

A COMMITMENT TO SUCCESS

We welcome you to Dorsey Schools and commend your pursuit of quality career training. You have demonstrated that you not only possess the ability, but more importantly the motivation and desire to be a successful graduate with a satisfying career. Making a commitment such as this, to enhance the quality of your life, is a very responsible decision that offers lifetime rewards.

We want you to be an active member of the Dorsey School Team and challenge you to take charge of YOUR education needs. It is important for you to understand YOUR role as a team member. Therefore, it is very important for you to remember while attending Dorsey Schools:

- A. Your success will be greatly determined by YOUR attendance... make a commitment to be on time and attend every day.
- B. Do not allow yourself to fall behind in studies and assignments... getting behind can snowball and cause you to become discouraged and lose control.
- C. You must maintain a minimum cumulative grade point average (GPA) in your program ... believe in yourself and apply a sincere and genuine effort.
- D. Our Graduate Career Services do not guarantee placement... we support you, but only YOU can guarantee your success.

The efforts YOU put forward now will reflect in the success you gain in your career. By following the items listed above, your experience at Dorsey Schools will be both enjoyable and rewarding.

I acknowledge that I have received each of the items below. I understand each item and agree to abide by all policies contained in these documents:

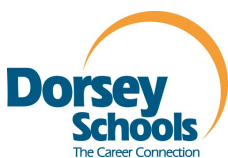
- Drug and Alcohol Abuse Prevention Policy including Smoke-Free and Tobacco-Free Policy (*must sign separately*)
- Emergency Contact and Personal Information (*must sign separately*)
- Student Computer System Acceptable Use Policy
- Electronic Communication Device Policy
- Student Code of Conduct and Standards of Professional Appearance
- Attendance and Make-Up Policy (*program specific*)
- Notice of Availability: Annual Safety and Security Report
- The School catalog is available on the Dorsey Schools' website at www.Dorsey.edu; a printed catalog copy is also available upon request.

I further understand that additional information on Text Book Pricing and Consumer Information is directly accessible on Dorsey's website homepage located at www.Dorsey.edu.

I hereby release Dorsey Schools, its officials, agents, and employees from any and all liability or responsibility for injury to my person or property from whatever cause, which may occur during or result from a school event, tour, field trip, or any other activity related to Dorsey Schools.

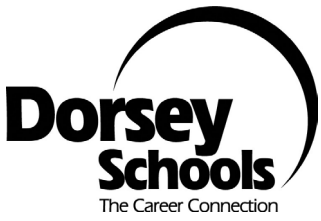
I understand that I must notify Dorsey Schools of a change in my name, address, email, or phone number in writing. I also understand that I am not permitted to bring children or other dependents to school with me.

I hereby authorize Dorsey Schools to release my grades and other educational records to: _____



Student Signature: _____ Date: _____

Print Name: _____



EMERGENCY CONTACT AND PERSONAL INFORMATION

Rev. 4.2015

Last Name First Name Middle Name Maiden Name (If Applicable)

_____ **Is this a new address?** Yes No

Street Address Apt #

_____ () _____

City State Zip Home Phone Number

_____ () _____

Email Address Cell Phone

WHO SHOULD WE CONTACT IN CASE OF EMERGENCY?

_____ () _____ () _____

Emergency Contact Relationship Emergency Daytime Phone Emergency Evening Phone

Address City State Zip

_____ () _____ () _____

Emergency Contact Relationship Emergency Daytime Phone Emergency Evening Phone

Address City State Zip

Are you aware of anything that may prevent you from successfully completing your training? YES NO

If YES, please explain: _____

Please check appropriate boxes below with explanations as requested (note that health information is voluntary)

Please describe your general health: GOOD FAIR POOR – please explain and indicate any medical conditions or problems that you would like us to know about. This information will be relayed to any attending medical personnel at the time of an emergency while at Dorsey Schools. _____

Do you have any health matters or disabilities of which we need to be aware? Yes NO

