

Diamonds Cosmetology & Barber College

STUDENT HANDBOOK

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Welcome aboard!!

It is a pleasure to have you as a member of our team as you begin to embark on your journey of growth, education, and achievement with Diamonds College. You will be consumed with questions and concerns about your education, the school, what's expected of you, school policies, school operations, and benefits.

It is important to me that you get as many of the questions and concerns answered as quickly as possible so that you are able to settle in and focus on developing your career education with us.

The handbook was designed to answer many of the questions in a clear and concise manner. It was also created to give you a guideline of how the school operates and functions.

The handbook is the foundation upon which this school was built. It regulates the quality in our school and insures the present and future success of our organization. The handbook is yours to keep...learn it well! It will facilitate your success in achieving quality barber education.

The single most important asset at Diamonds College is its people. Their attitude, drive, and –most importantly- their performance will determine how fast and how far the school and its employees will grow. You are now a member of our team.

I'm sure you will find this handbook helpful. If after reading it you still have unanswered questions, please ask immediately. It is important that every aspect is clear to you.

All of us at Diamonds Cosmetology & Barber College look forward to having you with us on your journey of growth, education, achievement, and success. We measure our success through the success of our students. We want you to be successful with your career and be a winner.

Sincerely,

Brittney Morales

Director

Time Clock & Clock Hours

Student hours are recorded on a SMART Biometric time clock each day. It is the responsibility of students to use the time clock correctly. Failure to do so may result in loss of clock hours. To receive full clock hour credit, a student must clock IN when beginning the day, when returning from breaks and returning from lunch AND clock OUT when leaving for a break, leaving for lunch and/or ending the day.

Students may not clock more than their scheduled hours on any given scheduled course day, except for approved field trips, unless prior approval is given by the School Director.

Students not engaged in a learning activity or students on break or at lunch must be clocked out. Any student found to be not engaging in a learning activity, in the break room or outside the facility while clocked-in are in violation of Texas Administrative Code and may be subject to corrective action up to and including immediate dismissal from Diamonds. Instructors will notify students of their earned clock hours each month. If students have questions about total time, they should speak with the Financial Aid office.

Breaks

Students are required to take a 30-minute lunch. Two 15-minute breaks are optional as scheduled throughout the day. Students must be “clocked-out” when taking a lunch or outside of the building for breaks.

Safety Requirements

The importance of Safety and Sanitation cannot be stressed enough. This is why throughout your program; you will be learning and practicing:

- Disinfecting of individual workstations, individual equipment and tools and proper use and storage of linens.
- Safety including proper use and storage of chemicals, implements and electrical appliances.
- Diseases and disorders of the scalp, hair, skin, and nails.
- First aid as it relates to cosmetology, Barber, manicuring, and esthetics.

Daily sanitation is a part of students’ learning program and must be completed each day to the satisfaction of their instructor before student departs for the day. Students must adhere to all TDLR Health and Safety Standards as outlined in the published rules and regulations. Students may be required to perform additional cleaning and sanitation duties within the establishment to maintain a clean and safe environment for all students, staff, and clients. Those duties may include sweeping, mopping, wiping down surfaces and walls, laundry, and emptying trash containers. Duties may vary by campus and program. Students are responsible for keeping stations, mirrors, lockers, roll-arounds, chairs, clinic, classroom, and public areas in a neat and sanitary condition at all times. Implements must be sanitized before and after every use. Students must sanitize workstations and remove hair by sweeping before they style.

Emergency Procedures

The College has two (2) fire extinguishers located in the lab and mannequin room.

- Exit doors are in the front and back of the College for the event of an evacuation. Students are advised to evacuate the premises in an orderly fashion and not to return until directed by College personnel. In the event of an emergency an instructor or staff will call 911 immediately.
- In the event of a tornado, if time permits, students and staff will exit the building if it is determined safe to do so.
- In the event of a fire, students will be directed to proceed to the nearest unobstructed exit.
- There is an evacuation diagram of the school located next to the front door of the building.

