degree
- Driver's license, State I.D, or birth certificate are required.

We are required to verify that your proof of education is from a valid high school, college, or GED program. If we determine that your documents are not valid, you will be denied admission to the school. If DDBS has reason to believe that the high school documentation is not valid, the Admissions Coordinator must evaluate the validity of the student's high school completion. DDBS does not recruit students who are already enrolled in a similar program at another institution.

HIGH SCHOOL DIPLOMA VERIFICATION POLICY

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

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

FOREIGN DIPLOMA POLICY

Must have evidence that verification of a foreign high school diploma has been performed by an

outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

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

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

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

ACCEPTANCE:

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

ENROLLMENT INFORMATION:

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

ENROLLMENT CONTRACT:

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

ORIENTATION

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

PAYMENT SCHEDULE:

DDBS offers a variety of monthly financial payments schedules. See DDBS Admissions Leader or Financial aid leader for details.

ADMISSIONS AND RECRUITING:

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

SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress (SAP) evaluates the periods applicable through the attendance schedule to be considered maintaining a satisfactory attendance and academic progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 68% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

DDBS STUDENT ADMISSION PROCEDURE

PROCEDURE:

1. Applicant must complete and apply prior to registration in person or online at www.dymonddesignsbeauty.com
2. Applicant must set up an appointment for entrance interview and campus tour. The admissions coordinator will give applicant all required admissions materials to for acceptance into the intuition program of choice such as: high school diploma, GED, high school transcript, college degree, State I.D., driver's license and/or birth certificate. The applicant will also be given all funding options.
3. Once applicant has been assessed he/she will be notified of denial or acceptance by letter via email, in-person, and telephone.
4. Once applicant is accepted a \$100.00 registration fee (non-refundable) must be paid within the school's business center and review of tuition cost and payment options must be evaluated and determined.
5. After payment options have been established within the business center, the applicant must set up an orientation date. **ALL APPLICANTS MUST ATTEND AN ORIENTATION.** The admissions coordinator and/ or financial aid advisor, or workforce development career recruiter will advise applicants of all orientation dates.
6. During the orientation the applicant will sign and review all necessary documents during orientation such as enrollment forms, tuition agreements, student catalogs/handbooks, course outline/curriculum, plans/policies/procedures, and must train for user-group.

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

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

Dymond Designs Beauty School
STUDENT ACCESS TO FILES AND RECORDS
POLICY AND PROCEDURES

A student can review any items in his/her student file at any time. A request must be submitted to the Director of Operations or Designee through their instructor. This request will be granted within a reasonable amount of time. No student may remove any items from their file at any time while viewing the file. However, a copy may be made. The Director of Operations or Designee is the official custodian of the records. All records will be maintained for a period of 5 years from the date of graduation or release/ termination from the school and kept in the main records room. The Director of Operations or Designee may request other school personnel to assist in answering any questions that the students may have in regard to their records.

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

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

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

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

Location: 3300 E. Jefferson Ave Ste. 450 Detroit, MI 48207
Main Telephone Number: 313-974-6164
www.dymonddesignsbeauty.com

DDBS PROGRAM AND INSTITUTIONAL OUTCOMES FOLLOW-UP PLAN

Follow-up Surveys

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

Placement and Follow-up Data

Placement and follow-up data are used to evaluate and improve the quality of program outcomes as well as the success of the institution in achieving its mission and is reviewed by staff, instructional/administrative staff, Director of Operations, and Institutional/ Occupational Advisory Committees. All institutional employees are encouraged to make a recommendation upon the adjournment of our Employee Meeting after all data has been reviewed, distributed, and discussed. All review takes place prior to the end of the year/4th quarter, and prior to the upcoming New Year. The end of the year meeting is mandatory for all institutional instructional, administrative /supervisory staff.

Collection of Data on Completion, Placement, Follow-up and Licensure Exams and Pass Rates

DDBS is a smaller organization, so data collection is a combination of effort from all staff but the responsibility of the Workforce Development Career Recruiter. Whether it's the Workforce Development Career Recruiter, an instructor, or Administrative/Supervisory Staff Member, all are a part of the gathering of data and the processes. Once the data has been collected it is the job of the Workforce Development Career Recruiter to continue to follow-up. All Student files are kept on the main campus which includes: the period of enrollment, financials, and academic and

current educational progress records. The files are kept on campus for a period of no less than 5 years from the date of enrollment. The instructor is responsible for making sure all students fill out an exit survey upon completion of the student's respective program. All data from the survey is in the students file software for data organization which will make information retrievable upon job placement notification. The Director of Operations verifies that the instructors have collected the exit surveys for all students and then the Director of Operations puts them into the student's files. Further data of student placements and licensure exams are collected by the Workforce Development Career Recruiter. Once the student has completed the program the student will complete the licensure and placement survey which allows DDBS to track student licensure exam pass rates accurately. The means of collecting placement data is in the form of the employer affiliates sending an employment offer through email, telephone/text, and exit surveys from the students, or from social media or web retrieval.

Exit Surveys and Evaluation from the Program Completers, and Employers of Completers for Determination of Program Effectiveness

DDBS believes in delivering top notch education and to do so, we must provide track data and metrics so we can measure our success of our programs and the impact we make on those we can train. Program effectiveness is evaluated by distributing survey feedback forms to our completers and employers of completers. The questions on the survey ask specific quality questions to determine if we are meeting our mission statement in providing quality training programs.

Getting "real time" feedback from the employers and graduates of our program helps us to grow and strengthen areas of weakness or that are underdeveloped. Upon annual review of the survey feedback forms at our mandatory end of the year employee meetings we ask for feedback, suggestions, or comments on areas of development. We measure our outcomes by our licensure/placement rates and retention of students that graduate and complete their program. Exit surveys that are complete help us to recognize what our graduates and employers see as our strengths and weaknesses for our program delivery. Questions asked on the survey allow us to see the satisfaction with our school and quality of candidates sent to our hiring partner affiliates.

Questions that are on the exit surveys require a level of rating on topics as follows, but not limited to: Modes of training delivery, facility and equipment, curriculum, instructor review, media resources, level of skill developed by a graduate, etc.

Evaluation and Review

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

Procedures

1. Data Collection upon Enrollment from Admissions Coordinator
2. Immediate meeting or interview with Admissions Coordinator
3. Upon completion of program, students will be notified of their needed efforts to report licensure and job placement data with the use of the student licensure and placement survey feedback forms upon completion and after completion of program
4. All data is collected from the Workforce Development Career Recruiter, Instructors, Director of Operations and Admissions Coordinator in the form of exit surveys, licensure and placement surveys, social media, online platform retrieval, or employer partners that has hire our graduates. Contact can be made via telephone, email, text messages, and remind app.
5. The Records Clerk or Director of Operations are responsible for housing collected data in the Student Information File System and in hard-copy/digital format which is in the locked fire-proof safe cabinet and on the password generated computer for certain departments
6. The collected data is gathered, evaluated, and analyzed on an annual basis at all staff meetings and Institutional or Occupational Committee Members meetings
7. Revision to the plan is done on an “as needed basis”, but no less than annually

Student Follow-up

Student records that do not show completed, placed, licensed, or waiting for testing date from completion, placement, and licensure trackers are considered “negative outcomes.” The Director of Operations, Workforce Development Career Recruiter, Instructors, and Admissions Coordinator will review the Student Outcome data and completion, placement, and licensure trackers to evaluate student needs, retention, “negative outcomes” and follow-up with the

students after review. All student follow-up data and completion, placement, and licensure trackers data are reviewed on no less than an annual basis. All the feedback is assessed and gathered, it is at this time the recommendations for change, adjustment or implementation is made. All the feedback from the staff and committee members are taken into consideration and the plan is updated by the Director of Operations immediately after final review.

Follow-up methods

1. Employer emails, or verbal communication
2. Student and Employer feedback forms
3. Student Exit surveys
4. Student Licensure and Placement Data Survey forms
5. Emails, text, remind messages from students verifying employment
6. Completion, Placement, and Licensure Trackers
7. Workforce Development Career Recruiter, Director of Operations, Instructors, and Admissions Coordinator verbal verification from student and or employers
8. Social media and online platform retrievals
9. Open house and employer affiliate partner hiring events on campus

The Workforce Development Career Recruiter will contact the student to complete the licensure and placement data survey and tracker after the completion of the program. All employers of graduates will be contacted to complete an employer placement data survey to provide feedback on the quality of the former student's knowledge, skills and performance or the Occupational Committee Members will communicate with the employer partners to gather the necessary program and institutional outcomes data. The Workforce Development Career Recruiter or the Admissions Coordinator are responsible for verifying student licensures through the State of Michigan Department of Licensing and Regulatory Affairs Cosmetology Division.

EFFECTIVENESS OF STUDENT SERVICES PLAN

Purpose:

The purpose of the Plan is to address student retention, and the effectiveness of ensuring all Student Services. The Director of Operations will be responsible for this plan, but it will be the duty of all that participate in the career success of our students to play a part in the facilitation of the overall procedures.

Objective:

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

Procedure:

- DDBS requires that junior students meet with the Director of Operations, Workforce Development Recruiter Career Recruiter, or their instructor at least once for guidance in student academic success.
- DDBS will utilize the instructors, Director of Operations, and the Workforce Development Career Recruiter to aid in the assistance of the student's counseling, overall performance, participation, and educational journey from enrollment to job placement.
- The Workforce Development Career Recruiter and will assist in gathering all required data for job placement and the effort to increase student retention and the data associated with retention will be the responsibility of the Director of Operations and Instructors.
- The instructors will oversee making sure the clinical floor is active and the needs of the student to perform the clinical services on the community is provided. Instructors are responsible for making sure that students have high engagement in their program from hands-on /work-based training to lecture knowledge (theory); which, will ultimately sustain higher retention rates.
- The Records and Placement Department is supervised by the Director of Operations and maintained by the Records Clerk and the Workforce Development Career Recruiter. The

Records Clerk will service alumnae needs, transcript/ educational record request, and the Workforce Development Career Recruiter will assist with placement requests in a timely and efficient manner.

