



## COBRE VALLEY INSTITUTE OF TECHNOLOGY

# Student Handbook

# 2021-2022

Public Notification of Nondiscrimination: Cobre Valley Institute of Technology does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, in access to them, in treatment of individuals, or in any aspect of their operations. Cobre Valley Institute of Technology does not discriminate in its hiring or employment practices. The following employee has been designated to handle inquiries regarding the nondiscrimination policies and can have all materials translated upon request:

**Title IX Coordinator**

Name: Donna Roach

Address: 501 Ash Street Globe, AZ 85501

Telephone Number: 928-542-9640

Email: droach@cvit81.org

**Section 504/ADA Coordinator**

Name: Mike O'Neal

Address: 501 Ash Street Globe, AZ 85501

Telephone Number: 928-242-1907

Email: mo'neal@cvit81.org

## **Cobre Valley Institute of Technology- CVIT**

Mailing Address: PO Box 176  
Physical Address: By Appointment -District Office-Finance  
1500 Panther Dr.  
Bldg. 3, Room 206  
Superior, AZ 85173  
Phone: 928-542-9640  
FAX: 520-689-6630  
Website: [www.cvit81.org](http://www.cvit81.org)

### **Globe Office**

Mailing Address: PO Box 42  
Physical Address: 501 Ash Street  
Globe, AZ 85501  
Cell: 928-242-1907  
Email: [mo'neal@cvit81.org](mailto:mo'neal@cvit81.org)

### **Governing Board**

Anna Flores – Board Chairman  
Louie Rabago – Vice Chairman  
Maria Munoz - Member  
Franceen Gregovich- Benton- Member  
Mike Fane- Member

### **Administrative Team**

Mike O'Neal–Superintendent/Exec. Program Director/Principal  
Donna Roach- Business Manager/Operations Specialist

### **About CVIT**

Cobre Valley Institute of Technology (CVIT) was established in November 2000. It is one of 14, voter approved, Career & Technical Education Districts (CTED) in Arizona. The CTED system along with community colleges, universities and primary and secondary schools is one of four pillars of Arizona's educational system. Each CTED takes on a challenge to prepare Arizona students for a highly competitive workforce. As a result of the efforts of the CTED system, school districts have the opportunity to provide innovative Career and Technical Education (CTE) programs for students. CVIT is providing support for

CTE programs to member school districts. Member districts are: Globe, Hayden, Miami, Ray, San Carlos, and Superior. CVIT has two Central Campuses - Eastern Arizona College- Gila Pueblo Campus (EAC) and Aravaipa Campus of Central Arizona College (CAC) where we provide expanded educational opportunities to the students of the member districts. In addition to educational institutions, CVIT works with local health care centers and assisted living facilities to provide work-based learning opportunities.

## **Our Vision**

“To provide an ethical, productive and technically trained workforce in both satellite and central campus programs that meets the global needs for business and industry.”

## **Our Mission**

To upgrade and enhance existing CTE (Career and Technical Education) courses and programs at member satellite districts.

To expand the options and rigor of CTE courses available to students.

To provide innovative training for students to enter the Cobre Valley and Copper Basin workforce.

To provide a community resource to enhance career skills and improve employability opportunities.

To develop and support training opportunities with EAC - Gila Campus, Central Arizona College, and community-based operations.

To provide students the opportunity to earn industry recognized certification for entry into the workforce upon program completion.

## **CTE Program Schedules**

Cosmetology: I, II, III & IV

Monday - Friday 1:30-4:00

Dental Assistant I & II

Monday & Tuesday 1:30-3:10

Wednesday 1:30-4:00

Thursday & Friday 1:30-3:20

Dental Assistant III & IV

Monday & Tuesday 1:30-3:10

Wednesday 1:30-3:20

Thursday 1:30-4:00

HVAC- R I & II

Fridays 8:00AM-12:51PM

Medical Assistant I & II

Medical Assistant III & IV

Monday & Tuesday 1:30-3:10  
Wednesday 1:30-3:20  
Thursday & Friday 1:30-3:20

Monday – Friday 1:30-4:00

Nursing Assistant I & II

Monday & Tuesday 1:30-3:10  
Wednesday 1:30-3:20  
Thursday & Friday 1:30-3:20

Welding I & II

Materials for Industry (Monday 1:30-4:00)  
Machining & Fabrication (Tues & Wed 1:30-3:40)  
Safety Practices for Industry (Thursday 1:30-2:00)  
Dimensioning & Tolerancing (Thursday 2:01-4:00)  
Intro. To Fab. Lab Technology ( Friday 9:00-11:30 AM)

Welding III & IV

Monday 1:30-4:00  
Tuesday & Wednesday 1:30-3:40  
Thursday 1:30-4:00  
Friday 9:00AM-11:10AM

## Attendance

Regular and timely attendance is a determining factor in educational success. Critical academic information is lost each time a student is out of the classroom. For this reason, Cobre Valley Institute of Technology believes all students should be in school every day, unless there is a valid reason for an excused absence.

