



## **CENTRAL ARIZONA VALLEY INSTITUTE OF TECHNOLOGY**

1789 W. Coolidge Avenue ~ Coolidge, AZ 85128

Phone: (520) 423-1944 ~ FAX: (520) 423-1822

[www.cavitschools.org](http://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.

### **COSMETOLOGY PROGRAM**

1,600 Hours in Length

**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 Unless expressly superseded by controlling federal or state statutes, regulations or court decisions, this policy will prevail in all matters concerning staff members, students, the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.

## **Cosmetology training provides a number of opportunities. Here are just a few...**

Licensed Cosmetologist  
Salon Owner/Manager  
Color Specialist, Perm Specialist, Makeup Specialist  
Aesthetician  
Hair Show Artist

## **Opportunities in Cosmetology Education:**

School Directos/Owner  
Instructor/Supervisor  
Guest Artist/Educator  
Beauty Supply Sales Rep

## **Regulatory Opportunities:**

State Board Inspector, Member, Examiner

**Set your own hours!  
Be your own boss!  
Make the money you want!  
Have fun with what you do!**

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## A MESSAGE FROM THE SUPERINTENDENT

Welcome to Central Arizona Valley Institute of Technology (CAVIT) and the exciting world of cosmetology! Since you are enrolled in this program, we assume that your goal is to become a licensed cosmetologist. 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 cosmetology. A successful cosmetologist 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 cosmetology is no exception. Again, welcome. We hope your training leads you to a long, enjoyable, and profitable career.

Mike Glover, Superintendent

## SCHOOL STAFF DIRECTORY

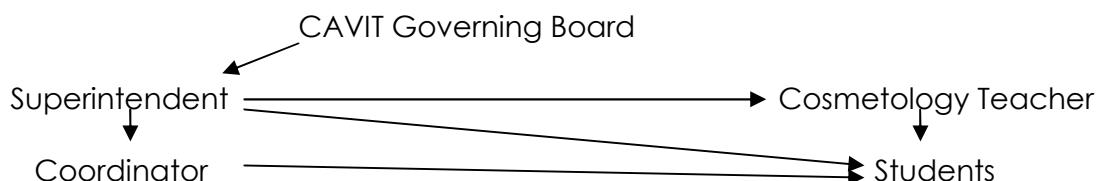
Attendance Office - Ms. Juanita Montijo (520) 423-1944  
Superintendent's Office – Mr. Mike Glover (520) 423-2991  
Coordinator's Office – Ms. Michelle Martinez (520) 426-3499  
Cosmetology Clinic Appointments (520) 423-2990  
Cosmetology Teachers (520) 426-4937

## 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). 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. Beginning with the 2015-2016 school year, CAVIT will expand its instructional programming to serve students up to the age of 22.

## **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 2015-2016 Cosmetology program runs from February-April, 2015. Students are required to complete an enrollment application and meet the following prerequisites for the cosmetology program:

- Reside in one of the five participating satellite school districts.
- Have completed 10 high school credits by June 15, 2015 with two of those in English.
- Submit a copy of your high school transcript, birth certificate and social security card.
- Be 16 years old by June 15, 2015 - the first day of summer classes.
- Pay the \$100.00 program deposit of the \$600.00 program fee by March 31, 2015. No refunds will be provided once a student has been accepted. In lieu of refunds, parents can pick up purchased items at CAVIT on June 15, 2015. Program fees cover the uniform and/or cosmetology kits provided to students.

The Arizona Board of Cosmetology requires that each student enrolling in the Cosmetology Program provide proof of citizenship/legal residency. Students who are unable to provide the required citizenship/residency documentation must sign a waiver indicating that until the student is able to provide the required documentation, he or she will not be able to apply for licensure.

## **CLASS SCHEDULE**

Cosmetology Summer 2015 Session (June 15-July 10) 8:00am-5:00pm  
Cosmetology Session I (school year) 7:00-9:00am  
Cosmetology Session II (school year) 9:40-11:40am  
Cosmetology Session III (school year) 12:30-2:30pm  
Cosmetology Summer 2016 (June 20-July 15) 8:00am-5:00pm

## **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**

## **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 3-Independence Day
- August 19-Teacher Inservice No School
- September 7-Labor Day
- September 24-25-Teacher Inservice No School
- October 19-23-Fall Break
- November 11-Veteran's Day
- November 25-27-Thanksgiving Break
- December 21-January 1-Winter Break
- December 9-Teacher Inservice No School
- January 18-Martin Luther King, Jr. Day
- February 10-Teacher Inservice No School
- February 15-President's Day
- March 21-25-Spring Break
- April 13-Teacher Inservice No School
- April 29-In-Lieu Day
- May 19-Last Day of Classes
- May 30-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 right to be treated with respect and courtesy.
- ✓ The right to be safe from bodily injury in the buildings, on the school grounds, and at school sponsored activities.
- ✓ The right to use school books, materials, and equipment, which are in good condition.
- ✓ The right to study and learn in an environment, which is neat, clean and quiet.
- ✓ The right to obtain the best possible education.
- ✓ The right to learn in a drug and weapon free environment.
- ✓ 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.