- Confidentiality will be followed in the keeping, documenting, and sharing of files or student sensitive data and will be managed by the Director of Operations.
- Student support services and assistance with academic advisement and assistance will be the responsibility of all faculty.
- All students will be given access to learning resources both digital and print and will be given the passcode to the school's internal server to access educational materials to ensure a successful program outcome and student retention.
- Students will be given progress reports, program assessments, and practical skills test to ensure they are held accountable for quantitative and qualitative performance, thus ensuring students' have more personal "stake" in the game.
- Students will have the opportunity to meet with potential employers and will have meaningful interaction for job opportunities upon graduation.

Plan for retention and student services:

- To promote student success and higher retention rates which can be persistent through graduation, DDBS strives to focus on improving the classrooms and clinical floor organization and management. DDBS believes that if students fail in the classroom and on the clinical floor work-based training, one course at a time, they fail in job placement. Consequently, improving classroom/clinical practices in these ways: expectations, support, assessment, feedback, involvement, communication skills, time management, and academic/social integration.
- First, clearly defined expectations in the classroom can help students to develop realistic expectations and begin to plan their time according to competing demands in the discipline area. All faculty members should provide clear information about course requirements, assignments, examinations, and projects. Furthermore, faculty should retain high expectations of students.
- Academic support is vital to students as they strive to meet high expectations. For underrepresented and underserved students joining our community, academic support can make or break their initial experience. DDBS sets forth internal support when external

challenges for students directly impact with their ability to participate in daily learning. Student mentors and faculty advisors can serve to provide a social and academic support network to struggling students.

- Frequent assessments, feedback, communication, time management, and academic/social integration can keep students informed of their progress and allow them the opportunity for correction and give the student the opportunities not only create an environment that promotes self-reflection on progress but also encourage students to think about what they are learning as they are learning.
- DDBS has a firm commitment to ensure that all students receive a quality education and experience. All efforts for retention are based on ethical conduct and clear academic goals. It is imperative that students, staff, and administrators are responsible for upholding the school's mission. DDBS is prepared to serve its students and offer the most comprehensive support services to retain its students and increase its population.

Evaluation:

- The evaluation of the plan will be a combined effort from the Director of Operations, Workforce Development Career Recruiter, Admissions Coordinator, and the instructors which are also be responsible for maintaining and gathering data. The Records Clerk is responsible for student records and data such as clock-hours, recording student minimum practical application hours, and attendance. The Director of Operations is ultimately responsible for the compliance of all records and student data.
- The student retention, and CPL data will be reviewed on no less than an annual basis by all staff at the biannual employee meetings. It is at this time all staff will have the opportunity to comment on student services and student retention to address if we are hitting our completion, placement, and licensure metrics.
- Student, employer, graduate, and employee surveys are reviewed to see if are meeting the needs of those that we serve.
- The Director of Operations, Instructors, and all other management/administrative staff will make recommendations, suggestions and report findings of noncompliance or potential deficiencies reported on the survey feedback forms.
- The Occupational and Institutional Advisory Board Committees will have the opportunity to assess all information from survey feedback forms from the students, employers and

all staff on an annual basis and make recommendations for deletion, addition, or potential changes in the event they deem necessary findings should be addressed.

- The Director of Operations, Workforce Development Career Recruiter, and Admissions Coordinator will evaluate all feedback after the annual and biannual meetings have taken place and discuss the final changes, additions, or deletions to the plan to further support the students.
- All final changes will be made to the plan by the Director of Operations and will be updated and then shared with all staff, management, and committee members at the next biannual or annual meeting. Changes will be available immediately to all on the website in digital and in print format in the Director of Operations Office and throughout the institution.
- The plan will also be available to all students, patrons of the facility and staff on the website in digital format and in print once all updates have been made.
- An email will be sent to all staff and board members of plan changes and the newly revised plan will be attached to the email.
- The plan will be continually monitored and assessed throughout the year and changes will be made sooner if necessary than annually if the need arises.



EMERGENCY RESPONSE AND EVACUATION PLAN



Terror



Fire



Severe storm



Tornado

Version Date: 2020/2023

3300 E. JEFFERSON STE 450
DETROIT, MI 48207
MAIN PHONE LINE: 313-974-6164
WWW.DYMONDDDESIGNSBEAUTY.COM

PURPOSE

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

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

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

MARLENE BROOKS

Marlene Brooks, CEO
Dymond Designs Beauty School
3300 E. Jefferson suite, 450
Detroit, Michigan 48207

EMERGENCY RESPONSE PHONE NUMBERS

Campus Non- Emergencies	248-506-6888
Campus Emergencies	911
Police Department	313-596-5700
Fire Department	313-596-2900
Ambulance	313-879-2020

PROCEDURES FOR REPORTING FIRE OR OTHER EMERGENCIES

Instances of emergencies shall be reported to local authorities by calling 911. After 911 has been contacted, please call the emergency safety authority at 734-271-2793.

Employee Responsibilities

1. Reporting any emergency situation
2. Reading and understanding this Procedures.
3. Being aware of their primary and secondary emergency exits.
4. Asking questions when any Information is unclear or not Understood.
5. Understanding the proper operation of Emergency evacuation equipment.
6. Informing Director/Manager of special Emergency evacuation needs.

Supervisor Responsibilities

1. Providing staff, students and visitors emergency response information and Training.
2. Identifying mobility impaired employees who might need assistance during evacuation.
3. Providing opportunity for employees to ask questions.

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by Director are:

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

EVACUATION ROUTES

- Evacuation route maps have been posted throughout the institution and work areas.

The following information is marked on evacuation maps:

1. Emergency exits
 2. Primary and secondary evacuation routes
 3. Locations of fire extinguishers
 4. Fire alarm pull stations location
- Faculty and staff should know at least two evacuation routes.

FIRE EMERGENCY

When fire is discovered:

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

Fight the fire ONLY if:

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

Upon being notified about the fire emergency, occupants must:

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

ESA must:

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

All member of the staff must:

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

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS:

BE CALM, BE COURTEOUS, LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____

TIME: _____ DATE: _____

CALLERS IDENTITY SEX: Male: _____ Female: _____ Adult _____ Juvenile _____

APPROXIMATE AGE: _____ ORIGIN OF CALL: Local _____ Long distance _____

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

Bomb Facts

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

When will it go off? Certain Hour _____ Time Remaining _____

Where is it located? Building _____ Area _____

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

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

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

Call Security at **313- 259-5578** and relay information about the call.

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

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

Notify the Director of Operations immediately.

SEVERE WEATHER

TORNADO:

- When a warning is issued by sirens or other means, seek inside shelter.
 - Consider the following:**
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
 - Stay away from outside walls and windows
 - Use Arms to protect the head and neck.
 - Remain sheltered until the tornado threat is announced to be over.
- **EARTHQUAKE:**
- Stay calm and await instructions from the ESA
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the ESA

FLOOD:

- **If indoors:**
- Be ready to evacuate as directed by the ESA
- Follow the recommended primary or secondary evacuation routes.
- **If outdoors:**
- Climb to high ground and stay there
- Avoid walking or driving through flood water.
- If a car stalls, abandon it immediately and climb to a higher ground.

Blizzard:

- **If indoors:**
- Stay calm and await instructions from the ESA
- Stay indoors!
 - If there is no heat:**
 - Close off unneeded rooms or areas
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and Drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available.
- **If outdoors:**
- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

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

LOCKDOWNS

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

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

HEALTH & SAFETY PLAN SECTIONS POLICY AND PROCEDURES

Overview

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

1. Observe safety rules: familiarize yourself with DDBS'S critical plan for fire evacuation, incident plans/ procedures and emergency preparedness protocols:
2. Keep work areas clean and orderly at all times
3. Immediately report all accidents to the school director or management/ instructor on staff.
4. Operate instructional material/equipment only after proper training has been administered and under the supervision of instructor/and or School Director.
5. All students must wear their uniform while on campus and must have the appropriate provided (for purchase by student) smocks and DDBS T-shirt, slacks, and closed toed shoes.
6. Employees with questions or concerns relating to safety programs and issues should contact the School Director. Police department/Fire department local numbers are posted on the walls of the institution and in your student manual made available prior to enrollment.

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

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

2. **Accident Reporting System:** The following are general processes and procedures designed to assure students, staff, and guests that DDBS provides a safe and healthy environment in which to teach and learn. DDBS follows district policies and procedures regarding the reporting of accidents to employees, students, or the public. If an employee suffers work related injury/illness, DDBS is committed to returning them to the same status of function they enjoyed before the injury/illness and bringing them back to work as quickly as possible. As an employee, you have a right to receive timely and appropriate medical care for injuries sustained during or arising out of your employment. Receive timely and understandable information concerning your treatment

including available alternatives and their potential effectiveness. Receive your treatment with dignity, courtesy, respect, privacy, and with all the confidentiality specified. Request a one-time independent medical examination. As an employee, you are responsible to: Immediately report any injury received on the job to your School Director/ Manager. The employee must notify his/her School Director, who in turn, will receive urgent care/ medical/ ambulance authorization prior to obtaining care. The injured employee must be available by telephone to discuss his/her injury status with the School Director. **ALL INJURIES SHOULD BE REPORTED THE SAME DAY THEY OCCUR WITHOUT DELAY.** Emergency Care: If it is a true emergency, have someone call 911 or take you to the nearest emergency room. Please contact your immediate instructor or School Director to help facilitate. Any additional medical care that is needed will be coordinated through them whether you are an employee or a student.