Cobre Valley Institute of Technology defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and school sponsored activities (i.e. athletic games and other school sponsored academic related activities). **Students that are currently failing their CVIT course(s) at the time of absence for any satellite school sponsored activities will not be excused.**

1. Any time your child will not be in school on any specific day, you must email the Superintendent-at mo'neal@cvit81.org or place a phone call/text to the 928-242-1907 or submit an excusal note within 24 hours of the absence.
2. All unreported absences will be documented as "unexcused" absences.
3. A parent/guardian is the only person who may verify an unexcused absence. Unexcused absences may be verified by the parent/guardian by phone, in person, text, or email to the Superintendent within 24 hours of a student returning to school from an absence.

4. Any absence that has not been verified by a parent/guardian within 24 hours may be considered unexcused.
5. A student who independently chooses not to attend school is considered truant and cannot be excused by the parent.
6. When a student is excessively absent, student will be dropped from their CVIT Central Campus Program.
7. If your child is leaving school early for an appointment, he/she must notify the Superintendent.

**\*\*Students accumulating 3 or more unexcused absences during a semester may be dropped from their course(s).**

**Special arrangements will be made for student athletes and other school related educational activities if student is in good academic standing in all their CVIT course(s).**

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**Chronic Health Condition:** Should a student have a chronic health condition that affects his/her regular school attendance, which is identified by a licensed medical professional, CVIT will provide reasonable and appropriate educational opportunities for that student. The section 504 Coordinator for CVIT is Mike O'Neal.

**Students with Disabilities:** A student with a disability as defined by federal law: "An individual with a disability means any person who: (i) has a mental or physical impairment that substantially limits one or more major life activity; (ii) has a record of such an impairment; or (iii) is regarded as having such an impairment". Students with disabilities are strongly encouraged to request an accommodation plan with the community college.

## **Grading/Evaluation**

**Grading Criteria:** Individual teachers establish the grading criteria for their specific courses taught. Students are awarded (1) high school credit per semester for successfully completing their CVIT Central Campus courses. CVIT awards certificates of completion to students who successfully complete their CVIT program. Industry recognized certifications are awarded by State Boards and or testing agencies upon student's successful passing of their required certification exam(s).

**GRADES:** The grading scale consists of:

A: Exceeds skill requirements 90%-100%

B: Meets and often exceeds skill requirements 80%-89%

C: Meets minimum skill requirements 70%-79% **(Nursing Assistant 75%-79%)**

D: Failure 69%-0% **(Nursing Assistant 74.9%-0%)**

Students must earn either an average grade of an A, B, or C each semester in their program's course of study in order to continue their enrollment. Students receiving an averaged failing grade of their courses will not be enrolled the following semester unless special arrangements to makeup the lost credit are made.

## Student Conduct

### **Conduct Code**

Students are expected to arrive to class on time prepared to engage in learning activities with the appropriate materials, including textbooks, paper, pencil or pen, and project materials.

Cheating will not be tolerated, and may be subject to withdrawal. Students are expected to do their own work.

Students are expected to follow directions given by any instructional staff member.

Students are expected to demonstrate courtesy and respect for other students, guests, and instructional staff members.

Students are expected to refrain from using inappropriate language, including profanity, both in and out of the classroom. Inappropriate displays of affection will not be tolerated.

**While attending central campus classes at the Community College, students are expected to abide by the Student Code of Conduct and the Scholastic Code of Conduct found in the College's Student Handbook. Copies are available at campuses.**

### **Appeal procedure for CVIT Central Program Students**

After instructor removes a student from a class, student will have an opportunity to appeal the decision to a committee. The committee will consist of at least one Cobre Valley Institute of Technology (CVIT) representative, at least one Community College dean, instructor for the class, and at least one additional person who cannot be a parent or a relative/friend of a student. Student will have one week from the date of removal to appeal the decision in writing to CVIT representative.

