

Southwest Technical Education District of Yuma (STEDY)

Cosmetology - Hairstyling - CIP #12.0400.00



*“Preparing Today’s Students for
Tomorrow’s Workforce”*

2024/2025 Catalog and Handbook

The STEDY Catalog and Handbook is specific to the Cosmetology -
Hairstyling program located at Vista High School.

www.stedycte.org
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MISSION STATEMENT

Preparing Today's Students for Tomorrow's Workforce

FACILITIES

Southwest Technical Education District of Yuma (STEDY) is the Yuma County Career and Technical Education District. The STEDY Cosmetology - Hairstyling program is at Vista High School - 3150 South Avenue A, Building C, Yuma, AZ 85364. The school has all the equipment required by the Arizona Statute and Rules and the equipment required for the Arizona Department of Education.

The school has a classroom space, clinic floor, dispensary, stock room, and a waiting area. The classroom has three exits and is built of steel and concrete. There is ample parking for the location in a safe and well-lit area. Security is provided on-site when the class is in session.

LICENSING

Arizona Barbering and Cosmetology Board
1721 East Broadway
Tempe, Arizona 85282

ADMINISTRATION

Thomas C. Tyree	Superintendent
Renai Williams-Phillips	Executive Assistant to the Supt. & Governing Board
Merci Munoz	Business Manager
Tosha Gillispie	Executive Director of Program Management
Shelby Freytag	Curriculum, Instruction, and Assessment Specialist
Rosa Garibay Mora	Project Management Specialist

FACULTY

Susan Warren, Cosmetology Lead Instructor #98700019

Amanda Wallace, Cosmetology Instructor #92300039

ENROLLMENT AND ADMISSIONS

Students interested in the Cosmetology-Hairstylist program must be Yuma County High School students, including home-schooled, private, and charter school students. Enrollment is based on a 2.0 minimum GPA or in the process of GPA recovery. Students may apply for enrollment at www.stedycte.org or in person at 899 East Plaza Circle, Suite 1, Yuma, AZ 85365, Monday through Thursday from 7:00 am to 5:00 pm. Students must also have a parent or guardian sign the program contract for enrollment to be considered complete.

TUITION

There is no cost for tuition. STEDY students must pay a \$25.00 per year enrollment fee for each program. (All or part of this fee may be waived if it creates an economic hardship.)

REFUNDS

Since STEDY does not charge tuition, there is no refund policy.

ATTENDANCE AND SATISFACTORY ACADEMIC PROGRESS POLICY

Students are asked to call at least one hour before their class meeting to the main office at 928-366-5884.

Students are graded on their progress through visual inspection of clinic floor work, quizzes, weekly theory tests, special projects, daily assignments, and final exams. When absent, make-up work and tests must be completed within one week of the due date.

Grading system:

100% - 94%	= A Excellent
93% - 84%	= B Good
83% - 75%	= C Passing
74% - 0%	= Failing

LEAVE OF ABSENCE

A student may be granted a Leave of Absence (LOA) for circumstances Beyond the student's control. There must be a reasonable expectation that the student will return from the LOA.

TIME CARDS

Hours are kept on the computer software time clock. You must clock in when you arrive, clock out when you leave for lunch, in when you return from lunch, and out when you leave.

TRANSFER CREDIT

Appropriate credit for previous education and training will be granted with proper certification from the state where the training was received. The student will be advanced where such credit places him, and the course will be shortened accordingly. If a seat is not available when the student transfers, then the student will need to wait for a seat in the program.

HOURS AND CALENDAR

A Block Monday: 1:45 pm - 4:15 pm

A Block Tuesday - Friday: 2:00 pm - 4:30 pm

B Block Monday: 4:30 pm - 7:00 pm

B Block Tuesday - Friday: 4:45 pm - 7:15 pm

Saturday salon hours are the second Saturday of every month for ten months, August to May, from 8:00 am - 4:00 pm. Please see attached calendar for the 2024-2025 school year.

