Paul Mitchell The School Merrillville

ATTENDANCE AND DOCUMENTATION OF TIME

All Future Professionals must commit to and follow the Attendance and Documentation of Time Policy 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 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 an attendance tracking app called My Portico App. It is the responsibility of the Future Professional to record their hours by checking in and out through the app. 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. If the Future Professional fails to clock in or out for their schedule, the Future Professional will not receive hours.
  It is the responsibility of the Future Professional to ensure that they are properly clocking in and out as required. If a Future Professional fails to clock in or out for their schedule on the Future Professional time-clock, 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 clock in or out at the following times:
  - When they arrive at school,
  - When they leave for lunch,
  - When they return from lunch,
  - When they leave at the end of the day,
  - If a Future Professional leaves the premises for any reason, and
  - If a Future Professional is taking a break over 15 minutes, they are required to clock out.
    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 or Director.
- The school is open from 8:00 AM to 5:30 PM, Tuesday through Friday. The school is closed Saturday, Sunday, and Monday.
- The Future Professional must attend school according to the schedule in the Future Professional's enrollment agreement. All programs require continuous attendance.
- **The following are mandatory attendance days:** Fridays for all Future Professionals. Failure to a attend mandatory day may result in an advisory. If a Future Professional is unable to attend a mandatory day they may find a Substitution Request Form to the Future Professional Advisor for approval.
- Future Professionals must be on time, as tardiness inhibits the learning process. Future Professionals who are late for any class must be accompanied into the classroom by a Learning Leader. Future Professionals that arrive later than 8:05:59 AM will not be allowed to attend school.

- **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.
- **Core Attendance Expectation:** Future Professionals attend Core for the first weeks of enrollment. During this time the Future Professional must maintain a monthly attendance of 80%. If at the conclusion of the month, the Future Professional's progress report does not meet 80% attendance, the Future Professional may be dropped from the program and may be asked to re-enroll in the next Core class start date.
- 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 in the absent hours.
  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.
- **Vacation and Planned Time Away (e.g. medical appointments, outside commitments):** Future Professionals must request planned time off from school from the Future Professional Advisor and Financial Services Leader. The approval of any request does not mean that the Future Professional will continue to meet the attendance requirements.
- **Unplanned Absence or Tardies:** Future Professionals who are late or cannot attend school must contact the school and talk to the school service desk team immediately. Future Professionals must request time off from the school from the Future Professional Advisor. Future Professionals must call in by 8:00 AM.
- **Lunch and breaks are scheduled for all Future Professionals:** All full-time Future Professionals are required to take a 45-minute lunch break. 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
8.75 hr/day	15 min. in the morning & 15 min. in the afternoon	45 min.

- **Documentation of Time:** Future Professionals may not leave the school premises during regular hours without an Learning Leader's permission.
  - Future Professionals who leave the 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 a Learning Leader book them out.
  - Future Professionals must clock out on the time clock for lunch for 45 minutes every day.
- Future Professionals can not clock in or out for other Future Professionals.
- Future Professionals can not ask others to clock them in or out.
- Future Professionals must keep a record of all services performed each day on the My Portico App.