

ATTENDANCE

Good attendance is vital to success in our professions. Therefore, attendance is monitored closely and students are advised when attendance falls below normal. Due to the importance of a strong foundation, Junior Training attendance is monitored closely and an attendance conference will be held after the student has been absent from junior class for more than 5% of the scheduled time. The student may be required to restart the program should the attendance exceed 10% of the scheduled Junior Training hours or consecutive days are missed. Attendance conferences are scheduled for senior students exhibiting a cause for concern regarding attendance. All absences are totaled on an hourly basis. Complete attendance requirements may be found on pages 38 and 39 of this catalog.

Students will be deemed tardy if they do not appear on time for class or clinic. Excessive tardiness may be considered sufficient reason to schedule an absence conference. Generally, a student who arrives more than 30 minutes late to clinic or 15 minutes late to class will not be signed in. Exceptions are made only at the discretion of the instructor in charge.

ATTENDANCE POLICY

To progress, a student must attend regularly. Although some reasons for absence are considered acceptable, there is a limit to the number of "excused" absences allowed. Beyond this limit, experience has shown that the student is not able to progress regardless of the reason for absence. For this reason, attendance policies are strictly enforced.

Attendance is evaluated in accordance with the Satisfactory Academic Progress Policy at the appropriate hours for your program.

To assist students with maintaining satisfactory attendance (67% cumulative), monthly absences exceeding 20% of total monthly scheduled time may be cause for the "Absence Conference Policy" to be in effect.

Your Enrollment Agreement indicates the time allowed to complete the course and a completion date. This date represents the time it would take you, attending all scheduled hours, to complete the course, and makes allowance for normal absence as well as scheduled holidays. The school reserves the right to dismiss any student who has not completed the course by the contracted completion date.

Each student is permitted four "Personal Emergency" required days during the course of their training. As a result of missing additional required days the student will incur an "In School Suspension" which may include restriction of student services, daily practical assignments, a written assignment, and any other action deemed necessary. After the 4th missed required day the student may be scheduled for a disciplinary hearing to determine the probability of continuing in the program.

The day before a legal holiday, the last scheduled day of the week and class day are considered required days. Certain other important clinic days may be deemed "required" attendance days by the school. Unless specified in this handbook as a required day, a day is considered "required" when written notice is posted at least 2 weeks prior in the school indicating that attendance on that day is mandatory. Section 4.21 for required day absences is in effect for all required days.

Students will be deemed tardy if they do not appear on time for class or clinic. Excessive tardiness may be considered sufficient reason to schedule an absence conference.

JUNIOR TRAINING POLICY

Junior Training Attendance is viewed more strictly from the above Attendance Policy for a variety of reasons, including excessive consecutive absences detrimental to the student's education, State Board minimum hour requirements, and malpractice insurance considerations. Therefore, guidelines are used to determine permitted continuance in a class or the student being required to restart. Restarting in the

next class may cause any tuition awards or scholarships to be null and void.

1. An attendance conference will be scheduled when the student has been absent from class two (2) hours for Manicurists, five (5) hours for Estheticians, eight (8) hours for Hair Designers and ten (10) hours for Cosmetologists.
2. Absences exceeding three (3) hours for Manicurists, ten (10) hours for Estheticians, fifteen (15) hours for Hair Designers and twenty (20) hours for Cosmetologists; may be cause for the student to restart.
3. Excessive consecutive absences, which may be deemed detrimental to the student's education, may be cause for the student to restart.

SENIOR ABSENCE CONFERENCE POLICY

FIRST CONFERENCE: Upon exceeding the stated absence limits, a conference may be held to determine the reasons and the probability of improvement. The staff member conducting the conference will provide alternative schedules and/or other solutions to assist the student in eliminating the poor attendance pattern.

SECOND CONFERENCE: If a student continues poor attendance following the first conference, another conference may be scheduled. Action taken as result of a second conference: student will not be permitted to receive student services until they have attended one month of acceptable attendance; student will be terminated from the intern program.

THIRD CONFERENCE: If attendance does not improve after two conferences, a third conference will be held with the following consequences: student will not be permitted to receive student services until they have attended one month of acceptable attendance; student will be required to complete a minimum 500 word written report on "The Importance of Good Attendance in the Work Place". This report will be due ten days from the conference date. Students not completing this assignment will be scheduled for a fourth attendance conference.

FOURTH CONFERENCE: If, for any reason, a fourth attendance conference is necessary, the student will be scheduled for a Disciplinary Hearing and the student's desire to complete the course and ability to benefit from the training will be scrutinized. The school may take whatever action it feels, at its discretion, is justified, up to and including dismissal.

Students should avoid unnecessary absence. Although the preceding represents MINIMUM standards, the school reserves the right to dismiss or suspend any student exhibiting an inability to attend school regularly.

Although the school does not offer school-sponsored housing, out-of-town students residing in apartments with leases are cautioned to avoid excessive absences. In addition to the above penalties, leases are usually not extendable, and may result in an additional cost for students not graduating by their lease ending date.