Paul Mitchell The School Esani

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

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

ATTENDANCE OF 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 timeclock. This device may consist of an app that can be used on your phone, a biometric scanner in the school, or similar device. 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. Night students are required to clock in/out 2 times a day: when they arrive to school 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 school is open from 9:00 AM to 5:30 PM for 5-day students, 9:00 AM to 7:00 PM for 3-day students, and 5:30 PM to 10:30 PM for night students.
3. All courses require continuous attendance.
4. The prescribed attendance schedule must be maintained each week. Alternate schedules are available to those students who qualify.
5. Students with a Tuesday through Saturday schedule may not miss Saturdays. Students with a Monday through Friday schedule and Monday through Wednesday schedule may not miss Mondays.
6. Students must be on time, as tardiness inhibits the learning process. Each student will be granted three (3) 15-minute late passes at the beginning of each main phase of the program. For Cosmetology, these phases are: Core, Adaptive, and Creative and for Esthetics they are: Core, Protégé, and Mentor. These late passes may be presented by the student to allow entrance into the school up to 15 minutes after the scheduled start time. Without the presentation of a valid pass, the student receive a coaching. If the student arrives more than 15 minutes after his/her scheduled start time, or if he/she does not present a valid late pass, the student will receive a coaching.
7. During the enrollment agreement period the student must maintain a 90% cumulative attendance average in order to complete the program within the Scheduled Program Length. The student is allowed to miss 10% of his/her scheduled hours before having to pay extra instructional charges. The student may use the allowed 10% of his/her scheduled hours for doctor appointments, illness, or other critical needs, These absences must be requested using the school's Absence Request Form typically at least one week in advance of the planned absence, and must be approved by the Future Professional Advisor. Emergency absences must be documented by completion of the Absence Request Form and submission to the Future Professional Advisor on the first day the student returns to school. Paul Mitchell The School reserves the right to request documentation in support of Absence Requests. Unapproved absences will result in a student advisory

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

Extra Instructional Charges will be billed to the student's account once the Scheduled Program Length is reached.

8. If the student must attend additional program hours beyond the maximum Scheduled Program Length due to attendance challenges or to complete academic graduation requirements, the student will be charged an additional $12.53 per hour for cosmetology students, $15.30 for esthetics students, $9.78 for cosmetology instructor students, and $9.78 for esthetics instructor students, for each hour scheduled to complete after the Scheduled Program Length is reached. Extra Institutional charges will be billed to the students account at the time that the maximum absent hours have exceeded.
9. 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; night students must call in by 1:30 PM.
10. Students attend Core the first 6 -10 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.
11. Students must request time off from school from the Future Professional Advisor.
12. Cosmetology and instructor full-time day students starting prior to 2019 attend 35 hours per week. Cosmetology and instructor full-time day students starting after 2019 attend 40 hours per week. Cosmetology full-time evening students attend 25 hours per week. 3-day program students starting prior to 2019 attend 27 hours per week. 3-day program students starting after 2019 attend 28.5 hours per week. Esthetics and esthetics instructor full-time day students starting prior to 2019 attend 24 hours per week. Esthetics and esthetics instructor full-time day students starting after 2019 attend 30 hours per week. 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 their scheduled hours per week to make up for missing hours. If a student will miss hours during the week, arrangements must be made with the Future Professional 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.
13. Lunches and breaks are scheduled for all students. Day students will take 30 minutes for lunch between 12:00 noon and 1:30 PM and 3-day program will take 30 minutes for lunch at 1:00 PM and two 15 minute breaks, if possible, according to their booking. Students should communicate with their instructor if they have not had lunch by 1:30 PM. Night students take a 30-minute break.

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

Student Schedule	Breaks	Lunch
10, 8.5 or 7 1/2 hr/day	15 min. in the morning & 15 min in the afternoon	30 min.
6 hr/day	10 min. in the morning & 10 min in afternoon	n/a
5 hr/day	10 min at mid-point of schedule	n/a

14. Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
    - Students who leave school premises for more than 10 minutes or those who leave early must document their time by clocking out on the time clock, signing the sign-out sheet, and having an instructor book them out.
    - Students who leave school premises for less than 10 minutes must sign the sign-out sheet
    - Day students must clock out on the time clock for lunch for up to one 30 minutes every day. Students will not receive credit for the 30 minutes if they fail to clock in/out for lunch

15. Students may not clock in or out for another student.
16. 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.

Professional Image: A professional image is a requirement for successful participation in school. Students must maintain the following professional dress code:

