

CAVIT AESTHETICS PROGRAM



STUDENT HANDBOOK

2014-2015



CENTRAL ARIZONA VALLEY INSTITUTE OF TECHNOLOGY

1789 W. Coolidge Avenue ~ Coolidge, AZ 85128
Phone: (520) 423-1944 ~ FAX: (520) 423-1822
www.cavitschools.org

MISSION STATEMENT

The Central Arizona Valley Institute of Technology provides Career and Technology Education opportunities for students to become members of a competitive workforce.

AESTHETICS PROGRAM

600 Hours in Length

A MESSAGE FROM THE SUPERINTENDENT

Welcome to Central Arizona Valley Institute of Technology (CAVIT) and the exciting world of aesthetics! Since you are enrolled in this program, we assume that your goal is to become a licensed aesthetician. This is a comprehensive course and a lot of hard work and studying will be required on your part. Your training is comprised of practical application (hands-on work in the clinic) and theoretical study. The state board exam will test both your practical skill and your theory knowledge before issuing you a license to practice aesthetics. A successful aesthetician must be highly skilled, knowledgeable and devoted to life-long learning. This is a wonderful opportunity that can lead to a prosperous and fulfilling career. As with any program, strict rules apply and aesthetics is no exception. Again, welcome. We hope your training leads you to a long, enjoyable and profitable career.

Mike Glover, Superintendent

CAVIT Non-Discrimination Policy – CAVIT is committed to a policy of nondiscrimination in relation to race, color, religion, gender, age, national origin, disability, sexual orientation, gender identity or expression, or marital status. Unless expressly superseded by controlling federal or state statutes, regulations or court decisions, this policy will prevail in all matters concerning staff members, students, the public, educational programs and services and individuals with whom the CAVIT District does business. Prohibited Discrimination: in addition, Section 504 of the rehabilitation Act (29 U.S.C. 794, et seq.) requires, and it is the policy of the District, that otherwise qualified handicapped persons must not be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination solely on the basis of 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.

Direct questions to: Mike Glover, Superintendent, 1789 W. Coolidge Avenue, Coolidge, AZ 85128 – Phone (520) 423-2991.

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SCHOOL STAFF DIRECTORY

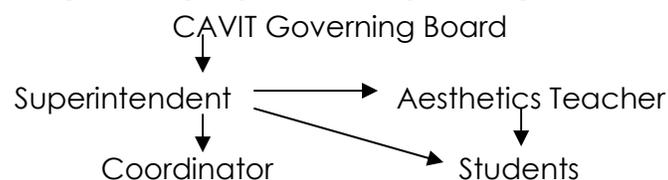
Attendance Office - Ms. Juanita Montijo (520) 423-1944 jmontijo@cavitschools.org
Superintendent's Office – Mr. Mike Glover (520) 423-2991 mglover@cavitschools.org
Coordinator's Office – Ms. Michelle Martinez (520) 426-3499 mmartinez@cavitschools.org
Aesthetics Teacher – Ms. Debra Kelly-Bixler (520) 426-4934 dkelly@cavitschools.org
Aesthetics Clinic Appointments (520) 423-4980

GOVERNING BOARD

Mr. Marty Baca, Representing Coolidge
Mr. Wilbur Freeman, Representing Florence
Ms. Mary Duarte, Representing Eloy
Ms. Alma Farrell, Representing Maricopa
Ms. Linda Good, Representing Casa Grande

The Governing Board of CAVIT convenes the first Wednesday of each month for its regular meetings. Meetings are held at 10:00a.m. in the multipurpose room.

CAVIT ORGANIZATIONAL CHART



INTRODUCTION

On November 7, 2000, voters in five school districts – Casa Grande Union High School, Coolidge Unified, Florence Unified, Maricopa Unified and Santa Cruz Valley Union High School – approved the taxation necessary to form a Joint Technological Education District (JTED). Beginning with the 2014-2015 school year, CAVIT will expand its instructional programming to serve students up to the age of 22.

CAVIT has built, in partnership with the City of Coolidge, the second comprehensive JTED in the state of Arizona and the first in Pinal County. CAVIT students take their academic subjects at their home schools and are then transported by their schools to CAVIT.

