Paul Mitchell The School Delaware

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

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

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 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.
    - Those who are on Back on Track may perform a service on another Future Professional who is not on Back on Track.

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.
- Future Professionals will be expected to maintain an average of 75% on all theory tests and assignments.
- Future Professionals may not be released from required theory class to take a client.

- Only desk personnel may schedule or change client service appointments.
- All services must be checked and the service ticket initialed by an Learning Leaders.
- Future Professionals are expected to be continuously working on school-related projects, assignments, reading, 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, mini class or learning center, they may focus on the following:
    - Completion of practical skill assessments through MyPortico
    - Completion of theory review worksheets
    - Performing a service on another Future Professionals
    - Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- Future Professionals must comply with school personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.
- Future Professionals may not perform hair, skin, or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, 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 equipment and may use a station drawer only while working at that station. All equipment, tools, and personal items must be secured in their assigned locker. Paul Mitchell The School - Delaware 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 4:30 PM for day students, 8:00 PM for three (3) day students, and 10:00 PM for night students.
- 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 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 class start date.
- Theory Class: The school requires a Future Professional to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.