Paul Mitchell The School Delaware

ATTENDANCE AND DOCUMENTATION OF TIME

1. The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized timeclock. This device may consist of an app that can be used on your phone, a biometric scanner in the school, or similar device. To ensure proper credit for clock hours, full time 5-day students are required to clock in/out 4 times a day: when they arrive at school, when the leave for lunch, when they return for lunch, and when they leave at the end of the day. Full-time 3-day students will clock out 6 times a day: when they arrive at school, when the leave for lunch, when they return for lunch, when they leave for dinner break, when they return for dinner break, and when they leave at the end of the day. Part-time students are required to clock in/out 2 times a day: when they arrive at school and when they leave at the end of the day. Additionally, all students are also required to sign in/out upon entering and exiting the building. If a student fails to clock in or out for their schedule on the student timeclock, the student will not receive hours. If the student wishes to dispute any hours they feel earned, the student must provide documentation to verify attendance on the missing time form. The documentation would include the student sign in sheet, the specialty class attendance role, and/or the guest service summary. A student may not dispute attendance more than 30 days after the occurrence.
2. The school is open from 9:00 AM to 5:00 PM for day students, 9:00 AM to 8:00 PM for 3-day students, and 5:00 PM to 10:00 PM for part-time students.
3. All courses require continuous attendance.
4. The prescribed attendance schedule must be maintained each week.
5. Students must be on time, as tardiness inhibits the learning process. Students who are late for theory, a specialty class or a guest artist class may attend the class, but must be accompanied into the classroom by a learning leader. Students are never excused from mandatory theory class to work in the clinic classroom. Full Time and 3 Day Students are required to clock in by 9:00 am. Part time students are required to clock in by 5:00pm. Full Time and 3 day students arriving later than 09:15 am and 5:15pm for Part time will not be allowed to clock in for the day. Only students with a legitimate excuse for being late will be allowed to clock in for the day.
6. Students who are late or cannot attend school must contact the school and talk to the school service desk immediately. Day students must call in by 8:30 AM; night students must call in by 4:30 PM.
7. Students must request time off from school from the Future Professional Advisor or Education Leader.
8. Students are required to be in attendance minimum of seven (7) hours per day, 35 hours per week for full-time 5 day program, seven and a half (7.5) hours per day, 30 hours per week for the full-time 4 day program, and ten (10) hours a day, 30 hours a week for full time three day program students and five (5) hours a day, 20 hours a week for the part time program. There will be no school on holidays such as Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Break, Christmas Break, New Years Eve (for part time students only), and New Year's Day. These holidays will be set according to the calendar each year. Students cannot attend over 40 hours a week for time missed. If students miss hours at any time, they may sign up "drop in" to make up the time.
9. Students attend Core the first 210 clock hours for cosmetology and 190 clock hours for esthetics of enrollment. During this time the student must maintain a monthly attendance of 80%. If at the conclusion of the month, the student's progress report is not 80% attendance, the student may be dropped from the program and asked to

re-enroll in the next class start date.

10. Lunches and breaks are scheduled for all students. Day and Three (3) Day students will take 30 minutes between 11:30 am-1:00 pm according to their schedule or their clinic booking. Students should communicate with their instructors if they have not had lunch by 1:00 pm. Three (3) day students will also have a 30 minute dinner break 5:00-5:30 pm according to their clinic booking. Students should communicate with their instructors if they have not had a dinner break by 5:30 pm. Night students will take a 20 min break.

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

Student Schedule	Breaks	Lunch
10 hr/day	15 min. in the morning & 15 min in the afternoon	30 min. lunch, 30 min. dinner
7 or 7 1/2 hr/day	15 min. in the morning & 15 min in afternoon	30 min. lunch
5 hr/day	20 min at mid-point of schedule	n/a

11. Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
    - All full-time students who leave school premises for more than 15 minutes or those who leave early must document their time by clocking out on the time clock, signing the sign-out sheet, and having an instructor book them out.
    - Part-time students who leave school premises for more than 20 minutes must sign the the sign-out sheet, and having an instructor book them out.
    - All full-time students who leave school premises for less than 15 minutes must sign the sign-out sheet.
    - Full-time 4 and 5-day students must clock out on time clock for lunch for 30 minutes everyday. Students will not receive credit for the 30 minutes if they fail to clock in/out for lunch.
    - Full-time 3-day students must clock out on the time clock for lunch for 30 minutes and minutes for dinner every day. Students will not receive credit for the 30 minutes if they fail to clock in/out for lunch.
12. Students may not clock in/out or sign in/out for another student.
13. Students must keep a record of all services each day on the "service tracking sheet," which must be completed daily and turned in every month.