Currently, nine programs are available for junior and senior high school students: Aesthetics, Cosmetology, Dental Assistant, Fire Science, Law Enforcement, Massage Therapy, Medical Assistant, Nursing Assistant, and Veterinary Assistant.

LICENSING

The Arizona State Board of Cosmetology licenses CAVIT's Academy of Cosmetology.

ACCREDITATION

CAVIT School carries accreditation approval status with AdvancED through 2017.

ENROLLMENT PERIOD

The enrollment period for the 2014-2015 Aesthetics program runs from February-March, 2014. Students are required to complete an enrollment application and meet the following prerequisites for the aesthetics program:

- Reside in one of the five participating satellite school districts.
- Have completed 10 high school credits by June 1, 2014 with two of those in English.
- Submit a copy of your high school transcript, social security card and birth certificate.
- Be 16 years old by July 28, 2014 - the first day of classes for 2014-2015.
- Attend a parent orientation night with your parents.
- Pay the \$100.00 deposit of the \$350.00 program fee by May 2, 2014. No refunds will be provided once a student has been accepted. In lieu of refunds, parents can pick up purchased items at CAVIT on July 28, 2014. Program fees cover the uniform and/or aesthetics kits provided to students.

CLASS SCHEDULE

Aesthetics II Session 7:00-9:00am
Aesthetics I Session 12:30-2:30pm

EQUAL EDUCATIONAL OPPORTUNITIES

Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. (Complaint forms can be obtained from the Superintendent's office.) Maintaining confidentiality to the extent reasonably possible, the Superintendent shall investigate and make a determination and/or recommendation as soon as possible.

STUDENT RIGHTS

1. The right to be treated with respect and courtesy.
2. The right to be safe from bodily injury in the buildings, on the school grounds, and at school sponsored activities.
3. The right to use school books, materials, and equipment, which are in good condition.
4. The right to study and learn in an environment, which is neat, clean and quiet.
5. The right to obtain the best possible education.
6. The right to learn in a drug and weapon free environment.

SCHOOL DAYS OF OPERATION

Because students who attend CAVIT come from multiple school districts, CAVIT students are expected to follow the CAVIT calendar which may differ from their home school. CAVIT maintains high expectations for attendance. Students must attend school every CAVIT attendance day.

- July 4, 2014-Independence Day
- August 22, 2014-Teacher Inservice No School
- September 1, 2014-Labor Day
- September 19, 2014-Teacher Inservice No School
- October 20-24, 2014-Fall Break
- November 7, 2014-Teacher Inservice No School
- November 11, 2014-Veteran's Day

- November 26-28, 2014-Thanksgiving Break
- December 22, 2014-January 2, 2015-Winter Break
- January 19, 2015-Martin Luther King, Jr. Day
- February 6, 2015-Teacher Inservice No School
- February 16, 2015-President's Day
- March 6, 2015-Teacher Inservice No School
- March 23-27, 2015-Spring Break
- April 3, 2015-Teacher Inservice No School
- April 10, 2015-In-Lieu Day
- May 21, 2015-Last Day of Classes
- May 25, 2015-Memorial Day

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Procedures have been established whereby students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

Complaints/grievances shall be made directly to the Superintendent within 30 days of the time the student knew or should have known that their grounds for the complaint/grievance.

PARENT INVOLVEMENT POLICY

CAVIT welcomes parental involvement in their student's education. Cooperation between parents and school staff in areas such as homework, attendance and discipline is extremely important to a child's academic success.

Parents are encouraged to learn about the career and technology education program for their student and review the learning materials. Should there be an objection to any activity or learning material on the basis that is harmful, procedures have been established for parents to seek alternative accommodation.

Objection to learning material or an activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion.

TIME CLOCK

Time is recorded by a computerized time clock. It is the student's responsibility to use the time clock correctly. Failure to do so will result in a loss of time. No student, teacher or any other person shall clock the time of another student. If a student forgets to clock in or out, a loss of time will occur. Staff members, other students or other person(s) cannot verify a student's attendance.

In order for students to receive full clock hour credit, students must clock in and out at the beginning and end of each day. The maximum time a student may be in attendance on any day is 2 hours during the school year.

