

Dear Parent/Student:

Greetings from the Cosmetology Department at Tech High. Enclosed is the 'Cosmetology I Welcome Packet', which consists of very important information regarding classroom policies, procedures, student kit information and the 'Cosmetology Program Contract'.

Please make certain that both parent and student read all the information and sign all necessary forms. All forms need to be brought to school and given to me on the first day of Cosmetology. If you have any questions, please feel free to email me at nichopam@wcps.k12.md.us. I will not be available at the school during the summer, but I will be checking my email periodically.

Enjoy your summer! I look forward to seeing you in September!

Sincerely,

Pamela Nichols
Cosmetology I Instructor

Dear Student/Parent:

Congratulations on your selection into the Cosmetology Program at Washington County Technical High School!

The following information is being provided at this time so that it may assist you when shopping for back to school over the summer, and paying for the junior cosmetology kit.

1. **Junior Cosmetology Kit** – The total for this year's kit is \$525.42. A non-refundable kit deposit of \$100 is due by August 1st. **All kit balances must be paid in full by the first day of school, unless you have made arrangements for a payment plan. All payment plans must be put in writing and given to me by the first day of school. Payment plans must be pre-approved.** Students will not be permitted to take any items from the kit home until the balance is paid in full. For your convenience, kit payments can be made at the school during the summer on Monday-Thursday s between the hours of 8:00 a.m. and 4:00 p.m. You may also mail payments to the school at:

**Washington County Technical High School
50 West Oak Ridge Drive
Hagerstown, MD 21742**

****Please make certain that you deduct the \$100 deposit from the kit balance.**

2. **Required Forms** – Please make sure that all forms included in the summer packet are signed by both parent and student, and returned the first day of Cosmetology. This is very important.
3. **Supplies** – The following is a list of supplies that your child must have for the first day of Cosmetology. If you are unable to purchase any of the supplies, please let me know as soon as possible.

- One three-ring binder (At least 2 inches) with notebook paper
- A minimum of 12 subject dividers
- 2 1-subject spiral notebooks
- Pens and Pencils
- 2 boxes of facial tissues
- 1 box of plastic sandwich baggies
- Hand lotion
- Hand Sanitizer

**** After students receive their cosmetology kits, they will want to purchase plastic containers for their kit supplies. The Dollar Store and Family Dollar are good places to purchase these containers.**

4. **Dress Code/Attire** – The Cosmetology Program has a well-defined dress code. We follow the dress code outlined by Washington County Public Schools and the standard dress code for professionals in the salon industry.

- ✓ **Dress code for Cosmetology** is all black. All clothing must be black with no other color. Attire should look neat, clean and professional.
- ✓ **Dresses and Skirts** – the length of dresses and skirts must be just above the knee or longer. We do a lot of bending and reaching, so everything needs to be covered.
- ✓ **Shirts** – Shirts cannot expose midriff or cleavage areas. They must also cover the entire **back and shoulders**. **No belly shirts or tank tops without a shirt over top will be permitted.**
- ✓ **Pants** – Pants must be black. Black jeans are permitted as long as they do not have holes. No blue jeans of any kind.
- ✓ **Shoes** – Shoes should have skid-proof soles. All shoes need to be secured to the foot. Sandals and flip flops without a strap across the heel will not be permitted. Please refrain from wearing high heels. They become uncomfortable when standing for long periods of time and can be a fall hazard.

****The Cosmetology Program follows the dress code of many professional salons, therefore, blue jeans, pants with holes sweat pants, yoga pants, legging/jeggings, sweatshirts or jerseys are not permitted.**

Students who do not follow the dress code will be asked to change their clothes. If you are not available to bring in a change of clothes, they will be asked to wear black scrubs that is provided by the program. Not following the dress code will be reflected in the daily grades and could result in further consequences.

We are looking forward to a rewarding school year. If you have any questions over the summer, or at any time please contact me at nichopam@wcps.k12.md.us or 301-766-8050

Sincerely,

Pamela Nichols
Cosmetology I Instructor

Cosmetology Department Contract Washington County Technical High School

Instructor: Ms. Nichols

The Cosmetology Program for junior students will operate on an A day/B day schedule. This means that students have cosmetology every other day. In order to gain the remaining hours needed for licensure, student will have cosmetology everyday in the senior year.

Each student must meet the following requirements:

Attendance - Class begins each day at 9:05 a.m. and students are dismissed at 3:00 p.m., unless your home school is Hancock High. Hancock students are dismissed at 2:50. The Cosmetology Program has a very strict attendance policy. Any time missed from cosmetology will be counted. This means that if you arrive late, leave early or miss the entire day for **any reason**, the amount of time missed will be deducted. Since the Maryland State Board of Cosmetology requires 1500 learning hours in order to take the state exam at the end of the senior year, maintaining good attendance in both the junior and senior year is very important. Too much missed time may result in dismissal from the program. Regular attendance in all classes, including academic classes is also expected of cosmetology students.