All students are encouraged to take an active role in maintaining a safe and secure environment while enrolled as a student as well as in the workplace after licensure. To avoid accidents and injuries, students are required to take preventative measures by:

- using equipment properly
- following manufacturer’s directions when using chemicals and products
- immediately wiping spills found on the floor
- assisting elderly and disabled guests
- keeping all aisles and areas around workstations free from personal items and debris
- Immediately reporting building and equipment safety hazards and repair needs to Administration personnel.

Student Parking

Students’ parking area is behind the school. Diamonds reserves the right to enforce parking regulations.

Non-Smoking

While on School property students may smoke in designated outdoor smoking areas only. Smoking is prohibited in the School.

Cell phones and Electronic Devices

Diamonds encourages students to use electronic communication devices for educational purposes. These devices include but are not limited to the following: cell phones and other electronic devices. Students may utilize electronic communication devices at School when the Instructor deems appropriate for educational purposes. Personal, non-educational use of electronic devices is permitted during breaks or lunch only in break area. All other uses of electronic devices in the School are prohibited with the student subject to the disciplinary measures outlined in the School Conduct Standards listed in the school catalog. Use of electronic devices during the administration of any test or exam is prohibited, unless specifically required by the Instructor for educational purpose. It is recommended that students do not bring electronic devices to testing areas. If a student is found to possess an electronic device during testing, student test results may be invalidated, and student will be subject to disciplinary measures outlined in Diamonds Dishonesty Policy.

Social Media

Diamonds respects the rights of students and staff to use social media during their personal time. Social media includes all forms of online publishing and discussion, including but not limited to Facebook, Instagram, Twitter, YouTube, file-sharing and user-generated video and audio. Diamonds' students are personally responsible for the content that they publish on social networking sites. Be aware that what you publish will be public for a long time. Respect your audience. Diamonds does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would not be acceptable in Diamonds' facilities on any of our social media sites. Diamonds reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Diamonds to protect itself from undue harm related to information that is shared on social networking sites.

Non-Discrimination

Diamonds does not discriminate in admission or access to our courses on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, and gender expression, national or ethnic origin.

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disability must be provided to the College at the time of the request.

Student Consumer Information is listed on our websites at www.DiamondsCosmetologyCollege.com and www.DiamondsBarberCollege.com and also in the administrative offices.

This includes:

- Diamonds Catalog
- Annual Campus Safety and Security
- Diamonds Sexual Discrimination and Harassment
- Student Right to know

Alcohol and Drug Prevention

Diamonds policies supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on Diamonds' property or as a part of any Diamonds' activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should inform the School Director. Random drug testing is at the director's discretion.

Sexual Misconduct Prevention and Response

Diamonds is committed to complying with all laws that prohibit discrimination based on sex in admission to, employment with, and otherwise in the operation of its educational program and activities. Among the applicable laws, Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools. In compliance with Title IX. A copy of Diamonds Sexual Discrimination and Harassment Policy can be found on our websites at www.DiamondsCosmetologyCollege.com and www.DiamondsBarberCollege.com and also in the administration office.

Confidentiality policy

Information about contract, disciplinary actions, infractions, etc., may not be shared with other parties. In addition all student advisement or conversations between any student and administration is confidential and private. Do not discuss your contract or interaction with other parties among fellow students. Violation of this policy may lead to corrective action, up to and including termination.

Academic Calendar

Classes start the first week of each month. DCBC reserves the right to change entrance dates and class schedules within the limitation of our facilities. Every effort is made to follow the schedules listed.

Class Schedule

Schedules will be set during the admission process. Any changes to schedules must first be approved by the Director then the Financial Aid Administrator will make changes in the system.

Holiday Calendar

Diamonds College is open year-round and observes the following holidays:

• Memorial Day	• Independence Day
• Labor Day	• Thanksgiving Day and the following Friday
• Christmas through Jan 1	
• Constitution Day - DCBC observes Constitution Day on or near September 17 of each year as required. A highlight of education regarding the United States Constitution will be celebrated. We are not closed on Constitution Day.	