3. **Accident Investigation System:** The school director completes a health and injury report as necessary and submits the report to the DDBS administration to the office of secure files, before the end of the working day on which the incident is reported An Incident Report or Student Accident Injury Report is to be submitted to the School Director and will be investigated through department procedures. A copy of the file will also be put into the respective student or employee file and held on campus for a period of no less than 5 years.
4. **Site Emergency Plan:** Every DDBS classroom and clinical area has a copy of the campus evacuation and Safety/ Health emergency plan. The plan is designed as a quick reference resource for the classrooms and is part of the DDBS student handbook, emergency plan, operational plan and employee handbook. It provides essential information to assist staff in responding to a wide range of threats and hazards that may affect the school. The DDBS Emergency Operations Plan is aligned with the emergency planning practices at national, state, and local levels – and includes the five phases of emergency preparedness: Prevention, Protection, Mitigation, Response, and Recovery.
Part of the school Emergency Operations Plan requires the school site to conduct regular drills for various scenarios. (Fire, bomb threat, severe weather, public lockdowns, limited lockdowns, directional evacuations, etc.) In order for staff, students, and visitors to be prepared during critical incidents, the Site Emergency Plan has easy-to-follow directions, scripts, and staff responsibilities for each critical incident. DDBS utilizes the trainers from the local Police Department and has them come in to train the staff and students once a quarter on the above mentioned critical or emergent, potential situations.
Signals or codes identify the nature of the threat or danger. Each classroom has an emergency evacuation map posted on the walls of the institution that instructors discuss with their classes.

The school has monthly fire drills and two practice drills for each (Code Red, White, and Yellow) as well as tornado during the school year. Drills are conducted so that students and personnel can react quickly and appropriately to an actual incident on campus. This plan is revised annually or more frequently if needed.

5. **Crisis Response Plan:** The DDBS Crisis Response Plan in the Student handbook is part of the DDBS Emergency Operations Plan. It provides the school site with a guide for effective response to a critical incident. The plan is divided into five sections including Hazard Analysis, Method of Operations, Emergency Management Goals and Objectives. The site will be adequately prepared to deal with an emergency. Roles and responsibilities will be outlined to aid in the organization of preparation, response, and recovery from a threatened or actual emergency.
6. **Fire Extinguisher Maintenance Plan:** All fire extinguishers and the fire alarm systems are maintained by DDBS through the Detroit Fire Department and sprinkler system by the landlord (A.F. Jonna Management). They are quarterly checked from employees for maintenance and tested for efficiency. Annual inspections from the Fire Marshall are given and Biennial

inspections from the City of Detroit Building and Safety Engineering and Environmental Department and Property Maintenance Division.

7. Evaluation & Revision

DDBS’s health and safety written plan is reviewed annually by DDDBS school’s committees, employers, employees, and students and is revised as necessary. The Health and Safety Plan is distributed to all employees and students during employee/student orientation and is available to students in the Student Handbook and Catalog, and the Employee Handbook, along with the institution’s website. Survey Feedback forms are used by employees, committees, and students as a means to evaluate the Health & Safety Plan for additions, deletions, or revisions.

8. Incident Report

Students, employees, and all visitors will use this form to report all school related injuries, illness, or “near miss” events (which could have caused an injury or illness) – no matter how minor. This helps us to identify student plans/procedures and emergency preparedness protocols and correct hazards before they cause serious injuries. This form shall be completed by students as soon as possible and given to a school director/instructor for further action. Keep work areas clean and orderly at all times, immediately report all accidents to the school director or management on staff, operate instructional material/equipment only after proper training has been administered and under the supervision of an instructor and /or School Director. All employees must wear a lab coat and badge while on campus, students must always be in uniform with name tags while on campus (badges can be purchased by students on campus). All black scrubs or DDDBS t-shirts with scrub pants (Saturdays: school t-shirt with jeans) and closed in shoes. Contact the School Director, or Detroit MI. police department/ fire department for any questions or concerns relating to safety programs and issues, employees caring for injuries sustained during the course of, or arising out of and on campus event that is out of the control of the staff should contact the local authorities and the numbers are posted on the walls of the campus or your student manual made available prior to enrollment. All visitors are required to enter the facility through the main entrance and check in at the front desk with the sign-in sheet, stating name, phone number, email, and reason for visit. Unless escorted by a staff member the visitor may be asked to go through a brief screening by providing identification and purpose for visit through management or clinical floor director. In the event of an emergency or unforeseen event that needs immediate care other than what the institution can accommodate, call 9-1-1 and complete an Accident Report Form. Have a student, School Director, or administrator who charted the incident, acknowledge and sign off on the documentation.

Individual completing this form, please circle the correct one:

Student School Director Instructor Employee

Signature _____ **Date** _____

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

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

Accident or Incident

Why did the unsafe condition exist /why did they occur? Were there unsafe acts or conditions reported prior to the incident? Have there been similar incidents or near misses prior to this one?

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

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

I am reporting a work related: Injury Illness Near miss

Your Name:

Job Title:

Supervisor:

Have you told your supervisor about this injury/near miss? Yes No

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

Names of witnesses (if any):

Where, exactly, did it happen?

What were you doing at the time?

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

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

What parts of your body were injured? If a near miss, how could you have been hurt?

Did you see a doctor about this injury/illness? Yes No

If yes, whom did you see?

Doctor’s phone number:

Date:

Time:

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

If yes, when?

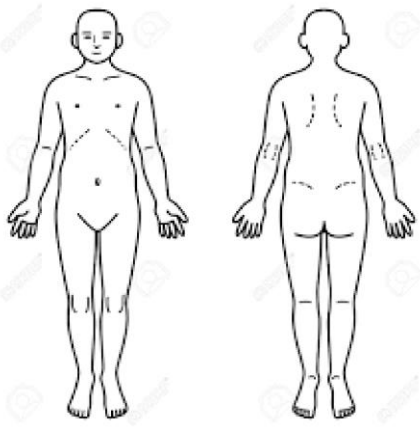
Supervisor:

Your Signature:

Date:

Part of body affected: (shade all that apply)

Nature of injury: (most serious one)



Abrasion, scrapes

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

Step 2: Describe the incident

Exact location of the incident:

Name

Sex: Male Female

Age:

Number of attachments: Written witness statements: Photographs: Maps/drawings:

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

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

Description continued on attached sheets

Step 3: Why did the incident happen?

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

Why did the unsafe condition exist and why did it occur? Were there unsafe acts or conditions reported prior to the incident? Have there been similar incidents or near misses prior to this one?

Step 4: How can future incidents be prevented?

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

Stop this activity

Redesign school area

Train/enforce policy

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

Written by: _____ Title: _____

Department: _____ Date: _____

Names of investigation team members:

Reviewed by: _____ Title: _____

Date: _____

MEDIA SERVICES PLAN

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

Instructional Media

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

Coordination of Media Services Roles and Responsibilities

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

Program Instructors:

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

Director of Operations or Designee

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

Media Service Budget

DDDBS has an annual budget for all media services that is reviewed by the Institutional Advisory Board. All instructors must complete a written request form for all media/technology items and submit each request to the Director of Operations or designee. The Director of Operations or designee will review the requested item(s). The Director of Operations will then meet with the financial administrator or The Admissions Coordinator to evaluate available funding departments and entities. The financial administrator or Admissions Coordinator are responsible for maintaining the budgets and keeping accurate records of expenses for each program department

and will work as part of a cohesive team with the Director of Operations and CPA, Ms. Shaniece Bennett. All instructors are responsible for reporting to the Director of Operations or designee on a written request form for repairs. Any media equipment that needs repair /purchased will be on an “as needed” basis. For replacement equipment, purchases will be based in accordance with normal wear and tear of equipment. The Director of Operations or designee must review all quotes from vendors, suppliers, or maintenance companies or persons.

Student Learning Resources

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

Students shall have wireless access to the internet on their own devices anywhere on the campus through CBCI-2746 network. Additionally, all administration departments, faculty, staff, and instructors shall have access through the DDBS portal.

Educational Materials

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

Audio-visual materials & equipment

- Televisions
- Computers
- Projectors

Print and Digital format:

- Audio/Visual aids
- Web training tutorials
- Milady Hard-Copy Books
- Milady Exam Books
- Digital books

- Flash Drives
- Instructional DVD
- CD's
- Televisions
- Computers
- Projectors

Media Services for Teachers:

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

Orientation for user groups for instructors, students, and others

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

Facilities, Technology, and Infrastructure

DDBS computers use Milady MindTap for instructional software. Rollcall software is utilized in administration/finance, while Western Digital Software and writing for wired and wireless backup. Software for anti-viruses and firewall protection are monitored by Webroot, while Bitlocker manages all data for encryption. All IT is

outsourced through Electronic Brain Solutions. The institution has a budget for all installations, on-going services, and purchases. If network changes are needed to the DDBS technical infrastructure they will be considered as budgetary constraints allow. If there are repairs/purchases needed to media services, all instructors and faculty must complete the purchase or work order and submit it to the Director of Operations. The Director of Operations will then check the budget with the Financial Administrator for availability if it is deemed an immediate, potential, or current need. The Director of Operations will then purchase based on available budget allowance and will plan strategically to complete the necessary request as the resources/cash flow becomes open.

Evaluation for Improvement

The evaluation of media services is conducted annually by faculty, program occupational committees, and the Institutional Advisory Board with the use of survey feedback forms. These results and recommendations are used to assist, modify, and improve our school's media services. The Effectiveness of Media Services which includes the evaluations and utilizations for continued improvements for media services.

