Bella Academy of Cosmetology

**STUDENT CATALOG**

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Bella Academy of Cosmetology

338 Pearl Ave. Oshkosh, WI. 54901

(920) 230-8897

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| Department of Regulation & Licensing, PO Box 8935, Madison, Wisconsin 53708 (608) 267-5511. License # 141-087. | NACCAS (National Accrediting Commission of Career Arts and Sciences)4401 Ford Avenue, Suite 1300Alexandria, Virginia 22302Main Telephone: (703) 600-7600 NACCAS #059049-00  |

**Proprietors**

Bella Academy of Cosmetology is owned and operated by Mark Lindekugel, Kelly Lindekugel, Mike Martin and Stacy Martin.

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# Mission Statement

Bella Academy of Cosmetology provides the environment and learning opportunities for all students, so as graduates they will possess the confidence and skills which will enable them to successfully excel in their chosen field

# History

 Bella Academy of Cosmetology began educating students in Cosmetology in September, 2010. The Academy began as an idea that if students had smaller class sizes and more individual attention they would excel in this wonderful career. Bella Academy of Cosmetology alumni have been advancing in their careers in high end, full service salons, corporate salons and barber shops. The feedback Bella Academy has received from former students affirms that our educational experience is complete.

Directors

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| Kelly Lindekugel, Director, 3 yrs. experience; Stacy Martin, Director, 5 yrs. experience; Mark Lindekugel, Director of Finance, 3 yrs. experience. |

Faculty

|  |
| --- |
| Kelly Lindekugel, Instructor. Stacy Martin, Instructor ;Kayla Gaerner, Christine Dennis  |

Substitute Instructor

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| --- |
| We substitute for each other if someone needs off or is sick. |

#  Why Choose Bella Academy of Cosmetology

Bella Academy of Cosmetology is a state-of-the-art institution offering courses in Cosmetology, Manicuring and Barbering. What makes Bella Academy of Cosmetology your best choice to prepare for your career in Cosmetology?

• Small class sizes. We have made a commitment to give every student the best opportunity to succeed. You won't get lost in the crowd here!

• Our instructors do not simply teach; they are successfully working in the career fields they teach. Along with teaching, your instructors will share their practical experiences, which is always a benefit to learning.

• Bella Academy of Cosmetology is close and convenient, located within the heart of the Fox Valley.

• Bella Academy of Cosmetology already has many licensed Cosmetologists who have chosen us as their educational institute to receive their State-required continuing education courses.

• Bella Academy of Cosmetology is NOT corporately owned. It is a small academy whose owners and directors, Kelly Lindekugel and Stacy Martin, are on-site and available to students daily. We promise to stay true to our commitment to graduation quality, not quantity.

• Location, location, location. Bella Academy of Cosmetology is within walking distance of the University of Wisconsin-Oshkosh, downtown retailers and restaurants in Oshkosh, Wisconsin. Conveniently located on the Oshkosh City Transit bus line, Bella Academy of Cosmetology offers free, on-site parking.

• Bella Academy of Cosmetology has above average completion, pass and placement ratios. These ratios are available to each applicant prior to enrollment.

• For an additional fee, housing is available through University of Wisconsin-Oshkosh.

# Facilities & Equipment

Admissions Office, 16 Styling Stations on Clinic Floor,4 Wash Stations, Student Study Area, Reception Area, Retail Area

3 Theory Classrooms, Facial Room, Pedicure Area, Manicure Area, Staff Lounge, Restroom Facilities, Student Lounge

 Student Locker Room TV, VC , DVDs, Power Points

# Admissions Requirements:

 Bella Academy of Cosmetology makes admissions decisions based on each applicant’s interest, aptitude and ability. Prospective enrollees must submit the completed enrollment application and provide the following, to be copied by the school:

* A valid driver’s license or birth certificate, verifying that the student applicant is at least17 years of age.
* A Social Security card or Passport.
* A high school diploma, GED Certificate or the equivalent.
* A $100.00 non-refundable enrollment fee.
* A written/typed essay explaining why you would like to attend Bella Academy, why you would be a good fit here, your hobbies, interests and any organizations you belong to, including volunteer work.
* A completed application form and essay
* Not have an addiction to illegal substances or be under the influence of alcohol or drugs

# Graduation Requirements

In order to graduate, students must successfully complete the designated work assignments, the required number of hours for their chosen course and pass the final written and practical examination with a minimum grade of 80%. Students will, upon graduation and after financial obligations to Bella Academy of Cosmetology are satisfied, receive a diploma and transcript for their course of study.

# Return of Title IV Funds:

If a student (parent/guardian in the case of a student under legal age) cancels his/her contract, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school’s Financial Aid Director/Owner in person. Should any aid be disbursed prior to the start of class, all funds will be returned in full to the appropriate agency.

The Financial Aid Department administers the Return to Title IV Funds Calculation (R2T4). A student withdrawal can include those students who officially or unofficially withdraw. Examples would be 1) a student who did not return from an approved or unapproved Leave of Absence, 2) those who were terminated from enrollment. 3) those who withdrew from the program and notified the school, 4) the school was notified by a second party due to circumstances beyond the student’s control. All R2T4 calculations are based on the students last date of attendance as provided by the student’s attendance records. The R2T4 determines the amount of aid that was earned. The R2T4 is based on the payment period. After the student has completed 60% of the payment period, no refund is due. The R2T4 is completed for all withdrawals to determine if the student is approved for a post withdrawal disbursement.

