



New Market School of Cosmetology
7299 New Market Street SW, Tumwater, WA 98501
360-570-4500

September 2025-August 2026
Volume 3 | August 2025

Our Mission:

To provide a positive, industry supported and aligned learning environment where students are encouraged and expected to achieve their highest potential through rigorous career, technical, and academic preparation programs

Owners: New Market Skills Center (part of K-12 Public Education System)

Administrators: Matt Ishler, Executive Director & Chris Bradshaw, Director of Student Services

Governing Board: New Market Administrative Council

Name and Address of School's Administrative Offices and Auxiliary Facilities: 7299 New Market Street SW, Tumwater, WA 98501

Instructors:

- Paula Brenner: License #1994 ; licensed as an instructor since 1999
- Estela Iwinski: License #3117; licensed as an instructor since 2025
- Rachel McPherson: License #4226; licensed as an instructor since 2014
- Maddie Patton: License #21020110; licensed as an instructor since 2021
- Ena Robinson: License #3988; licensed as an instructor since 2012
- Sara Hooker: 24122 (trainee); Cosmetology License #

This school is licensed under chapter 18.16 RCW. Inquiries, concerns, or complaints regarding this school can be made to the Department of Licensing, PO Box 9026, Olympia, WA 98507-9026, DOLBpdComplaints@dol.wa.gov, or by (360) 664-6626.

New Market Skills Center opened in 1986 as an educational venture between local school districts and is a public school offering technical training for high school students. New Market's consortium has grown to 12 districts including, Adna, Centralia, Napavine, North Thurston, Oakville, Olympia, Rainier, Rochester, Shelton, Tenino, Tumwater, and Yelm.

Accreditation/Registry: New Market School of Cosmetology is part of the K-12 Public Education system. There are no program fees to attend and Federal Financial Aid is not authorized.

School Calendar, Class Schedules, and Program Starting Dates

The following holidays will be observed and classes will not be held.

Labor Day	Martin Luther King Jr. Day
Veteran's Day	Presidents' Day
Thanksgiving	Memorial Day
Christmas	Independence Day
New Year's Day	

Holidays are not counted as part of the contracted time schedule.

The program is designed to be completed by attending partial days for one school year and full days for one summer session, followed by one school year of extended session. Total hours available exceed the minimum required 1600 during the two years. Business hours are from 7:50 a.m. until 4:20 p.m. Monday through Thursday, 7:50 a.m. until 1:40 p.m. on Friday, 8:30 until 5:00 on Saturdays and 8:00 a.m. until 4:30 p.m. during summer session.

Program start dates for 25-26 school year:

Barbering:	June 23, 2025
Cosmetology/Hair Design:	September 3, 2025

Student transfer from cosmetology or hair design to barbering is allowed only at the annual start of the barbering cohort, which coincides with the beginning of summer session each year.

Facilities

New Market School of Cosmetology features an up-to-date facility with a classroom, a skills training lab, and a salon with reception area. Training equipment includes: all necessary salon station equipment and tools and a classroom for learning of theory. The school has a break room for students with a microwave, sink, and tables and chairs. Gender neutral lavatories are available. There is parking available in a well-lit parking lot. The facility is located in close proximity to public transit. This is an ADA accessible facility and reasonable accommodation will be provided at the request of the student. The maximum number of seats for first-year students is 80 and for second-year students is 40. Barbering is currently 12. The student/teacher ratio is a maximum of 20 to 1. The Washington State Department of Licensing performs frequent and unannounced site inspections.

Entrance/Admission Requirements and Accommodations

Students must enroll through the school's online application system. New Market contacts the school's counselor to help coordinate the student's schedule to plan for high school graduation requirements and to obtain any 504 or IEPs needed for student success.

