CIT Career Institute of Technology

2026-2027
STUDENT / PARENT HANDBOOK

WWW.CITVT.COM
610-258-2857

Serving:
Bangor Area School District • Easton Area School District
Nazareth Area School District • Pen Argyl Area School District
Wilson Area School District

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ADMINISTRATIVE STAFF

Adrianne Jones, Administrative Director
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Michelle Allen, Supervisor of Career & Technical Education
Richard Thomas, Technology Coordinator
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INTRODUCTION

Director's Message

Dear Students,

It is our pleasure to invite you to read and use our SUCCESS GUIDE to learn about our school and to help you prepare for a successful future.

You need to understand that success requires planning, and as you begin your education at the Career Institute of Technology, it is important to your future that you think about all the traits you need to acquire in order to take advantage of the opportunities to succeed in the workplace. While you strive to learn the skills and knowledge needed with your chosen occupation, it is equally important to also concentrate on developing your professional skills. Learning self-discipline and responsibility; developing character and self-esteem; getting along with and dealing with people better and learning to become decision-makers and critical thinkers are essential to success in today's society.

At the Career Institute of Technology, your occupational, professional and academic skills are integrated throughout the program. Your course is designed to provide you with the skills and confidence you need to create and maintain an atmosphere that contributes to your entire process of learning and succeeding. Take advantage of what we have to offer you and enjoy the challenges that will make this year a rewarding one.

Above all, have fun learning what there is to learn, be safe, cherish memorable moments, and may you truly experience the thrill of success!

Mrs. Adrianne Jones, Administrative Director

MISSION STATEMENT

The mission of the Career Institute of Technology is to provide career and technical education in a safe and active environment. Students will leave CIT prepared to start careers and continue their education.

Non Discrimination Statement

The Career Institute of Technology will provide everyone equal access to all categories of employment, regardless of race, age, color, creed, religion, sex, gender, gender identity, sexual orientation, ancestry, genetic information, marital status, pregnancy, national origin, handicap/disability, or differently-abled status, in accordance with state and federal laws governing educational and vocational programs and, in its recruitment, and employment practices. The Career Institute of Technology shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

Title IX Statement

The Career Institute of Technology does not discriminate in any manner, including Title IX sexual harassment, in any educational program or activity. The Career Institute of Technology has established Title IX personnel to promptly respond to concerns and reports of sexual harassment and assault. All investigations into reports of sexual harassment and assault will be impartial, free of bias and conflicts, and will not prejudge the facts for either side. The Career Institute of Technology strives to maintain an environment where all students, staff, and the community feel safe.

Inquiries concerning the application of Title VII, Title IX, Section 504, the ADA, and the implementing regulations may be referred to the Title IX Coordinator: Mrs. Adrianne Jones, Title VI, Title IX and section Coordinator at 5335 Kesslersville Road, Easton, Pennsylvania 18040. Telephone (610) 258-2857 or 1-800-360-2857.
Form to Report Discrimination

SCHOOL PROCEDURES, POLICIES, AND REGULATIONS

The educational goal of the Career Institute of Technology is to develop students who are self-directed learners. We are increasingly aware of the demands of living in a future society in which compassion and cooperation, problem-solving and creativity, and communication and responsibility will be requirements for a successful future. Student responsibilities are listed in the school's Code of Conduct, which will be handed out at the beginning of the school year to students. Students and parents are also required to sign and date a copy of the Student Code of Conduct which will be kept in the student file.

ATTENDANCE PROCEDURES

Since regular attendance is a very important factor expected by employers from their employees, it is felt that good attendance is an important and necessary part of a student's educational program at the Career Institute of Technology.

The following attendance procedures shall be enforced during the school year:

- **Tardiness -** Students who are tardy will sign-in at the Main Entrance to get a "late slip." This slip must be presented to the teacher before the student who is late can be admitted to their program area.
- **Absence –** Upon returning to school for an absence, the student has three (3) days to present a satisfactory, written excuse to the school before the school is obligated to change the student's absence to "excused". Excuses must be signed by a parent/guardian or doctor. If a student is out for 3 or more consecutive days, a doctor's excuse is required. **The mere fact that a parent/guardian has sent in a written excuse does not necessarily mean that the student's absence is excused.** Excused absences are only given for the following reasons: personal illness, doctor and dental appointments, quarantine, death in the family, designated religious holidays (provided that the parent/guardian request has been submitted in advance), and other school-related excuses. Absence on the part of the student not within the permissible absences noted above is unexcused. A car problem is not a legally excused absence/tardy. Students participating in the Cooperative Education program may not report to their Co-op job if they do not attend their home high school. (See Attendance Policy for exceptions.)