**The calculation for the percent of completion of the payment period is as follows:**

Bella Academy will determine the actual date the student started the payment period and the last date of attendance and will figure the scheduled clock hours within that period of time. The number of clock hours the student was schedule to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation. Students who owe an overpayment of Pell grants as a result of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty-five (45) days of the earlier of 1) date the school sends the student notification of the over award 2) the date the school was required to notify the student of overpayment. Within thirty (30) days of determining that the student’s withdrawal created a repayment of all or part of the Pell Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the student’s eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty fifth (45th) day following notification from the school. The student will have the options of paying the overpayment in full or arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty-five (45) days allotted, the school will report this to NSLDS.

 Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid students, repayment on Federal Loans begins 6 months from their last date of attendance. Students who took a full 180 day Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment.

 The R2T4 does not dictate the schools refund policy and is not based on the student’s education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the schools Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges.

 If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student’s account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within forty-five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

Title IV Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford Loans

2. Subsidized Direct Stafford Loans

3. Direct PLUS Loans

4. Federal Pell Grants for which a return of funds is required

 If the school is allowed a post withdrawal disbursement, the school will advise the student or parent they have fourteen (14) calendar days from the date the school sent notification to accept a post withdrawal disbursement. A student who qualifies for a post withdrawal disbursement must meet the current award year requirements and time frames for late disbursements. A post withdrawal for Pell Grants of which the student is awarded will be disbursed within forty-five (45) days of the date the school determined the student withdrew. Post withdrawal loan funds a student accepts will be made within one-hundred and eighty (180) days from the date the school determined the student withdrew.

If the schools Institutional Refund Calculation indicates the student still owes the school, the debt to the school must be paid in full before the release of transcripts (unless your state law indicated otherwise).

**The school’s responsibility in regard to the Return to Title IV funds are as follows:**

• To provide students with the information contained in the R2T4 Policy.

• Identifying student who have withdrawn and will be affected by the R2T4 Policy.

• Return all unearned Title IV Funds in compliance with The Department of Education requirements.

• Return unearned Title IV Funds that were disbursed to the student where in the student was deemed ineligible, based on the R2T4 calculation.

• When possible, the student should notify the school in writing of official withdrawal.

• If the student cancels their decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.

# Institutional Refund Policy:

The Bella Academy of Cosmetology Refund Policy embodies the State of Wisconsin refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure, and shall apply after the Return of Title IV Funds calculation has been made, if applicable, to the remaining tuition payments once the student has started actual class attendance. The “percentage of enrollment time” refers to the number of scheduled class days elapsed from the first day of the course until the last day of attendance. If, for any reason, a student withdraws or is dismissed by Bella Academy of Cosmetology prior to the commencement of classes, the charge may not exceed 15% of the cost of the course of instruction or $100.00, whichever is less. If, for any reason, a student withdraws or is dismissed by Bella Academy of Cosmetology after the commencement of classes, Bella Academy of Cosmetology’s refund policy may not permit any charge to the student which exceeds $150.00, plus the amount shown on the “Partial Refund Chart.” In no case may the charge to the student exceed the total cost of the course of instruction. Reasons for being dismissed are list in the Disciplinary Policy. Examples being; cheating, stealing, falsifying records etc.

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| **Partial Refund Chart** |
| Percentage of enrollment time:Greater than | Less than or equal to | Maximum percentage of total cost of course of instruction may be charged |
| 0.01% | 4.9% | 20% |
| 5% |  9.09% | 30% |
| 10% | 14.9% | 40% |
| 15% | 24.9% | 45% |
| 25% | 49.9% | 70% |
| 50% | 100% | 100% |

“Enrollment time” means the number of actual hours completed between the students’ actual first day of attendance in the program and the date the student last actually attended class. “Total Time” means the total hours of instruction for the program in which the student is enrolled. Any monies due the student hereunder shall be refunded within thirty (30) days of formal cancellation as defined or formal termination by Bella Academy of Cosmetology, which shall occur no more than fourteen (14) consecutive calendar days from the last day of physical attendance, or the date that the student notifies Bella Academy of Cosmetology of the intention not to return.

Enrollment Fee – not refundable.

Student Kit– Student Supplies Fee will not be canceled or adjusted unless the student returns the student supplies unused and in their original condition within twenty (20) calendar days of receipt of the student supplies.

Refunds will first be made to the source that provided funding to the student, before any refund may be paid to the student. If the selected program is canceled subsequent to the student’s enrollment, but before the student started class attendance, Bella Academy of Cosmetology shall provide the student with a full refund of all monies paid (except Enrollment Fee) by the student or provide alternative means for the student’s completion of the program. The student shall be entitled to a prorated refund of tuition paid if Bella Academic of Cosmetology permanently closes and no long offers instruction after the student began classes.

# Maximum Time Frames for Course Completion:

Course length is defined as the period of time required to complete the selected course based on a 34-hour week. Students must complete their chosen course with the minimum number of hours required and not exceed 118% over their original contract date. If a student’s graduation exceeds the maximum time frame, a new contract for enrollment must be signed.

SATISFACTORY PROGRESS TITLE IV TIME FRAME

1. 118 % = 85 % Attendance

2. 111 % = 90 % Attendance

3. 105 % = 95 % Attendance

How to calculate maximum time frame based on your required attendance rate.

1. 1550- hr. Cosmetology Program @ 85 % attendance

2. 085 X 1550 hours = 1681.75 hours

3. 1550/1681.75 = 085 = 85%

# Licensing Requirements in the State of Wisconsin:

To be licensed in Wisconsin a candidate must do the following;

• Cosmetology: Candidate successfully completes a 1550-hour course provided by a Wisconsin licensed school of cosmetology and successfully passes a Wisconsin state board exam.