Religious Accommodation: New Market will provide reasonable religious accommodations to students who have religious practices or beliefs that conflict with a scheduled program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor within the first two weeks of the beginning of the course and provide specific dates the student requests an accommodation. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining the materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include:

- rescheduling of an exam or giving a make-up exam for the student;
- altering the time of a student's presentation;
- allowing extra-credit assignments to substitute for missed class work or arranging for increased flexibility in assignment due dates;
- releasing an instructor trainee from teaching or research responsibilities on a given day.

New Market School of Cosmetology does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator: Shawn Batstone, 360-709-7030, Meagan.Dawson@tumwater.k12.wa.us, Title IX Coordinator: Wendy Bromley, 360-709-7020,

Wendy.Bromley@tumwater.k12.wa.us and Section 504 Coordinator: Chris Burgmeier, 360-709-7040,
Chris.Burgmeier@tumwater.k12.wa.us Address: 621 Linwood Avenue SW, Tumwater, WA 98512

Cosmetology Program:

Course Overview:

Our school's objective is to provide quality educational programs to prepare students to pass the Washington State Department of Licensing written and practical examinations for licensure. With the total program providing well beyond the minimum of 1600 hours, students must have the minimum hours required to test for the WA State Cosmetology License. This will be in classroom and hands-on lab instruction. Typically, students can complete this program within 22 months.

Course Objectives and Units:

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

The course units are taught continuously, year-round on a rotating basis.

☐ Unit 1: Safety, Sanitation and Bacteriology (160 hours minimum)

Each student during the year is selected to take on the leadership role of "Sani Captain." Sani Captains are responsible for ensuring all students have performed their sanitation duties and returned all cleaning supplies. Safety including proper use and storage of chemicals, implements and electrical appliances. Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens. First aid as it relates to cosmetology.

☐ Unit 2: Anatomy and Physiology (60 hours minimum)

Theory of the practice of cosmetology including business practices and basic human anatomy and physiology. Diseases and disorders of the scalp, hair, skin, and nails. Students will teach what they know to their class and create activities that will support what they have taught their classmates to improve understanding and application of knowledge surrounding A&P.

☐ Unit 3: Hair Cutting (330 hours minimum)

Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing. Hair cutting and trimming of facial hair including beard and mustache design and eyebrow, ear and nose hair trimming. Hair cutting and trimming including scissors, razor, thinning shears and clippers. Individually, students will be given scenarios indicating specific types of cuts (zero-degree, 45 degree, 90 degree and 180 degree) to do on their mannequin head. Using the proper tools, in accordance with salon protocol, and in a timely manner, students will perform each cut using their mannequin head. Students will be assessed on their ability to follow the proper steps to complete each cut with accuracy and quality.

☐ Unit 4: Chemical Texturing (200 hours minimum)

Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals. Chemical relaxing including sectioning, strand test, relaxer application, and removal of chemicals. Students use their knowledge of scientific chemical processes and physical properties to perform a hair and scalp analysis. Students will determine the correct chemical service and procedure to be used to achieve the desired results. At first, they will do this in pairs. After they have had time to practice and are

comfortable with their skills, students will be assessed on their service decision and their ability to meet all state testing standards in a timely manner while adhering to salon protocols.

□ Unit 5: Hair Design (400 hours minimum)

Hair styling including wet, dry and thermal styling, braiding and styling aids. Why clients wear wigs and hairpieces. Wig services that can be performed in a salon. Students will perform services that incorporate various elements of a selected decade, including history, fashion/hair styles, motivations behind the styles, etc. Students will create a presentation of their rendition and learning of the decade to present to the class.

Students will perform services that identifies and incorporates elements of beauty from around the world.

Students will research and create a presentation that demonstrates their ideas of beauty both historically and in present day.

□ Unit 6: Hair Color (160 hours minimum)

Students will perform client consultations determine desired hair color change. Students will formulate and mix the appropriate color for application. They will perform a “Strand” test on the client before any application takes place. Once the students have determined the client is ready and able to have the color application done, they will apply the color using proper foil technique, and determine time, heat, and other factors to achieve the desired color. The desired color may include (but is not limited to) color correction, color removal (bleaching), and color design techniques (Balayage). This will all be done to State Board Standards.

