Paul Mitchell The School Missouri Columbia

FUTURE PROFESSIONAL DEVELOPMENT GUIDELINES

All Future Professionals must commit to 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 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:
    - Notify a Learning Leader.
    - Be scheduled off the service books by a Learning Leader.
    - Be current in practical skill assessments, theory attendance and test.
    - 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 Future Professionals who are up to date with all practical exams, and clinic practical worksheets. School assignments and successful learning are the priority.

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 75% on all theory tests and assignments.
- Future Professionals must take all appointments assigned to them. This includes last-minute walk-ins.
- 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 a specialty class, they may focus on the following:
    - Completion of practical skill assessments through My Portico App.
    - 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. The school is not responsible for any lost or stolen articles.
- Any school staff member will have the right to send any Future Professional home for infringement of the school rules, misconduct, or illness.
- More than ten (10) consecutive training days or fourteen (14) consecutive calendar days absent (which ever time frame is shorter) will necessitate an automatic termination from the school. Extreme circumstances that are beyond the control of the Future Professional may be reviewed by the school's Director.
- Please reserve the front row parking for your clients. Approved Future Professional parking will be reviewed at orientation.
- 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 Core class start date.
- The school requires a Future Professional to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.