The committee will hear the student and will decide by simple majority vote. Student will receive decision in the mail within a week from the hearing. Decision of the committee is final.

## **Respect Code**

Every person has the right to learn in a comfortable and safe environment. At CVIT, we expect all staff members, students, and visitors to encourage positive self-esteem by:

Practicing courtesy and friendliness at all times.

Being cooperative, attentive, and supportive in class and in all school related activities.

Being supportive of one another in pursuit of academic activities and related activities.

CVIT relies on community-based organizations to provide facilities and instructors for our high-quality programs; therefore, we support the organization's directors/instructors in matters involving student misconduct.

## **Textbooks**

CVIT will provide required textbooks and related materials for all students. It is the student's responsibility to take care of his/her issued textbooks. Textbooks and materials must be kept clean and unmarked. Students are responsible for proper care of their issued textbooks and will pay for the replacement cost of damaged or lost textbooks.

## **Release of Student Photos**

Throughout the school year CVIT may take photographs of students during their learning experiences. Please inform CVIT Superintendent/Executive Program Director in writing if your child is not to be photographed. These student identifiable photographs may be used in the district newsletters, local newspaper, district website, and social media. Highlighting school achievement in media services is a way of sharing the successes of our school and students.

## **Transportation**

CVIT does not provide student transportation. However, satellite schools may provide transportation and it is the student's responsibility to become familiar with their satellite school's transportation policy and procedures.

# CVIT Central Programs

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**NOTE: ORDER OF A PARTICULAR COURSE MAY CHANGE BASED ON AVAILABILITY OF INSTRUCTIONAL STAFF.**

\* Students will receive (1) high school credit each semester.

## **COSMETOLOGY**

*Cosmetology*

*12.0400*

The Cosmetology program provides students an opportunity to apply Cosmetology practices and principles in a simulated salon environment. Upon successful completion of the program, students will be eligible to take the Arizona State Board of Cosmetology Examination.

## **Cosmetology I**

**12.0400.10**

*Prerequisite: None*

COS 101

Theory of Cosmetology I/Hairstyling

EAC Credits- 2

Introduction to the basic manipulative skills in manicuring, professional image and conduct, and personal hygiene. Includes basic science in bacteriology, sanitation and physiology pertaining to the head, hands, face, and arms. Theory and use of electricity and light as applied to cosmetology. The course also includes Arizona laws and rules governing cosmetology.

COS 111

Permanent Waving, Shampooing and Hairstyling I

EAC Credits- 4

Basic instruction in permanent waving, chemical straightening, curling, shampooing and hairstyling. Students will be instructed in manipulative skills, knowledge and safety precautions when giving chemical wave or chemical relaxer. Designed to bring students up to an intermediate level.

COS 131

Haircutting, Scalp Treatment, Tinting, and Facial I

EAC Credits- 5

Instruction in all basic haircutting techniques. Introductory corrective scalp treatment, massage, hair coloring, bleaching, special effects, and color corrections. Modern techniques for facial makeup, hair removal, and lash and brow trimming.



## Cosmetology II

**12.0400.20**

*Prerequisite: Cosmetology I*

COS 133

Haircutting, Scalp Treatment, Tinting, and Facial II

EAC Credits- 4

Additional instruction in haircutting techniques. Professional corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects, and color corrections. Modern techniques for facial makeup, hair removal, and lash and brow trimming.

COS 135

Haircutting, Scalp Treatment, Tinting, and Facial III

EAC Credits- 4

Advanced instruction in haircutting techniques. Professional corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects, and color corrections. Modern techniques for facial makeup, hair removal, and lash and brow trimming.

COS 137

Haircutting, Scalp Treatment, Tinting, and Facial IV

EAC Credits- 2

Professional instruction in haircutting techniques. Professional corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects, and color corrections. Modern techniques for facial makeup, hair removal, and lash and brow trimming

## Cosmetology III

**12.0400.25**

*Prerequisite: Cosmetology II*

COS 103

Theory of Cosmetology II/Hairstyling

EAC Credits- 2

Continuation of Cosmetology Theory/ Hairstyling at an intermediate level. Basic manipulative skills in manicuring, professional image and conduct, and personal hygiene. Includes basic sciences in bacteriology, sanitation, and physiology pertaining to the head, face, hands, and arms. Theory and use of electricity and light as applied to cosmetology. The course also includes ethics and salon management.