Students will be assessed on final client consultation and teacher evaluation.

□ Unit 7: Salon Business Operations (40 hours minimum)

As part of their practice, students will complete a consultation, determine customer needs, perform the service requested, as well as make product recommendations. They will complete the “transaction” by determining the cost of the service provided as well as any products sold, complete the proper paperwork (to ensure inventory accuracy) and money transactions following up with booking the next appointment.

A variety of salons will come into class as guest speakers to discuss the variety of ways salons operate to ensure students understand how salon businesses operate. Students will create a group presentation on various salon business models.

Students will take part in a “salon simulation” throughout the entire year. In salon teams, they will determine the type of salon business model they will operate under, determine the various roles (owner, manager, etc.) they will assume and together they will create a salon manual. This manual will have their business license, insurance, SDS sheets, inventory, capital overhead and funding operating model, services, and costs, etc.

The project will show students everything that a business would need to have in place to operate.

□ Unit 8: Leadership/Employability/Career Planning/Internships (40 hours minimum)

Independently, brainstorm to develop a personal resume. These resumes will be peer and teacher assessed for accuracy and excellence. Students will revise them until they are “job-ready.”

Work together in teams to practice job interviewing skills, culminating into a mock interview experience.

Individually, digitally document their best work to begin developing their personal portfolio.

Revise their resume from first year, adding any current information needed

Interview with Salon business owners. These owners will use these interviews to determine student internship or job shadow placement.

□ Unit 9: Nails (Manicures, 120 hours minimum)

Describe the structure, growth, diseases, disorders, and conditions of the nails. Explain and demonstrate the services reviewed for natural nail care.

Explain and demonstrate the services reviewed for gel nail care. Apply knowledge and skills of nails to clients in a salon setting.

Analyze clients’ needs to determine appropriate tools, skills, and outcomes necessary to complete the task.

Critique own skills to determine needed growth in all aspects of nails

□ Unit 10: Esthetics (120 hours minimum)

Discuss and apply competency skills to a variety of projects. Define the functions, composition, and types of skin. Identify the difference between disorders and diseases of the skin.

Explain and demonstrate steps used during a basic facial, including massage techniques. Identify the difference between temporary and permanent hair removal.

Explain the techniques for removing temporary and permanent hair. Explain the basic steps used during a makeup application.

Apply knowledge and skills of esthetics to models in a “mock” salon setting.

Analyze scenarios to determine what clients’ needs are to make decisions on appropriate tools, skills, and outcomes necessary to complete the task.

Students will work on both mannequins and live models during their program.

Students completing this program can test for Washington State Department of Licensing written and practical examinations for cosmetology licensure. The fees charged to take these examinations are approximately \$300 and a license is required in Washington state to practice.

Hair Design Program:

Course Overview:

Our school's objective is to provide quality educational programs to prepare students to pass the Washington State Department of Licensing written and practical examinations for licensure. With the total program providing 1400 hours, students will have the minimum hours required to test for the WA State Hair Design License. This is will be in classroom and hands-on lab instruction. Typically, students can complete this program within 20 months.

Course Objectives and Units:

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

The course units are taught continuously, year-round on a rotating basis.

☐ Unit 1: Safety, Sanitation and Bacteriology (160 hours minimum)

Each student during the year is selected to take on the leadership role of “Sani Captain.” Sani Captains are responsible for ensuring all students have performed their sanitation duties and returned all cleaning supplies. Safety including proper use and storage of chemicals, implements and electrical appliances. Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens. First aid as it relates to cosmetology.

☐ Unit 2: Anatomy and Physiology (60 hours minimum)

Theory of the practice of cosmetology including business practices and basic human anatomy and physiology. Diseases and disorders of the scalp, hair, skin, and nails. Students will teach what they know to their class and create activities that will support what they have taught their classmates to improve understanding and application of knowledge surrounding A&P.