ACADEMIC INFORMATION

GRADES

	The grading scale consists of:	
A	Exceeds skill requirements	90%-100%
B	Meets & often exceeds skill requirements	80%-89%
C	Meets minimum skill requirements	70%-79%
F	Failure	69%-0%

Students must obtain an "A" or "B" grade each semester in order to continue in the program the next semester. Students receiving a failing grade or "NC" (No Credit for excessive absences) for the fall semester will not be enrolled in the Spring Semester class.

PROGRESS REPORTS

Written reports concerning student achievement will be mailed to student homes every nine (9) weeks and additional written reports will be made when necessary concerning academic progress and discipline of students.

PROGRAM COMPLETION

Students maintaining continuous enrollment and a passing grade (minimum 2.0) may proceed as a Program Completer. In addition students:

- Must have their program fee paid in full. All debts within CAVIT must be cleared before a certificate can be awarded.
- Certificates are released only to the student completing according to Family Education Rights and Privacy Act (FERPA) guidelines.

Note: A student could proceed as a Program Completer but fail to meet the minimum program standards to achieve county, state or federal licensure or certification eligibility. Confer with your instructor for details.

LICENSURE DISCLAIMER

CAVIT programs prepare students for entry into a variety of professions. Many of these professions require that a person hold an occupational license or certificate in order to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state or federal agencies and often are based on a person's character, or whether the person has been convicted of a criminal offense. It is possible for a student who has obtained a certificate from CAVIT to be denied the right to work in a particular profession after completing the certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

ACADEMIC PROGRESS

Per Arizona State Board of Cosmetology Rule R4-10-36, CAVIT may offer learning hours in an alternative format or location other than our school. CAVIT will not grant more than **19% (114 hours)** of the total 600 hours required for program completion as alternative learning hours.

An alternative learning experience will be offered only to those students that are behind in hours due to absences. For the second year program, advanced students will not be able to earn alternative learning hours in order to finish the program early before May 21, 2015.

Through CAVIT's Aesthetics Internship Program, a student can complete an unpaid one-day internship at a salon, clinic, or business and receive hours that can be applied toward the 600 hour requirement. Students are responsible for securing their own site.

In addition, a student can conduct a research project relating to the aesthetics field for alternative learning hours.

Students must gain **preapproval** first from the Aesthetics teacher before completing alternative learning experiences. Successful completion of all paperwork, assignments, and tasks is necessary in order to receive alternative learning experience hours.

Alternative Learning Experience Contract for Aesthetics Hours

*Form must be submitted to Ms. Kelly-Bixler, dkelly@cavitschools.org
in advance of completing project work.

*A separate form must be completed for each project.

Student

Name: _____ Session: _____ Date: _____

I plan to complete the following project: (*select one*)

- Typed Report Power Point Presentation Oral Report Salon Design Project
 Display Board Project Video Project Product Design Project Marketing Plan Project
 Other: _____

Describe your project plans: _____

List the research sites and/or resources you will use to complete your project: _____

List the aesthetics topics that related to your project? (Use your textbook to identify topics) _____

List three things that you plan to learn/research during this project.

1. _____
2. _____
3. _____

(This section to be completed by Ms. Kelly-Bixler)

_____ I approve your plans for your project. You are allowed to begin work. Recommendations to consider as you complete your project work: _____

_____ I do not approve this project. To receive approval, you will need to resubmit this project on a new form with this requested information: _____

Teacher Signature

Date

Hrs Awarded: _____

Date: _____

ACADEMIC PROGRESS FOR SECOND YEAR STUDENTS

Evaluation Period	Theory/Practical Minimum Passing Grade	Minimum hours that must be attended to maintain satisfactory progress
Fall Semester, 2013 180 Scheduled Hours	80%	144
Spring Semester, 2014 180 Scheduled Hours	80%	144
Fall Semester, 2014 180 Scheduled Hours	80%	144
Spring Semester, 2015 180 Scheduled Hours OR Completion of Program	80%	144

ACADEMIC PROGRESS FOR FIRST YEAR STUDENTS

Evaluation Period	Theory/Practical Minimum Passing Grade	Minimum hours that must be attended to maintain satisfactory progress
Fall Semester, 2014 180 Scheduled Hours	80%	144
Spring Semester, 2015 180 Scheduled Hours	80%	144
Fall Semester, 2015 180 Scheduled Hours	80%	144
Spring Semester, 2016 180 Scheduled Hours OR Completion of Program	80%	144

Students are required to attend a minimum of 95% 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 semester to determine if the student has met the minimum requirements.

