

# Student Nursing Program Handbook

Policies, procedures, rights and responsibilities

2014-2015 School Year



CAVIT School District

*Education with a Purpose*



## **PROGRAM PURPOSE**

The purpose of the CAVIT Nursing Assistant Program is to prepare students for a career in the healthcare industry. Through an integrated career and academic curriculum and work-based learning experience, students have the opportunity to attain the necessary knowledge, skills and professional qualities for workplace readiness and success in a health career, enhancing life success.

The nursing assistant program is 150 classroom hours and 70 clinical hours for a total of 220 hours.

This course introduces basic nursing skills required to provide personal care for clients in a health care setting. Topics include communications, safety, patient rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health.

## **PROGRAM MISSION STATEMENT**

The CAVIT Nursing Assistant Program prepares students to be successful in education, work and life. It serves learners through a creative delivery system, relevant learning activities and effective use of resources to prepare students for a career in healthcare. Through an integrated curriculum of reading, writing, math, science, healthcare knowledge, skills and work-based learning, students experience the rigor, relevance and relationships to apply learned knowledge and skills in their chosen healthcare career, enhancing life success.

## **PROGRAM PHILOSOPHY**

Nursing is an art and science with caring and advocacy as its essential components, and as a universal need of all persons, is a collaborative process that recognizes and respects individual diversity and dignity for all and is involved in health promotion, maintenance, and restoration of health for individuals, families, groups, and communities.

## **CAVIT TEACHER BELIEFS**

- Everyone can learn
- Education is a shared responsibility with high accountability
- Everyone has value, uniqueness and importance
- Every individual needs love, respect and acceptance
- Success is necessary for everyone
- Education and an ever changing society influence one another
- Learning is a life-long process

**Role of Teacher** is to recognize student individuality, diversity, and complexity and create an educational environment sensitive to a variety of learning needs, and which fosters collaboration among teachers, students, family and industry partners based on mutual respect and responsibility. Within this climate, faculty utilize research-based instructional and assessment strategies to facilitate student success in developing competencies for holistic caring, critical caring, communication, problem-solving, therapeutic interventions, and professional development for healthcare career success.

## **ROLE OF CAVIT PROGRAM COMPLETERS**

- Demonstrate civic and social responsibility
- Demonstrate high academic and professional standards
- Provide safe, competency and dignified holistic interventions within respective scope of practice and in compliance with state licensing/certification rules and regulations
- Engage in life-long learning

## **CAVIT NURSING ASSISTANT PROGRAM ADMISSION**

The following admission process will apply to all students interested in the CAVIT Nursing Assistant Program. The training program is in high demand and enrollment is limited. To assure consideration for program acceptance, all requirements must be completed by the designated application deadline.

## **PROGRAM APPLICATION PROCESS**

1. The application process must be completed in the school year period entry (i.e. application in 2013-2014 for entry consideration in 2014-2015).
2. Program applications are available from the Nursing Assistant Program Coordinator.
3. Complete and submit the Nursing Assistant Program Application to the Nursing Assistant Program Coordinator by the designated deadline.
  - a. Attach a copy of your current school year attendance record
  - b. Attach a copy of your current high school transcript
4. Consideration Criteria for Program Acceptance
  - a. Application and Application deadline compliance
  - b. Completion of interview with parent and Program Coordinator
  - c. Interview
  - d. Attendance Record
  - e. High School Transcript
5. The final program enrollment list will be available April 1<sup>st</sup> to counselors.
6. Students must carry first aid/CPR certification prior to the first day of classes.
7. Students must complete and pass a background check prior to the first day of classes.
8. Students must be current on their immunizations prior to the first day of classes.

## **MANDATORY STUDENT/PARENT PROGRAM ORIENTATION**

A mandatory parent and student program orientation was held in February, 2014 to meet the program teacher, address program information and requirements, and have questions answered.

