Paul Mitchell The School New Orleans

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

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

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, 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.
- Day Future Professionals may receive services on Wednesday and Thursday and Night Future Professionals are on Tuesday and Wednesday. 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 practicals, exams, and clinic practical worksheets. 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 campus is a smoke free location.
- 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 80% 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 clinic practical worksheets
    - 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.
- All clinic practical worksheets are due on the assigned day of each month by the end of the school day.
- 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.
- 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: Future Professionals will be allowed in theory class once the class has started if escorted to class by a staff member and fill out the late theory form. The Future Professional will not receive theory hour credit for entering class late. If a Future Professional chooses to leave theory class for any reason he/ she will lose their theory hours and must return to theory class.If there's a transition period during theory, a Future Professional will be allowed to enter to receive credit for the remaining scheduled time in theory. The school requires a Future Professionals to complete all theory hours as part of their graduation requirements.Refer to the graduation requirements.