Paul Mitchell The School Colorado Springs

FUTURE PROFESSIONAL DEVELOPMENT GUIDELINES

All Future Professionals must commit to and follow the Future Professional Development Guidelines during their enrollment in 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.

ATTENDANCE AND DOCUMENTATION OF TIME

1. 1. The school records attendance in clock hours and gives appropriately earned attendance credit for all hours attended and does not add or deduct attendance hours as a penalty. Attendance is calculated using an attendance tracking app called MyPortico. It is the responsibility of the Future Professional to record their hours by checking in and out through the app. If a Future Professional fails to clock in or out for their schedule, the Future Professional will not receive hours.
   It is the responsibility of the Future Professional to ensure that they are properly clocking in and out as required. If a Future Professional fails to clock in or out for their schedule on the Future Professional time-clock, the Future Professional will not receive hours for the time with missed time punches. To ensure proper credit for clock hours, Future Professionals are required to clock in or out at the following times:
   - When they arrive at school,
   - When they leave for lunch,
   - When they return from lunch,
   - When they leave at the end of the day;
   - If a Future Professional leaves the premises for any reason, and
   - If a Future Professional is taking a break, they are required to clock out.
     If the Future Professional wishes to dispute any hours they feel earned, the Future Professional must provide documentation to verify attendance on the missing time form. The documentation could include the Future Professional sign in sheet, the specialty class attendance role, and/or the guest service summary.
     If a Future Professional is experiencing timeclock challenges and are unable to clock in or out, they must report the challenge to the Future Professional Advisor within 24 hours.
2. The school is open from 8:00 a.m. to 3:30 p.m. or 9:00 a.m. to 4:30 p.m. for 5-day Future Professionals.
3. The Future Professional must attend school according to the schedule in the Future Professional's enrollment agreement. All programs require continuous attendance.
4. Future Professionals must be on time, as tardiness inhibits the learning process. Future Professionals who are late for any class must be accompanied into the classroom by a Learning Leader. Future Professionals are never excused from mandatory theory classes to work in the clinic classroom. Future Professionals who are not attending by 9:00 a.m. must wait until 10:00 a.m. Any student not in attendance by 10:00 a.m. will not be allowed to attend school.
5. Attendance Expectation Generally: Future Professionals must maintain a 100% attendance average each month in order to complete the program by the expected/calculated completion date. The school attendance policy requires 90% to maintain satisfactory progress. Falling below this number means that the Future Professional may receive a monthly coaching on the advisory form for their attendance.

6. CORE/Protege Attendance Expectation: Future Professionals attend Core/Protege for the first weeks of enrollment. If at the conclusion of Core, the Future Professional's progress report does not meet 90% attendance, the Future Professional may be dropped from the program and may follow the procedures to re-enroll in the next Core class start date.
7. Future Professionals are required to be in attendance and actively participating in their education. When a Future Professional is scheduled for attendance but not present, these will be reflected as absent hours. If a Future Professional does not clock in or out properly resulting in the hours not being counted, these will be reflected in the absent hours unless the missing time form and necessary documentation is provided as outlined in the catalog.
   If a Future Professional is absent refer to the school make-up hour policy on how to make-up those hours. Please keep in mind make-up hours and policies are optional for the school to provide and may be changed. Future Professionals will receive clock hours during the times they fully participate in their learning experience.
8. Vacation and Planned Time Away (e.g. medical appointments, outside commitments): Future Professionals must request planned time off from school from the Future Professional Advisor and the Financial Services Leader. The approval of any request does not mean that the Future Professional will continue to meet the attendance requirements.
9. Unplanned Absences or Tardies: Future Professionals who are late or cannot attend school must contact the school and talk to the school service desk team immediately.
10. Lunches are scheduled for all Future Professional. All full-time Future Professional are required to take a 30-minute lunch break. Future Professional should communicate with their Learning Leader if they have not had lunch by 1:30 p.m.

Observe the appropriate breaks for your school schedule. Breaks are as follows:

Future Professional Schedule	Breaks	Lunch
7 hr/day	10 min. in the morning & 10 min. in the afternoon	30 min.
4 hr/day	10 min. at mid-point of schedule	N/A

11. Documentation of time: Future Professionals may not leave the school premises during regular hours without a Learning Leader's permission.
    - Future Professionals who leave the 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 a Learning Leader book them out.
    - Future Professionals who leave the school premises for less than 10 minutes must clock out.
    - Future Professionals who attend more than five (5) hours in a day must clock out on the time clock for lunch for 30 minutes every day. Future Professionals will not receive credit for the hour if they fail to clock in/out for lunch.
12. Future Professionals can not clock in or out for another Future Professional.
13. Future Professionals can not ask others to clock them in or out.
14. Future Professionals must keep a record of all services performed each day digitally via the MyPortico app.

COSMETOLOGY, BARBERING, HAIRSTYLIST, NAIL TECHNICIAN, AND ESTHETICIAN PROFESSIONAL IMAGE

Professional image is a requirement for successful participation in school. Students must follow the school's professional dress code for the program in which they are enrolled:

The following is a list of acceptable dress code:

The Future Professional must wear black, gray or white in any combination.

- Clothing must be professional, clean, and free of stains and tears.
- Shoes should be professional, practical, and comfortable and should be closed toed.
- Hair should be styled prior to arriving at the school.
- Any cosmetics must be applied prior to arriving at school.
- For shirts and blouses, shoulders and mid riff must be fully covered.
- Jeans or clothing made from jean material if they are black, white or gray in color.