Parents/guardians will be notified in all cases where frequent absenteeism or tardiness occurs. CIT will notify after 6 unexcused absences. After 12 days unexcused, CIT will require a doctor's excuse only for future absences and/or may recommend that your student does not return the next school year or semester. Frequent tardiness/absences can result in a revocation of driving privileges in cases where students drive to school. It is your responsibility to show up to school on time. More than five (5) days tardy per year or two (2) days tardy per marking period is considered unacceptable and may result in disciplinary consequences.

<u>Makeup Work Due to Absence</u>

Students who miss assignments because of an excused absence will be able to make up those class assignments upon their return to class. The student has two days to complete assignments for each day absent. Additional time may be granted by the instructor. Long-term assignments are given two weeks or more in advance and are due on the date assigned by the instructor; however, the instructor has the option to extend a due date for a student.

Parent/Guardians should contact the instructor to determine assignments and deadlines for long-term absences of three days or more. Arrangements to make up missed class assignments are the responsibility of the student.

GRADING PROCEDURES

Grading Procedure
Your grade is determined by your participation and success in three areas, each weighted equally:

1. **Skill -** Performance skills and tasks accomplished.
2. **Knowledge -** Formal tests/quizzes/projects/assignments PDP participation.
3. **Employability Skills -** Work Ethics

The three parts of your grade: skill, knowledge, and employability skills, will be averaged together to formulate a grade for you. This grade will be in the form of a percentage that will determine whether you have gained an 'A, B, C, D, or Failure'.

Skills
Skills and tasks are described as those skills which you need to gain entry-level employment. Your curriculum is described as units of instruction. Each unit is broken down into a series of skills and tasks. These skills and tasks are recorded on project task sheets which you complete. These project task sheets will be graded by your instructor using a ten-point mastery scale and subsequently distributed to you.

Knowledge
The second section of the grade is your knowledge/PDP grade. Class assignments, class projects, assessments, and the Professional Development Program (PDP) qualify to be graded under the knowledge category. Formal tests will be given on each unit of instruction when you have completed the skills and tasks for that unit.

The Professional Development Program is designed to help you make a smooth transition from school to the world of work. The program is based on competencies that have been determined by business and industry representatives to be important for success on-the-job. These activities are integrated with the skills learned in your chosen career, setting you apart from others and making you a marketable employee. Your Professional Development Program is taught by the occupational program teacher. Skills covered in the program include career exploration, communication skills, personal awareness, and interactions with business and industry. A grade is assigned and averaged with your program grade each marking period.

Employability Skills
The third section of the grade is your Work Ethics grade. This is also worth one-third of your total grade.
Work ethic grades are determined by student attendance and daily performance as defined by each program instructor. Your CIT program consists of activities to develop skills, knowledge, attitudes, and professionalism. To help you develop leadership qualities and prepare you for a career, CIT requires all students to display these employability skills daily.

<u>In Summary:</u>

(Skills + Knowledge + Employability Skills) /3 = Marking Period Grade

SPECIAL EDUCATION

Special Education teachers and Paraeducators provide support in the career and technical labs to special education students through their district IEP. A CIT representative attends or provides input at the IEP meeting and ensures the specially designed instruction is implemented. Every student is monitored by a Special Education teacher who assists and designs materials based upon specially designed instruction in each lab. Any questions can be directed to the Supervisor of Career and Technical Education.

COOPERATIVE EDUCATION

The Cooperative Education (Co-op) work experience program gives CIT students an opportunity to gain school credit for actual live work experience. Students on Co-op are given on-the-job training during that portion of the school day that they would normally attend CIT class. It is our concern not merely to have those students obtain work before graduation, but that they have a genuine learning experience.