• Barbering: Candidate successfully completes a 1000-hour course provided by a Wisconsin licensed school of cosmetology/barbering and successfully passes a Wisconsin state board exam.

* Manicurist: Candidate must successfully complete 300-hour course provided by a Wisconsin licensed school of Cosmetology and successfully pass the Wisconsin state board exam.

# Physical and Employment Requirements:

Safety requirements with this profession would include wearing shoes that would not be slippery when walking on a damp floor. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up quickly as possible. It is the responsibility of each student to promote a safe work environment. Gloves should be worn during a chemical service to reduce any allergic reaction that an individual may have to certain chemicals. Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues. Practitioners will be required to stand for long periods of time and perform work with arms and hands in a raised manner. Some products used in the cosmetology industry may cause an allergic reaction in persons who are sensitive to these chemicals. If you have encountered allergic reactions or are concerned about a reaction, you should consult with your physician prior to enrolling in the program. In addition, the profession requires that you work with sharp and/or hot instruments which could cause injury. Students will be educated on how to work with instruments and the procedure for conditions in which blood may become present. Employees have successfully completed a cosmetology program and have a license or temporary working permit. An employee must have excellent attendance, arrive on time and show respect towards manager, co-workers, and well as patrons of the salon. An employee should always adhere to all salon rules and regulations.

# Satisfactory Academic Progress Policy:

The Satisfactory Academic Progress Policy is established in accordance with the National Accrediting Commission of Career Arts and Sciences (NACCAS), as well as federal and state laws and regulations. This policy applies to all Bella Academy of Cosmetology students and is fully discussed prior to enrollment, as well as on orientation day. Course length is defined as the period of time required to complete the selected course based on a 34-hour week. Students must complete their chosen course with the minimum number of hours required and not exceed 118% over their original contract date. If a student’s graduation exceeds the maximum time frame, a new contract for enrollment must be signed if applicable.

# Transfer Students:

 Will be accepted in accordance with the Wisconsin Department of Safety and Professional Services rules and regulations and must submit the above materials, as well as:

• A copy of a transcript of cumulative hours completed, with a breakdown of individual educational areas, i.e. haircutting, permanent waving, coloring or other. Transfer hours that are accepted are counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted.

• Certification of hours from the Wisconsin Department of Safety and Professional Services of previously attended school.

Transfer hours that are accepted and counted both as attempted and completed hours for the determination of when the maximum allowable time frame has been exhausted. The school will charge a $175 re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdraw date unless mitigating circumstances apply. Evaluation period for transfer students is based actual contracted hours.

# Academic Progress Evaluation:

Academic Progress Evaluation factors include: cumulative attendance, cumulative theory grade and cumulative practical evaluation grading, as well as but not limited to cumulative project sheets. A Satisfactory Progress Report at 450, 900 scheduled hours for Cosmetology, 450 scheduled hours for Barbering, and after signed acknowledgment, will be filed in the respective student’s file for a student’s subsequent review. All current/graduated student files will include, but are not limited to, cumulative grades, transcripts and program completions and will be available for the student’s review for a minimum of three years upon course completion.

# Grading Scales

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| --- | --- |
| Excellent A | 92%-100% |
| Passing B | 80%-91% |
| Fail C  | 79% or less |

# Make-Up Work/Incompletes:

All work missed due to absence or tardiness must be made up within two (2) weeks to the 80% level of achievement. Failure to complete missed work in the required period may result in suspension. The student is responsible for making an appointment with the appropriate Instructor (who originally made the assignment) to complete missed work. Incompletes will not be given but a student may require additional time or training to complete the work successfully. The student will be given a deadline and a description of work that needs to be completed. The student must arrange incomplete work directly with the instructor. Withdraw and re-entry has no effect on SAP report.

# Make up hours:

 Beginning as Sophomores (level 2) if/when a student has used all 70 hours (10 days), make up hours will be available on Mondays and Saturdays with 72 hours prior notice and approval by an Instructor.

# Determination of Status:

Students are making satisfactory academic progress when they are achieving a minimum of 80% on all assignments and requirements and an 85% attendance rate. This determination applies to all students, regardless of whether or not they are receiving financial aid assistance. Students must maintain satisfactory progress status until the next scheduled evaluation. A student who fails a test will be informed of the inadequate grade by the instructor in a confidential manor and will be informed how to rectify the deficiency. A student who fails a test the second time may be required them to complete additional review assignments prior to the administration of a makeup test.

# Warning/Probation:

A student who falls below the minimum requirements and does not maintain Satisfactory Academic Progress in attendance, and/or practical work and/or theory, as defined in the Satisfactory Academic Progress Policy, will be placed on Warning. The student will then be advised how to re-establish satisfactory academic progress and/or financial aid eligibility. To reestablish SAP, a student must have 80% test rate and 85% attendance. Once a student reaches these requirements, he/she will be considered making SAP. Durations of warnings and probation will be explained and reviewed at the next schedule evaluation point.

Bella Academy of Cosmetology may allow probation for a student who is not meeting minimum standards for satisfactory academic progress, if:

A. Bella Academy of Cosmetology evaluates the student’s progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and

B. The student appeals the negative progress determination at the beginning of the probationary period; and

C. Bella Academy of Cosmetology determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or

D. Bella Academy of Cosmetology develops an academic plan for the student that, if allowed, will ensure that the student is able to meet the institution’s satisfactory academic progress requirements by a specific point within the maximum time frame established for the student.

