

Congratulations! Your daughter /son has completed the junior year of Cosmetology. To complete the program requirements seniors will need to attend Cosmetology classes for the full day at Washington County Technical High School. Cosmetology classes will be held from 9:05 a.m. to 3:00 p.m. Maryland State Board of Cosmetology required 1500 hours of instruction to be eligible for the licensing exam. **Students MUST have the following with them at school on August 30, 2021, in order to receive hours starting the first day of school:**

1. **ENTIRE** junior kit cleaned and ready (**MISSING EQUIPMENT MUST BE REPLACED AT YOUR EXPENSE**). The kits will be checked on the first day of school, Monday August 30th 2021.
2. Three-ring binder from the junior year including handouts, spiral notebook, 12 pencils, 12 pens with students' names printed on them, **two boxes of facial tissue, and a small container of hand sanitizer.**
3. All students are expected to follow the dress code beginning day 1 of school. (See attached info).
4. Cosmetology department contract, classroom behavior agreement, appearance agreement, and contact info signed by both student and parent (all enclosed) and all summer homework.
5. **Senior kit payment of \$423.89** (Required the first day of school) cash, check, or money order payable to the WCTHS, Attn: Cosmetology II. This expense must be paid before a student receives their new kit.

We are looking forward to a great school year. Many in-class and field trip opportunities, which provide a productive learning experience, are available for students showing outstanding professional growth. Participation is based on academic and professional achievement, attendance, and appropriate classroom behavior. Activities may include:

- Skills USA extracurricular activities including leadership conference, state office, and competition.
- Trade shows/Field Trips/Volunteer Events

Have a great summer if you have any questions, please contact the WCTHS office at 301-766-8050

Sincerely,

*Marjorie Chapman* Cosmetology II Instructor *Email:* [Chapmmar@wcps.k12.md.us](mailto:Chapmmar@wcps.k12.md.us)

**Cosmetology Classroom Behavior**

**Objective:** Create a positive classroom environment in which teaching and learning can take place.

**Rules:**

- Attend school every day unless you are seriously ill (If the student will be late or absent they must call the salon phone and leave a message or inform the teacher in advance)
- Arrive on time with iPad and all necessary cosmetology materials.
- Keep your hands, feet, and objects to yourself.
- Follow directions the first time they are given.
- Stay on task during all work times.
- Demonstrate professionalism at all times in appearance and behavior.
- Complete homework and daily duties as assigned and described on the posted chart.
- Demonstrate applicable rules of sterilization and sanitation to protect the general health of clients, coworkers, and yourself.

**Consequences:**

- Proximity
- Redirect
- Reflect in student’s daily grade.
- Privileges such as personal grooming with partner denied or lunch detention
- Teacher assigned after-school detention/ parent contact
- Disciplinary referral and student sent to the assistant principal’s office. A meeting will be scheduled (students, parents, teacher, and administrator), if warranted, to determine whether the student has been misplaced and be removed from the program.

I HAVE READ THE CLASS RULES AND I AGREE TO ABIDE BY THE CONDITIONS:

\_\_\_\_\_

Student Signature/Date

Parent Signature/Date

COSMETOLOGY DEPARTMENT CONTRACT

WASHINGTON COUNTY TECHNICAL HIGH SCHOOL

The cosmetology program for the class of 2022 will operate on a full-day, everyday schedule for the senior schedule. The class will start at the beginning of the school year August 30, 2021. Students will attend the cosmetology class from 9:05 a.m.-3:00 p.m. this schedule will allow the students to receive 1,620 total hours (junior and senior year) of training (1500 of which is required to take the state board exam), complete their high school graduation requirements, and earn eight cosmetology credits.

EACH STUDENT MUST MEET THE FOLLOWING REQUIREMENTS:

**CREDITS:** Students will earn four credits their junior and eight credits their senior year. **Students are required to sit for their Maryland State Board exam to receive the cosmetology credits** (exam is given prior to graduation exam date is assigned by the MD State Board of Cosmetology). No partial credit will be granted.

**ATTENDANCE:** Excellent attendance and grades are essential for completion of the WCTHS program and successful completion of the State Board of Cosmetology Licensing Exam. 1500 hours are required prior to taking the exam. This means no more than 8 absences throughout the entire program, junior and senior year combined.

**LICENSING EXAM:** all students who have completed the cosmetology course, and have accumulated at least 1,500 hours of training (required by the MD State Board of education) are eligible for the operator examination by the Maryland State Board of Cosmetology. Fifteen hundred hours is the minimum required hours to be eligible to take the State Board of Cosmetology exam. **ALL STUDENTS WILL BE REQUIRED TO TAKE THIS EXAM IN ORDER TO RECEIVE THEIR CREDITS.**

**STUDENT GRADES:** Students are graded on a weighted scale 30% Daily Professionalism 30% Practical Skills 40% Test and Projects. The Maryland State Board of Cosmetology Exam required 75% or higher to pass. Any student who receives either an unsatisfactory grade for Cosmetology I or does not comply with these regulations will not be permitted to proceed to Cosmetology II.

