



Butler County Area Vocational-Technical School

210 Campus Lane • Butler, Pennsylvania 16001 • Phone (724) 282-0735

Dear Cosmetology Student and Parent/Guardian,

Congratulations on your acceptance into the Cosmetology program at Butler County Area Vocational-Technical School for the 2023-2024 school year. The purpose of this letter is to outline the program, supplies, and requirements necessary to successfully complete the program and begin your future career.

Included you will find the following information sheets. Please read and sign the acknowledgement page and return with your student the first day of school.

- Acknowledgment of Cosmetology Rules and Regulations
- Night School Procedures
- Knowledge of Hour Attainment

The goal of BCAVTS's Cosmetology program is to provide students with the skills and knowledge needed to pass the PA State Board of Cosmetology Exam. To be eligible to take the exam, students are required to accumulate 1,250 hours of instruction. Accumulating those hours can be done by attending three years of cosmetology, night school, and summer school. Night school and summer school procedures are outlined in attached letters.

BCAVTS Cosmetology students are required to have a kit, as per the State Board of Cosmetology. Students are to keep the kit locked in a locker located in the Cosmetology Department Clinic. **Directions for ordering are enclosed.** Once ordered, the kit will be delivered directly to BCAVTS. Please do not delay in ordering your kit to ensure it arrives at the school prior to the start of the school year.

In addition to having a kit, students will need the following additional supplies:

- Three one-inch binders with clear, front sleeves
- 12 - #2 pencils
- Highlighters
- One box of one gallon Zip-lock bags or a container set to organize your kit

We look forward to meeting you on the first day of school and are excited to help you get started in your career! If you have any questions about the contents of this letter, including kit requirements and supplies, please feel free to call 724-282-0735 extension 205. Though we will not be in our office over the summer, the receptionist will contact us with any questions and we will return your call as soon as possible.

Congratulations on choosing to attend BCAVTS's Cosmetology program!

Sincerely,

Amy L. Ellison and Ashley N. Rocco – Cosmetology Instructors



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Kit Information Sheet

All First Year Students Must Purchase:

- **Right Handed Kit: Kit Code 302655-COS23! \$516.00 OR**
- **Left Handed Kit: Kit Code 302655-LHCOS23! \$516.00**

This kit contains salon quality equipment that will last you throughout your high school experience and beyond.

- **Textbook: 14th Edition Milady Standard Cosmetology Textbook – Kit Code M9306 \$147.29**

If you do not wish to purchase the textbook, the school has books that students can borrow for the entire year. It is the same procedure for borrowing books as their home schools. Books will be turned in at the end of the school year. Borrowed books must return in the same condition as they were when the student received it. Absolutely no marks can be made in the textbook. If the book is returned ruined, the student will be placed on the obligation list and will have to pay for it.

Acknowledgement of Cosmetology Rules and Regulations

1. **PA State and Butler County AVTS:** I will follow all laws and regulations set forth by the PA State Board of Cosmetology as stated in the Cosmetology law book and all rules and regulations stated in the BCAVTS Student-Parent Handbook.
2. **Professionalism:** Career and technical education is preparation for the workforce; therefore I will speak and act in a professional manner at **all times**. Failure to do so is insubordination and I will not earn my daily points. Cosmetology simulates a real-life salon. I will work on manikins, partners, and clients, but not myself. Once a partner is assigned to me, that is my partner for the day. No changes will be made on my own accord.
3. **Attendance:** I understand that attendance is vital in order to obtain all of my hours by graduation. If I must miss Cosmetology, I understand that I will not earn any of my daily points and must complete two cosmetology writing assignments to earn back half of the daily points. If I am ever absent, immediately upon my return, I will read the agenda to see exactly what I missed. I understand that it is my responsibility to find out what I missed and that my teachers will not chase me.
4. **Duties:** I am responsible for my work station, which must be cleaned and disinfected at the end of the session. Failure to do so will keep me from earning my daily points.
5. **Uniforms:** I will dress in professional attire at **all times**. I will wear my Cosmetology uniform daily which consists of a cleaned, buttoned smock and visible name tag. If my smock is lost, I must purchase a new smock immediately. I understand that if I do not wear my smock on a daily basis, I will not earn my daily points.
6. **Equipment:** I will have all equipment and supplies daily for use in class. If I do not have my necessary equipment and supplies on test day, I understand that I will receive a zero. I will keep my locker



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locked at all times, even while in class. **The school is not responsible for any missing items. If any item is lost, missing, or stolen, I must replace the item immediately. I understand that I will not earn my points until the item is replaced.**

7. **Clinic:** Clients will be assigned to me. I will not refuse clients and understand that being in the cosmetology program means that I will be assigned clients often in order to further my skills.
8. **Assignments:** I understand that at times I will be the stylist and times I will be the client. **I understand that I will receive temporary services and cannot refuse these services unless I have a doctor's excuse.** I understand that my teacher may choose my partner for me so that I can gain experience working with different hair types. **Refusal in any way will not allow a student to earn their daily points.** For example, students that have extensions in their hair or acrylic nails are not exempt. Teachers recommend not having these services done while in cosmetology to avoid any complications.
9. **Cell Phones:** I will not have my cell phone out in class. If I have my cell phone out, I understand that I will not earn my daily points for the day. In addition, cell phones are not permitted to be charged in the cosmetology classroom. Phones should be charged at home. Phones will be confiscated if they are seen. I understand that if I must use my phone, for perhaps portfolio pictures, a calculator, or an emergency, I will ask my teacher.
10. **Obligations:** I will pay all obligations within the current school year.
11. **Personal Belongings:** I will not leave any personal items in school following the last day of school. Any remaining items will become property of the school.

