

2026-2027 COSMETOLOGY-HAIRSTYLING HANDBOOK

License # HSL0003

STEDY
SOUTHWEST TECHNICAL EDUCATION DISTRICT OF YUMA

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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

License # HSL0003
Arizona Barbering and Cosmetology Board
1721 East Broadway
Tempe, Arizona 85282

STEDY CONTACT INFORMATION

District Office
899 E. Plaza Circle, Suite 3
Yuma, Arizona 85365

Central Campus - Main
899 E. Plaza Circle, Suite 1
Yuma, Arizona 85365

Central Campus – Vista Cosmetology
3150 South Ave A, Building C
Yuma, Arizona 85364

Office Hours (District Office/Central Campus)	Monday-Thursday 7:00 a.m. – 5:00 p.m.
Phone	(928) 366-5884 (Main Campus) (928) 459-2023 (Vista Cosmetology)
Email	info@stedy01.org
Salon Email	salon@stedy01.org
Website	**www.STEDYcte.org**
Facebook	***www.facebook.com/STEDYAZ***
Instagram	***www.instagram.com/STEDYAZ*** **www.instagram.com/STEDYCOSMETOLOGY**

ADMINISTRATION

Thomas C. Tyree	Superintendent
Renai Williams-Phillips	Executive Assistant to the Superintendent - Governing Board Secretary, and Human Resources Coordinator
Merci Munoz	Business Manager
Tosha Gillispie	Executive Director of Program Management
Robert Espino	Director of Information Technology
Shelby Freytag	Curriculum, Instruction, and Assessment Specialist
Katie Clint	Central Program Counselor
Janessa Williams	Student Support Representative

FACULTY

Amanda Wallace, Cosmetology Instructor #92300039
Stefani Stevenson, Cosmetology Instructor #92600021

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 for current high school students. STEDY students must pay a $50.00 per year program fee. (All or part of this fee may be waived if it creates an economic hardship.)

Students who graduate before completion of their program are subject to tuition fee rates determined by the STEDY Governing Board.

REFUNDS

Program fees and Tuition are non-refundable.

ATTENDANCE AND SATISFACTORY ACADEMIC PROGRESS POLICY

STEDY courses are designed to provide students with interactive laboratory experiences that are difficult to recreate in a written or online environment. Students MUST attend classes to meet many of the course standards. State law also requires school attendance which is essential for success in STEDY programs. Absences will be recorded by the STEDY teachers. Absences shall be excused only for documented and essential reasons, such as:

- Illness
- Bereavement
- Family emergencies
- Religious Purposes (Pursuant to A.R.S. 15-806(A)
- Out-of-school suspension

Per ASRS 15–807(B), the school must be notified in advance or at the time of any absence. Guardians can contact the STEDY 24-hour Attendance Line at 928-366-5884 and leave a voicemail or email attendance@stedy01.org. Guardians will receive a text message and/or a call home within 24 hours of the absence. The text message or phone call home will occur the next business day for programs that have classes on Fridays.

Documentation for waiving unexcused absences must be submitted to the STEDY office at 928-366-5884 or attendance@stedy01.org within 5 business days of absence. This attendance policy may differ from local high schools; students must know the expectation to attend class daily.

Every student must be in class properly and stay for the entire class period. Arriving late will be documented as “tardy”. Excessive tardiness may result in the inability to meet course standards for grading and industry credential purposes. Guardian/student meetings and/or removal from the program may occur. Some STEDY programs require a number of supervised hours to sit for the industry credential assessment; if students do not meet the course requirement, they may not be eligible to sit for the industry credential assessment.

CONSEQUENCES OF ABSENCES

The student will be placed on an attendance contract after their second (3rd) absence in a regularly scheduled course.

If a student misses more than five (5) class periods in a course, they could face the following consequence(s):

- Students will be informed that they may lose high school credit.
- Students who receive a passing semester grade may have to petition for credit.
- Students will not receive a certificate of program completion. (Students may address the STEDY Governing Board to appeal this decision.)
- If a student chooses to test for the industry assessment, they may be held financially responsible for the cost of the assessment.
- Students could be permanently removed from the STEDY program.
- Students will be held accountable for the reimbursement of tuition/fees paid to Arizona Western College by STEDY.

Guardians and students should not expect deviations from the Southwest Technical Education District of Yuma attendance policy. Guardians expect the school and teachers to follow all guidelines; likewise, the school would expect guardians to cooperate with the attendance procedures. Continued absenteeism and tardiness from STEDY may lead to failure in the class and/or disciplinary actions.

NOTE: Guardians and students are responsible for notifying STEDY of address/telephone changes.

GRADES

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.

*** Students receiving failing grade for the semester will not be enrolled in the following semester or progress to the second level of the program.*

GRADING SYSTEM:

100% - 90%	= A
89% - 80%	= B
79% - 70%	= C
69% - 60%	= D
59% - Below	= F

ANY GRADE BELOW 70% IS NOT CONSIDERED PASSING

APPEAL PROCESS

Students who receive a failing grade have the right to appeal as outlined in STEDY Governing board policy 5-216.A and ARS 15-341 (A)(42).

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. There will also be additional practicum hours in the salon, working on practicing the skills necessary for competency. Level 2 Students will be required to attend Saturday hours at least once per month.
- Students are required to maintain at least a 70% pass rate in the course on their practical and theoretical practices. Students with a grade below 70% will be put on probation. A grade less than 70% is considered failing and student may not proceed to the second level of the program.