COE 113

Permanent Waxing, Shampooing and Hairstyling II

EAC Credits- 4

Continuation of COS 111. Intermediate level of instruction in permanent waving, chemical straightening, curling, shampooing, and hairstyling. Students will be instructed in basic manipulative skills, knowledge and safety precautions when giving chemical wave or chemical relaxer. Designed to bring student up to an advanced level.

COS 115

Permanent Waving, Shampooing and Hairstyling III

EAC Credits- 3

Continuation of COS 113. Advanced level of instruction. Designed to bring students to the professional level.

COS 117

Permanent Waving, Shampooing and Hairstyling IV

EAC Credits- 2

Continuation of COS 115. Professional level of instruction in permanent waving, chemical straightening, curling, shampooing, and hairstyling. Students will be instructed in basic manipulative skills, knowledge and safety precautions when giving chemical wave or chemical relaxer.

## **DENTAL ASSISTING**

*Dental Assistant*

51.0600

The Dental Assisting program prepares students to perform technical services involved with planning, organizing, researching, directing and controlling functions and processes related to the provision of dental assisting health-care services—both front office and clinical responsibilities. An integrated approach to teaching and learning is provided as students develop interpersonal relations, career development skills and technical knowledge and skills associated with a dental assistant. Students completing this program will be prepared to participate in teams, solve problems, think critically and implement effective solutions. The program will be designed and delivered as a coherent sequence of experiences using technical instruction, experiential learning, supervised clinical experience and leadership and personal development through the career and technical student organization HOSA.

### **Dental Assistant I**

**51.0600.10**

CSL 109

Orientation to Student Success

EAC credits-1

This course provides the students with the ability to develop study strategies and to plan their academic programs and career decisions.

DAE 100

Introduction to Dental Assisting

EAC credits-3

This course covers the history of dentistry, the education and characteristics of the dental assisting professional, members of the dental healthcare team, professional code of ethics in the field of dentistry, and the statutory law for the field of dentistry.

EMT 122

First Aid and CPR

EAC credits – 2

This course is focused on basic life support as performed by a health care provider . The content includes patient assessment, airway management, cardiopulmonary resuscitation, shock, bleeding and wounds, body area injuries, poisoning, burns, cold and heat-related emergencies, bone injuries, medical emergencies, emergency childbirth, and first aid skills .

HCE 100

Basic Health Care Components

EAC credits–4

Introductory course for students who are interested in health occupations. Student learning will focus on health care systems, careers in health care, personal qualities of a healthcare worker, legal responsibilities and basic knowledge and skills required in the health profession. This course is designed to prepare the student to enter the world of health occupations.

## Dental Assistant II

**51.0600.20**

*Prerequisite: Dental Assistant I*

DAE 107

Science in Dentistry

EAC credits - 4

This is an introductory course to bio-sciences as it relates to the oral embryology and histology, hand and neck anatomy, and tooth morphology. This course provides information on regions of the face (land-marks) and oral cavity. Upon completion, students will identify planes and associated body direction used to divide the body into sections and describe the four levels of organs of organization of the human body.

DAE 109

Patient information and Assessment

EAC credits - 3

This course focuses on the pre-clinical skills needed for delivered dental care including the importance of managing patient records. Students will be trained on patient vital signs assessments and the role of the dental assistant in a medical emergency. Students will be introduced to the principles of pharmacology.

HCE 112

Medical Terminology

EAC credits-2

This course is designed to give direction to the beginner allied health student who has very little experience in scientific or medical subjects. The content includes study of medical terms using a programmed learning, word-building system approach as well as the study of allied health professions, medical abbreviations and symbols, review of basic grammar as it relates to medical terminology and introduction to basic body structures. Emphasis in the course will be determined by assessing individual and group needs and providing private consultation as well as group instruction to meet those needs.

## Dental Assistant III

**51.0600.25**

*Prerequisite: Dental Assistant II*

DAE 101

Dental Health and Safety

EAC credits - 3

This course provides training to help the student understand the difference between regulations and recommendations pertaining to health and safety for employees and patients. The students will also identify professional organizations for dentists, dental assistants, and dental hygienists relative to safety training. Students will be given the opportunity to identify the government agencies and their function in relation to dentistry.