Inventory of Equipment

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

Repair, Maintenance, and Replacement

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

OPERATION AND MAINTENANCE PLAN

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

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

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

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

Personnel Responsible

Major repairs and maintenance to the physical facility such as building repairs, and heating and cooling breakdowns, are managed by the school's landlord. However, in some instances, the Director of Operations may be able or required to hire an outside contractor. Please contact the School Director of Operations for further clarification. Generally, this will be in the event the landlord is unreachable or it is for the equipment or supplies owned and operated by DDBS. If there is a need for the physical equipment, supplies or infrastructure owned by DDBS, the Director of Operations should be notified. The Director of Operations will deem if it is an immediate need or potential danger to the school and if not, the request or need will be prioritized in the order it was requested or deemed necessary by all management.

Lawn services and parking lots are maintained by the landlord of the entire complex of businesses and immediate landlord of the individual building occupied by that of the DDBS campus. DDBS is not required to do any exterior up-keep to the surrounding property or land. Snow removal is performed by the landlord of the complex.

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

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

General Responsibilities

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

Technical Infrastructure

Technical Infrastructure is added as student population and staff needs change. All staff members, faculty, and instructors are responsible for reporting all IT issues. If there are repairs/purchases needed, the instructors, and faculty must fill out a work order and submit it to the Director of Operations or designee. The Director of Operations will then check the budget for availability if it is deemed an immediate, potential, or current need. The Director of Operations will then purchase, or repair based on available budget allowance and will plan strategically to complete the necessary request as the resources/cash flow becomes open. DDBS has a third-party IT company that handles all IT issues.

Equipment and Supplies

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

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

Replacing and disposing of obsolete equipment will be done when the need arises and after the employee biannual, annual Institutional Advisory and Occupational Committees have had the opportunity to evaluate all survey feedback

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

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

Relevant State Law

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

Applicable Federal Codes and Procedures

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

PHYSICAL FACILITIES AND TECHNICAL INFRASTRUCTURE PLAN

DDBS Physical Facilities and Technical Infrastructure is overseen by the Director of Operations. This plan addresses the organization and management of the physical facility and equipment needs DDBS has established the basis for management and procedures governed by the institution in regard to all maintenance of physical facilities and data privacy, safety, and security of all technical infrastructure.

GENERAL RESPONSIBILITIES

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

DAY TO DAY MANAGEMENT

DDBS's Director of Operations and administration is responsible for day-to-day management, improvement, and any potential expansion of facility and technical infrastructure.

ADEQUACY AND IMPROVEMENT OF PHYSICAL FACILITY AND TECHNICAL INFRASTRUCTURE: PHYSICAL FACILITY

Dymond Designs Beauty School's Physical Facilities are managed by the Director of Operation and student population, while maintaining the required student to instructor ratio. As it is deemed necessary to add additional lease space for student classroom(s), clinical floor/lab(s), and/or common space, the Director of Operations is responsible for the process of acquisition of space.

TECHNICAL INFRASTRUCTURE

Technical Infrastructure is added as student population and staff needs change. All staff members, faculty, and instructors are responsible for reporting all necessary needs. If there are repairs/purchases needed, the instructors, and faculty must fill out a work order and submit it to the Director of Operations or designee. The Director of Operations will then check the budget for availability if it is deemed an immediate, potential, or current need. The Director of Operations will then purchase, or repair based on available budget allowance and will plan strategically to complete the necessary request as the resources/cash flow becomes open. DDBS has a third-party IT company that handles all IT issues.

MAINTENANCE AND PHYSICAL FACILITY

DDBS staff, and students are responsible for the upkeep of the classroom, clinical floor room, break room, and cleanliness. DDBS has a maintenance/janitorial contractor that comes in 5 days a week for upkeep and cleaning for the overall facility. DDBS's Director of Operations provides the necessary funding for upkeep of projects or any maintenance needs that must be subcontracted out.

SUPPLIES

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

EQUIPMENT

All equipment needing repairs are reported to the Director of Operations or designee through a work order. The School Director will decide if the equipment needs repair, or is in need of replacement. The Director of Operations will check the budget with the financial administrator for a final decision. In the event the Director of Operations is unreachable, and it is something that is necessary for daily operations please contact designee.

ALL INSTRUCTIONAL EQUIPMENT MEETS APPROPRIATE/REQUIRED SAFETY STANDARDS

All equipment purchases, maintenance, repairs and operational procedures are coinciding with the safety industry standards. All faculty, and students follow the guidelines given through the Material Safety Data Sheets (MSDS), OSHA, and the State of Michigan (LARA) administrative rules for health and safety.

SAFETY, PRIVACY, AND SECURITY DATA

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

SAFETY OF STAFF, STUDENTS AND GUESTS

DDBS strives to maintain safe environments for everyone. The facility includes classrooms, media service center, bathrooms, break rooms, clinical/lab floor, counseling room, and common areas. We have annual fire and sanitation inspections, daily walkthrough and inspection of the environment (maintained by the Director of Operations) as well as the process of weather. We are in compliance with health, safety, and sanitation guidelines according to the State of Michigan (LARA).

Incident reporting for any accident of staff, instructor, student or guest; each incident is reviewed for improvements that can be made to avoid future incidents. DDDBS has:

Fire Extinguishers located in common areas with evacuation routes, exit signs and route of egress designation

throughout campus facility as well as:

- First Aid supplies kept throughout the facility.
- Insurance for accidents and other needs. The Director of Operations, Clinical Floor Director, Unlimited Licensed Instructor or an Administrative staff member is present at all times to control daily traffic and supervise as students leave the building to reduce accidents and injuries.
- Safety, accident, injury and emergency report forms for a systematic controlled process with a full written policy available to our staff, students and guests of our facility prior to attendance or regular visits to our campus. All students, and staff must sign our health and safety check sheet prior to starting class or working at our facility.

REFUND POLICY AND SIGNATURE FORM

- 1. Refunds for Classes Canceled by the Institution.** If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.
- 2. Refunds for Students Who Withdraw on or before the First Day of Class.** If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.
- 3. Refunds for Students Enrolled Prior to Visiting the Institution.** Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
- 4. Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction.** Institutions engaging in programs, which are short-term, must have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.
- 5. Refunds for Withdrawal after Class Commences**

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

Programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on the section above. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on the section above. Students agree to comply with the assigned schedule for applicable All Beauty Programs, which may change from time to time at the discretion of the school. Student agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.

REFUND POLICY-NOTICE OF CANCELLATION

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

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

- (1) Applicant is not accepted by the school: The applicant shall be entitled to a refund of all monies paid.
- (2) A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- (3) A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$50.00
- (4) A student notifies the institution of his/her withdrawal in writing.
- (5) A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- (6) A student is expelled by the school: (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- (7) In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

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

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

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

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

Student Signature

Date

DDBS SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURE

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

EVALUATION PERIODS

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

ACADEMIC PROGRESS EVALUATIONS

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

Interpretation: Excellent, Good, Satisfactory, Failing.

GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:

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

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

DETERMINATION OF PROGRESS

Students meeting the minimum qualitative 75% GPA requirement for academics and quantitative 68% for attendance; (considered the pace) at the scheduled evaluation point are SATISFACTORY.

ACADEMIC PROGRESS

Until the next scheduled evaluation: For a student to be making satisfactory academic progress as of course midpoint, the student must meet 68% in both attendance and 75% academic requirements on at least one evaluation by midpoint

in the course.

ATTENDANCE:

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

MAXIMUM TIME FRAME (Quantitative Measurement)

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

WARNING POLICY

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

PROBATION POLICY

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

MAKE-UP TIME POLICY

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

SUSPENSION AND TERMINATION POLICY

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

1. Possession of illegal drugs or alcohol on school premises, grounds, or parking lot.
2. Theft from Students, or of School property, or supplies.
3. Willful destruction of School property.

4. Insubordination
5. Loud, boisterous behavior or foul language.
6. Failure to pass the satisfactory Academic Program Probation

ACADEMIC REVIEW PROCEDURES AND APPEAL PROCESS

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

CERTIFICATIONS OF COMPLETIONS

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

CHANGING DEGREES/TRANSFER PROGRAMS

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

WITHDRAWAL POLICY

A student will be considered withdrawn if the following occurs:

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

SEMESTER/TERMS

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

TRANSFER CREDITS

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



SATISFACTORY ACADEMIC PROGRESS EVALUATION FORM

Student Name **Date**

Start Date **Evaluation Period**

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

Warning

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

Probation

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

Additional Comments:

Student Signature **Date**

Accepted by School Official **Date**

TITLE IV SATISFACTORY ACADEMIC PROGRESS STANDARDS AND POLICY

Policy Reason

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

SAP Policy

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

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

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

Minimum Qualitative Requirement

Academic Standard

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

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

Interpretation: Excellent, Good, Satisfactory, Failing

GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:

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

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

DDBS rounds percentage calculations using normal rounding methods.

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

Minimum Quantitative Requirements

Attendance Standard

Students must attend a minimum of 68% of the hours they are scheduled to attend based on the student’s enrollment agreement. A student’s attendance is determined by dividing the total hours attended by the total clock hours scheduled as of the evaluation date.

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

Pace of Progression

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

Maximum Time Frame

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

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

Cosmetology – 2,250 clock hours and 66 weeks (full-time)
Advanced Manicuring – 900 clock hours and 39 weeks (full-time)
Manicuring – 600 clock hours and 30 weeks (full-time)
Advanced Esthetics – 900 clock hours and 39 weeks (full-time)
Esthetics – 600 clock hours and 30 weeks (full-time)
Esthetics Instructor – 450 clock hours and 30 weeks (full-time)
Cosmetology – 2,250 clock hours and 96 weeks (part-time)
Advanced Manicuring – 900 clock hours and 48 weeks (part-time)
Manicuring – 600 clock hours and 39 weeks (part-time)
Advanced Esthetics – 900 clock hours and 48 weeks (part-time)
Esthetics – 900 clock hours and 39 weeks (part-time)
Esthetics Instructor – 900 clock hours and 39 weeks (part-time)

All accepted transfer hours from another institution are counted as both attempted and completed hours to determine when the maximum allowable timeframe has been exhausted.