☐ Unit 3: Hair Cutting (330 hours minimum)

Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing. Hair cutting and trimming of facial hair including beard and mustache design and eyebrow, ear and nose hair trimming. Hair cutting and

trimming including scissors, razor, thinning shears and clippers. Individually, students will be given scenarios indicating specific types of cuts (zero-degree, 45 degree, 90 degree and 180 degree) to do on their mannequin head. Using the proper tools, in accordance with salon protocol, and in a timely manner, students will perform each cut using their mannequin head. Students will be assessed on their ability to follow the proper steps to complete each cut with accuracy and quality.

□ Unit 4: Chemical Texturing (200 hours minimum)

Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals. Chemical relaxing including sectioning, strand test, relaxer application, and removal of chemicals. Students use their knowledge of scientific chemical processes and physical properties to perform a hair and scalp analysis. Students will determine the correct chemical service and procedure to be used to achieve the desired results. At first, they will do this in pairs. After they have had time to practice and are comfortable with their skills, students will be assessed on their service decision and their ability to meet all state testing standards in a timely manner while adhering to salon protocols.

□ Unit 5: Hair Design (400 hours minimum)

Hair styling including wet, dry and thermal styling, braiding and styling aids. Why clients wear wigs and hairpieces. Wig services that can be performed in a salon. Students will perform services that incorporate various elements of a selected decade, including history, fashion/hair styles, motivations behind the styles, etc. Students will create a presentation of their rendition and learning of the decade to present to the class.

Students will perform services that identifies and incorporates elements of beauty from around the world.

Students will research and create a presentation that demonstrates their ideas of beauty both historically and in present day.

□ Unit 6: Hair Color (160 hours minimum)

Students will perform client consultations determine desired hair color change. Students will formulate and mix the appropriate color for application. They will perform a “Strand” test on the client before any application takes place. Once the students have determined the client is ready and able to have the color application done, they will apply the color using proper foil technique, and determine time, heat, and other factors to achieve the desired color. The desired color may include (but is not limited to) color correction, color removal (bleaching), and color design techniques (Balayage). This will all be done to State Board Standards.

Students will be assessed on final client consultation and teacher evaluation.

□ Unit 7: Salon Business Operations (40 hours minimum)

As part of their practice, students will complete a consultation, determine customer needs, perform the service requested, as well as make product recommendations. They will complete the “transaction” by determining the cost of the service provided as well as any products sold, complete the proper paperwork (to ensure inventory accuracy) and money transactions following up with booking the next appointment.

A variety of salons will come into class as guest speakers to discuss the variety of ways salons operate to ensure students understand how salon businesses operate. Students will create a group presentation on various salon business models.

Students will take part in a “salon simulation” throughout the entire year. In salon teams, they will determine the type of salon business model they will operate under, determine the various roles (owner, manager, etc.) they will assume and together they will create a salon manual. This manual will have their business license, insurance, SDS sheets, inventory, capital overhead and funding operating model, services, and costs, etc.

The project will show students everything that a business would need to have in place to operate.

□ Unit 8: Leadership/Employability/Career Planning/Internships (50 hours minimum)

Independently, brainstorm to develop a personal resume. These resumes will be peer and teacher assessed for accuracy and excellence. Students will revise them until they are “job-ready.”

Work together in teams to practice job interviewing skills, culminating into a mock interview experience.

Individually, digitally document their best work to begin developing their personal portfolio.

Revise their resume from first year, adding any current information needed

Interview with Salon business owners. These owners will use these interviews to determine student internship or job shadow placement.

Students will work on both mannequins and live models during their program.

Students completing this program can test for Washington State Department of Licensing written and practical examinations for cosmetology licensure. The fees charged to take these examinations are approximately \$300 and a license is required in Washington state to practice.