- Solid black or gray sweatshirts, printed T-shirts, hooded sweatshirts, and/or jackets with the Paul Mitchell The School logo are permissible.
- Stylish hats, Fedoras, flat hats, ascot caps, stylish head wraps, scarves, beanies and baseball hats may be worn but may not contain political messages or profanity. Any color.
- Accessories may be worn in any color which includes: a belt, suspenders, jewelry, and/or shoes.
- Skirts and kilts that fall below the fingertips are permissible.
- Tights or leggings should be worn with a tunic, skirt, or dress that falls below fingertip length.
- Name tags as provided by the school. All future professionals are required to wear a name tag while in attendance. If a replacement is required an additional name tag fee will be charged.
- If worn, smocks, and aprons must be all black or black with a Paul Mitchell logo.

The following is a list of UNACCEPTABLE dress code:

- Foot thongs, beach sandals, or any open toed shoes.
- Tank tops, spaghetti string tops, or belly shirts.
- Sweatpants.
- Pajama top or bottoms or any other type of clothing made of cotton/pajama like material, snuggies, and blankets.
- Under arms must be covered, so no tank tops or spaghetti strap tops, no tube tops, or belly revealing shirts.
- Sunglasses.
- Clothing may not contain political messages and/or profanity.

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

SANITATION REQUIREMENTS

- Future Professionals must keep themselves, workstations and classroom areas clean, sanitary, and clutter free at all times.
- Future Professionals must clean their stations, 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 must maintain standard personal sanitation and grooming practices, according to the state requirements.

GUEST AND PERSONAL SALON SERVICES

- Future Professionals must follow the procedures outlined on their Skill Cards when performing a guest service.
- Day Future Professionals may receive services. To receive a service, Future Professionals must do the following prior to starting the service:
    - Request the service from a Learning Leader
    - Be scheduled off the service books by a Learning Leader.
    - Complete required pre-service consultation with a Learning Leader.
    - Pay for service supplies including perms, color, lightener, rinses, conditioning, 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.
- Future Professionals may not receive personal services outside of their program scope of practice during scheduled hours.
- Future Professionals may not start Future Professional services until a consultation with a Learning Leader has been completed as required.

COMMUNICATION GUIDELINES AND PROFESSIONAL CONDUCT

- Future Professionals are to maintain a professional demeanor at all times when they are on the school premises.
    - BE NICE: Be kind, considerate and courteous to others.
    - BE ACCOUNTABLE: Take responsibility for your actions and learn from your mistakes.
    - BE RELIABLE: Consistently complete the required skills to get your education to the best of your ability.
    - BE COMMUNICATIVE: Use clear and appropriate language (no profanity) to get your point across. Do not raise your voice or yell.
    - BE ENGAGED: Be an active participant in your education and seek out information to better your skills to advance your career goals.
- Visitors are allowed in the service reception area only. Visitors are not allowed in the classrooms, Future Professional lounge, or clinic classroom area.
- Cell phones are permitted in assigned areas of the school. Phone calls are not permitted during class time or learning environments such as classrooms or learning zones at any time. Calls while clocked in should remain in the assigned area, quiet in tone, and no longer than 3 minutes.
- Future Professionals may not visit with another Future Professional who is working with a clinic classroom guest.
- Future Professional may not gather around the service desk, the service reception area, or the offices.
- Food, drinks, and water bottles are allowed only in the lunchroom.
- The school is a smoke-free campus. Future Professionals may not smoke or vape any substance on school premises.
- 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

- Future Professionals must bring their required school tools to participate in their education for scheduled hours and makeup hours. Required school tools include:
    - Student Technical Kit
    - iPad with program education kit apps (cutting system app, make-up systems app, plugged in app, etc)
    - Program textbooks
- Peer teaching and tutoring are encouraged.
- Future Professionals are responsible for their own technical kit and equipment. All kit, equipment, tools, and personal items must be secured in a locker or kept within view and control of the Future Professional. The school is not responsible for any lost or stolen articles.
- Future Professionals are required to work under the direction of a licensed professional. Therefore, Future Professionals must comply with school personnel and Learning Leader's assignments, directions, and requests as required by the curriculum and Future Professional guidelines and rules.
- Future Professionals must have a signed service ticket before beginning any service on the clinic classroom.
- Future Professionals may not perform hair, skin, barber or nail services outside of school unless authorized, in advance, in writing, to do so by school administration. Conducting unauthorized hair, skin, barber or nail services outside of school may be reported to the state board and may result in your inability to receive a professional license.
- Taking credit for another's work (e.g. submitting the photos of another's work as your own) or cheating during exams is unacceptable and is grounds for termination.
- Future Professionals will be expected to maintain an average of 70% on all academic exams and practical skill assignments.
- Only service desk personnel may schedule or change clinic classroom guest appointments.
- All practical skill services must be graded and the service ticket initialed by a Learning Leader.

- Future Professionals are expected to be continuously working on school-related projects, assignments, clinic practical skills, reading theory, or test preparation during school hours.
- When Future Professionals are not scheduled with guest service appointments or are not scheduled to attend theory or a specialty class, they must be actively engaged in their education at all times, and may focus on the following:
    - Completion of practical skill assessments through the MyPortico app
    - Completion of theory review assignments
    - Performing a service on another Future Professional. Please note that the service must be within the scope of practice for the program for both Future Professionals.
    - Listening to or reading school resource center materials, including educational videos, audiotapes, Plugged In, and school related textbooks.
- 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 academic theory exams 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 may be allowed to re-start in the next Core class start date.