Procedures for Placement in Co-op

1. Students must have teacher recommendation and completion of a minimum of 65% of the competencies with a minimum grade of "C" in the CIT course and be a senior student. Junior students will be permitted to participate in marking period 3 or 4 if they have completed 65% of the curriculum or in special cases obtain teacher approval for part-time consideration (See #9).
2. Students who qualify for Co-op may apply to start the Cooperative Education Experience by the mid-point of the first marking period.
3. Any student considered for placement must have satisfactory attendance and behavior.
4. The student must have passing grades in academic subjects at the home school.
5. Parental approval and agreement to program regulations must be given by signing the training and student agreements.
6. Students, parents, and employers must sign applicable agreements that all workplace health and safety requirements are being followed.
7. Students under 18 years of age must secure valid working papers prior to enrollment in the program. This is issued at the student's home school.
8. In order to be excused from attending CIT classes four days a week, a student must work a minimum of twelve hours per week. The student must attend CIT on Monday to complete Cooperative Education requirements.
9. Students must have their parent call either the Attendance Office or Coordinator when absent. Parents must also send in a written excuse for all absences from home school and CIT.
10. Students must return to CIT for all testing and curriculum obligations. This includes NIMS testing throughout the year when requested and SOCAT/NOCTI tests. The performance tests will be held on one day during the year and the written portion will be held on a Monday.
11. If 65% of the competencies are not completed, the administrative team must review the request for consideration.

Please note: Students may not work if they do not attend home school. The only exceptions would be if they had a dentist, doctor or court appointment during school hours and bring an official note documenting the appointment. Punctuality for home school classes is also mandatory. Should a student have 3 unexcused tardies they will not be allowed to work on any future days that they are late for school.

LUNCH INFORMATION

We are pleased to offer a computerized point-of-sale system in our cafeteria to quickly and efficiently process the payment of breakfast and lunch items selected by your son or daughter.

Each student will have their own personal food account based on their current CIT student ID number. Students can access their accounts by swiping their ID card or entering their ID number on the PIN pad located at every register. Please be assured that there are many checkpoints to assure that your student's account will be restricted for their use only. When the account is prepaid you can be sure that your child will be able to purchase a nutritious breakfast, lunch, and/or ala carte items served in our cafeteria

CIT requires all transactions to be cashless and prefers families to deposit money into the student's account online via www.schoolcafe.com, although the student may bring a check to the business office dropbox if preferred. Monies paid into a student account can be used towards any purchase in the cafeteria or may be restricted upon written request. Daily spending limits can be set by parents with a written note to the business office. Parents can request that the monies be used to purchase a full lunch only or can restrict the amount of ala carte purchases. We ask that parents discuss these limitations with the child before sending a notification to the cafeteria to avoid any misunderstandings at mealtime. Parents of students with food allergies should contact the school to obtain the "Medical Plan of Care for School Food Service" form for students with special dietary needs. Upon the completion of this documentation, a warning can be placed on your son or daughter's account which will allow the cashier to remind the student of their food allergy. Money left on the account at the end of the school year may be carried into the following year. If your son or daughter has money left in their account at the end of the year you can request a refund by submitting a written request to the business office. If no request is received, balances under $10.00 will be transferred to the CIT "Student Assistance Fund" to assist students with financial difficulties.

If your student has qualified for free or reduced-price breakfast and lunches, this information is securely contained within the system and the meal will be processed just as it is for all other students. This system provides for a much better method of protecting the confidentiality of free and reduced-price students. All students who go through the line are treated in exactly the same manner, although free and reduced breakfast/lunch students may not use the NSLP free and reduced program for ala carte items. An application for free or reduced lunches can be obtained from the student's home school or online via www.schoolcafe.com The Career Institute of Technology relies solely on the information sent to us from the student's home school.

Cafeteria Rules and Regulations for Students:

1. Students are not to throw food, paper, or anything else at other students, walls, toward trashcans, or on the floors.
2. Students must remain in single file while in the lunch line.
3. Students may not jump ahead or cut into the line.
4. Students must use ID cards to purchase lunch.
5. Students must place trays in their proper area when finished. Plastic trays are not permitted outside of the cafeteria.

PERSONAL PROPERTY IN SCHOOL

CIT administrators and staff are not responsible for any personal property that students bring to school. Students are urged to mark school and personal property clearly with their names. It is recommended that students leave valuables at home. Any lost articles should be reported to the main office. Found articles should be immediately turned in to the main office so that owners may claim them.