If financial aid is suspended and the student is ineligible to receive funds, the student must then make payment arrangements with the financial aid administrator to satisfy any financial obligations with Bella Academy of Cosmetology.

# Policy Appeal Procedure:

Rules cannot be written that will apply to every situation. Therefore, any policy established by Bella Academy of Cosmetology may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so using the Appeal of Policy and Procedure Form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on an appeal are final.

Appeals: Unsatisfactory Academic Performance

Appeals regarding Unsatisfactory Academic Performance must be made within five (5) days of the originating performance evaluation. An appeal hearing will take place within (5) days of receipt of the written appeal. This appeal will be attended by the student, parents/guardian (if the student is a dependent minor), the student’s instructor and the director of training. A decision on the student’s appeal will be made within (3) class days by Bella Academy of Cosmetology authorities and will be communicated to the student in writing.

The student must explain the reasons for the appeal; some examples are the death of a relative, injury or illness of the student or other allowable special circumstances. The student must submit documentation regarding why satisfactory academic progress was not achieved and what has changed in the student’s situation that will allow the achievement of satisfactory academic progress at the next evaluation. Any student who does not achieve the minimum standards is no longer eligible for title 4, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. Bella Academy of Cosmetology will notify any student of an evaluation that impacts eligibility for financial aid. Once an appeal has been submitted and the outcome has been determined it will be kept in the student’s file to review upon request.

Students may appeal based on any Bella Academy of Cosmetology policy or procedures, with an attempt to show just cause why the given policy or procedure should be waived. To do so, the student must submit a written appeal, along with any supporting documentation and reasons why the waiver should be granted. Bella Academy of Cosmetology will respond to the request for waiver or appeal within five (5) class days.

# Attendance Requirements:

Every Cosmetology Practitioner, barbering students is required to attend and participate in a minimum of 85% of the required scheduled hours. Bella Academy of Cosmetology does not accept students on a part-time basis. At the Director’s discretion, overtime hours will accrue for a student in good standing, in accordance with required attendance, participation and academic progress (grades). In order to be credited with overtime hours, students must be accompanied by an Instructor at an approved course or event.

# Attendance Tracking:

Students are required to record their attendance on an electric time clock and are required to clock in or out whenever entering or leaving Bella Academy of Cosmetology, including lunch breaks. Students are responsible for punching in and out on time. Students are not allowed to have another individual to clock in or out for them. Students are allowed thirty (30) minutes for lunch. Students must take their lunch break, unless they are booked and have permission from an instructor to work through their lunch period. If a student fails to punch in or out, an instructor must be notified in order to approve any correction. A student must never leave Bella Academy of Cosmetology grounds without permission from an instructor, as this will result in an absence. Days and hours of attendance are Monday through Friday, 9am to 4:30pm.

# Absenteeism and Tardiness:

Attendance and punctuality are essential to a quality education and are solely the student’s responsibility. If a student is unable to attend classes at Bella Academy of Cosmetology because of illness or other personal reasons, the student must notify an instructor prior to the start of classes on each day of absence. Any absence due to illness or injury must be documented with a statement from a physician.

# Additional Tuition Charges:

If a student is absent more than ten days (excused or unexcused) of the program schedule (1500 hrs. for Cosmetology Practitioner, 1000 hrs. for Barbering 300 hours for Manicurist), the student will pay $30.00 per day for coursework to be completed outside the scheduled 1550 hours course. If a student must attend Bella Academy of Cosmetology longer than the prescribed time allotted for the course of study, (1550 hours for the Cosmetology Practitioner, 1000 hrs. for Barbering), the student must pay an additional Contract Overage Fee of $30.00 per day. The additional hourly fee, or any portion thereof, may be waived with the approval of a Director to the student’s submittal of a waiver and ability to demonstrate that the circumstances warrant such a waiver.

# Leave of Absence/Withdrawal:

Guidelines: A Leave of Absence (LOA) will be granted if the request meets the following:

* Submitted to the school in advance unless prevented by unforeseen circumstances. \*\*\*
* Submitted in writing, signed and dated with reasons for request explained in full.
* Request must be approved by school official.
* To request a full one hundred eighty (180) day LOA, complete documentation and certain conditions will be needed--i.e.: jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993).

Details

* A LOA is a temporary interruption in a future professional’s\* program of study and refers to a specific time period when a future professional is not in attendance.
* LOAs are granted in multiples of thirty (30) days - (30, 60, 90, 120, 150, 180 days).
* Multiple LOAs may be granted in any 12-month period with a minimum increment of thirty (30) days.
* LOA has no effect on the “Satisfactory Academic Progress Standard”. \*\*
* If the future professional was deemed to be maintaining Satisfactory Academic Progress prior to LOA or withdrawal of training, upon returning, the future professional is deemed in good standing and may continue the program of study from the point of interruption.
* LOA timeframe does not involve any additional charges.
* Total number of days allowed for a Leave of Absence may not exceed 180 days in a 12-month period.
* Future professionals on an approved LOA need to be aware that the LOA may affect financial aid.

Therefore, before final consideration is given to grant a LOA—a Financial Aid Advisor will meet with the future professional and provide information regarding the following:

* loan obligations
* possible revisions in the aid package
* deferment options
* notification to lending institutions
* possible deferment cancellation
* possible effects on veterans’ benefits
* exhaustion of grace periods
* consequences of not returning to Bella Academy of Cosmetology at the expiration of the LOA
* other, as appropriate

For future professionals receiving Title IV funds, all Guidelines below must be adhered to or:

* Professional will be considered withdrawn.
* Future professional who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In that case, the withdrawal date will be the last day of recorded attendance at Bella Academy of Cosmetology.
* Should withdrawal result, a future professional’s grace period for a Title IV program loan might be exhausted.

