Bella Capelli Academy

FUTURE PROFESSIONAL DEVELOPMENT GUIDELINES

All Future Professionals must commit to and follow the Future Professional Professional Development Guidelines during their enrollment at Bella Capelli Academy. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

SANITATION REQUIREMENTS

- Future Professionals must keep themselves, workstations and classroom areas clean, sanitary, and clutter free at all times.
- Future Professionals must clean their stations in the clinic classroom, including the floor, after each service.
- Hair must be swept up immediately after a service is completed, before blow drying.
- Clinic stations must be cleaned at the end of the day, prior to clocking out for the day.
- Future Professionals must maintain standard personal sanitation and grooming practices, according to the states requirements.

GUEST AND PERSONAL SALON SERVICE

- Future Professionals must follow the procedures outlined on their Skill Cards when performing a guest service.
- Future Professionals may receive services on schedule service day. To receive a service, Future Professionals must do the following prior to starting the service:
  a. Request the service from a Learning Leader
  b. Be schedule off the service books by the Service Desk Leader
  c. Complete required pre-service consultation with a Learning Leader
  d. Pay for the service supplies including perms, color, lightener, rinses, conditioning, etc.
  e. Personal services are considered rewards and scheduled for Future Professionals who are up to date with all projects, tests, and practical skill assessments. School assignments and successful learning are the priority.
- Future Professionals may not receive personal services outside of their program scope of practice during scheduled hours.
- Future Professionals may not start Future Professional services until a consultation with a Learning Leader has been completed as required.

COMMUNICATION GUIDELINES AND PROFESSIONAL CONDUCT

- Future Professionals are to maintain a professional demeanor at all times when they are on the school premises.
  a. **BE NICE:** Be kind, considerate and courteous to others.
  b. **BE ACCOUNTABLE:** Take responsibility for your actions and learned from your mistakes.
  c. **BE RELIABLE:** Consistently complete the required skills to get your education to the best of your ability.
  d. **BE COMMUNICATIVE:** Use clear and appropriate language (no profanity) to get your point across. Do not raise your voice or yell.
  e. **BE ENGAGED:** Be an active participant in your education and seek out information to better your skills to advance your career goals.
- Visitors are allowed in the service reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic classroom area.

- Cell phones are permitted for school purposes only. Phone calls are not permitted during class time or learning environments such as classrooms or learning zones at any time. Only emergency calls are permitted on the business phone.
- Future Professionals may not visit with another Future Professional who is working with a clinic classroom guest.
- Future Professionals may not gather around the service desk, service reception area, or offices.
- Food, drinks, and water bottles are allowed only in the lunchroom.
- Bella Capelli Academy is a smoke-free campus. Future Professionals may not smoke or vape any substance on school premises.
- Stealing or taking school property or another's personal property is unacceptable and grounds for termination.
- School administration has the right to access and inspect a Future Professionals locker at any time, refer to the locker policy.

LEARNING PARTICIPATION GUIDELINES

- Future Professionals must bring their required school tools to participate in their education for scheduled hours and makeup hours. Required school tools include:
  a. Student Technical Kit
  b. iPad with program education kit app (cutting system app, make-up system app, plugged in app, etc.)
  c. Program Textbooks
- Peer teaching and tutoring are encouraged.
- Future Professionals are responsible for their own technical kit and equipment. All kit, equipment, tools, and personal items must be secured in a locker or kept within view and control of the Future Professional. The school is not responsible for any lost or stolen articles.
- Future Professionals are required to work under the direction of a licensed professional. Therefore, Future Professionals must comply with school personnel and Learning Leader's assignments, directions, and requests as required by the curriculum and Future Professional guidelines and rules.
- Future Professionals must have a signed service ticket before beginning any service on the clinic classroom.
- Future Professionals may not perform hair and esthetics services outside of school unless performed on immediate family and per State Board of Pennsylvania state regulations kit items must remain in school at all times. Conducting unauthorized hair and esthetician services outside of school may be reported to the state board and may credit in your inability to receive a professional license.
- Taking credit for another's work (e.g. submitting the photos of another's work as your own) or cheating during exams is unacceptable and is grounds for termination.
- Future Professionals will be expected to maintain an average of 70% on all academic exams and practical skill assignments.
- Only service desk personnel may schedule or change clinic classroom guest appointments.
- All practical skill services must be graded and the service ticket initialed by a Learning Leader.
- Future Professionals are expected to be continuously working on school-related projects assignments, clinic practical skills, reading theory, or test preparation during school hours.
- When Future Professionals are not scheduled with guest service appointments or are not scheduled to attend theory or a specialty class, they must be actively engaged in their education at all times, and may focus on the following:
  a. Future Professionals may not be released from required theory class to take a client.
  b. Completion of practical skill assessments through My Portico App.
  c. Performing a service on another Future Professional. Please note that the service must be within the scope of practice for the program for both Future Professionals.
  d. Listening to or reading school resource center materials, including educational videos, audiotapes, Plugged In, and school related textbooks.
- Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.

- If a Future Professional fails to complete the practical skill assessments or required academic theory exams they will be placed on the Back on Track List. Future Professionals have one week to get caught up before they receive a coaching advisory.
- If a Future Professionals fails to pass the Core written and/or practical exam on their second attempt, they may be asked to withdraw form the program and may be allowed to re-start in the next Core class start date.