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| PNWlogo.jpg | **Putnam/Northern Westchester**  **BOARD OF COOPERATIVE EDUCATIONAL SERVICES**  200 BOCES Drive  Yorktown Heights, NY 10598-4399  (914) 248-2424 FAX (914) 248-2472  E-MAIL: slowery@pnwboces.org |
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**Stephen Lowery**

*Executive Principal*

*Cosmetology I&II Course Outline*

***Materials Needed:***

1. *Two-pocket folder and notebook* ***or*** *binder with folder and loose leaf*
2. *Student Kit: includes tools, accessories, smock and textbooks. Required to purchase from BOCES, cost to be determined.*
3. *4Gb flash drive (optional)*

***Academics:***

1. *Planner to keep track of assignments*
2. *(2) two-pocket folders, one for Science and one for English*

***Attendance:*** *Good attendance is very important in the Cosmetology Academy. In order for students to obtain their Cosmetology license from New York State, they must meet the state mandated requirement of 1,000 hours of classroom instruction. At the end of your child’s first year, Cosmetology I. it is recommended your child have 340 hours of classroom instruction to be recommended for the Cosmetology II program. At the end of your child’s second year, he/she must have completed 1,000 hours in order to apply for the New York State Cosmetology Licensing Exam. If your child is late, every third late will result in the student receiving half the hours for the day.*

***Uniform:*** *All students must wear closed toe; closed heel; puncture proof shoes. Black smock included in kit.*

***Grading:***

1. *Student’s practical skills are graded daily; a close evaluation is given to each student. If a student is absent, he/she are responsible for making up missed work/grades. Quarterly grades are based: one third practical (skills) work, one third theory (tests, homework) work and one-third conduct and attitude.*
2. *Weekly tests are given related to the subject matter covered during the week. The student is responsible for getting notes or work if they are absent from class. A passing grade for Cosmetology at the Tech Center is 65%. Students who take the New York State Board Licensing Exam must pass with a 70% to receive a Cosmetology License.*
3. *All assignments must be handed in on the assigned date, if assignments are not handed in on time, 10 points will be deducted from the students grade each day the assignment is late. This will have a major impact on the student’s grade.*
4. *Assignments and project can be found on my web-page at:* ***pnwboces.schoolwires.net***

***Conduct:***

1. *Students must behave in a professional manner at all times. Unacceptable behavior will be dealt with immediately. There will be no foul language in the classroom.*
2. *Smoking in prohibited in the school and on campus*
3. ***Cell Phones are not allowed in the classroom for any reason****. If the student bring item to class, they will be taken away and a parent will be asked to come into school to retrieve it.*
4. ***Personal items are to be locked in student lockers at all times.***

***Driving:*** *Students must obtain a parking permit with the approval from their instructor, parent or guardian and the home school administrator. Applications will be given to the students by the main office; Driving is a privilege and will be revoked if the student shows a pattern of late arrivals.*

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**Stephen Lowery**

*Executive Principal*

***Field Trips:***  *On occasion students enrolled at the Tech Center will participate in a field trip. Field trips are considered a privilege extended only to students who are in good standing at the Tech Center. Students who do not meet the following criteria are not eligible to participate in field trips.*

* *10 or more absences in a quarter*
* *Failing grade in English, Science or Cosmetology for the year or the quarter*
* *Suspension from home school or the Tech Center during the school year*
* *All cases will be dealt with on an individual basis*

***Portfolio:*** *Each student is responsible for completing a portfolio. Portfolio assignments are all related to Cosmetology and will be completed during the two years the student is enrolled in the Cosmetology Academy at the Tech Center.*

***Work Based Learning Project:*** *All Cosmetology students are required to complete a work based learning project in both Cosmetology I and Cosmetology II. As a result of participating in these projects, Cosmetology students will receive additional Cosmetology hours if a student does not complete these mandatory projects they will be in danger of failing the quarter for which it pertains.* ***If any portion of the work based learning activity is incomplete and your report does not receive a grade of 65% or higher, no credit/Cosmetology Hours will be given.***

***Additional Cosmetology Hours:*** *The Tech Center staff is aware that your child may have unplanned absences during the progression of the program. There are ample opportunities for students to participate in extracurricular activities after school in order to achieve 1,000 Cosmetology Hours. These activities include: Tech Tours, The Fashion Show, and other activities pre-approved by your Cosmetology Instructor.*

***Live Work:*** *An important part of training to be a Cosmetologist is working on real people, it is an expectation that students who are enrolled in the Cosmetology Program work on each other and clientele from the community. For clientele from the community these activities include: waxing, haircuts, roller sets, hair color, permanent waves, and manicures. For Cosmetology students these activities include having their hair shampooed and blown dry, receiving a manicure, pedicure or scalp treatment. However, if your child refuses to have these services done when they are assigned they will receive a zero that may not be made up and will be subject to disciplinary action. All other services will be performed or received on a voluntary basis with instructor approval.*

*For weather delays our school calendar and other pertinent information please access our webpage at:* [***www.pnwboces.org***](http://www.pnwboces.org)

*Assignments, tests, and projects are posted on my webpage at:* [*http://pnwboces.schoolwires.net/Domain/46*](http://pnwboces.schoolwires.net/Domain/46)

*If an emergency exists and a parent must reach a student, they may do so by calling their child’s classroom direct at:*

***Mrs. Debbie Busatti: (914) 248-2499***

[***dbusatti@pnwboces.org***](mailto:dbusatti@pnwboces.org)

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**Stephen Lowery**

*Career Academy Principal*

*Cosmetology Requirements*

*Parent/Guardian:*

*Please feel free to contact me whenever necessary. Please Review these requirements, sign and return to me as soon as possible.*

*Thank you for your cooperation*

*I have read and understand the requirements of the Cosmetology Academy at Putnam Northern Westchester BOCES Tech Center*

*Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Student Name (printed):*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Parent/Guardian Signature:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Parent/Guardian Name (printed):*

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