Paul Mitchell The School Rapid City

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.
   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,
- If a Future Professional is taking a break over 15 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 attendance role, the advanced class sign in sheet, and/or the guest service folio.
  If a Future Professional is experiencing tracking app challenges and are unable to clock in or out, they must report the challenge to the Future Professional Advisor within 24 hours.

2. The School doors open no later than 8:45 AM Monday through Friday. Future Professionals must use the back door to enter and leave the building at the beginning & end of their scheduled day. Future Professional's may use the right/south front entrance door for scheduled lunch breaks & on Tuesday evenings only. They may not use the right/south front door when arriving late or leaving early.
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 present a late arrival form to their Learning Leader for a signature and return the form to the service desk. Future Professionals are never excused from mandatory theory classes.
5. General Attendance Expectation: 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 percentage means that the Future Professional may receive a coaching on the advisory form for their attendance. General attendance will be taken at your scheduled start time. You are expected to go directly to your scheduled classes after attendance and any Daily Huddles discussions. If you are late you must check in with the front desk to get a late arrival form.
   If you are not ready and present for attendance you are considered tardy. To be considered on time for class you must be completely ready for class with all necessary supplies including your charged iPad and in appropriate dress and appearance. Tardiness disrupts the learning process and environment for all future professionals. Please be respectful and be on time.

6. CORE Attendance Expectation: Future professionals attend the Core phase at the beginning of their education. The clock hours for Core vary based on the program. During this time the future professional must maintain a minimum of 80% for attendance and academics. Future professionals will receive an attendance evaluation half way through Core. An attendance & academic evaluation will be conducted upon the completion of Core prior to being moved to the Adaptive Phase. At the conclusion of Core, if the future professional's attendance is not 80%, and he/she has not passed their academic exams with a 80% or higher, or has not been in attendance for all units, he/she may be dropped from the program and asked to re-enroll in the next class start date. Future professionals in Core that do not maintain the minimum required 80% monthly attendance and academic percentages will also be given an advisory.
7. Extra Instructional Charges: During the contracted enrollment period, the Future Professional must maintain a 80% attendance average each month in order to complete the program by the expected/calculated completion date. The Future Professional is allowed to miss 20% absent hours of their scheduled hours before having to pay extra instructional charges. The Future Professional may use the 20% 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 will be terminated. If the Future Professional must attend additional program hours beyond their expected/calculated completion date due to not meeting an 80% attendance average or failure to complete academic graduation requirements, the Future Professional will be charged additional instructional charges for each hour scheduled to complete after the expected/calculated completion date is reached. ***Refer to your signed school Enrollment Agreement for the Enrollment Agreement Period definition and/or additional instructional charges.***
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. Certification Class Guidelines: Future Professionals are assigned to Certification Classes based on enrollment contracts, registration, and available space.. Certification Classes require a specific hour of attendance depending on the class. The required hours must be provided to the SD Cosmetology Commission to receive certification credit. Students more than one (1) minute late for a certification class will not be able to attend. Being late for a certification class will require you to reschedule for the next class and pay a $75 reschedule fee. These classes include the Microdermabrasion Certification, Lash Extensions Certification, and Electric File Certification.
10. Vacation and Planned Time Away (e.g. medical appointments, outside commitments): Future Professionals must request planned time off from school using the pre-plan form on the attendance QR code. 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. Pre-Planning out as much in advance is appreciated.
11. Unplanned Absences or Tardies: If the Future Professional is going to be absent or even late, please call or email the attendance line NO LATER THAN 30 minutes before the scheduled arrival time. When calling/emailing for a late arrival please indicate the time you will be arriving to allow enough time for us to make any necessary arrangements for all schedules it may impact. If you are arriving late, you must complete a late arrival form to submit to the service desk after you clock in.
12. Scheduled lunches and breaks: All full-time Future Professionals are required to take a 30-minute lunch break. Future Professionals should communicate with their Learning Leader and the service desk if they have not had lunch by 1:00 p.m. Future Professionals must sign out on the break sheet for their breaks each day. The first break should not be taken until after the first 1 ½ hours of their arrival.
    Observe the appropriate breaks for your school schedule. Breaks are as follows:

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

13. Documentation of time: Students 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 app, informing their Learning Leader and the service desk, and completing the leaving early form on the attendance QR code.
    - Students who leave school premises for less than 10 minutes must sign out on the sign-out break sheet.
    - Future Professionals must clock out on the app for lunch for 30 minutes every day. Continuous failure to clock in and out for lunch will result in a coaching and possible advisory.
14. Students can not clock in or out for another Future Professional.
15. Future Professionals must keep a record of all services performed each day digitally via the MyPortico app.