**CELL PHONES:** Students are not permitted to have or use their cell phones while in class without permission per WCPS policy. Students are responsible for remaining off their cell phones during the school day and keeping them in a secure place.

**Cooperative Learning Opportunity-** Students who have completed 1,000 cosmetology hours and are currently meeting all academic and professional standards may have the opportunity to complete some of their cosmetology hours in a work-based learning situation under the supervision of a licensed Senior Cosmetologist.

**CLEANLINESS:** Students are expected to leave their workstation clean and orderly upon the completion of each assignment and study period or leaving the classroom for any reason. Students must comply with the Maryland State Board of Cosmetology Standards.

**IN- SALON WORK:** students will not be permitted to perform client service in the WCTHS clinic until they have completed 350 hours and demonstrated their readiness to represent the school to the public. **GOOD GROOMING, ACCEPTABLE BEHAVIOR, AND PROFESSIONALISM ARE A PART OF A STUDENTS READINESS.** Students will never be permitted to perform services on themselves.

**MODELS:** Learning activities in the Cosmetology program require that each student performs as a model and practitioner. Students must experience, practice, and demonstrate their proficiency with the various procedures required in the Maryland State Board of Cosmetology curriculum. All students will require to participate cooperatively and willingly to complete all learning activities so that each student can experience an equal learning opportunity.

**NOTE:** Every precaution will be taken during these treatments and practice to protect and preserve individually, the health and well-being of each student. Examples of the services to be experienced and practiced are shampooing, wet setting including pin curls, finger wave, and roller placement, haircutting, permanents, hair coloring, manicures, artificial nails, facials, eyebrow arching, pedicures, scalp treatment, allergy test, strand test.

**PARENT CONSENT** \_\_\_\_\_ (student's name) has my permission to receive haircuts, permanent waves, straighteners, nail enhancements, skin care, or hair coloring treatments if desired.

I have read the contract and will comply with the regulations as stated. \_\_\_\_\_

\_\_\_\_\_

Parent Signature/Date

Student Signature/Date

**PROFESSIONAL APPEARANCE AGREEMENT**

**Cosmetology Level II**

Parents of Cosmetology Level II Students:

Your son/daughter will have the opportunity to work with the public in a real-life salon setting in their senior year to prepare them for a career in cosmetology. A very important part of the cosmetology field is professionalism. Part of the professionalism we teach is a professional image; this is especially important when working with the public. In keeping with that, the students in Cosmetology Level II are required to abide by a dress code at all times during their senior year unless a special event is planned. Students are expected to show up to school with their hair, nails, and makeup done in keeping with current trends. Students will not be provided class time to get themselves ready and are never permitted to complete services on themselves. Dress code is **ALL BLACK ONLY**. In keeping with industry standards. **If the following dress code is not abided by or the student is not prepared at the start of the day it will be a 40% deduction to their daily grade.**

1. **SHOES**- skid-proof soles that are completely secured to your foot (**No high heels, no flip-flops, no backless shoes**)
2. **BOTTOMS** –Skirts, dresses, pants, and shorts **MUST BE knee length or longer** (as they rise you are working) **And no holes or tears present!!!!!! NO YOGA PANTS, NO LEGGINGS, NO SWEATPANTS, and NO ATHLETIC WEAR.**
3. **Shirts** –must cover the midriff area and fits modestly covering the cleavage area, entire back, and shoulders (**NO HOODIES AND NO SPAGHETTI STRAP SHIRTS!!!**).
4. **Cosmetology Smock or Apron**- Must be worn at **ALL TIMES**.

I HAVE READ THE DRESS CODE AND AGREE TO ABIDE BY THE CONDITIONS STATED. \_\_\_\_\_

\_\_\_\_\_  
Student Signature/ Date

\_\_\_\_\_  
Parent Signature/ Date

**Contact Information**

**Student Name:**

**Student Cell Phone:** \_\_\_\_\_

**Parent(s) or Guardian(s) Name:** \_\_\_\_\_

**(Please indicate which parent you live with)**

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Parents(s) Cell:** \_\_\_\_\_

**Parent's workplace and the best time and method to reach them:**

\_\_\_\_\_

**Second Parent(s) or Guardian(s) Name:** \_\_\_\_\_

**(Please indicate which parent you live with)**

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Parents(s) Cell:** \_\_\_\_\_

**Parent's workplace and the best time and method to reach them:**