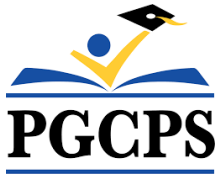


# ADMINISTRATIVE PROCEDURE

INSTRUCTOR AND STUDENT USE OF SHARP  
TRADE TOOLS  
for  
CTE Consumer Services, Hospitality & Tourism Programs

6138  
Procedure No.  
  
October 24, 2022  
Date

- I. **PURPOSE:** To provide safety guidelines for students and instructors in the Consumer Services, Hospitality, and Tourism (CSHT) programs of study (i.e., Cosmetology, Barbering, Culinary Arts, and Food and Beverage Management (ProStart) by detailing the proper handling and safe use of sharp trade tools such as haircutting shears, straight-edge razors, and culinary knives.
  
- II. **POLICY:** The Prince George’s County Board of Education firmly believes that the academic achievement of all students is paramount. Student academic achievement is supported by providing equitable access to high-quality education and resources to guarantee that every child graduating from the Prince George’s County Public Schools (PGCPS) System is college and career ready. (Board Policy 0118)
  
- III. **DEFINITIONS:** The following definitions apply to this administrative procedure.
  - A. Razor sharp instruments –includes haircutting shears and straight-edge razors.
  
- I. **PROCEDURES:** The following general procedures should be followed when demonstrating using or storing razor sharp instruments.
  - A. In order to meet the state licensure and certification requirements for the above-mentioned programs; students will use the sharp trade tools/instruments in compliance with industry health and safety guidelines for instructional purposes.
    - 1. Teachers will follow the curriculum framework for the program of study and develop lessons that teach the proper use, maintenance, storage, and transportation of sharp trade tools/instruments.
    - 2. Teachers will provide students with a competency sheet that includes learner indicators; this document will serve as an assessment tool to document student proficiency; documentation will remain in the student files by the instructor.
    - 3. Students may not, under any circumstances, use sharp tools/instruments without the supervision of the instructor.
    - 4. Improper use of sharp trade tools, as weapons rather than for instructional purposes will result in consequences outlined in Student Rights and Responsibility Handbook (section7) Student Code of Conduct.
  
  - B. Barbering and Cosmetology:
    - 1. Razor sharp instruments may be included in the student kits.



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2. The instructor of the program shall order razor sharp instruments for student use, and number and label each. Teachers will assign each student a number for distribution and maintain an inventoried log of this equipment that will ensure instructors will be able to track its distribution and collection.
3. The tools/instruments from the student kit are to remain safely secured inside the kit during transport between home and school at all times. Removal of such items from the kit during transport is a safety hazard and not permitted under any circumstances.

C. Culinary Arts:

1. The instructor will be responsible for securing the knife kits at all times when not in use.
2. Knife kits are not to be included in student kits, instructors will place the knives in a small satchel carrier and designate an area to maintain the class sets.
3. For use during kitchen labs, the instructor will create a process by which each student can retrieve and return their knife one at a time to the designated area to eliminate multiple knives being carried at one time.
4. The instructor is responsible for transporting the knife kits to and from competitions and other approved events.

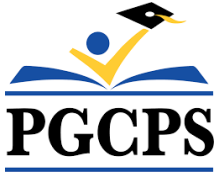
D. Storage:

All CSHT instructors shall store sharp trade tools/instruments in a secured, locked file cabinet or storage closet not accessible to students. If these secured storage areas are not available, instructors should follow the procedures to request a locking file cabinet or have a lock installed on a cabinet. Until a locked area is secured in the classroom, the instructor will work with the CTE Administrator to locate a secure area in the building.

E. First Aid

Administrative Procedure 5162 – Emergency Care in Schools must be followed for students who may need first aid following an accidental cut/wound.

**II. MONITORING AND COMPLIANCE:** The Professional Trades Educator (CTE Instructor) and the Career and Technical Education Office will provide monitoring.



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- A. The program instructor/designee and school administration will be responsible for monitoring and compliance of this Administrative Procedure. The teacher will maintain the safety assessments on file and shall be able to provide a copy upon request. The CTE department will provide a review of this procedure during the annual systemic professional development session during professional duty day for all CTE professional educators.
  
- III. **RELATED PROCEDURES:** Administrative Procedure 5162 – Emergency Care in Schools.
  
- IV. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Department of Career and Technical Education will maintain and update this procedure in conjunction with information provided by the State Licensing Boards of Cosmetology, Barber Styling, the U.S. Department of Health and Human Services, U.S. Centers for Disease Control, and the Occupational, Safety and Health Administration.
  
- V. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6138, dated July 1, 2005.
  
- VI. **EFFECTIVE DATE:** October 24, 2022.