



Cosmetology Day Attendance Policy

1. All students must be signed in, present and prepared for class at 7:45 (there is no grace period) In addition to all students must remain in designated work areas for the duration of the class. The only admittance out of class will be during scheduled breaks, or sign out with instructor. If you leave the classroom without permission you will lose time to reflect your absence (excluding restroom breaks).
2. Lunch periods and breaks are scheduled by instructors, **and may be adapted to meet the demands of the class.** Unless otherwise specified lunch breaks will last thirty minutes at the Crossville campus and forty-five minutes at the Livingston Campus. All students must return to their designated areas of instruction, and be prepared for class. (You may not eat your lunch after this time unless it is during a scheduled break outside the clinic and classroom.)
3. If a student is absent it is his/ her own responsibility to retrieve notes/assignments, and turn in assignments in a timely manner.
4. Students must wait to be dismissed before leaving. The dismissal will be made by an instructor. Cleaning assignments must be complete before leaving.
5. Absent hours can result in penalty points from your final Worker Characteristic grade.
6. Refer to student handbook for complete attendance guidelines.