Paul Mitchell The School Sacramento

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at Paul Mitchell The School Sacramento. These guidelines were established to assist in creating a safe, focused, and enjoyable learning experience.

ATTENDANCE AND DOCUMENTATION OF TIME

- The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized timeclock. This device may consist of an app that can be used on your phone, a biometric scanner in the school, or similar device. In order to ensure proper clock hours are credited, full-time students are required to clock in/out 4 times a day: when they arrive to school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. Part time students are required to clock in/out 2 times a day: when they arrive to school and when they leave at the end of the day. If a student fails to clock in or out for their schedule on the student time clock, the student will not receive hours. If the student wishes to dispute any hours they feel earned, the student must provide documentation to verify attendance on the missing time form. The documentation would include the student sign in sheet, the specialty class attendance role, and/or the guest service summary.
- The school is open from 9:30 AM to 5:00 PM for day students and 5:30 PM to 10:00 PM for night students.
- All courses require continuous attendance.
- The prescribed attendance schedule must be maintained each week. Alternate schedules are available to those students who qualify.
- Night students may not miss Mondays; day students may not miss Saturdays.
- Students must be on time, as tardiness inhibits the learning process. Students who are late for theory, a specialty class or a guest artist class may attend the class, but must be accompanied into the classroom by a learning leader. Students are never excused from mandatory theory class to work in the clinic classroom.
- During the enrollment agreement period, the student is allowed to miss 100 hours (cosmetology), 100 hours (barbering), 60 hours (Esthetics), 40 hours (nail care) before having to pay extra instructional charges. If the student's training goes beyond the contracted ending date for course completion, the cosmetology student will be charged an additional $14.40, barbering student will be charged $16.00, skin care student will be charged $15.60, nail care 400 hour students will be charged $12.50, and nail care 600 hour students will be charged $14.75 for each hour completed after the contract ending date. The student may use the 100 hours (cosmetology), 100 hours (barbering), 60 hours (Esthetics), 40 hours (nail care 400), 60 (nail care 600) allowed absent hours for vacation, appointments, illness, etc.
  *****Refer to the school enrollment agreement for the Enrollment Agreement Period definition. Please note that if a student misses more than 14 consecutive calendar days, the student may be terminated from the program.***
- Students who are late or cannot attend school must contact the school and talk to the school service desk immediately. Day students must call in by 9:00 AM; night students must call in by 1:30 PM.
- Students must request time off from school from the Future Professional Advisor.

- Students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the full-time schedule; 22.5 hours per week for part-time students. Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year. Students cannot bank hours and attend over 35 hours per week to make up for missing hours. If a student will miss hours during the week, arrangements must be made with the Future Professional Advisor to make up those hours within the same week, or the hours missed will count against the hours allowed to miss and overtime charges can occur.
- Lunches and breaks are scheduled for all students. Day students will take 30 minutes for lunch between 12:00 noon and 1:30 PM, if possible, according to their booking. Students should communicate with their instructor if they have not had lunch by 1:30 PM. Night students take a 10 minute break.
  Observe the appropriate breaks for your school schedule. Breaks are as follows:

Student Schedule	Breaks	Lunch
8 or 7 1/2 hr/day	10 min. in the morning & 10 min in the afternoon	30 min.
6 hr/day	10 min. in the morning & 10 min in afternoon	n/a
5 hr/day	10 min at mid-point of schedule	n/a
4 hr/day	10 min at mid-point of schedule	n/a

- Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
  - Students who leave school premises for more than 10 minutes or those who leave early must document their time by clocking out on the time clock, signing the sign-out sheet, and having an instructor book them out.
  - Students who leave school premises for less than 10 minutes must sign the sign-out sheet.
  - Day students must clock out on the time clock for lunch for 30 minutes every day. Students will not receive credit for the hour if they fail to clock in/out for lunch.
- Students may not clock in or out for another student.
- Students must keep a record of all services each day on the "service tracking sheet," which must be completed daily and turned in every month.