Instructor Trainee Program:

Course Overview:

Our school is also an instructor training school, with an objective to provide quality educational programs to prepare instructor-trainees to pass the Washington State Department of Licensing written and practical examinations for licensure. With the total program providing 500 hours, trainees will complete the minimum hours required to test for the WA State Cosmetology Instructor License. This will be in classroom and hands-on lab instruction using the Milady Professional Educator curriculum. Typically, trainees can complete this program within 12.5 weeks. Credit may be awarded for previous experience. Instructor-trainees must hold a current operator's license. Instructor training is available only for cosmetologists selected to become licensed instructors at New Market School of Cosmetology upon completion of their trainee program.

Course Objectives and Units:

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

The course units are taught continuously, year-round on a rotating basis.

☐ Unit 1: Preparation for Classroom Activities (100 hours)

Each trainee will learn various teaching methods and how to select the most effective one. Trainees will learn strategies in classroom setup, preparing for student activities, and covering topics and subject matter. Trainees will learn how to develop lesson plans and create student assignments. This unit will include instruction on obtaining and distributing materials and supplies, as well as maintaining an inventory. Trainees will be taught how to keep records of student hours and tasks using both Skyward and the state system.

☐ Unit 2: Presentation of Information (100 hours minimum)

Each trainee will learn multiple ways to present information and various communication styles, how to use lectures and demonstrations. Trainees will be instructed on implementing effective question and answer sessions. Trainees will learn project methods and how to guide discussions to stay on task and encourage student engagement. Trainees will learn about educational aids and the use of technology in the classroom.

☐ Unit 3: Application of Practice (200 hours minimum)

Each trainee will learn clinic supervision and client relations. Trainees will cover classroom management techniques, including how to handle Individualized Education Plans (IEPs) and 504 plans, as well as the referral and discipline processes, managing misconduct in the classroom and difficult learner behaviors.

☐ Unit 4: Evaluation by the Instructor-Trainee of the Student's Understanding and Performance (100 hours minimum)

Each trainee will learn proper evaluation techniques, including both written and practical assessments. Trainees will learn different grading styles, test development and project-oriented evaluations. Trainees develop communication skills, giving descriptive performance feedback, focusing on using appropriate tone and wording when interacting with students.

Previous Experience Credit

An instructor-trainee may submit documentation that provides evidence of experience as a licensed cosmetologist for competency evaluation toward credit of not more than three hundred hours of instructor-training.

Educational Credential

Students receiving a passing grade will be awarded 2.0 CTE/Elective credits and 1.0 Lab Science credit per session, per school year and 1.0 CTE/Elective credits for summer school session.

Tuition and Additional Costs

There are no program fees required to enroll in this program.

If the student chooses to take the WA State test for licensure, those costs will be the responsibility of the student.

Financial Aid Assistance

New Market Skills Center does not currently offer financial aid. There are no program fees.

Grading System/Standards of Progress

New Market grades on an 18-week semester system with mid-term progress reports sent out after 9 weeks. Grades are forwarded to each home high school based on dates identified in the New Market reporting schedule. Students may receive up to three (3) high school credits for each successfully completed program. Grades will be issued for each of the following:

Employability: Demonstrated employability, attendance and punctuality, overall quality of work, attitude and conduct, adherence to safety rules and leadership.

Knowledge: Demonstrated understanding of related theory, test scores and written work. Equivalency credit is awarded.

Skills: Demonstrated application of related theory, lab work, project, and attainment of identified competencies.