## **STUDENT FEES**

Parent/student financial responsibility includes:

1. 3" binder and tab dividers due by the end of the first week of school
2. Watch with second hand
3. Black pen

CAVIT will provide the textbook, workbook, supplies and equipment for students to use throughout the program. This includes scrub uniform, gait belt, stethoscope and blood pressure cuff.

**\*\*\*\*\*Students are responsible for state testing fees.**

## **Requirements for Nursing Assistant Course and Clinical Experience**

1. Students must be current on their immunizations. It will be the financial responsibility for students to update their immunization record.
2. CAVIT will offer First Aid/CPR training during the first quarter. CAVIT will pay for the students' CPR certification card. A student must have current Healthcare Provider certification prior to the first day of clinicals.
3. CAVIT will pay the fee to conduct a background check on all students which will be conducted prior to the start of clinicals. A student will not be allowed to attend clinicals if a criminal history is identified on the background report. CAVIT has designated the company Arizona Investigations Inc. as the criminal background check provider. CAVIT will not accept criminal background check results from any company other than from Arizona Investigations Inc. This must be done prior to the first day of classes. All types of felony or misdemeanor convictions, those that are pending, and questionable histories will be reviewed by CAVIT.

The following criminal histories will likely disqualify a student from participating in the clinical component:

- Convictions/deferred adjudications involving crimes against persons (Physical or sexual abuse, neglect, assault, murder, etc.)
  - Convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
  - Convictions/deferred adjudications related to the sale, possession, distribution, or transfer of narcotics or controlled substances
  - Registered sex offenders
4. Students must complete 150 classroom instruction hours and 70 hours of clinical experience in order to sit for the state licensure exam.

## **NURSING ASSISTANT PROGRAM COURSE**

The nursing assistant is an integral member of the health care team who under the direction and delegation of a licensed nurse, and within a specified job description and scope of practice, provides direct patient care. This course focuses on essential nursing assistant knowledge and skills application in healthcare facilities as work-based learning to develop students as safe and competent nursing assistant patient care providers.

The total number of hours for the nursing assistant program is 150 classroom hours and 70 clinical hours.

In order to attend clinicals, a student must meet the following:

- 90% attendance
- 80% or higher grade on the comprehensive exam
- 80% or higher successful attainment of all course standards.

*In order to take the state Board test, a student must have an 80% grade or higher on the final written test and complete 70 hours of clinical hours. Students who successfully complete the program are eligible for application to the Arizona State Board of Nursing for assistant certification through examination, and future healthcare facility employment. Students are responsible for paying the state testing fee.*

## **PROGRAM OUTCOMES**

1. Demonstrate civic and personal responsibility
2. Anticipate and proactively react to change
3. Exhibit life management skills and problem-solving strategies in real world situations
4. Think critically, creatively, and independently
5. Access, evaluate, and apply information
6. Apply communication skills in a variety of situations
7. Display awareness and understand global and cross-cultural events

## **CODE OF CONDUCT**

Professional character, legal and ethical conduct and competent care are essential qualities for success in this program and future healthcare employment. Given this is a training program to prepare students for a career in healthcare, and an effective way to prepare is through experience, student compliance with the following code of conduct is required, and disciplinary measures including program dismissal will apply.

1. Students shall adhere to all program policies, and the CAVIT Student Handbook.
2. Illegal and unethical conduct will not be tolerated. Any student involved in these activities will be immediately and permanently dismissed from the program and forfeit respective credit.
3. Student behavior that endangers the health and safety of clinical clients will be grounds for immediate removal from clinicals and the program.
4. Personal cell phone, pager and other electronic device use are prohibited in class and during clinicals. Upon class/clinical arrival these items must be turned-off and stored out of sight.

Consider this the first warning and effective immediately, step two of the campus cell-phone policy is in effect and will be enforced.