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

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

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

Evaluation Periods

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

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

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

Cosmetology: 450, 900, 1200
Manicuring: 300
Esthetics: 300
Esthetics Instructor: 300

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

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

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

Determination of Progress Status

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

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

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

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

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

Warning Policy

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

Warning Procedure

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

- (1) Failure to meet the minimum qualitative 75% GPA requirement for academics and the quantitative 68% attendance or
- (2) Failure to progress at a pace to ensure completion within the maximum time frame

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

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

Probation

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

Probation Plan

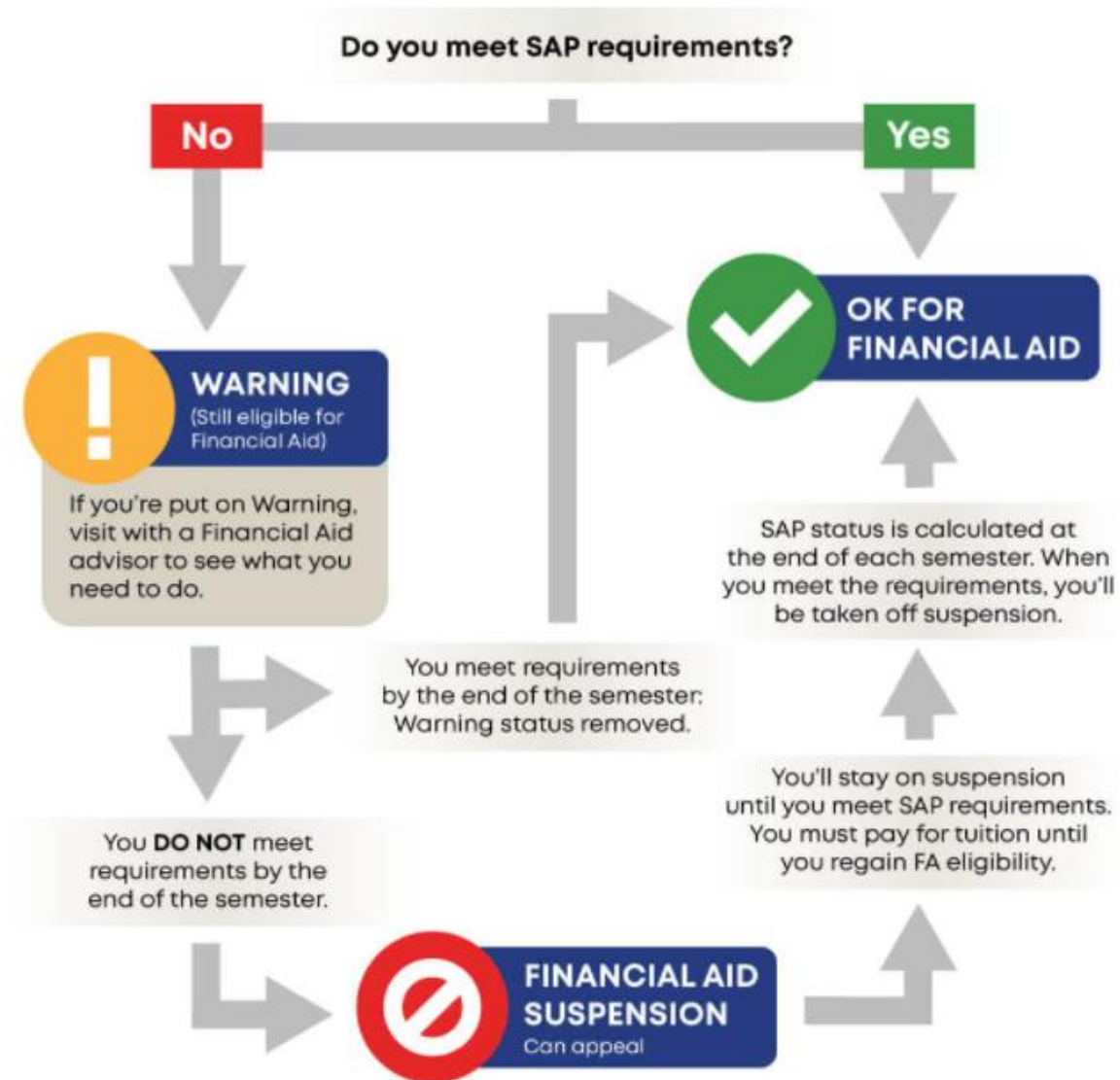
Students placed on an academic Probation Plan must meet the academic plan's requirements by the end of the next evaluation period. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the subsequent evaluation. Students who are progressing according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

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

Notification

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

The SAP Process



Re-establishing SAP

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

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

Make-up Time Policy

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

Interruptions, Course Incompletes, Repetitions, and Withdrawals

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

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

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

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

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

Withdrawal Policy

A student will be considered withdrawn if the following occurs:

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

ESL and Remedial Courses

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

Changes in Majors or Degrees

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

Pursuit of a Second Degree

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

Semesters/Terms

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

Transfer Credit

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

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

Suspension and Termination Policy

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

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

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

Academic Review Procedures and Appeal Process

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

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

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

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

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

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

Certificates of Completion

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

Satisfactory Academic Progress Appeal Form – below



Satisfactory Academic Progress Appeal Form

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

Name: _____

Address: _____

Email/phone: _____

Meeting financial aid satisfactory academic progress (SAP) standards is a requirement for financial aid eligibility. If you do not meet SAP standards, you may submit an appeal requesting financial aid reinstatement consideration. Email complete appeal to finaid.ddbs@gmail.com

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

SAP review components are:

- (1) **Cumulative Grade Point Average (GPA):** 75% is required for academics and 68% is required for attendance
- (2) **Pace of Progression (completion percentage):** At least 67% of all coursework attempted must have successfully passing grades.
- (3) **Maximum Time Frame:** Students must complete their program in no more than 150% of the program’s average published length.

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

Signature _____

STUDENT GRIEVANCE POLICY AND PROCEDURES

PURPOSE OF THE PROCEDURE/INTRODUCTION

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

POLICY

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

PURPOSE

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

GUIDELINES

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

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

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

PROCEDURE

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

APPEAL

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

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

Or

State of Michigan Bureau of Professional Licensing, PO Box 30670 Lansing, MI 48909 Telephone: (517) 241-9288

www.michigan.gov

Email: BPLHelp@michigan.gov

STUDENT GRIEVANCE FORM

Name of Complainant: _____

Address: _____

Student Name: _____

Phone Number: _____

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

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

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

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

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

Student Signature of Complainant

Date

APPEAL FORM

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

Re: _____

Attention Director of Operations:

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

Supporting Documentation Attached: _____ YES _____ NO

_____ **Student Signature Parent or Guardian**
(If applicable) Date

OFFICE USE ONLY _____ APPEAL _____ APPEAL DENIED

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

CLASS SCHEDULE

Holiday and Calendar Information:

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

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

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

Cosmetology

Length: 12- 18 Months (1500 Hours)

Full-time (45 weeks)

Part-time (75 weeks)

Course Start Date

Expected Graduation Date

Expected Graduation Date

July 6, 2021	July 10, 2022	February 10, 2023
October 5, 2021	October 9, 2022	April 9, 2023
January 4, 2022	November 15, 2022	June 13, 2023
April 5, 2022	February 14, 2023	September 12, 2023
July 5, 2022	May 16, 2023	December 12, 2023
October 4, 2022	August 15, 2023	March 12, 2024
January 3, 2023	November 14, 2023	June 11, 2024
April 4, 2023	February 13, 2024	September 10, 2024
July 5, 2023	May 15, 2024	December 11, 2024
October 3, 2023	August 13, 2024	March 11, 2025
January 2, 2024	November 12, 2024	June 10, 2025
April 2, 2024	February 11, 2025	September 9, 2025
July 2, 2024	May 13, 2025	December 9, 2025
October 1, 2024	August 12, 2025	March 10, 2026
January 7, 2025	November 18, 2025	June 16, 2026
April 1, 2025	February 10, 2026	September 8, 2026
July 1, 2025	May 12, 2026	December 8, 2026
September 30, 2025	August 11, 2026	March 9, 2027
January 6, 2026	November 17, 2026	June 15, 2027
April 7, 2026	February 16, 2027	September 14, 2027
July 7, 2026	May 18, 2027	December 14, 2027
October 27, 2026	September 7, 2027	April 4, 2028

Esthetics**Length: 4-6 months (300-400 hours)****Instructor Esthetics****Manicuring****Full-time (12 weeks)****Part-time (20 weeks)****Course Start Date****Expected Graduation Date****Expected Graduation Date**

July 6, 2021
 October 5, 2021
 November 2, 2021
 November 23, 2021
 December 7, 2021
 January 4, 2022
 March 1, 2022
 April 5, 2022
 June 7, 2022
 August 16, 2022
 October 25, 2022
 January 3, 2023
 March 14, 2023
 May 23, 2023
 August 1, 2023
 October 10, 2023
 December 19, 2023
 February 27, 2024
 May 7, 2024
 July 16, 2024
 September 24, 2024
 December 3, 2024
 February 11, 2025
 April 22, 2025
 July 1, 2025
 September 9, 2025
 November 18, 2025
 January 27, 2026
 April 7, 2026
 June 16, 2026
 August 25, 2026
 November 3, 2026