School Delays & Cancellations

College Closing due to Weather Students are advised to tune to Channel 12 KXII to obtain information regarding unexpected school closures or delayed opening that are posted due to weather or other extenuating circumstances. When Sherman / Denison schools are closed or delayed, we are also. Contract end dates will be adjusted when unexpected school closure days arise.

Diamonds also sends a text from school administrators regarding special events and/or closings or changes to normal operating hours. It is very important that we have your current cell phone number and provider.

Program

Class A Barber - Students will receive training in the art and science of barbering.

Program Length: 1000 Clock Hours to be completed in not less than 25 weeks, no more than 37 weeks. Full time students with 32 hours a week completion is 31.25 weeks.

Instructional Method: Lectures, demonstrations, and student participation are the primary teaching methods. Students demonstrate their competency in theory and practice with mannequin repetitions and clinic activities.

Cosmetology Operator - Students will receive training in the art and science of cosmetology.

Program Length: 1000 Clock Hours to be completed in not less than 25 weeks, no more than 37 weeks. Full time students with 32 hours a week completion is 31.25 weeks.

Instructional Method: Lectures, demonstrations, and student participation are the primary teaching methods. Students demonstrate their competency in theory and practice with mannequin repetitions and clinic activities.

Instructor

The primary purpose of the Instructor Program is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as an Instructor or related career avenue.

Program Length: 500 clock hours with two years' experience in a salon or 750 clock hours with no experience.

Instructional Method:

The program is presented through comprehensive lesson plans that reflect effective educational methods. Clinic equipment, implements, and products are comparable to those used in the industry. Subjects are presented by lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

Grading Procedures

Class attendance and participation are mandatory. Students will demonstrate their competency in theory and practice through mannequin repetitions and clinic activities. Instructions will be supplemented with visual aids, student presentation and other techniques. Although instructors and assignments may vary based on program requirements, numerical grades are considered according to the following scale:

<u>WRITTEN and PRACTICAL</u>	
90 - 100	EXCELLENT
80 - 99	VERY GOOD
70 - 79	SATISFACTORY
69 - Below	NEEDS IMPROVEMENT; DOES NOT MEET STANDARDS

Attendance

A student is considered to be absent during any unattended portion of their regular schedule, including online coursework assignments. Any absence will interfere with your learning process. Students must inform the School of any planned absence by contacting the financial aid department prior to the date of the planned absence. In cases of illness, emergency or other unforeseen absence, the student is required to send a Remind app message to the director no later than thirty (30) minutes prior to their Program's scheduled start to notify their Instructor of their absence.

Students absent ten (10) consecutive regularly scheduled Program days without contact will be immediately dismissed from DCBC on the 11th scheduled day of non-attendance.

Our internal Attendance Policy is defined as 70% or higher of scheduled hours as per enrollment agreement.

If a student is in jeopardy of going below 70% attendance, the student will receive a written notice. Students with an attendance percentage below 70% will be placed on advisory (final notice) for the current phase. Students absent ten (10) consecutive regularly scheduled Program days with contact will be immediately dismissed from DCBC on the 11th scheduled day of nonattendance.

<u>Attendance Requirements</u>
< 90%: student receives a verbal notice from the Director
< 80%: student receives a written notice from the Director. Make up time assigned by the Director.
< 70%: student receives a written advisory notice (final) from the Director. Make up time assigned by the Director.
<70% for 10 consecutive days: student will be unenrolled.

The student withdrawal date for any student that withdraws or is dismissed from DCBC will be the last date of attendance. Attendance percentage is calculated by taking the total hours attended divided by the scheduled hours.

Absences caused by non-routine medical, legal or military necessity will be excused if acceptable documentation, i.e., date(s) of absence, on letterhead, signed by an official and containing a telephone number for verification, is provided to the administration staff within 3 business day after return from absence. Routine absences such as registering to vote, dental/medical checkups, public agency appointments, etc.; are **not excusable and should be scheduled for non-school days.**

The Director will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand. Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school.