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated 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 textbook procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a FINAL written and practical exam prior to program graduation. Students must make up failed or missed tests and achieve an 80% grade before moving onto to the next unit of study.

PROCEDURE TO CHECK A STUDENT OUT OF SCHOOL OR AUTHORIZING ANOTHER TO TAKE STUDENT OUT OF CLASS/SCHOOL

No student will be removed from school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parents or by a person who has legal custody of the student. Only those person/s whose names have been identified by the student's parents/guardians will be allowed to remove a student.

ATTENDANCE REQUIREMENTS

Reporting Absences Phone Number: (520) 423-1944

CAVIT's mission is to prepare students for competitive employment. Therefore, it is extremely important that CAVIT policy reflects the values and needs of our local employers, who overwhelmingly agree that attendance and punctuality are two of the most important qualities that we can teach our students. In an effort to meet this challenge, CAVIT uses the following policy:

According to Arizona law, students are expected to attend at least 90 percent of class time in order to receive credit. Loss of course credit can occur only if the student is absent more than nine (9) days in a semester. If a student is absent more than 9 days per semester, the student will lose credit for the course, be allowed to "audit" the class for the remainder of the semester and not allowed to continue in the course the following semester.

The parent or guardian must contact the Attendance Office by phone on or before the day of the absence in order to advise the school as to the reason for the absence. If this is not possible, the parent should call or send a note at the time of the student's return to school.

Absences due to chronic medical conditions, medical/dental appointments, court dates, funerals or court appointed visitations are not included in this total. Documentation from a professional (doctor, dentist, court or funeral paperwork) must be provided to CAVIT within 10 days of the absence. It is the student's responsibility to submit documentation to CAVIT.

Absences due to home school related activities (HSA) are not included in this total. An HSA form can be obtained from the front office. The HSA form must be completed and signed by a staff member or administrator at the home school at which the HSA occurred. It is the student's responsibility to submit documentation of HSA activities. CAVIT has the right to contact said staff member to verify the reason for the absence. Examples of HSA activities include field trips, AIMS testing, performing groups, assemblies, athletic events etc. An HSA must be verified by completing the HSA form, completed within 10 days of the absence.

Any absences not already reported by a parent or guardian will receive a phone call to the home number.

5th Absence-To prevent students from unknowingly losing credit, the Attendance Secretary will send a letter home at the fifth (5th) absence. It will state that if the student misses five (5) more days, the student will lose credit.

10th Absence-At the tenth (10th) absence, a letter will be sent home stating that the student has exceeded the absence guidelines and will receive no credit for the semester.

Pre-Arranged Absences: are absences arranged in advance. The student must obtain a form from the Attendance Office at least two days in advance of the absence. A note the parent stating the nature of the absence, the days (dates) the student will be absent and bearing the parent's signature shall be attached to the form. The form and the note will be carried to the teacher for his/her initials. The student must turn the form into the Attendance Office after the teacher has initialed it. The teacher will stipulate work to the student and the student is to complete and turn the work in before leaving on the pre-arranged absence. The teacher may allow tests to be taken or special projects to be complete after the student returns.

Tardies: Students accumulating three (3) tardies will be charged one (1) absence.

Out of School Absences: Students assigned out of school suspension by an administrator may receive up to 80% credit for missed assignments/tests/quizzes. Students assigned out of school suspension at their home school are not allowed to attend CAVIT during that time period.

Chronic Health Conditions: Should a student have a chronic health condition that affects his/her regular school attendance, which is identified by a licensed medical professional. CAVIT will provide appropriate educational opportunities for that student, according to school board policy. The form to exempt school attendance as a result of a chronic health condition may be obtained from the Attendance Office.

Loss of credit in a CAVIT class will place the student in jeopardy of fulfilling the requirements for program completion and industry licensure, if applicable.

