Paul Mitchell The School Albuquerque

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

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

ATTENDANCE AND DOCUMENTATION OF TIME

1. 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 time clock and does not round hours. In order to ensure proper clock hours are credited, full-time students are required to clock in/out 4 times a day: when they arrive to school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. If a student fails to clock in or out for their schedule on the student time clock, the student will not receive hours. If the student wishes to dispute any hours they feel earned, the student must provide documentation to verify attendance on the missing time form. The documentation would include the student sign in sheet, the specialty class attendance role, and/or the guest service summary.
2. The hours of operation are: Monday 8:30 AM to 6:00 PM, Tuesday-Wednesday 8:30 AM - 7:00 PM and Thursday 8:30 AM to 8:00 PM. Closed Friday, Saturday, and Sunday.
3. All courses require continuous attendance. Only 28 hours can be missed on Tuesdays Missing additional hours will result in disciplinary action
4. The prescribed attendance schedule must be maintained each week.
5. Student must attend school the day before and after each holiday or student will be suspended. If the day before a holiday falls on a Saturday, the student must attend and cannot be used as their 1st Saturday to miss class.
6. Students must be on time, as tardiness inhibits the learning process. Students who are late for a theory or 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.
7. 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.
8. Students must request time off from school from the Education Leader.
9. Students are required to be in attendance a minimum 35 hours per week, 31 hours per week, or 27 hours per week for the full-time schedule. Holidays such as Thanksgiving, Christmas, and New Year’s Day will be set according to the calendar each year. Students cannot bank hours and attend over 35 hours per week to make up for missing hours. If a student will miss hours during the week, arrangements must be made with the Learning Leader Advisor to make up those hours within the same week, or the hours missed will count against the hours allowed to miss and overtime charges can occur.
10. The Future Professional allowed to miss 10% absent hours of their scheduled hours before having to pay extra instructional charges. The Future Professional may use the 10% absent hours for vacation, doctor appointments, illness, etc.; however, the Future Professional must attend additional program hours beyond their

expected/calculated completion date due to not meeting a 90% attendance average or failure to complete academic graduation requirements, the Future Professional will be charged at the following rate, for each hour schedule to complete after the expected/calculated completion date is reached.

Program Name	Allowed Absent Hours Based on 90% Attendance	Extra Instructional Charges
Cosmetology (1600)	1760	$10.00 per hour
Hairstyling (1200)	1320	$10.00 per hours
Barbering (1200)	1320	$10.00 per hour
Barber Crossover (180)	198	$10.00 per hour
Esthiology (600)	660	$10.00 per hour
Make-Up Artistry (600)	660	$10.00 per hour
Instructor (500)	550	$10.00 per hour

*****Refer to the school enrollment contract for the Enrollment Contract Period definition. Please note that if a student misses more than 14 consecutive calendar days, the student may be terminated from the program.***

11. Students attend Core the first weeks of enrollment. During this time the student must maintain a monthly attendance of 90%. If at the conclusion of the month, the student's progress report is not 90% attendance, the student may be dropped from the program and asked to re-enroll in the next class start date. At the completion of Core a student can request to change their schedule and attend the 3-day or 5-day schedule.
12. Lunches and breaks are scheduled for all students. All students will take 30 minutes for lunch between 11:30 and 1:30 PM. Students should communicate with their instructor if they have not had lunch by 3:00 PM. If a student does not clock out for lunch, 30 minutes will be deducted from their time unless a non-lunch form signed by a Learning Leader is provided in a timely manner.
    *****Students must clock out for lunch. Also, students who leave the building for lunch or breaks must clock out and signed out.***
    Observe the appropriate breaks for your school schedule. Breaks are as follows:

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

Student Schedule	Breaks	Lunch
10 or more hrs./day	10 min. in the morning & 10 min in the afternoon	30 min.
8 or 7 1/2 hrs./day	10 min. in the morning & 10 min in the afternoon	30 min.

13. Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
    a. Any student who leaves premises for any reason, for any amount of time, unless directed by Learning Leader, must clock out using the time clock and sign out on the sign in sheet.
14. Students may not clock in or out for another student.
15. 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.