5. Class attendance and activities require campus dress code compliance, designated attire for Health Occupations Students of America (HOSA) activities, clinical dress for work-based learning, and appropriate attire for other specified activities. Student infraction will result in dismissal from the respective class clinical, HOSA and/or other program activities.
6. Only program related work/items are allowed during class/clinical.
7. Students must achieve and maintain Nursing Assistant Course and Lab grades of 80% or higher to participate in the clinical component. Students must make-up all missed clinical hours. Making up clinical hours may be difficult to impossible, as it requires additional time availability from the training facility and instructor which is not always possible.
8. Personal grooming and make-up application shall be conducted outside the classroom and clinical area.

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

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

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

Complaints/grievances shall be made directly to the program teacher. If satisfaction is not reached, Mr. Mike Glover, Superintendent, is the next person to contact to voice a complaint or concern.

## **CITIZENSHIP/NATIONALITY/ALIEN STATUS DOCUMENTATION**

Federal law, 8 U.S.C. § 1641, and a state law, A.R.S. § 1-501, require documentation of citizenship or nationality for certification. If the documentation does not demonstrate that the applicant is a United States citizen, national, or a person described in specific categories, the applicant will not be eligible for certification in Arizona. All applicants must submit documentation regarding their citizenship/nationality/alien status **with** their application.

## **FINGERPRINTING**

According to A.R.S. § 32-1606(B)(16), each applicant for initial licensure or certification is required to submit a full set of fingerprints. **A fingerprint card will be mailed to you after Arizona State Board of Nursing receives your application. It is important for you to use that specific fingerprint card because Arizona State Board of Nursing information is printed on the card.** It can take 3 to 4 weeks to receive fingerprint results from the FBI. You will not be certified until the FBI results are received.

## **FELONY CONVICTIONS**

According to A.R.S. § 32-1646(B), an applicant for nursing assistant certification is not eligible for certification if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge from the sentence for all felony conviction(s) must be received 5 or more years before submitting this application. If you cannot prove that the absolute discharge date is 5 or more years, the Board will notify you that you do not meet the requirements for certification.

## **MAINTENANCE OF STUDENT RECORDS**

Per statute R4-19-801 D5-6; CAVIT's nursing assistant training program shall maintain the following student records for three years:

- A record of the student's name, date of birth, and Social Security number, if available;
- A completed skill checklist;
- Attendance record, which describes any make-up class sessions;
- Scores on each test, quiz, or exam and, if applicable, whether such test quiz or exam was retaken; and
- A copy of the certificate of completion issued to the student upon successful completion of the training program.

Current student records are maintained in the nursing classroom. Program completer records are maintained in the administration office.

## **WORK-BASED CLINICAL LEARNING**

### **Clinical Dress Code**

Professional appearance is established for the safety of patients/residents and students. In the event facility and program dress code differ, program dress code will take precedence.

1. Daily personal hygiene and grooming is a must.
2. Make-up (if worn) will be conservative in appearance.
3. Extreme hair colors are prohibited. Hair shall be conservatively styled, and shoulder length or long hair shall be tied back to avoid contact with clients and equipment.
4. Nails may create a safety hazard to patients and are to be no more than 1/8" inch length over the pad of the fingers. Only minimal clear nail polish is allowed, and hands and nails are to be clean at all times. Artificial nails of any type are strongly discouraged, and pending healthcare facility policies-may be prohibited.
5. The CAVIT scrub uniform is worn to all clinical assignments in a clean, wrinkled-free, and appropriately fitting manner. The uniform also includes:
  - a. CAVIT ID, placed forward on the chest
  - b. White socks
  - c. Clean/polished white rubber-soled shoes that have closed toes and heels

- d. Watch with second hand
- e. Stethoscope
- f. Gait belt

Jewelry may include 1 set of small non-offensive post earrings and one flat surfaced ring only. For safety reasons dangling/hoop earrings, bracelets, necklaces and all other jewelry are prohibited.

