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A copy of this catalog is provided to students at least one week prior to enrollment

VOLUME 1

Date of Publication: September 1, 2018

This is to certify this catalog as being true and correct in content and policy.

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Director signatures



India Hankins

**Dolly Monroe Beauty Academy**

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INSTITUTION ID #6187

**Mission Statement | Purpose & Objective**

Our school’s mission and purpose are to provide a quality educational system to prepare students to achieve licensure by the board of cosmetology for facial specialist and gain employment within their chosen field of study whether makeup artistry and/or esthetics. We are passionately committed to providing a solid educational foundation to empower our team in the pursuit of excellence, and we strongly believe that when people come first, success will follow.

**Facility**

The esthetic and makeup artistry program at Dolly Monroe Beauty Academy offers the challenge of a stimulating and rewarding career. The school is fully equipped to meet all the demands of modern makeup artistry and esthetic requirements while providing an atmosphere and attitude for progressive personal development.

The 1800-square-foot facility includes student lounge and lockers, client reception and work areas, management desk, open classroom setup, 10 workstations and chairs, 5 facial chairs, to accommodate 10 students. The Dolly Monroe Beauty Academy is in the Cory Lakes Professional Plaza and every entrance to the school is wheel chair accessible. The school is equipped with a handicap unisex restroom, handicap parking spots; the main entrance is large enough for wheel chair accessibility.

**Faculty**

Under the controlling direction of prestigious designers, you will receive a quality education in the exciting and changing industry of esthetics and makeup artistry. Our instructors are successful professionals who continue to work in salons, spas, and studios as time permits. All faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

**Administration/Ownership**

This academy is organized as a Florida limited liability corporation titled Dolly Monroe Academy LLC with India Hankins as presidents/owners. The Dolly Monroe Beauty Academy has included a current list of all staff members within this catalog. India Hankins has been a principal owner and operator of Dolly Monroe Studios in Tampa, FL, since 2015. India Hankins opened the Dolly Monroe Beauty Academy in Tampa, Florida, which opened January 2019. India Hankins is very active in the beauty industry as motivational speakers and is in demand outside the profession for the same purpose as various seminars, workshops, and conferences. The Dolly Monroe Corporation has an immaculate reputation for excellence in the field. The enrichment of the academic program through the talents and resources of this corporation bring an unusual combination of experience, knowledge, and motivation to the school. Dolly Monroe Studios LLC., dba the Dolly Monroe Academy.

**Program Description** (All courses are taught in English)

Our esthetics and makeup artistry merger program involve 400 total hours. Comprised in this program is 260 esthetic clock hours, which meets the State of Florida requirements. The program includes extensive instruction and practical experience in Sanitation Ethics Basics of Electricity Facial Techniques and Contraindications Product Chemistry, Hair Removal, Skin Theory, Disease and Disorders of the Skin, customer service, personal appearance and hygiene, personal motivation and development, retail Take Home skills, guest record-keeping, business ethics, as well as sanitation, state laws and regulations, salon-type administration, and job interviewing. This program includes four (4) hours of HIV/AIDS education as well as sanitation education. Students are prepared to become entry-level esthetician/facial specialist. There are no prerequisites to this program or its courses

The Makeup Artistry portion is comprised of 140 clock hours, which exceeds the State of Florida requirements for estheticians. The program includes extensive instruction and practical experience in the application of professional cosmetics in established fields of beauty, bridal, airbrush, special effects, fashion and runway, and media, TV, and/or print, customer service, personal appearance and hygiene, personal motivation and development, retail take home skills, guest record-keeping, business ethics, as well as sanitation, state laws and regulations, salon-type administration, and job interviewing. Students are prepared to become entry-level Makeup Artist. There are no prerequisites to this program or its courses.

\* Currently the school does not have any plans to improve or change its educational programs

\* The school does not have any written agreements with any other entity to offer in whole or part any of its educational programs.

**Parking**

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. Dolly Monroe Beauty Academy Tampa will not be responsible for parking violations and/or towing fees.

**Nondiscrimination Policy**

Dolly Monroe Beauty Academy in its admission, instruction, and graduation policies and practices does not discriminate based on sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school’s director, India Hankins, in person or by calling 813-388-5532, or by mail at 10335 Cross Creek Blvd Suite C Tampa, FL 33647 immediately so appropriate action can be taken.

**ANTI-HAZING POLICY**

The imposition or use of any conduct or initiation activities that willfully or recklessly endanger the physical or mental health of any person is prohibited. Violation of this policy will result in disciplinary actions against the violator, including counseling and possible termination from Dolly Monroe Beauty Academy.

**ADMISSIONS REQUIREMENTS**

Dolly Monroe Beauty Academy admits as regular students those who are high school graduates or holders of high school graduation equivalency certificates (GEDs). Dolly Monroe Beauty Academy only admits students who hold a high school diploma or G.E.D. and must also be beyond the age of 16 years of age. This is in line with the Florida State Board of Cosmetology. If the applicant is under the age of 18 he or she must have parent/guardian approval. Proof of education is required BEFORE the start of class. A copy of high school diploma, GED Certificate, or official transcript (high school, college, or GED) showing graduation date is acceptable. Dolly Monroe Beauty Academy does not accept ability to benefit (ATB) students currently. Applicants are required to have a school visitation and a personal interview with a school representative. Dolly Monroe Beauty Academy does not discriminate on the basis of race, age, sex, disability, religion or national origin.

**ADMISSIONS PROCEDURE**

**Complete an Application Form**: Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from Dolly Monroe Beauty Academy

**Submit a Registration Fee**: Action will not be taken on admission or any student loan application until a registration fee of $150.00 is received. Please submit the fee in the form of a cash, credit or debit, cashier’s check or money order, payable to Dolly Monroe Beauty Academy. This fee is not included in the cost of tuition.

**Submission of additional required documents**:

Official high school transcript showing date of graduation or diploma, or

Official passing GED scores or Certificate.

Picture ID and a Valid Social Security card with number,

& Signature of the Student Job Description Contract

**ACCEPTANCE**

After a prospective student has completed the enrollment application process, the enrollment team and

School Director reviews each applicant and his or her required admissions materials to determine acceptance. Upon the decision of the enrollment team and School Director, the applicant receives written notification of acceptance or denial. Note: All applicants must undergo the entire enrollment application process (detailed in the enrollment application), which includes reentry students (withdrawals) and transfer students.

**Verification Documents for Noncitizens**

In addition to the above documents, noncitizen applicants must also provide an I-20 form and a copy of their Visa. They must attend the full-time schedule and can only attend the program for 2 months and 2 weeks. If a student is not a U.S. citizen or does not have documented authority to work in the U.S., he or she will not be eligible to apply to the department of cosmetology licensure for esthetics/facial specialty licensure to be able to work in the state.

**REENTRY STUDENTS**

Outstanding tuition, fee, and overtime expenses must be paid in advance, or the student must make satisfactory arrangements with the Admissions Counselor. Previous tuition payments will be credited to the student’s balance. Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable. Pay a $150.00 reentry fee. The school does not deny readmission to any service member of the uniformed services for reasons relating to that service. Readmission is reserved to the sole discretion of Dolly Monroe Beauty Academy and may require special conditions. Readmission for a student requires a personal interview with school administration. The reentering student will be placed on a 14-day evaluation period. During the 14-day evaluation period, the student must demonstrate for that period that he or she can meet the school’s minimum attendance and academic requirements for satisfactory academic progress. The student will then be evaluated for satisfactory academic progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 14-day evaluation period may be terminated. Students who reenter the program are placed in the same satisfactory academic progress standing as when they left. If a reenrolling student has previously used all his or her excused absences provided under his or her original contract, the student will not receive any additional time for excused absences under the new reenrollment contract.

TRANSFER STUDENTS

Dolly Monroe Beauty Academy will accept transfer hours from other schools based on an evaluation of the student’s comprehension of the course material. A maximum of 100 hours will be accepted for 400-hour esthetic/makeup artistry students; Transfer students must attend a minimum of 300 hours of 400 for Esthetic/Makeup Artistry Program—at Dolly Monroe Beauty Academy to complete the Dolly Monroe Beauty Academy culture and educational program.