November 23, 2021
 February 22, 2022
 April 7, 2022
 April 28, 2022
 May 26, 2022
 March 29, 2022
 May 24, 2022
 June 28, 2022
 August 30, 2022
 November 8, 2022
 January 17, 2023
 March 28, 2023
 June 6, 2023
 August 15, 2023
 October 24, 2023
 January 2, 2024
 March 12, 2024
 May 21, 2024
 July 30, 2024
 October 8, 2024
 December 17, 2024
 February 25, 2025
 May 6, 2025
 July 15, 2025
 September 23, 2025
 December 2, 2025
 February 10, 2026
 April 21, 2026
 June 30, 2026
 September 8, 2026
 November 17, 2026
 January 26, 2027

January 23, 2022
 April 22, 2022
 June 7, 2022
 June 28, 2022
 July 26, 2022
 May 24, 2022
 July 19, 2022
 August 23, 2022
 October 25, 2022
 January 3, 2023
 March 14, 2023
 May 23, 2023
 August 1, 2023
 October 10, 2023
 December 19, 2023
 February 27, 2024
 May 7, 2024
 July 16, 2024
 September 24, 2024
 December 3, 2024
 February 11, 2025
 April 22, 2025
 July 1, 2025
 September 9, 2025
 November 18, 2025
 January 27, 2026
 April 7, 2026
 June 16, 2026
 August 25, 2026
 November 3, 2026
 January 12, 2027
 March 23, 2027

Advanced Esthetics

Length: 4-6 months (600 hours)

Advanced Manicuring

Full-time (18 weeks)

Part-time (30 weeks)

Course Start Date

Expected Graduation Date

Expected Graduation Date

July 6, 2021
October 5, 2021
November 2, 2021
November 23, 2021
December 7, 2021
January 4, 2022
March 1, 2022
April 5, 2022
June 7, 2022
August 16, 2022
October 25, 2022
January 3, 2023
March 14, 2023
May 23, 2023
August 1, 2023
October 10, 2023
December 19, 2023
February 27, 2024
May 7, 2024
July 16, 2024
September 24, 2024
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July 1, 2025
September 9, 2025
November 18, 2025
January 27, 2026
April 7, 2026
June 16, 2026
August 25, 2026
November 3, 2026

November 23, 2021
February 22, 2022
April 7, 2022
April 28, 2022
May 26, 2022
May 10, 2022
July 5, 2022
August 9, 2022
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December 20, 2022
February 28, 2023
May 9, 2023
July 18, 2023
September 26, 2023
December 5, 2023
February 13, 2024
April 23, 2024
July 2, 2024
September 10, 2024
November 19, 2024
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April 8, 2025
June 17, 2025
August 26, 2025
November 4, 2025
January 13, 2026
March 24, 2026
June 2, 2026
August 11, 2026
October 20, 2026
December 29, 2026
March 9, 2027

January 23, 2022
April 22, 2022
June 7, 2022
June 28, 2022
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December 3, 2024
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April 22, 2025
July 1, 2025
September 9, 2025
November 18, 2025
January 27, 2026
April 7, 2026
June 16, 2026
August 25, 2026
November 3, 2026
January 12, 2027
March 23, 2027
June 1, 2027



CURRICULUM AND COURSE OUTLINE - COSMETOLOGY

COURSE DESCRIPTION:

Cosmetology is a Certificate of Completion program that studies the basic understanding of hair, skin, and nails. In this instructional sequence course students will coordinate integration of academics, career training, laws and rules, and technical knowledge skills designed to provide job-specific training with the understanding of the products and procedures used in their care. This is a 1500 clock-hour course, and it may run 45 weeks (full-time), and 75 weeks (part-time).

CLASS TIMES:

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

Evening Class Tuesday - Thursday 5:00pm - 9:00pm, Friday 5:00pm – 10:00pm, and Saturday 8:30am - 4:30pm

COURSE GOALS:

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

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

COURSE FORMAT:

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

UNIT OUTLINE:

I. ORIENTATION (100 HOURS)

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

II. SHAMPOO AND RELATED THEORY (50 HOURS)

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

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

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

- E. Chemistry of Hair
- F. Safety & Sanitation

IV. COLD WAVING AND RELATED THEORY (200 HOURS)

- A. Procedure-Normal Hair
- B. Procedure-Tinted & Bleached Hair
- C. Procedure-Problem Hair
- D. Procedure-Re-curling
- E. Cold Wave Chemistry
- F. Product Knowledge of Chemicals
- G. Knowledge and Analysis of Hair
- H. Safety & Sanitation

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

- A. Procedure-Normal Hair
- B. Procedure-Tinted Hair
- C. Procedure-Problem Hair
- D. Knowledge and Analysis of Hair
- E. Methods of Chemical Hair Relaxers
 - 1. Sodium Hydroxide
 - 2. Thioglycolate
- F. Product Knowledge of Chemicals G. Safety & Sanitation

VI. HAIR COLORING AND RELATED THEORY (200 HOURS)

- A. Temporary Color
- B. Semi-Permanent Color
- C. Permanent Color, Bleaching and Toning D. Techniques in All Color Applications
- E. Corrective Work

F. Chemistry of Color

G. Related Knowledge & Analysis of Hair

H. Safety & Sanitation

VII. MANICURING AND RELATED THEORY (100 HOURS)

A. Implements and Equipment

B. Types of Manicure

1. Plain

2. Oil

3. Shellac

C. Related Anatomy

D. Nail Disorders of the Nail

E. Practical Procedure for Manicuring

F. Safety & Sanitation

VIII. FACIALS AND RELATED THEORY (50 HOURS)

A. Facials

B. Make-up C. Lash & Brow Tint

D. Eyebrow arches

E. Temporary Hair Removal of Skin Disorders

G. Cosmetic Chemistry

H. Related Anatomy

I. Practical Procedures for each

J. Safety & Sanitation

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

A. Finger waving

B. Pin curls

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

X. CHEMISTRY (75 HOURS)

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

XI. SALON MANAGEMENT (75 HOURS)

- A. The Salon Industry
- B. Job Search
- C. Professional Relationships
- D. Salon Ownership

- E. Salon Retailing
 - F. Resume' Writing
 - G. Code of Ethics
- TOTAL HOURS: 1500**

COURSE EVALUATION:

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

GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:

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

ATTENDANCE:

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

REFERENCES, BOOKS, PERIODICALS:

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



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

CURRICULUM AND COURSE OUTLINE – ADVANCED ESTHETICS

COURSE DESCRIPTION:

The primary purpose of the **Advanced Esthetician Program** is a rapidly expanding field. Students will have a strong and advanced foundation in Esthetics Program with an up-to-date text for career learning. The instruction will focus on introductory topics such as science basics, infection control, manipulative skills, safety judgements, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills and obtain licensure and gainful employment in the field of Esthetics or any other related career avenue. The Advanced Esthetics Program will also include training with a professional skin care line, advanced esthetics facial equipment, business training and development, advanced make-up, and training with multiple professional skin care treatments. This is a 600-clock hour course that may run 18 weeks (Full-time), and 30 weeks (Part-time).

CLASS TIMES:

Full-Time (Day) Tuesday - Saturday 8:30am - 4:30pm
Part-Time (Evening) Tuesday - Friday 5:00pm - 9:00pm and Saturday 8:30-4:30

COURSE GOALS:

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

- Understand the fundamentals of Esthetics.
- Understand and utilize required sterilization and sanitation processes and procedures.
- Introduction and Orientation to MindTap technology Training
- Understand and properly utilize the chemicals, procedures and processes associated with Esthetics
- Introduction to Dermalogica and product knowledge
- Project a positive attitude and sense of personal integrity and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.

- Perform the basic manipulative skills in the areas of facial massage, effective use of implements and equipment, proper application of corrective makeup, unwanted hair removal, and strip lash and individual lash/brow tinting application.
- Perform the basic analytical skills to determine appropriate skin care and makeup services to achieve the best look for each client.
- Apply academic and practical learning and related information to ensure sound judgements, decisions, and procedures.
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related career positions.
- Learning advanced skincare treatment that are trending with professional skincare treatments and products with partners (Dermalogica) and advanced training within the Esthetics community.
- Advanced business training and development.

COURSE FORMAT:

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

METHOD OF INSTRUCTION:

Theory/Practical content will be taught using reading, online content, lecture, video media, computer-based learning activities and hands-on demonstration by faculty. Distance Education will be used in this course. Distance education is education that uses technology to deliver instruction to students who are separated from the instructor. The use of this technology supports regular substantive interaction between the students and the instructor. On-line lecture and/or demonstrations will be given by faculty using Zoom. The day(s) & times will be announced during orientation and class start. Computer based learning activities include reading assignments, practice quizzes, games focused on content reinforcement and videos will be assigned for all chapters using MindTap, which is the textbooks on-line software companion.

Successful completion of this course may require the use of a laptop, (or other electronic device) to access CENGAGE/MindTap, ZOOM and other platforms that Dymond Design Beauty School will use to enrich the educational environment.

On-ground education will also be used in this course. On-ground education is considered education that is provided to the student on site at the campus. All practical applications will be practiced and reviewed with a qualified instructor. Additionally, practical evaluations and mock exams will be given on-ground in a proctored environment.

UNIT OUTLINES:

I. ORIENTATION

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

II. GENERAL SCIENCE

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

III. SKIN SCIENCE

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

IV. ESTHETICS

The Treatment Room
Facial Treatments
Facial Massage
Facial Machines
Hair Removals
Advanced Topics and Treatments
The World of Makeup

V. BUSINESS SKILLS/SALON & SPA MANAGEMENT

Career Planning
The Skin Care Business
Selling Products and Services

Subject:

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

COURSE EVALUATION:

Written exams are given at the end of each unit of study. During the unit of study where practical procedures need to

be completed, they will also be evaluated. Students are assigned a minimum number of lab requirements. Students are given progress reports during their training. Upon completion of their training students' evaluations are based on written and practical applications and lab work.

GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:

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

ATTENDANCE:

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

REFERENCES/ BOOKS/ PERIODICALS:

- Milady Standard Esthetics Fundamentals Textbook 12th Edition
- Milady Standard Esthetics Foundation
- MindTap Standard Esthetics Fundamentals Textbook (digital) 12th Edition
- State of Michigan Barbering and Cosmetology Law Book (Occupational Code, Related Statutes, Administrative Rules and Related Rules).

TOTAL CLOCK-HOURS:	600
COURSE WEEK:	18 weeks full-time
	30 weeks part-time



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Detroit, MI 48207
313-974-6164

CURRICULUM AND COURSE OUTLINE – ADVANCED MANICURING

COURSE DESCRIPTION:

The Advanced Manicuring is a Certificate of Completion Program that prepares students for proficiency in the skills used by nail professionals with new breakthroughs in technologies, application techniques, and business strategies. Students will focus on preparing for the state exam, licensure/employment, technical skills, science basics, infection control, and business skills that will develop through practical application of patron protection & sanitation, manicures, pedicures, nail tips, wraps, monomer/polymer (acrylic) enhancements, UV gels & basic e-filing. This is a 600 clock-hour program that may run 18 weeks (Full-time), and 30 weeks (Part-time).

CLASS TIMES:

Full-Time (Day) Tuesday - Saturday 8:30am - 4:30pm
Part-Time (Evening) Tuesday - Friday 5:00pm - 9:00pm and Saturday 8:30-4:30

COURSE GOALS/OBJECTIVES:

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

1. Understand the fundamentals of Manicuring and Pedicuring.
2. Understand and utilize required sterilization & sanitation processes and procedures.
3. Understand and properly utilize the chemicals, procedures and processes associated with manicuring and pedicuring.
4. Understand & utilize various Manicuring and Pedicuring techniques, procedures, Artistic principles, artificial nails, extension, and repairs.
5. Practice proper Sanitation, patron protection, Laws and Rules, Personal hygiene, and Mechanical and electrical equipment safety.
6. Salon/Spa Management
7. Analyze and know skin and nail disorders and how and when they can be treated.
8. Related Anatomy/Physiology

9. Nail disorders and analyzation
10. Identify the supplies needed for nail tip application.
11. Name & describe three types of nail tips and the importance of a properly fitted nail tip.
12. List the types of fabrics used in nail wraps, demonstrate how they are applied and rate their benefits.
13. Demonstrate the “stop, rock and hold “method of applying nail tips.
14. Demonstrate the proper procedure and precautions to use in applying nail tips.
15. Demonstrate the proper removal of tips.
16. Demonstrate the proper procedures and precautions used in fabric wrap application and removal.
17. Describe the TWO-WEEK and FOUR WEEK nail wrap maintenance procedure.
18. Explain the monomer liquid and polymer powder nail enhancement chemistry and how it works.
19. Describe the APEX, STRESS AREA and SIDEWALL and where they relate to nail enhancement.
20. Demonstrate and perform techniques for one color and two-color monomer liquid and polymer powder enhancements over natural nails, nail tips and nail forms (sculpts).
21. Implement the proper procedure for removing monomer liquid polymer powder enhancements.
22. Demonstrate how to perform a repair to a cracked nail.
23. Describe nail art brushes and their uses.
24. Demonstrate how nail polish can be used in the creation of nail art.
25. List and describe the way color is classified on the color wheel.
26. Demonstrate time management with services.

COURSE FORMAT:

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

METHOD OF INSTRUCTION:

Theory/Practical content will be taught using reading, online content, lecture, video media, computer-based learning activities and hands-on demonstration by faculty. Distance Education will be used in this course. Distance education is education that uses technology to deliver instruction to students who are separated from the instructor. The use of this technology supports regular substantive interaction between the students and the instructor. On-line lecture and/or demonstrations will be given by faculty using Zoom. The day(s) & times will be announced during orientation and class start. Computer based learning activities include reading assignments, practice quizzes, games focused on content reinforcement and videos will be assigned for all chapters using MindTap, which is the textbooks on-line software companion.

Successful completion of this course may require the use of a laptop, (or other electronic device) to access CENGAGE/MindTap, ZOOM and other platforms that Dymond Design Beauty School will use to enrich the educational environment.

On-ground education will also be used in this course. On-ground education is considered education that is provided to the student on site at the campus. All practical applications will be practiced and reviewed with a qualified instructor. Additionally, practical evaluations and mock exams will be given on-ground in a proctored environment.

UNIT OUTLINE:

I. ORIENTATION

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

II. GENERAL SCIENCE

Infection Control: Principles and Practices
General Anatomy and Physiology
Skin Structure, Growth, and Nutrition
Nail Structure and Growth
Nail Disorders and Diseases
The Basics of Chemistry
Nail Product Chemistry Simplified
The Basics of Electricity

III. NAIL CARE

Manicuring
Pedicuring
Electric Filing
Nail Tips and Wraps
Monomer Liquid and Polymer Powder Nail Enhancements
UV and LED Gels
The Creative Touch

IV. BUSINESS SKILLS

Seeking Employment
On the Job
The Salon/Spa Business/Management

COURSE EVALUATION:

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

GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:

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

BELOW 75%.....FAILING

ATTENDANCE:

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

REFERENCES/ BOOKS/ PERIODICALS:

- Milady Standard Nail Technology 8th Edition Textbook
- MindTap Milady Standard Nail Technology 8th Edition (digital)
- Nail Foundations
- State of Michigan Barbering and Cosmetology Law Book (Occupational Code, Related Statutes, Administrative Rules and Related Rules)

TOTAL CLOCK HOURS: **600**
COURSE WEEKS: **18 weeks (full-time)**
 30 weeks (part-time)



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313-974-6164

CURRICULUM AND COURSE OUTLINE ESTHETICS

COURSE DESCRIPTION:

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

CLASS TIMES:

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

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

COURSE GOALS:

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

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

COURSE FORMAT:

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

UNIT OUTLINES:

I. ORIENTATION

History and Career Opportunities Life Skills

Your Professional Image Communicating for Success

II. GENERAL SCIENCE

Infection Control: Principles and Practices General Anatomy and Physiology

Basics of Chemistry Basics of Electricity Basics of Nutrition

III. SKIN SCIENCE

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

Skin Care Products: Chemistry Ingredients, and Selection

IV. ESTHETICS

The Treatment Room Facial Treatments Facial Massage Facial Machines

Hair Removals

Advanced Topics and Treatments The World of Makeup

V. BUSINESS SKILLS

Career Planning

The Skin Care Business Selling Products and Services

TOTAL HOURS: 400

Subject:

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

COURSE EVALUATION:

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

GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:

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

ATTENDANCE:

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

REFERENCES, BOOKS, PERIODICALS:

Milady Standard Esthetics Fundamentals Textbook

MindTap Standard Esthetics Fundamentals Textbook (digital)

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



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CURRICULUM AND COURSE OUTLINE MANICURING

COURSE DESCRIPTION:

Manicuring is a Certificate of Completion program that studies the fundamentals of nail care which includes manicuring/pedicuring, health and safety, disinfection/sanitation, laws/rules, application of artificial nails including liquids, gels, nail-tips, nail-wraps, repairs, and analysis. Students will learn in the manipulative skills, safety judgements, and proper work habits with the understanding of products knowledge and procedures used in their care. This is a 400 clock-hour course that may run 12 weeks (Full-time), and 20 weeks (Part-time).

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

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

COURSE GOALS:

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

1. Understand the fundamentals of Manicuring and Pedicuring.
2. Understand and utilize required sterilization & sanitation processes and procedures.
3. Understand and properly utilize the chemicals, procedures and processes associated with Manicuring and Pedicuring
4. Understand & utilize various Manicuring and Pedicuring techniques, procedures, Artistic principles, artificial nails, extension, and repairs.
5. Practice proper Sanitation, patron protection, Laws and Rules, Personal hygiene and Mechanical and electrical equipment safety.
6. Salon Management
7. Analyze and know skin and nail disorders and how and when they can be treated.

COURSE FORMAT:

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

UNIT OUTLINE:

I. ORIENTATION

History and Career Opportunities Life Skills

Your Professional Image Communicating for Success

II. GENERAL SCIENCE

Infection Control: Principles and Practices General Anatomy and Physiology

Skin Structure, Growth, and Nutrition Nail Structure and Growth

Nail Disorders and Diseases The Basics of Chemistry

Nail Product Chemistry Simplified The Basics of Electricity

III. NAIL CARE

Manicuring Pedicuring Electronic Filing Nail Tips and Wraps

Monomer Liquid and Polymer Powder Nail Enhancements UV and LED Gels

The Creative Touch

IV. BUSINESS SKILLS

Seeking Employment On the Job

The Salon Business

TOTAL HOURS: 400 COURSE EVALUATION:

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

GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:

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

ATTENDANCE:

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

REFERENCES, BOOKS, PERIODICALS:

Milady Standard Nail Technology Textbook and Study Guide MindTap Milady Standard Nail Technology (digital)

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



Dymond Designs Beauty School
3300 E. Jefferson Ave. Ste. 450
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313-974-6164

CURRICULUM AND COURSE OUTLINE INSTRUCTOR ESTHETICS

COURSE DESCRIPTION:

The Instructor Esthetics course is a Certificate of Completion program that studies the basic teaching skills, educational judgements, safety judgements, proper work habits, laws and rules and desirable attitudes to obtain licensure as an instructor or related position. This is a 300-clock hour course, and it will run 9 weeks (Full-time), and 15 weeks (Part-time).