DAE 105

Oral Health and Dental Disease Prevention

EAC credits - 3

The learner will classify dental caries, discuss early childhood caries, and explain the importance of saliva related to tooth decay, explain the goal of CAMBRA, describe the prevalence of periodontal disease, identify the two basic types of periodontal disease and list and describe the seven basic care types.

HCE 156

Science for Allied Health

EAC credits-4

Introduction to biology for the health professions. Includes principles of science, the chemistry of life, cell anatomy and physiology, cellular respiration, the making of proteins, cellular reproduction, and patterns of inheritance, embryonic development, and human tissues.

## Dental Assistant IV

**51.0600.40**

*Prerequisite: Dental Assistant III*

DAE 112

Radiographic Imaging in Dentistry

EAC credits - 4

This course provides the student uses of dental imaging, explains how x-rays are produced, and identifies types of radiation. The student will also understand the effects of radiation and how radiation is measured. Radiation safety is discussed in this course.

DAE 114

Foundations of Clinical Dentistry

EAC credits - 4

This course focuses on the pre-clinical skills needed for delivered dental care including dental headpieces and dental hand instruments. Topics also include moisture control, anesthesia and pain control.

HCE 297

Workshop for Healthcare workers

EAC credit – 1

Designed to meet a variety of needs for students in an Allied Health program.

## **HEATING, VENTILATION AND AIR CONDITIONING**

*HVAC-R Services*

*47.0200.00*

The HVAC-R Program is designed to prepare students to work in a heating or refrigeration business . The HVAC-R program includes basic instruction in heating, ventilation, air conditioning and refrigeration systems and their maintenance to help students develop a career in the HVAC-R field .

### **HVAC-R I**

**47.0200.10**

*Prerequisite: None*

HVAC 101

Principles of HVAC-R

EAC credits - 3

Students learn the relationship between pressure and temperature and heat transfer and become familiar with different types of HVAC-R units.

HVAC 103

HVAC-R Controls

EAC credits – 3

Students learn about the different controls that enable the HVAC-R units to operate as designed. This enables students to work on and repair all major types of HVAC-R units.

HVAC 110

Electricity for HVAC-R

EAC credits – 3

This course introduces students to detailed electrical procedures, basic electrical concepts, reading of circuits and meters, identification of components, symbols, and wiring diagrams used in air conditioning control systems, installation of contacts, relays, and overloads, as well as trouble-shooting applicable to the field of HVAC-R technology.

## **HVAC-R II**

### **47.0200.20**

*Prerequisite: HVAC-R I*

#### **HVAC 105**

##### **Heating System Basics**

EAC - 3 credits

Students learn about the different types of heating units used in all applications of the HVAC-R industry. This will enable students to work on and repair all major brands of heating units.

#### **HVAC 109**

##### **Troubleshooting HVAC-R Systems**

EAC – 3 credits

Students learn the techniques required for servicing and repairing HVAC-R systems. Students will become familiar with determining what is wrong in a given circumstance by evaluating what is wrong with the information the student has learned.

#### **HVAC 115**

##### **EPA Certification**

EAC – 1 credit

This will allow students to be eligible to take the nationally recognized EPA Universal certification that will enable students to perform system evacuations of various cooling gases in the field of refrigeration technology.

#### **TEC 132**

##### **OSHA 10 Training**

EAC- 1/2 credit

Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910 . All OSHA standards will be followed . Upon successful completion of the course, participants will receive an OSHA general industry safety and health 10-hour course completion card from the Department of Labor .

#### **TEC 133**

##### **Safety Practices for Industry**

EAC- 1 credit

This course provides a comprehensive study related to hazards and safety practices and procedures within a technical shop environment. The focus of this course is to instill key concepts related to keeping students safe before they enter the workplace. Topics will include proper hazardous material handling

and documentation, material safety data sheets, power tool safety, personal protective equipment, first aid, fire prevention, electrical dangers, lockout/tag out, and ways to avoid workplace injury

## **MEDICAL ASSISTANT**

### *Medical Assistant Services*

51.0800

This program prepares the student for an entry-level position as a medical assistant. Emphasis is on preparation to perform both clerical duties and medical duties in a medical office. Medical Assistants perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

## **Medical Assistant I**

**51.0800.15**

*Prerequisite: None*

HCE 100

Basic Health Care Components

EAC credits—4

Introductory course for students who are interested in health occupations. Student learning will focus on health care systems, careers in health care, personal qualities of a healthcare worker, legal responsibilities and basic knowledge and skills required in the health profession. This course is designed to prepare the student to enter the world of health occupations.