Late Policy: At Paul Mitchell The School Albuquerque we strive to always arrive on time for school. We do know that sometimes this isn't possible therefore, we have outlined the following policy.

School starts at 8:15 am and you have until 8:30 to arrive. Anything past 8:30 will be considered late. The first time you arrive late will result in a verbal, documented conversation. Any time after the verbal conversation, a written coaching will follow.

There are a few exceptions that are listed below:

- If you have turned in an Absence Notification form to the Future Professional Advisor, you are allowed to arrive up to 2 hours late with proper documentation for the proper reason. Please remember that this form must be turned in at least 24 hours in advance. Proper reasons listed below.
    - Medical/Dental: You must provide a doctor or dentist note if you are going to be late for these reasons. Without a note you will receive a written coaching.

    - Court Appearance: You must provide a letter from the courts showing the time you are scheduled to appear.
    - Child Schooling Issues: E-mail sent from the school or the teacher stating that you were present at the school or dealing with other school related issues.
- If you being late is unavoidable. Meaning, If you arrive after 8:30 without an Absence Notification Form you must have proper documentation to avoid a written coaching. You must also e-mail the Future Professional Advisor before 8:30 am. All documentation must be provided before you can clock in. Below are the only reasons for arriving late and the documentation required.
    - Flat Tire, Automobile Issues, Dead Battery, etc: You must have receipt or documentation from tow company, AAA, Auto Parts Store, Etc. If you fix it yourself and cannot provide the documents, you must provide a video showing the repair being completed. If neither are available, this will result in a written coaching.
    - Traffic: Must provide photos of backed up traffic.
    - Weather: Must provide photos of inclement weather or bad road conditions.

PROFESSIONAL IMAGE

All Future Professionals must adhere to the following professional dress code while in attendance:

- Future Professionals may wear black or gray in any combination.
- Phase Two Future Professionals may wear black, gray, or white in any combination.
- No print is acceptable unless it is official Paul Mitchell print or branding.
- Clothing should be professional and clean.
- Shoes should be black, professional, practical, and comfortable. All students must wear close-toed shoes. Only the sole of the shoes may be white.
- Hair should be styled prior to arriving at the school.
- Any cosmetics should be applied prior to arriving at the school.
- All Esthiology students must wear black scrubs.
- Opaque tights or leggings should be worn with skirts or dresses that fall 4 inches above the knees for all Future Professionals.
- Accessories may be worn in black or gray which include: a belt, arm-garter, suspenders, jewelry, and/or shoes.
- A barbering Future Professional may wear a smock, in black only.
- Fedoras, flat hats, or ascot caps may be worn.

The following is a list of unacceptable dress for all Future Professionals in attendance:

- Gym workout shoes, flip flops, beach sandals, or shower shoes.
- Sleeveless tops, tank tops, spaghetti string tops, belly shirts, or crop tops.
- Sweatpants.
- Sweatshirts, hooded sweatshirts, jackets and printed T-shirts other than those with the Paul Mitchell logo or the school logo.
- Baseball hats, visors, bandanas, caps, or beanies.
- Spandex or biking shorts.
- Headphones, headgear, and/or earphones are not permitted in the classroom or the clinic classroom.
- Sunglasses.

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

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, Future Professionals must do the following prior to starting the service:
    - Seek permission and approval from Future Professional Advisor according to criteria below:
        - Be maintaining Satisfactory Academic Progress
        - Be current in practical skill assessments, theory attendance and tests.
    - 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 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 students 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. Future Professionals may use the Future Professional 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 client.
- 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.
- Paul Mitchell the School Albuquerque 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 and is grounds for termination.
- Future Professionals will be expected to maintain an average of 80% 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 an elective class, they may focus on the following:
    - Completion of practical skill assessments through Course Key
    - 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. Paul Mitchell the School Albuquerque 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.
- If a Future Professional fails to complete the practical skill assessment 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 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 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 Core class start date.
- Theory Class: Future Professionals The school requires a Future Professional to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.