Paul Mitchell The School NYC

FUTURE PROFESSIONAL ADVISORY POLICY

As future beauty industry professionals, it is essential that students learn and model the behavioral standards of the industry. Paul Mitchell The School NYC expects students to maintain acceptable standards of behavior on campus and satisfactory educational progress in their coursework. To support students' personal and professional development, Paul Mitchell The School NYC has identified five overarching principles for student conduct:

- **Attendance and Documentation of Time Guidelines:** Attendance, promptness, and documentation of work are cornerstones of successful work practices.
- **Professional Image Standards:** Professional image standards were created to provide guidance and direction to Future Professionals as they develop their professional image and persona.
- **Sanitation and Personal Service Procedures:** Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment.
- **Communication Guidelines and Professional Conduct:** It is the school's responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct.
- **Learning Participation Guidelines:** The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers students to act as professionals and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students.

To ensure that the school's culture embodies these principles, students will be coached for noncompliance with any of the items listed below. These coaching opportunities will be documented on the Future Professional Advisory Form.

If a student receives five (5) coaching sessions, they may receive a suspension of five (5) scheduled school days. On the student's fifth coaching session, the Future Professional Advisor will create a plan of action to be followed. After a student has received a five-school-day suspension, the student may only receive two (2) more coaching sessions. On the seventh coaching session, the student may be terminated from the school. If behavior is sufficiently severe or repeated, a student may be terminated without notice, even if the behavior is listed as a coachable violation.

The school reserves the right to place a student on suspension pending an investigation into violations of the advisory policy.

Future Professionals may receive coaching sessions for the following prohibited items:

- Failure to follow the dress code: Future Professionals must be in dress code. This includes wearing a nametag.
- Malicious gossip, which is defined as disseminating private information about another individual or group of individuals with the purpose or effect of causing harm.
- Harassment, which includes but is not limited to verbal, psychological, graphic, and/or written abuse directed at another, beyond a reasonable expression of opinion, which:
    - is threatening or carries with it the intention to do bodily harm; or
    - disrupts or undermines a person's exercise of their responsibilities as a Future Professional or staff member including unreasonably interfering with a person's educational or work performance. Harassment that is based upon a protected class as defined in the Protected Class Nondiscrimination Policy and Procedures is also prohibited conduct, but that type of harassment is covered below; it is a separate offense from harassment under this section and such conduct is investigated and adjudicated as

provided in the Protected Class Nondiscrimination Policy and Procedures.
Bullying is prohibited by the Anti-Bullying Policy and is a separate offense from harassment under this section. Such conduct is addressed in line with the Anti-Bullying Policy and Procedures.

- Coachable attendance violations:
  - Failure to meet the attendance requirement: A student must abide by the SAP Attendance Policy in the Satisfactory Academic Progress Policy. Attendance will be checked monthly; falling below this percentage may result in an advisory.
  - Not calling to report lateness or absence: Failure to provide proper notice of an absence or tardiness in accordance with the attendance policy.
  - Excessive tardiness: Being more than ten (10) minutes late to scheduled time on more than two (2) occasions in a thirty-day (30) period.
  - Mandatory attendance day violation: Certain days are required for attendance to meet educational goals. Missing any day designated as a mandatory attendance day is prohibited.
  - Failing to follow the Attendance and Documentation of Time Policy.
- Academic coaching:
  - Beginning a service without a Learning Leader consultation: Future Professionals are required to complete a consultation with a Learning Leader before starting a service on a service guest or other Future Professional.
  - Failure to timely complete assignments: All students are required to complete their assignments.
  - Failure to properly attend theory hours and tests: Future Professionals are required to timely complete all state-required theory tests and maintain satisfactory attendance at theory class.
  - Failure to complete practical and academic assignments.
- Parking violation: Future Professionals must park in the area designated for Future Professionals to park.
- This is a smoke-free campus. All smoking on campus is prohibited, including in the parking lot.
- Violation of the school's Internet and Social Networking Policy: Use of school technology for noneducational purposes is prohibited.
- Violation of the Future Professional Advisory Policy or school standards on-campus, at a school-sponsored event, externship, off-campus event, and/or field trip.
- Disruptive behavior, which is defined as any behavior that a reasonable instructor believes substantially interferes with the teaching or learning process, whether in a classroom or other learning environment (such as an online platform, clinic classroom, field experience, in an office, or other setting whether it is an on-campus or off-campus location) and continues after an instructor or other school employee's request to cease. Examples of disruptive behavior include, but are not limited to:
  - verbal abuse of or threatening the instructor or other students;
  - damaging classroom furniture or property;
  - damaging the property of another Future Professional or instructor;
  - creating excessive noise;
  - refusal to comply with instructor direction;
  - persistently speaking without being recognized or called upon;
  - refusing to be seated;
  - unauthorized use of cell phones, laptops, or other relevant technology; and
  - disrupting the class by repeatedly leaving and entering the room without authorization.
- The expression of disagreement with the instructor or classmates is not in itself disruptive behavior. Disruptive behavior also does not include appropriate demonstration of disagreements or differences of opinion, cultural differences, differing values or beliefs, or needing extra time or attention based on reasonable accommodation for disabilities.
- Sleeping in class is prohibited.
- Unprofessional communication: Future Professionals and staff are to maintain respectful and professional communication at all times. Some examples of unprofessional communication include but are not limited to yelling or raising your voice when communicating; using physical presence or location to emphasize a point;

