Paul Mitchell The School Birmingham

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at Paul Mitchell the School Birmingham. 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, which may consist of an app on your phone, a biometric scanner in the school, or a similar device. Students are required to clock in/out twice 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, they will not receive hours. Disputes require documentation such as the sign-in sheet, specialty class attendance role, and/or the guest service summary.
- The school is open Monday through Friday from 9:00 AM to 4:30 PM for 5-day school, and 9:00 AM to 7:00 PM Wednesday and Thursday, and Friday 9:00 AM to 4:30 PM for 3-day students.
- All courses require continuous attendance.
- The prescribed attendance schedule must be maintained each week
- Students are only allowed to be tardy two (2) days per month before disciplinary action may occur as determined by and at the discretion of a member of the Education Leader or Director. Students must clock in before their scheduled start time to be considered on time.
- Theory: Students will not be allowed in Theory once the door is closed.
- A student clocked in for the day is expected to stay for the entire day; leaving prior to the end of the school day is allowed three (3) times per month.
- 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 8:30 AM and 3-day students must call in by 7:30 PM. Students who will be late or absent and do not call in time will be placed on the “No Call, No Show” (NCNS) list. Students are only allowed to be on the NCNS list one (1) days per month before disciplinary action may occur as determined by and at the discretion of the Education Leader, Future Professional Advisor or Director.
- Students must request time off from the Education Leader.
- Students are required to be in attendance a minimum of 35 hours per week for the full-time schedule and 30 hours per week for 3-Day students.
- Lunches and breaks are scheduled for all students. 5-Day students will take two (2) ten-minute breaks and one (1) 30-minute lunch between 12:00 noon and 1:00 PM. 3-Day students will take three (3) ten-minute breaks and one 30-minute lunch between 12:00 PM to 1:00 PM. Students should communicate with their instructor if they have not had lunch by 1:00 PM.

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

Student Schedule	Breaks	Lunch
10 hr day	Three 10 min. breaks	30 min. lunch
8 or 7 1/2 hr/day	10 min. in the morning & 10 min. in the afternoon	30 min. lunch
6 hr/day	10 min. in the morning & 10 min. in the afternoon	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.
- 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. Future Professionals must maintain the following professional dress code:

- Core and Phase One students must wear all black.
- Phase Two and cosmetology instructor training students must wear black and/or white in any combination.
- Clothing should be professional, clean, and free of stains and bleach spots. Any rips, rough patches, or holes must fall below fingertips.
- Shoes should be black, professional, and comfortable. Closed-toe for all Future Professionals. (White on soles are acceptable)
- Hair must be clean and styled prior to arriving at school.
- Any cosmetics must be applied prior to arriving at school.

The following is a list of unacceptable dress:

- Croc type slides, or opened-toed shoes.
- Tops that reveal underarms (tanks, sleeveless).
- Sweatpants.
- Printed T-shirts other than those with a PAUL MITCHELL logo.
- Skirts shorter than fingertips when standing up (this includes all slits).
- Leggings if worn must be solid, opaque.
- Leggings are not classified as pants; your bottom must be covered completely by a shirt or dress.
- Hats, visors, bandannas, caps, head wraps, or beanies.
- Spandex, biking shorts, yoga pants, athletic pants or shorts.
- Sunglasses.
- Shirts that show off mid-riff or cleavage.
- Fanny packs or tool belts.

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

Paul Mitchell The School Birmingham is a smoke-free campus. Students MUST maintain a fresh overall scent at all times.

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 Future Professional service days. 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 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 Professional's 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 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.
- The school requires a Future Professional to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.