## **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 are given regular assignments in both theory and clinical lab work.
- ✓ Theory is evaluated by written exam and clinical lab work is evaluated by the instructor upon completion.
- ✓ Practical evaluations are based on the clinical evaluation sheet and practical exams.
- ✓ Exams are administered at the completion of each unit.
- ✓ Monthly, quarterly and semester grades are based on a combination of theory and practical grades.
- ✓ Attendance grade is based on hours accumulated versus scheduled hours.

## **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 or 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% (304 hours)** of the total 1,600 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. Students will not be able to earn alternative learning hours in order to finish the program early.

Through CAVIT's Cosmetology 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 1,600 hour requirement. Students are responsible for securing their own site.

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

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

## Alternative Learning Experience Contract for Cosmetology Hours

\*Form must be submitted to your teacher 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)

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Typed Report          | <input type="checkbox"/> Power Point Presentation | <input type="checkbox"/> Oral Report            | <input type="checkbox"/> Salon Design Project   |
| <input type="checkbox"/> Display Board Project | <input type="checkbox"/> Video Project            | <input type="checkbox"/> Product Design Project | <input type="checkbox"/> Marketing Plan Project |
| <input type="checkbox"/> Other: _____          |   |   |   |

Describe your project plans: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

List the cosmetology 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 Mrs. Turner)

\_\_\_\_ 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 the requested information below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher Signature

Date

Hrs Awarded: \_\_\_\_\_ Date: \_\_\_\_\_

## **SATISFACTORY ACADEMIC PROGRESS**

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.

*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.*

## **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.

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

**10<sup>th</sup> Absence**-At the tenth (10<sup>th</sup>) 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 Exclusion and Exemption form from 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**

- ✓ Cosmetology students pay a total \$600 to CAVIT for kit, books, and lab fees for their entire two-year program.
- ✓ Once issued, the cosmetology kit becomes the property of the student. Any loss of additional replacement materials/supplies needed will be the financial responsibility of the student.

## **ITEMS TO BE PURCHASED AND BROUGHT WITH YOU THE FIRST DAY OF SCHOOL**

- ✓ Large 3" binder
- ✓ Spiral bound index cards
- ✓ Paper
- ✓ Pen/Pencil
- ✓ Highlighters
- ✓ An inexpensive disposable camera is recommended to leave in your locker. You will need to take pictures of your work throughout your education to build your portfolio.

## **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 or lost 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 preapproved 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.

- ✓ **Cosmetology** – 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 each student with a name badge. Students must wear their name badge in order to clock in and gain hours.

**Students out of CAVIT uniform will not be allowed to clock hours.**

## **DRESS CODE ENFORCEMENT**

### **CONSEQUENCES FOR VIOLATING UNIFORM POLICY**

#### **School Action**

- ✓ 1<sup>st</sup> Offense - Verbal warning by teacher.
- ✓ 2<sup>nd</sup> Offense - Teacher makes a call to parent.
- ✓ 3<sup>rd</sup> Offense - Parent conference scheduled with teacher.
- ✓ 4<sup>th</sup> Offense – Administrative review

## **DISTRICT DISCIPLINE POLICIES**

Please refer to the 2015-2016 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.

## COSMETOLOGY EDUCATIONAL REQUIREMENTS

Throughout their education, students will have to meet the following requirements in order to progress towards completion:

- ✓ In order to advance to the clinic floor, the following model requirements must be met: haircut, clipper cut, color, highlight, perm, relaxer.
- ✓ Once on the clinic floor, students are required to secure five clients for services per quarter.
- ✓ A style book and portfolio will also be due.
- ✓ Keep an inexpensive disposable camera in your locker so that you can start building a portfolio.
- ✓ Near completion, students will be required to have a model for cut and color after the completion of their Advanced Cut/Color Class.

Prior to program completion, the following requirements must be met.

20 Wet Set	10 Scalp Treatments	25 Perms
10 Pedicures	25 Colors	50 Blow Dry Styles
10 Relaxers	10 Facials	25 Bleach
10 Waxing	25 Weaves	40 Thermal Styles
5 Frost	10 Manicures	100 Haircuts

It is the student's responsibility to meet all of their requirements. Students will keep track of all services each month. All requirements for first and second year students must be met in order to successfully complete the program!