- Core and Phase One students must wear all black.
- Phase 2 students can wear black and white in any combination
- Clothing must be professional, clean, and free of stains and tears
- Shoes must be professional and comfortable for all students. They may be of any color.
- All students must wear closed-toed and closed-back shoes.
- Hair must be clean and styled prior to arriving at school.
- Cosmetics must be applied prior to arriving at school, using trend-appropriate makeup techniques
- The following is a list of unacceptable dress:
    - Foot thongs, Crocs, beach sandals, or UGG boots and shoes
    - Blue jeans or clothing made of blue jean material; solid black jeans are allowed only if not faded; any rips or tears (no holes) must fall at the knees
    - Tank or sleeveless tops
    - Sweatpants and sweatshirts
    - Printed T-shirts other than those with a PAUL MITCHELL or ESANI logo; acceptable T-shirts must be clean and professional, and you must dress them up
    - Short skirts that fall above the knees; All skirts/dresses must meet at the knees
    - Hats, visors, bandanas, caps, or beanies
    - Shorts; fashionable shorts should be at knee length and no basketball/athletic shorts
    - Hooded sweatshirts, jackets, or tops
    - Low-neck tops or t-shirts with exposed cleavage
    - **Shorts:** Biker shorts, spandex shorts, athletic wear shorts, and shorts that extend above fingertip length when arms are at rest are prohibited. Shorts that fall between fingertip length and the knee may only be worn if paired with opaque tights. Shorts that fall below the knee do not require opaque tights.
    - **Shirts and Coverage:** All students must wear shirts that provide full coverage of private areas and undergarments at all times. Form-fitting clothing must ensure modesty and avoid inappropriate exposure.
- Tights or leggings should be worn with skirts/dresses/tops that fall at the knees.
- Fedoras, flat hats, or ascot caps may be worn.
- Students who fail to comply with the professional dress code will be asked to leave and return with appropriate attire.

In addition to the above guidelines Esthetics students must adhere to the following special guidelines for compliance to professional spa standards.

- - ALL BLACK ONLY- Solid Black Scrubs and Closed toe and Back Shoes. Shoes may be of any color. Mentor Future Professionals can wear black and white scrubs.
- Jackets Must Be Solid Black and no hoodie or jackets with hoods
- NO midriffs, underarms, or cleavage should be visible
- Minimal Fragrance or perfumes
- Small Earrings ONLY-NO hanging earrings, hoops, chandeliers, etc.
- No Hanging jewelry, necklaces, or bracelets
- Shoes- no crocks, flipflops, swim shoes, UGG Boots, Boots, no heels or shoes that would make noise on the floor
- No nails or nail polish including clear-short, natural nail is acceptable
- Hair-Shoulder length hair or longer must be pulled back in a ponytail or a bun. This includes braided hairstyle, twists, dreads, etc.
- Short bobs must be pinned back if it’s too short to put in a bun

SANITATION AND PERSONAL SERVICES

- Students must keep workstations and classroom areas clean, sanitary, and clutter free at all times.
- Students must clean their stations, including the floor, after each service.
- Hair must be swept up immediately after a service is completed, before blow drying.
- Workstations must be cleaned at the end of the day, prior to clocking out for the day.
- Students may have their hair or other services done only on Tuesdays or any other day that has been assigned as Student Service Day. To receive a service, students must do the following prior to starting the service:
    - Request the service through the Future Professional Advisor and Service Desk no later than the Friday prior to the Student Service Day and receive the approval of a Future Professional Advisor for the service.
    - Be scheduled off the service books by a Future Professional Advisor.
    - Pay for service supplies including perms, tints, bleaches, rinses, conditioning, treatments, manicures, nails, etc.
    - 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 reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic floor area.
- Only emergency calls are permitted on the business phone.
- Cell phones are not permitted or to be used in the school except during approved breaks.
- Students may not visit with another student who is servicing a client.
- Students may not gather around the reception desk, reception area, or offices.
- Food and drinks are allowed only in the lunchroom. Only water bottle are allowed in the classroom.
- Paul Mitchell The School Esani is a smoke-free campus.
- Stealing or taking school or another's personal property is unacceptable, and is grounds for immediate termination.

LEARNING PARTICIPATION GUIDELINES

- Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable, and may be grounds for termination.
- Students will be expected to maintain an average of 75% on all theory tests and assignments.
- Students 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
- Students are expected to be continuously working on school-related projects, assignments, reading, or test preparation during school hours.
- Students will receive clock hours during the times they fully participate in their learning experience.
- When students 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 MyPortico
    - Completion of theory review worksheets
    - Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- Students must comply with school personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.
- Students may not perform hair, skin, or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, or nail services outside of school will be reported to the state board and may result in your inability to receive a professional license.

- Students 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. Paul Mitchell The School Esani 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.
- All worksheets are due the end of each month by 5:00 PM for day cosmetology students and 10:00 PM for night cosmetology students and 2:30 PM for esthetics students.
- 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 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.
- 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.