Paul Mitchell The School NYC

ATTENDANCE AND DOCUMENTATION OF TIME

All Future Professional must commit to and follow the Attendance and Documentation of Time 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

1. Learning Leaders records attendance at start and end of each class. The school utilizes the Future Professional sign-in sheet for breaks. It is the responsibility of the Future Professional to ensure that they are given proper hours each day.

- When they arrive at school,
- When they leave for lunch,
- If a Future Professional leaves the premises for any reason, and
- If a Future Professional is taking a breakover 10 minutes, they are required to clock out.
  If the Future Professional wishes to dispute any hours they feel they 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. Only the administrator can approve valid documented exceptions.
  If a Future Professional disputes their hours, they must report the challenge to the Co-Director, Diana Varvaro within 24 hours.

2. The school is open from 9:00 a.m. to 10:00 p.m. on Tuesday through Saturday and is closed Sunday and Monday.
3. The Future Professional must attend school according to the schedule in the Future Professional's enrollment agreement. All programs require continuous attendance.
4. The following are mandatory attendance days: Friday for night students and Saturday for day students. Failure to attend mandatory days may result in an advisory.
5. Future Professionals must be on time, as tardiness inhibits the learning process. Future Professionals who are late for any class must contract the school. Future Professionals who are late for class must be accompanied into the classroom by an instructor. Future Professionals are never excused from mandatory theory classes to work in the clinic classroom. Future Professionals that arrive later than 10:00 AM for day school will not be allowed to clock in until 12:30 p.m. Future Professional that arrive later than 6:00 p.m. for night school will not be able to attend school. The only exception that would allow school attendance for a tardy arrival is a Doctors note.
6. 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 90% to maintain satisfactory progress. Falling below this number means that the Future Professional may receive a coaching on the advisory form for their attendance.

7. 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.
8. Extra Instructional Charges: During the contracted enrollment period, the Future Professional must maintain a 90% attendance average each month in order to complete the program by the expected/calculated completion date. The Future Professional is allowed to miss 10% absent hours of their scheduled hours before having to pay extra instructional charges. The Future Professional may use the 10% absent hours for vacation, doctor appointments, illness, etc.; however, cosmetology and esthetics Future Professional may not be out of school for 14 consecutive calendar days and makeup and waxing Future Professional for 4 consecutive calendar days or they will be terminated. If the Future Professional 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 Future Professional will be charged an additional $17.00 for each hour scheduled to complete after the expected/calculated completion date is reached.

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 and these hours will not be counted unless the missing time form and necessary documentation is provided as outlined in the catalog.

Currently Paul Mitchell The School NYC does not allow make-up hours.

Future Professionals will receive clock hours during the times they fully participate in their learning experience.

10. 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 the Financial Services Leader. The approval of any request does not mean that the Future Professional will continue to meet the attendance requirements or will not be charged for additional instructional time per the above.
11. Unplanned Absences or Tardies: Future Professionals who are late or cannot attend school must contact the school and talk to the school service desk team immediately. Day Future Professionals must call in by 9:00 AM; night Future Professionals must call in by 4:45 PM.
12. Lunches and breaks are scheduled for all Future Professional. All full-time Future Professional are required to take a 30-minute lunch break. Future Professional should communicate with their Learning Leader if they have not had lunch by 1:30 p.m. Part-time Future Professional will take a 10-minute break as scheduled by school administration.
    Observe the appropriate breaks for your school schedule. Breaks are as follows:

Future Professional Schedule	**Breaks**	**Lunch**
7.5 hours per day	10 min.in the morning & 10 min. in the afternoon	30 min.
5 hours per day	10 min. at mid-point of schedule	N/A

13. Documentation of time: Future Professionals may not leave the school premises during regular hours without a Licensed Learning Leader's permission.
    a. Future Professionals who leave the school premises for more than 10 minutes or those who leave early must notify the Licensed Learning
    Leaders and signing the sign-out break sheet.
    b. Future Professionals who leave the school premises for less than 10 minutes must sign the sign-out break sheet.
14. Future Professionals can not check-in or out for another Future Professional.
15. Future Professionals can not ask others to check-in or out for them.
16. Future Professionals must keep a record of all services performed each day on the service tracking sheet, which must be completed daily and turned in every month.