Care of School Property

1. Students are expected to take proper care of the school and demonstrate respect for all school property.
2. Students are responsible for the proper care of textbooks, calculators, and other school property issued to them. Fines will be assessed for damage to any school property. The student and/or parent/guardian are responsible to pay for the replacement of any lost school property.
3. The cost of repair or replacement of student-vandalized or student-damaged school property will be the responsibility of the student.
4. Students who witness acts of vandalism or destruction of school property are obligated to report such acts immediately to the principal or his/her designee at the main office.

Lost or Stolen Articles

CIT is not responsible for lost, stolen, or damaged articles.

Lost and Found

Students finding books, notebooks, school materials and equipment, or personal possessions are required to bring them immediately to the main office. Lost and found items will be held for a maximum of two (2) weeks before being discarded or given to an approved charitable organization. Students are urged to report lost items immediately to the main office.

STUDENT DRIVING

Student driving and parking on school property is a privilege at the Career Institute of Technology. To qualify for driving privileges the following criteria must be met.

1. Complete the yearly parking application and upload all requirements.
2. Maintain a safe driving record and an acceptable disciplinary record.
3. Abide by the Student Code of Conduct.
4. Adhere to the Student/Driving Parking Regulations and the Attendance and Tardy Policy.
5. Pay a non-refundable payment of $10.00 to receive a permanent parking permit. If the permit is lost or stolen, a temporary permit can be obtained, for one (1) week, until an additional $5.00 non-refundable payment is paid for a new permanent permit.

While on school property, the following regulations are to be followed:

1. Observe the 15 MPH speed limit on school grounds. Avoid excessive noise and reckless behavior while driving.
2. Park in your assigned parking spot.
3. Students must exit their vehicles and enter the building immediately upon arrival to school. Congregating in or around vehicles before school, at lunch, or after school is not permitted.
4. Use of tobacco, drugs, or alcohol is not permitted in the car while on school property and is subject to the code of conduct and/or legal action
5. Possession of tobacco, drugs, alcohol, and/or weapons in your car while on school property is prohibited, and subject to code of conduct and/or legal action.
6. All vehicles parked on CIT property are subject to all school regulations and may be searched if reasonable suspicion of illegal activity involving the vehicle exists.

Any student found abusing the driving or parking regulations may have their driving privileges revoked.

STUDENT DRESS CODE

Purpose/Objectives of the Dress Code

A. To determine proper dress for students in specific program areas, as nearly aligned with business and industrial dress requirements as practicable.
B. To eliminate clothing which can be a safety hazard in lab areas.
C. To establish student dress which will aid in developing pride in oneself as well as in the school and to foster self-respect.

Justification

The very nature of career & technical education indicates the need for a policy in relation to student dress. This is justifiable because of safety factors, as well as the desire to develop status in one's chosen career. It is understood that the nature of the work in some programs is extremely dirty and in others hazardous; therefore, it is imperative that students have special clothes to change into when working. Student dress and cleanliness should be an integral part of the total educational program.

A student going from the CIT to his/her academic classes in soiled shop clothing does not indicate pride in himself/ herself or his/her career.

CIT, being part of all sending high schools and working closely with industry, attracts many visitors. Proper attire by all students will create pride in one's school, as well as giving the visitors a favorable impression. Many of these visitors will be future employers of our students; and first impressions are lasting.

Dress Regulations

A. Safety Glasses

All students in the designated areas are required to wear safety glasses, safety glasses: must meet ANSI Standard: ANSI/ISEA Z87.1-2020. For sanitary reasons, each student shall be responsible for his/her glasses. These glasses can be purchased from local stores or the student can ask for assistance with how to obtain safety glasses.

Safety glasses are required in the following programs: Auto Collision/Refinishing Technology, Automotive Technology, Machine Tool Technology, Heating Ventilation Refrigeration and Plumbing, Welding Technology, Building Construction Technology and Electrical Construction Technology.

B. Program Uniforms

Students enrolled in all programs may be required to purchase and/ or wear a uniform or portion thereof, similar to that worn in business and industry. In general, students are to dress as required by the standards of the occupational area. All students in programs requiring uniforms must have their uniforms by the beginning of the second full week of school.

Uniform standards are as follows:

1. The standard uniform color is determined by the program teacher and may require a belt if required by the teacher.
2. All uniforms must be neat and clean; with no loose or torn clothing.
3. Shirts must be tucked in; and pants pulled up to the waist.
4. Shoes appropriate to the program (laces secured).
5. Facial piercings need to be removed or covered with a band-aid.