LOAs are subject to verification and submission of supporting documentation, will only be granted for good cause and must be approved in advance by Bella Academy of Cosmetology. Bella Academy of Cosmetology may request a doctor’s statement when appropriate as a condition prior to granting and/or extending a LOA. LOAs may be granted for a period of not more than 180 days maximum per year and will not be extended. At the conclusion of the approved LOA or when a student re-enrolls, the student must return to Bella Academy of Cosmetology at the same academic status as when leave was taken. Failure of a student to return to Bella Academy of Cosmetology upon the expiration of the LOA will be considered a voluntary termination of enrollment. During the leave of absence, a student will not be eligible to accrue extra hours, i.e. job shadow, etc.

No additional Title IV assistance is available while a student is on a LOA. Since an institution may not assess any additional charges to a student returning from a LOA, the institution may not award any additional Title IV aid until the student has completed the coursework in which the student was enrolled when the leave was granted. When a student fails to return from a leave of absence at an institution not required to take attendance, if a student does not return to the school at the expiration of an approved LOA (or a student takes an unapproved LOA), the student’s withdrawal date is the date the student began the LOA. At an institution required to take attendance, the withdrawal date for the same student would always be the student’s last day of attendance. Explanation of consequences of withdrawal to loan recipients granted a leave of absence a student who is granted an approved LOA remains in an in-school status for Title IV loan repayment purposes. If a student on an approved LOA fails to return, the school must report to the loan holder the student’s change in enrollment status as of the withdrawal date. One possible consequence of not returning from an LOA is that a student’s grace period for a Title IV program loan might be exhausted. Therefore, in order for an LOA to be an approved LOA, prior to granting a leave of absence, a school must inform a student who is a Title IV loan recipient of the possible consequences a withdrawal may have on the student’s loan repayment.

# Temporary Training Interruptions:

Authorized student absences include illness, hospitalization, jury duty and emergency absences due to death or serious illness in the immediate family. It would be unreasonable to place students not making satisfactory progress on a two-week leave of absence and subsequently, on their return, consider them to be making satisfactory progress. In this respect an instructor will be personally assigned the responsibility to develop a make-up practical and testing schedule in sufficient detail to ensure the student has the opportunity to achieve acceptable standards in attaining Satisfactory Academic Progress. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making academic progress until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be on warning. The preceding conditions apply to all students eligible or non-eligible to receive financial aid assistance. A student’s contract period and maximum time frame will be extended a number of days equal to their approved Leave of Absence.

# Employment Assistance

Bella Academy of Cosmetology does not guarantee employment to its students; however, it does provide placement assistance which includes: identifying employment opportunities, advising students on appropriate means of realizing these opportunities and assisting students by identifying and posting job opportunities when available.

# National/State Median Wage Information:

The National and State median wage information can be found at: www.careerinfonet.org

# Outcome rates:

 From the most recent annual report year 2017; **Placement: 100% Completion: 83.3% Licensure: 100%**

# Student Conduct Policy:

Students, instructors and staff are expected to conduct themselves in a dignified and professional manner at all times. Discipline may be addressed by verbal reprimand, written reprimand, suspension and/or termination for conduct that disrupts Bella Academy of Cosmetology operations or reflects unfavorably in any way upon Bella Academy of Cosmetology. A student who receives a suspension notice (sent home) because of conduct will not be admitted back into Bella Academy of Cosmetology until Bella Academy of Cosmetology is assured, that such actions will not be repeated. A second suspension notice may result in immediate termination of enrollment or employment.

# Disciplinary Procedure:

The following is a list of incidents that will result in disciplinary action. Disciplinary action will include 1) Verbal warning for 1st incident; 2) Written warning for 2nd incident; 3) Suspension or Termination for 3rd incident:

• Use of cell phone while clocked in and accruing hours.

• Use of obscene, vulgar or profane language.

• Clocking in or out for other students.

• Causing dissent among staff or students including, but not limited to, bullying, malicious gossip, physical or verbal abuse. \*

• Immoral, improper, or unprofessional conduct. \*

• Refusing to provide services or being disrespectful to clients. \*

• Breach of Confidentiality. \*

• Disrespect to instructors or staff of Bella Academy of Cosmetology. \*

The following is a list of incidents that are causes for immediate termination:

• Stealing from Bella Academy of Cosmetology, patrons or other students.

• Cheating, dishonesty or falsification of records.

\*Where noted, first occurrence may result in immediate termination.

Conditions for Re-entrance after dismissal due to Unsatisfactory Conduct:

Students who are terminated for non-conformance to Bella Academy of Cosmetology policy and procedures may appeal the termination. The student must submit a written appeal to Bella Academy of Cosmetology, along with any supporting documentation and reasons why the termination should be reversed and a request for a re-evaluation based on the evidence submitted. The appeal must be received by Bella Academy of Cosmetology within five (5) class days of the termination. Should a student fail to appeal within the allotted time, the decision to terminate is final. Should a student receive favorable results upon appeal and Bella Academy of Cosmetology is assured the violations of its policy and procedures would not continue, the student will be re-entered in the course.

