Parisian Beauty Academy, A Paul Mitchell Partner School

ATTENDANCE AND DOCUMENTATION OF TIME

All Future Professionals must commit to and follow the Attendance and Documentation of Time Guidelines during their enrollment in school. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience. Failure to follow these guidelines may result in a coaching under the Future Professional Advisory Policy and may result in termination without prior warning.

ATTENDANCE AND DOCUMENTATION OF TIME

- The school is open from 9:00 AM to 3:30 PM for day Future Professionals and 6:00 PM to 10:00 PM for night Future Professionals.
- The Future Professional must attend school according to the schedule in the Future Professional's enrollment agreement. All courses require continuous attendance.
- **The following are mandatory attendance days:** Thursday (night); Monday (day). Failure to attend mandatory days may result in an advisory.
- The prescribed attendance schedule must be maintained each week.
- Future Professionals are required to be in attendance and actively participating in their education. When a Future Professional is scheduled for attendance but not present, these will be reflected as absent hours. If a Future Professional does not clock in or out properly resulting in the hours not being counted, these will be reflected as absent hours unless the missing time form and necessary documentation is provided as outlined in the catalog.
  If a Future Professional is absent, refer to the school make-up hour policy on how to make-up those hours. Please keep in mind make-up hours and policies are optional for the school to provide and may be changed. Future Professionals will receive clock hours during the times they fully participate in their learning experience.
- Future Professionals may not be out of school 14 consecutive calendar days or he or she will be terminated. If you have a disability and need an academic adjustment, please notify the Admissions Leader as soon as possible, so the school can review your request. A copy of the school’s ADA Policy and Request for Accommodations form may be found on the school’s website or from the school’s Admissions Leader.
- **Core/Protege Attendance Expectation:** Future Professionals attend Core/Protege for the first weeks of enrollment. During this time the Future Professional must maintain a monthly attendance of 90%. If at the conclusion of the month, the Future Professional's progress report does not meet 90% attendance, the Future Professional may be dropped from the program and may be asked to re-enroll in the next Core class start date.
- **Extra Instructional Charges:** During the contracted enrollment period, the student must maintain a 90% attendance average each month in order to complete the program by the expected/calculated completion date. The student is allowed to miss 10% absent hours of their scheduled hours before having to pay extra instructional charges. The student may use the 10% absent hours for vacation, doctor appointments, illness, etc.; however, the student may not be out of school for 14 consecutive calendar days or they will be terminated. If the Student must attend additional program hours beyond their expected/calculated completion date due to not meeting a 90% attendance average or failure to complete academic graduation requirements, the student will be charged an additional $12.00 for each hour scheduled to complete after the expected/calculated completion date is reached.
  Please note that students are not eligible for additional federal financial assistance to pay the cost for extra instructional charges and may need to make other arrangements for paying these additional costs.

Program	Charge after all allowed absent hours have been used
All Programs	$12.00 per hour

COSMETOLOGY HAIRSTYLING

All ADAPTIVE and CREATIVE Future Professionals are required to maintain a **90%** attendance percentage to avoid overtime charges (see below).

The following chart gives an example of absentees permitted for each level of Cosmetology Hairstyling Day program:

Adaptive	1-3 Days
Adaptive	2-3 Days
Creative	1-3 Days
Creative	2-3 Days
Creative	3-3 Days
Creative 4/Pre Grad	0 Days

SKIN CARE

The following chart gives an example of absentees permitted for each level of Skin Care DAY program:

Protégé	5 Days
Mentor	5 Days

Manicuring

The following chart gives an example of absentees permitted for each level of Manicuring DAY program:

Protégé	4 Days
Mentor	5 Days

It is essential that your attendance is a priority or you will be subject to advisory warnings and/or suspensions.