using rude, offensive, and/or abusive language; swearing/using profanity; displaying uncooperative behavior during regular activities or processes; and repeatedly speaking over others.

- Lying to or being dishonest with a school administrator: Providing false information to a school administrator is prohibited.
- Failure to be actively engaged in school-related activities: Future Professionals are expected to be continuously working on school-related projects, assignments, reading theory, test preparation, practical worksheets or My Portico App., or guests during school hours.

Future Professionals may be terminated for the following items without a coaching opportunity or warning:

- Drugs/alcohol: The manufacture of, possession of, use of, or being under the influence of alcohol or drugs, including prescription cannabis, while on school grounds is prohibited. Providing alcohol to an underage individual at school or an affiliated function is also prohibited.
- The following behavior regarding time clock violations is prohibited:
    - Clocking in or out for another Future Professional
    - Requesting another Future Professional clock you in or out
    - Leaving the school facility and/or premises without notifying a Learning Leader and/or signing out for a break and remaining clocked in on the time clock and receiving unearned hours; the school parking lot and surrounding businesses are not included as part of the school facility for educational time; this includes exceeding allotted break or lunch times.
- Cheating, which is defined as giving, using, or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise, including unauthorized communication of information. Examples of cheating include copying from another student's paper or receiving unauthorized assistance during a quiz, test, or examination; using books, notes, or other devices such as calculators, unless authorized; acquiring without authorization copies of tests or examinations before the scheduled exercise; or copying reports, computer programs, or files from other students.
- Stealing: Theft, attempted theft, unauthorized possession, use, or removal of school property or the property of a member of the school community is prohibited. This includes but is not limited to taking items from another Future Professional's locker or area; taking materials from the school; shoplifting from the retail area; taking money or personal financial information of another (e.g., credit/debit card information); theft by deception; taking jewelry or electronics not belonging to you; or defacing, tampering with, damaging, or destroying property of the school or an individual.
- Tampering is the attempt to alter school records, grades, assignments, or other documents without authorization. Examples of tampering include but are not limited to using a computer or falsified document to change a school record; forging the signature of a school official on a document or other school record; erasing information or records of a student; unauthorized access to a school record by computer or via unauthorized entry into an office or file; or obtaining information from the school without proper authorization.
- Plagiarism is presenting the work of another as one's own without proper acknowledgment. This includes copying assignments or other materials turned in from another student.
- Facilitating academic misconduct is the assistance in or attempting to assist another in plagiarism or cheating.
- Other academic misconduct: Examples of other academic misconduct include distributing test questions or substantive information about the material to be covered on a test before it is administered, taking an examination or test for another student, and/or signing a false name on an academic exercise like tests or assignments.
- Physical violence, physical altercations, and threats of violence or threats of physical altercations are prohibited:
    - Physical violence and physical altercations include but are not limited to intentional physical contact with another (e.g., bumping into another person), physical interference with a person that prevents them from conducting their normal affairs, words or actions that put a person in fear for their physical safety, and/or causing a person to suffer actual physical injury.

