Paul Mitchell The School Rapid City

MAKE UP HOUR POLICY

Makeup hours are accrued when a Future Professional receives hours outside of their weekly scheduled hours. Future Professionals must have completed the Core phase and be under 100% attendance average to sign up for makeup hours. A Future Professional may only sign up for makeup hours that do not exceed the number of absent hours they have.

Future Professionals must request to be scheduled for makeup hours from the Future Professional Advisor during school hours a minimum of 48 school hours before the date and time they are requesting. The opportunities available for Future Professionals to receive makeup hours are with special events, advanced and/ or certification classes, back on track hours, and additional clinic classroom hours.

During clinic classroom hours future professionals may perform mock practical services on a mannequin or practical services on guests. Guest services always come first. Future Professionals may not receive personal services while they are completing makeup hours.

Back on track hours are available for future professionals that are on Back on Track list or about to be added to the Back on Track list. These hours are only offered on Tuesdays from 10:00 am to 12:00 pm.

During the Core phase, future professionals may only sign up for makeup hours if it is approved by the Core Learning Leader for special planned school events that take place on campus.

MAKEUP HOUR OPPORTUNITIES BY PROGRAM AFTER COMPLETION OF THE CORE PHASE

Cosmetology - Part-time future professionals may attend clinic classroom on Monday or Friday between 9:00 am and 4:30 pm. When special events are planned, you must sign up, put in your request and show up for the event as scheduled to receive hours.

Esthetics - May attend clinic classroom on Friday between 9:00 am and 4:30 pm. When special events are planned, you must sign up, put in your request and show up for the event as scheduled to receive hours.

Nail Technology - May attend clinic classroom on Mondays between 9:00 am and 4:30 pm. When special events are planned, you must sign up, put in your request and show up for the event as scheduled to receive hours.

Massage - May attend clinic classroom on Fridays for pre-scheduled massage appointments. Future Professionals must complete the massage sessions on a guest that they signed up for to receive hours. Professionals must receive approval from the Future Professional Advisor to sign up for available makeup hours.

Massage Future Professionals makeup massage sessions are as follows: 90 minutes at 9:00 am, 60 minutes at 11:30 am, 60 minutes at 1:00 pm, and 60 minutes at 2:30 pm.

MAKEUP HOUR GUIDELINES

Requests for makeup hours must be submitted using the attendance QR code with the makeup hour request during school hours 48 hours prior to the date and time you are requesting to be scheduled for. The Future Professional Advisor will email approval or denial during school hours only.

You must fill out and submit a makeup hour form to the Future Professional Advisor after completion of your makeup hours to receive your makeup hours for that day.

If you request to attend for makeup hours and are approved yet you fail to complete your hours as scheduled, you forfeit your opportunity to request or complete makeup hours for the next 4 weeks after your incomplete scheduled makeup hour day. This does not apply to back on track makeup hours.

Future professionals that are approved for makeup hours for a special event and do not fail to show up for the scheduled special event and hours, you will forfeit your special event makeup hour opportunities. Eligibility may be regained by achieving 100% attendance for two (2) consecutive weeks prior to the next scheduled special event. Alternately if you have been maintaining a 90% overall attendance average.

Makeup hours may not be requested to replace the required theory hours on Wednesdays.

You must be actively participating in school activities during the time you are scheduled for makeup hours. If you are observed on your phone, visiting or being disruptive you will be asked to leave, and you will not receive the makeup hours for that day and forfeit your opportunity to request makeup hours for 4 weeks after your incomplete make up hour day due to the above guidelines that were not followed.