HCE 112

Medical Terminology

EAC credits-2

This course is designed to give direction to the beginner allied health student who has very little experience in scientific or medical subjects. The content includes study of medical terms using a programmed learning, word-building system approach as well as the study of allied health professions, medical abbreviations and symbols, review of basic grammar as it relates to medical terminology and introduction to basic body structures. Emphasis in the course will be determined by assessing individual and group needs and providing private consultation as well as group instruction to meet those needs.

EMT 122

First Aid and CPR

EAC credits-2

Presents skills and techniques that teach the student both rules and important exceptions in first aid emergencies. The students will learn to follow the emergency action principles.

CSL 109

Orientation to Student Success

EAC credits-1

This course provides the students with the ability to develop study strategies and to plan their academic programs and career decisions.

## Medical Assistant II

**51.0800.60**

*Prerequisite: Medical Assistant I*

HCE 116

Medical Dosage Calculation

EAC credits-2

This course is an introductory course for reading medication documents and accurate calculation of dosages and solutions. The content includes review of basic math, systems of measurement, introduction to medication administration and dosage calculation.

HCE 156

Science for Allied Health

EAC credits-4

Introduction to biology for the health professions. Includes principles of science, the chemistry of life, cell anatomy and physiology, cellular respiration, the making of proteins, cellular reproduction, and patterns of inheritance, embryonic development, and human tissues.

HCE 190

Human Body in Health and Disease

EAC credits-4

This course emphasizes the study of basic concepts of human biology which includes anatomy, physiology, biochemistry, cytology, histology, pathology and related pharmacology. The contents include the structures and functions of the body, the chemistry of life, cells and tissues, organ systems of the body including related pharmacology. The contents include the structures and functions of the body, the chemistry of life, cells and tissues, organ systems of the body, mechanism of disease in various systems of the body included related pharmacology, nutrition and metabolism, fluid and electrolyte balance, acid- base balance, and growth and development. Lab activities will be incorporated into the lecture. They will be designed to support to teach concept.

## Medical Assistant III

**51.0800.65**

*Prerequisite: Medical Assistant II*



#### HCE 130

##### Medical Assisting: Administrative Competencies

EAC credits-4

This course is focused on acquiring the knowledge necessary to perform medical assistant's administrative duties. The content includes introduction to common equipment utilized to file and maintain medical records, and defines and outlines the security and safety measures employed when working with medical records. Identifies and compares active, inactive, and closed medical records and how to set up a medical record retention system for a medical office. Defines medical assisting as it relates to the health care profession, ethics, safety, and security in the medical office, cultural diversity, integrated administrative procedures, health insurance, medical coding, and billing. Relates the importance of the FDA and DEA to administrative procedures and summarizes the purpose of federal health-care regulations: HCQIA, False Claims Act, OSHA, and HIPAA.

#### HCE 171

##### Introduction to Pharmacology

EAC credits-3

This course assists the student in acquiring the drug knowledge and usage of various drugs. Emphasis is placed on drug classes and the mechanisms of action so that students will understand why certain drugs are prescribed for particular disease states.

#### HCE 186

##### Phlebotomy and Medical Laboratory

EAC credits-2

The study of accurate, up to date, practical information and instruction in phlebotomy procedures and techniques, along with comprehensive background in phlebotomy theory and principles. Skills include: drawing blood, obtaining blood cultures, using Lancet or Micro lance for a micro-draw or an infant heel stick, and measuring bleeding time. This course requires successful invasive intravenous draws including 10 draws using vacutainer system, 5 draws using butterfly system, and 5 finger sticks.

## Medical Assistant IV

### **51.0800.68**

*Prerequisite: Medical Assistant III*

#### HCE 160

##### Medical Assisting-Clinical Competencies

EAC credits-6

This course is focused on the knowledge necessary to perform clinical competencies as a medical assistant. The content includes emergency procedures and first aid, therapeutic approach, integrated clinical procedures, diagnostic procedures, and laboratory procedures.

#### HCE 189

##### Phlebotomy Certification

EAC credits-2

This course provides a comprehensive review of current phlebotomy theory and study plan for phlebotomy certification through American Medical Technologist (AMT). Students are provided an opportunity to test their knowledge and application of current phlebotomy theory in the classroom and online setting that will prepare them for certification and advancement in phlebotomy licensure. Completion of the course requires a minimum of 50 successful venipunctures and 10 capillary punctures from a human source.

