Paul Mitchell The School Tulsa

ATTENDANCE AND DOCUMENTATION OF TIME

- 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 an attendance tracking app called CourseKey. It is the responsibility of the Future Professional to record their hours by checking in and out through the app. Attendance is calculated using a computerized timeclock. The device may consist of an app that can be used on your phone, a biometric scanner in the school, or similar device. 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 timeclock, the Future Professional will not receive hours for the time with missed time punches. To ensure proper credit for clock hours, Future Professional 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 Professional wishes to dispute any hours they feel earned, the Future Professional must provide documentation to verify attendance 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.
    If a Future Professional is experiencing timeclock challenges and are unable to clock in or out, they must report the challenge to the Future Professional Advisor, Christina Guevara, within 24 hours.
- The school is open from 9:00 AM to 4:30 PM, Monday - Friday for full time day Future Professionals, 9:00 AM to 2:00 PM, Monday - Friday for part time day Future Professional, and 5:00 PM to 10:00 PM, Monday - Thursday for night Future Professionals.
- The Future Professional must attend school according to the schedule in the Future Professional's enrollment agreement. All programs required continuous attendance.
- **The following are mandatory attendance days:** Creative: Wednesday: 8:00 AM–12:00 PM, Adaptive: Wednesday: 12:30 PM - 5:00 PM. Failure to attend mandatory days may result in an advisory. If a Future Professional is unable to attend a mandatory day they may find a substitute and submit on the substitute form to the Future Professional Advisor for approval.
- 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. Day Future Professionals that arrive later than 9:00 AM and night Future Professionals that arrive later than 5:00 PM will not be allowed to attend school. The only exception that would allow school attendance for a tardy arrival is a Doctors note. Students are never excused from mandatory theory class to work in the clinic classroom.

- **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 85% 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 85%. If at the conclusion of the month, the Future Professional's progress report does not meet 85% attendance, the Future Professional may be dropped from the program and may be asked to re-enroll in the next Core Class start date.
- Future Professional 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 from 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 polices are optional for the school to provide and may be charged. Future Professional will receive clock hours during the time they fully participate in their learning experience.
- **Vacation and Planned Time Away (e.g. medical appointments, outside commitments, etc.):** Future Professionals must request planned time off from school from the Future Professional Advisor and the Financial Service Leader. The approval of any request does not mean that the Future Professional instructional time per the above.
- **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 Professional must contract the school by 9:00 AM and night Future Professionals must contact the school by 5:00 PM via the text line (216) 584-667.
- Lunch and breaks are scheduled for all Future Professionals. All Future Professionals are required to take a 30-minutes lunch break. Future Professionals should communicate with their Learning Leader 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
8 or 7 hr./day	15 min. in the morning & 15 min in the afternoon	30 min.
5 hr./day	15 min. break	N/A

11. Documentation of time: Students 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.
    - Future Professionals must clock out on the time clock for lunch for 30 minutes every day. Future Professional will not receive credit for the hour if they fail to clock in/out for lunch.
12. Future Professionals can not clock in or out for another Future Professional.
13. Future Professionals can not ask others to clock them in or out.
14. Future Professionals must keep a record of all services performed each day on the or digitally via the Skill-tracker.