Rudy & Kelly Academy, A Paul Mitchell Partner School

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.

SANITATION REQUIREMENTS

1. Future Professionals must keep themselves, workstations and classroom areas clean, sanitary, and clutter free at all times.

2. Future Professionals must clean their stations, including the floor, after each service.

3. Hair must be swept up immediately after a service is completed, before blow drying.

4. Clinic stations must be cleaned at the end of the day, prior to clocking out for the day.

5. Future Professionals must maintain standard personal sanitation and grooming practices, according to the state requirements.

GUEST AND PERSONAL SALON SERVICES

1. Future Professionals must follow the procedures outlined on their Skill Cards when performing a guest service.

2. Future Professionals may have their hair or other services done upon approval. Future Professionals must complete the following prior to starting the service:

- Seek permission and approval from Future Professional Advisor according to criteria below:
  1. Be maintaining Satisfactory Academic Progress.
  2. Be current in practical skill performances, theory attendance and tests.
- Be scheduled off the service book by the Service Desk Coordinator.
- Pay for all services.

3. Personal services must be rescheduled when the student is scheduled to take a guest. Students must re-schedule their personal service and complete the service appointment assigned to them. 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.

4. Future Professionals may not receive personal services outside of their program scope of practice during scheduled hours.

5. 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

1. 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.

2. Visitors are allowed in the service reception area only. Visitors are not allowed in the classrooms, Future Professional lounge, or clinic classroom area.

3. 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.

4. Future Professionals may not visit with another Future Professional who is working with a clinic classroom guest.

5. Future Professional may not gather around the service desk, the service reception area, or the offices.

6. Food, drinks, and water bottles are allowed only in the Future Professional lounge.

7. The school is a smoke-free campus. Future Professionals may not smoke or vape any substance on school premises.

8. Stealing or taking school property or another's personal property is unacceptable and grounds for termination.

9. School administration has the right to access and inspect a Future Professionals locker at any time, refer to the locker policy.

LEARNING PARTICIPATION GUIDELINES

1. 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

2. Peer teaching and tutoring are encouraged.

3. Future Professionals are responsible for their own technical kit and equipment. 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. Rudy & Kelly Academy, A Paul Mitchell Partner School is not responsible for any lost or stolen articles.

4. 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.

5. Future Professionals must have a signed service ticket before beginning any service on the clinic classroom.

6. 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.

7. 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.

8. Future Professionals will be expected to maintain an average of 75% on all academic exams and practical skill assignments.

9. Only service desk personnel may schedule or change clinic classroom guest appointments.

10. All practical skill services must be graded and the service ticket initialed by a Learning Leader.

11. Future Professionals are expected to be continuously working on school-related projects, assignments, clinic practical skills, reading theory, or test preparation during school hours.

12. 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 CourseKey-Skillstracker.
- 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.

13. Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.

14. 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.

15. 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.

OUR RESPONSIBILITY TO YOU

- To offer each student training opportunities with a team dedicated towards an educational experience that will challenging and ultimately profitable.
- To offer a training facility that will be kept clean, safe, and environmentally sound.
- To offer immediate assistance in any area we feel your training may be below our expected standards. Communication skills will be taught as well as experienced. We will be available to help student achieve their goals.

STUDENTS RESPONSIBILITIES (CLASSROOM)

- To be on time for all classes.
- To come to class alert and ready for instructions.
- To follow instructions and to work in a safe and responsible manner.
- To dress in proper attire required by Rudy & Kelly Academy.
- To follow rules, conduct yourself in a professional manner, and speak and act in a respectful manner to others.
- To smile and bring a positive attitude to class daily.

STUDENTS RESPONSIBILITIES (CLINIC CLASSROOM)

- Be on time.
- When assigned to the clinic begin with a positive attitude.
- Set up your station in a neat and orderly manner.
- Prior to receiving a guest, be certain your styling chair and station are clean and free of any chemical material that might stain your guest's clothing.
- When assigned to a guest, greet them with a smile and always introduce yourself by name and refer to them by their name while escorting them to your assigned station.
- Always communicate with every guest to be certain you understand the service they wish to have performed and always ask or talk with the instructor for assistance in making the proper evaluation. Prior to shampooing a guest, make certain the shampoo basin and chair are free from any chemical that might stain or damage guest's clothing.

- If placing a guest under a dryer, always check the temperature and inform them that the temperature may be adjusted and you will be happy to do so at any time. After placing the guest under the dryer, offer to acquire a magazine or drink if they so desire.
- Remember to always SMILE! Be courteous and say the magic words PLEASE and THANK YOU. Always be aware that this is a learning experience and you will only become competent with practice. Patience, persistence, and performance will be keys that will always lead you to success on your guests in the clinic and afterwards in a professional salon.