HCE 297

Workshop for Healthcare workers

EAC credit – 1

Designed to meet a variety of needs for students in an Allied Health program.

## **NURSING ASSISTANT**

### *Nursing Services*

#### *51.3900*

This program prepares the student for an entry level position as a nursing assistant. Emphasis is on basic patient care skills, based on the knowledge of universal precautions, asepsis, basic human needs, body mechanic, treatments and procedures, patient admission, transfer, discharge and eldercare. Students are eligible to test for the Arizona State Board of Nursing Licensed Nursing Assistant (LNA or CNA) examination upon completion of the NUR 100, nursing assistance program.

## **Nursing Assistant I**

### **51.3900.10**

*Prerequisite: None*

HCE 100

Basic Health Care Components

EAC credits–4

Introductory course for students who are interested in health occupations. Student learning will focus on health care systems, careers in health care, personal qualities of a healthcare worker, legal responsibilities and basic knowledge and skills required in the health profession. This course is designed to prepare the student to enter the world of health occupations.

HCE 112

Medical Terminology

EAC credits-2

This course is designed to give direction to the beginning allied health student who has very little experience in scientific or medical subjects. The content includes study of medical terms using a programmed learning, word-building system approach as well as the study of allied health professions, medical abbreviations and symbols, review of basic grammar as it relates to medical terminology and

introduction to basic body structures. Emphasis in the course will be determined by assessing individual and group needs and providing private consultation as well as group instruction to meet those needs.

#### EMT 122

First Aid and CPR

EAC credits-2

Presents skills and techniques that teach the student both rules and important exceptions in first aid emergencies. The students will learn to follow the emergency action principles.

#### CSL 109

Orientation to Student Success

EAC credits-1

This course provides the students with the ability to develop study strategies and to plan their academic programs and career decisions.

## **Nursing Assistant II**

### **51.3900.20**

*Prerequisite: Nursing Assistant I*

#### NUR 100

Nursing Assistant

EAC credits -6

A course designed to prepare individuals for entry-level positions as nursing assistants in structured health care settings directly supervised by a registered or licensed practical nurse. At the completion of this course, the students may be eligible to complete the written and manual skills certification exams. Successful completion of the certification written and manual skills exams will lead to a certification as a certified nursing assistant (CNA) through the Arizona State Board of Nursing. Students must take NUR 100G concurrently with this course.

#### NUR 100 G

Nursing Assistant LAB

EAC credits-0

Skills/Clinical.

#### HCE 116

Medical Dosage Calculation

EAC credits-2

This course is an introductory course for reading medication documents and accurate calculation of dosages and solutions. The content includes review of basic math, systems of measurement, introduction to medication administration and dosage calculation.

#### HCE 297

Workshop for Healthcare workers

EAC credit – 1

Designed to meet a variety of needs for students in an Allied Health program.

## WELDING TECHNOLOGY

*Welding Technologies*

48.0508

### **Welding Technology I**

**48.0508.10**

*Prerequisite: None*

WLD 101

Welding

EAC 3 credits

This course teaches principles of arc and oxyacetylene welding, flame cutting, and brazing with emphasis on mastering basic welding techniques.

WLD 108

Welding and Metal Fabrication

EAC- 3 credits

This basic welding and metal fabrication course will stress theory and application of fundamental welding and soldering methods. These methods include torch welding along with brazing, soldering, heating, and cutting. Student will be exposed to stick Arc and MIG (metal inert gas) welding. Instruction is also given on sheet metal layout and construction of a small project. This course also introduces using a numerical controlled plasma cutter to fabricate a project uploaded from a CAM (computer aided machining) program. An additional nonrefundable welding course fee is required.

TEC 133

Safety Practices for Industry

EAC- 1 credits

This course provides a comprehensive study related to hazards and safety practices and procedures within a technical shop environment. The focus of this course is to instill key concepts related to keeping students safe before they enter the workplace. Topics will include proper hazardous material handling and documentation, material safety data sheets, power tool safety, personal protective equipment, first aid, fire prevention, electrical dangers, lockout/tag out, and ways to avoid workplace injury.

DRF 150

Dimensioning and Tolerancing

EAC- 1 credits

An intensive course covering basic and advanced dimensioning techniques. Emphasis is placed on the ANSI Y14.5M standard for geometric dimensioning and tolerancing.