GENERAL RULES

A professional image is part of the STEDY Hairstylist program. The professional image includes dress, personal hygiene, and conduct. Students must arrive in class dressed appropriately. Students may be sent home to change into proper dress code. I agree to come to class dressed and groomed following industry standards, including health and safety requirements, as outlined below:

SHOES

Students must wear solid black flat-bottom shoes that do not expose the foot in any way.

JEWELRY

No excessive jewelry is allowed. Any type of jewelry, such as bangle bracelets, large hoop or dangle earrings, long necklaces, or rings, may present a safety hazard. Do Not wear any jewelry that must be removed to perform assigned tasks.

NAME BADGE

Students are required and expected to wear the STEDY Identification/Name Badge at all times during class; this is a requirement for the AZ Board of Cosmetology.

SMOCK

STEDY will issue each student a smock in their training kit. This smock is considered your uniform and must be worn at all times during class.

DRESS CODE CONSEQUENCES

Adherence to our dress code policy is essential for maintaining professionalism and compliance with industry standards. Individuals not in compliance with the dress code will regrettably be unable to accrue cosmetology hours for the day until they are appropriately attired.

1st Offense: Verbal warning, daily deduction of skills hours, and may be sent home to change into proper attire.

2nd Offense: Written warning, daily deduction of skills hours, and may be sent home to change into proper attire.

3rd Offense: Written referral warning and conference with parent/guardian and counselor, daily deduction of skills hours, and may be sent home to change into proper attire.

4th Offense: The student will be sent home, which could result in possible suspension, and if the 4th offense infraction continues, a student may be removed from the program.

TARDINESS

Students are kindly reminded of the expectation to be seated and prepared for learning promptly at the beginning of each class session. Punctuality is crucial, as tardiness will reflect on the student's employability grade, which serves as a component in determining the final course grade.

1st Offense: Verbal warning, daily deduction of skills hours, and may be sent home.

2nd Offense: Written warning, daily deduction of skills hours, and may be sent home.

3rd Offense: Written referral warning and/or conference with parent/guardian and counselor, daily deduction of skills hours, and may be sent home.

4th Offense: The student will be sent home, which could result in possible suspension, and if the 4th offense infraction continues, a student may be removed from the program.

COSMETOLOGY - HAIRSTYLIST COURSE

Description of Course: The Cosmetology - Hairstyling program is designed to prepare the student to become licensed in Hairstyling. STEDY has prepared curriculum and learning systems based on a clock hour system and the integration of theory with practical application; English is the language this program is taught in. Southwest Technical Education District of Yuma curriculum sets forth clearly stated learning objectives, resulting in learning outcomes that are reasonable and measurable.

Objectives: Students completing the Cosmetology - Hairstyling program are prepared to operate some of the most advanced equipment in the Cosmetology industry and can perform and meet the challenges outlined in

this field. Upon completion of the Cosmetology - Hairstyling curriculum, our STEDY graduates will take a state board exam from the Arizona Board of Cosmetology/Professional Credential Services, Inc. Teaching methods include theory lecture, whiteboard, projector, demonstrations, hands-on learning, activities, and valuable resources. Students will spend at least 51% of their time in the lab.

A Block Monday and Tuesday: 1:30 pm - 4:00 pm
A Block Wednesday - Friday: 1:30 pm - 4:30 pm (Open Lab Days)
B Block Monday - Friday: 4:45 pm - 7:15 pm

Students will attend class part-time for 1,000 hours of training over two years, Monday through Friday. Saturday salon hours are one Saturday every month for ten months, from August to May, from 9:00 am - 5:30 pm. Saturday salon hours may be extended as needed to accommodate student learning needs. Make-up days will be offered throughout the school year to accommodate the need for students to make up missed classes. Students must complete the 1,000 hours of training needed to be a candidate to test for the Hairstyling industry credential. STEDY offers more adequate opportunities to earn the 1,000 hours within the two-year program.