Individual Scores	Average Scores	Meaning
A (4)	3.5 - 4.0	Exceeding Expectations
B (3)	2.50 – 3.49	Proficient
C (2)	1.50 – 2.49	Below standard: may earn school credit however skill development and/or work completion is lagging. Improvement needed.
D (1)	0.50 – 1.49	Unsatisfactory: In danger of failing. Not approaching industry standard
F (0)	0.00 – 0.49	Little or no Evidence of skill development

Student Evaluation Techniques

A test may be administered after certain lessons, units, or time periods to assess student mastery. Individual scores below three (3) are an indication that the necessary skill was not mastered at an employable level. Administration may provide progress reports at predetermined intervals in the program. Students should make arrangements for additional practice, independent study, or tutoring, if needed. Students will be given two opportunities to retake a test, in a timely manner, to improve their scores to a passing grade. Grades will be provided to the students on a quarterly basis, with a semester and final grade sent to the sending school along with transcript showing awarded credits and grades. Students may also review their grade and assignments in Skyward at any time. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Equivalency Credit

Students have the opportunity to earn core class credits towards graduation requirements. For example, a student might earn a science credit while participating in the Cosmetology program.

Incomplete Grades

Incomplete grades are only given with administration approval and only under special circumstances.

Probation For Below Average Attendance or Grades

Students who fail to maintain the minimum required average (3) will be placed on academic probation and plan for improvement. Students whose scores remain below the minimum required average (3) by the end of their first year may be ineligible to proceed to the second year. Seats (40) in the second-year cohort are allocated competitively to students whose attendance and academic performance indicates readiness to succeed in a salon setting.

Attendance Requirements

State Law (RCW28A.225.010) and school board policy both recognize that regular attendance is the basis of success in the classroom. Students are required to participate in classroom activities and their absence could have an adverse effect on their final grade. New Market will take disciplinary actions if a student is truant, has an unexcused absent, or is tardy.

All program instructors maintain the standards and attendance expectations for their programs. These standards teach what all employers expect of their employees:

- Being dependable – Students are expected to be at school/work every day.
- Being on time - Students are expected to be prompt, not late, and ready to work.
- Doing a full day's work – Students are expected to stay on task, not leaving early or stopping work early, but completing what is expected and putting materials away.

Attendance policies/procedures:

- Absence from in person instruction is defined as not physically present on school grounds AND not participating in either instruction, instruction-related activity, or any other school approved activity.
- Absences communicated to the student's sending high school are not relayed to New Market. Therefore, parents/guardians must contact New Market attendance directly as well as the sending high school to excuse any absences.
- Absences must be excused within 48 hours from the date of the absence or will be considered unexcused.
- Absences must be reported to the Attendance Office at New Market.
- In addition, 2nd year students are expected to email their instructor in advance to report an absence or early release so salon appointment schedules can be adjusted accordingly.

- Students who have declared adult status to New Market administration are to be considered responsible for acting on their own behalf in excusing and being accountable for any absences.
- Tardiness is defined as not being in the classroom at the assigned start to the class period. If a student is 30 or more minutes late to class, the student will be considered unexcused-absent, not tardy.
- Leaving campus prior to dismissal times - Students must provide New Market attendance with verifiable parent/guardian permission before a student will be allowed to leave campus prior to regular dismissal time. A written note or phone call from a parent/guardian is considered verifiable permission. In addition, all students, even those who have adult status, must sign out at the front office prior to leaving campus. If a student leaves 30 or more minutes before the end of class, the student will be considered absent for the day. Students who leave campus without proper permission are subject to disciplinary action.
- If the student is participating in an activity at their sending High School, they are responsible to bring a written excuse for the activity to the front office. They will also be held accountable for the completion of all work missed.
- New Market Activity - To participate in a New Market project or activity, which occurs during the hours a student is assigned to attend their sending high school, the student must complete a New Market Activity Request Form and submit it to the sending high school official with proper signatures no less than 48 hours prior to the date of the activity.
- New Market follows all attendance procedures mandated by the State of Washington Truancy Legislation RCW 28A.225 which applies to all students under the age of 18.
- A list of defined excuses for excused absences can be found in the WAC 392-401, as well as Tumwater School District Policy 3122.
- Parents/guardians will be notified by phone and/or text via an auto dial system when a student has an unexcused absence. After every five (5) unexcused absences a letter will be mailed home as part of a progressive process to encourage student attendance.
- Students not on track to meet required DOL hours due to chronic absenteeism may be removed at the end of the semester or otherwise ineligible to continue on to the 2nd year cosmetology cohort (2nd Semester = 425 hours; End of Summer Session = 6 hours)

