Paul Mitchell The School Orlando

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 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. Part-time 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.
- The school is open from 9:00 AM to 4:30 PM for day students and 5:00 PM to 10:00 PM for night students.
- All courses require continuous attendance.
- The prescribed attendance schedule must be maintained each week. Alternate schedules are available to those students who qualify.
- Night students may not miss Thursdays; Monday through Friday students may not miss Monday, and Tuesday through Saturdays students may not miss a Saturday.
- 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.
- Students attend Core/Protege for the first 11/15 weeks 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.
- Students who are late or cannot attend school must contact the school and talk to the school service desk team immediately. Day students must call in by 9:00 AM; night students must call in by 1:30 PM.
- Students must request time off from school from the Future Professional Advisor and Financial Services Leader.
- Students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the full-time schedule; a minimum of five (5) hours per night, 20 hours per week for part-time students. Holidays such as Thanksgiving, Christmas, and New Year’s Day will be set according to the calendar each year. If a student will miss hours during the week, arrangements must be made with the Future Professional Advisor to make up those hours, or the hours missed will count against the hours allowed to miss and overtime charges can occur.
- Lunches and breaks are scheduled for all students. All students will take 30 minutes for lunch between 12:00 PM 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
8 or 7 1/2 hr/day	15 minutes in the morning and 15 minutes in the afternoon	30 minutes
6 hr/day	15 minutes in the morning and 15 minutes in afternoon	n/a
5 hr/day	15 minutes at midpoint of schedule	n/a
4 hr/day	15 minutes at midpoint of schedule	n/a

- Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
    - Students 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 sign-out sheet, and having an instructor book them out.
    - Students who leave the 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.
- Students may not clock in or out for another student.
- 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.