# Paul Mitchell The School Dallas, Arlington & San Antonio

## INSTITUTIONAL ATTENDANCE POLICY

As mentioned in our Mission Statement Paul Mitchell The School is committed to providing a solid educational foundation to empower our team and we strongly believe that when people come first, success will follow. Part of this success hinges on the ability to commit fully to an employer and can handle the rigors that this industry demands. Attendance is a part of the excellence and success that the Beauty Industry Market looks for.

Paul Mitchell The School has a minimum attendance of 80%. This means future professionals can miss no more than 20% of their program's scheduled hours before being withdrawn from the program for failing to meet the contractual obligation to the school. Future Professionals are expected to utilize the 20% of their program's scheduled hours for normal challenges that come up in their lives; time off with family, sick time, unexpected personal challenges, etc.

Attendance is very important, especially at the very beginning of our programs, because this is where you are learning all the rules, there really is no way to "make up" hours that is as effective as being present during this extremely important time frame. Missing time here can have a severely detrimental impact on future skill development (see Core Guidelines contained in catalog).

Future Professionals are required to maintain a minimum Institutional Attendance of 80% for the program. Attendance will be posted into our computer system daily and recorded on each future professional's permanent record. Future Professionals are required to be on time and remain in school for the entire scheduled day. The Future Professional Advisor or a member of the Education Leadership team must approve ALL early dismissals.

Institutional Attendance Progress is checked as follows:

| PROGRAM | SCHEDULED HOURS: CHECK POINT | SCHEDULED HOURS: CHECK POINT | SCHEDULED HOURS: CHECK POINT | SCHEDULED HOURS: CHECK POINT | SCHEDULED HOURS: CHECK POINT |
|---|---|---|---|---|---|
| Cosmetology Operator | 200 | 400 | 600 | 800 | 1000 |
| Esthetics | 150 | 600 | | | |
| Manicure 600 | 150 | 300 | 375 | 450 | 600 |
| Class A Barber | 200 | 400 | 600 | 800 | 1000 |

To determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date.

A Future Professional who is NOT maintaining at least a 80% attendance rate will be placed on Institutional Warning status until the next Institutional Check Point. A schedule will be created for the Future Professional to attend makeup hours to improve their attendance. Any Future Professional who does not significantly improve their attendance rate by the following Scheduled Institutional Check Point will be given the right to appeal and may be withdrawn from the program.