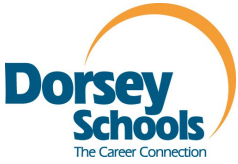
Would you like to request accommodations? Yes NO If YES, please describe the type of accommodations requested: _____

_____ () _____ () _____

Physician's Name Emergency Daytime Phone Emergency Evening Phone

Preferred Hospital(s): _____

Student Signature: _____ **Date:** _____



PUBLICITY AND MEDIA RELEASE FORM

In this consent, DORSEY means Dorsey Schools, its partners and affiliates. I hereby agree and consent to grant to DORSEY the absolute and irrevocable right and permission to use my name, biography, quotations, image likeness, voice recordings, videos and/or still images of me, for any promotion, advertisement or other use DORSEY may choose. I further authorize DORSEY to: reproduce, edit, exhibit, project, display, copyright, and/or publish the pictures and/or videotaped images of me with or without my voice, or in which I may be included in whole or in part, and to circulate and/or use the same in all forms of DORSEY, advertisements, publicity and/or any other lawful purpose whatsoever. It is acknowledged that I have agreed to waive compensation for such consent and that no compensation is owed to me from DORSEY. I also understand that DORSEY have no obligation to use my image or voice.

I grant DORSEY the unrestricted right to use and publish my personal information, including but not limited to my name, program, work experience, school history and/or experience, and all other information related to my involvement with DORSEY, for any and all purposes.

I further agree that I release DORSEY from any and all claims and liability which may arise as a result of its use of my voice and/or image and I agree that if by reason of my statements and/or actions there is any claim or litigation involving any charge by third persons against DORSEY, that I will hold DORSEY and their agents, employees and representatives harmless from liability, loss or expense arising from such claim or litigation.

By my signature below, I waive any and all claims which I have or may have as a result of DORSEY use of my likeness and/or voice.

- Examples of Possible Use**
- Video made during a presentation or project shared with a television station.
 - CD made from videotaped interviews and activities to be shared with the public.
 - Participation in school or classroom activities, workshops, or conferences posted on the internet via the institution's website, social networking, and/or social medial tools and services.
 - Pictures and quotations taken during interviews used in printed publication such as newspapers, magazines or newsletters.

Please print.

Name: _____

Address: _____

City: _____

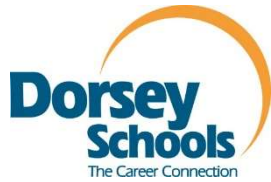
Home Phone: _____

Cell Phone: _____

Program: _____

Signature: _____ **Date:** _____

Comments / Quotes: _____



STUDENT CODE OF CONDUCT AND STANDARDS OF PROFESSIONAL APPEARANCE

Dorsey graduates are recognized for their professional skills, confidence, conduct, and appearance. Therefore, we ask your cooperation in ensuring the development of these qualities in all Dorsey students.

STUDENT CODE OF CONDUCT

All students are expected to conduct themselves with civility and respect toward fellow students and staff. Student behavior which could interfere with other students' rights, safety, health, or right to learn are prohibited. Possession, use, or distribution of illegal drugs or alcohol are strictly prohibited on school premises. If a student, or family member, has a substance abuse problem, please consult the Managing Director for a list of community agencies providing counseling and assistance. Cheating and plagiarism are strictly prohibited. Behavior that is strictly prohibited also includes (but is not limited to): reporting to school under the influence of drugs or alcohol, threatening or intimidating behavior, possession of weapons, inappropriate use of cell phones or other electronic devices to record audio or video without prior campus approval, use of profanity, failure to comply with school policies or directives, and/or misuse of school or another's property. Dorsey Schools has the right to charge any student responsible for breakage, damage, or loss of equipment or materials.

Food and drink are allowed only in the student lounge or designated areas, unwanted items must be immediately discarded. Please be courteous and consume food and beverages prior to entering the classroom. Culinary Academy students are not permitted to bring in any outside food or drink into the culinary classroom or kitchen. Culinary Arts students must safely and securely store knives issued to them inside the knife kit. Knives may be removed from the knife kit only in the kitchen and only upon instruction to do so from the class instructor.

