Paul Mitchell The School New Orleans

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 students are required to clock in/out four (4) times a day: when they arrive at school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. If a student ever fails to clock in or out for their schedule on the Student Time Clock a Missed Punch Form must be filled out, signed off & submitted properly or the student will not receive any 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 Monday - Saturday, 9:00 am - 4:30 pm for day students and 5:00 pm - 10:00 pm for night students.
3. All courses require continuous attendance.
4. The prescribed attendance schedule must be maintained each week. Schedules cannot be adjusted after contract is completed unless extreme mitigating circumstances are present.
5. Students must be on time, as tardiness inhibits the learning process. Students who are late for theory may enter the classroom and will not receive theory credit however they can “clock in”. Students who are late for a specialty class or a guest artist class may attend the class, but must be accompanied into the classroom by an instructor. Students are never excused from mandatory theory classes to work in the clinic. Students that arrive later than 10:00 am for day school or 6:00 pm for night school will not be allowed to attend school the only exception that would allow school attendance is a Doctors note.
6. If you will not be in attendance for the day, you must submit an absent notification via phone call through the direct line to the Service Desk. Day Future Professionals have until 9:00 am and night Future Professionals have until 1:30 pm to call out for the day. Failing to call in and notify the team that you will be absent will result in an advisory and is considered a “No Call, No Show”.
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 expelled. 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 an additional $13.00 for each hour scheduled to complete after the contracted end date is reached. **A Future Professional is expected to maintain 90% attendance month to month.**
   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 expelled from the program.
8. Students attend Core/Protege for the first 11/15 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.

9. Students must request time off from school from the Education Leader.
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 35 hours per week to make up for missing hours. If a student will miss hours during the week, arrangements must be made with the Future Professional Advisor to make up those hours within the same week, or the hours missed 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 PM and 1:30 PM. Students should communicate with their instructor 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 or 7 1/2 hr/day	15 minutes in the morning and 15 minutes in the afternoon	30 minutes
6 hr/day	15 minutes in the morning and 15 minutes in afternoon	n/a
5 hr/day	15 minutes at midpoint 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 the 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 the 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.