Paul Mitchell The School Cleveland & Columbus

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 time clock. To ensure proper credit for clock hours, full-time students are required to clock in/out: when they arrive at school, when they leave for lunch or dinner, and when they return from lunch or dinner, 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.

- When they arrive at school,
- When they leave for lunch,
- When they return from 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 Professionals 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 **Financial Services Leader** within 24 hours.

2. **Paul Mitchell The School Cleveland** is open full-time (days) 4-Day; Monday through Thursday; 9:00 a.m. to 5:00 p.m. and 3-Day; Tuesday through Thursday; 9:00 a.m. to 8:00 p.m. and closed Friday, Saturday, and Sunday.
3. **Paul Mitchell The School Columbus** is open full-time (days) 4-Day; Monday through Thursday; 9:00 a.m. to 5:00 p.m. and 3-Day; Tuesday through Thursday; 9:00 a.m. to 8:00 p.m. and closed Friday, Saturday, and Sunday.
4. The Future Professional must attend school according to the schedule in the Future Professional's enrollment agreement. All programs require continuous attendance.
5. Future Professionals must be on time, as tardiness inhibits the learning process. Future Professionals who are late or cannot attend must email the school's attendance email. **Cleveland Campus** - Day Future Professionals are required to clock in by 9:05a.m. and **Columbus Campus** - Day Future Professionals are required to clock in by 9:05 a.m. for any class must contract the school. Future Professionals that arrive later than 9:05 a.m. will not be able to attend school.
6. **Core Attendance Policy:** Future Professionals enrolled at Paul Mitchell The School Cleveland and Paul Mitchell The School Columbus must meet the Core Phase attendance standards set by the school in addition to the school's Satisfactory Academic Progress requirements and benchmarks. A Future Professional, in the (7) seven-week Core Phase of the program will only be allowed to miss 30 scheduled hours, and if a Future Professional misses more than the allowed 30 hours, it may result in being dropped from the program.
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 85% to maintain satisfactory progress. Falling below this number means that the Future Professionals may receive a coaching on the advisory form for their attendance.

8. **Cosmetology Future Professional**: The state of Ohio requires 1500 clock hours for a Cosmetology license. Cosmetology Future Professionals who are absent 265 hours will complete the 1500 clock hour program within the scheduled amount of time under their Enrollment Agreement.
   Hair Designer Future Professional: The state of Ohio requires 1000 clock hours for a Hair Designer license. Hair Designer Future Professionals who are absent 112 for clock hours will complete the 1000 clock hour program within the scheduled amount of time under their Enrollment Agreement.
   Esthetics Future Professional: The state of Ohio requires 600 clock hours for an Esthetics license. Esthetics Future Professionals who are absent 106 for clock hours will complete the 600 clock hour program within the scheduled amount of time under their Enrollment Agreement.
   Scheduled hours are not impacted by school closings, such as snow days, etc. If a Future Professional is impacted by any of these occurrences, their actual program end date will be adjusted according to the enrollment agreement, however, the Future Professional may not be out of school 14 consecutive calendar days or he or she will be terminated. ***Refer to the school Enrollment Agreement for the Enrollment Agreement Period definition.*
9. Future Professionals are required to be in attendance and actively participating in their education. When a Future Professionals is scheduled for attendance but not present, these will be reflected as absent hours. If a Future Professionals does not clock in or out properly resulting in the hours not being counted, these will be reflected in the the absent hours unless the missing time form and necessary documentation is provided as outlined in the catalog.
   If a Future Professionals absent refer to the school's make-up hour policy on how to 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 Professional will receive clock hours during the time they fully participate in their learning experience.
10. **Unplanned Absences:** Future Professionals who are late or cannot attend school must email school's attendance email by 9:05 a.m.
11. **Lunches and breaks are scheduled for all Future Professional:** All full-time Future Professionals 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.
    Observe the appropriate breaks for your school schedule. Breaks are as follows:

Future Professional Schedule	Breaks	Lunch	Dinner
7.5 hours per day	10 min.in the morning & 10 min. in the afternoon	30 min.	N/A
10 hours per day	10 min.in the morning & 10 min. in the afternoon	30 min.	30 min.

13. **Documentation of time:** Future Professionals may not leave the school premises during regular hours.
    a. 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.
    b. 4-Day Future Professionals must clock out on the time clock for lunch for 30 min. for lunch every day. 3-Day Future Professionals much clock out for lunch and dinner. Students will not receive credit for the hour it they fail to clock in/out for lunch.
14. Future Professionals can not check-in or out for another Future Professionals.
15. Future Professionals can not ask others to check-in or out for them.