PROFESSIONAL IMAGE

A professional image is a requirement for successful participation in school. Students must maintain the following professional dress code:

- Core, Esthetics, and Phase One students must wear all black.
- Phase Two students must wear black or white in any combination.
- Clothing must be professional, clean, and free of stains and tears.
- Shoes should be professional and comfortable for all students. All shoes must be closed-toed and closed-heeled.
- Hair must be clean and styled prior to arriving at school.
- Cosmetics must be applied prior to arriving at school, using trend-appropriate makeup techniques.
- Tights or leggings should be worn with skirts or dresses that fall above the knee for all Future Professionals.
- Name tag must be worn

All barbering future professionals must adhere to the following professional dress code while in attendance

- Barbering future professionals must wear all black
- Phase two future professionals may wear black or white in any combination.
- Barbering future professionals may wear a smock in black only.
- Sweatshirts and printed T-shirts with a Paul Mitchell logo may be worn.
- The following is a list of **acceptable** dress:
  - Black Jeans or clothing made of Jean material. Any rips or tears must fall at or below the knees when standing up.

- Shorts and/or skirts must fall at or below the knees.
- Sweatshirt and printed T-shirts with a Paul Mitchell logo may be worn.

The following is a list of unacceptable dress:

- Gym shoes, foot thongs, crocs, beach sandals.
- Tank tops, spaghetti string strap tops, or belly / crop tops
- Sweatpants, yoga pants, jogging pants or any exercise clothing that is worn at a gym.
- Sweatshirts and printed T-shirts without the Paul Mitchell logo or school logo
- Shorts and/or skirts that fall above the knee when standing up.
- Baseball hats, visors, bandanas, caps, or beanies.
- Headphones, headgear, and/or earphones are not permitted in the classroom or the clinic classroom.
- Sunglasses.
- Backpacks or purses

Future Professionals who fail to comply with the professional dress code will be asked to change into appropriate attire.

Esthetics Professional Image: A professional image is a requirement for successful participation in school. Students must maintain the following professional dress code:

Professional Image:

- Esthetics Future Professionals must wear BLACK SCRUBS or BLACK LAB COAT, clean and free of stains or tears, including jackets. Shorts are acceptable (no spandex or exercise wear) if they are knee length and worn with the Black Lab Coat or Scrubs top.
- Shoes must be professional and comfortable for all students. Tennis shoes are acceptable.
- Hair must be clean and styled prior to arriving at school. Hair must be pulled back for clinic.
- Cosmetics should be applied prior to arriving at school, unless directed otherwise by Learning Leader.
- Must always have name tags on. If you lost it then you must purchase one at the service desk for $3.00 and if you want a lanyard its additional $4.00.

The following is a list of unacceptable dress:

- Gym shoes, foot thongs, crocs, beach sandals.
- Tank tops, spaghetti string strap tops, or belly / crop tops
- Sweatpants, yoga pants, jogging pants or any exercise clothing that is worn at a gym.
- Sweatshirts and printed T-shirts without the Paul Mitchell logo or school logo
- Shorts and/or skirts that fall above the knee when standing up.
- Baseball hats, visors, bandanas, caps, or beanies.
- Headphones, headgear, and/or earphones are not permitted in the classroom or the clinic classroom.
- Sunglasses.
- Backpacks or purses

Future Professionals who fail to comply with the professional dress code will be asked to change into appropriate attire.

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 on 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. To receive a service, students must do the following prior to starting the service:
  - Notify a Learning Leader.
  - Be scheduled off the service books by a Learning Leader.

- Pay for service supplies including perms, color, lightener, rinses, conditioning, treatments, manicures, nails, etc.
- Personal services are considered rewards and scheduled for Future Professionals 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.

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 70% 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 initialed 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 MyPortico
  - 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 they receive a coaching advisory.

- If a Future Professionals fails to pass the Core written and/or practical exam on their second attempt, they may be asked to withdraw from the program and re-start in the next Core class start date.
- Theory Class: The school requires a Future Professionals to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.