PROGRAM FEES

- Aesthetics \$350.00

EQUIPMENT

CAVIT School uses professional equipment and supplies. Equipment used in our classrooms includes laptops, smartboard, projector, television, VCR, DVD player and whiteboard. The student kit of equipment is complete with the tools and supplies needed while attending CAVIT and becomes part of the student's professional development. Students are responsible for maintaining the full kit, textbook/student workbook and equipment required throughout the program. Items broken of list must be replaced by the student and can be purchased through the school.

STUDENT TRAVEL/FIELD TRIPS

Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation will be provided only by district or satellite school vehicles, driven by authorized personnel. Students will need to complete a grade check form and be passing all classes in order to participate in an activity outside of CAVIT class time.

DRESS CODE POLICY

CAVIT encourages students to take pride in their attire as it relates to the school setting. Students will be provided program uniforms to wear daily to CAVIT classes. Students will be required to wear business professional attire when attending student youth organization leadership events. Exceptions for special activities or health considerations may be pre-approved by the superintendent.

The following applies to all students within the District:

- No bandanas of any color, size or shape may be carried or displayed in any classroom or at any school activity.
- Hats may not be worn by students in buildings.
- For safety reasons, closed toe shoes must be worn at all

UNIFORM POLICY

Each student will be provided with a uniform which is required to be worn daily to CAVIT. Students are to change immediately into their program uniform upon entering CAVIT's campus.

- **Aesthetics** – CAVIT will provide program shirt. Students must provide black slacks with belt loops (no jean material nor embellishment), black plain leather belt, and black closed-toe laced shoes (no skater nor fabric material) with non-skid sole.
- Name Badge – CAVIT will provide a name badge which must be worn at all times. Students may not clock in or gain hours without wearing a name badge.

DRESS CODE ENFORCEMENT CONSEQUENCES FOR VIOLATING UNIFORM POLICY

School Action			
1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Verbal warning by teacher.	Teacher makes a call to parent.	Parent conference scheduled with teacher.	Administrative review

DISTRICT DISCIPLINE POLICIES

Please refer to the 2014-2015 CAVIT Student Handbook for a complete listing of school rules and policies.

EXPECTATIONS FOR CLASSROOM BEHAVIOR

The classroom is certainly the most critical area of an educational institution, and teachers will insist that student behavior, attitude and participation in the classroom reflect the importance of the serious business of learning. More specifically, teachers will insist that you:

1. Arrive to class on time.
2. Be prepared for class with all materials necessary for class that day.
3. Be dressed in your program uniform upon entering CAVIT's campus.
4. Be attentive to the task at hand until dismissed by the teacher.
5. Demonstrate care and consideration for school property and the property of others.

CAVIT ACADEMY OF COSMETOLOGY – AESTHETICS
Physical Location: CAVIT, 1789 W. Coolidge Ave., Coolidge, AZ 85128

Equipment Inventory

Reception Area

- Desk, product shelf, seating

Dispensing Area

- Cabinetry

Classroom Area

- Tables, chairs, countertops for student work, multimedia access and library

Clinic/Lab Area

- Student stations, equipment, sinks, cabinetry

Laundry Area

- Washer/dryer, sink cabinetry

Break Room Area

- Student lockers, table and chairs, refrigerator, microwave, sink

Office Area

- Desk, computer, phone

Restroom Areas

- Male and female restrooms-handicap accessible
- Client restroom-handicap accessible

AESTHETICS PROGRAM

600 Hours in Length

CAVIT's 600-hour Aesthetics program offers the student the opportunity to become a licensed Aesthetician. The program provides the general skills of makeup and facial massage. Emphasis is placed upon skin care, treatments and product knowledge. Subjects include nutrition, health of skin, skin structure and temporary hair removal methods. A clinic for practical, supervised work with the public is also an important part of the program.

This program can be completed in two school years at CAVIT. Completion of the subjects listed below will prepare the student to complete the program and take the state board examination to become a licensed Aesthetician. Graduates will be eligible for a career working alongside a dermatologist, chemist or opening your own day spa.

PROGRAM PURPOSE

1. For the student to acquire a broad knowledge of both the science and art of Aesthetics.
2. For the student to develop his/her physical ability and manipulative skills and develop loyalty and enthusiasm for the profession.
3. For the student to acquire ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance.
4. To prepare students for the Arizona State Board of Cosmetology Aesthetician examination.

