



Future Professional Advisory

Future Professional Name: _____ Number: _____

Campus Location: _____

I understand that _____ reserves the right to modify the rules and regulations of the Student Professional Development Guidelines at anytime, and that I will be advised of any and all modifications. Initial: _____

I understand that I must abide by the Professional Guidelines, Code of Conduct, and all school policies while enrolled in school and while attending any school sponsored event, externship, off-campus event, and/or field trip. Initial: _____

I understand that I will be coached for noncompliance with any of the items listed below as coaching opportunities. I understand that upon receiving five (5) coaching sessions, I may receive a five-school-day suspension. On my fifth coaching session, the Future Professional Advisor will create a plan of action to be followed. After I have received a five-school-day suspension, I may only receive two (2) more coaching sessions. On my seventh coaching session, I may be terminated from the school. Initial: _____

I understand I have the right to appeal my termination. **Note:** The Future Professional must submit a written appeal to the school administration within five (5) calendar days of termination. The Future Professional must include any supporting documentation of the reasons the determination should be reversed. If the Future Professional fails to appeal the decision, it will stand. An appeal hearing will occur within 15 business days of the receipt of the written appeal. The Future Professional, parent/guardian (if the Future Professional is a dependent minor), a school Learning Leader, the Future Professional Advisor, and the School Director will attend this hearing. The School Director will make a decision on the Future Professional’s appeal within three (3) business days and it will be communicated to the Future Professional in writing. This decision will be final. **Contact the Future Professional Advisor to access the Future Professional Advisory Termination Appeal Form.** Initial: _____

COACHING OPPORTUNITIES:

Future Professionals may receive coaching sessions for the following items:

1. Lack of the correct uniform and/or dress code, which includes a missing name tag.
2. Malicious gossip.
3. Neglecting to call in when late or absent.
4. Excessive tardiness to theory and/or specialty class.
5. Not attending school on the required mandatory school days. *(Refer to the school attendance policy.)*
6. Beginning a guest service without a Learning Leader consultation.
7. Being behind in theory attendance and/or theory exams.
8. Parking in an undesignated area.
9. Use of cell phones in non-permitted areas.
10. Smoking on the school campus. *The school is a smoke-free campus.*
11. Violation of the school’s Internet and Social Networking Policy.
12. Violation of the standards in the Student Professional Development Guidelines. *(Refer to the school catalog.)*
13. Behind on tuition payments.
14. Falling below _____ percent in monthly attendance.
15. Technology used for non-educational purposes.
16. Unfinished or late submission of practical skill and academic requirements to include digital and/or paper assignments.
17. Violation of standards and/or Code of Conduct at a school-sponsored event, externship, off-campus event, and/or field trip.

Coached By:	Date:	Reason:	Future Professional Acknowledgement:
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____



Future Professional Advisory

My readmittance into the school after a five-school-day suspension will be based upon the following:

- A. The Future Professional must be current on all theory exams and academic assignments.
- B. The Future Professional must conduct a personal interview with the School Director and/or Financial Aid Leader to determine the compliance for reentry.
- C. The Future Professional will be placed on probation for thirty (30) calendar days, during which time he or she must strictly abide by all policies, rules, and regulations.

Five-School-Day Suspension: Begins _____ Ends _____

**Attach the Five-School-Day Suspension/Reentry Form to the Future Professional Advisory Form. Submit a copy to the financial aid team for the Enrollment Contract Addendum.*

I understand that after receiving five (5) coaching sessions, I may only receive two (2) additional coaching sessions and may be terminated. Initial: _____

Coached By:	Date:	Reason:	Future Professional Acknowledgement:
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|----------|-------|-------|-------|
| 6. _____ | _____ | _____ | _____ |
| 7. _____ | _____ | _____ | _____ |

Termination Date: _____

Appeal Filed: Yes No **Date:** _____

TERMINATION (The Future Professional Advisor and School Director should be involved in terminations.)

Future Professionals may be terminated for the following and may be given **no** warnings or prior coaching sessions:

1. Use of drugs and/or alcohol, which includes prescription marijuana.
2. Possession of drugs and/or alcohol, which includes prescription marijuana.
3. Clocking in/out for another Future Professional.
4. Leaving the school facility without notifying a Learning Leader and/or signing out for a break and remaining clocked in on the time clock, receiving unearned hours. The school parking lot and surrounding businesses are not included as part of the school facility.
5. Cheating or stealing.
6. Insubordination.
7. Threatening and/or racial statements made toward staff, service guests, or Future Professionals. **No bullying.**
8. Physical violence and/or altercations.
9. Paul Mitchell Schools, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort toward staff, Future Professionals, and/or service guests.
10. Violation of the Title IX policy.
11. Violation of standards and/or Code of Conduct at a school-sponsored event, externship, off-campus event, and/or field trip.
12. Violation of the Harassment, Intimidation, Bullying, Racism, and Discrimination Policy.

If a Future Professional is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and/or bullying, such termination is final and may not be appealed. Initial: _____

Terminated By:	Date:	Reason:	Future Professional Acknowledgement:
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| 1. _____ | _____ | _____ | _____ |
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I have read and understand the Future Professional Advisory policy.

Future Professional Signature: _____ Date: _____