



Attendance Policy

This facility believes that experiences in the classroom and clinic floor need full participation. In addition, this program is designed to teach proper work habits such as attendance. Regular attendance is mandatory for H & CO Academy, as well as Apprenticeship Manitoba and Private Vocational Institutes of Manitoba.

We require all students to fully comprehend that any missed hours, regardless of reason will be reflected on your attendance and would still be subject to any penalties up to and including dismissal from the program. It is imperatively important to acknowledge any possible reasons that may require any disruption to your ability to attend school IMMEDIATELY upon starting the program. This includes any physical, mental and/or learning disabilities. This way we can identify any needs for additional resources or to seek out supports for the students that will assist along the way.

Absences:

- All students will be expected to monitor their attendance and make note of the days late or missed.
- Students will have a half hour break for lunch. This can be taken on or offsite but the time and availability will depend on your clinical schedule.
- Planned absences need to be approved by your instructor a minimum of two weeks prior to the day you will be gone. It will be the students responsibility to make up the time/school work missed.
- If your absence is unplanned, including sick leave, it will be the students responsibility to make up the time/school work missed.
- There are multiple opportunities throughout the year to make up hours to avoid extending your program completion date. If you fail to take advantage of those opportunities or are unable to get caught up by the projected end date, you will have two weeks of complimentary extended time to make up the missed hours. If the school work/time cannot be completed within that grade period it may result in a failing grade in the program.
- Any absences exceeding three consecutive days without contact/reason will be considered excessive and the student will be placed on a probationary period.

Lates:

- Please arrive 10-15 minutes early for class so you are ready for your day, prepared for any clients and in class to begin promptly at the designated start time.
- As it results in disruptions to the learning, we expect all students arrive on time to school consistently.
- If class has started, the student will be asked to return to class at break time and will take a loss in the total time missed and will be responsible for whatever learning was missed during that lesson.

Illness/injury Policy:

- Since illness usually results in numerous days missed, it is strongly encouraged to adopt or maintain strict wellness practices while attending school to prevent getting sick or injured as best as possible.
- If you are sick and are unsure that you can complete your day normally, please be courteous to your fellow classmates and clients by staying home.
- If you are sick or injured, the hours missed will still fall under the same policy of needing to be made up prior to graduating.
- The student is fully responsible to ensure to get the missed learning. The student will be required to obtain any missed notes, handouts or practical learning – the student will need to coordinate with an instructor when the

practical component can be retaught. Please be patient with this arrangement – some practical learning is an entire day and it is extremely difficult to find the time to reteach a FULL day to just one student. It is expected that either the student is fully caught up or has made arrangements to be on the first day they have returned to school.

Attendance Levels:

- Below will be the grade breakdown for each program:
 - Hair:
 - 0-50 hours missed
 - 50-100 hours missed = Verbal Warning
 - 100-140 hours missed = Student put on academic probation
 - 140+ hours missed = Removal from the program
 - Esthetics:
 - 0-50 hours missed
 - 50-100 hours missed = Verbal Warning
 - 100-140 hours missed = Student put on academic probation
 - 140+ hours missed = Removal from the program
 - Nails:
 - 0-19 hours
 - 20-29 hours = Verbal Warning
 - 30-40 hours = Student put on academic probation
 - 40+ hours = Removal from the program

IMPORTANT:

- For any reason a student is running late or going to be away, please notify the instructor at instructors@hcoacademy.com. If you are going to be away for the day, a minimum of 2 hours notice is required. Please include in the email:
 - Date of absence
 - Reason for absence
 - Anticipated date of return
- It is the student's responsibility to catch up on the missed content of the lesson, or practical delivery of information when they return to school
- As mentioned above, students will have the two weeks following the last day of their program as complimentary make up time for their program. However, even though the student has 140 hours before they are removed from the program, if the student has 80+ missed hours by the time that their program is over, they will be given an "Incomplete" for their program and will have to re-apply to the next program to complete their hours. Please note:
 - Even if you have 81 hours by the last day of school, this will result in an "Incomplete". The complimentary time to make up is only given to students who have 80 or less hours to make up.
 - Depending on your academic standing with the school, even if you re-apply, you may not get accepted back to complete your hours.
 - Please be aware that if you will need to reapply to complete the program, there will be a tuition cost attached.