Paul Mitchell The School Norman

MAKE-UP HOUR POLICY

Makeup hours are accumulated when a Future Professional receives hours outside of their weekly schedule. We have specific opportunities for Future Professionals to receive makeup hours.

MAKEUP HOUR OPPORTUNITIES

4 Day Schedule - Can attend Fridays from 9:00 - 4:30 (sign up required) and also daily from 4:30 - 5:30 except Fridays (sign up in advance is required). If you sign up to attend and no show you will forfeit your opportunity to continue earning makeup hours. Must fill out a makeup time request form and have a Learning Leader sign.

5 Day Schedule - Can attend daily from 4:30 - 5:30 except Fridays (sign up required). Must fill out a makeup time request form and have a Learning Leader sign.

MAKEUP HOUR GUIDELINES

You will sign up for all makeup hours days. If you sign up to attend and do not show you will forfeit your opportunity to continue earning makeup hours.

Sign-ups for makeup hour opportunities will be posted Monday - Wednesday the week prior to the dates listed. If you do not sign up by the end of school Wednesday the week before, you will not be permitted to stay for makeup hours the following week.

You must be working during the time you are at the school for makeup hours. If you are observed on your phone, visiting or being disruptive you will be asked to leave, will not receive makeup hours for that day and will forfeit your opportunity to earn future makeup hours.

Students must complete a Future Professional Make-Up Request Form indicating the date, time, activity completed and the name of the Learning Leader who supervised the make-up time.

ADDITIONAL MAKEUP HOUR OPPORTUNITIES

Future Professionals may also receive makeup hours for attending a school event that is during the hours they are not scheduled.

Future Professionals may also sign up to receive makeup hours on Optional Days. Optional Day means that the school is officially closed, and Future Professionals can optionally attend and receive makeup hours.

2025 OPTIONAL DAYS

June 30
July 1, 2, and 3
November 24, 25, and 26
December 22, 23, 26, and 31