## CLINICAL CODE OF CONDUCT

1. Work-based clinical training is a collaborative partnership between the healthcare industry, district/school, faculty and students. It is a privilege not a right, and shall be taken with the utmost diligence and respect!
2. Illegal and unethical conduct will not be tolerated. Any student involved in these activities will be immediately and permanently dismissed from the program and forfeit respective credit.
3. Student behavior that endangers the health and safety of clinical clients will be grounds for immediate removal from clinicals and the program.
4. Student eligibility for work-based learning is dependent on time-specified program receipt of required signature forms, proof of current immunization status and negative TB testing, and uniform and equipment procurement. A student must attain and maintain a Nursing Assistant grade of at least 80% and successfully achieve at least 80% in each course standard to participate in clinicals.
5. Work-based learning is offered off-campus in community healthcare facilities. CAVIT will provide student transportation to clinical sites.
6. The exact hours of clinicals will be 70 hours. In addition to Nursing Assistant class time, clinical training hours may include before/after school hours and weekends. Clinical training attendance hours are **mandatory** and it is in the best interest of students to attend clinicals as scheduled as requests for additional time to make-up missed hours may or may not be available.
7. Students shall be prepared and on-time for clinical training. Clinical absence and tardiness will be documented in the student's school attendance record.
  - a. When a student knows in advance that he/she will be absent or tardy for clinical, notify the instructor immediately. If unable to make advance notification, the student must call the instructor at least 1 ½ hours prior to start of his/her scheduled clinical time for an absence, and as soon as the student becomes aware he/she will be tardy.
  - b. Students may not change their clinical scheduling or leave a clinical site without prior consent from the instructor.
8. To safeguard personal belongings, students shall refrain from bringing valuables, purses, and backpacks to clinical training. The school and associated healthcare facilities will not be held responsible or for items brought to clinical by students.
9. Students who experience any doubt for any reason while engaged in clinical training and direct resident/patient nursing assistant care, will NOT perform any skills or activity without first consulting your clinical instructor.
10. Students must be signed-off for a particular skill in the class lab by the program instructor prior to performing the respective skill in the clinical setting. In the clinical setting, each signed-off lab skill must be performed and signed-off by the clinical instructor.



11. Students will engage in clinical training activities during scheduled work-based learning. To avoid “slow time congregation” and loss of valuable training opportunities, students will:
  - a. Answer resident/patient call lights in a timely manner
  - b. Provide “tender loving care” to residents/patients
  - c. Assist facility staff with unit activities
  - d. Attend and participate in social and recreational resident/patient activities
  - e. Attend in-house “appointments” with residents/patients
  - f. Participate in facility offered in-service training
  - g. Complete work-based learning training assignments in non-clinical/class time.

## **TEACHER SUPERVISION OF CLINICAL STUDENTS**

1. A nursing assistant training program shall provide a minimum of one teacher for every 10 students. The clinical teacher may only perform clinical supervision while at the clinical site. The program shall ensure that the clinical teacher is physically present in the health care setting during each performance of a nursing assistant activity for a patient or resident.
2. Teacher supervision of students in the clinical area, provides for:
  - a. A method to contact the teacher by cell phone to ensure the teacher is available as needed
  - b. Teacher rounds for each student according to patient or resident need and student ability
  - c. Direct observation and documentation of student performance, consistent with course and clinical standards

## **PROGRAM GRADING POLICY**

Student success is dependent on the following, and failure to do so is the major reason for under achievement!

1. Class/clinical punctuality and presence
2. Daily study and preparation
3. Bringing workbook and materials to class daily
4. On-task engagement in class and work-based learning
5. Completing and submitting work on time
6. Asking for help from your teacher

## **ASSIGNMENTS**

1. Program assignments and assessments are aligned with each course learning standard.
2. A course outline is provided at the beginning of the course to promote student awareness of curriculum sequence, assignments and assessments.
3. Assignments are due on the designated submission date.
4. Work is graded for neatness, legibility, content, spelling, grammar and punctuation.

5. Chapter/unit assessments, mid-term and final course assessments retakes are available in the program. Any retake assessment administered will address the standards tested in the original test, contain different items from the original test, and be documented in the student's record.
6. A student is eligible for a total of three (3) attempts for each skills testing. After three unsuccessful attempts, the student will receive a non-attainment grade for the respective skill and course standard.