Attendance Policy

- All schedules are based on a 32-hour week.
- All students are expected to attend classes as scheduled.
- Any student who falls below 70% cumulative attendance since the beginning of his/her program is subject to possible suspension or termination of enrollment.
- The School reserves the right to evaluate attendance issues on an individual basis, taking into account such factors as overall progress, class participation, academic achievement, and other relevant factors.
- To avoid possible suspension or termination of enrollment due to low attendances, students should maintain a schedule of 32 hours per week.
- If a student is absent for 10 consecutive days, DCBC will seek to determine whether the student has withdrawn. In the event DCBC cannot make this determination before the 30th calendar day since the student's last date of attendance, the School will determine the student has withdrawn from DCBC. Students who return to School between the 30th and 44th day may re-establish enrollment subject to DCBC approval.
- An electronic clock is the official record of hours attended for all students. Students must clock in and out when arriving at School, leaving, and returning from lunch, taking breaks, and when leaving at day's end.
- Students who do not clock in or clock out may lose all hours for that day.
- Students are to take 30 minutes for lunch and breaks as permitted by the daily schedule.
- Because alerting students to attendance issues can help prevent them from being prematurely terminated from their program, the Financial Aid Department contacts those students with low attendance and/or their references on at least a monthly basis.
- No student is allowed to clock / sign in or out for another student. All students caught in such misbehavior are subject to disciplinary action up to and including possible termination of enrollment.
- All students who are clocked in must be available for a random "roll-call." Any student who is clocked in and is nowhere to be found on campus is subject to disciplinary action up to and including possible termination of enrollment.
- A student is allowed to take a leave of absence if DCBC approves it. Approval for a leave of absence is subject to the School's determination that there is a reasonable expectation the student will return to DCBC. Please read the leave of absence policies herein below for specifics on requesting a leave of absence.
- Students must arrive to class on time.
- Tardy students will be denied access to the classroom & not permitted to clock hours for the day. Tardy is defined as 15 minutes past the scheduled start time of class.

Leave of Absence (LOA)

A student may request an emergency leave of absence not to exceed a cumulative total of 180 days in a 12 month period as prescribed by the state of Texas. The student, prior to the start of the LOA must request the leave in writing. This leave is granted at the discretion of the administrative staff. The request for leave must be signed and accompanied by documentation supporting the need for the leave of absence. Such documentation will include an explanation of existing circumstances from a doctor, lawyer, or counselor citing need for the leave of absence. Financial hardship classes will be determined by the financial aid office. A student who has been absent and has been granted a LOA by the College is not considered to have withdrawn from College. The LOA involves no additional charges by the College to the student.

Make Up Work

We place a heavy emphasis on regular attendance. However, in the event that students, due to absenteeism or other factors, are not able to complete assigned work when due, it is the student's responsibility to schedule make-up activities with their Instructor.

- All assignments and tests are required to be completed and handed in on time. If late, a 10-percentage point reduction in grade is made.
- Students missing examinations with an excused absence (Doctor's note, Court document, Funeral document), will be permitted to make-up the exam on the regular scheduled test day. See your Instructor for the schedule. It is the student's responsibility to arrange testing time with their Instructor.

Extra Instructional Charges

We believe the best interests of students are served when they attend School regularly, receive a consistent education, graduate as scheduled and begin timely employment. Therefore, Diamonds will take any and all persuasive steps within its rightful authority to promote regular student attendance.

- Students with less than 70% cumulative attendance will be advised of probable extra instructional charges.
- If a student has not completed training on the final day of his contract end date. The student will be subject to additional instructional charges of \$10.00 per hour subject to individual evaluation determination by the director.
- All accrued extra instructional charges are due and payable the day following the End Date of the Student's Enrollment Agreement.
- The School reserves the right to dismiss and/or withdraw a student from participating in School until all extra instructional charges are paid.

Satisfactory Academic Progress (SAP)

All DCBC students must maintain satisfactory academic progress (SAP) standards throughout their enrollment. Failure to do so can result in negative consequences to the student (see below). DCBC reviews the SAP policy to ensure it meets all Federal requirements.

