Paul Mitchell The School Charlotte

ATTENDANCE AND DOCUMENTATION OF TIME

- The school records attendance in clock hours and gives appropriate attendance credit for all hours and does not deduct attendance hours as a penalty. Attendance is calculated using an attendance tracking app called 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 10 minutes, they are required to clock out.
    If the Future Professionals wishes to dispute any hours they feel earned, the Future Professional must provide documentation to verify attendance on the missing time form. The documentation would be the guest service summary.
    If a Future Professional is experiencing timeclock challenges and are unable to clock in or out, they must report the challenge by emailing support@charlotte.paulmitchell.edu with in 24 hours.
- The school is open from 9:30 a.m. to 5:00 p.m. for 5-day full-time Future Professionals, 5:30 p.m. to 10:00 p.m. for night Future Professionals, and 9:30 a.m. to 8:00 p.m. for full-time 3-day Future Professionals.
- The Future Professional must attend school according to the schedule in the Future Professional's enrollment agreement. All programs require continuous attendance.
- The following are mandatory attendance: 3-day students (Tuesday through Thursday) not miss Thursday, 5-day students (Monday through Friday) may not miss Friday and night students (Monday through Thursday) may not miss Mondays.
- Future Professionals must be on time, as tardiness inhibits the learning process. Future Professionals who are late for any class, including specialty or guest artist must have a note from the Future Professional Advisor to enter class. Future Professionals are never excused from mandatory theory classes to work in the clinic classroom. Future Professionals that arrived later than 9:30 AM for day Future Professional and 5:30 PM for night Future Professional. Only three (3) tardy days are allowed per month; otherwise, it is considered excessive tardiness.
- 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. Failing below this number means that the Future Professional may receive a coaching on the advisory form for their attendance.
- 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.

- **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 hour for vacation, doctor appointments, illness, etc.; however, the Future Professional may not be out of school for fourteen (14) 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 meeting a 90% attendance average or failure to complete academic graduation requirements, the Future Professional will be charged the below rate per hour for each hour scheduled to complete after the expected/calculated completion date is reached.

PROGRAM	EXTRA INSTRUCTIONAL CHARGES
Cosmetology	$14.10 per hour
Instructor	$10.00 per hour

- Future Professionals are required to be in attendance and actively participating in their education. When Future Profession 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.
- Vacation and Planned Time Away (e.g. medical appointments, outside commitments): Future Professionals must email support@charlotte.paulmitchell.edu with these dates. 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.
- **Unplanned Absences or Tardies:** Future Professionals who are late or cannot attend school must contact the school. Day Future Professionals must email support@charlotte.paulmitchell.edu by 9:00; night Future Professionals must email support@charlotte.paulmitchell.edu by 1:30 PM.
- Lunches and breaks are scheduled for all Future Professionals. All full-time Future Professionals are required to take a 30-minutes for lunch break. Future Professionals should communicate with their Learning Leader if they have not had lunch by 1:30 PM. Night Future Professionals have two (2) 10-minute breaks.
  Observe the appropriate breaks for your school schedule. Breaks are as follows:

Student Schedule	Breaks	Lunch	Dinner
10 hr./day	**10 min. in the morning & 10 min. in the afternoon**	**30 min.**	**30 min.**
7 hr./day	**10 min. in the morning & 10 min. in the afternoon**	**30 min.**	**n/a**
5 hr./day	**10 min. at mid-point of schedule**	**n/a**	**n/a**

- **Documentation of time:** Future Professionals may not leave the school premises during regular hours without a Learning Leader's permissions Students may not leave the school premises during regular hours without an instructor's permission.
  - Future Professionals 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 sing-out sheet, and having a Learning Leader book them out.
  - Future Professionals who leave the school premises for less than 10 minutes must sign the sign-out break sheet.
  - Day Future Professionals must clock out on MyPortico App. for 30-minutes every day. Future Professionals will not receive credit for the hour if they fail to clock in/out for lunch.
- Future Professionals can not clock in or out for another Future Professional.

- Future Professionals can not ask others to clock them in or out.
- 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.