    - Threats are words or actions that cause a reasonable expectation of injury to the health or safety of any person or damage to property.
    - Intimidation is defined as implied threats either verbally, in writing, or in person that cause a reasonable fear of harm in another.
- Violation of the Protected Class Nondiscrimination Policy and Procedures.
- Violation of the Anti-Bullying Policy.
- Violation of any other matter covered by the Grievance Procedure.
- Other prohibited conduct:
    - Engaging in behavior that constitutes a violation of federal, state, or local law on school premises or at a school-sponsored event
    - Acting to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the school, including but not limited to:
        - Interference with the freedom of movement of any member or guest of the school
        - Failure to provide information during an investigation process
        - Destroying or concealing information during an investigation process
        - Use of any public address systems without the express written permission of the School Director
        - Failure to comply with the direction of law enforcement/first responders and school officials acting in their scope of duties and/or failure to identify yourself to those persons when requested
        - Failure to comply with any authorized sanction or condition related to the Code of Conduct, Anti-Bullying Policy, Grievance Procedure, and/or Protected Class Nondiscrimination Policy and Procedures
        - Trespassing or unauthorized entry into any school buildings or property
        - Unauthorized use or misuse of school names, trademarks, and images
    - Fire safety violations:
        - Intentionally or recklessly causing a fire that damages school or personal property or which causes injury
        - Failing to evacuate the school during a fire alarm
        - Improper use of fire safety equipment
        - Tampering with or improperly engaging a fire alarm
    - The following behavior regarding abuse of process is prohibited:
        i. Falsification, distortion, or misrepresentation of information
        ii. Failure to provide information during an investigation process
        iii. Destroying or concealing information during an investigation process
        iv. Attempting to discourage an individual's proper participation in or use of the Code of Conduct or its process
        v. Harassment or intimidation of a witness to any alleged violation of any published policy, including the Code of Conduct
        vi. Influencing or attempting to influence another person to commit an abuse of the conduct process

Eligibility to resume attendance after a suspension will be evaluated based on the following:

- The Future Professional must be current on all theory exams and academic assignments.
- The Future Professional must conduct a personal interview with the School Director and/or Financial Services Leader to determine the compliance for reentry.
- The Future Professional will be placed on probation for thirty (30) calendar days, during which time the student must strictly abide by all policies, rules, and regulations.

Additional violations in the first thirty (30) days back from suspension may result in termination.

The school may terminate a student's enrollment for receiving seven (7) coaching sessions and/or failing to comply with the educational requirements and/or the terms as stipulated in the Enrollment Agreement and/or engaging in immediately terminable conduct as defined above.

APPEAL FROM TERMINATION FOR MAXIMUM COACHING SESSIONS

If a student is terminated due to receiving the maximum number of coaching sessions, or due to the reasons outlined under termination on the Future Professional Advisory Form, the student may appeal the termination decision, unless it is designated as unappealable below. A student has five (5) calendar days from the date of termination to appeal the decision. The student must submit a written appeal to the school's Future Professional Advisor on the school's describing why they were terminated, along with supporting documentation of the reasons why the determination should be reversed, or why they should be re-admitted. This information should include what has changed about the student's situation that will allow them to continue through the program without additional Code of Conduct violations.

An appeal hearing will take place within fifteen (15) business days of receipt of the written appeal. This hearing will be attended by the Future Professional and A decision on the student's appeal will be made within three (3) business days by the School Director* and will be communicated to the student in writing. This decision will be final.

*It may be these individuals or a designee deemed appropriate by the school.

The student will be charged an administrative withdrawal fee of $100.00. This fee cannot be paid with federal student aid.

CERTAIN TERMINATIONS ARE FINAL AND ARE NOT APPEALABLE

If a student is terminated for violations of the Protected Class Nondiscrimination Policy and Procedures; Anti-Bullying Policy; physical violence; physical altercations and threats of violence or threats of physical altercations; drug or alcohol violations; or weapons violations, if terminated after reinstatement from a termination appeal, such termination is final and may not be appealed separately pursuant to this section.

The student will be charged an administrative withdrawal fee of $100.00. This fee cannot be paid with federal student aid.

RETURN AFTER TERMINATION APPEAL

A student returning after a termination appeal shall be on probation for thirty (30) days, during which an additional violation may result in termination. After returning from a termination appeal, if a student is terminated, this termination is not appealable.

ADVISORY PROCESS RETURN AFTER SUSPENSION

Additional violations in the first thirty (30) days back from suspension may result in termination.

After the thirty-day (30) probationary period, the Future Professional will have two (2) additional coaching sessions before being terminated again.