The cost for transfer students for the ESTHETICS & MAKEUP ARTISTRY program is $12.50 per hour to attend at Dolly Monroe Beauty Academy; this does not include the cost of a complete and current Dolly Monroe Beauty Academy student kit.

In order for a student to qualify as a transfer student and for hours to transfer from another institution, the student must submit the following to the school Advisor at least two weeks prior to the student’s class start date:

* A verifiable transcript from the previous institution showcasing the hours of training & education completed
* & a school/course catalog from the previous institution for the Advisor to adequately compare the curriculum
* Pay the $150.00 non-refundable application fee and complete the required application/admissions procedures

Upon the receipt of the required documents and completion of all admissions requirements & procedures, the school’s Advisor will verify the completed hours with the previous institution accordingly and will apply applicable hours completed up to the 100 hour maximum transfer credit hours. Any hours completed not directly in related to or in correlation with the Dolly Monroe Beauty Academy Program Curriculum will not be applied. Notification of transfer hour acceptance or denial will be provided to the student upon determination by the Advisor’s decision. There is no required examination for transfer hours, however all exams are still required to be passed with at least 75%, and all examination and attendance policies and requirements still apply.

Please note that students transferring to another school may not be able to transfer all hours they earned at Dolly Monroe Beauty Academy; the number of transferable hours depends on the policy of the receiving school.

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution. It is the student’s responsibility to confirm whether credits or hours will be accepted by another institution. Dolly Monroe Beauty Academy currently has no written agreements regarding transfer credits with other institutions.

STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Florida Department of Business and Professional Regulations to deny licensure. The Florida Department of Business and Professional Regulations may deny licensure claiming the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to the board of cosmetology for esthetics/facial specialty licensure to be able to work in the state. Dolly Monroe Beauty Academy is not responsible for students denied licensure.

ENROLLMENT INFORMATION

Enrollment periods: Enrollment usually begins about every twelve (12) weeks at the Dolly Monroe Beauty Academy, depending upon space and availability. Please refer to the Tuition and Registration Schedule supplement (located in the admissions packet) or contact the academy for exact starting dates.

**Holidays and school closures:**

Dolly Monroe Beauty Academy allows the following holidays off:

New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

**Enrollment contract:**

Dolly Monroe Beauty Academy clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information on costs and payment plans will be furnished to the student before the beginning of class attendance.

**Payment schedule:**

Dolly Monroe Beauty Academy offers a monthly financial payment schedule. See Dolly Monroe Beauty Academy’s Admissions Counselor for details.

**EDUCATION GOALS**

Dolly Monroe Beauty Academy strives to provide a quality educational system that prepares students to pass the state board requirements and gain employment within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise. Our education goals are:

* To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
* To maintain a constantly updated program that provides students with the knowledge to compete in their field of study.
* To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
* To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
* To prepare students to successfully pass the state licensing requirements for entry-level employment.
* To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

**COST OF TUITION AND SUPPLIES**

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

TUITION—Esthetics & Makeup Artistry Program (400-hour course)

Tuition $5,000.00

Application fee (nonrefundable) $150.00

Kit, equipment, textbooks, supplies (nonrefundable) $2,500.00

TOTAL COSTS $7,650.00

ADDITIONAL FEES NOT ASSOCIATED/PAID TO THE ACADEMY:

$75 Department of Cosmetology Licensing Fees

$25 Blood Borne Pathogens Exam

\*\*\*\*STUDENTS ARE REQUIRED TO PURCHASE: 6 Twin Sized Fitted Sheets, 6 Flat Sheets, 6 Pillowcases, 6 Hand towels, & 6 Full Sized Bath Towels – MUST BE NEW UNUSED AND WHITE\*\*\*

PAYMENT & FEE SCHEDULE:

Tuition will be charged on payment periods of 100 accumulated hours over 4 payment periods.

30 Days Prior to Class Start $2,500 (kit, supplies and equipment only)

Period 1 (0-100 hours) $1250

Period 2 (101-200 hours) $1250

Period 3 (201-300 hours) $1250

Period 4 (301-400 hours) $1250

Please contact the school’s Admissions Counselor for payment options. The school accepts cash, credit card, money orders and cashier’s check payments.

DEFINITION OF CLOCK HOUR

A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks.

**Class Start Dates**

|  |
| --- |
| **ESTHETICS & MAKEUP ARTISTRY Program: 2019-2020** |
| **DAYTIME****FULL TIME** | FEB 11, 2019 – APR 29, 2019JUL 29, 2019 - SEP 27, 2019SEPT 9, 2019 – NOV 15, 2019NOV 18, 2019 - JAN 31, 2020FEB 3, 2020 – APR 10, 2020APR 13, 2020 – JUN 19, 2019JUN 22, 2020 – AUG 28, 2020AUG 31, 2020 - NOV 6, 2020 |
| **DAYTIME OR EVENINIG PART TIME** | MAY 21-OCT 5, 2019SEPT 10, 2020 - FEB 1, 2020NOV 19, 2020 – APR 11, 2020FEB 4, 2020 - JUN 20, 2020APR 14, 2020 - AUG 29, 2020JUN 23, 2020 - NOV 7, 2020 |

**STUDENTS WHO WITHDRAW**

Students who withdraw from the program are required to empty their lockers and gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of Dolly Monroe Beauty Academy. Students wishing to receive a transcript must pay all monies owed to Dolly Monroe Beauty Academy.

**TERMINATION POLICY**

Dolly Monroe Beauty Academy may terminate a student’s enrollment for immoral and/or improper conduct, receiving seven (7) coaching sessions, failing to comply with educational requirements, and/ or the terms as agreed upon within the enrollment contract.

**400 HOUR ESTHETICS & MAKEUP ARTISTRY PROGRAM OVERVIEW**

**Program Hours: 400 clock hours**

**SCHEDULE OPTIONS**

(Full Time) Classes: 40 hours per week for 10 weeks

OR

(Part Time) Classes: 20 hours per week for 20 weeks

* **The program is divided into theory classroom instruction and hands on learning experiences.**

**Theory Classroom Instruction:**

Of the total program curriculum 271 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices. Once the theory instruction hours are complete the remaining 129 hours will be completed throughout the remainder of the program on increments of a weekly basis.

**400 HOUR** **ESTHETICS & MAKEUP ARTISTRY PROGRAM OUTLINE**

Your time at Dolly Monroe Beauty Academy for the ESTHETICS & MAKEUP ARTISTRY program will be divided into four (4) designations:

**Core Curriculum**:

The Core program instills the fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes inBasics of Electricity Facial Techniques and Contraindications Product Chemistry, Hair Removal, Skin Theory, Disease and Disorders

**Makeup Curriculum:**

During this phase students will master the knowledge and skills in makeup artistry and gain a strong foundation of: cosmetic chemistry, sanitation, makeovers, natural application, evening application, camouflage, corrective, character, high-definition photography, editorial, glamour, and bridal work. Students will learn sales techniques, advanced product usage, and customer relations in preparation for work as makeup artists in salons and spas, on set, in the studio or paramedical spas, or for freelance makeup career opportunities. Students must have a passing grade of 80% in all areas.

**Clinic Classroom Learning Experience:**

Your clinic floor time will be guided with individual attention and group learning experiences using workshops, monthly worksheets, and periodic exams developed specifically for monitoring progress. This is when you begin working on service guests in the clinic classroom. Students must have a passing grade of 80% in all areas.

Classroom Learning Experience:

Your classroom time is divided into two (2) areas:

Esthetics and Makeup. Each area has an instructor that conducts the different specialty classes once a week; these may include theory lessons and/or hands on training.

**Professional Development Curriculum**:

During this phase you will enter a new phase of specialty classroom workshops coupled with challenging practical services designed to continue building your skills as a future beauty industry professional. You will spend hours in the Academy in “high gear” by using your own artistic and creative abilities, coupled with the assistance of the House Leaders, to prepare yourself for your future beauty industry career.

