



Dear Returning Cosmetology Student and Parent/Guardian,

Congratulations on your choice to return to the Cosmetology program at Butler County Area Vocational-Technical School for the 2024-2025 school year. This letter outlines 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 it with your student on the first day of school.

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

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 for the exam, students must accumulate 1,250 hours of instruction. Accumulating those hours can be done by attending three years of cosmetology and night school. Night school procedures are outlined in attached letters.

BCAVTS Cosmetology students are required to have a kit, as per the State Board of Cosmetology. Students must keep the kit locked in a locker in the Cosmetology Department Clinic. Please have your kit brought back to school within the first week of returning. If any item is missing from your kit from the previous school year, you will need to purchase the item/s before returning to school for the year.

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

- Two new manikins or one manikin and an Exam Review book (see ordering information below)
- Three one-inch binders with clear, front sleeves
- 12 - #2 pencils
- Highlighters
- Two large skeins of yarn (for hair extensions)
- 2024-2025 agenda

We look forward to seeing you on the first day of school and are excited to help you continue in your career! If you have questions about this letter's contents, including kit requirements and supplies, please 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 returning to attend BCAVTS's Cosmetology program!

Sincerely,

A handwritten signature in cursive script that reads "Ashley Rocco".

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

Kit Information Sheet

All Second Year Students Must Purchase:

- Deluxe Debra Manikin: Kit Code DLX804 \$66.45
- Yolanda Manikin: Kit Code E600 \$48.58

All Third Year Students Must Purchase:

- Deluxe Debra Manikin: Kit Code DLX804 \$66.45
- 14th Edition Milady Exam Review: Kit Code 9103 \$57.17

All Students:

If you would like to purchase the textbooks this year because you didn't your first year the code for them is as follows:

- Milady 14th Edition Textbooks: Kit Code M1492 \$204.79

To order the above **mandatory** items:

1. Go to beautyschoolstore.com.
2. If you registered your kit the first year, sign in. If you did not register your kit the first year, you will need to sign up for an account. Follow the directions on the website.
3. You must pay with a credit card. Items will be shipped to your house this year. Please bring them to school with you on the first day. Please order items right away. The longer you wait to order, the longer your student will be without their necessary equipment and the more expensive it will be.

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 to obtain all 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 workstation, 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 always dress in professional attire. 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 daily, 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 always keep my locker locked, even 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 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 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.

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 of 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.
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 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. Students must be ready to work on hands-on activities. If a student refuses or is not working to their potential, they will be asked to leave and will forfeit their hours.
11. The student is not permitted to have visitors during class.
12. If a student is going to have a client at night school, clients can come by appointment only and the times are 4:30 P.M. and 5:30 P.M. After the service is complete, the guest must leave. Any guests under the age of sixteen must always have a parent/guardian present. No clients will be accepted after these times.
13. 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.
14. Night school may be canceled/rescheduled at the teacher's discretion.

15. If needed, discipline will be enforced just like the regular school day.

A night school calendar is attached. Dates of evening classes are highlighted in yellow. Night school classes are held from 3:10 pm – 7:10 pm. This is four hours per night. Some night classes may be held virtually and/or on campus. Virtual night school classes require 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 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. 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.
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 fail 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)
100 Hours (25 evenings of night school @ 4 hours/night)
Total Year One: 460 Hours
Cosmetology Year Two
360 Hours (180 school days @ 2 hours/day)
100 Hours (25 evenings of night school @ 4 hours/night)
Total Year Two: 460 Hours
Cosmetology Year Three
360 Hours (180 school days @ 2 hours/day)
100 Hours (25 evenings of night school @ 4 hours/night)

Total Year Three: 460 Hours

Grand Total with Perfect Attendance: 1,380 hours

This total reflects 130 additional hours beyond the 1,250 hours required for a student to sit for the PA State Board Cosmetology license.

School Website – www.butlertec.us

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 EIC. This letter is to explain how to login to EIC and all the resources it contains. Students will be given their log-in information once the gradebook is up and running. To log in to EIC, please use the following directions:

In addition to EFIC, there are many other resources on the school's website for student use. 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.