Dorsey School of Beauty students are responsible for keeping their work area clean including student station, cabinet, locker, kit, classroom practice area, shampoo area, and the removal of hair from the floor. Kits must be fully equipped and sanitized and ready for inspection at all times. Lunch and break time will be scheduled at instructors' discretion. Student may not chew gum, eat or drink during theory, mannequin practice or clinic classes.

A student who violates this Student Code of Conduct may lose academic credit, be counseled, issued a written warning, sent home for the day and/or be terminated from school; other actions may be implemented as determined appropriate to the offense. Dorsey Schools reserve the right to suspend or dismiss any student any time for misconduct or when such action is deemed to be in the best interest of the student or student body.

STANDARDS OF PROFESSIONAL APPEARANCE

A well-groomed appearance significantly contributes to an individual's self-esteem and general performance; therefore, Dorsey Schools asks all students to maintain a healthy, clean, and well-groomed appearance and must have natural hair colors and avoid excessive, visible body piercings and tattoos. Students are expected to dress appropriately for the career program selected (program-specific items are listed below), with appropriate undergarments. Generally speaking, the school-supplied uniform or similar attire supplied by the student must be worn at all times. Hats, caps, and casual attire (sweatshirts, T-shirts, jeans, shorts, jogging suits, yoga pants, flip-flops, etc.) are not considered proper attire and are unacceptable. All attire must be clean and pressed. Clean, polished shoes appropriate for the chosen career field must be worn.

Professional appearance for students attending Dorsey Schools is defined as follows:

Allied Health Students: Students in these programs are required to wear a uniform that identifies them as a member of the health care team. This is generally a scrub set, with or without a coordinating lab coat. Shoes appropriate for a medical professional are to be worn. These shoes must cover the entire front and top of the foot (with no holes or perforations at the top) and be made of a material that will not allow fluid or needles to penetrate the surface of the shoe and reach the skin or material covering the skin of the foot. Nails must be kept clean and trimmed and no longer than ¼ inch in length beyond the fingertip. To promote infection control, colored nail polish, artificial nails, acrylics, tips, wraps, etc. are not permissible during labs or clinical rotations. During labs or clinical rotations, hair that is shoulder

length or longer should be tied back; ornate jewelry, including hoop earrings, chains, etc., should not be worn. All nose rings, tongue and lip rings must be removed while in the classrooms, labs and during clinical rotations.

- **Pharmacy Technician Students:** Students may wear scrubs or a white lab coat over business casual apparel.
- **Massage Therapy Students:** Students must dress in comfortable attire which allows the movement necessary to practice massage. Clean, pressed medical scrubs must be worn at all times; sleeves shall not reach below the elbow. Hats, caps, and casual attire (sweatshirts, T-shirts, jeans, shorts, jogging suits, yoga pants, flip-flops, etc.) are not considered proper attire and are unacceptable.
- **Practical Nurse:** Students are required to be in navy scrubs in all classes and lab settings. Shoes must be white leather tennis shoes, leather tie-on or slip-on nurse's shoes (without logos). No clogs, crocks, open toes, or open heel shoes are allowed. The clinical uniform may change for maternal child and pediatric rotations according to clinical agency policies and/or preference. Additional information specific to the Practical Nurse program may be found in the "Practical Nurse Student Handbook" which is distributed at orientation.

Skilled Trades

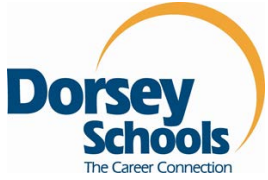
HVAC Systems Technician and Electrical Technician Students: Appropriate appearance is defined as dressing in a manner that promotes safe working conditions, including OSHA-approved work shoes (rubber-soled shoes or boots), clean collared shirt (polo or button down), and work appropriate pants such as khaki pants or jeans (no holes, tears, frays, etc.). No loose fitting or baggie pants allowed. Beards and mustaches must be trimmed to conform to safe work practices. No jewelry is permissible while working in the demonstration room or while working on any equipment.

