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## Paul Mitchell Attendance Policy and Procedure

### Policy:

Regular future professional attendance is essential to successfully accomplish all program outcomes. In accordance with the regulations put forth by the State of California Board of Barbering and Cosmetology, future professionals must complete a minimum of 1600 hours of curriculum study in order to graduate from the MTI College Paul Mitchell cosmetology program, 1500 hours of curriculum study in order to graduate from the MTI College Paul Mitchell barbering program, or 1800 hours for the Cosmetology and Barbering program. One hundred percent class attendance is expected of all MTI Paul Mitchell future professionals. We understand that emergencies and illness may occur; therefore, future professionals who maintain a minimum 90% cumulative attendance rate will complete the program "on time", earning their mock board kit.

### General Attendance (All Future Professionals)

- If a future professional's cumulative attendance falls below 90%, he/she will meet with the future professional advisor (FPA) to discuss the impact of poor attendance and will be placed on the At Risk list. At that time, the future professional will be given 30 days to increase his/her attendance.
- If the future professional's attendance does not improve, he/she will be placed on probation.
- Once placed on probation, the future professional will be given an additional 30 days to improve his/her attendance. If the future professional's attendance does not improve, he/she will be placed on Final Advisory Warning.
- Once placed on Final Advisory Warning by the director, the future professional will have one final 30-day opportunity to improve his/her attendance. If the future professional is not successful, he/she will be dropped from the program.

To ensure a minimum of 90% attendance, all future professionals have the opportunity to clock in 15 minutes prior to the start of their scheduled shift, attend student-run team meetings while on the clock, and schedule out of schedule appointments to earn additional hours. This equates to as much as 10 additional hours each week.

### Absences

Future professionals must call in/text in and follow the telephone prompts to leave a message to report their absence or anticipated late arrival in order to avoid suspension.

When calling in/texting in to report an absence or late arrival, future professionals must provide their name, student number, and the estimated time of arrival (if calling in late). Phone number: (916) 339-1888.

## **Notes to excuse absences**

Future professionals are able to provide notes from appointments that are only available during their individual school schedules. i.e. doctor appointments, government appointments ect. These notes must be provided to the Operations Leader in writing or via email within 24 hours of returning to school. Notes received after this 24-hour time frame will not be accepted and will negatively impact the future professionals' attendance.

Notes must contain:

1. Doctor name/Government agency, phone number and address
2. Future professional name and number
3. Date of appointment
4. Authorized Signature from individual the appointment was with
5. Time of appointment

*If excused for an entire day the note must specifically state that information, otherwise it is expected that you attend school before or after the appointment time.*

## **Classroom Attendance**

Attendance in assigned/scheduled classes is required. Future professionals are expected to arrive on time, prepared with the appropriate tools, and remain in class until they are dismissed by the learning leader.

Future professionals who arrive to Specialty or State Board classes more than 5 minutes late will be coached. Multiple instances of tardiness will result in suspension.

Future professionals who arrive to any class unprepared or without the appropriate tools will be asked to locate the appropriate tools, otherwise they will not be permitted to attend the class. If they are not allowed to attend class, they are to clock out until the start of the next class.

Future professionals who do not attend their scheduled classes will not receive hours for that time.

Future professionals may not leave class without losing attendance hours. Brief restroom breaks not exceeding 10 minutes are always acceptable; however, future professionals attending less than 90% of a class period will be marked absent and will not receive hours for that period.

Per State Board regulations, future professionals will not be admitted to theory class after instruction has started. They are to clock out until the start of their next assigned class.

## **Time Clock**

Each future professional is assigned a time card that corresponds with his/her student number.

Future professionals may only use their own time card to clock in or out.

Future professionals are not allowed to clock in or out for another future professional without both future professionals being present at the time of clocking in or out. Violation of this policy will likely result in an immediate drop from the program.

Future professionals are expected to clock in upon arrival and clock out when they leave campus. Day future professionals are expected to clock out for a 30-minute lunch break.

All students must clock out before leaving campus for any reason. *Including breaks.*

### **Day Program Future Professionals**

In addition to the attendance policies that impact all future professionals, the following applies to future professionals enrolled in the *Day Program*:

Future professionals may only attend school during the following daytime program hours – Monday through Friday, 9:30 a.m. to 5:00 p.m.

Future professionals may not clock in before 9:15 a.m.

Following the morning Pow Wow, future professionals are expected to be prepared and in their scheduled class or on the clinic floor no later than 9:45 a.m.

### **Evening Program Future Professionals**

In addition to the attendance policies that impact all future professionals, the following applies to all future professionals enrolled in the *Evening Program*:

Future professionals may only attend during evening program hours - Monday through Friday, 5:30 p.m. to 10:00 p.m.

Future professionals may not clock in before 5:15 p.m.

Following the daily Pow Wow, future professionals are expected to be prepared and in their scheduled class or on the clinic floor no later than 5:45 p.m.

### **Visionary List Criteria**

Each month, leadership reviews all future professionals' current status as it relates to the criteria listed below. Each of the criteria must be met in order to be eligible to secure a place on the Visionary List. The Visionary List is created monthly using the previous month's data. Future professionals who are on the current month's Visionary List are eligible to attend student-run team events off campus and receive or perform a student service.

- Monthly attendance of 90% or higher
- Theory exams must be current and passed with 80% or higher
- Four or more guest requests
- Worksheets current and 100% completed

### **Procedure:**

The time clock captures and tracks each future professional's arrival and departure times along with the future professional's cumulative program hours.

An attendance report is automatically generated at 9:45 a.m. and 5:45 p.m. daily through the JTA system. The service desk coordinator picks up the report from the Take Home printer and uses it to confirm future professionals' attendance and create the Walk-In Rotation for the day and evening programs. Only future professionals listed on the attendance report will be given walk-ins during that particular day or evening.

Each day, the operations leader enters future professional attendance in CampusVue based on information from the time clock and the JTA report.

In the event that a future professional forgets to clock in when he/she arrives at school or if there is a discrepancy in the time clock reporting, the operations leader will use the attendance sheets to verify the future professional's actual attendance.

Theory attendance is taken manually at the beginning of each class by the theory learning leader.

I understand the attendance policy as it relates to my enrollment here at PMTS MTI College, and agree to abide by it.

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Signature

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Print Name