Paul Mitchell The School Farmington Hills

FUTURE PROFESSIONAL DEVELOPMENT GUIDELINES

All Future Professionals must commit to and follow the Future Professional Development Guidelines during their enrollment in the school. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience. Failure to follow these guidelines may result in a coaching under the Future Professional Advisory Policy and may result in termination without prior warning.

SANITATION AND PERSONAL SERVICES

- Future Professionals must keep workstations and classroom areas clean, sanitary, and clutter-free at all times.
- Future Professionals must clean their stations in the clinic classroom, including the floor, after each service.
- Hair must be swept up immediately after a service is completed, before blow-drying.
- Clinic stations must be cleaned at the end of the day, prior to clocking out for the day.
- Future Professionals may receive services on Tuesday through Thursday. The students must complete the following prior to starting a service.
    - Seek permission and approval from a Learning Leader according to the criteria below:
        - Be maintaining Satisfactory Academic Progress.
        - Be current in practical skill assessments, theory attendance and tests.
    - Be scheduled off the service book by the Service Desk Coordinator.
    - Pay for all services.
      Personal services must be rescheduled when the student is scheduled to take a guest. Students must reschedule their personal service and complete appointments assigned to them. Personal services are considered rewards and scheduled for students who are up to date with all projects, tests, and practical skill assessments. School assignments and successful learning are the priority.

COMMUNICATION GUIDELINES AND PROFESSIONAL CONDUCT

- Visitors are allowed in the service reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic classroom area.
- Only emergency calls are permitted on the business phone. Students may use the student phones for a limited time. Please keep your calls to three (3) minutes or less.
- Cell phones are permitted in assigned areas of the school.
- Future Professionals may not visit with another Future Professional who is servicing a service guest.
- Future Professionals may not gather around the service desk, service reception area, or offices.
- Food, drinks, and water bottles are allowed only in the lunchroom.
- The school is a smoke-free campus.
- Stealing or taking school property or another’s personal property is unacceptable and grounds for termination.
- School administration has the right to access and inspect a Future Professionals locker at any time, refer to the locker policy.
- Use of any device to record communications, whether oral or electronic, of any student, instructor, or any individual affiliated with Paul Mitchell the School, without the consent of everyone taking part in the communication is prohibited. It is also prohibited for any student to use or divulge any information which he or

she knows or reasonably should know was obtained through the recording of a communication of any student, instructor, or any individual affiliated with Paul Mitchell the School, without the consent of everyone taking part in the communication.

LEARNING PARTICIPATION GUIDELINES

- Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable and is grounds for termination.
- Future Professionals will be expected to maintain an average of 75% on all theory tests and assignments.
- Future Professionals may not be released from required theory class to take a client.
- Only service desk personnel may schedule or change client service appointments.
- All services must be checked and the service ticket initiated by a Learning Leader.
- Future Professionals are expected to be continuously working on school-related projects, assignments, clinic practical worksheets, reading theory, or test preparation during school hours.
- Future Professionals will receive clock hours during the times they fully participate in their learning experience.
- When Future Professionals are not scheduled with service appointments or are not scheduled to attend theory or a specialty class, they may focus on the following:
    - Completion of practical skill assessments through My Portico App.
    - Completion of theory review worksheets
    - Performing a service on another Future Professional
    - Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- Future Professionals must comply with school personnel and Learning Leader's assignments and requests as required by the curriculum and Future Professional guidelines and rules.
- Future Professionals may not perform hair, skin, barber or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, barber or nail services outside of school will be reported to the state board and may result in your inability to receive a professional license.
- Future Professionals are responsible for their own kit and equipment and may use a clinic station drawer only while working at that clinic station. All kit, equipment, tools, and personal items must be secured in the Future Professionals assigned locker. The school is not responsible for any lost or stolen articles.
- Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
- If a Future Professional fails to complete the practical skill assessments or required weekly theory hours they will be placed on the Back on Track list. Future Professionals have one week to get caught up before receiving a coaching advisory.
- If a Future Professional fails to pass the Core written and/or practical exam on their second attempt, they may be asked to withdraw from the program and restart in the next Core class start date.
- The school requires a Future Professional to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.