Culinary Academy Students: Culinary Academy students are required to abide by special dress, grooming and sanitary practices as follows:

- Long hair must be pinned up under the chef's hat. Beards and mustaches must be trimmed short and well-maintained or a personal beard guard will be required to be worn in the kitchens.
- Watches and wedding bands are the only permissible jewelry. Fingernails must be trimmed short and well-maintained.
- Artificial nails and nail polish are strictly prohibited.
- Clean uniforms must be worn, including a white chef jacket; black chef pants; black, low-heeled, formal footwear with rubber grip sole; socks; a chef hat; and a white apron.

Dorsey School of Beauty Students: Students are required to dress in solid color shirts with sleeves and a medium-to-high neckline, and black slacks, capri pants, skirts that fall below the knee, or leggings if accompanied by a shirt that falls well below the hips. Students must wear close-toed shoes with backs, along with socks or nylons. Creative hair colors are allowed, and students must wear their assigned smock with name tag. Students found out of uniform will be clocked out; three (3) clock-out violations per quarter will result in a one day suspension from school.

Please note that the above information is also included in the school catalog. **Violations of the Professional Appearance policy are not permitted.** Students who attend class and are not adhering to Dorsey's STUDENT CODE OF CONDUCT AND STANDARDS OF PROFESSIONAL APPEARANCE may be asked to leave class.



COVID-19 SOCIAL DISTANCING AND CONDUCT POLICY

Effective Tuesday, May 26, 2020
(Updated 8/17/2020)

The following COVID-19 social distancing and conduct policy has been established for Dorsey Schools [includes all Dorsey Schools' campus locations, the Campus Support Center, and Dorsey Emergency Medical Academy locations] in accordance with the requirements in the [Executive Orders \(EOs\)](#) for COVID-19 signed by Governor Gretchen Whitmer, the OSHA [Guidance on Preparing Workplaces for COVID-19](#), and the latest [guidance](#) from the US Centers for Disease Control and Prevention (CDC). The purpose of this policy is to minimize or eliminate employee, student, and visitor exposure to SARS-CoV-2.

1. In order to enter a Dorsey Schools building, an appropriate mask or face covering that covers both the nose and mouth is required.
2. A mask or face covering must be worn at all times if six foot social distancing cannot be maintained or when in a public space.
3. Avoid touching your eyes, nose, and mouth.
4. Further social distancing requirements may be required depending on the campus and activity involved. Signage and school official guidance will be provided in these events.
5. Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are unavailable.
6. Cover coughs and sneezes with a tissue or sleeve.
7. Clean and disinfect frequently touched objects.
8. Anyone who is ill or has symptoms of illness (Click [here](#) for list of COVID-19 symptoms) should remain at home, contact their supervisor by phone or email, and only return once they have been directed to by their supervisor. Dorsey Schools will utilize [CDC guidance](#) when determining when an employee, student, or visitor may return to Dorsey Schools after experiencing illness symptoms.
9. Dorsey Schools reserves the right to deny entry to anyone who does not meet Dorsey Schools health screening standards, which includes a COVID-19 self-screening health questionnaire attestation and temperature check using a no-touch thermometer. If a person's temperature reflects a fever (100.4 °F or 38 °C and above) they will be denied entry.
10. Support contact tracing efforts. Students, employees, and visitors who are diagnosed with COVID-19 after visiting a Dorsey Schools location, are asked to notify campus administration immediately. When an employee, student, or visitor is identified with a confirmed case of COVID-19, within 24 hours, Dorsey Schools will notify both:
 - a. The local public health department, and
 - b. Any employees, students, or visitors who may have come into contact with the person with a confirmed case of COVID-19

Health Insurance Portability and Accountability Act (HIPAA) privacy rules and Family Educational Rights and Privacy Act (**FERPA**) rules will be followed during the reporting process.

I have read and agree to adhere to the above policy requirements. I further understand that the Dorsey Schools COVID-19 Preparedness and Response Plan is available for review at www.dorsey.edu.

Signature

Date