# Paul Mitchell The School Tinley Park

## 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 MyPortico. 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 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 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 a Learning Leader within 24 hours.
2. The school is open from 9:00 a.m. – 5:00 p.m. Wednesday through Saturday and 5:30 p.m. – 10:00 p.m. on Tuesday through Thursdays.
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 67% 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 for the first weeks of enrollment. During this time the Future Professional may only miss three (3) days for day school and may only miss six (6) days for night school. If more time is missed, the Future Professional may be dropped from the program and may be asked to re-enroll in the next Core class start date.
7. Extra Instructional Charges: During the contracted enrollment period, the Future Professional must maintain a 90% attendance average each month in order to complete the program by the expected/calculated completion date. The Future Professional is allowed to miss 10% absent hours of their scheduled hours before having to pay extra instructional charges. The Future Professional may use the 10% absent hours for vacation, doctor appointments, illness, etc.; however, the Future Professional may not be out of school for 14 consecutive

calendar days or they may be terminated. If the Future Professional 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 Future Professional will be charged an additional $200.00 for each week scheduled to complete after the expected/calculated completion date is reached.

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 or will not be charged for additional instructional time per the above.
10. 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 Professionals must contact the school no later than 9:00 AM; night Future Professionals must contact the school no later than 5:30 PM.
11. Lunches and breaks are scheduled for all Future Professional. Day Future Professionals will take a 30 minute lunch between 11:30 AM and 1:30 PM, if possible, according to their booking. 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:**

| Future Professional Schedule | Breaks | Lunch |
|---|---|---|
| 7 1/2 hr/day | 10 min. in the morning & 10 min in the afternoon | 30 min. |
| 6 hr/day | 10 min. in the morning & 10 min in afternoon | n/a |
| 5 hr/day | 10 min at mid-point of schedule | n/a |
| 4 hr/day | 10 min at mid-point of schedule | n/a |

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 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 a Learning Leader book them out.
    - Future Professionals who leave the school premises for less than 10 minutes must sign the sign-out break sheet.
    - 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 MyPortico app.