HOOSIER HILLS CAREER CENTER
COSMETOLOGY PROGRAM ANNUAL AGREEMENT
2009/2010 School Year

I. The contracted Cosmetology School agrees to have facilities within Monroe County available to support a minimum of 30 students.

II. Parking must be available at no cost for the students. Parking area must support a minimum of 20 vehicle spaces. If your parking area does not support 20 spaces, your alternative parking plan must be specified in the bid response and approved by the HHCC Director.

III. Program Schedule: The program will begin on the first student day for Monroe County Community School Corporation. Each class will receive 4 hours (12:30 p.m. – 4:30 p.m.) of instruction Monday through Friday. The program each year shall end on the last student day for Monroe County Community School Corporation. A number of Saturday sessions will need to be added to assure students receive the hours required by the Beauty Culture Act. Make-up for excused absences will be arranged on Saturdays and school vacation days. It is expected that instruction time will be strictly adhered to.

IV. The contracted Cosmetology School agrees to provide each student enough hours of instruction within the regular school calendar beginning and ending dates to complete the 1500 hours as required by the Beauty Culture Act and regulations.

V. The contracted Cosmetology School agrees to provide one Indiana Cosmetology Board certified instructor for every 20 students or part thereof. Qualified substitute teachers will be the responsibility of the Cosmetology School.

VI. All teachers working with HHCC students must currently hold a Cosmetology Instructor Certification, as required by Indiana law. The school owner or representative will be required to attend monthly HHCC faculty meetings.

VII. The Director of the Cosmetology School will be responsible for developing the student grading system that is approved by the HHCC Director. The grading system must include a daily point grade that includes performance assessments. The grading structure must be made available to students at the beginning of the school year.

VIII. Daily absences of students will be reported to the HHCC as soon as attendance is taken each day, except any Saturday classes scheduled. Saturday’s attendance will be reported each Monday. Excessive student absences will be reported to the HHCC office.

IX. Student discipline will be handled whenever possible by the Cosmetology teachers. Extreme situations should be referred to the HHCC Director.
X. All cosmetology supplies will be furnished by the contracted Cosmetology School and made available to students as needed.

XI. Students will be responsible for providing their own uniforms and shoes. Books and specified kits are to be purchased by each student from the contracted Cosmetology School. Cost of books and kits for each student is not to exceed $500.00 for the two-year program.

XII. Approved student organization (Skills USA) activity participation will be acknowledged by the contracted Cosmetology School as a part of the regular instructional program.

XIII. Remediate students at least 150 hours to help them pass the State Exam.

XIV. Upon 1500 hours of completed instruction time, instructor will prepare students for the State Exam.

XV. Student selection for the cosmetology program will be made as a cooperative effort between the student’s home high school, the HHCC, and the Cosmetology School. Students desiring to transfer to another cosmetology program from the contracted program will have their record of completed hours sent to the cosmetology program in which the student has transferred.

XVI. Tuition for each student shall be set not to exceed $2,500 each year to be paid by the Monroe County Community School Corporation. No more than one-half of tuition shall be paid within two weeks after the start of the fall semester with the remainder paid on a schedule mutually agreed to by both parties.

XVII. The contracted Cosmetology School agrees to abide by, and comply with the HHCC Student Handbook and all MCCSC Policies and Guidelines.

Signatures:

__________________________________  ________________________________________
Cosmetology School Owner             Monroe County Community
                                       School Corporation
                                       Board of School Trustees

__________________________________
Director, Hoosier Hills Career Center  ________________________________________
                                       Date