Monthly Night School Procedures

1. Night school is provided to BCAVTS Cosmetology students free of charge to assist students with acquiring hours for licensure.
2. A student must sign up on the sign-up sheet by the Friday before the following night school if he/she will be attending. No students will be permitted to sign up the day of night school.
3. Students need to be checked into class NO LATER THAN 4:10 p.m. Unless prior arrangements were made for a late arrival, if a student arrives later than 4:10 p.m., he/she will be asked to leave. Prior arrangements would include a note with a parent/guardian phone number on it given to Mrs. Ellison prior to night class beginning.
4. Once a student is checked into class, he/she is not permitted to leave for any reason, unless requested by a parent/guardian. Students requesting an early dismissal from night school must submit a written permission slip with a parent/guardian's signature and contact phone number. If a parent/guardian cannot be reached, the student will not be dismissed.
5. Once a student leaves night school, he or she will not be readmitted to class the same day.
6. The student must have a ride present at least 10 minutes prior to dismissal time. If a student remains at school for longer than 10 minutes after dismissal two times due to a late ride, the student may not



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be permitted to participate in the next night school. If this happens three times, the student's privilege of attending night school may be revoked.

7. Attending night school is a privilege and may be revoked for disciplinary infractions. Circumstances will determine the length of the suspension, ranging from one night to indefinitely.
8. If a student is displaying a negative attitude and complaining about being here, a parent will be called to pick up their student. This is a positive learning environment and anyone who is not in a condition to learn will be asked to leave, as negative attitudes rub off onto others.
9. The student will be asked to leave if he/she does not have needed supplies/equipment.
10. The student is not permitted to have visitors during class.
11. If a student is going to have a client at night school, clients can only come by appointment only and prior teacher approval. The appointment times are 4:30 P.M. and 5:30 P.M. No clients will be accepted after these times.
12. No nurse is on staff during these times. No medical issues can be taken care of. If you are not feeling one hundred percent, please do not attend. Any student with any medical issue will be sent home immediately. Students will receive hours according to the length of time that they actually worked, not the amount of time they were at school.
13. If a student wants to eat at night school, they must bring their own food and eat it between 3:10 and 4:10. No student will be permitted to eat after 4:10. In addition, no food deliveries, such as Door Dash, is permitted.

A night school calendar is attached. Dates of evening classes are highlighted in yellow. Night school classes are held from 3:10 P.M. – 7:10 P.M. This is four hours per night. Some night classes may be held virtually and/or on campus. Virtual night school classes requires the student to have access to the internet.

Knowledge of Hour Attainment Form

As per the Pennsylvania State Board of Cosmetology, students must earn 1,250 hours in order to obtain a PA Cosmetology License. This hour schedule is to inform you of how hours may or may not be granted. Just because a student is in attendance does not necessarily mean they will earn hours.

1. In order to earn cosmetology hours, you must be on task completing the assignment given to you. Being granted hours means that you performed the task of the day to the best of your ability and that you fully understand what you have learned. Upon completion of all 1,250 hours, instructors must sign off that they think you are fully capable of working in this industry. They will NOT sign the form if they are not confident in your abilities.



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2. Reasons for not earning hours include having your head down/falling asleep at any time, standing around, not following teacher directions, being worked on without switching partners, working on yourself, spending overwhelming amounts of time in the restroom, and any other activity that prevents you from learning to your potential.
3. You may not be granted hours if you are failing the class. For example, you cannot earn an F and still earn hours. Failing students may not be eligible to sit for the state board exam.

The chart listed below illustrates the schedule for completing 1,250 hours in three years. This is approximate and is subject to change at any time.

Cosmetology Year One
360 Hours (180 school days @ 2 hours/day)
104 Hours (26 evenings of night school @ 4 hours/night)
Total Year One: 464 Hours
Cosmetology Year Two
360 Hours (180 school days @ 2 hours/day)
104 Hours (26 evenings of night school @ 4 hours/night)
Total Year Two: 464 Hours
Cosmetology Year Three
360 Hours (180 school days @ 2 hours/day)
104 Hours (26 evenings of night school @ 4 hours/night)
Total Year Three: 464 Hours
Grand Total with Perfect Attendance: 1,392 hours
This total reflects 142 additional hours beyond the 1,250 hours required for a student to sit for the PA State Board Cosmetology license.