Per Arizona Administrative Code R4-10-306 Section F - Alternative learning hours are hours a school licensee may authorize to enable a student to pursue knowledge of cosmetology in an alternative format or at a location other than a salon. A school licensee shall ensure a student is not credited with more than 20 percent of the total hours required for graduation as alternative learning hours. The school licensee shall ensure the record of alternative learning hours required under R4-10-204(C) is maintained.

Each student will receive three hundred hours of intensive classroom instruction. After earning 300 hours of classroom instruction students may enter the clinic experience, which incorporates theoretical and practical

training. The student is prepared for the salon environment through work on the clinic floor and advanced classes.

The following is the curriculum outlined by the Arizona State Board of Cosmetology and the Arizona Department of Career and Technical Education.

1. Theory of hairstyling, infection control, anatomy, physiology and histology of the body, electricity, diseases, and disorders, and Arizona Cosmetology laws and rules; and;

2. Clinical and laboratory hairstyling:
 - a. Principles and Practices of Infection Control and Safety
 - b. Recognition of diseases and the treatment of disorders of the hair
 - c. Morphology and treatment of hair
 - d. Interpersonal skills and professional ethics
 - e. Product pharmacology and chemistry interaction, formulation, composition, and hazards
 - f. Cosmetology machines, tools, and instruments and their related uses
 - g. Chemical texturizing
 - h. Changing Existing hair color
 - i. Fundamentals of hairstyling, including braiding and extensions
 - j. Scalp massage manipulations
 - k. Hair cutting fundamentals
 - l. Clinical and laboratory practice for hairstyling
 - m. Alternative hair techniques
 - n. Pre and post-client consultation, documentation, and analysis
 - o. Cosmetology technology
 - p. Required industry standards and ecology, including monitoring duties

INSTRUCTOR’S COURSE

The student instructor’s course prepares the student to instruct Cosmetology, which includes Aesthetics and Nail Technology.

Each student in the Cosmetology Instructor Course shall complete the number of hours listed in Table 1:

Subject	Cosmetology
● Orientation and Arizona laws and rules	8
● Theory, Preparation, and Practice Curriculum Development ● Developing and using Educational aids, including presentation principles (practical and written) ● Classroom Management ● Evaluation, Assessment, and Remediation Methods (practical and written) ● Diversity in Learning (including cultural) ● Methods of Teaching Professional Development (including ethics) ● Alternative Learning (see subsection AAC R4-10-302)	250
Lab (clinic) oversight	92
Total Hours	350

STUDENT RECORDS

Student records are kept at the main office of the Southwest Technical Education District of Yuma (STEDY). If a student or parent needs a copy of a student record, they should contact the main number at the STEDY office at 928-366-5884 to make this request.

GENERAL RULES

1. I agree to follow all safety rules and regulations outlined by the instructor.
2. I agree only to use the equipment once I have been instructed in the proper method of operation.
3. I agree to demonstrate my ability to operate, use, and maintain all equipment correctly and safely under the supervision of an instructor.
4. I agree to abide by all safety rules when using chemicals.
5. I agree that activities involving practical services will be performed with the permission of the instructor and under the supervision of an instructor, including any service I receive.
6. I agree to keep my student training areas professionally arranged and free of my possessions.
7. I agree to follow the dress code and understand that I will not receive hours or service competencies when out of uniform.
8. I agree that I will ask my instructor about learning new techniques, not another student.

NON-DISCRIMINATION CLAUSE

Southwest Technical Education District of Yuma (STEDY) does not discriminate based on sex, race, ethnic origin, religion, or age.

GRIEVANCE POLICY

If, at any time, a student has a grievance with the school, staff, administration, fellow student, or client, a request to the Executive Director of Program Management should be made to schedule a meeting. Upon request, the student will be notified of a meeting time.