Students who receive Federal Title IV financial aid must maintain SAP standards throughout their enrollment to maintain eligibility to receive Federal financial aid. DCBC's SAP policy is consistently applied to all students within the same program of study, and is the same for all enrolled students, whether Title IV financial aid recipients or not. The policy is printed in this handbook to ensure all students understand it prior to their enrollment.

Evaluation Periods-

Progress is evaluated at the end of each month by the instructor meeting with each student and discussing where they are and what needs to be done to meet SAP requirements. This is done so the student is aware of their progress and what needs to be done.

In addition, evaluations are conducted at the end of each payment period and will determine if the student has met the minimum requirements for SAP. SAP will be measured in evaluation increments according to hours (scheduled and completed) that coincide with payment periods. An increment cannot be longer than half the program or one academic year, whichever is less. All students will be evaluated and measured for SAP at the end of each payment period.

Students who meet the minimum Academics and Attendance requirements (70%) are considered to be making SAP. DCBC will notify students of any evaluation that impacts the student's eligibility for Federal student aid funds. Students may contact the Financial Aid Department at any time to obtain SAP evaluation results. Students are evaluated for SAP at the end of their payment period lengths (measured in clock hours) as follows:

<u>Program</u>	<u>Total Hours</u>	<u>Payment Period(s)</u>
Barber / Cosmetology	1000	Day 30/Hour 500

To maintain SAP, students must meet all of the following requirements:

- (1) **Academics:** DCBC has adopted, implemented, and follows the following grading scale for work performed by students:

• Excellent 100-90	• Good 89-80
• Fair/Satisfactory 79-70	• Failing/Unsatisfactory 69-0

DCBC assesses each student's knowledge of the program material through a series of tests, each corresponding with a unit of study. Most tests are in a multiple-choice format, but our curriculum allows for many means of testing. Practical skill is graded through instruction and observation on our clinic floor. Weekly assignments are handed in and examinations are given throughout the program. Make-up work may be performed with permission of the instructor.

Students must maintain a cumulative grade point average of 70 or above on module tests to be compliant with the qualitative component of SAP. This average is calculated with the grades from the module tests given in theory class. Each test is weighted equally. Any student whose cumulative grade point average is below 70 will not be deemed to be making SAP.

Students Rules and Regulations

Professional conduct is expected from all students enrolled at DCBC. These policies and procedures have been developed and published to protect all students from unnecessary disruptions. All students are expected to conduct themselves within the boundaries of acceptable behavior and as courteous, reliable, productive, and professional individuals. Students are required to conduct themselves in an orderly manner while in School and are expected to treat the School's equipment and facilities with proper care and concern.

A violation of these rules constitutes misconduct on the part of the student, which will result in appropriate disciplinary action. These rules are not all-inclusive. Disciplinary action may include, but is not limited to, suspension (1-30 days), revocation of student privileges (such as receiving services at School), or termination of enrollment. If a student feels he/she has been dealt with in an unfair manner, he/she may contact the Director in writing by following the steps found in the Complaint/Grievance Policy below.