PROGRAM DESCRIPTION

Aesthetics is a journey into a career ripe with opportunity that can take the student in many directions and holds the potential to make the student a confident and successful professional in the field. Through the program, the student will learn to be a person their clients can rely on to provide them with ongoing service, enabling the client to look and feel their best.

INSTRUCTIONAL METHODS

Methods of lecture, demonstration, practice, role play, discussion, assignments, audio/visual aids, student participation, question/answer and textbook/workbook will be used.

TEACHING STRATEGIES

- Using the white board, audio/visual aids, and live models whenever possible.
- Introducing new material in a manner to which the student may relate.
- Encouraging questions, explaining new words, terms, techniques, implements, and equipment.
- Requiring that students take notes and complete homework and reading assignments.
- Using demonstration that includes students.
- Listing new words on whiteboard.

AESTHETICS PROGRAM CURRICULUM OUTLINE

Subject Title	Clock Hours
Professional Image, Ethics, Interpersonal Skills, Communication	10
Bacteriology, Decontamination, Sterilization, Personal Protection, Sanitation, Safety & OSHA	70
First Aid	5
Physiology, Anatomy for the Aesthetician	15
Product Knowledge, Ingredient & Product Analysis	10
Nutrition & Health of Skin	5
Massage Theory & Techniques for Professional Massage	50
Facials & Skin Care Treatment Procedures, Packs & Masks	125
Professional Make-up Techniques, Understanding Color Coordination	35
Skin Structure & Function	8
Skin Disorders, Dermatology & Special Aesthetic Procedures	12
Theatrical/Photography Make-up Techniques, Camouflage Make-up, Corrective Make-up	20
Eyebrow Arching, Tinting, Artificial Eye Lashes, Facial Hairpieces, Eyebrow Alternatives	10
Dispensary	20
Supplemental Techniques	30
Hair Structure & Temporary Removal Methods	10
Appointment Desk	20
Management, Salesmanship	30
Arizona Law, Rules and Licensing Requirements	20
Electricity, Light Therapy, Machines & Professional Skin Care Equipment	80
Chemistry for the Aesthetician	15
Total Clock Hours	600

PROGRAM CREDIT

Students will be awarded one (1) elective credit each semester of attendance.

ORIENTATION CHECKLIST

As a new aesthetics student at CAVIT, I acknowledge that I have orientation in the following areas:

I also agree to follow all of CAVIT's policies and procedures.

Orientation Check List

Organizational Chart

Emergency Procedures/Floor Plan

Career Opportunities

Course Outline

File Review Right

Satisfactory Progress

MSDS/OSHA

Kit Content List

Theory/Practical Records and Requirements

Acknowledgement of CAVIT Rules and Regulations

Price List for Students and Clients

Basic Procedures

Safety Procedures

Evaluations/Progress Monitors

Student Handbook

Absence Policies

Arizona State Board Information

State Board/NIC Sanitation and WCCP

Arizona State Law/Copy of Rules and Regulations

Student Signature_____

Date_____

Teacher Signature_____

Date_____

AESTHETICS PROGRAM KIT LISTING

Spatular Stainless Steel	\$7.95	Palettes Medium	\$12.50
Medium Plastic Spatulars	\$2.04	2.25" Stretch Headband	\$5.50
Compressed Cellulose Sponges-1 dozen	\$9.95	3.5" Wide Headband	\$6.00
Terry Turban White	\$8.00	Application Brush	\$7.50
Sponge Makeup Wedges-8 pieces	\$1.80	Disposable Lip Brushes	\$.52
Disposable Mascara Brushes	\$.52	Slanted Tweezer	\$7.50
Slanted 4" Pointed Tweezer	\$12.95	Single Loop Extractor	\$6.95
P-4 Scissors	\$9.95	Lash Applicator 4.5"	\$9.95
Strip Lash Black	\$5.00	Flari Lash Black	\$5.00
Lashtiti/Adhesive	\$5.00	Lashgrip for Strip Lashes	\$5.00
Lash Remover	\$3.50	Terry Wrap	\$24.95
Antimicrobial Skin Cleanser	\$19.95	Make-Up Professional Kit	\$115.15
12 Piece Brush Kit	\$28.95	PH Pencil	\$12.95
Rejuvenation Kit w/ 2 masks	\$26.50		