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

**Equipment Inventory**

- ✓ Reception Area - Desk, product shelf, seating
- ✓ Shampoo Area 5 stations,
- ✓ Towel cabinet, cabinetry, sink
- ✓ Styling Area - 30 styling stations with mirrors and cabinetry
- ✓ Nails Area - 3 portable nail tables
- ✓ Facial Area - 4 facial complete stations w/ curtains
- ✓ Dispensing Area - Cabinetry
- ✓ Dryer Area - 3 hair dryers
- ✓ Classroom Area - Tables, chairs, countertops for mannequin work, multimedia access and library
- ✓ Laundry Area - Washer/dryer, sink cabinetry
- ✓ Clean Lab Area – Sink and sterilizer tanks
- ✓ Office Area - Desk, computer, phone
- ✓ Restroom Areas – Male/female restrooms-handicap accessible and client restroom-handicap accessible

## **COSMETOLOGY PROGRAM**

### **1,600 Hours in Length**

CAVIT's 1,600-hour Cosmetology program offers the student the opportunity to become a licensed cosmetologist.

Cosmetology...The universal challenge to enhance beauty through education, using scientific, chemical, artistic, geometric and natural means.

This program can be completed in two summers and two school years allowing students to complete the program before high school graduation.

Cosmetology 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.

# **COSMETOLOGY PROGRAM CURRICULUM OUTLINE**

## **1,600 Hour Program**

Goals of the Cosmetology Program:

- ✓ To fully educate a student in the cosmetology field.
- ✓ To successfully complete the CAVIT program and obtain a cosmetology license.
- ✓ To successfully secure and retain employment.

### **Topic Hours**

- ✓ Theory of cosmetology, Arizona cosmetology law and rules
- ✓ Practical cosmetology/practical theory, involving all hair and skin types 200 hrs
- ✓ Monitor duties, salesmanship, ethics and salon management 35 hrs
- ✓ Chemical hair restructuring, including permanent waving and chemical relaxing, specifically thioglycolate and sodium hydroxide 230 hrs
- ✓ Haircoloring, including tinting and bleaching 230 hrs
- ✓ Haircutting 230 hrs
- ✓ Hairstyling, pressing, thermal curling and waxing 230 hrs
- ✓ Facials and make-up, including massage, physical and chemical depilatories 100 hrs
- ✓ Massage 100 hrs
- ✓ Manicuring, pedicuring, sculpture nail extension, wraps, overlays and related services 75 hrs
- ✓ Shampooing, conditioning, re-conditioning rinse, application and chemical remover 50 hrs
- ✓ Scalp treatment and brushing 20 hrs
- ✓ Electricity and light therapy as related to the practice of cosmetology 10 hrs
- ✓ Creative preferences 40 hrs
- ✓ Disinfection procedures 50 hrs

**Total Hours 1,600**

### **PROGRAM CREDIT**

Students will be awarded elective credit each semester of attendance.

## **ORIENTATION CHECKLIST**

As a new cosmetology 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\_\_\_\_\_

## COSMETOLOGY PROGRAM STUDENT KIT LISTING

Black nylon bag \$28.95	8 oz. spray bottle \$.59
Curling iron \$20.00	Shaper Razor \$1.19
Dozen 7" styling combs \$1.44	Pack of 5 blades \$1.22
Dozen rattail combs \$1.56	Magnetic roller set \$5.30
Comb out cape \$3.87	Waterproof cutting cape \$4.88
Manikin clamp set \$4.66	Box double prong clips \$2.07
5 Manikins \$106.84	Box single prong clips \$2.04
4.5" croc clips 1 bag \$2.95	Flat iron-digital \$28.95
Odorless nail kit \$16.69	Blow Dryer \$32.55
Bag of butterfly clips \$2.04	Professional thinning shear \$incl.
Pedicure 8 piece pack \$14.69	Manicure 7 piece set \$7.07
Kiddie cutting cape \$5.95	Waterproof black apron \$8.99
Bleach & chemical cape \$12.95	10 Piece brush set \$46.58
Clipper and trimmer set \$45.99	Frosting cap and hook set \$1.28
Tint bowl set/brush \$3.76	Timer \$1.36
8 oz. applicator bottles \$.70	Makeup kit \$7.70

School Provides:

- Black lab coat
- Clipper oil
- Clipper sanitizer
- Professional skin care kit
- Manicure set up kit
- Eyelash practice sets
- Pintail color comb
- Hand sanitizer
- Goggles
- Textbook
- Student Workbook
- Practical Workbook
- Gloves
- Towels
- Facial Drapes
- Equipment for use on Clinic Floor

