Paul Mitchell The School Springfield

ATTENDANCE AND DOCUMENTATION OF TIME

All Future Professionals must commit to and follow the Future Professional Development Guidelines during their enrollment in school. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience. Failure to follow these guidelines may result in a coaching under the Future Professional Advisory Policy and may result in termination without prior warning.

- 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 the Freedom Attendance Tracker. It is the responsibility of the Future Professional to record their hours by checking in and out through the Attendance Tracker. Attendance is recorded by a QR code, posted in the school. 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,
  - 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 the Future Professional Advisor within 24 hours.
- The school is open from 8:00 a.m. to 7:00 p.m., Monday through Wednesday; 8:00 a.m. to 5:00 p.m., Thursday. Close Friday, Saturday, and Sunday.
- The Future Professional must attend school according to the schedule in the Future Professional's enrollment agreement. All programs require continuous attendance.
- 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. Future Professionals that arrive later than 8:30 AM will not be allowed to attend school. The only exception that would allow school attendance for a tardy arrival is a Doctors note.
- **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.

- **CORE Attendance Expectation:** Future Professionals attend Core for the first weeks of enrollment. During this time the Future Professional must maintain a monthly attendance of 90%. If at the conclusion of the month, the Future Professional's progress report does not meet 90% attendance, the Future Professional may be dropped from the program and may be asked to re-enroll in the next Core class start date.
- 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. Future Professionals will receive clock hours during the times they fully participate in their learning experience.
- **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.
- **Unplanned Absences or Tardies:** Future Professionals who are late or cannot attend school must contact Paul Mitchell The School Springfield's Service Desk at (417) 881-2110 by 8:30 AM.
- Future Professionals may be suspended for five (5) days for excessive absence, lack of theory attendance, or unexcused absences.
- In the event of an emergency, inclement weather, or disaster, all Future Professional and Faculty will be notified by a staff member as to the catalog and subsequent re-opening of the school. The general rule to follow is that **if the school is open, you are required to be here**. You have a responsibility to plan your day accordingly if you know inclement is imminent. A school closing message will be placed on the school phone answering service. Paul Mitchell The School Springfield's Facebook Page, KTTS (94.7) and the schools website notifying both Future Professionals and clients of the closing.
- Future Professionals that miss more than ten (10) consecutive school days or fourteen (14) consecutive calendar days absent (whichever time frame is shorter) will necessitate an automatic termination from the school. Extreme circumstances that are beyond the control of the Future Professional may be reviewed by the school Director.
- Lunch and breaks are scheduled for all Future Professionals. All Future Professionals are required to take a 30-minute lunch break. Future Professionals should communicate with their Learning Leader if they have not had lunch between 11:30 AM and 1:00 PM.
- Documentation of time: Future Professionals may not leave the school premises during regular hours without a Learning Leader's permission.
  a. 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.
  b. 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.
- Future Professionals can not clock in or out for another Future Professional.
- Future Professionals can not ask others to clock them in or out.
- Future Professionals must keep a record of all services performed each day on the service tracking sheet, which must be completed daily and turned in every month.