General Rules of Conduct

- DCBC prohibits ANY action unbecoming to a professional.
- Students must demonstrate that they can adhere to minimum attendance and grade requirements. Students who fail to comply with DCBC's attendance policy or grade requirements could be subject to termination of their enrollment.
- Stealing and/or possession of stolen property will be grounds for immediate dismissal.
- No shouting, whistling, singing, cursing, foul language, or talk of a suggestive nature is allowed.
- No disrespectful remarks or gestures are to be made to clients, students, instructors, staff, or any other person at the School.
- Fighting or violence of any nature, including but not limited to possession and/or use of weapons, is prohibited.
- Willfully refusing or failure to leave School property when requested to do so by School employees is prohibited.
- Any student caught using, reasonably suspected to be under the influence of, in possession of drugs or alcohol at or near School premises will be suspended or terminated. The School reserves the right to request a random drug test.
- Abusing prescription drugs or possessing drugs that have not been prescribed for the student by a healthcare provider will be grounds for suspension or termination.
- Students must not park in front of the School and other businesses since this area is reserved for employees and customers.
- Relatives or friends of a student cannot be in the School for longer than ten (10) minutes to visit.
- Excessive absences and/or tardiness are grounds for disciplinary action.
- Students cannot clock in later than **15 minutes after scheduled time**. Students are to arrive early enough to begin classes as scheduled and are expected to be prepared with textbooks and other supplies.
- No student is to walk out of theory class when class is in session without permission.
- Students must not sleep during class.
- Students are expected to return to class promptly following breaks.
- Computer and Wi-Fi use is limited to educational purposes only.
- Students are not allowed to use cell phones on the clinical floor or in classrooms by any means (including, but not limited to, texting, headsets, etc.).
- Students must make every effort to represent the School as professionals while at the school.
- Students are prohibited from harassing or disturbing any local businesses, which includes, but is not limited to, smoking and/or loitering at the entrance of the school.
- The instructors and staff of DCBC must be respected and their requests must be followed to the best of each student's ability.
- Academic dishonesty is prohibited.
- Students are responsible at all times for all their personal property and are asked not to bring personal items from home on campus. DCBC is NOT responsible for lost, damaged and/or stolen personal property of students.
- No one is allowed to remove school property from the building for any reason. This is considered theft and will be treated as such.

Clinical Floor Rules

- Any violation of state or Federal law will be cause for disciplinary action.
- Refusal of service is grounds for disciplinary action.
- Students cannot perform services on the clinic floor unless an instructor has given them permission.

- Family of students (spouses, children, parents, and siblings) may receive 50% discounts for services on special days. Otherwise, family of students pay full price for services.
- Students may receive free services only on approval of instructor. However, if a student receives any chemical treatment or any services requiring use of products from DCBC, the student’s discount shall be limited to 50% of the full price for that service.
- The Director has the right NOT to allow said services.
- Students are not to groom themselves while on the clinic floor.
- Students must keep their respective stations clean, as well as take turns in sweeping the clinic floor and washing towels.
- No smoking (this prohibition includes e-cigarettes), drinking or eating on the clinic floor. There are designated areas for these activities. DCBC is a non-smoking facility, and smoking is to take place in an outdoor area designated by the Director.
- Students are prohibited from soliciting customers to pay more than the approved DCBC rate for any services.
- Students shall not solicit customers to have their hair cut by the student outside a campus location.
- Students service clients on a first-come-first-serve basis, or by appointment.
- Any conduct deemed to be a disruption of clinic floor services will be grounds for suspension or termination.
- Any student disrespect for the school or lack of cooperation toward Instructors as a result of constructive criticism will be regarded as exhibiting unprofessional behavior and may result in the student being withdrawn from School.

Student Dress Code

- Students must be neat, clean, and always have a professional appearance.
- Barber students are required to wear black scrub pants with Diamonds Barber Smock, black tee or Diamonds shirt must be worn under smock.
- Cosmetology students black scrub pants, black scrub top with black aprons (in Kit)
- Diamonds T-Shirt (clean and no holes or stains).
- Denim jeans must be clean, without holes, with no skin showing no undergarments visible. **Only on designated days which will be announced by the director.**
- Closed-toed and closed-back shoes of professional appearance must be worn. Open shoes and/or shoes with holes in them are not permitted.
- No excessive jewelry shall be worn at School. All chains, drops, symbols, medallions, etc. hanging from the neck shall be tucked under the student’s shirt.
- NO HOODIES or PULLOVERS ALLOWED.
- Black jacket with NO HOOD is optional (full zip front to show uniform).
- Black long sleeve shirt under scrub top or Diamonds tee may be worn with no writing on sleeves.
- No leggings or jeggings or sport like pants.

