

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

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

ATTENDANCE AND DOCUMENTATION OF TIME

1. 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. Full-time students are required to clock in/out 4 times a day: when they arrive at 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 at school and when they leave at the end of the day. If a student fails to clock in or out for the day on the student timeclock, 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. This would include the specialty class attendance role, and/or the guest service summary.
2. The school is open from 9:00 AM to 4:30 PM for day students and 5:00 PM to 10:00 PM for night students.
3. All courses require continuous attendance.
4. The prescribed attendance schedule must be maintained each week. Alternate schedules are available to those students who qualify.
5. Night students may not miss Mondays. Day students may not miss Fridays.
6. Students must be on time, as tardiness inhibits the learning process. Students who are late for a theory, specialty class, or a guest artist class may attend the class but must be accompanied into the classroom by an instructor. Students are never excused from mandatory theory class to work in the clinic.
7. 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 5:00 PM.
8. Students attend Core the first weeks of enrollment. During this time, the student must maintain a monthly attendance of 90%. If at the conclusion of the month, the student's progress report is not 90% attendance, the student may be dropped from the program and asked to re-enroll in the next class start date.
9. Students must request time off from school from the Education Leader.
10. Students are required to be in attendance a minimum of seven (7) hours per day, 35 hours per week for the full-time schedule; six (6) hours per day, 30 hours per week for the full-time esthetics schedule; 20 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. Students cannot bank hours or go above 100% cumulative attendance.
11. During the enrollment contract period, the student is required to maintain at least 90% attendance. If the student does not maintain 90% attendance, the student will accrue overtime fees. If the student's training goes beyond the contracted ending date for course completion, the student will be charged an additional \$6.00 for each hour completed after the contract ending date. The student may use the allowed absent hours for vacation,

appointments, illness, etc.

****Refer to the school enrollment contract for the Enrollment Contract Period definition. Please note that if a student misses more than 14 consecutive calendar days, the student may be terminated from the program.**

12. Lunches and breaks are scheduled for all students. All students will take 30 minutes for lunch between 12:00 noon and 1:30 PM. 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.
7 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 the afternoon	30 min.
5 hr/day	10 min. at mid-point of schedule	n/a
4 hr/day	10 min. at mid-point of schedule	n/a

13. Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
 - a. Students who leave school premises 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.
 - b. Students who leave school premises must clock out on the time clock and sign the sign-out sheet.
 - c. 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.
14. Students may not clock in or out for another student.
15. 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 (CHARLESTON & GREENVILLE CAMPUS)

Professional Image: All Future Professionals must adhere to the following professional dress code while in attendance:

Esthetics Future Professionals should wear black scrubs.

1. Clothing should be professional and clean.
2. Shoes should be professional, practical, and comfortable. Shoes must be close-toed to protect the feet from spilled chemicals, hair slivers, and overall cleanliness and foot health.
3. Hair should be styled prior to arriving at school.
4. Any cosmetics should be applied prior to arriving at the school.
5. For shirts and blouses, shoulders and midriff (belly) must be fully covered.
6. For skirts and dresses, the garment must be opaque and may not be higher than four (4) inches above the knee, unless opaque tights or leggings are worn.
7. Clothing may not contain political messages and/or branding, profanity, and/or other industry-related logos.
8. If worn, capes, smocks, and aprons must be all black or black with a Paul Mitchell logo.
9. Name tag, as provided by the school. All Future Professionals are required to wear a name tag while in attendance.

Examples of acceptable attire may include:

1. Bottoms:
 - a. Jeans or clothing made of jean material. Rips or tears must fall below the fingertips when standing.

- b. Shorts, skirts, and skorts that are not higher than four (4) inches above the knee unless opaque tights or leggings are worn.
 - c. Nice pants or capris.
- 2. Dresses and jumpers that are not higher than four (4) inches above the knee unless opaque tights or leggings are worn.
- 3. Printed and unprinted sweatshirts, T-shirts, hooded sweatshirts, and/or jackets may be worn but may not contain political messages or branding, profanity, or other industry-related logos.
- 4. Baseball hats, stylish hats, caps, stylish head wraps, or beanies may be worn but may not contain political messages or branding, profanity, or other industry-related logos.
- 5. Paul Mitchell or school-branded apparel that otherwise meets the requirements.
- 6. Colors other than black, white, or gray may be worn.

The following is a list of unacceptable attire for all Future Professionals in attendance:

- a. Foot thongs, flip-flops, beach sandals, Crocs sandals with holes, and slippers.
- b. Underarms must be covered, so no tank tops or spaghetti strap tops. No tube tops or belly revealing shirts.
- c. Pajama tops or bottoms or any other type of clothing made of cotton/pajama-like material.
- d. Athleisure wear, sportswear, and athletic wear such as spandex, gym, yoga, or biking pants or shorts.
- e. Sunglasses—we want to see your beautiful eyes.

Future Professionals who fail to comply with the Future Professional dress code may be coached and may receive an advisory.

