Paul Mitchell The School Portsmouth

ATTENDANCE AND DOCUMENTATION OF TIME

DOCUMENTATION OF TIME

The school records attendance in clock hours and awards clock hours for clock hours actually attended. All attendance is tracked through My Portico App. the school's official attendance system, and is maintained in compliance with school regulations and State Board requirements.

CLOCK HOUR CREDIT

Future Professionals enrolled in the cosmetology program earn clock hours solely based on accurate clock-in and clock-out times recorded in My Portico App. Hours are awarded only for time present and actively engaged in approved educational activities.

CLOCK-IN / CLOCK-OUT REQUIREMENTS

- Clock in through My Portico App. upon arrival.
- Clock out for a 30-minute lunch break and clock back in after lunch.
- Clock out at the end of their scheduled day.
- Never clock in or out for another Future Professional.

Failure to properly clock in or out will result in no hours being recorded unless corrected within policy guidelines.

BREAKS AND LUNCH

- 15-minute breaks: Student must sign the sign-in / out sheet only; do not clock out in My Portico App.
- Lunch (30 minutes): Students must clock out and back in using My Portico App. and sign the sign-in / out sheet.

Failure to clock out/in for lunch will result in no credit for lunch time.

LUNCH & BREAK SCHEDULE

Observe the appropriate lunch and breaks for your school schedule. Breaks are as follows:

Future Professional Schedule	Breaks	Lunch
7.5 hr/day	15 min.in the morning & 15 min. in the afternoon	30 min.

Lunch should be taken between 12:00 p.m. and 1:00 p.m., Monday-Friday. Students should notify their Learning Leader in unable to take lunch within this window.

LEAVING CAMPUS

Future Professional may not leave the school premises during scheduled hours without instructor permission. If leaving early, the student must:

- Clock out in My Portico App.
- Sign the sign-in / out sheet
- Notify an instructor
- Message the CRM

COURSEKEY CORRECTIONS & MISSED PUNCHES

My Portico App. records serve as the official attendance record. All hours are reviewed daily by instructors and/or administration.

SAME-DAY CORRECTIONS

- Technical issues or discrepancies must be reported with 24 hours.
- If Future Professional forgets to punch in or out, they must notify their Learning Leader within one hour of realizing the error.
- Requests must be made before the end of the same day or the missed punch will not be corrected.

NEXT-DAY CORRECTION REQUESTS

If the missed punch is discovered the next day, the student must email katb@portsmouth.paulmitchell.edu. The email must include the date, time, and details of the missed punch.

REPEATED MISSED PUNCHES

- First occurrence: Verbal Warning
- Second Occurrence & all future occurrences: Written Advisory

GENERAL ATTENDANCE POLICY

Future Professional's must attend school according to the schedule outlined in their enrollment agreement. All programs require continuous attendance.

TARDINESS

- Tardiness disrupts the learning process.
- Student arriving after 9:15 a.m. will not be permitted to attend school that day and will receive absent hours, unless approved by Financial Services Leader, Future Professional Advisor, or accompanied by a doctor's note.
- Students are never excused from mandatory theory classes to work in the clinic.

ATTENDANCE EXPECTATIONS

- 100% attendance is required each month to complete the program by the expected completion date.
- 80% attendance is required to maintain Satisfactory Academic Progress (SAP).

CORE ATTENDANCE REQUIREMENTS

During the Core Phase:

- Future Professionals must maintain 90% monthly attendance.
- If attendance falls below 90% at the end of the month, the student may be dropped from the program and required to re-enroll in the next Core start date.

EXTRA INSTRUCTIONAL CHARGES

- Future Professionals must maintain 90% monthly attendance during their contracted enrollment period.
- Student may miss up to 10% of scheduled hours without incurring extra charges.
- Absences may be used for illness, vacations, or appointments.
- Any student who is absent for 14 consecutive calendar days will be automatically terminated from the program and must complete the re-enrollment process to continue their education.

If additional hours are required beyond the expected completion date due to attendance or academic deficiencies, the student will be charged the below rates for each schedule hour.

Programs	Cost per scheduled hours (Effective January 6, 2026)
Cosmetology	$13.00 per scheduled hours
Instructor	$13.00 per scheduled hours

Programs	Cost per scheduled hours
Cosmetology	$12.00
Instructor	$12.00

ABSENCES & COMMUNICATION

- Students must text CRM if late or absent.
- Students must call in by 8:30 a.m. for unplanned absences or tardies.
- Failure to clock in/out properly will result in absent hours unless corrected per policy and documentation is provided as outlined in the catalog.