Paul Mitchell The School Jacksonville

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at Paul Mitchell The School Jacksonville. 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 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 have their hair or other services done Monday - Wednesday and Friday. 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, tints, bleaches, 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.

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.
- Cell phones are to be used in designated area and at designated times.
- Future Professionals may not visit with another Future Professionals who is servicing a client.
- Future Professionals may not gather around the service desk, service reception area, or offices.
- Food and drinks are allowed only in the lunchroom, however clear spill proof water bottles are allowed in the classroom.
- Paul Mitchell The School Jacksonville is a smoke-free campus, including any electronic smoking devices.
- Stealing or taking school 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 grounds to termination.
- 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 service desk personnel may schedule or change client service appointments.
- All services must be checked and the service ticket initialed by an instructor.

- 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 an elective class, 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 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 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 locker. Paul Mitchell The School Jackson is not responsible for any lost or stolen articles.
- If a student 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.
- Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
- 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.
- Students must be on time, as tardiness inhibits the learning process. Students who are late for theory, a specialty class or a guest artist class may attend the class, but must be accompanied into the classroom by a learning leader. Students are never excused from mandatory theory class to work in the clinic classroom.
- Theory Class: The school requires a Future Professional to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.