**DOLLY MOROE BEAUTY ACADEMY COURSES**

Esthetics & Makeup Artistry Program (400 hours)

The instructional program of Dolly Monroe Beauty Academy meets and exceeds the Department of Cosmetology Facial Specialist/Esthetic requirements:

|  |
| --- |
|  |
| **Course****Number** | **Course Title**  | **Clock****Hours****Technical instruction** | **Lab Hours****Collaborative with services** | **Services****(If Applicable)** |
| DMA 101 | Intro to Dolly Monroe Beauty Academy Orientation | 3  |  |  |
| DMA 102 | Intro to Esthetics: History of Esthetics | 4 |  |  |
| DMA 103 | Sanitation  | 10 |  |  |
| DMA 104 | : HIV/AIDS | 4 |  |  |
| DMA 105 | : Skin Science, Theories, Disease/Disorders | 85 |  |  |
| DMA 106 | : Florida Laws, Rules, & Regulation | 5 |  |  |
| DMA 107 | : Ethics | 2 |  |  |
| DMA 108 | : Basics of Electricity & Devices | 8 | 4 | 8 |
| DMA 109 | : Facial Techniques & Contraindications | 66 | 40 | 40 |
| DMA 110 | : Hair Removal | 4 | 8 | 32 |
| DMA 111 | : Lashes  | 8 | 20 | 10 |
| DMA 112 | : Tinting & Perming | 4 | 5 | 10 |
| DMA 113 | : Extractions | 6 | 6 | 12 |
| DMA 114 | : Product Chemistry | 8 |  |  |
| DMA 115 | Intro to Makeup: Theories Trends & History | 4 |  |  |
| DMA 116 | Color Theory & Correction: Tattoo with Airbrush Cover Up | 8 | 4 | 8 |
| DMA 201 | : Intro to Beauty Makeup & Bridal | 4 | 15 | 15 |
| DMA 202 | : Intro to Airbrush | 4 | 10 | 10 |
| DMA 203 | : Fashion Print & Media | 2 | 5 | 10 |
| DMA 204 | : Special FX | 8 | 12 | 8 |
| DMA 301 | : Individuality/Branding/Focus/Career Planning | 8 |  |  |
| DMA 302 | : Marketing/Social Media | 4 |  |  |
| DMA 303 | : Business Management/Employment Skills | 4 |  |  |
| DMA 304 | : Customer Service Clientele/Portfolio Intro to Photography | 8 |  |  |
|  | **TOTAL:** | 271 | 129 | 163 |

**\*** In addition to the state requirements listed above, Dolly Monroe Beauty Academy provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record-keeping, and client service record cards.

**Description of Course Numbering System**

The acronym DMA (Dolly Monroe Beauty Academy) numbering system will presume as follows:

Courses labeled in the 100’s category are restricted to Core Esthetics Curriculum. Courses in the 200’s category are restricted to Makeup Artistry Curriculum, while the courses labeled in the 300’s category are designed for Professional Development Curriculum only.

**COURSE DESCRIPTION**

**DMA 101: Intro to Dolly Monroe Beauty Academy/Orientation**

(3 clock hours) This course introduces the student kit and what is expected in the next 10 weeks. It also reviews parking guidelines, academy guidelines, procedures, rules, and regulations.

**DMA 102: Intro to Esthetics**

(4 clock hours) This course introduces the field of esthetics, job opportunities, requirements, and job outlook. This course also reviews the factual historic knowledge of esthetics

**DMA 103: Sanitation**

(10 clock hours) This course teaches the proper ways to sanitize implements. It also reviews types of bacteria, covers the Milady chapter on sanitation and disinfection

**DMA 104: HIV/AIDS**

(4 clock hours) This course teaches the causes of HIV/AIDS, Prevention, and Proper sanitation within the field of beauty to avoid cross contamination of instruments. This course meets the 4 Hour requirement set forth by the Florida Board of Cosmetology.

**DMA 105: Skin Science, Theories, Disease/Disorders**

(85 clock hours) This course teaches the structure of the skin and the disorders that can and cannot be treated by estheticians

**DMA 106: Florida Laws, Rules, & Regulation**

(5 clock hours) This course teaches the Florida state laws and regulations in the field of cosmetology as it relates to esthetics and makeup artistry.

**DMA 107: Ethics**

(2 clock hours) This course teaches professional guidelines and teaches ethics in the beauty industry.

**DMA 108: Basics of Electricity**

(8 clock hours & 4 lab hours) This course teaches the setup, use, and maintenance of electrical devices with collaboration of facial services

**DMA 109: Facial Techniques & Contraindications**

(66 clock hours & 40 lab hours) This course teaches

**DMA 110: Hair Removal**

(4 clock hours & 8 lab hours) This course teaches proper procedures, safety precautions, and methods of hair removal including waxing, tweezing, threading, and sugaring

**DMA 111: Lashes**

(8 clock hours & 20 lab hours) This course teaches proper procedures, safety precautions, and methods of false eyelash applications including strip lashes, individual lashes, and semi-permanent lash applications

**DMA 112: Tinting & Perming**

(4 clock hours & 5 lab hours) This course teaches proper procedures, safety precautions, and methods of tinting of eyebrows and natural eyelashes as well as advanced eyelash perming techniques.

**DMA 113: Extractions**

(6 clock hours & 6 lab hours) This course teaches the importance and proper procedures, safety precautions, and methods of manual extractions.

**DMA 114: Product Chemistry**

(8 clock hours) This course teaches the standard ingredients involved in skin care and cosmetics, their uses, and importance to the industry

**DMA 115: Intro to Makeup: Theories/Trends/History**

(4 clock hours) This course introduces the foundational tools to become a successful makeup artist, including health and sanitation, product usage, face shapes, and job outlook.This course also covers common knowledge and myths regarding the makeup artistry industry, theories, and their relevance to how the theories and trends influence the industry today and in the future and factual historic knowledge of makeup cosmetics, and artistry

**DMA: 116 Color Theories**

(8 clock hours & 4 lab hours) This course teaches dimension of color by observing color relationships and selecting and mixing colors. Students will know the meaning of Chroma, saturation, hue, lightness, colorfulness and brightness. This course teaches corrective makeup applications for skin disorders and discolorations as well as the importance of the beauty industry to cater to these needs.This course also teaches manual manipulation of products, texture, tones and colors to achieve advanced camouflage of tattoos and teaches airbrush machine product manipulation of texture, tones, and colors to achieve advanced camouflage of tattoos.

**DMA 201: Intro to Beauty Makeup**

(4 clock hours & 15 lab hours) This course teaches makeup application techniques and standards for the public in attendance to special events and everyday makeup looks and teaches makeup application techniques and standards for the bridal industry including brides and bridal parties.

**DMA 202: Intro to Airbrush**

(4 clock hours & 10 lab hours) This course teaches makeup application utilizing an airbrush machine regarding all beauty applications

**DMA 203: Fashion Print & Media**

(2 clock hours & 5 lab hours) This course teaches makeup application techniques and standards for the fashion and runway industryand makeup application techniques and standards for TV and Magazine industries

**DMA 209: Special FX**

(8 clock hours & 12 lab hours) This course teaches makeup application techniques and standards for bruising, scars, burns, old age, creature creation, and prosthetics application

**DMA 301: Individuality/Branding/Focus/Career Planning**

(8 clock hours) This course teaches the importance of individuality within the industry and how to discover specializations within the industry, as well as passion. This course teaches the importance of a narrowed focus job outlook in relation to each student’s individuality, desires, and job opportunities. This course teaches the importance of branding and its relation to marketing and marketing tools.

**DMA 302: Marketing/Social Media**

(4 clock hours) This course teaches management of marketing tools and social media outlets and their importance to building, creating, and starting a successful career as a professional esthetician and makeup artist.