- Future Professionals must request time off from school from the Future Professional Advisor.
- **Lunches and breaks are scheduled for all Future Professionals.** All Future Professionals will take 30 minutes for lunch between 12:00 noon and 1:30 PM. Future Professionals should communicate with their Learning Leader if they have not had lunch by 1:30 PM. Observe the appropriate breaks for your school schedule. Breaks are as follows:

Student Schedule	Breaks	Lunch
6 hr/day	10 min. in the morning & 10 min in afternoon	30 min.
4 hr/day	10 min at mid-point of schedule	N/A

- **Documentation of time:** Future Professionals may not leave the school premises during regular hours without an Learning Leader's permission.
  a. Future Professionals who leave school premises for more than 10 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.
  b. Future Professionals who leave school premises for more than 10 minutes must sign the sign-out sheet.
  c. Monday – Friday Day students will automatically have a half hour deducted for lunch each day.
  d. Future Professionals may not clock in or out for another student.
  e. Future Professionals must keep a record of all services each day on the “service tracking sheet,” which must be completed daily and turned in every month.
  All Future Professionals are expected to attend classes on a daily basis. It is the responsibility of the Future Professional to make up all missed work and time. The following policy is now in effect for each program:

SIGNING IN & OUT

1. The school records attendance hours and gives appropriately earned attendance credit for all hours attended and does not add or deduct attendance as a penalty. All Future Professionals must sign-in and out on the sign-in sheet when they enter and leave the school for the day in order to receive any credit for their attendance. If a Future Professional fails to sign-in and out for their schedule, the Future Professional will not receive hours. Each classroom has a sign in register as well that is to be maintained by the classroom for the State of New Jersey. The Future Professional must use their registration number and name on the sign-in sheets. This is not to be confused with their computer ID number which goes on all education documents.
   It is the responsibility of the Future Professional to ensure that they are properly signing in and out as required. If a Future Professional fails to sign in or out for their schedule on the Future Professional sign-in sheet, the Future Professional will not receive hours for the time with missed time punches. To ensure proper credit for clock hours, Future Professionals are required to sign-in and out at the following times:
   a. When they arrive at school.
   b. When they leave at the end of the day
   c. If a Future Professional leaves the premises for any reason, and
   d. If a Future Professional is taking a break over 10 minutes they are required to clock out.
   e. Monday through Friday Day Future Professionals will automatically have half hour deducted for lunch each day.
   If the Future Professional wishes to dispute any hours they feel earned, the Future Professional must provide documentation to verify attendance on the missing time form. The documentation could include the Future Professional sign in sheet, the specialty class attendance role, and/or the guest service summary.
   If a Future Professional is experiencing timeclock challenges and are unable to clock in or out, they must report the challenge to the Future Professional Advisor within 24 hours.

TARDY POLICY

The school prides itself on a solid curriculum. Tardiness on the Future Professional's part will only leave eventual gaps in their education. It is provided that Future Professionals may make up any missed hours. Commitment to your scheduled hours of attendance will show us your dedication to your education.

- All Future Professionals must be signed in and be prepared to start class by 9:00AM (for the day classes) and by 6:00 PM (for the evening classes). Any Future Professional who signs in after this time will not be permitted to enter class until the next hour and must remain in the lunchroom until class time.
- Future Professionals are permitted 4 late penalties per month. Your 5th late penalty will result in an advisory warning, loss of privileges and/or dismissal for the day. Future Professionals who leave early will also be considered in violation of this policy. Not all documentation for lateness or early leave will be excused. This is monitored at the discretion of your immediate Learning Leader and Future Professional Advisor. Under no circumstances can a Future Professional sign in after 10:00 a.m. (day) or 7:00 p.m. (evening) for a late arrival.
- Half Absentee (One half absent day) will be given to any Future Professional who leaves early in the day.
- Tardiness is frowned upon by the administration of this school. Not only does the Future Professional miss out on valuable class time but the Future Professional is subject to eventual overtime charges when this situation is chronic. Prior to the start of classes you should arrange to arrive at school daily and on time. Keeping your commitment to your scheduled hours of attendance is the first step in our evaluation of your employability.