School Provides:

- Textbook
- Student Workbook
- Practical Workbook
- Gloves
- Towels
- Facial Drapes
- Equipment for use on Clinic Floor

Student Signature_____

Date_____

Teacher Signature_____

Date_____

AESTHETICS PROGRAM STUDENT RECORD

DATE	GRADE	CHAPTER	FINAL GRADE	WB
		Chapter 1: History and Career Opportunities		
		Chapter 2: Life Skills		
		Chapter 3: Your Professional Image		
		Chapter 4: Communicating for Success		
		Chapter 5: Infection Control: Principles and Practices		
		Chapter 6: General Anatomy and Physiology		
		Chapter 7: Basics of Chemistry		
		Chapter 8: Basics of Electricity		
		Chapter 9: Basics of Nutrition		
		Chapter 10: Physiology/Histology of the Skin		
		Chapter 11: Disorders and Diseases of the Skin		
		Chapter 12: Skin Analysis		
		Chapter 13: Skin Care Products		
		Chapter 14: The Treatment Room		
		Chapter 15: Facial Treatments		
		Chapter 16: Facial Massage		
		Chapter 17: Facial Machines		
		Chapter 18: Hair Removal		
		Chapter 19: Advanced Topics and Treatments		
		Chapter 20: The World of Makeup		
		Chapter 21: Career Planning		
		Chapter 22: The Skin Care Business		
		Chapter 23: Selling Products and Services		

180 Hour Exam
Date _____
Practical _____
Written _____

360 Hour Exam
Date _____
Practical _____
Written _____

540 Hour Exam
Date _____
Practical _____
Written _____

Start Date _____
Grad Date _____
Drop Date _____

SENIOR REVIEW TEST

Date	Grade	Mandatory Graduation Checklist	
_____	_____	Completed 600 Hours	_____
_____	_____	Outlines for each chapter	_____
_____	_____	Workbook Complete	_____
_____	_____	Business Plan Complete	_____
_____	_____	All tests taken and passed	_____
_____	_____	Practical monthly block sheets	_____
_____	_____	Client practicals completed	_____

Student Signature _____

Date _____

Teacher Signature _____

Date _____

AESTHETICS CLINIC PRICE LIST

*All services are performed by students under a licensed instructor's supervision.

Open Tuesday/Thursday from 7:00-9:00am and 12:30-2:30pm.

Mini facials (no massage)	\$10.00
Facials with masks or packs	\$14.00
European facial	\$14.00
Back facial	\$14.00
Facial wax – entire face, jaw, chin, lip, brows, cheeks, forehead, neck	\$10.00
No Brazilian, back, chest or stomach, inside of ears or nose waxing	
Leg waxing – (knee down only) both legs	\$10.00
Arm waxing – (elbow down only) both arms	\$10.00
Hands or feet – both	\$5.00
Shaping – tweezing, arching	\$2.00

Central Arizona Valley Institute of Technology

1789 W. Coolidge Avenue, Coolidge, AZ 85128

Phone: (520) 423-1944 Fax: (520)423-1822

www.cavitschools.org

2014-2015 School Year

July

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October

M	T	W	T	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Summer Cosmo Program
Teachers Report to CAVIT
First/Last Day of Classes
Holidays- No School
Teacher Inservice- No School

November

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January

M	T	W	T	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April

M	T	W	T	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

July 4-4th of July Holiday	January 19-MLK Jr. Holiday
July 21-25-Teachers Report to CAVIT	February 6-Teacher Inservice-No School
July 28-First Day of Classes	February 16-President's Day Holiday
August 22-Teacher Inservice- No School	March 6-Teacher Inservice- No School
September 1-Labor Day Holiday	March 23-27 -Spring Break
September 19-Teacher Inservice-No School	April 3-In-Lieu Day
October 20-24-Fall Break	April 10-Teacher Inservice-No School
November 7-Teacher Inservice-No School	May 21-Last Day of Classes
November 11-Veteran's Day Holiday	May 25-Memorial Day Holiday
November 26-28-Thanksgiving Holiday	
December 22-January 2-Winter Break	



Central Arizona Valley
Institute of Technology