Economically disadvantaged students unable to purchase a uniform as specified above can apply for assistance from the CIT Student Assistance Fund.

C. School Dress

The wearing of the items listed below are prohibited:

1. Jewelry featuring weapons, drug paraphernalia, or a distraction to the learning environment.
2. Excessively torn or revealing low cut tops, halter tops, cut-offs, bare midriffs, muscle shirts, see-through apparel including mesh shirts and visible undergarments.
3. Excessively short skirts and mini dresses, and shorts
4. Obscene, sexually discriminating, drug, offensive or suggestive words or graphics, tobacco, or alcohol-related messages on clothing.
5. Unsafe footwear as determined by the program instructor.
6. Studded or spiked belts, gauntlets, bracelets, jackets, metal cleats, chains, handcuffs, dog collars or wallet chains, etc.
7. Hats, bandannas or headgear may not be worn in classrooms or lab areas except where required by the shop program or approved by the program teacher.
8. Visible undergarments.
9. Other apparel deemed unsafe or a distraction to the learning environment by staff.

PERSONAL ELECTRONIC COMMUNICATION DEVICES

Cell Phones, Music Players, Wearable Technology or Similar Equipment

The possession and Silent Use of Electronic Communication Devices (ECDs) by students must follow Policy 237, and other CIT policies, regulations, rules and procedures, and supportive of the educational program, is permitted as a privilege, not a right.

However, the possession and use of ECDs by students that are found to be disruptive to the educational process and/or environment can be abusive in ways that negatively affect students, employees, and the CIT's mission and environment can be prohibited and confiscated until a parent meeting is held.

Unless a teacher determines otherwise, ECDs must be turned off upon entering any instructional area and remain off until the student leaves the instructional area. Instructional areas include, but are not limited to, classrooms, lab areas (or shops), fitness center, field trip locations, and cafeteria during programs that take place during instructional time.

The Career Institute of Technology will not be liable for the theft, loss, damage, misuse, loan, or unauthorized use of any ECD brought to school by a student, and the CIT will not guarantee that time or resources will be used by the CIT to locate stolen or lost Personal ECDs.

ACCEPTABLE USE OF TECHNOLOGY AND INTERNET USE POLICY

The Career Institute of Technology ("Career Institute") provides employees, students, and Guests ("Users") with hardware, software, and access to the Career Institute's Electronic Communication System and network, which includes internet access, whether wired, wireless, virtual, cloud, or by any other means. Guests include, but are not limited to, visitors, workshop attendees, volunteers, adult education staff, students, School Board members, independent contractors, vendors, and Career Institute consultants. Computers, network, internet, electronic communications, information systems, databases, files, software, and media are collectively called "CIS systems".

The Career Institute intends to strictly protect its CIS systems against harm or outside and internal risks and vulnerabilities. Users are required to fully comply with the Acceptable Use Policy, and to immediately report any violations or suspicious activities to the Director. Noncompliance will result in actions further described in the "Consequences for Inappropriate, Unauthorized and Illegal Use" section found in the last section of this Policy.

Please refer to CIT's website at www.citvt.com to read the full Acceptable Use Policy. This information will be reviewed in the classroom at the beginning of the school year and your child will be required to sign off that they understand the policy.

As the parent/guardian of a student of the Career Institute of Technology, I have accessed the full policies below from CIT's web site, and have read, and understand the Acceptable Use Policy, Social Media Policy, and the electronic Communication Device Policy. I agree to have my child comply with the requirements of the Policies listed, other CIT policies, regulations, rules and procedures. Additionally, I understand that if (s)he violates the policy, other Career Institute of Technology policies, regulations, rules and procedures (s)he is subject to the CIT's discipline, Internet Service Providers rules, as well as local, state and federal laws and procedures.

- Acceptable Use Policy #815
- Electronic Communication Device Policy #237
- Social Media Policy #816

STUDENT PHOTOGRAPHS, VIDEOS, AND/OR SOUND RECORDINGS OPT-OUT

A parent may withhold permission to have a student photographed, videotaped, and/ or audiotaped during school-sponsored activities, learning experiences, and/or media events. As the parent or guardian of the student identified above, I understand that if I opt-out, my child will not be included in pictures taken by school staff, students, or anyone outside the school, including commercial photographers and the media, nor will my child's picture be part of a school yearbook, memory book, memory video, sports team, club, or any other medium.