AMT 110

Introduction to Fab Lab Technology

EAC- 2 credits

Successful completers of this course will qualify to work in the Fab Lab with supervision. This course introduces participants to concepts and tools used in a Fab Lab environment; processes for collaborating with other Fab Labs throughout the world; and proper safety procedures, machine setup, and operation of key Fab Lab equipment. Participants will work collectively to keep the lab safe, organized, and clean. Participants will also be required to understand costs associated with items they would like to produce.

## **Welding Technology II**

**48.0508.20**

*Prerequisite: Welding Technology I*

WLD 211

Pipe Welding

EAC credits – 3

This course provides skill development in advanced arc welding techniques in all positions . In this course students will use TIG, GMAW, plasma and flame cutting equipment . This course places an emphasis on preparing the student to take the AWS welding certification test .

AMT 102

Materials for Industry

EAC- 3 credits

This course examines the appropriate use of metals, ceramics, polymers, acrylics, and composites in product manufacturing and fabrication.

AMT 104

Machining and Fabrications

EAC- 3 credits

This course will help students develop an understanding and appreciation of the machine tool industry and the processes which produce metal projects. Focuses on using mills, lathes, surface grinders, and hand tooling to fabricate various products from a variety of metals using precise measurements and holding precise tolerances.

CMP 103

Introduction to Computer Based Systems

EAC- 3 credits

Explores the world of computers in business and society . Included topics are: digital literacy, the Internet and its multiple uses, computers and mobile devices, programs and apps, digital safety/security, components of computers and mobile devices, definitions and examples of input and output, communications and networks, information and data management, and information systems . Business applications emphasize spreadsheet/ database creation and manipulation . Word processing and email systems are also covered .

## **Welding Technology III**

### **48.0508.25**

*Prerequisite: Welding Technology II*

#### **WLD 260**

Flux Cored ARC Welding and Gas/Metal ARC Welding

EAC- 3 credits

This course teaches flux cored arc welding (FCAW) and gas metal arc welding (GMAW) principles and techniques. Course includes metal preparation process, equipment setup, and welding techniques related to different metal types and welding positions. This course helps prepare students for American Welding Society (AWS) entry level certifications.

#### **WLD 270**

Technical Welding

EAC-3 credits

This course teaches welding process as used in modern industry. Course provides instruction in, and experience with all major welding processes with emphasis on proper welding techniques to ensure students understand industry requirements. This course places an emphasis on preparing student to take the AWS welding certification test.

#### **WLD 290**

Welding Certification

EAC- 1 credit

This course prepares students for American Welding Society (AWS) certification or other welding certifications. This course relies on previous welding courses or industry experience for skill development. An additional fee (approximately \$75) may be required for students who would like their official weld coupon inspected by a Certified Welding Inspector (CWI). Students may be required to pay for the inspection directly to the vendor and must be willing to have their official weld coupon inspected and approved by the course instructor prior to the inspection by a CWI.

#### **DRF 154**

Introduction to AutoCAD

EAC – 3 credits

Students will gain hands-on-experience using AutoCAD computer drafting software. Emphasis is placed on the integration of 3D solid modeling and 2D drafting output. All drawings will meet the ASME Y14.5M standard

## **Student Complaints**

### **JII-EB ©**

#### **EXHIBIT**

### **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

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.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.

- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*

- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

**JICK-EB ©**

**EXHIBIT**

**STUDENT BULLYING / HARASSMENT /  
INTIMIDATION**

The Governing Board of the Cobre Valley Institute of Technology believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.



To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment, or intimidation in any form will not be tolerated.

*Bullying:* Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

*Cyberbullying:* Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

*Harassment:* Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

*Intimidation:* Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or

property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of Policy JICK or this exhibit, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying, harassment, or intimidation is a violation of the law.

EXHIBIT

**HAZING**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

**Definitions**

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

**Directions**

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

**Reporting/Complaint Procedure**

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

# Acknowledgment of Receipt Of 2021-2022 CVIT Student Handbook

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I have reviewed the Student Handbook.

The Student Handbook describes important information about *Cobre Valley Institute of Technology*, and I understand that I should consult CVIT Superintendent– Mike O’Neal regarding any questions not answered in the Handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Student Handbook may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Student’s Name (printed): \_\_\_\_\_

**Program:**

\_\_\_\_\_

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s (guardian) Name (printed): \_\_\_\_\_

Parent’s (guardian) Signature: \_\_\_\_\_ Date: \_\_\_\_\_