**DMA 303: Business Management/Employment Skills**

(4 clock hours) This course teaches job searching, resume writing, entrepreneurship and skills required to be a successful makeup artist including but not limited to job interviewing, workforce professionalism, business and personal improvement, self-image, compensation package, and payroll deductions.

**DMA 304: Customer Service Clientele/Portfolio Intro to Photography**

(8 clock hours) This course teaches the importance of customer service and how to achieve successful customer experiences in addition to providing services from the first phone or email conversation to closing the sale and up sale opportunities. This course also teaches clientele information management and its collaboration to building and creating professional portfolios. The course reviews the importance of photography in the field of Makeup Artistry and reviews basic knowledge and essentials to portrait photography, and basic use of the camera.

**TESTING AND GRADING PROCEDURE**

The following exams and grading procedures are incorporated during the student’s 400-hour course:

Weekly theory exams:

Students must receive a grade of 80% or higher on each weekly theory exam.

Core written exam: This exam covers an overview of all related esthetic subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 80% or higher on all final exams.

Students must receive a grade of 80% or higher. If a student fails to pass these exams on their third attempt, they may be asked to withdraw and re-enroll in the next Core start date.

Final Exam (400-hour written exam): The written exam covers an overview of all theory instruction, Florida state law, and other items covered within the Program. Students must receive a grade of 80% or higher on all final exams.

**PROGRAM MEASURABLE PERFORMANCE OBJECTIVES**

Complete the required number of clock hours of training.

Achieve and receive passing grades on all practical graduation requirements and projects, including theoretical examinations.

Satisfactorily pass final written exams and quizzes.

Upon completion, receive a graduation certificate from the Dolly Monroe Beauty Academy.

**SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY**

By following safety precautions, you contribute to the health, welfare, and safety of the community.

Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow safety regulations, and keep equipment properly sanitized. The following precautions should always be taken with each service guest:

Protect service guests’ clothing by appropriately draping them.

Ask service guests to remove any glasses, hats, etc. to complete the service.

Keep all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse the eyes with cold water.

Wear gloves when dealing with chemicals that require such precaution.

Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your service guest.

**INDUSTRY REQUIREMENTS**

Students interested in pursuing a career in Esthetics & Makeup Artistry should:

Develop finger dexterity and a sense of form and artistry.

Enjoy dealing with the public.

Stay current on the latest fashions and beauty techniques.

Make a strong commitment to your education.

Be aware that the work can be arduous and physically demanding because of long hours standing and using your hands at shoulder level.

**STUDENT SERVICES**

**Advising**: Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral. Information and advice on any financial assistance are accessible to students. Dolly Monroe Beauty Academy also gives advice and information to students on these subjects:

a. Regulations governing licensure to practice, including reciprocity among jurisdictions.

b. Advice provided in regards to employment opportunities but with no guarantee of employment.

c. Opportunities for continuing education following graduation.

GRADUATION REQUIREMENTS IN COURSES

Students must receive the required number of clock hours of training and meet all state requirements as well as have all monthly worksheets completed in entirety.

Satisfactorily pass final exams.

Complete the required theory hours and pass all written theory exams.

Pay all tuition costs or make satisfactory arrangements for payment of all debts owed to the school.

Once the student has met all requirements, and upon graduation he or she will receive a **Diploma**.

Dolly Monroe Beauty Academy reserves the right to retain a student in school if the student’s progress is not satisfactory as determined by the school’s administration and/or the student fails to complete all listed requirements or fails to pass the exams. Dolly Monroe Beauty Academy will not release the student’s official transcripts until all graduation requirements are met.

A student who withdraws will receive a transcript that will include the number of hours for which the school has completed training. For the purposes of transfer or graduation, hours will not be released by the school until all monies owed to it have been paid and all academic requirements pertaining to those hours have been completed.

The state of Florida requires 260 hours of education to become licensed as an esthetician/facial specialist.

Following graduation, students are not required to take a state board practical and written examination before receiving their Florida facial specialist license. This license is a protected license and must be renewed every other year. The state board gives these licenses and there is a charge not included in tuition upon completion and graduation of the ESTHETICS & MAKEUP ARTISTRY program.

Upon graduation, the school will issue one (1) transcript to the student. If the student misplaces or loses the transcript, the school will charge a fee of $25.00 for a replacement. The school has 30 days to send the replacement.

**GRADUATION, EMPLOYMENT PLACEMENT, AND JOB OPPORTUNITIES**

Many wonderful career opportunities are available within the beauty industry. In addition to esthetics, this industry also offers opportunities in areas such as skin care, makeup, product education, platform artistry, and salon management.

Dolly Monroe Beauty Academy does not guarantee employment upon graduation.

**STUDENT KIT—Esthetics and Makeup Artistry Program (400 Hours)**

Students are responsible to purchase a Dolly Monroe Beauty Academy Kit at an additional cost of $2,500 from the tuition. Please note that students are responsible for the purchase of stationery supplies.

The following items are contained in the Dolly Monroe Beauty Academy kit:

|  |  |  |
| --- | --- | --- |
| **Makeup Kit**Temptu Airbrush KitStarter pack beauty sponges 5 Mac Brow Pencils4 MAC concealer palettesMAC eyelinerMAC Mascara FIX +MoisturizerMAC PrimerMAC Liquid Foundation KitMAC Powder Kit3 MAC Highlighters12-piece MAC Blush PaletteGloss KitMorphe Brush KitMAC Lip Kit: | Dolly Monroe Lash KitGigi Student Starter Wax KitThreading kitPack of disposablesDolly Monroe strip lash set **Skin care**Complete Student Dermalogica Kit**Machinery/Stations Kit**DIRECTOR CHAIR W/ SIDE TABLEImpressions Vanity Makeup Hollywood Glow MirrorMAC Carrying Case**Esthetic Kit**Refectocil Tint KitDolly’s Lash Perm | Newer Dimmable LED Ring Light, Light Stand, Extractor Tool KitFacial Steamer with High FrequencyNew Massage Table Bed Chair  |

Textbooks listed below are included in the Dolly Monroe Beauty Academy Kit at a discounted price to the student. ($159.99)

|  |
| --- |
| Textbooks & E books: Milady’s Standard Esthetics: Fundamental ISBN-13: 978-1111306892Standard Makeup Artistry Fundamentals & Worksheets published: 2/24/12 (MOST RECCENT EDITION) |

**INSTITUTIONAL REFUND POLICY**

Should a student's enrollment be terminated, withdraw or cancelled for any reason, all refunds will be made according to the following schedule:

a. Cancellation can be made in person, by Certified Mail or by termination.

b. All monies will be refunded if the school does not accept the applicant or if the applicant cancels within three (3) days business days of signing the enrollment agreement and making initial payment with the exception of the non-refundable $150 application fee.

c. If a student (or in the case of a student under legal age, his or her parent or guardian) cancels his or her contract and demands his or her money back in writing, within three (3) business days of signing the enrollment contract, but before the first class, will result in a refund of all monies paid.

d. Cancellation after the third (3) Business Day of signing the enrollment contract, but before the first class, will result in a refund of all monies paid, with the exception of the application fee of $150.00.

e. Cancellation after attendance has begun but through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.

f. For cancellation of any obligation, other than a book and supply assessment for supplies, materials and kits are not returnable because of use, within 3 working days from the student’s signing an enrollment agreement or contract.

g. Cancellation after completing more than 40% of the program will result in no refund.

Unofficial withdrawals are monitored every 14 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student’s actual last date of attendance.

A student’s account may be sent to collections for nonpayment.

If the school closes permanently and no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

If a student on an approved leave of absence notifies the school that he/she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

Below is an example of a pro rata refund for the program:

The amount listed is the amount a school may retain based on the number of hours completed to the total program hours.

|  |
| --- |
| Tuition Amount 10% 25% 40% - 100 %  |
| $5,000 | $500.00 | $1250.00 | 5,000 |

**MAKEUP WORK**

Students must complete all required assignments and exams. To accommodate students, makeup test days and worksheet periods are scheduled. Students must complete makeup work at the scheduled time.