HOURS AND CALENDAR

Please see attached calendar for the 2026-2027 school year.

A Block (Level 2) Monday - Thursday:	1:20 pm - 4:20 pm
B Block (Level 1) Monday - Thursday:	4:30 pm - 7:30 pm

Level 2 ONLY: Saturday salon hours run one Saturday per month, August to May, from 8:00 am – 5:00 pm. See attached calendar for dates.

TIME CARDS

You must sign in when you arrive, and out when you leave. These hours are used in tabulation of your official seat time for the AZ Board of Cosmetology License.

DRESSCODE

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 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.

STUDENT CODE OF CONDUCT

For guidelines related to student behavior, expectations, and disciplinary procedures, please refer to the STEDY Student Handbook. It contains the complete Student Code of Conduct that all students are expected to follow.

WIRELESS COMMUNICATION DEVICES

Students are restricted regarding the use of District provided and/or personal wireless communication devices during the school day and must adhere to District restrictions regarding the use of wireless communication devices. (Procedure 5-304.A Student Code of Conduct – Restrictions on Use of Wireless Communication Devices)

Students shall be permitted to use wireless communication devices:

1. for educational purposes, as determined by the student's teacher;
2. during an emergency; and
3. if the student needs the student's wireless communication device to address their own medical condition.

District protocol regarding the use of wireless communication devices shall all ow for student and parent/legal guardian communication.

Students are prohibited from using wireless communication devices in a mann er that violates the student code of conduct or disrupts the educational environment.

Any student who chooses to bring a cellular telephone or other wireless communication device to school shall do so at their own risk and shall be personally responsible for the security of the device. The District does not assume any responsibility or liability for loss, theft, damage or vandalism to a personal device brought onto District property or for the unauthorized use of any such device.

DISCIPLINE POLICY

Maintaining a professional and respectful learning environment is essential in the Cosmetology program. Students are expected to follow all classroom, lab, and safety rules. Any violations will be addressed according to the disciplinary procedures outlined in the STEDY Student Handbook. Consistent professionalism helps prepare students for success in the industry.

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.

Students must complete the 1,000 hours of training needed to be a candidate to test for the Hairstyling License. STEDY offers more adequate opportunities to earn the 1,000 hours within the two-year program.

Per Arizona Administrative Code RF-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

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.

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 salon 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.

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.

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.

NON-DISCRIMINATION CLAUSE

STEDY is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, language of origin, disability, sexual orientation, gender identity or expression, or marital status. In addition, Section 504 of the Rehabilitation Act (29 U.S.C. 794, et seq) requires. The District's policy is that otherwise qualified handicapped persons must not be excluded from participation, denied the benefits of, or otherwise subjected to discrimination solely based on handicap under any district program or activity that receives federal financial assistance. The District expressly prohibits all such unlawful discrimination by its agents and employees.

Compliance Officer — any person who believes they have been the victim of unlawful discrimination by an agent or employee of the district or knows of such discrimination against another person should file a complaint with the Superintendent designee (the Compliance Officer). Suppose the Compliance Officer is alleged to have unlawfully discriminated. In that case, a complaint against the Compliance Officer should be filed with the Superintendent, who shall act as the Compliance Officer for all other purposes of this policy. Complaint Investigation Procedure—The District is committed to investigating each complaint thoroughly and taking immediate and appropriate corrective action on all confirmed violations of this policy, as is reasonably practical after a complaint is filed. In investigating the complaint, the Compliance Officer will maintain confidentiality to the extent reasonably possible.

Suppose the initial investigation discloses reasonable cause to believe that a policy violation has occurred. In that case, the Compliance Officer shall advise the Superintendent, who shall determine whether to hold an administrative hearing and/or bring the matter before the Governing Board. Determining “reasonable cause” is not a determination that discrimination has occurred. It means only that there is a reasonable basis for the allegations, such that the matter should proceed to a hearing on the allegations. Suppose the person alleged to have violated this policy is a teacher or administrator. In that case, the due process provisions of the District’s rules for Disciplinary Action against a Teacher, or rules for Disciplinary Action against an Administrator, whichever is applicable, shall apply. In cases of serious misconduct, dismissal proceedings per A.R.S. 15-531, et seq., may be initiated. Suppose the person alleged to have violated this policy is a classified employee. In that case, the Compliance

Officer, Superintendent, or the Superintendent's designee shall hold a hearing on the allegations and may impose discipline, short of a suspension without pay, if the evidence at the hearing so warrants. The Superintendent also may recommend that the Governing Board suspend without pay, dismissal, or another appropriate discipline. If the Compliance Officer's investigation reveals no reasonable cause to believe that this policy has been violated, the Compliance Officer shall inform the complaining party in writing.

Title IX Compliance Officer	**Section 504/ADA Coordinator**
Thomas C. Tyree Superintendent 899 E Plaza Circle, Suite 3. Yuma, Arizona. 85365 (928) 302-2116 Ttyree@stedy01.org	Katie Clint Central Campus Counselor 899 E Plaza Circle, Suite 3. Yuma, Arizona. 85365 (928) 216-2621 KClint@stedy01.org

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.

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

INSTRUCTIONAL CALENDAR 2026-2027