## **COURSE GRADE WEIGHT PERCENTAGES**

### **Nursing Assistant Course**

- 30% class – Quizzes, assessments and class activities
- 50% class - Papers, presentations, projects and portfolio
- 20% class – Midterm/final course assessment

## **PROGRAM LATE WORK AND MAKE-UP POLICY**

1. Make-up work is defined as any assignments or tests students need to be completed due to a verified absence. Students will be allowed the same amount of days equal to the number of verified absent days to make up assignments for full credit.
  - a. A student who misses a scheduled test, must schedule to take a make-up test within 2 class periods. Failure to arrange a time with the instructor to make-up a test within 2 class periods will result in a score of "0" for the test.
  - b. All assignments and clinical time must be made-up.
  - c. Extra credit assignments are unavailable in lieu of completing course assignments and clinical hours.
2. Late work is defined as any work completed and turned in after a designated due date.
  - a. Work becomes late when an absence is unverified or when a student turns in assignments after the equal number of days allowed for verified absences.
  - b. Work submitted after the due date is considered late, and will automatically lose 5 points daily until submitted.

## **PROGRAM EVALUATION SURVEY**

Students completing the program will take an online satisfaction survey highlighting questions related to the teacher, program and clinical site traits and effectiveness. Results of the survey will be kept on file and reviewed for program improvement needs to be put into place for the following year.

## **PROGRAM COMPLETION CRITERIA**

### **Nursing Assistant Course and Clinical**

- 90% or higher course attendance attainment as mandated:
  - Class: 150 Hours
  - Clinical: 70 Hours
- 80% or higher attainment for each course standard
- 80% or higher final course assessment attainment
- 80% or higher final course grade attainment

## **NURSING ASSISTANT TRAINING PROGRAM CERTIFICATE OF COMPLETION**

1. Within 15 days of program completion, the nursing assistant training program shall provide to each student who has successfully completed the program, a certificate of completion document, which contains the following:
  - a. The name and classroom location of the program
  - b. The number of classroom and clinical hours in the program
  - c. The end date of the program
  - d. The program number
  - e. The signature of the program coordinator and superintendent
2. Always retain the original copy of this certificate in your personal career portfolio.

## **PROGRAM WITHDRAWAL AND DISMISSAL**

Professional character, legal and ethical conduct and safe and competent care are essential for success in this program and as a future healthcare provider. Student inability to meet program attendance requirements, course/program attainment criteria or who engage in unprofessional, unethical or illegal behavior will be dismissed from the program, lose respective course credit, and become ineligible to receive the Nursing Assistant Training Program Certificate of Successful Completion. Causation for student dismissal from the program includes but is not limited to:

1. Greater than 10 days of unexcused absences in any semester of the program
2. Non-attainment of course grade and standards
3. Non-compliance with class and/or clinical policies and procedures
4. Illegal acts resulting in felony or misdemeanor charges
5. Endangering the health and safety of clinical clients
6. Unethical behavior such as, but not limited to cheating, dishonesty and theft
7. Conduct that is or might be harmful or dangerous to self, patients or others
8. Attitude unbecoming of a healthcare provider

If a student voluntarily withdraws from the program or the student is withdrawn by the home school, all rights and privileges to complete the program and sit for the state exam are forfeited.

## **PROGRAM TEXTBOOK INFORMATION**

Nursing Assistant Long-Term Care and Home Care, Second Edition, Hartman Publishing.

**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.



# Central Arizona Valley Institute of Technology

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## 2014-2015 School Year

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

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

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

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

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

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

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

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

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

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

| April |    |    |    |    |
|-------|----|----|----|----|
| M     | T  | W  | T  | F  |
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| 6     | 7  | 8  | 9  | 10 |
| 13    | 14 | 15 | 16 | 17 |
| 20    | 21 | 22 | 23 | 24 |
| 27    | 28 | 29 | 30 |    |

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

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

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



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