DRESS CODE - INSTRUCTOR PROGRAM

Students are expected to use good taste and judgment in matters concerning dress and appearance. Neat, clean and appropriate attire creates the PROFESSIONAL IMAGE that DCBC wishes to portray and at all times your attire must reflect professionalism. In an effort to have all students present a consistent and professional appearance the following policy is to be followed:

- Business casual attire must wear all black. Black vest to be worn when instructing. Closed toed and closed back shoes of professional appearance must be worn.
- Skirts, shorts and/or dresses must be knee length or below
 - Tattoos are allowed so long as they do not depict images of nudity, profanity, violence or are gang related.
 - Clothing must be of appropriate length and fit, showing no undergarments, abdomen or cleavage.
 - All hairstyling and make-up must be professional and completed before arriving at school.

Students who do not adhere to the Student Dress Code must clock out and leave for the remainder of the school day.

Violation Procedure

If any student is in direct violation of school policies or the Code of Conduct, the following actions may occur.

● Verbal Warning	● Written Warning
● Probation	● Suspension
● Expulsion	

Termination/Disciplinary Policy

Enrollment may be immediately suspended for 1 to 30 days for an infraction of the Code of Conduct or General Policies at the discretion of the school administration. No adjustment of scheduled hours is made regarding contract dates or cumulative attendance percentages. Students who commit multiple infractions may be terminated from school.

Confidentiality policy

Information about contract, disciplinary actions, infractions, etc., may not be shared with other parties. In addition, all student advisement or conversations between any student and administration is confidential and private. Do not discuss your contract or interaction with other parties among fellow students. Violation of this policy may lead to corrective action, up to and including termination.

Disciplinary Policies

Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions:

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the Student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management.

Student Grievance Procedure

Student grievances should be handled promptly and in the following manner:

- Discuss the problem with the appropriate instructor or staff member.
- If unsatisfied, the student may appeal to the College Director.
- All appeals must be in writing. If all appeals have been exhausted, the student may contact:

<p>Texas Department of Licensing and Regulations</p> <p>P.O. Box 12157</p> <p>Austin, Texas 78711</p> <p>(512) 463-6599</p> <p>www.tdlr.texas.gov</p>	<p>The Accrediting commission of the Council on Occupational Educational</p> <p>784 Roswell Road, Building 300, Suite 325, Atlanta, GA 3050</p> <p>Phone: (770) 396-3898 or 800- 917-2081</p> <p>www.council.org</p>	<p>U.S. Department of Education (D.O.E.)</p> <p>1999 Bryan Street</p> <p>Dallas, Texas 75201</p> <p>www.ed.gov</p>
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Student Orientation Acknowledgement

This is to acknowledge that I have been instructed on how to locate a copy of the Diamonds Cosmetology & Barber College Catalog either on the website or in the administrative offices. In consideration of my enrollment, I agree to conform to the outlined rules and specific regulations communicated by Diamonds College. It is also understood that the catalog provides general information on current guidelines covering educational related policies and procedures.

By signing this form, you are giving Diamonds permission to contact you via regular mail, email, phone and/or text messaging.

Diamonds may make changes to it at any time by adding to, deleting, revising, or totally revoking any information as it deems necessary without prior notice. Catalog addendums that effect the student enrollment contract will be provided to the student for signature.

Final interpretation of any policy, practice, procedure, etc. is at the discretion of the Director. Violations of these policies may result in disciplinary action, which could include immediate expulsion.

PRINT NAME

DATE

SIGNATURE

DATE

Publication Release

- I hereby grant Diamonds the right to use, to publish, or to distribute pictures. Testimonies or other likeness of me in which I may be included as well as my name for the advertising and promotion for public relations purposes on the Web site and /or Facebook page & Instagram.
- I waive any right to inspect or approve any picture or likeness used for these purposes.
- It is understood that sufficient and valuable consideration is received by me by reason of the above-mentioned use of publication of my photos and that no other consideration or compensation is payable to me; and that such use or publication is made by Diamonds in reliance upon my signing this release.
- I am 18 years of age or over (need parental/ guardian signature if under 18).

Student Signature

Date