E School Data and Quizlet

Dear Student/Parent/Guardian,

Just as many of the home schools have systems that students/parents/guardians can log on and see grades, Butler County Area Vocational-Technical School has a similar system called E School Data, we are no longer using Skyward. Students will be given their log in information once the gradebook is up and running. Information on the parent portal will be mailed out in August. We will have a link on our school web site www.butlertec.us.

1. Once on the website, you will see an icon on the right side that says E School Data Parent Portal. Click on the icon.
2. Once you click the icon, a screen will pop up with areas for you to enter your Login ID and Password.



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3. After you enter your Login ID and Password, a screen will pop up that has several categories listed down the left hand side. Please use these categories to navigate the site to find the information you are looking for. The categories are self-explanatory. For example, a screen will pop up that has all of the school terms listed. Click on whatever grade period scores you are looking for. The codes are as follows:

PR1 = Progress Report 1

T1 = First Nine Weeks

PR2 = Progress Report 2

T2 = Second Nine Weeks

S1 = Semester 1

PR3 = Progress Report 3

T3 = Third Nine Weeks

PR4 = Progress Report 4

T4 = Fourth Nine Weeks

S2 = Semester 2

FIN = Average Final Grade

4. Once you click on your chosen grade period, you will be able to see all of the scores for that term.

In addition to E School Data, there are many other resources on the school's website for student use. In order to find resources specific to cosmetology, please use the following directions:

1. Go to www.butlertec.us.
2. Once on the website, you will see Programs of Study along the top. Click on it.
3. Once you click on Programs of Study, a screen specific to cosmetology will pop up.
4. Once the cosmetology page pops up, there will be several categories listed down the right hand side. Please use these categories to navigate through the site to find the information you are looking for. The categories are self-explanatory. For example, if you would like to see Study Guides, click on Study Guides. Once you click on Study Guides, a screen will pop up that has all study guides for all of the chapters in the textbook. Click on whatever chapter you are looking for. These study guides are also printable.

One last area to highlight is Quizlet, <http://quizlet.com/>, which is an online learning tool is a fabulous resource for studying. Mrs. Dittman, a teacher who is helpful and present in the cosmetology classroom, has students create a Quizlet account which they can access on an electronic device. Students may also download the free Quizlet app on their phones if they wish. Mrs. Dittman has entered all of the Cosmetology chapter content onto Quizlet and updates curriculum as needed. Once logged in, students can play games, take sample tests, etc. Since integrating Quizlet in class, it is evident that this resource has helped students become more knowledgeable about cosmetology, while learning in a different way.



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Parent/Guardian Acknowledge of Receipt: Please return this completed form to your Cosmetology teacher on the first day of the 2023-2024 school year.

I, _____ am the parent/guardian of _____

I acknowledge that I have received, reviewed, and understand the following information provided to me by BCAVTS Cosmetology Department. I will check each box/section symbolizing that I have read and agreed to the information stated on each of the individual forms.

Acknowledgement of Cosmetology Rules and Regulations

- Following all of the rules and regulations allows the accumulation of daily points and hours. Repeated negative behavior results in further action but not limited to; a phone call home, referral to the office, in-school suspension, or out of school suspension. A Social Security Number is *necessary to order to report hours to the State Board of Cosmetology. Feel free to call or write this on a separate piece of paper. Please understand this is a necessity, not an option.* Student's Social Security Number _ _ _ - _ _ _ - _ _ _

Knowledge of Hour Attainment Form

- I understand that hourly accumulation is not an automatic process. Hours are earned and there are situations in which a student may not receive hours.

Night and Summer School Procedures

- I have read and understand BCAVTS's Cosmetology program's night and summer school procedures. Please list contact name and number to be called in the event of an emergency or cancelation.

Student Name/Phone # _____

Parent/Guardian Name/Phone # _____

Skyward & Quizlet @ Butler County Area Vocational-Technical School

- I have read and understand the Skyward and Quizlet resources available to help my student achieve success. Also please contact Mrs. Ellison or Mrs. Rocco with questions or concerns at (724) 282- 0735.

With regard to the required supplies I have: *(Please check all that apply)*

- I ordered a **KIT** through Burmax Industries.
- I ordered a **TEXTBOOK** through Burmax Industries (14th Edition Milady Standard Textbook of Cosmetology).

I am unable to purchase supplies at this time and will need to borrow them. *(Please check all that apply.)*

- I will need to BORROW a kit.
- I will need to BORROW a textbook. (Please note: Borrowed textbooks cannot be highlighted or written in.)



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All borrowed equipment/books need to be returned prior to the end of the school year in their entirety and in a sanitary condition. Any missing/broken items need to be replaced or will become a school debt.

I understand that my son/daughter is responsible for complying with these policies and with the regulations in the Student Handbook and State Laws set forth by the PA State Board of Cosmetology. This signature page needs to be completed and returned to the instructor within the first week of school. ***No practical services will be permitted until all paper work has been submitted.***

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____