CLASS TIMES:

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

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

COURSE GOALS:

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

UNIT OUTLINE:

- PART 1:** Basic teaching skills for career education instructors (1-12)
- PART 2:** Basic teaching skills for beauty and wellness instructors (13-15)
- PART 3:** Professional development for career education instructors (16-20)

TOTAL HOURS: 300 COURSE EVALUATION:

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

GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:

100%-90%	EXCELLENT
89%-80%	GOOD
Below 79%	FAILING

ATTENDANCE:

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

REFERENCES, BOOKS, PERIODICALS:

MindTap Master Educator Textbook and Study Guide MindTap Master Educator (digital)

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

ADMISSIONS, APPLICATION AND ENROLLMENT AGREEMENT

GENERAL TERMS:

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

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

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

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

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

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

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

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

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

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

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

Student Signature: _____ Date: _____

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

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

CERTIFICATE OF COMPLETION
____ CLOCK HOURS TO ____ CLOCK HOURS OF INSTRUCTION

CLASS SCHEDULE RANGES FROM 4 MONTHS TO 18 MONTHS IN LENGTH, ALL STUDENTS WILL ATTEND A MINIMUM OF 20-35 HRS PER WEEK.

SCHEDULE: _____ INSTRUCTORS NAME: _____ PROGRAM NAME: _____

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

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

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

Student Signature: _____ **Date:** _____
Admission Advisor Signature Date: _____ **Date:** _____

ENROLLMENT AGREEMENT

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

Student Signature: _____ **Date:** _____

Admissions Signature: _____ **Date:** _____

RELEASE OF STUDENT INFORMATION FORM

Authorization Form –Release of Information

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

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

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

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

Signature: _____ Date: _____

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



MEDIA RELEASE FORM

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

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

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

Print Name: _____

Signature: _____

Date: _____

NEW STUDENT ORIENTATION CHECKLIST

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

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

Student Signature

Date

PRE-ENROLLMENT RECEIPT OF INFORMATION

Student Name:

Program Date:

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

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

Student Signature

Date

PRACTICAL SKILLS COMPETENCY EVALUATION CRITERIA

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

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

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

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

SKILL PERFORMANCE

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

Total Correct _____ Total Score _____

COMMENTS: _____

Student Signature

Date

TECHNICAL INFRASTRUCTURE - STUDENT SURVEY & FEEDBACK

STUDENT NAME _____ DATE _____
COURSE OF STUDY _____
APPROXIMATE HOURS EARNED _____

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

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

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

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

ACADEMIC TECHNICAL (THEORY AND PRACTICAL LEARNING METHODS).

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

Those methods include:

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

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

The facility includes:

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

Are these resources adequate for instructional needs as stated in the program objectives and do they meet the professional standards for safety and health requirements.	YES	NO
--	-----	----

Please provide any additional recommendations:

CPL DATA REPORTING as of 06/30/2020

Programs Combine Completion, Placement and Licensure rates as of 06/30/2020

School's most recent Completion Rate: 85%

School's most recent Placement Rate: 97%

School's most recent Licensure Rate: 91%

Cosmetology Completion, Placement and Licensure rates as of 06/30/2020

Cosmetology Program most recent Completion Rate: 80%

Cosmetology Program most recent Placement Rate: 100%

Cosmetology Program most recent Licensure Rate: 100%

Esthetics Completion, Placement and Licensure rates as of 06/30/2020

Esthetics Program most recent Completion Rate: 92%

Esthetics Program most recent Placement Rate: 95%

Esthetics Program most recent Licensure Rate: 88%

Manicuring Completion, Placement and Licensure rates as of 06/30/2020

Manicuring Program most recent Completion Rate: 73%

Manicuring Program most recent Placement Rate: 100%

Manicuring Program most recent Licensure Rate: 100%

Instructor Esthetics Completion, Placement and Licensure rates as of 06/30/2020

Instructor Esthetics Program most recent completion Rate: 0%

Instructor Esthetics Program most recent Placement Rate: 0%

Instructor Esthetics Program most recent Licensure Rate: 0%

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

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

EMPLOYEE/STUDENT NAME (PLEASE SPECIFY)

DATE

Instructor Evaluation

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

Name:

Class:

Month: Day: Year:

Competency #1 Flexibility & Adaptability

Classroom projects apply to real world experiences

01234

Never

0000

Always

Competency #2 Guidance & Cooperative

Provides the opportunity to discuss class work

01234

Never

0000

Always

Competency #3 Evaluation process & Decision Making

Explain how student will be evaluated

01234

Never

0000

Always

Competency #4 Punctuality & Professionalism

Displays a professional image in actions and behavior

01234

Never

0000

Always

Competency #5 Competence of curriculum taught

Demonstrates knowledge of subject of study

01234

Never

0000

Always

Competency #6 Quality

Classroom/lab is a safe and clean environment

01234
Never 0000 Always

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

01234
Never 0000 Always

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

01234
Never 0000 Always

Competency #9 Productivity
Plan of progress in place for student

01234
Never 0000 Always

Competency #10 Productivity
Projects and assignments are readily available

01234
Never 0000 Always

Competency #11 Initiative
Encourages thinking and problem solving

01234
Never 0000 Always

Competency #12 Initiative
Technology is incorporated in class learning

01234
Never 0000 Always

Competency #13 Diversity
All students are treated fairly

01234
Never 0000 Always

Competency #14 Inclusion
Teaching method adapt to student learning styles

01234
Never 0000 Always

Competency #15 Communications

Verbal and written skills are demonstrated

01234

Never 0000 Always

Competency #16 Communications

Demonstrates a cooperative spirit

01234

Never 0000 Always

Competency #17 Institutional Commitment

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

01234

Never 0000 Always

Competency #18 Institutional Commitment

The instructor exhibits a professional attitude

01234

Never 0000 Always

Thank you for taking the time to complete this survey

DYMOND DESIGNS BEAUTY SCHOOL

EXIT INTERVIEW AND PLACEMENT SURVEY

Name: _____ Date: _____

Program: _____ Email: _____

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

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

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

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

Do you feel you received proper instructions? Yes _____ No _____

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

Any additional comments:

Did you receive financial assistant Yes ___ No ___ If yes, indicate type _____

Placement Information:

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

Employer Name:

Address:

Job Title:

Start Date:

Phone # of Employer:

Immediate Supervisor:

Duties and Responsibilities:

Employed: Full/Part time Circle On

Supervisors Email:

Hourly Wage:

How did you find out about the job?

What is your current address?

Student Signature:

Phone Number:

DYMOND DESIGNS BEAUTY SCHOOL

LICENSURE AND PLACEMENT DATA SURVEY

Name: _____

Date: _____

Program student completed _____

Telephone Number _____

Student Email: _____

What date did you complete the program? _____

Do you feel you received proper instructions on licensure procedure? Yes _____ No _____
If no, please explain _____

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

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

If yes, which exam: Practical _____ Theory _____ Exam date _____

Did you pass the practical exam? Yes _____ No _____

Did you pass the theory exam? Yes _____ No _____

Have you received your license? Yes _____ No _____

Please provide professional license number _____

Placement Information:

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

Employer Name:

Address:

Start Date:

Phone # of Employer:

Duties and Responsibilities:

Supervisors Email:

Job Title:

Immediate Supervisor:

Employed: Full/Part time Circle On

Hourly Wage:

How did you find out about the job?

What is your current address?

Student Signature:

Phone Number:

DDBS GENERAL INFORMATION

Approval Disclosure Statement

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

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

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

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

Total Tuition and Fees will vary per Program course:

- Cosmetology
 - Tuition \$20,000
 - Books & supplies \$2,000
 - Registration Fee \$100
 - State of MI registration fee \$63
 - PSI exam/test fee \$198
 - **Total** **\$22,361**
- Advanced Esthetics
 - Tuition \$15,000
 - Books & supplies \$1,700
 - Registration Fee \$100
 - State of MI registration fee \$63
 - PSI exam/test fee \$198
 - **Total** **\$17,030**
- Advanced Manicuring
 - Tuition \$12,000
 - Books & supplies \$1,500
 - Registration Fee \$100
 - State of MI registration fee \$63
 - PSI exam/test fee \$198
 - **Total** **\$13,830**
- Esthetics
 - Tuition \$10,000
 - Books & supplies \$1,700
 - Registration Fee \$100
 - State of MI registration fee \$63
 - PSI exam/test fee \$198
 - **Total** **\$12,030**
- Manicuring
 - Tuition \$10,000

- Books & supplies \$1,500
- Registration Fee \$100
- State of MI registration fee \$63
- PSI exam/test fee \$198
- **Total** **\$11,830**
- Instructor Esthetics
 - Tuition \$6,000
 - Books & supplies \$500
 - Registration Fee \$100
 - State of MI registration fee \$63
 - PSI exam/test fee \$198
 - **Total** **\$6,861**

Accreditation

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

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



CAREER OPPORTUNITIES

Here are some of the careers available to our graduates:

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

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

- Living Room Hair Lounge
- Salon Cupid
- Wigs for Kids
- Spa-A-Peel
- Paralee Boyd Salon LLC
- Emagination Salon
- Pedicure and Shoes 2 Go
- On the Level Square
- Elite Style and Beauty
- Ten Nail Bar

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

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

STUDENT VARIANCE TIME SHEET

Name		Department		Section	
Month	Year	Current Clock Hours#	Full or Part-time		Student File #

DDBS Students are only permitted five (5) variances per month. It is the duty of the student to remain on schedule with all written and practical assignments. Unapproved hours will not be counted toward monthly clock hour totals.

Reason for Variance	Time Started	Time Stopped	Instructor Initials	Total Time
Total				

Signatures

Student	Instructor
Approval Date	Director of Operations