- Please Click here to access the Media Release Form

STUDENT SEARCHES

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in the school, on school grounds or when otherwise under supervision of the school, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Operating Committee policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The administration has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials. Searches will be conducted in accordance with JOC policy #226

ALCOHOL, TOBACCO, DRUGS, AND WEAPONS

Drugs, drug-related paraphernalia, look-alike drugs, tobacco products, Electronic Nicotine Delivery Systems (vapes) and/or alcohol are not permitted on school property. Any student suspected of being under the influence of drugs or alcohol during school hours or at any CIT sponsored activity will be referred to the administration. If the student is found to exhibit signs that would indicate he/she is a potential safety threat to himself/herself or others, the parent/guardian will be notified. (Tort Claim, Act 64 of 1984 provides immunity for school district officers, and employees who in good faith, report students, for drug and/or alcohol abuse)

CIT reserves the right to refer any drug-related problem to the Forks Township Police Department. It is a felony crime for an adult (18 years or older) to be caught selling drugs to a minor (under 18 years old). CIT further reserves the right to have unannounced canine sweeps of the building by the Northampton County Drug Task Force and local police departments.

<u>Possession of weapons on school property</u>

A student found in possession of a weapon (loaded or unloaded) or an explosive device will be referred to the Director of CIT and Superintendent and Board of Education of the student's sending school with a recommendation for expulsion. Please note Section 912 of the PA Crimes Code:

(a) Definition.--Notwithstanding the definition of "weapon" in section 907 (relating to possessing instruments of crime),"weapon" for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

(b) Offense defined.--A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.

BUS CONDUCT AND REGULATIONS

1. Never tamper with the bus or any of its equipment.
2. Be careful not to leave anything on the bus such as lunches, clothing, books, etc.
3. Noise on the bus must be kept to a minimum. Loud talking, laughing, speakers, or other ways to creating a disturbance is not allowed.
4. Roughhousing or throwing objects on or from the bus is prohibited.
5. The use of obscene language is prohibited.
6. All rules applicable within the school apply to the bus.
7. **THE DRIVER IS IN CHARGE OF THE BUS**. Students who risk the safety of others by their misbehavior may lose the privilege of riding the bus.

LAB SAFETY/HEALTH

A good worker is a safe worker. Industry places a premium on safe workers. Students must develop the necessary safety habits while in school. Students will be acquainted with safety rules and regulations for each trade by their instructor. It is the responsibility of the student to know and abide by these rules. Students will be expected to clean and sanitize their work stations and tools following industry standards.

BULLYING POLICY

The goal of the Career Institute of Technology is to provide a safe, positive learning climate for students. CIT is committed to the goal of creating and maintaining a school environment where all students and employees are treated with respect and dignity and are free from bullying, intimidation and harassment. Bullying is a violation of our school's core values and will not be tolerated. The action of any one person or group of individuals that threatens the health and safety of students and/or staff will be promptly addressed.

School adopted anti-bullying programs are designed to decrease incidents of bullying and to help students building supportive relationships with one another. Staff members are instructed during in-service activities on the warning signs of bullying, as well as their responsibility to be actively involved in the prevention of bullying.

Bullying shall be defined as repeated and systematic harassment and/or attacks on others perpetrated by individuals or groups. It takes the form of many different behaviors including but not limited to physical attacks and violence, verbal taunts and name-calling including ethnic-based verbal abuse and gender-based putdowns, threats and intimidation, extortion or stealing money and possessions, and exclusion from peer groups within the school.

Bullying is also defined as intentional electronic, written, verbal, or physical acts or series of acts (including cyberbullying) directed at another student or students, in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school

Each staff member shall be responsible for maintaining an educational environment free from bullying. Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, he/she shall report the bullying to the school administration for further investigation. This investigation may include interviews with students, parents, and school staff, reviews of school records, and any other appropriate means of investigation.

If the investigation results in a substantiated charge of bullying, the school district shall take prompt action to eliminate any further bullying. Complaints involving bullying at the building level may be resolved informally through confidential mediation, counseling, or informal discussion. If a satisfactory, informal resolution is reached, no further investigation or action is required.