PROFESSIONAL IMAGE (COLUMBIA CAMPUS)

Professional Image: All Future Professionals must adhere to the following professional dress code while in attendance:

- 1. Future Professionals must wear solid-colored scrubs in navy blue, dark gray or black. Clothing should be clean. If an undershirt or jacket is worn it must be a solid color and may not contain political messages or branding, profanity, or other industry-related logos.
- 2. Shoes should be professional, practical, and comfortable. Shoes must be close-toed to protect the feet from spilled chemicals, hair slivers, and overall cleanliness and foot health. Shoes may be any color.
- 3. Hair should be styled prior to arriving at school.
- 4. Any cosmetics should be applied prior to arriving at the school.
- 5. Paul Mitchell branded tops may be worn with solid-colored scrub bottoms when a scrub top isn't worn.
- 6. If worn, capes, smocks, and aprons must be a solid color or Paul Mitchell branded.
- 7. Name tag, as provided by the school. All Future Professionals are required to wear a name tag while in attendance.
- 8. Solid-colored long-sleeved undershirts can be worn under a scrub top.
- 9. Solid-colored cardigans/zip-up jackets or Paul Mitchell branded sweatshirts may be worn over scrub tops if needed for warmth.
- 10. Baseball hats, stylish hats, caps, stylish head wraps, or beanies may be worn but may not contain political messages or branding, profanity, or other industry-related logos.
- 11. Paul Mitchell or school-branded apparel that otherwise meets the requirements.

The following is a list of unacceptable attire for all Future Professionals in attendance:

- a. Foot thongs, flip-flops, beach sandals, Crocs and slippers.
- b. Sunglasses—we want to see your beautiful eyes.

c. Bonnets and Velcro wraps.

Future Professionals who fail to comply with the Future Professional dress code may be coached and may receive an advisory.

SANITATION AND PROFESSIONAL SERVICES

1. Future Professionals must keep workstations and classroom areas clean, sanitary, and clutter-free at all times.
2. Future Professionals must clean their stations in the clinic classroom, including the floor, after each service.
3. Hair must be swept up immediately after a service is completed, before blow drying.
4. Clinic stations must be cleaned at the end of the day, prior to clocking out for the day.
5. Future Professionals may have their hair or other services done Tuesday through Thursday. To receive a service, Future Professionals must do the following prior to starting the service:
 - a. Notify a Learning Leader.
 - b. Be scheduled off the service books by a Learning Leader.
 - c. Pay for service supplies, including perms, tints, bleaches, rinses, conditioning, treatments, manicures, nails, etc.
 - d. Personal services are considered rewards and scheduled for Future Professionals who are up to date with all practicals, exams, and clinic practical worksheets. School assignments and successful learning are the priority.

COMMUNICATION GUIDELINES AND PROFESSIONAL CONDUCT

1. Visitors are allowed in the service reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic classroom area.
2. Only emergency calls are permitted on the business phone. Future Professionals may use the Future Professional phones for a limited time. Please keep your calls to three (3) minutes or less.
3. Cell phones are permitted in assigned areas of the school.
4. Future Professionals may not visit with another Future Professional who is servicing a client.
5. Future Professionals may not gather around the service desk, service reception area, or offices.
6. Food, drinks, and water bottles are allowed only in the lunchroom.
7. Paul Mitchell The School Columbia, Paul Mitchell The School Charleston, and Paul Mitchell The School Greenville are smoke-free campuses.
8. Stealing or taking school property or another's personal property is unacceptable and is grounds for termination.
9. School administration has the right to access and inspect a Future Professional's locker at any time, refer to the locker policy.

LEARNING PARTICIPATION GUIDELINES

1. Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable and is grounds for termination.
2. Future Professionals will be expected to maintain an average of 75% on all theory tests and assignments.
3. Future Professionals may not be released from required theory class to take a client.
4. Only service desk personnel may schedule or change client service appointments.
5. All services must be checked, and the service ticket initialed by a Learning Leader.

6. Future Professionals are expected to be continuously working on school-related projects, assignments, clinic practical worksheets, reading theory, or test preparation during school hours.
7. Future Professionals will receive clock hours during the times they fully participate in their learning experience.
8. When Future Professionals are not scheduled with service appointments or are not scheduled to attend theory or an elective class, they may focus on the following:
 - a. Completion of clinic practical worksheets
 - b. Completion of theory review worksheets
 - c. Performing a service on another Future Professional
 - d. Listening to or reading school resource center materials, including educational videos, audiotapes, and books
9. 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.
10. 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.
11. 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. Paul Mitchell The School Columbia, Paul Mitchell The School Charleston, and Paul Mitchell The School Greenville is not responsible for any lost or stolen articles.
12. Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
13. All clinic practical worksheets are due by the end of school.
14. If a Future Professional fails to complete a worksheet 100%, the Future Professional will be placed on the Back on Track list and will remain on the list until the following month, as long he/she completes the worksheet.
15. 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 re-start in the next Core class start date.
16. Theory Class: The school requires a Future Professional to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.