Monthly makeup test dates are posted on the theory and school calendars.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

THE DETERMINATION OF PROGRESS STATUS IS AS FOLLOWS:

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory progress until the next scheduled evaluation

Students enrolled in Dolly Monroe Beauty programs must meet formal standards that measure their satisfactory progress toward graduation. The Satisfactory Academic Progress policy is provided to all students prior to enrollment. The policy is consistently applied to all students. Evaluations are maintained in the student file. The school will develop an academic and attendance plan to address the specific needs of those students who fail to meet the academic and attendance requirements at specific SAP evaluation points.

QUANTITATIVE AND QUALITATIVE FACTORS

Factors for measuring the student’s progress toward satisfactory completion of the program include maintaining:

A minimum cumulative theory grade level of 75 percent (C) or higher.

A minimum cumulative academic level of 75 percent (C) or higher on practical worksheet completion. \*

To determine whether a student meets the academic requirements for satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 75 percent (C) or higher.

A minimum cumulative attendance of 80 percent of their scheduled hours. \*\*

\*To meet the state practical requirements for graduation, students must eventually complete monthly practical worksheets in entirety. See LEARNING PARTICIPATION GUIDELINES.

\*\*To determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date.

**COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME**

Full-time day students attend five (5) days (Monday through Friday, 40 hours per week, from 9:00 AM to 5:00 PM. Part-time evening students attend five (5) days (Tuesday through Saturday) 20 hours per week, from 9:00 AM – 1:00 PM OR 5:00 PM-9:00 PM.

The state of Florida requires 260 clock hours for the esthetic/facial specialist course. For a student enrolled in the Dolly Monroe Beauty Academy requirements are 400 clock hours for the ESTHETICS & MAKEUP ARTISTRY program. Students are expected to complete the course in no more than 125 percent of the program length. If a student is never absent, he or she should complete the course within 10 weeks for a full-time student and 20 weeks for a part-time student.

At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 125%-time frame allowed.

**MAXIMUM TIME FRAME**

Students must complete the educational program within the maximum time frame, which is based on attending at least 80 percent of the scheduled hours.

|  |  |  |
| --- | --- | --- |
| Program | Length | Maximum Time Frame |
| 400-hour ESTHETICS & MAKEUP ARTISTRY Program – Full Time | 10 weeks | 13 weeks |
| 400-hour ESTHETICS & MAKEUP ARTISTRY Program – Part Time | 20 Weeks | 25 weeks |

The maximum time frame allowed for transfer students who need less than full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours.

**INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS**

If the student needs to take off more time than allotted in the contract or more than 5 consecutive calendar days, he/she must drop and reenroll when ready to return. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a Student’s program of study. LOA refers to the specific time during an ongoing program when a Student is not in academic attendance. Leaves of Absence can be granted in cases of emergency or medical problems with doctor notification, which cause attendance to be impossible or impractical. To be placed on Leave of Absence, the Student must:

Complete and sign the school’s Leave of Absence Request Form

Be approved by the School’s Advisor and Admissions Counselor.

Must be in Satisfactory Academic Progress

Leaves must be a minimum of 14 days and a maximum of 60 days. Students may not arbitrarily decide to “take” a leave of absence.

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.

There will be no additional charges for a LOA. If the student fails to return or contact the School Admissions Counselor on the documented return date, the Student will be considered to have withdrawn from school as of that date.

**NONCREDIT, REMEDIAL COURSE AND REPETITIONS**

Course incompletes, repetitions, and noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school’s satisfactory academic progress standards.

**EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT**

Formal satisfactory progress evaluations in both attendance and academics will occur when 400-hour ESTHETICS & MAKEUP ARTISTRY program students reach 200 and 400 actual hours. The first evaluation will occur no later than the midpoint of the program. The following grading system is used to evaluate a student’s academic ability:

Grades and attendance (satisfactory academic progress) records are reviewed and signed by the student and maintained in the student’s financial file.

The following grading scale is used for theory progress:

A = 90 – 100% B = 80 – 89% C = 75 – 79% Failing = Below 75%

Practical and clinical work is graded by a signature on the student’s practical clinic floor worksheet or guest service ticket. A signature from an instructor represents a passing grade, which means all elements of the practical grading criteria were met. No signature indicates a failing score, which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application.

Students are required to continue and/or repeat the practical application until they receive a signature from an instructor. Students must make up failed or missed tests and incomplete assignments.

**TRANSFER HOURS**

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

**TERMINATION APPEAL PROCEDURE**

If a student is terminated due to receiving the maximum amount of coaching sessions, or due to the reasons outlined under termination on the Student Advisory Form, the student may appeal the termination decision. A student has five (5) calendar days from the date of termination to appeal the decision. The student must submit a written appeal to the school’s Advisor on the schools Termination Appeal Form describing why they were terminated, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to continue through the program without incident.

An appeal hearing will take place within 15 business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student’s learning leader, the advisor, and the school director. A decision on the student’s appeal will be made within three (3) business days by the director of education and will be communicated to the student in writing. This decision will be final.

If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and/or bullying, such termination is final and may not be appealed.

**STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY**

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

Review their education records,

Seek to amend inaccurate information in their records, and

Provide consent for the disclosure of their records.

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 45 days from the date of the request. Copies of all records can be requested at $0.25 per page.

**General Release of Information**

Except under the special conditions described in this policy, a student must provide written consent each time before the school may disclose personally identifiable information from the student’s education records. The written consent must:

State the purpose of the disclosure,

Specify the records that may be disclosed,

Identify the party or class of parties to whom the disclosure may be made, and

Be signed and dated.

FERPA Disclosures to Parents

While the rights under FERPA have transferred from a student’s parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student’s education records to his or her parents if the student is a dependent student under IRS rules.

Note that the IRS definition of a dependent is quite different from that of a dependent student for Federal Student Aid (FSA) purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent’s income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

A school may disclose information from a student’s education records to parents in the case of a health or safety emergency that involves the student.

A school may inform parents of students under age 21 when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

A school official may share with parent’s information that is based on that official’s personal knowledge or observation and that is not based on information contained in an education record.

Release of Information to Regulatory Agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. “Authorized representatives” include employees of the Department of Education, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department of Education to perform certain administrative functions or studies.

The Dolly Monroe Beauty Academy provide and permit access to student and other school records as required for any accreditation process initiated by the school.

Disclosures in Response to Subpoenas or Court Orders

FERPA permits schools to disclose education records, without the student’s consent, to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

The school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

Disclosures for Other Reasons

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34

CFR 99.31[a] [13]). A separate provision permits a school to disclose to anyone the results of any disciplinary hearing against an alleged perpetrator of a crime of violence in which that student was found in violation of the school’s rules or policies with respect to such crime or offense (34 CFR 99.31[a] [14]).

Directory Information

The academy does not publish “directory information” on any student.

Record Maintenance

All requests for releases of information are maintained in the student’s file if the educational records are kept. Student records are maintained for 3 years for withdrawal students; transcripts of graduates are kept indefinitely.

Amendment to Student Records

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the School Director and bring any supporting documentation to show that the record is incorrect.

**CAREER OPPORTUNITIES**

Career opportunities for estheticians and makeup artist include but are not limited to Salon Owner, Independent artist, Film and television, Runway, Print, Red carpet and celebrity, Theatre, Costume makeup, Bridal, Spa/Medical, Funeral home, Product Development Education, Brand representative or retail, Beauty writer

**Home School Prospective Students**

If a prospective student was home schooled, they must provide documentation to demonstrate compliance with one of the following requirements. 1) You must obtain written documentation from the school district, county, or state that shows that the student’s secondary school education was in a home school that state law treats as an approved home or private school. 2) If the state the home-schooled student was educated in issues a secondary school completion credential to homeschoolers the prospective student must provide this credential to be eligible for enrollment using a Highschool Diploma or GED equivalent must be provided.

**STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES**

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at Dolly Monroe Academy. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

**Attendance and Documentation of Time**

The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock and does round hours. To ensure proper credit for clock hours, fulltime students are required to clock in/out four times a day: when they arrive at school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. Part-time students are required to clock in/out two times a day: when they arrive at school and when they leave at the end of the day.

The school is open from 9:00 AM to 5:00 PM for students.

All courses require continuous attendance.

The prescribed attendance schedule must be maintained each week. Alternate schedules are available to those students who qualify.

Night students may not miss Tuesdays or Saturdays; day students may not miss Mondays or Fridays.

Students must be on time, as tardiness inhibits the learning process. Students who are late for theory class may not enter the classroom and will not receive theory credit. They may “clock in” and will be assigned special projects or assignments pertaining to their course of study. Students are never excused from mandatory theory class to work in the clinic.

During the contracted enrollment period, applicant student must maintain a 95% attendance average each month to complete the program by the contracted end date. The student can miss 1% of his or her scheduled hours before having to pay extra instructional charges. The student may use the 1% excused absences for vacation, doctor appointments, illness, etc.; however, the student may not be out of school 5 consecutive calendar days or he or she may be terminated. If the student must attend additional program hours beyond his or her contracted end date due to not meeting a 95% attendance average or to complete academic graduation requirements, the student will be charged an additional $25.00 for each hour scheduled to complete after the contracted end date is reached.

 \*\*Refer to the school enrollment contract for the Enrollment Contract Period definition.

 Please note that if student misses more than 5 consecutive calendar days, the student may be terminated from the program.

Students who are late or cannot attend school must contact the school and talk to the school service desk team immediately. Day students must call in by 8:00 AM; night students must call in by 12:30 PM.

 Students must request time off from school from the Education Leader.

Students are required to be in attendance a minimum of eight (8) hours per day, 40 hours per week for the full-time schedule; 20 hours per week for part-time students. Holidays such as Thanksgiving, Christmas, and New Year’s Day will be set according to the calendar each year. Students cannot bank hours and attend over 40 hours per week to make up for missing hours. If a student will miss hours during the week, arrangements must be made with the Advisor to make up those hours within the same week, or the hours missed will count against the hours allowed to miss and overtime charges can occur.

Lunches and breaks are scheduled for all students. Day students will take 60 minutes for lunch between 12:00 PM and 1:00 PM, if possible, according to their booking. Students should communicate with their instructor if they have not had lunch by 1:00 PM.

**Observe the appropriate breaks for your school schedule. Breaks are as follows:**

Student Schedule Breaks Lunch

|  |
| --- |
|  Student Schedule Breaks Lunch  |
| 8 or 7. 5 hours/day | 10 min. in the morning and afternoon | 60 minutes |
| 6 hours/day | 15 min. in the morning and afternoon | n/a |
| 4 or 5 hours/day | 10 minutes at midpoint | n/a |

**Documentation of time:** Students may not leave the school premises during regular hours without an instructor’s permission.

a. Students who leave the school premises for more than 10 minutes or those who leave early must document their time by clocking out on the time clock, signing the sign-out sheet, and having an instructor book them out.

b. Students who leave the school premises for less than 10 minutes must sign the sign-out sheet.

c. Day students must clock out on the time clock for lunch for 60 minutes every day. Students will not receive credit for the hour if they fail to clock in/out for lunch.

d. Students may not clock in or out for another student.

e. Students must keep a record of all services each day on the service tracking sheet, which must be completed daily and turned in every month.

**Professional Image**: A professional image is a requirement for successful participation in school.

Students must maintain the following professional dress code:

**Students are required to wear their academy t shirt and black pants**

**Clothing must be professional, clean, and free of stains and tears.**

**Shoes should be black, closed toed, professional, and comfortable for all students.**

**Hair must be clean and styled prior to arriving at school.**

**Cosmetics must be applied prior to arriving at school, using trend-appropriate makeup techniques.**

**The following is a list of unacceptable dress:**

 **a. Tank or sleeveless tops**

**b. Sweatpants and sweatshirts**

**c. Printed T-shirts other than those with a Dolly Monroe logo; acceptable T-shirts must be clean and professional, and you must dress them up**

**d. Shorts or skirts**

**e. Hats, visors, bandanas, caps, bonnets, or beanies**

**f. Hooded sweatshirts, jackets, or tops unless all black**

Students who fail to comply with the professional dress code will be asked to leave and return with appropriate attire

**Sanitation and Personal Services**

Students must keep workstations and classroom areas clean, sanitary, and clutter-free at all times.

 Students must clean their stations, including the floor, after each service.

 Workstations must be cleaned at the end of the day, prior to clocking out for the day.

For students to perform or receive a service,

students must do the following prior to starting the service:

a. Notify an instructor.

b. If a service guest comes in and the service desk personnel needs the student giving the personal service or the student receiving it to take care of the service guest, then the students must reschedule their personal service and complete the assigned service guest reservation.

c. Personal services are considered rewards and scheduled for students who are up to date with all projects, exams, and worksheets. School assignments and successful learning are the priority.

**Communication Guidelines and Professional Conduct**

Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic floor area.

Only emergency calls are permitted on the business phone. Students may use the student phones for

a limited time. Please keep your calls to three (3) minutes or less.

b Cell phones are not permitted during class.

c Students may not gather around the reception desk, reception area, or offices.

d Food, and drinks, are allowed only in the lunchroom.

e Dolly Monroe Beauty Academy Tampa is a smoke-free campus.

f Stealing or taking school property, or another’s personal property is unacceptable.

**Learning Participation Guidelines**

Peer teaching and tutoring are encouraged. Taking credit for another’s work or cheating during exams is unacceptable.

Students will be expected to maintain an average of 80 percent on all theory exams and assignments.

Students must take all reservations assigned to them. This includes last-minute walk-ins.

Students may not be released from required theory class to take a service guest.

Only service desk personnel may schedule or change guest service appointments.

All services must be checked, and the service ticket initialed by an instructor.

Students are expected to be continuously working on school-related projects, assignments, reading, or exam preparation during school hours.

Students will receive clock hours during the times they fully participate in their learning experience.

When students are not scheduled with service reservations or are not scheduled to attend theory or a specialty class, they may focus on the following:

a. Completion of monthly worksheets

b. Completion of theory review worksheets

c. Performing a service on another student

d. Listening to or reading school resource center materials, including educational videos, audiotapes, and books

Students must comply with school personnel and instructor’s assignments and requests as required by the curriculum and student guidelines and rules.

e. Students may not services outside of school unless authorized to do so by school administration. Conducting unauthorized services outside of school will be reported to the state board and may result in your inability to receive a professional license. Students are responsible for their own equipment and may use a station drawer only while working at that station. All equipment, tools, and personal items must be secured in their assigned locker. Dolly Monroe Beauty Academy is not responsible for any lost or stolen articles.

f. Parking is allowed in assigned parking areas only or cars may be towed at the owner’s expense.

g. All worksheets are due the end of each month by 5:00 PM for day students and 8:00 PM for night students.

h. If a student fails to complete a worksheet in entirety, the student will be placed on the Back on

Track list and will remain on the list until the following month, if he or she completes the worksheet.

**COACHING AND CORRECTIVE ACTION**

Part of your learning experience includes fine-tuning and mastering the skills and behaviors of a salon professional. The school team will coach all students to correct noncompliant or destructive behavior.

The following actions may be inspected for noncompliance:

Attendance and Documentation of Time Guidelines: Attendance, promptness, and documentation of work are cornerstones of successful work practices. Students may be clocked out, released for the day, or suspended when they do not comply with guidelines.

Professional Image Standards: Professional image standards were created to provide guidance and direction to students as they develop their professional image and persona. Students may be clocked out and released for the day when they do not meet professional image standards.

Sanitation and Personal Service Procedures: Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment. Students may be clocked out and released for the day when they do not follow sanitation and personal service procedures.

Communication Guidelines and Professional Conduct: It is the school’s responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and students all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may experience suspension or termination.