COSMETOLOGY CLINIC

Work-Based Activity Instructional Plan

Objectives: To prepare for employment in a salon, the student will apply problem-solving skills and develop positive work attitudes and excellent customer service skills. Students will participate in supervised hands-on learning opportunities.

Experiences: The Cosmetology/Hairstyling Program is modeled as a realistic salon experience. The competencies required by the Arizona State Board of Cosmetology are performed on manikins first, with demonstrations and practice sessions supervised by instructors. The competencies for skin and nails will be practiced with fellow students.

When students reach an acceptable competency level, the student will then be released to perform service competencies on patrons from the community. Students must complete all assigned services before being given a client.

The student performs every aspect of the duties with supervision from the instructor. Each service is checked and approved by the instructor. Following

proper setup and sanitation requirements and having set up and sanitation checked by the instructor is required.

The students are assigned to specific tasks on a rotating basis:

- At the front desk, the student learns to answer the phone, make appointments, check clients in and out, and assign clients to the appropriate student as per instructor approval. The student is responsible for the financial transactions utilizing our salong software and closing out the drawer at the end of each workday.
- Specific jobs are assigned for clean up throughout and at the end of each day, enabling each student to learn all aspects of sanitation and the duties their employer will expect of them in the workplace.
- In the dispensary, the students will learn how to keep the salon running smoothly by inventorying/ordering products, as well as re-stocking supplies, to keep the salon running smoothly.
- Any other tasks the instructor may require the student to complete for the effectiveness of the classroom/salon environment.

COMPETENCIES:

Competencies are the hands-on services the student will learn in our program. The Cosmetology-Hairstylist program is mandated by the Arizona Board of Cosmetology and the Arizona Department of Education, Career, and Technical Education.

- Perform facials, manipulations, related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the

nails and skin that can be described, measured, and predicted. Demonstrate the appropriate procedure and application of chemicals.

- Identify shampoo/hair conditioners and scalp treatments. Evaluate scalp and hair needs by analysis, demonstrating an awareness of diseases and disorders. Communicate an understanding of the chemical compositions and reactions of shampoos, conditioners, and rinses with water and each other.
- Demonstrate an understanding of electrical current, energy transfer, and how it affects the skin. Demonstrate application of shampoo, manipulations, and rinsing.
- Identify and perform hair shaping (cutting). Illustrate how geometric shapes can be combined, subdivided, and changed in performing haircuts on a manikin or client. Communicate an understanding of factors influencing determining strategies to meet individual client needs.
- Identify and prepare hairpieces, wigs, and hair attachments.
- Identify and perform permanent waving/reconstruction and curl/chemical relaxation techniques.
- Identify and apply temporary/semi-permanent and permanent color/bleach and specialty color techniques. Identify the proper chemical to be prescribed. Understand the chemicals that affect the hair shaft and skin and be able to describe, measure, and predict chemical reactions. Demonstrate proper procedures, including measuring, mixing, and applying chemicals.

PROGRESS IN THE PROGRAM

1. I agree to wear proper attire upon acceptance into the program.
2. I agree to keep my complete Cosmetology kit in good working order to meet and perform all required/assigned competencies.
3. I agree to style and curl my manikin as directed by the instructor. I understand that my manikin hair must be maintained in a condition that will enable me to perform assigned practical services.
4. Cell phones are expected to be used professionally. All personal calls and texts must be taken on break or when the student is clocked out.
5. I understand that the instructors will assign students clinic stations.
6. The program is a planned instruction sequence following the Arizona Board of Cosmetology - Hairstylist guidelines and Arizona Department of Education, Career and Technical Education rules and regulations.
7. If the student needs more progress due to attendance, testing, or service productivity, a meeting will be held with the student's parents, instructor, and/or guidance counselor.
8. Each student must remain in the program, attending each class to accumulate the 1,000 skilled hours needed to sit for the industry certification of Hairstylist. Professional Credential Services, Inc administers the Hairstylist certification exam. This certification organization is separate from the Arizona Board of Cosmetology.
9. Students who leave school without completing the program will retain their accumulated hours and services. If the student returns to school,

the student's skill level will require evaluation, and the number of hours must be completed to meet the required 1,000 hours.

