Paul Mitchell The School Rapid City

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

- Future Professionals must keep workstations, classrooms and clinic classroom areas clean, sanitary, and clutter-free at all times. This includes equipment, towels, surfaces, and all supplies.
- Future Professionals must maintain and clean their stations in the clinic classroom, including the floor, chairs, and mirrors throughout the day.
- Before obtaining the Learning Leader to check the haircut, hair must be swept to ensure safety and is required by the South Dakota Cosmetology Commission.
- When providing multiple separate services to the same guest and changing service areas the previous area must be cleaned. Leaving contaminated equipment, tools, and supplies out for an extended period of time is a safety concern. Before beginning another service the previous service area must have all equipment, tools, and supplies cleaned from the area.
- Clinic classroom stations and implements must be cleaned at the end of the day, prior to clocking out for the day, and before taking any breaks. Stations, chairs, and station drawers must be clean and free of any personal items, hair, and debris.
- No personal items or food can be in the clinic classroom stored in drawers, lockers, rolling carts, or your aprons.
- Properly clean and wash all tools prior to placing into the dispense Disinfectant container and soak for ten minutes.
- Label all containers and Ziploc bags with “Clean” or “Dirty” as well as “One Time Use”.
- All single use items must be disposed immediately after each use.
- Clippers, clipper guards, and clipper oil need to be separate and labeled “Clean”.
- A properly labeled disinfectant container and disinfectant spray must be available at each clinic classroom station.
- The Future Professional’s student license must be current and displayed at their primary station.
- All items used from dispense must be cleaned, disinfected, and put away after used. Perm rods, color supplies, facial bowls, pedicure bowls, etc.
- Steamer water must be emptied after each use.

GUEST AND FUTURE PROFESSIONAL PERSONAL SALON SERVICES

1. Future Professionals must follow the procedures outlined in Core and on their Skill Cards when performing a guest service.
2. Future Professionals who are not on the Back on Track list may receive personal services. Personal services are considered rewards. School assignments and successful learning are the priority.
    - Not be on the Back on Track list (ie. behind on practical skills and/or exams)

    - Have 80% or higher attendance average
    - Have 80% or higher GPA
- Request approval for the personal service on the day of and after the first 30 minutes of the day. (This allows time for the required appointment book adjustments after attendance and guest check ins.)
- Both Future Professionals must be scheduled in Meevo by the service desk with a Learning Leader's permission.
- Pay for the scheduled service before beginning. The Future Professional discount is 50% off the service guest menu. Additional color charges must be paid before mixing the color.

3. Future Professionals must have a guest service folio and be checked in, during, and at the end of the service by their Learning Leader.
4. Future Professionals may not receive personal services outside of their program scope of practice and accrued hours.

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 breakroom, 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 Professionals may not gather around the service desk, the waiting area, Learning Leader Station, or the offices.
6. Food, drinks, and snacks are allowed in the break room only. Beverages in the classroom or clinic classroom must be in a school approved bottle. The bottle must be have a spill proof lid. The bottle can be any color with minimal branding.
7. The school is a smoke-free campus. Future Professionals may not smoke or vape any substance on school premises. Future Professionals must use the designated area across the rear parking lot at the picnic tables.
8. Possession of or taking school property or another's personal property is unacceptable and grounds for termination. This includes taking items from lost and found that do not belong to you. We suggest marking or engraving your items. An engraver can be checked out with Operations.
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. All kit, equipment, tools, and personal items must be secured in a locked locker or kept within view and control of the Future Professional at all times. The 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. All services must be checked and the guest service folio completed by receiving your required documented check-ins with a Learning Leader at the Beginning, Mid check, and Final Check. The South Dakota Cosmetology Commission requires these checks at the beginning before starting the service, in the middle, and at the end before the guest is escorted to the service desk. You may not receive credit for the service if not documented.
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 obtain a minimum of 80% on all academic exams and practical skill evaluations to pass.
9. Only service desk personnel may schedule or change clinic classroom guest appointments with a Learning Leaders permission.
10. Future Professionals are expected to be continuously working on school-related projects, assignments, clinic practical skills, theory, or test preparation during school hours.
11. When Future Professionals are not scheduled with guest service appointments or are not scheduled to attend theory or an advanced class, they must be actively engaged in their education at all times, and may focus on the following:

- Completion of practical skill assessments through the MyPortico App
- 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 and approved by their Learning Leader.
- 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. If you are caught parking in the front or rear parking lots, you will receive an advisory.
14. If a Future Professional fails to complete a 100% of the skills required in the MyPortico App for their current phase, the Future Professional will be placed on the Back on Track list and will remain on the list until the following month.
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.
16. Theory Class: The school requires a Future Professional to complete all theory hours as part of their graduation requirements. Refer to the graduation requirements.
17. Future Professionals must complete all assignments that they are asked to do by any staff member as they feel it is important to their learning experience to become a well-rounded, successful Licensed Professional. Sometimes these assignments are given with little notice, but your Learning Leader will be there to guide you and help you complete this goal. Assignments could include but not limited to exams, makeup exams, quizzes, mannequin work, sanitation tasks, or service guests. If you feel you have a valid reason to not do an assignment please bring it to the Future Professional Advisor.

FIRE EVACUATION POLICY

There are 5 fire extinguishers on the school premises. Their locations are as follows:

- CLINIC CLASSROOM - west wall in the rear of clinic classroom.
- CLINIC CLASSROOM - south wall of the wash house area.
- CLINIC CLASSROOM - service desk area near the west door.
- FUTURE PROFESSIONAL BREAK ROOM - north wall next to the classroom door.
- COMMON HALLWAY - east wall next to massage clinic classroom.

Should there be a fire in the school:

Clinic Classroom: Use the front door or rear door depending on your location and meet at the rear of the school in the grass across the parking area.

Service Desk Area: Use the front door and meet in the grass across the parking area at the rear of the school.

Future Professional Break Room: Use the front door or rear door depending on your location and meet at the rear of the school in the grass across the parking area.

Common Hallway: Exit to the clinic classroom, or west past the esthetics classroom. The door to Bank West by the skin clinic classroom is NOT an exit.

Always go in the opposite direction of where the fire is, depending on your location. If necessary, use a different route than the one listed above.

Future Professionals need to escort guests from the building.

Don’t try to save any personal belongings.

Learning Leaders will make sure future professionals and guests have exited the school. A designated staff member will take a digital device with them when exiting the building to effectively account for Future Professionals, service guests, and staff.

EVERYONE will meet at the rear of the building across the parking area in the grass.