Paul Mitchell The School Michigan

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 time clock. This device may consist of an app that can be used on your phone, a biometric scanner in the school, or similar device. In order to ensure proper clock hours are credited, full-time students are required to clock in/out 4 times a day: when they arrive to school, when they leave for lunch, when they return from lunch, 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 to school and when they leave at the end of the day. If a student fails to clock in or out for their schedule on the student time clock, 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.
2. The school is open from 9:00 AM to 4:30 PM for day students and 5:00 PM to 10:00 PM for night students.
3. All courses require continuous attendance.
4. The prescribed attendance schedule must be maintained each week. Full time day students attend Core for 350 hours after Core they attend (35) Monday-Friday, 9:00 am - 4:30 pm or (30) Tuesday through Thursday, 9:00 AM to 7:30 PM. Part Time students attend Core for 350 hours, (20) Monday through Thursday, 9:00 AM to 2:00 PM and part time nights (20) Monday through Thursday, 5:00 PM to 10:00 PM. Esthetics students attend (35) Monday through Friday, 9:00 AM to 5:30 PM. Alternate schedules are available to those students who qualify.
5. Night students may not miss Mondays; day students may not miss Saturdays.
6. 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.
7. During the contracted enrollment period, applicant student must maintain a 90% attendance average each month in order to complete the program by the contracted end date. The student is allowed to miss 10% of his or her scheduled hours before having to pay extra instructional charges. The student may use the 10% excused absences for vacation, doctor appointments, illness, etc.; however, the student may not be out of school 14 consecutive calendar days or he or she may be terminated. If the student must attend additional program hours beyond his or her contracted end date due to not meeting a 90% attendance average or to complete academic graduation requirements, the student will be charged for each hour scheduled to complete after the contracted end date is reached.

Program	Charge per schedule hours
Cosmetology (1600 hours)	$13.93
Cosmetology (1500 hours)	$15.00
Esthetics (750 hours)	$13.00
Cosmetology Instructor (600 hours)	$9.17

Refer to the school enrollment agreement for the Enrollment agreement Period definition. Please note that if a student misses more than 14 consecutive calendar days, the student may be terminated from the program.

8. 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 9:00 AM; night students must call in by 5:00 PM.

9. Students must request time off from school from the school Director.
10. Students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the full time schedule; 20 hours per week for part time students. Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year. Students cannot bank hours and attend over 40 hours per week to make up for missing hours. All hours a student miss will count against the hours allowed to miss and overtime charges can occur.
11. Lunches and breaks are scheduled for all students. All students will take 30 minutes for lunch between 12:00 noon and 1:30 PM. Students should communicate with their instructor if they have not had lunch by 1:30 PM. Night students take a 10 minute break

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

Student Schedule	Breaks	Lunch
8 or 7 1/2 hr/day	10 min. in the morning & 10 min in the afternoon	30 min.
6 hr/day	10 min. in the morning & 10 min in afternoon	n/a
5 hr/day	10 min at mid-point of schedule	n/a
4 hr/day	10 min at mid-point of schedule	n/a

12. Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
    - Students 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.
    - Students who leave school premises for less than 10 minutes must sign the sign-out sheet.
    - Day students must clock out on the time clock for lunch for 30 minutes every day. Students will not receive credit for the hour if they fail to clock in/out for lunch.
13. Students may not clock in or out for another student.
14. 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.
15. Students attend Core the first 10 weeks of enrollment. During this time the student must maintain a monthly attendance of 90%. If at the conclusion of the month, the student's progress report is not 90% attendance, the student may be dropped from the program and asked to re-enroll in the next class start date.