STUDENT KIT

Southwest Technical Education District of Yuma (STEDY) will supply each student accepted into the program with a Hairstyling Kit. This kit will belong to the student for the two-year program. If a student loses or breaks an item in the kit, it will be replaced by the student at their cost.

STATE BOARD APPLICATION AND INDUSTRY CERTIFICATION EXAM

The student must submit all documentation necessary to the Arizona Board of Cosmetology and submit their application for the industry certification exam to Professional Credential Services, Inc. to take the industry certification exam for Hairstyling.

Southwest Technical Education will pay for each qualified student's first certification exam attempt. If the student fails to pass the certification exam, they must retake it at their own expense.

SATISFACTORY PROGRESS

- A student must maintain satisfactory progress in the program.
- Students who fail to attend class must make up the hours missed to accumulate the 1,000 hours required to take the industry certification exam.
- The Hairstyling program is Monday through Friday for 2.5 hours each day. There will also be additional practicum hours in the salon, working on practicing the skills necessary for competency. Students will be required to attend Saturday hours at least once per month.

- Students are required to maintain at least a 75% pass rate in the course on their practical and theoretical practices. Students with a grade below 75% will be put on probation. A grade less than 75% is considered failing.

CHANGES IN POLICY

The policy, rules, and regulations within this catalog are subject to change to continue our standards of excellence and safety and to provide the best instruction. Southwest Technical Education District of Yuma (STEDY) has the right to change and update the policies, teaching, course structure, and practices as it determines necessary. Future professionals will be notified of such changes as they take place.

The terms "student" and "future professional" are used interchangeably. "you" and "your" refer to the student/future professional. The terms "we," "us," or "our" refer to the school/academy, its staff, faculty, and/or administration.

COSMETOLOGY - HAIRSTYLIST STUDENT CONTRACT

I Understand that the Southwest Technical Education District of Yuma (STEDY) Cosmetology - Hairstylist is a 1,000-hour, two-year program. I understand the program runs Monday through Friday for 2.5 hours per day and requires Saturday attendance at least once monthly. I also understand that if I do not meet the requirements for attendance, clinical labs, grades, and dress code Southwest Technical Education District of Yuma has the right to remove me from the program.

CLASS START DATE - August 1, 2024

CLASS END DATE - YEAR ONE - May 22, 2025

CLASS END DATE - YEAR TWO - May 22, 2025

GRADUATION DATE - May 22, 2025

FEES

The Cosmetology - Hairstylist program at Southwest Technical Education District of Yuma - STEDY has an enrollment fee of \$25.00 per year. (All or part of this fee may be waived if it creates an economic hardship for the pupil. A waiver request may be made to the STEDY administration.) The student kit is furnished, and it is the student's responsibility to maintain and keep it for the duration of the program. Any items lost or stolen from the kit will be the student's responsibility to replace.

STUDENT RESPONSIBILITY

I, (students name) _____, have carefully read this agreement. By my signature, I agree that I will abide by the rules, regulations, and operational policies, and I understand this is a condition of acceptance into the program. In addition, I have been supplied with my student training kit, MiLady curriculum standards bundle, and AZ Board of Cosmetology Laws, Rules, and Regulations.

PARENT/GUARDIAN RESPONSIBILITY (Required if the student is less than 18 years of age)

I, as the parent/guardian, have carefully read and studied this Training Contract Agreement; and by my signature, I agree that (student's name) _____ will abide by the rules, regulations, and operational policies; and I understand this is a condition of his/her acceptance into this program. In addition, I have been supplied with my student training kit, MiLady curriculum standards bundle, and AZ Board of Cosmetology Laws, Rules, and Regulations.

Student Signature

Date

Parent/Guardian Signature

Date

Instructor Signature

Date

Administrator Signature

Date