Learning Participation Guidelines: The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers students to act as future salon professionals and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may be released from school, suspended, or terminated.

**Corrective Action Steps**

Once a student has received five (5) coaching sessions, the student may be suspended from school for five (3) days. Suspended students may only be readmitted to school upon paying the administrative termination fee. If a student receives two (2) more coaching sessions after readmission from a five (5) day suspension, the student’s attendance may be permanently terminated. A student may be terminated without prior coaching sessions for improper and/ or immoral conduct. Refer to the school Advisory.

When monitoring students for unofficial withdrawals, the school is required to count any days that a student was out of school on suspension as a part of the 5 consecutive days of non-attendance used to determine whether the student will be returning to school.

We believe in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy the experience! The entire staff appreciates the students’ respect of these guidelines.

Accommodation Procedures for Students with Disabilities

Grievance Procedures for Students who have Complaints based on Disability

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Accommodation Procedures for Students with Disabilities

Non-Discrimination Policy — It is the policy of Dolly Monroe Beauty Academy to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act which are Federal laws that prohibit discrimination based on disability. Dolly Monroe Beauty Academy does not discriminate based on disability against a qualified person with a disability regarding application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student’s participation in a program of Dolly Monroe Beauty Academy. This applies to all students and applicants for admission to the school. Dolly Monroe Beauty Academy will provide reasonable accommodations to students with disabilities.

Definition of an Individual with a Disability — an individual with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities of the individual. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with

The phrase physical impairment means a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The phrase mental impairment means any mental or psychological disorder, including but not limited to, mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bipolar disorder. The phrase substantially limits must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity, for example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).

The phrase major life activities mean functions such as caring for one´s self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

**The School’s Responsibilities to Students with Disabilities**

The school must provide academic adjustments, auxiliary aids, and reasonable accommodations to students with disabilities that are necessary to ensure students are not denied the benefits of, or excluded from participation in, the school’s program. The school must make modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. The school must ensure that it provides physical access to students with disabilities. It is also the responsibility of Dolly Monroe Beauty Academy to permit students with disabilities to use service dogs on each campus.

The person responsible for implementing these responsibilities at the Dolly Monroe Beauty Academy Campus is: India Hankins; Owner; 10335 Cross Creek Blvd Suite C Tampa, FL 33647; (813) 388-5532; admin@dollymonroe.com

When a student informs a school staff member that the student is disabled, or needs accommodations or assistance due to disability, the staff member will refer the student to the school’s Advisor.

**Procedures for Students and the School**

Documentation of disability by students — Students with disabilities who wish to request reasonable accommodations (including academic adjustments, auxiliary aids, or modifications) must contact the Advisor named above for their campus. Students must provide documentation of disability from an appropriate professional, which depends on the nature of the disability. For example, a student with a psychological disability should provide documentation from a psychologist, psychiatrist or social worker.

This documentation may be the student’s existing medical records, or reports created by the student’s medical provider or an appropriate professional who conducts an assessment of the student. The documentation of disability is kept at all times in a locked, private file at the school. To protect privacy, direct access to this documentation is by written consent only.

Student requests for accommodations and interactive discussion within the initial interview

During the initial interview, the student and the advisor will discuss how the student’s impairment impacts the student, how the student expects the impairment to impact the student in the school’s program, the types of accommodations the student has previously received (if any), and the accommodations being requested by the student from the school. The Advisor and the student should discuss accommodations needed during all phases of the program, and for classroom instruction, skills-based instruction, and skills practice.

The documentation (or observation) must show the nature of the student’s disability and how it limits a major life activity. The accommodations requested by the student should be related to these limitations.

There are no pre-set accommodations for specific disabilities. Instead, the Advisor and the student must discuss and determine what the student’s limitations are, and how they can be accommodated.

Here are some examples:

A student with an orthopedic disability may need cushioned floor mats and scheduled times to sit down. These students may also need kinds of chairs.

A student with a learning disability or attention deficit disorder may need extra time to take exams, such as ninety minutes to take an exam instead of the sixty minutes allowed to other students. These students may need to take their exams in a location that is quiet and has no distractions, such as an office rather than the classroom.

A student with a learning disability or psychological disability may need a note taker, a copy of the instructor’s notes or presentation, or to use a tape recorder during instruction.

A student with post-traumatic stress disorder or an anxiety disorder may need to take periodic leaves of absence or may need to structure their program so that it is scheduled over a longer period of time than usual. These students may need to take breaks in a quiet room during skills practice.

A student with a hearing impairment may need instructors to use voice amplification systems or may need the school to provide a sign language interpreter.

A student with diabetes may need periodic breaks to check his or her blood sugar level.

Decision about accommodations and ensuring implementation of accommodations — The Advisor will decide the accommodations to be provided to the student. The Advisor will consider any past accommodations that have been effective for the student and will give primary consideration to the type of accommodation requested by the student. Alternate accommodations may be provided if there is an alternative accommodation that would be equally effective for the student.

The School is not obligated to provide accommodations that would result in an undue financial or administrative burden on The School. If the Advisor decides that a requested accommodation might impose such a burden, the Advisor will discuss the issue with the school owner, who will consider the overall financial resources of The School. The School owner will make the final decision.

**Grievance Procedures for Students who have Complaints based on Disability**

The Dolly Monroe Beauty Academy are responsible for providing a grievance procedure to students who feel they have been discriminated against based on disability.

The grievance procedure provides students the opportunity to file a complaint. The school then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated against. If the school determines that discrimination occurred, the school must take appropriate steps to correct the discrimination and prevent it from reoccurring.

Grievance complaints — A student may file a grievance if the student feels he or she has been discriminated against because the student is disabled, or because the student is regarded as being disabled, or because the student has a record of being disabled. A student may also file a grievance if the student feels that he or she has been retaliated against for advocacy based on disability. Here are some examples of discrimination:

An instructor or other students refer to the student in a derogatory way related to the student’s disability.

An instructor generally refers to students with types of disability in a derogatory way.

Other students refuse to work with the student because the student is disabled.

 A school staff member refuses to provide a service to the student that the staff member provides to other students.

A school staff member takes a negative action toward the student after the student asked for accommodations for a disability.

A guest presenter at the school makes derogatory statements about students with disabilities, or states that students with disabilities can never be employed in the presenter’s field.

A student’s request for accommodation was denied by the school, or an instructor did not implement an accommodation for the student that was approved by the school.

A student must file a grievance complaint within 90 days of the date the discriminatory act occurred, or within 90 days of the end of an informal attempt to resolve the complaint, whichever is later. The complaint must be written. In the complaint, the student must describe what happened and the dates the acts took place, and state who was involved. The student should explain why the student believes the acts were taken based on disability. The student should describe or provide copies of any relevant documents or e-mails, if available.

A student may ask the Advisor to try and informally resolve the student’s complaint before the student files a written complaint. However, the student is not required to try informal resolution before filing a written complaint.

For students attending the academy, the complaint must be sent to

 India Hankins; School Owner; 10335 Cross Creek Blvd Suite C Tampa FL 33647, (813)388-5532, admin@dollymonroe.com

**Investigation of the Complaint —** when the School Director receives a written complaint, the School

Director will immediately begin an objective investigation. The School has the right to contract with an independent investigator to conduct any investigation. After reviewing all the evidence gathered, the School Director will determine whether the student was treated differently from other students based on disability; or whether the student was harassed based on disability; or whether the student was retaliated against because the student advocated on the basis of disability; or whether the student was denied an accommodation that the school should have provided to the student.

The School Owner will review all the information provided by the student in the appeal, the decision by the School Director, the interview records made by the School Director and the documents gathered by the School Director. The School Owner will issue a written decision to the student within fourteen days after receiving the student’s appeal. The School Owner will determine whether the decision should be revised or remain the same. If the School Owner determines that the decision should be revised, the School Owner will ensure that any necessary changes in the remedies are implemented.

