Paul Mitchell The School Dallas, Arlington & San Antonio

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 calculated using an attendance tracking app called Edular. 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, they are required to clock out.

According to the Texas Department of Licensing and Regulation (TDLR), the school cannot adjust a Future Professional's time clock activity. Future Professionals will only receive credit for written in adjustments if there is a time clock failure or other situation approved by the TDLR.

2. The school is open Monday - Friday from 9:15 AM to 5:15 PM for day Future Professionals, from 9:15 AM to 6:15 PM for Future Professionals on a 3- day schedule, from 7:45 AM to 3:15 PM for schedules including Saturday - Sunday, and 5:15 PM to 10:15 PM for night Future Professionals.

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

4. 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.

5. 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 80% to maintain satisfactory progress. Falling below this number means that the Future Professional may receive a coaching on the advisory form for their attendance.

6. CORE/Protege Attendance Expectation: Future Professionals attend Core/Protege during their first weeks of enrollment. If a Future Professional misses any time in Core, they are responsible for coordinating with their Learning Leader to obtain handouts, notes and assignments. During the period of Core a maximum of 21 unexcused absence hours may be missed. If the Future Professional missed more than 21 hours of Core, the Future Professional may be withdrawn from the program and may be required to re-enroll into the next Core start date they qualify for.

7. During the enrollment agreement period, students must maintain a 80% attendance average each month to complete the program within the scheduled program length. Students are allowed to miss 20% of their scheduled hours before being withdrawn from the program. A student will be dropped from the program once he/she meets

their scheduled program length (defined below). If the student needs to complete remaining program hours in order to graduate, the student will be required to re-enroll in the program with a new contract and costs in order to complete their remaining hours.

Scheduled Program Length is defined as:

Scheduled Program Length	
Cosmetology: Hours in program = 1000 hours 20% absent hours = 200 hours Scheduled Program Length = 1200 hours	Class A Barber: Hours in program = 1000 hours 20% absent hours = 200 hours Scheduled Program Length = 1200 hours
Esthetics: Hours in program = 750 hours 20% absent hours = 150 hours Scheduled Program Length = 900 hours	Cosmetology Operator to Class A Barber 300: Hours in program = 300 hours 20% absent hours = 60 hours Scheduled Program Length = 360 hours
Manicure 600: Hours in program = 600 hours 20% absent hours = 120 hours Scheduled Program Length = 720 hours	Class A Barber to Cosmetology Operator 300: Hours in program = 300 hours 20% absent hours = 60 hours Scheduled Program Length = 360 hours

8. 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.

9. 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.

10. Unplanned Absences or Tardiness: 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 by 8:00 AM. Night Future Professionals must call in by 1:30 PM. The School will hold a commencement ceremony to honor graduating students - if said ceremony falls on a school day it will be considered an excused absence for students.

11. 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 10-minute break as scheduled by school administration.

12. 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 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.
- 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.

13. Future Professionals can not clock in or out for another Future Professional.
14. Future Professionals can not ask others to clock them in or out.
15. Future Professionals must keep a record of all services performed each day digitally via the Edular app.