# Non-Discrimination Policy

Bella Academy of Cosmetology admits students of any age, sex, race, marital status, religion, color, national and ethnic origin, creed or political affiliation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, sex, race, marital status, religion, color, national and ethnic origin, creed or political affiliation in administration of its educational policies, admissions policies, financial aid programs and other school-administered programs. Inquiries concerning compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 regarding activities relating to ensuring non-discrimination in the admission and treatment of students, curriculum and course offerings, student policies, services and activities relating to ensuring non-discrimination in employment policies and practices may be directed to the Director of School. The Academy does not recruit students already attending or enrolled at another school offering similar programs of study. All prospective applicants (new, transfer students, and students requesting re-entry) must meet with an Academy representative.

# A Cosmetology Practitioner, Barbering Career:

There are many opportunities open to licensed cosmetologists. Bella Academy of Cosmetology prepares all graduates for the licensing exam and entry level positions in hair salons and spa salons. Additional industry experience could lead to employment in management, as product knowledge trainers, manufacturer/distribution sales consultants, platform artists, sales associates, educators, regional representatives for corporate chain salons/cosmetology schools, as well as salon and school owners.

Required Level of Achievement (All Courses):

The student should successfully complete a written exam with a grade of 80% or higher. The student will also be evaluated on classroom and service techniques. These evaluations will be graded at an 80% or higher achievement level. Courses of study will be comprised of different levels of learning, much like traditional methods of higher education. Each student begins at a freshman level and progresses through each level until completion as a senior. Career training at Bella Academy of Cosmetology consists of theory, as well as practical instruction. The theory portion of instruction will be integrated throughout every level of learning and will be comprised of principles and procedures used in cosmetology. In a classroom setting, the theory of the subject matter is introduced, as well as put into practice on mannequins, students and models. When the student is ready to apply the knowledge in a professional setting, the student will be scheduled for the clinic floor. Here, actual clients will receive the professional services from our students as the students gain “hands on” experience.

Performance objectives: Upon completion of the Barbering course, the student will have knowledge in the following subjects:

• Bacteriology and Safety and Sanitation/Sterilization

• Tools and Equipment

• All areas of Haircutting, Hairstyling, Scalp Treatments, and Nail Care

• Shampooing and Conditioning

• Wigs/Hair Pieces and Wefts

• Chemical Texture Services

• Hair Color Services

• Shaving and Beard Trimming

• Anatomy and Physiology

• Product Knowledge/Customer Service

• Laws, Rules, Personal Ethics and the History of Cosmetology

# Cosmetology Practitioner Course Curriculum:

Bella Academy of Cosmetology offers a 1550-hour training program in Cosmetology Practitioner, which meets the state standards for Wisconsin including the following areas of instruction and training:

 580 Hours Principles and techniques of haircutting, hair tapering, clipper cuts, razor cutting, hairstyling, curling, thermal waving, finger waving, roller setting, pin curl placement, blow drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis and care of hairpieces, wigs and wefts.

 577 Hours Principles and techniques of hair straightening, relaxing, thermal hair straightening, blow outs, hair styling, permanent waving, hair coloring, tinting, bleaching, chemical relaxing and chemistry.

 115 Hours Individual student needs, industry trends and electives (e.g. recordkeeping, mathematics, communications, human relations, public relations, first aid, etc.)

 95 Hours Principles and techniques of beard and mustache shaping, shaving, trimming, superfluous hair removal, waxing, facials, facial massage, facial make-up, eyelashes, light therapy, basic principles of electricity, introduction to electrology, skin care treatments and skin chemical procedures, tools, equipment and implements.

 50 Hours Principles and techniques of anatomy and physiology of the hair, skin, and nails and disorders of the hair, skin, scalp and nails.

 30 Hours Product knowledge, product use, safety and sales, preparing and consulting with customer for services, effective communications and human relations.

 40 Hours Bacteriology, infection control, sterilization, and sanitation, tools, product and equipment use and safety.

 35 Hours Principles and techniques of manicuring, including nail enhancement services.

 18 Hours Laws, rules and professional ethics and history of barbering and cosmetology, compensation packages and payroll deductions, licensing requirements and regulations and fundamentals of business management.

 10 Hours Hygiene, health, grooming and personal development.

The student cosmetology practitioner program is taught by a licensed instructor. Attention is given in the areas of weakness on an individual basis. The course has a total of 1500 hour comprised of practical and theory training. The required by the State of Wisconsin licensure is a minimum of 1550. The course of instruction is based on the Milady’s Standard Text of Cosmetology (12th edition) in conjunction with training materials from professional companies including Matrix, Paul MitchellOPI, and Merle Norman. Bella Academy is founded on providing the student with a solid foundation in the art of cosmetology. It will give the student a platform to grow and expand in the industry.

Student Kit includes:

|  |  |
| --- | --- |
| **Books:**Milady TextbookMilady Theory WorkbookMilady Comprehensive Study Guide | **Chemical Equipment/Tools:**Bone Rat Tail CombPerm Rods; 12 -Dozen (4 White, 4 Gray, 2 Pink, 2 Blue)Applicator BottleTint BowlTint BrushTimer |
|  **Styling Equipment/Tools:**Blow-Dryer1 Inch Marcel Curling Iron3/4 Inch Marcel Curling Iron1 Inch Flat Iron | **Nail Equipment/Tools:**Manicure Kit ( Finger Bowl, Pusher, nipper, Nail Brush, Hand, Files, Forms) |
| **Cutting Equipment/Tools:**Clipper w/AttachmentsTrimmer/T-EdgerThinning ShearsShearsRazorBlades (Razor) | **Misc. Supplies:**TrolleyManikins (2 Female, 1 Male)Smock/ApronWater Bottle2 Capes |
| **Combs and Brushes:**8 All-Purpose6 Rat TailComb w/ Metal LiftDetangling CombBarber CombClipper Comb2 Foiling CombsRound Brush7-Row Nylon BrushVent BrushStyling BrushPaddle Brush | **Hair Clips:**4 Plastic Duck-Bill Clips4 Plastic Vent Clips 1 pkg. metal all-purpose clips |

All kit supplies are guaranteed to be in working order by Bella Academy for 30 days upon the signature and date of supply list. After 30 days kit items will be replaced at the student’s expense.

