Paul Mitchell The School Jacksonville

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 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. Parttime students are required to clock in/out two times a day: when they arrive at school and when they leave at the end of the day. If a student fails to clock in or out for their schedule on the student time-clock, the student will not receive 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 9:00 AM to 4:30 PM for 5-day students, and 5:00 PM to 10:00 PM for the night students.
3. All courses require continuous attendance.
4. The prescribed attendance schedule must be maintained each week.
5. 5-day full-time students may not Saturdays and 4-day night student may not miss Monday.
6. 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.
7. During the contracted enrollment period, the Student must maintain a 90% attendance average each month in order to complete the program by the expected/calculated completion date. The Student is allowed to miss 10% absent hours of their scheduled hours before having to pay extra instructional charges. The Student may use the 10% absent hours for vacation, doctor appointments, illness, etc.; however, the Student may not be out of school for 14 consecutive calendar days or they may be terminated. If the Student 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 Student will be charged an additional $5.00 for each hour scheduled to complete after the expected/calculated completion date is reached. Please note that Students are not eligible for additional federal financial assistance to pay the cost for extra instructional charges and may need to make other arrangements for paying these additional costs.
8. Students attend Core the first 6 weeks (210 clock hours) 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 who are late or cannot attend school must contact the school and talk to the school service desk immediately. Students must call in no later than 8:30 AM. Night students must call in by 1:30 PM.
10. Students must request time off from school from the Future Professional Advisor.

11. Students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the full-time schedule and five (5) hours per day, 20 hours per week for part-time schedule. 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 or 20 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.
12. Lunches and breaks are scheduled for all students. All students will take 30 minutes for lunch between 12:00 noon 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
7 hr/day	10 min. in the morning & 10 min in the afternoon	30 min.
5 hr/day	Two 10 min.	N/A

13. Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
    - Students who leave 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 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.
14. Students may not clock in or out for another student.
15. 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.

VETERANS ATTENDANCE POLICY

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files. Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as partial absence. Students exceeding 120 hours of unexcused absences in a 10-month period for cosmetology will be terminated from VA benefits for unsatisfactory attendance. The student's attendance record will be retained in the veteran's file for USDVA (U.S. Department of Veterans Affairs) audit purposes.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes