

Adult _____

Appearance Enhancement Handbook



Western Suffolk BOCES

Western Suffolk BOCES
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www.wsboces.org/fulltime

Appearance Enhancement Adult Handbook

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APPEARANCE ENHANCEMENT STUDENT HANDBOOK

Western Suffolk BOCES Mission Statement

Western Suffolk BOCES provides career training and literacy programs to help adults meet their career goals by developing skills essential for gainful employment, job advancement and new career opportunities.

Educational History

Welcome to the Appearance Enhancement Program at Western Suffolk BOCES! This is one of many career and technical programs offered through Western Suffolk BOCES. The highly trained faculty of the Appearance Enhancement Program takes its educational responsibilities seriously and is committed to maintaining professional competency.

We believe that education is a systematic, cooperative process. Learning will take place as the student progresses through the curriculum and successfully completes pre-established goals. In our program, students will acquire the concepts and skills necessary to practice the art and science of Appearance Enhancement. We provide an environment which is conducive to learning so the students can acquire the knowledge and develop the skills necessary to achieve success in our program. The Appearance Enhancement Program will provide channels of communication with program authorities for the purpose of counseling and/or mediating problems.

Education in Appearance Enhancement is based on a specialized body of knowledge and skills that focuses upon the preparation of a competent beauty professional. The faculty has the responsibility to plan the teaching processes, to serve as a facilitator of the learning process, to assist each student according to his/her needs and abilities, and to evaluate the student's progress.

The faculty believes in keeping abreast of the latest scientific advancements in Appearance Enhancement and will make available such information to the students during the normal course of instruction. Our faculty is responsible for an educational environment whereby students can successfully achieve the objectives of the program. We strive to maintain a curriculum that provides flexibility for adjustment in procedures, methodology and materials in accordance with individual faculty differences. In addition, the faculty democratically administers the total school program within the guidelines specified by the Board of Western Suffolk BOCES.

Admission Requirement

Students interested in enrolling in the Appearance Enhancement Program must meet with a Career Counselor prior to registration. To be admitted, a student must meet one of the following criteria:

- a. proof of a U.S. high school diploma or GED
- b. if from a war torn country, a self-certifying letter
- c. an authorized evaluation of credentials if credentials are from another country
- d. an acceptable score on an Ability to Benefit Test approved by the U.S. Department of Education

Each applicant must schedule a meeting with a career counselor who will review documentation and determine eligibility for the program. After individual counseling and review of the student's ability to succeed, a counselor may recommend a period of remediation before entry into the program. Call 631/261-3600 x204 for a pre-admission interview.

Educational Objectives/Outcomes

The Appearance Enhancement Program provides an educational environment structured to develop a competent beauty professional who will:

1. Recognize the basic principles of Appearance Enhancement and those disciplines upon which the fields are based.
2. Function in entry-level Appearance Enhancement positions in private practice, clinics and other related institutions.
3. Recognize the need for continuing education as an important mechanism to adapt to the changes and challenges within the Appearance Enhancement industry.
4. Respect the privacy of the client in his/her relationships with the Appearance Enhancement practitioner and other members of the salon/spa team.
5. Demonstrate a thorough understanding of the Appearance Enhancement Specialist's role in relation to the function of other allied beauty industry responsibilities.

Description of Licensure Programs

COSMETOLOGY - Western Suffolk BOCES' cosmetology program is available to adults who would like to learn care of the hair, scalp, skin, and nails. This 1,000-hour program (100 CEUs) qualifies students to sit for the New York State licensing exam. Students study hair styling, coloring, perms and relaxants, make-up application and manicures.

ESTHETICS - This program covers the field of skin care and make-up. In this 600-hour course (60 CEUs), students learn anatomy and physiology, bacteriology, sterilization methods, structure and function of the skin, facial procedures, use of various machines, waxing methods, basic make-up techniques and business practices. This program prepares students for the New York State licensing exam in Esthetics. Licensed cosmetologists may prepare for a license in Esthetics by completing 500 hours of this course.

ESTHETICS – ADVANCED - This is a program for licensed cosmetologists who would like to enhance their understanding and practice of skin care. Upon completion of this 140-hour course, students receive a BOCES certificate.

Part-Time Courses in Cosmetology

Appearance Enhancement Make Up Hours, Cosmetology State Board Preparation

APPEARANCE ENHANCEMENT MAKE UP HOURS—Students with credit from other schools are welcome to enter any of the above programs. If you need additional hours to meet the licensing requirements, you may enter any of the modules during the school year as arranged with the registrar and according to school regulations. Call 631/261-3600 x204 for an appointment to discuss the transfer of hours with a counselor.

APPEARANCE ENHANCEMENT COURSES

Cosmetology

1000 Instructional hrs (100 CEU)

For those with an artistic flair, cosmetology offers a wide variety of opportunities. Learn care of the hair, scalp, skin, and nails in this 1,000-hour program as you prepare for NYS licensing. Students are required to purchase a cosmetology kit and uniform. More detailed information and prices can be found in the catalog insert.

Theory: 370 hours / Practice: 630 hours

Course Goals/Objectives

Upon successful completion of this program, the student will have acquired the competencies necessary to perform the duties of a Cosmetologist, sit for the New York State written and practical examination for licensing and demonstrate competent professional entry-level skills.

Instructional Methods Used

Discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, student presentation. Appropriate training aids and audiovisual materials are used to supplement the instructional process.

Grading Procedures

Evaluation of the student's progress will be made through the use of quizzes, unit tests, practical examinations, class projects, assignment sheets and charts. The final grade will be based on $\frac{1}{3}$ written evaluation and $\frac{2}{3}$ practical evaluation.

Cosmetology Curriculum

Professional Requirements – 24 hrs

Theory: 8 hours/ Practice: 16 hours

- Orientation
- Career Opportunities
- Life Skills

Safety and Health – 26 hrs

Theory: 9 hours/ Practice: 17 hours

- Bacteriology
- Physical and Chemical Agents

Anatomy and Physiology – 15 hrs

Theory: 5 hours/ Practice: 10 hours

- Cell Tissue Organs and Systems
- Muscles
- Nutrition
- Skeletal System
- Nerve System

Hair Analysis – 10 Hours

Theory: 3.5 hours/ Practice: 6.5 hours

- Growth, Structure and Composition of Hair

Hair and Scalp Disorders and Diseases – 10 hrs

Theory: 3.5 hours/ Practice: 6.5 hours

- Recognizing Hair and Scalp Disorders

Chemistry as Applied to Cosmetology – 5 hrs

Theory: 2 hours/ Practice: 3 hours

- Properties and Effective use of Professional Products

Shampoos, Rinses, and Treatments – 30 hrs

Theory: 10 hours/ Practice: 20 hours

- Shampoos
- Types of rinses
- Analysis

Hair Cutting and Shaping – 175 Hours

Theory: 58 hours/ Practice: 117 hours

- Concepts of Design
- Thinning or Texturing
- Razor
- Sectioning
- Clippers
- Advanced Haircutting

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Cosmetology Curriculum continued from pg 5

Hair Styling – 245 Hours

Theory: 82 hours/ Practice: 163 hours

- Fingerwaving
- Wet Hairstyling
Rollers | Combout Techniques | Pincurls | Artistry in Hair Braiding
- Artificial Hair
Wigs | Hairpieces and Extensions
- Thermal Hair Styling
Thermal Waving | Blow-Dry Styling | Curling Irons | Hair Pressing

Chemical Restructuring – 180 Hours

Theory: 60 hours/ Practice: 120 hours

- Permanent Waving
- Chemical hair relaxing and Soft Curl Permanent

Hair Coloring and Lightening – 180 Hours

Theory: 60 hours/ Practice: 120 hours

- Color Theory
- Semi-Permanent Hair Color
- Classification of Hair Color
- Permanent Hair Color
- Demi-Permanent Color
- Record Keeping
- Hair Lightening
- Temporary Hair Color
- Toners/Glazes

Nail Care & Procedures – 40 Hours

Theory: 13.5 hours/ Practice: 26.5 hours

- Manicuring
- Nail Wraps
- Nail Disorders and Diseases
- Advanced Manicures
- Nail Structure
- Hand Massage
- Pedicuring and Foot Massage
- Nail Shapes
- Sculpture Nails

Skin Care & Procedures & Waxing – 60 Hours

Theory: 20 hours/ Practice: 40 hours

- Benefits
- Electricity and Light Therapy
- Machine Aided Facials
- Make Up
- Packs and Masks
- Massage
- Removing Unwanted Hair

STUDENT CONSUMER INFORMATION FOR COSMETOLOGY

All data is the most current information that Western Suffolk BOCES has collected. View at www.wsboces.org/consumer.

Cosmetology

For the job title Hairdressers, Hairstylists and Cosmetologists (SOC code 39-5012), the Department of Labor describes the nature of the work; training and other needed qualifications; employment levels; job outlook; potential earnings; and related occupations.

Program Cost (for 2011-12 school year)

Tuition	Uniform & Supplies	Fees	TOTAL
\$8,925 includes books and \$100 non-refundable fee	\$250	\$50	\$9,205

Completion Information (for 2009-10 school year)

BOCES understands that adult learners have additional responsibilities and is generous about granting a request for a leave of absence from the program. Taking a leave of absence results in additional time to complete the program and, therefore, results in a lower On-Time Completion rate.

Number of Completers 33
(Number of On-Time Completers was 23.)

Graduation Rate 73%

Number of Graduates Available for Employment 29

Job Placement Rate (for 2009-10 school year) 100%

Follow-up data is collected 6 to 9 months after the student has completed the program. Calculation counts those who responded that they were employed in the field, employed in a different field, serving in the military, pursuing further education, not available for work due to personal/health issues or not working. Those who could not be contacted are omitted from this calculation.

Median Loan Debt (for those who completed in 2010-11 school year) \$3,350

Esthetics

600 Instructional hrs (60 CEU)

Esthetics, the field of skin care and make-up, is now a specialty requiring a separate NYS license. This 600-hour course will cover anatomy and physiology, bacteriology, sterilization, structure and function of the skin, facial procedures, use of various machines, waxing, basic make-up techniques, and business practices. Students will prepare for the State Board examination. Classes begin with each new module, approximately monthly.

Theory: 213 hours / Practice: 387 hours

Course Goals/Objectives:

Upon successful completion of this program, the student will have acquired the competencies necessary to perform the duties of an Esthetician, take and pass the New York State written and practical examination for licensing and demonstrate competent professional entry-level skills.

Instructional Methods Used:

Discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, student presentation. Appropriate training aids and audiovisual materials are used to supplement the instructional process.

Grading Procedures:

Evaluation of the student's progress will be made through the use of quizzes, unit tests, practical examinations, class projects, assignment sheets and charts. The final grade will be based on $\frac{1}{3}$ written evaluation and $\frac{2}{3}$ practical evaluation.

Esthetics Curriculum

Preparation for Profession of Esthetics –112.5 hrs

Theory: 37.5 hours / Practice: 75 hours

- Orientation
- Chemistry
- Structure & Function of the Skin
- Anatomy, Physiology, & Nutrition
- Safety & Health
- Bacteriology/Sterilization

Facial and Body Procedures – 280 hrs

Theory: 95 hours / Practice: 185 hours

- Facial and Body Procedures
- Skin analysis and Consultation
- Discussion of advanced techniques
- Overview of Aromatherapy
- Electricity
- Exfoliation
- Massage
- Mask Therapy
- Client Preparation
- Skin Types
- Body and Water Therapies
- Machine Facials
- Paraffin
- Cleansing
- Laws/Product Knowledge

Hair Removal – 32.5 hrs

Theory: 10 hours / Practice: 22.5 hours

- Waxing
- Tweezing
- Discussion of Bleaching, Depilatory Creams, Electrolysis, Laser, and other methods of hair removal

Makeup and Color Theory – 75 hrs

Theory: 20 hours / Practice: 55 hours

- Analysis
- Correction and Coloring
- Eyebrow Contouring
- False Eyelashes
- Face Morphology
- Chemistry and Products
- Makeup Application

Business – Job Skills 37.5 hrs

Theory: 15.5 hours / Practice: 22 hours

- Design and Planning
- Marketing and Retailing
- Communication Skills
- Ethics and Conduct
- Taxes, Accounting, and Inventory
- Payroll
- Client Relations
- Job Skills

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Esthetics Curriculum continued from pg 9

Medical Esthetics – 32.5 hrs

Theory: 20 hours / Practice: 12.5 hours

- Overview of Dermatologic Procedures
- Overview of Plastic, Cosmetic, and Reconstructive Surgery
- Pre-Operative and Post-Operative Care
- Medicines
- Camouflage Therapy
- Chemical Methods of Sanitation
- Physical Methods of Sanitation

Laser Techniques – 30 hrs

Theory: 15 hours / Practice: 15 hours

- Skin Rejuvenation
- Spider Vein Therapy
- Laser Hair Removal
- Skin Refirming

STUDENT CONSUMER INFORMATION FOR ESTHETICS

All data is the most current information that Western Suffolk BOCES has collected. View at www.wsboces.org/consumer.

Esthetics

For the job title Skin Care Specialists (SOC code 39-5094), the Department of Labor describes the nature of the work; training and other needed qualifications; employment levels; job outlook; potential earnings; and related occupations.

Program Cost (for 2011-12 school year)

Tuition	Uniform & Supplies	Fees	TOTAL
\$7,950	\$150	\$80	\$8,130
includes books and \$100 non-refundable fee			

Completion Information (for 2009-10 school year)

BOCES understands that adult learners have additional responsibilities and is generous about granting a request for a leave of absence from the program. Taking a leave of absence results in additional time to complete the program and, therefore, results in a lower On-Time Completion rate.

Number of Completers 19
(Number of On-Time Completers was 13.)

Graduation Rate 83%

Number of Graduates Available for Employment 15

Job Placement Rate (for 2009–10 school year) 88.2%

Follow-up data is collected 6 to 9 months after the student has completed the program. Calculation counts those who responded that they were employed in the field, employed in a different field, serving in the military, pursuing further education, not available for work due to personal/health issues or not working. Those who could not be contacted are omitted from this calculation.

Median Loan Debt (for those who completed in 2010-11 school year) \$3,000

INFORMATION, POLICIES AND REGULATIONS

Alcohol, Drugs and Other Substances

The Board of Cooperative Educational Services of Western Suffolk County, New York is committed to the prevention of alcohol, tobacco, and other substances use/abuse.

No person may use, possess, sell or distribute alcohol or other substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events except drugs prescribed by a physician and dispensed in accordance with BOCES policy. The terms “alcohol, tobacco and other substances shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, marijuana, cocaine, crack, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as “designer drugs.” The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: A person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances.

BOCES policy describes the philosophy of BOCES and the program elements that will be used to promote healthy life styles for its students and staff and to inhibit the use/abuse of alcohol, tobacco and other substances. The entire policy is available online at: wsboces.org/aboutus/policies.cfm or by calling 631/549-4900 x224.

Academic/Practical & Attendance Criteria

Attendance Policy

Attendance and punctuality are of the utmost importance and are considered to be an integral part of performance. Students are expected to be present for all scheduled classes. Students are responsible for all material discussed in class as well as assignments given.

1. Students needing to make up cosmetology hours will be permitted 90 hours due to sick time or other family emergency before being charged the current make up hours rate. Esthetics students will be permitted 60 hours before being charged the current make up hours rate. Students may make up hours in a program running concurrently to their program. Approval of instructor and counselor is necessary to complete these arrangements.

2. Any student who does not fulfill attendance criteria is subject to disciplinary action. Being late excessively may cause a student to be placed on probation.
3. Absences incurred on a repeated basis will result in dismissal from the program.
4. The maximum time frame for course completion shall not exceed 143% of the course length. A leave of absence may extend the student's contract period and maximum time frame by the same number of days as in the leave of absence.
5. If a student is absent for 5 consecutive days, he/she will be dropped from the program. The only exception is if a leave of absence is arranged with a counselor or administrator.

Complaints and Grievances by Students

Western Suffolk BOCES has developed these procedures for adults to follow in regard to disciplinary actions, suspensions, unfavorable evaluations and dismissals related to programs/services for adults. The goal is to secure as rapidly and equitably as possible a resolution to the "grievance."

DEFINITIONS:

- "GRIEVANCE" is an event or condition related to the student's classroom or practical achievement, disciplinary action and/or appeal requiring attention.
- "DAYS" refers to working school days.

GRIEVANCE PROCEDURE:

LEVEL I: The student will discuss the event with those directly involved in the problem. For example, if the problem is relevant to the adult's coursework, the student should speak to the teacher. Alternatively, evening students can discuss the issue with the evening Supervisor; day students can meet with a counselor in an attempt to resolve the problem; students in the health programs can speak to the Supervisor of Health Careers.

LEVEL II: If the problem is not resolved or the student is not satisfied with the disposition of the grievance at Level I the grievance may, within two days, be filed in writing. Request a Student Grievance Form from the Adult Education Office. Complete the Grievance Form and return to the Principal of the Adult Program. An official grievance should state:

- a. Name of aggrieved party
- b. Reason(s) for grievance with statement of nature and facts of

grievance including date concern first arose and events or conditions which constitute the grievance.

- c. Statement of redress sought by aggrieved party.
- d. School representative with whom the aggrieved party met and reason for dissatisfaction with the results of Level I.

The Principal shall within two days of receipt of the written grievance meet with the student in an effort to resolve the grievance. If the student is not satisfied with the disposition of the grievance at Level II or in the event that no decision has been rendered, the student shall forward the written grievance within two days to the Assistant Director of Career and Technical Education.

LEVEL III: The Assistant Director of Career and Technical Education shall within two days of receipt of the written grievance schedule a meeting of the Grievance Appeal Committee which is composed of the Principal of Career & Technical Education, a member of the faculty and a student representative. The committee will meet with the student in an effort to resolve the grievance. If the student is not satisfied with the disposition of the grievance at Level III or in the event that no decision has been rendered, the student may file the grievance within two days in writing with the Executive Director of Career and Technical Education.

LEVEL IV: The Executive Director of Career and Technical Education or his representative shall, within four days of receipt of the written grievance, meet with the student in an effort to resolve the grievance. The Executive Director has four days from the date of the meeting to render a decision.

LEVEL V: If the student deems the grievance is not resolved at the Executive Director's level, the written grievance and all decisions shall be forwarded to the District Superintendent or designee who will make a final decision within 15 school days.

LEVEL VI: If the student deems the grievance is not resolved at the District Superintendent level, the student may contact the Council on Occupational Education (COE), 41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia, 30346. The telephone number is 770/396-3898. The student should use the official Complaint Certification Form which is available from supervisors in the Adult Education Office. After the complainant contacts the COE, he/she will receive a letter acknowledging receipt of complaint.

NOTE: At any point in the procedure, the student may request, in writing, the presence of one peer or an ombudsman of his or her choice. Western Suffolk BOCES will maintain written records of all complaints filed through two complete accreditation cycles.

Certificates of Completion

Certificates of Completion for continuing education courses will be issued upon successful program completion. The minimum eligibility standards for a certificate are as follows:

- absences of instructional time must be made up.
- recommendation by the instructor that all course requirements have been successfully completed and course objectives have been met with an average grade of 70%.

Completion Policy

Criteria for successful completion of the Appearance Enhancement Programs are:

1. Attainment of a transcript grade of 70% or better for each area of study and a 70% grade on the final practical evaluation.
2. Satisfaction of all financial obligations.
3. Fulfillment of attendance hours as shown in the handbook and curriculum requirements of the New York State Education Department
4. Certificates of Completion for the Appearance Enhancement Program will be issued upon successful course completion.

Damage to or Loss of Personal Property

Western Suffolk BOCES assumes no responsibility, either real or implied, for the personal property of any adult student. Students should review their own insurance coverage regarding personal property liability.

Dismissal Policy

The Administration reserves the right to terminate the attendance of students who fail to satisfy the requirements of academic, clinical, disciplinary, health and personal adaptability for the Appearance Enhancement field.

Reasons for Dismissal:

1. Failure to comply with attendance policies.
2. Conviction of a felony.
3. Failure to meet academic requirements.
4. Failure to meet the clinic education requirements.
5. Receiving 3 written formal warning notices pertaining to the same problem.
6. Failure to comply with clinic affiliates policies.
7. Failure to comply with other rules, regulations and policies of the program.
8. Unprofessional/unethical behavior or insubordination.
9. Proven use of controlled substances (alcohol, drugs).
10. Any action or inaction which results in harm to a client.

11. If a student is absent for 5 consecutive days, he/she will be dropped from the program. The only exception is if a leave of absence is arranged with a counselor or administrator.

Grading System

Students will be graded on all quizzes, exams and clinic evaluation. A student must earn a grade of 70% to pass. Any grade below 70% will be a failing grade.

Health Requirements

The student is required to provide the State with proof of a complete physical examination before sitting for the New York State Licensing Examinations.

Special Note Regarding Illness/Absences

Any rash, fever, open or sutured wounds, or undiagnosed illness will preclude attendance in the clinic area. A physician's statement will be required in order to return to the clinic area after an extended illness, a communicable condition or any injury. The physician's statement must include that you can return to "full clinic duties."

Instructors

Kathleen Burke

Kathleen Burke has been a certified teacher of Cosmetology at Western Suffolk BOCES since 1999. She earned a bachelor's degree from New York Institute of Technology, Old Westbury, NY. As a licensed New York State Cosmetologist, Kathleen has worked to prepare students for the state licensing exam. Previous to coming to BOCES, Ms. Burke was an instructor at the Jon Louis School of Beauty in North Babylon, New York.

Vanessa Horn

Although Vanessa owns her own esthetics business and also worked as an image consultant for many famous show business clients, Ms. Horn decided her real interest lies in the education field. In 2001, Ms. Horn completed the BOCES Esthetics Program and received a degree at the Royal Business School, Forest Hills, NY. Her certificates include Licensed New York State Aesthetician, Microdermabrasion, Oriental Accupressure and Chemical Peeling.

Lynne Pallmeyer

Lynn Pallmeyer is a NYS licensed esthetician specializing in medical esthetics and laser. In addition to performing skin rejuvenation and laser hair removal services, she is also a proctor for the NYS Division of Licensing Services for the esthetic state board exam. Ms Pallmeyer received her license in 2005 after completion of the Western Suffolk BOCES esthetics program and looks forward to preparing students for the exciting field of esthetics.

Gail Sanderson

Gail Sanderson has been in the Cosmetology industry for over twenty years. She currently not only works for Western Suffolk BOCES but she earned her cosmetology license from BOCES in 1990. Ms. Sanderson then enrolled in the New York Institute of Technology in Nassau County, NY, and earned her teaching certificate. She began working at Western Suffolk BOCES in 1999 and became an adult instructor in 2003. Gail's duties included teaching Nail Technology and Cosmetology. Ms. Sanderson's past work experience includes teaching at Eastern Suffolk BOCES and Brittany Beauty School. She currently works as a color specialist/stylist in a local salon in Islip, NY as well as operates her own business.

Ila Gaffney – Adult Counselor

Ila Gaffney, employed by Western Suffolk BOCES as an Adult Counselor, started in 1998. She is presently carrying out her responsibilities at the Northport Campus of BOCES. Ms. Gaffney's educational background includes a Bachelor of Arts degree from the University of Wisconsin, Madison, WI and an Ed.M. from Teachers College, Columbia University, New York, NY. Ms. Gaffney's prior experience includes working in the Admissions Office of Newbury College, Brookline, MA and Lasell College in Newton, MA. She also was employed as a counselor at Rockland Community College in Suffern, NY.

Leave of Absence

A Leave of Absence may be granted upon approval by the Program Administrator. To request a Leave of Absence, a student must submit a request in writing. The time requested must not exceed 180 days. If the Counselor and the Principal decide to grant the leave, tuition and payments are put on hold. If the student returns on the agreed upon date, the tuition and payments would remain the same, unless there has been an increase in tuition. Former payments will be credited toward the new tuition.

If the student does not return on the agreed date, the student will be dropped and asked to pay any outstanding charges. These charges must be satisfied before returning to the program. The student may apply for readmission at a later date.

Parking

All vehicles **MUST** park in designated regular parking areas. **NO** cars may be parked in designated fire zones, reserved parking or on the grass.

Smoking Policy

Western Suffolk BOCES is a non-smoking facility. Smoking is not permitted anywhere on campus, including classrooms, hallways, bathrooms, offices, the grounds, or parking lots.

Special Needs

Many of our programs are appropriate for adults with special needs. Please contact the Career Center at 631/667-6000 x327 with specific questions. Call prior to your first day of class so that our staff can make an effort to assist you with any necessary arrangements. All our facilities are wheelchair accessible. There is no housing available.

Student Rights Policy

The Privacy Rights ACT of 1974 requires the School to establish a policy that protects the rights of students of a post-secondary school, in relation to the collection, maintenance, release and disclosure of student's education records. This enacted federal legislation provides that:

1. All Appearance Enhancement students have the right to inspect and review their education records in the Program Office. The school follows policies that:
 - a. guarantee each student (or parent or guardian if the student is a dependant minor) access to that student's records;
 - b. provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.
3. A "reasonable time" (5 business days) must be allowed following a written request to view the student's record.
4. Appearance Enhancement students may designate third parties that may have access or disclosure to their education records. For each third party that a student designates to have access to their records, the student must provide a signed release form for each request.
5. Students have the right to file complaints concerning alleged failure of the Appearance Enhancement Program to comply with the requirements of the Act.
6. Students have the right to a hearing to challenge the contents of his/her records and an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained within.
7. Students have the right to a response from the school to reasonable requests for explanation and interpretation of their records.
8. Students have a right to obtain copies of their education records for a fee of .75 cents per page to cover the expense of copying the records and employees time.
9. The School must have written consent from the student to release or disclose education records or personally identifiable information to third parties.

10. Students may review their records by making an appointment with a counselor. Call 631/261-3600 for information.

Transcripts and Certificates

All students will be provided a student copy of their transcript and certificate upon completion at no cost. There is a \$5 fee for duplicate copies of certificates and transcripts.

Transcripts being sent to third parties require a written request signed by the student. All records will be maintained by the School for at least 3 years. Western Suffolk BOCES is in compliance with federal laws that govern student confidentiality e.g., FERPA.

Transfer and Re-admitted Students

Transfer students may call the counseling center and request an evaluation of their transcript before being accepted into the program. All transcripts will be reviewed by the counselor and teacher to determine if the student's request includes relevant and acceptable courses.

Uniform Dress Code

Cosmetology

Students are required to obtain the official school uniform (no knits permitted); black smock, black uniform pants, white shoes.

Esthetics

Students are required to obtain the official school uniform (no knits permitted); white smock, white uniform pants, white shoes.

Esthetics Only

- Make-up should be natural looking.
- No fragrance may be worn.
- Jewelry, if worn, may be only as follows:
 - plain gold or silver band
 - plain watch with a second hand
- Fingernails should be short and trim ($\frac{1}{4}$ inch). Nail polish, if worn, must be clear or a neutral tone.
- Hair is to be well-groomed, plainly styled and securely fastened off the collar.
- Male students must wear plain, white crew neck T-shirt under uniform.
- Beards and/or mustaches must be neatly trimmed.

FREQUENTLY ASKED QUESTIONS

How do I register for classes?

All potential students must meet with a career counselor prior to enrollment. Call 631/261-3600 x204 to schedule an appointment.

What if I do not have a high school diploma?

Students who do not have a high school diploma may demonstrate ability to benefit by:

- a. proof of a United States high school diploma or GED, or, if from a war torn country, a self-certifying letter
- b. an authorized evaluation of credentials if from another country
- c. an acceptable score on a United States Department of Education approved Ability to Benefit Test

Each applicant must schedule a meeting with a career counselor who will review documentation and determine eligibility for the program. After individual counseling and review of the student's ability to succeed, a counselor may recommend a period of remediation before entry into the program. The telephone number to contact a counselor for a pre-admission interview is 631-261-3600, x204.

Can I transfer credit?

The transferring student is scheduled to meet with an admissions counselor. The counselor then requests a formal transcript and when that is received, the counselor will ask the licensed Appearance Enhancement teacher to review the official document. The number of completed hours stated on the document is reassigned according to the teacher evaluation up to the date of student withdrawal.

How can I get to Western Suffolk BOCES?

Western Suffolk BOCES' campuses are centrally located and easily accessible by major roadways or public transportation. Maps are at our web site, www.wsboces.org.

How can I make up hours?

Students needing to make up cosmetology hours will be permitted 90 hours due to sick time or other family emergency before being charged the current make up hours rate shown on the insert card. Esthetics students will be permitted 60 hours. Students may make up hours in a program running concurrently to their program. Approval of instructor and counselor is necessary to complete these arrangements. Call 631/261-3600 for an appointment.

Does Western Suffolk BOCES offer other services?

Yes! Admissions counselors are available to help you make the best possible class choices. Career counseling, GED programs, and English as a Second Language (ESL) classes are offered at Western Suffolk BOCES and community sites. Western Suffolk BOCES' job placement service offers lifetime assistance to graduates of our Career Certificate programs and our full-time programs. This is a service, not a guarantee of employment.

Does BOCES offer financial aid or tuition assistance?

We provided more than \$1 million in financial aid and tuition assistance for our adult students last year. Contact our Financial Aid office at 631/261-3600 x214 for information.

Grant funds and tuition assistance may be available if eligible. Call 631/667-6000 x327 and ask for the counselor to find out more about tuition assistance.

We also offer convenient monthly payment plans for licensing and full-time programs. Call 631/667-6000 x343 or ask about this option when you register.

Can I receive tax incentives for BOCES courses?

The Tax Relief Act of 1997 is a tax incentive to help you offset the cost of your continuing education course work.

The Tax Relief Act of 1997 is a simple form of financial assistance. These are some pertinent facts:

- The program requires no application.
- The program is not managed by the U.S. Department of Education.
- Students and/or families can get up to \$1500 tax credit for qualified tuition and fees paid to an accredited institution of post-secondary education.
- There are two programs for which a student may receive tax credits: the Hope Scholarship Credit or the Lifelong Learning Credit. Consult with your tax advisor for most current tax information.

Hope Tax Credits

Hope Tax credits allows that up to 100% of the first \$1,000 paid in tuition and fees may be claimed as a tax credit if the student is in the first or second year of post-secondary education. In addition, the taxpayer may claim an additional 50% of the second \$1,000 of tuition paid or \$500.

Lifelong Learning Tax Credits

Students attending any eligible post-secondary institution to acquire or improve job skills will be allowed a credit of up to 20% of qualified expenses per family. Expenses for The Lifelong Learning Tax Credit may not exceed \$10,000 or a \$2,000 tax credit. Qualified tuition and related expenses are defined as paying for courses to improve job skills, professional continuing education or other self-improvement related to employment skills.

Are there any additional costs?

We make every effort to include all costs, including books as part of course tuition. In limited instances students are required to purchase personal protective equipment or personal tools. Your course description in this catalog will indicate any additional costs or requirements.

Book Fee Charge—Books are usually included in the tuition. If a student drops the class, she/he will be expected to return the book(s) or the costs of books will be charged from any refunds due.

NYS Licensing Exam fee will be made payable to the Department of State.

Will I receive a certificate and CEU's?

Yes, you will! Certificates of Completion are issued to all career and technical education students who have successfully completed all course requirements. You will also earn one CEU for every 10 hours of study successfully completed.

Do courses qualify for veteran's benefits?

Yes, veterans may qualify for free training at Western Suffolk BOCES through the Division of Veteran Affairs. Contact your local Veterans' representative or call 631/667-6000, x327 for more information.

Satisfaction of Financial Obligations

The payment of tuition is the responsibility of the student. The payment schedule must be strictly adhered to. Certified check or money order must be received in the Financial Aid Office on or before the date indicated. Only students who have met all financial obligations will be recommended for graduation. The Program Manager has the option of terminating any student who has not met all financial obligations.

SATISFACTORY PROGRESS POLICY

The Satisfactory Progress Policy is consistently applied to all students enrolled in the Cosmetology and Esthetics programs whether participating in Title IV programs or not. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Periods

Students are evaluated for Satisfactory Progress as follows:

Cosmetology: 450 and 900 scheduled clock hours

Esthetics: 300 and 600 scheduled clock hours

Evaluations will determine if the student has met the minimum requirements for satisfactory progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

Attendance Progress Evaluations

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the week of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

COURSE	MAXIMUM SCHEDULED HOURS
Cosmetology (full-time)–1,000 hrs	1430
Cosmetology (part-time)–1,000 hrs	1430
Esthetics (full-time)–600 hrs	858
Esthetics (part-time)–600 hrs	858

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled hours.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade of 70% and pass a FINAL written and practical exam prior to graduation.

Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 – 100	Excellent
89 – 80	Very Good
79 – 70	Satisfactory
69 – Below	Below standards / Unsatisfactory

Determination Of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory academic progress as of course midpoint, the student must meet both attendance and academic requirements on at least one evaluation by the midpoint of the course.

Probation

Students who fail to meet minimum requirements for attendance or academic progress are placed on probation and considered to be making satisfactory progress while during the first probationary period. The student will be advised in writing on the actions required to attain satisfactory progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance

and academic requirements, he/she will be determined as NOT making satisfactory progress and, if applicable, student will not be deemed eligible to receive Title IV funds.

Re-Establishment of Satisfactory Progress

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

Appeal Procedure

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school with supporting documentation of the reasons why the determination should be reversed. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Noncredit And Remedial Courses

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

APPENDIX A: ENROLLMENT AGREEMENT

**WESTERN SUFFOLK BOCES
 17 WESTMINSTER AVENUE
 DIX HILLS, NEW YORK 11746
 (631) 667-6000 EXT. 320
 www.wsboces.org**

ENROLLMENT AGREEMENT

Western Suffolk BOCES Adult Career & Technical Education hereby sells the undersigned applicant, known hereafter as the student, subject to the terms and conditions set out herein, the Program(s) of study indicated below, consistent of academic, laboratory and clinic instruction, including all materials required for said student. Exceptions are those items which must be provided at the student’s expense and are listed in the institutional catalogue as such.

STUDENT DATA:

Name _____ SS# _____
 Address _____ Phone _____
 Birth Date _____

PROGRAM OF STUDY:

Program (Name & Number)	Clock Hours	Number of Weeks and/or Months	Time of day	*Tuition \$
				Books&Supplies \$
				Deposit \$
				Additional Funding \$
				Balance \$

*Non-refundable registration fee of \$100 is included in tuition.

Method of Payment
 Cash Check Credit Card Other Funding (List Source)

ENROLLMENT PERIOD

Start Date: _____ Projected Completion or Graduation Date _____
 If an applicant is accepted by the institution and cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a non-refundable registration fee of \$100 and any stated student expenses which are listed in the institutional catalog.

APPENDIX A: ENROLLMENT AGREEMENT

Student's Name _____

The purchaser hereby agrees to pay Western Suffolk BOCES Adult Career & Technical Education payments either in-full or installments of \$ _____ down with _____ payments of \$ _____ for (name of Program) _____.

I. CANCELLATION and REFUND POLICY

For a student to whom no state or federal or special Program fund policy applies, and who chooses to cancel this agreement, the school shall apply the refund stated below.

If Western Suffolk BOCES closes, current students shall receive a pro-rata refund of tuition.

All extra costs, such as uniforms for all programs, cosmetology kits and state licensing fees which are not included in the tuition price are non-refundable.

Refund Due Dates:

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within thirty (45) calendar days of the first scheduled day of class.
2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within thirty (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct or Satisfactory Academic Progress Policy.
3. A student on an approved leave of absence notifies the school that he or she will not be returning. The last date of the leave is used as the termination date.

Rejection and Cancellation before the start of class:

1. If an applicant is rejected for enrollment by an institution, a full refund of all tuition monies paid will be made to the applicant.
2. If an institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the applicant within 45 days of the planned start date.
3. If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a maximum application fee of \$100 as noted on page 1 of this enrollment agreement.

Withdrawal or Termination after start of class

1. During the first week of classes, tuition charges withheld will not exceed ten percent (10%) of the stated tuition up to a maximum of \$500. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
2. After the first week and through fifty percent (50%) of the period of training and financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.
3. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

page 2 of 3

white copy-student yellow copy-bursar pink copy- counselor

APPENDIX A: ENROLLMENT AGREEMENT

Student's Name _____

PERCENTAGE TIME TO TOTAL TIME OF COURSE	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
First week of classes	10% of total stated tuition up to a maximum of \$500
Second week through 50% of course	pro-rated portion of tuition for the period of time completed plus 10% of the balance due for the period of time that was not completed.
After 50% of the course is completed	full tuition

III. GRADUATION REQUIREMENTS

Criteria for successful completion of the Program(s) shown on page 1 are:

- A. Recommendation by the instructor that you have successfully completed all Program requirements and met course objectives.
 - B. Satisfaction of all financial obligations.
 - C. Fulfillment of program attendance requirements, the curriculum/completion requirements of the New York State Education Department and curriculum/completion requirements of the individual Program.
- Upon successful completion of all of the above graduation requirements, the student will be awarded a certificate.

IV. JOB PLACEMENT

Western Suffolk BOCES Adult Career & Technical Education's job placement service offers lifetime assistance to graduates of our Career Certificate programs and our full-time programs. This is a service, not a guarantee of employment.

V. STUDENT ABSENCES AND MAKEUP FEES

Any student who does not fulfill attendance requirements is subject to disciplinary action, up to and including dismissal from the program. The program administrator will review the attendance record of any student who exceeds the maximum allowable absences. He/she will determine if any excusable absences exist and if the student is eligible for make up time. If make up time is scheduled, all fees must be paid in full in order for the student to begin any additional hours. The current make-up rate is \$ _____. The clinical rate is \$ _____.

VI. TITLE IV FUNDS

Students who receive Title IV Funds and withdraw from the program are subject to the rules and regulations of the Department of Education for returning aid. All monies may be returned to the Department of Education. In that case the student may be responsible for all tuition due.

VII. BUYER'S RIGHT TO CANCEL

A student may cancel this agreement within three (3) business days of signing this agreement and receive a 100% refund of all monies paid.

I acknowledge that I have read and received a copy of this enrollment agreement, and of the following documentation. I understand that this agreement is legal and binding and to any and all stipulations and terms contained therein.

Student Signature

Date

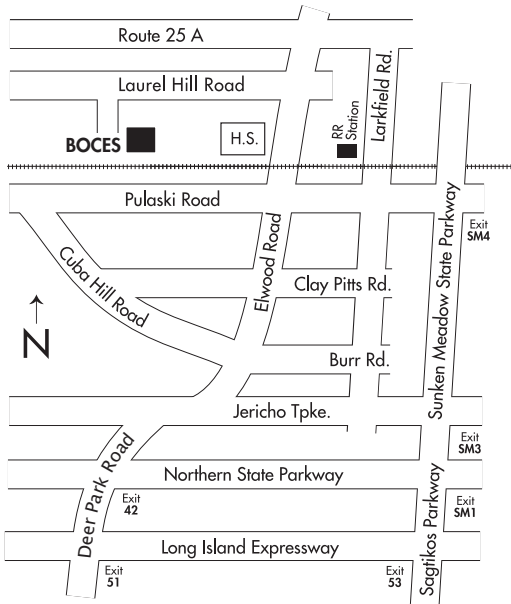
Administrator/Counselor Signature

Date

LOCATION

Western Suffolk BOCES
Northport Campus
152 Laurel Hill Road
Northport, NY 11768
631/261-3600, x 204

The Appearance Enhancement Program is conveniently housed at our Northport Campus. Each program has all the equipment and supplies needed to prepare a student entering the job market upon graduation.



Note: Map is not to scale.

Board Members

Second Supervisory District of Suffolk County

Mildred Browne
Sydney Finkelstein
Ilene Herz, Esq.
Salvatore Marinello
Jeannette Santos
Peter Wunsch
Maryann Zumpano

Administration and Supervision

Dr. Michael J. Mensch, *Chief Operating Officer*
Kenneth R. Burr, *Executive Director, Career & Technical Education*
Nancy Kelsey, *Assistant Director, Career & Technical Education*
Debra Montaruli, *Principal, Adult Career & Technical Education*
Karen Bowden, *Principal, Northport Campus*



Western Suffolk

507 Deer Park Rd
Dix Hills, NY 11746

Western Suffolk BOCES is accredited by the Commission of the Council on Occupational Education. They may be contacted at: 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, (800) 917-2081, www.council.org.

Western Suffolk BOCES is also accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS). They may be contacted at: 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302, 703/600-7600, FAX 703/379-2200.

Western Suffolk BOCES programs are approved by the NYS Education Department, COSER 106, BOCES Code 589300. NYS Education Department, Room 876EBA, Albany, NY 12234. 518/474-8940, FAX 518/486-1751, www.nysed.gov/workforce.

Recruitment Policy

Western Suffolk BOCES does not recruit students already attending or admitted to another school offering a similar program of study.

Western Suffolk BOCES Non-Discrimination Notice

The Board of Cooperative Education Services of Western Suffolk County, New York, does not discriminate on the basis of age, religion, creed, ethnic origin, marital status, race, color, sex, sexual orientation, veteran status, disability or handicap in the educational programs or activities it operates. This policy of non-discrimination includes the recruitment, hiring and advancement of employees; salaries, pay and other benefits; counseling services to students; student access to course offerings; lawful political activities; educational programs and other activities; and the business activities of the Board. The coordinator of activities relating to compliance with Title IX and Section 504 of the Rehabilitation Act of 1973 (as amended) is Dr. Michael J. Mensch who may be contacted at: 507 Deer Park Road, Dix Hills, NY 11746 or 631/549-4900 x222.



17 Westminster Ave.
Dix Hills, NY 11746
www.wsbores.org/
fulltimelicensing