**STUDENT AND EMPLOYEE ANTI-HARASSMENT AND DISCRIMINATION POLICY**

The Dolly Monroe Beauty Academy is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training upon starting in school and then in January of each year. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

The School’s anti-harassment policy applies to all persons involved in the operation of the School and prohibits unlawful harassment by any employee of the School, as well as students, customers, third parties, vendors or anyone who does business with the School. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the School does business engages in unlawful harassment or discrimination, the School will take appropriate corrective action. The grievance procedure will provide that complaints may be filed about discrimination in any academic, educational, extracurricular, athletic or other programs operated or sponsored by, or related to, the School, whether the programs take place on the campus of a school, during a school-sponsored field trip, or other off-campus events.

As part of the School’s commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the School community through publications, the School website, new employee orientations, student orientations, and other appropriate channels of communication.

The School will provide training to key staff members to enable the School to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively.

The School will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sex Discrimination is defined as treating individuals differently based on sex regarding any aspect of services, benefits, or opportunities the School provides such as:

Treat a person differently in determining whether he or she satisfies any requirement or condition for the provision of an aid, benefit, or service;

Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

Deny any person an aid, benefit, or service

Subject any person to separate or different rules of behavior, sanctions, or other treatment in providing an aid, benefit, or service

Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates based on sex in providing any aid, benefit or service to students or employees;

Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Sexual harassment is conduct that explicitly or implicitly affects a person’s employment or education or interferes with a person’s work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against and adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation using drugs or alcohol, and taking advantage of the other person’s incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent it withdrawn, the sexual activity must stop immediately.

Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

 i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment;

 ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual’s education or employment; or

 iii. it creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student’s or ability to participate or benefit from the student’s education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually

oriented “kidding” or “teasing”, practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person’s body.

Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Complaint/Grievance Procedure

The following grievance procedures shall be used to address sex discrimination complaints filed by students/employees or complaints filed on their behalf against employees, other students, or third parties.

If you believe that you have experienced or witnessed harassment or sexual violence, notify your Learning Leader, supervisor, or the School Owner, as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the School Owner for student-related complaints or if the complaint involves an employee. To facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. A sex discrimination complaint should be filed within 7 days from the date of the alleged discriminatory incident. All documentation pertaining to the complaint/grievance will be confidential.

The complaint/grievance once received will be maintained in the student’s and/or employee’s permanent file, which has limited staff access, this includes verbal complaints.

All complaints involving a student will be referred to the campus’s owner. The owner’s contact information is listed below and has the responsibility of overseeing all student complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

India Hankins - Advisor

813-388-5532

admin@dollymonroe.com

The School ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the School’s grievance procedures operate. Because complaints can also be filed with an employee’s supervisor or School Owner, these employees also receive training on the School’s grievance procedures and any other procedures used for investigating reports of sexual harassment.

Investigation of Complaints

In response to all complaints, the School promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to investigate will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. If a complainant requests confidentiality, the School will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the School will inform the complainant that its ability to respond may be limited.

The preponderance of the evidence standard will apply to investigations, meaning the School will evaluate whether it is more likely than not that the alleged conduct occurred.

Both parties will receive written notice of the outcome of the complaint. Written notice will include:

 i. Whether the School found that the alleged conduct occurred, and whether it constituted discrimination

 ii. Any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant

 iii. Any other steps the School took to eliminate the hostile environment, if the School found one to exist, and prevent recurrence; and

 iv. Any appeal opportunities

During the investigation, the School will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the School determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the School will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the School to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to “911” or local law enforcement. The criminal process is separate from the School’s disciplinary process. To the extent that an employee or contract worker is not satisfied with the College’s handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

The School should make appropriate referrals to law enforcement. The School will also notify complainants of the right to proceed with a criminal investigation and a Title IX complaint simultaneously. The School will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation.

Retaliation Prohibited

The School prohibits any form of retaliation, intimidation or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Any individual who believes he/she has been subjected to retaliation may file a separate complaint under this procedure.

Reporting Requirements

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The School will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the danger. The School reserves the right to notify parents/ guardians of dependent students regarding any health or safety risk, or a change in student status.

SEXUAL HARASSMENT POLICY

Dolly Monroe Beauty Academy is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature, when:

Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual’s employment, work opportunity, education, or other benefit;

Submission to or rejection of the conduct or communication is used as a factor for employment decisions or other school-related decisions affecting an individual; and/or

Such conduct or communication has the purpose or effect of substantially interfering with an individual’s work or school performance or creates an intimidating, hostile, or offensive work or school environment.

Sexual harassment can occur between staff to student, student to staff, student to student, staff to staff,

female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency. Sexual harassment may include but is not limited to:

Verbal harassment or abuse of a sexual nature

Subtle pressure for sexual activity

Inappropriate or unwelcome touching, patting, or pinching of a sexual nature

Intentional brushing against a student’s or an employee’s body

Demanding sexual favors accompanied by implied or overt threats concerning an individual’s employment or educational status

Demanding sexual favors accompanied by implied or overt promises of preferential treatment regarding an individual’s employment or educational status

Use of sexually or gender-degrading words or comments, verbal or written (e.g., graffiti)

Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures

Leering of a sexual nature

Spreading of sexual rumors

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone else engaging in sexual harassment on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school’s legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action.

Each staff member is responsible to immediately report alleged discrimination and/or harassment to his or her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

**HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY**

Dolly Monroe Beauty Academy is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act using cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated in the Dolly Monroe Beauty Academy

Such conduct or communication has the purpose or effect of substantially interfering with an individual’s work or school performance and creates an intimidating, hostile, or offensive work or school environment.

Harassment, intimidation, bullying and discrimination can interfere and limit a person’s ability to participate in or benefit from the services, activities, or opportunities offered by the Dolly Monroe Beauty Academy.

Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in harassment, intimidation, bullying, or discrimination will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school’s legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation.

Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary and/or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying, or discrimination to his or her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary and/or restorative action up to and including termination.

SOCIAL NETWORKING POLICY

Dolly Monroe Beauty Academy Schools respects the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications, which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and/or social networking sites (such as Facebook, Myspace, Twitter, YouTube, Friendster, etc.). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the Dolly Monroe Beauty Academy culture.

The academy does not permit ethnic slurs, personal insults, obscenity, intimidation, cyberbullying, or engaging in conduct that would be unbecoming of a Dolly Monroe Beauty Academy Advisor and misrepresent Dolly Monroe Beauty Academy culture. Dolly Monroe Beauty Academy reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

REGULATORY AND ACCREDITATION AGENCIES

The academy is currently seeking the following institutions for license and regulation for our institution: The Commission for Independent Education, Florida Department of Education (FLDOE).

Additional information regarding this institution may be obtained by contacting the Commission at 325

West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, telephone number (850) 245-3200, or toll free (888) 224-6684.

**GRIEVANCE POLICY**

In the event a student has a concern or grievance that cannot be resolved with the student’s immediate Learning Leader or Education Leader, the student must file the concern in written form. The complaint will then be referred to the school’s management team, which consists of the School Director, the Admissions Leader, the Admissions Counselor, the Education Leader, and the Operations Leader. The team will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no further information is needed, the team will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. Dolly Monroe Beauty Academy will maintain records of the complaint and response in accordance with the published record retention policy.

Students may refer unresolved grievances to the following addresses in writing:

Commission for Independent Education

325 West Gaines Street Suite 1414

Tallahassee, FL 32399-0400

(850) 245-3200 or toll free: (888) 224-6684.

DOLLY MONROE BEAUTY ACADEMY ADMINISTRATION AS OF JANUARY 2019

Owner: India Hankins

Registered Esthetician, Dolly Monroe Beauty Academy;

License #FB9758501, Expires 10/31/2020

President: India Hankins

Secretary of Treasurer: India Hankins, full time

School Director: India Hankins, full time

Admissions Counselor: India Hankins, full time

Advisor: India Hankins, full time

Learning Leader/Instructor: India Hankins, full time

Licensed by the commission for independent education, Florida Department of Education. Additional information regarding the institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.