

CHARLES & SUE'S SCHOOL OF HAIR DESIGN

ATTENDANCE POLICY

Students are required to attend school 31 hours per week. Students must be checked in by 8:30 am and be seated in class on Mondays.

Tuesday-Thursday, students will be on a split shift schedule and must be in school by 8:30 for the morning shift or 11:30 for the evening shift.

Students that are tardy must wait one hour after their shift starts to clock in. If students are tardy repeatedly, they are subject to suspension.

Students must have permission and give a week's notice to take time such as vacation from school (emergency is the only exception). This is not considered a leave of absence.

If students are absent, they must make up the tests they have missed before graduation. They must also make up all daily assignments unless they have taken an approved leave of absence.

Students must check in and out for their lunch period. Failure to do so will result in not receiving credit for hours.

The school's time clock is connected to the school's computer. Students clock in and out on the time clock which is downloaded daily.