Paul Mitchell The School St. Louis

ATTENDANCE AND DOCUMENTATION OF TIME

1. The school records attendance in clock hours and gives appropriately earned attendance credit for all hours attended and does not add or deduct attendance hours as a penalty. Attendance is recorded using the MyPortico app. It is the responsibility of the Future Professional to record their hours by checking in and out through the app. If a 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.

Missing time
Missing time can only be awarded based on the following criteria:
If a Future Professional fails to clock in or out during the scheduled attendance day for any reason, the Future Professional will be considered absent from the last verifiable time clock punch. If the Future Professional wishes to dispute any hours they believe they were in attendance they must provide verifiable documentation along with the Future Professional Missing Time Form.

Acceptable types of verifiable documentation in this case would be:
1. **Guest Service Report**: If a student was scheduled for a guest service, they should request an AQ205 report from the Service Desk. This report will include the student's name, the time the guest service began, and the time of completion. Attach the report to this missing time form and place it in the drop box.

2. **A MyPortico app error message:** If a student receives an error message when attempting to clock in or out, first confirm that the location settings on their phone are correct and have them try again. If they still receive an error message, the student must take a screenshot of the error message, and then must then take a photo of the large digital clock located outside the Welcome Center.

Future Professionals are required to follow the instructions provided on the Future Professional Missing Time Form. Future Professionals are required to submit this information within 5 school days of the missing time to the Future Professional Advisors office. All screenshots and photos are to be sent to: **timeclock@stlouis.paulmitchell.edu.**

The school may also use electronic door entry records and digital testing reports for verification purposes.

Authorization for additional hours due to guest services
In the event a Future Professional is in attendance beyond their scheduled hours due to their participation in a guest service, they are required to:
1. Obtain an Authorization for Additional Hours form along with a Guest Transaction log from the Guest Experience desk.

This information is to be submitted to the Future Professional Advisors office.

School sanctioned events

In the event a Future Professional is in attendance for a school sanctioned event beyond their scheduled hours or offsite they must clock in and out as directed along with completing the sign in/out sheet provided at the event.

**Misuse of the Future Professional Missing Time Form and/or Authorization for Additional Hours Form in an attempt to obtain hours not actually in attendance may result in termination of enrollment.*

2. The school is open from 9:00 AM to 9:00 PM; Monday - Thursday; and Friday 9:00 am to 3:30 pm.

3. The Future Professional must attend school according to the schedule in the Future Professional's enrollment agreement. All programs require continuous attendance.

4. Specialty & Theory classroom requirements

- All Future Professionals are expected to be on time and prepare with all learning materials.
- Future Professionals that fail to meet the attendance and classroom requirements above may be required to sign their student advisory.
- Final Phase classroom requirements.
- Future Professionals are required to be on time and prepared with all learning materials.
- Future Professionals that fail to meet the attendance and classroom requirements above may be required to sign their student advisory.

5. Future Professionals are expected to complete the program within the Maximum Time Frame.

6. 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 are never excused from mandatory theory classes to work in the clinic classroom.

7. 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.

8. 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 90%. If at the completion of Core, the students progress report does not reflect this required minimum attendance average, the Future Professionals enrollment will be terminated and they will be ineligible for re-enrollment.

9. 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 unless the missing time form and necessary documentation is provided as outlined in the catalog.

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.

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. Students planning on being absent from school must notify the school of their planned absence. Hours missed are considered absent hours.

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 or text by 9:00 AM and evening/Saturday Future Professionals must call in or text by 4:00 PM and 9:00 AM on Saturdays.

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 15-minute break as scheduled by school administration.

13. Documentation of time: Future Professionals may not leave the school premises during regular hours without a 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 who leave the school premises for less than 15 minutes must sign the sign-out break sheet.
- Day Future Professionals must clock out on the time clock for lunch for 30 minutes every day. Future Professionals will not receive credit for the hour if they fail to clock in/out for lunch.

14. Future Professionals can not clock in or out for another Future Professional.
15. Future Professionals can not ask others to clock them in or out.