# Barbering Course Curriculum:

Bella Academy of Cosmetology offers a 1000-hour training program in Barbering, which meets the state standards for Wisconsin including the following areas of instruction and training:

5 Hours Hygiene, grooming and personal Development

25 Hours Bacteriology, sterilization and sanitation

13 Hours Tools, equipment and implements

500 Hours Haircutting, hair tapering, (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger waving roller setting, pin curl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wig and wefts.

337 Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching, chemistry.

50 Shaving, beard and mustache shaping and trimming

15 Anatomy and physiology of the hair, skin and disorders of the hair, skin, and scalp

15 Product knowledge, product use and sales, preparing and consulting with customer for service.

18 Laws, rules, professional ethics and history of Barbering

 22 Individual student needs, industry trends and electives (e.g. record keeping, mathematics, communication, human relations, public relations, first aid, etc.)

Grand total of 1000 hours

**Performance Objectives**

Upon completion of the Barbering course, the student will have knowledge in the following subjects:

• Bacteriology and Safety and Sanitation/Sterilization

• Tools and Equipment

• All areas of Haircutting, Hairstyling, Scalp Treatments

• Shampooing and Conditioning

• Wigs/Hair Pieces and Wefts

• Chemical Texture Services

• Hair Color Services

• Shaving and Beard Trimming

• Anatomy and Physiology

• Product Knowledge/Customer Service

• Laws, Rules, Personal Ethics and the History of Barbering

**Barbering student kit**

|  |  |
| --- | --- |
| **Books:**Milady Standard Barber-Styling TextbookMilady Standard Workbook for Barbering | **Combs & Brushes Continued**7-Row Nylon BrushVent BrushStyling BrushPaddle Brush |
| **Styling Equipment/Tools:**Blow-Dryer½ Marcel Curling Iron1 Inch Marcel Curling Iron1 Inch Flat Iron | **Hair Clips:**Plastic Vent ClipsPlastic Duck Bill-Clips  |
| **Cutting Equipment/Tools:**Clipper w/ AttachmentsTrimmer/T-EdgerThinning ShearShearRazor5-Blades (Razor) | **Chemical Equipment/Tools:**Bone-CombPerm Rods; 12 Dozen (4-White, 4-Gray, 2-Pink, 2-Blue)Jumbo End WrapsApplicator BottleTint BowlTint BrushTimer |
| **Combs & Brushes:**8 All-Purpose4 Rat TailComb w/ Metal LiftDetangling CombClipper Comb2 Foiling CombsBarber CombRound Brush | **Misc. Supplies:**TrolleyManikins: 2 Male, 1 FemaleSmock/ApronWater Bottle2 Capes |

All kit supplies are guaranteed to be in working order by Bella Academy for 30 days upon the signature and date of supply list. After 30 days’ kit items, will be replaced at the student’s expense.

# Dress Code Policy:

Students will wear Bella Academy- approved business casual clothing. No sleeveless tops or tops with midriff or back showing will be allowed. Also, foam soled flip flops or tennis shoes will not be allowed; shoes must be clean and in good repair. Boots may be worn if they have a firm sole, not slipper style or furry boots. Jeans may be worn only if they are in good repair and fit and cannot have holes. Leggings may be worn if the student’s front and back end are fully covered. Students will practice proper hygiene, keep a professional appearance in both hair and overall presentation and arrive on-time and ready for clinic floor work. Failure to do this will result in discipline as defined in the Discipline Policy. After three (3) out-of-dress code warnings, student will receive a one (1) day suspension. Any student not dressed in accordance with the dress code will not be allowed to attend classes or accrue hours until dressed appropriately.

The following dress code has been deemed appropriate for a professional image by the staff:

• All clothing shall be neat, clean, and in good repair.

• All hair and makeup will be complete by start of class.

• Business casual attire reflects Bella Academy’s professional image.

• Shirts and pants no shorter than 4” above the knee caps.

**Inappropriate clothing:**

Cut-off shirts, belly-baring shirts, halter tops, braless look shirts or tops or shirts wear bra is visible. Skirts and shorts should be no shorter than 3 inches above the knee in length. All pants must be worn at the waist and not hang below the waist. No foam bottom flip-flops are allowed.

Students are expected to be prepared for the work day prior to the start of class. Hair is to be styled and make-up should be applied prior to clocking in. (A student cannot accrue hours for time spent on personal hygiene preparing for the day.)

The Instructor’s decision on whether or not the student’s attire is appropriate is the final decision. If it is deemed inappropriate, the student will be asked to clock out and leave.

# Student File Access and Release of Information:

Students and parents or guardians of dependent minors have the right to gain access to their cumulative records by appointment and under the supervision of an instructor. Information pertaining to a student’s record will only be released to other individuals or family members with the written permission of the student.

Student records may be released without student consent to any of the following agencies for the purposes of an audit or investigation: Wisconsin Department of Safety and Professional Services, NACCAS, the U.S. Department of Education or any other financial aid assistance organization that is supporting the student’s education.

# FERPA Policy and Procedures:

Bella Academy of Cosmetology recognizes that the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

• School officials with legitimate educational interest

• Other schools to which a student is transferring

• Specified officials for audit or evaluation purposes

• Appropriate parties in connection with financial aid to a student

• Organizations conducting certain studies for or on behalf of the school

• Accrediting organizations

• To comply with a judicial order or lawfully issued subpoena

• Appropriate officials in cases of health and safety emergencies

• State and local authorities, within a juvenile justice system, pursuant to specific State law.

# Advising

Student support advising services are available throughout the training program. Academic advising is completed on a regular basis. Students can view their progress report, which includes attendance and academic grading, at any time via a request to a director. Students will have the opportunity to talk with their instructors and directors and discuss their academic and career-building progress.

# Surety Bond

Bella Academy of Cosmetology carries a surety bond in the amount of $25,000, Policy Number B170228. To file a claim against this bond, the student may contact:

|  |  |
| --- | --- |
| Pekin Insurance2505 Court StreetPekin, Illinois 61558-00011-800-477-0122  | Bock Insurance Agency2337 Jackson StreetOshkosh, Wisconsin 54901(920) 235-5737 |

# Catalog Insert

Tuition

|  |  |
| --- | --- |
| Cosmetology PractitionerEnrollment Fee (non-refundable)Student Kit (Includes Text & Workbooks)Tuition | $ 100$ 2000$ 15450$17550 |

\* The cost for the student equipment and supplies, herein referred to as the “Student Kit,” is required in order for student to participate in the selected program and includes, without limitation: instruments, equipment and any other item related to instruction Bella Academy of Cosmetology may require student to purchase for the use in the classroom as determined at its discretion. A student may purchase supplies of equal of greater value or approved quality from vendors other than Bella Academy of Cosmetology. If the cosmetology practitioner course student purchases their own Student Kit including text and work books, they will receive a credit towards their cost of tuition in the amount of $1000. Student kit costs are paid prior to beginning the course of instruction at Bella Academy of Cosmetology and are part of the student enrollment. Students are responsible for paper, pens, pencils and highlighters; and the Student Kit cost of $1000.00, if purchased separately, apart from tuition. Any optional project supplies will be at student’s own costs. The above rates are subject to change without notice. The above fees DO include the Wisconsin State Board Examination fees.

|  |  |
| --- | --- |
| BarberingEnrollment fee (non-refundable)Student Kit (Includes Text & Workbooks)TuitionTotal | $100.00$1000.00$10000.00$11000.00 |

\* The cost for the student equipment and supplies, herein referred to as the “Student Kit,” is required in order for student to participate in the selected program and includes, without limitation: instruments, equipment and any other item related to instruction Bella Academy of Cosmetology may require student to purchase for the use in the classroom as determined at its discretion. A student may purchase supplies of equal of greater value or approved quality from vendors other than Bella Academy of Cosmetology. If student chooses to purchase their own supplies, a credit of $400.00, or reimbursement if student has paid in full, will be given provided all items required are obtained. If the cosmetology course student purchases their own Student Kit including/excluding text and work books, they will receive a credit towards their cost of tuition in the amount of $400. Student kit costs are paid prior to beginning the course of instruction at Bella Academy of Cosmetology and are part of the student enrollment. Students are responsible for paper, pens, pencils and highlighters; and the Student Kit cost of $400.00, if purchased separately, apart from tuition. Any optional project supplies will be at student’s own costs. The above rates are subject to change without notice. The above fees DO include the Wisconsin State Board Examination fees

# Student Service Charge

 Students can receive services from other students at authorized times. All chemical services, (ie: Perms, Colors, Relaxers, Highlights) will be done after the student has paid the service fee of $6 to $12 dollars. Cost depends on the amount of hair and product used. If a student brings color from home but still uses the schools peroxide, and/or foil, then the student will still pay a service fee.

• A student is allowed one chemical service per month only, no carryovers.

• The service charge will be collected before the service can be performed.

• If the service is being done for teaching purposes, and is deemed necessary by an instructor, the service fee will be waived.

# Student Activity Fees

There are no activity fees required by Bella Academy of Cosmetology. Optional activates are offered by the Cosmetology industry, but those are paid for attended by students at their own discretion.

# Rental Agreement

 Bella Academy of Cosmetology has a state board practical exam kit available for students to rent for $100.00, of which $50.00 will be refundable upon the return of the complete and inventoried kit. It will be made available at least 24 hours prior to the students test date and needs to be returned clean and, in its entirety, no later than three business days after the completion of the students’ test.

# Holidays and Closures

Bella Academy of Cosmetology observes the following holidays and will be closed:

New Year’s Day Labor Day and the weekend prior

Memorial Day and the weekend prior Thanksgiving Day and through the weekend

Independence Day and the week surrounding Christmas Eve through New Year’s Day

**Closures:**

Bella Academy of Cosmetology closures may occur as required for weather emergencies and/or staff training .

In case of a weather-related closing, watch the local WBAY television station as well as the GROUPME ap

. If Bella Academy is closed, it will scroll across the screen.

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# 2020 School calendar

|  |  |
| --- | --- |
| JanuaryOff1st | JulyOff TBD…1 week off |
| February | August |
| March | SeptemberOff5-7 |
| April | October |
| MayOff 23-25th | NovemberOff 26-29th |
| June | DecemberOff 24th-31st |