Bella Capelli Academy

ATTENDANCE AND DOCUMENTATION OF TIME

All Future Professionals must commit to and follow the Attendance and Documentation of Time Guidelines during their enrollment at Bella Capelli Academy. This guideline is established to assist in creating a safe, focused, and enjoyable learning experience.

ATTENDANCE AND DOCUMENTATION OF TIME

- Bella Capelli Academy records attendance in clock hours and gives appropriate attendance credit for all hours attended or does not add or deduct attendance hours as a penalty. Each Future Professional is granted five (5) miss punches after the 5th miss punches disciplinary actions may be taken. Attendance is calculated using a secure app. called My Portico App. If a student fails to clock in or out for their schedule on the app., the student will not receive hours.
  If the student wishes to dispute any hours they feel earned, the Future Professional must provide documentation to verify attendance on the missing time form. The documentation would include the specialty class attendance role and/or the guest service summ**ar**y and submit to Future Professional Advisor (Title) with in 24 hours.
- Bella Capelli Academy (Monroeville Campus) is open from 8:30 a.m. to 4:30 p.m. for day students; Bella Capelli Academy (Robinson Campus) is open from 8:30 a.m. and 4:30 p.m. and Hybrid 9:00 a.m. to 3:30 p.m. All courses require continuous attendance.
- The Future Professional must attend school according to the schedule in the Future Professional's enrollment agreement. The prescribed attendance schedule must be maintained each week.
- Future Professionals must be on time as it inhibits the learning process. Future Professionals are never excused from any class to work in the clinic classroom.
- **Attendance Expectation Generally:** Future Professionals must maintain a 100% attendance average each month in order to complete the program by the expected/calculated completion date. The school attendance policy requires 80% to maintain satisfactory progress. Falling below this number means that the Future Professional may receive a coaching on the advisory form for their attendance.
- During the Enrollment agreement period, the student is allowed to miss 10% before having to pay extra instructional charges. The Future Professional may use the 10% hours for vacation, appointments, illness, etc. Extra Instructional Charges will be billed to the applicants account once the Schedule Program Length is reached. Overtime charges are to be paid at the time the Future Professional reaches their contracted time and must be paid one (1) month prior to graduation.

Program Name	Extra Instructional Charges per hour
Cosmetology	$16.11
Esthetician	$17.58
Nail Technology	$17.00
Cosmetology Instructor	$13.05

*****Refer to the school Enrollment agreement for the Enrollment agreement Period definition.***

Transfer Future Professionals will receive 10% of remaining hours as “free time.” **For example**, if a student transfers in 500 hours and has 750 hours remaining, the Future Professional will have 75 hours of “free time.” Any hours missed over the 10% allowed, the cosmetology Future Professional will be billed the programs extra

instructional charge per per clock hour.
Please note that if a Future Professional misses more than 14 consecutive calendar days, the student will be terminated from the program.

- Future Professionals attend Core the first 6 weeks, for full-time. During this time the Future Professional must maintain a attendance of 80%. If at the conclusion of core, the Future Professional's progress report is not 80% attendance, the student may be dropped from the program and may be asked to re-enroll in the next class start date.
- If a student fails to pass the Core written and/or practical exam on their second attempt, they may be asked to withdraw from the program and re-start in the next Core class start date.
- Vacation and Planned Time Away (e.g. medical appointments, outside commitments): Future Professionals must text the school for planned time off from school. The approval of any request does not mean that the Future Professional will continue to meet the attendance requirements or will will not be charged for additional instructional time per the above.
- Unplanned Absences or Tardies: Future Professionals who are late or cannot attend school must contact and talk to the school Future Professional Advisor immediately. Future Professional must text in by 9:00 a.m.
- Students are required to be in attendance a minimum of: seven (7) hours per day, 35 hours per week and six & half (6.5) hours per day, 32.5 hours per week for the full-time schedule. Holidays will be set according to the calendar each year.
- **Theory Class:** The school requires a Future Professional to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.

13. Lunches are scheduled and required for all students. All students will take a 1/2 lunch between 11:30 and 1:30 p.m. Students should communicate with their Learning Leader if they have not had lunch by 1:00 p.m. Day students must clock out for lunch for 1/2 hour every day. Students will not receive credit for the 1/2 hour if he/she fails to clock in/out for lunch

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

Student Schedule	Lunch
7 hr./day & 6.5 hr./day	1/2 hour

- Documentation of Time
  - Having a Learning Leader or front desk coordinator book them out.
  - Failure to clock out when leaving for any amount of time will result in suspension or termination. This is considered receiving unearned hours.
- Students may not leave Bella Capelli Academy premises during regular hours without informing a Learning Leader. Students who will be leaving Bella Capelli Academy premises at any time, this includes leaving early, they must document their time by:
- Students may not clock in or out for another student.
- Students leaving the building for **ANY** amount of time **MUST** clock in and out on the time clock.