Credits – Students will earn four credits in their junior year, and eight credits their senior year. Since students must remain in cosmetology every day in the senior year, English 12 and a senior year math must be taken outside of the normal school day. This may be done in summer school, twilight or evening classes. More information regarding options available to cosmetology students will be given at the beginning of junior year. Please refer the the letter provided in this packet by Assistant Principal Scott Buhrman. Students are required to take the Maryland State Board exam in order to receive their cosmetology credits.

Grades – Any student who receives an unsatisfactory grade for Cosmetology I, may not be permitted to proceed to Cosmetology II. Satisfactory grades are expected in all academic classes as well. Failing grades in any class could result in termination of the program. If you are struggling in cosmetology or any other class, please seek additional help.

Behavior – Students are expected to abide by the 'Cosmetology Classroom Behavior Contract'. WCTHS and the Cosmetology Program have a no-tolerance policy when it comes to harassment, bullying or aggressive behavior. Bullying of any kind, including social media, will result in termination from the Cosmetology Program.

Theft – Taking things that belong to the school or another student **will not be tolerated**. Stealing from an employer would result in being fired and taking things in class that do not belong to you may result in dismissal from the program.

Cell Phones - All students are expected to abide by the 'Cosmetology Program Cell Phone Policy'. Failure to abide by the policy will reflect in student's daily grades and could result in a referral to the Assistant Principal.

Cosmetology Kits – A student kit containing implements and materials for use in the course and future employment must be purchased. The kit must be paid in full by the first day of school, unless a payment plan was put in writing and pre-approved. Students will not be permitted to take kit items home until the balance is paid in full. A senior kit will not be ordered until the junior kit is paid in full.

Dress Code – The Cosmetology Program has a well-defined dress code. We follow the dress code outlined by Washington County Public Schools and the standard dress code for professionals in the salon industry. All clothing must be black with no other color unless approved by teacher. Attire should look neat, clean and professional. Hair and makeup should be done prior to coming to class. Please refer to the 'Cosmetology Program Dress Code' contract for more details.

Safety and Sanitation – Students are expected to keep their work stations and desks clean and orderly. They are required to follow the state law in regards to sanitation and disinfection of salon equipment, tools and materials. Students will follow all safety guidelines. Students are expected to participate in daily chores at the end of each day. Chores will imitate the chores performed in an actual salon environment.

Models – Learning activities in the Cosmetology Program require that each student perform as a model and practitioner. Students must experience, practice and demonstrate their proficiency with various procedures required in the Maryland State Board of Cosmetology curriculum. All students will be required to participate in all learning activities.

Note: Every precaution will be taken during these services to protect and preserve the health and well-being of each student.

Licensing Exam – All students who have completed a minimum of 1,500 hours of training will be eligible to take the Maryland State Board of Cosmetology exam at the end of senior year.

**Cosmetology Program Contract
Signature Page**

I have read the Washington County Cosmetology Program contract. My signature below indicates my understanding and willingness to abide by all regulations outlined in the contract.

Student Printed Name	Student Signature	Date

I have read the Washington County Cosmetology Program contract. My signature below indicates my understanding and support of all regulations outlined in the contract.

Parent/Guardian Printed Name	Parent/Guardian Signature	Date

****Please tear off the signature sheet and return on the first day of Cosmetology**

Student Profile

Name: _____ DOB _____

Address: _____

Who do you live with? _____

Home Phone # _____ Your Cell # _____

Mother's Cell # _____ Father's Cell# _____

Mother's Work # _____ Father's Work# _____

Mother's Name: _____

Father's Name: _____

Guardian's Name: _____

Home School: _____

Cosmetology I Cell Phone Policy

In an effort to deter the excessive use of cell phones during instructional time, all Cosmetology I students must abide by the following guidelines as it pertains to the use of cell phones in the Cosmetology I classroom:

1. Cell phones are to be placed on silent or turned off upon entering the classroom.
2. Cell phones are to be placed on the designated 'cell phone lot' upon entering the classroom. Phones are easily accessible to students in the case of an emergency.
3. Students will have use of their cell phones during break and lunch.
4. Students may use their phones to take pictures of their classroom work.
5. **No picture will be taken of the teacher or any other student without their permission.**
6. **No picture will be placed on social media without the permission of any person(s) in the photo.**

Failure to comply with the above guidelines may result in any or all of the following disciplinary actions:

- Deduction of points from the 'Daily Grade Sheet'
- Loss of privilege to use cell phone during designated times
- Phone call to parent
- Referral to Assistant Principal

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____