Student Signature\_\_\_\_\_ Date\_\_\_\_\_

Teacher Signature\_\_\_\_\_ Date\_\_\_\_\_

# COSMETOLOGY PROGRAM STUDENT RECORD NAME:

DATE	GRADE	CHAPTER	FINAL GRADE	WB
		Chapter 1: History and Opportunities in Professional Beauty		
		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: Skin Structure and Growth		
		Chapter 8: Nail Structure and Growth		
		Chapter 9: Properties of the Hair and Scalp		
		Chapter 10: Basics of Chemistry		
		Chapter 11: Basics of Electricity		
		Chapter 12: Principles of Hair Design		
		Chapter 13: Shampooing, Rinsing and Conditioning		
		Chapter 14: Haircutting		
		Chapter 15: Hairstyling		
		Chapter 16: Braiding and Braid Extensions		
		Chapter 17: Wigs and Hair Enhancements		
		Chapter 18: Chemical Texture Services		
		Chapter 19: Hair Coloring		
		Chapter 20: Skin Diseases and Disorders		
		Chapter 21: Hair Removal		
		Chapter 22: Facials		
		Chapter 23: Facial Makeup		
		Chapter 24: Nail Diseases and Disorders		
		Chapter 25: Manicuring		
		Chapter 26: Pedicuring		
		Chapter 27: Nail Tips, Wraps, and No-Light Gels		
		Chapter 28: Acrylic (Methacrylate) Nail Enhancements		
		Chapter 29: UV Gels		
		Chapter 30: Business Skills		
		Chapter 31: On the Job		
		Chapter 32: The Salon Business		

400 Hour Exam

Date \_\_\_\_\_

Practical \_\_\_\_\_

Written \_\_\_\_\_

800 Hour Exam

Date \_\_\_\_\_

Practical \_\_\_\_\_

Written \_\_\_\_\_

1200 Hour Exam

Date \_\_\_\_\_

Practical \_\_\_\_\_

Written \_\_\_\_\_

1600 Hour Exam Start Date

Date \_\_\_\_\_

Practical \_\_\_\_\_ Grad Date

Written \_\_\_\_\_

Drop Date \_\_\_\_\_

## SENIOR REVIEW TEST

Date Grade

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Mandatory Graduation Checklist

Completed 1,600 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 \_\_\_\_\_

# COSMETOLOGY CLINIC PRICE LIST

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

\*Open Tuesday/Thursday.

\*No services to minors without written parent permission.

## **Shampoo (only)**

- Short hair \$1.00
- Long hair \$2.00
- Special shampoos – additional \$1.00

## **Scalp/hair treatments (style not included)**

- Scalp treatment with massage \$5.00
- (additional \$1.00 charge for a style with treatment)
- Deep conditioner \$4.00
- (additional \$1.00 charge for long hair)

## **Shampoo and Hairstyle**

- Short hair \$5.00
- Shoulder length \$6.00
- Below the shoulders \$10.00
- High style (up-do) \$15.00
- Braids
- 1 large braid over or under \$8.00 (includes shampoo)
- Full head \$50.00 and up
- Twists or braids (12 or less) \$2.00 (for each)

## **Hair Cuts**

- All cuts include a shampoo
- Basic cuts \$5.00
- Clipper cuts \$5.00
- Neck trim only (clippers) \$1.00

## **Skin Care Services**

- Plain facials \$10.00 (cleansing and facial massage)
- Facials, cleansing, mask, pack, steam using Helga Van Dyke systems \$14.00
- Makeup application \$4.00
- Lash and brow tint \$5.00
- Facial wax \$2.00 (each area)

## **Texturizing and Waving**

- (Prices do not include haircuts or style)
- Regular basic perms \$20.00 and up
- Long hairstyle wraps \$40.00 and up
- Partial perm (per rod) \$2.00 (or \$15.00 whichever is less)
- Curl reformation perm \$40.00 and up
- Relaxers \$25.00 and up
- Additional charge for hair past the shoulder

## **Hair Color Application**

- Color rinse \$1.50\*
- Semi Permanent color \$15.00\*
- Tint (retouch) \$18.00\*
- Virgin tint (shoulder length) \$22.00\*
- Bleach retouch \$18.00\*
- Bleach and toner \$25.00
- Foil weaves, shoulder length, whole head (one color only) \$40.00 and up\*
- Additional colors after the first \$5.00 and up\* (Hair past shoulders add on \$10.00 each 5")
- Short hair partial weaves up to 12 foils \$2.00 per foil
- Long hair partial weaves up to 12 foils \$3.00 per foil
- Cap highlights and lowlights \$20.00 and up\* (Frosting caps on short hair only)

\*First time color customers: application of a color product containing chemicals require a 'D' test to be applied on the client 24 hours before the actual applications service.

## **Manicure**

- Basic manicure \$5.00
- Nail polish change \$2.00
- Pedicure \$8.00