One last area to highlight is Quizlet, <http://quizlet.com/>, which is an online learning tool and 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 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, it is evident that this resource has helped students become more knowledgeable about cosmetology, while learning in a unique way.

Parent/Guardian Acknowledge of Receipt: Please return this completed form to your Cosmetology teacher on the first day of the 2024-2025 school year.

I, _____ am the parent/guardian of _____ . 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 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.
- I understand that hourly accumulation is not an automatic process. Hours are earned, and a student may not receive hours.

Night Procedures

- I have read and understand BCAVTS's Cosmetology program's night school procedures. Please list contact names and numbers to be called in an emergency or cancelation.

Student Name/Phone #

Parent/Guardian Name/Phone #

EIC and Quizlet @ Butler County Area Vocational-Technical School

- I have read and understand the EIC and Quizlet resources available to help my student achieve success.

Regarding the required supplies, I have: (Please check all that apply.)

- I ordered **the required manikin(s)** through Burmax Industries
- I ordered an **Exam Review book** through Burmax Industries

I cannot purchase supplies now and will need to borrow them. *(Please check all that apply.)*

- I will need to **BORROW** textbooks. (Please note: Borrowed textbooks cannot be highlighted or written in.)
- I will need to **BORROW** a manikin(s).
- I will need to **BORROW** an Exam Review book.

All borrowed equipment/books must be returned before the end of the school year 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 paperwork has been submitted.** [OBJ]

Parent/Guardian Signature _____

Date _____

Student Signature _____

Date _____



Butler County Area Vocational-Technical School
210 Campus Lane • Butler • PA 16001
724-282-0735 • www.butlertec.us
School Year 2024 - 2025

180 Student Days • 187 Instructor Days

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	IS	IS	IS	▲	23	24
25	26	27	28	29	30	31
First Day: August 22						
Teachers: 9.5			Students: 7			

September 2024						
S	M	T	W	T	F	S
1	V	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Teachers: 20 Students: 20						

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	A80	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Teachers: 23 Students: 23						

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	V	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	V	V	V	30
Teachers: 17 Students: 17						

December 2024						
S	M	T	W	T	F	S
1	V	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	V	V	V	V	V	28
29	V	V				
Teachers: 14 Students: 14						

January 2025						
S	M	T	W	T	F	S
			V	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	IS	18
19	V	21	22	23	24	25
26	27	28	29	30	31	
Semester Ends: January 14 (Day 90)						
Teachers: 21			Students: 20			

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	IS	15
16	V	18	19	20	21	22
23	24	25	26	27	28	
Teachers: 19 Students: 18						

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	A80	22
23	24	25	26	27	28	29
30	31					
Teachers: 21 Students: 21						

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9/IS	10	11	12
13	14	15	A80	V	V	19
20	V	22	23	24	25	26
27	28	29	30			
Teachers: 19.5 Students: 19						

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	IS	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	V	27	28	29	30	31
Teachers: 21 Students: 20						

June 2025						
S	M	T	W	T	F	S
1	▲	IS	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Last Day: June 2						
Teachers: 2			Students: 1			

V = Vacation Day	
September 2	November 11, 27-29
December 2, 23-31	January 1, 20
February 17	April 17-21
May 26	

IS = In Service Day (No Students)	
August 19, 20, 21	January 17
February 14	April 9
May 9	June 3
8/21: New Student Orientation 5-8 PM (1/2 IS).	
4/9: Career Fair 5-8 PM (1/2 IS).	

A 80 = Act 80 Day (No Students)		
October 14	April 16	March 21

▲ = First & Last Day of School
IW = Inclement Weather
 First Day: August 22
 Last Day: June 2
April 9/IS: Will be a regular school day. Teacher's 1/2 IS from 5-8 PM for Career Fair.
 All Inclement Weather Days will be considered Remote Learning/Flexible Instruction Days (FIDs).