Professional Dress and Appearance

- Closed-toe shoes
- Apron (supplied by New Market)
- Industry-appropriate clothing (no holes, pajamas, sweats or leisurewear)
- Shorts and skirts must be knee length or longer
- Clothing should allow for movement & professional decorum. Please dress accordingly
- A student who fails to adhere to professional dress requirements may be asked to wear replacement garment(s). Failure to comply may result in loss of training hours and potential school discipline.

Electronic Device Policy

- Phones must be off and stored during class
- Use permitted only in designated locations during breaks or with instructor approval
- Repeated violations may lead to disciplinary action up to and including removal from the program

Make-up Work

Lessons and/or assignments missed due to excused absences must be made-up within five business days of returning to school. Students should meet with their instructors to get missed assignments. Make-up work may be required to complete the approved hours of the program(s). Without completing all the missed hours, the school may withhold the final certificate until the hours are completed.

Tardiness

Developing a good work ethic is an important part of the training at New Market School of Cosmetology. Students arriving late for class are interrupting the instructor and other students. Students must sign in at the main office to receive a late pass. If a student is 30 or more minutes late to class, the student will be considered unexcused-absent, not tardy.

Withdrawing from School

Students who wish to withdrawal from New Market must notify the front office as well as their high school counselor. New Market will confirm withdrawal with the sending school prior to disenrolling the students.

Code of Conduct

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.
7. Violation of the law on school premises. This includes, but is not limited to, the use of alcohol and other controlled substances, and possession of weapons of any kind.
8. Violation of published school policies.

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

1. More than 20 unexcused absences
2. Not maintaining the minimum grade point average or making satisfactory progress.
3. Not adhering to the school's rules, regulations, policies, and code of conduct.

The Director of Student Services will notify the student should it become necessary to dismiss the student.

Re-entry Policy

Students dismissed from the program who request re-entry must put their request in writing to the Director of Student Services. In some cases, the Director of Student Services may request a meeting. The decision of the Director of Student Services is final and the student will receive a letter within five business days stating the decision.

Credit for Previous Training

To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a program proficiency test. Students wishing to receive recognition for previous training must show proof of previous training.

Student Grievance-Complaint/Appeal Process

Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or a complaint. If the student wishes to submit a complaint to the state, they may use the student complaint portal (<https://www.studentcomplaints.wa.gov/hc/en-us>).

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the Director of Student Services. The written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the Director of Student Services. These dates should be within 10 business days of the complaint.

The Director of Student Services will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings.

Cancellation and Refund Policy

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. There is no fee for this program, therefore no refund will be issued.

Student Records

Student records will be maintained by and at the school for a minimum of 3 years. If the school closes, records may be forwarded to the Department of Licensing. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

Placement Assistance

New Market Skills Center does not currently offer placement assistance.

25-26 New Market Cosmetology Catalog Acknowledgment

Student Name _____

Program Session _____

I, _____, have received and reviewed a copy of the New Market Cosmetology Academy Catalog which outlines the class schedule, course expectations, code of conduct, grading standards, and procedures for this 2-year program.

I agree to meet the attendance requirements as described in the catalog in order to complete the program (attending partial days for one school year and full days for one summer session, followed by one school year of extended session). I agree to follow all expectations and abide by all rules and standards established by NMSOC, Tumwater School District board policy, and my specific program(s) instructor(s) in connection with all expectations as outlined by my sending high school and district if applicable.

Student Signature

Date

Parent/Guardian Signature

Date

Please return this form to program instructor.