A substantiated charge against a student shall subject the offender to disciplinary action, consistent with the School Code of Conduct, CIT Acceptable Use of Internet Policy, and any other applicable Board policy, and may include detention, suspension, expulsion, and referral to law enforcement. All verified incidents of bullying are recorded and retained at both the building and sending district levels and placed on state violence reports as required.

DISCIPLINE

All students are entitled to a full and free education. The rules and regulations of the Career Institute of Technology have been made so that you might pursue your free education as successfully as possible. Any disciplinary action taken by the school is intended to benefit you through improving your understanding of the important role that rules and regulations serve in helping you develop the necessary self-discipline skills that will enhance your opportunity to succeed on-the-job.

Cooperation, dependability, the ability to follow rules, getting along with other workers and supervisors, getting to work on time, and getting to work regularly are all important factors for getting and keeping a job. Developing self-discipline skills allows you to grow in consequences of your decisions and acts in accordance with that understanding. In order to have these rights, you have responsibilities. For these reasons, learning to be a responsible citizen should be an integral part of your personal and educational goals.

Therefore, any disciplinary action taken to correct behavior is then intended to improve attitude and subsequent behavior, not to be vindictive. The disciplinary actions available to the school are regulated by law and school district policy. The disciplinary options chosen depend on: (1) the objective sought in a case to help you, (2) nature of the offense, (3) nature of the student's previous behavior, and (4) stated policy or precedent-based on previous actions.

However, serious offenses in the nature of disorderly conduct, fighting, assaults, weapons, alcohol and drugs are dealt with by contacting local law enforcement authorities. Behavior that leads to the above does create a juvenile record that will affect your ability to accomplish your career goals.

Disciplinary Categories/Consequences

Level/Description of Behavior	Examples of Behavior	Response to Behavior
<u>Level 1 Behaviors:</u> Classified as behaviors/actions which impede the normal operations of class, the school, or school activities. These behaviors should be handled by the teacher, but there may be times where administration may need to intervene.	◦ Academic Dishonesty ◦ Classroom/CIT Rule Violation ◦ Computer Use Policy Violation ◦ Creating a Class Disturbance ◦ Disrespect to a CIT Employee ◦ Dress and Grooming Violation ◦ Electronic Device/Headset Violation ◦ Failure to follow a reasonable request ◦ Failure to Disburse ◦ Falsifying/Lying ◦ Health/Safety/Welfare Infraction ◦ Inappropriate Behavior/ Horseplay ◦ Inappropriate Language ◦ Interference with another's education ◦ Late to Class/Tardy to School ◦ Leaving Class without permission ◦ Loitering/Out of Assigned Area ◦ Off Task or Sleeping in Class ◦ Unauthorized Exchange of Goods/Money ◦ Unauthorized Items	◦ Verbal Correction by Staff ◦ Misbehavior Documented ◦ Change of Seat ◦ Confiscation ◦ Conference with Student ◦ Teacher/Counselor conference ◦ Student/Counselor conference ◦ Email to parent/guardian ◦ Phone call to parent/guardian ◦ Loss of privileges ◦ Modified instructional planning ◦ Specially designed assignments **Teachers have been highly encouraged to follow the responses above. When these efforts to modify the student's behavior are unsuccessful, future infractions will be sent to administration where the student will be subject to progressive discipline.
<u>Level 2 Behaviors:</u> The frequency or seriousness of the misbehavior disrupts the learning climate of the school. May result from the continuation of Level 1 misbehaviors	◦ Continuation of Level 1 behaviors ◦ Altercation (single provoker) ◦ Bus Misconduct ◦ Cafeteria Rules Violation ◦ Disrespect to a Substitute Teacher ◦ Misuse of a Hall Pass ◦ Public Shows of Affection ◦ Refusal to Report to Lunch Detention ◦ Unexcused Absences/Tardies	◦ Verbal Warning ◦ Lunch Detention(s) ◦ In-School Detention ◦ Loss of Privileges ◦ Confiscation by Office ◦ Parent Phone Conference ◦ Counselor Referral ◦ Referral to outside agency ◦ Similar continued behavior of Level 2 infractions may lead to Level 3 infractions
<u>Level 3 Behaviors:</u>	◦ Continuation of Level 1 or 2 behaviors ◦ Defiance/Insubordination ◦ Flagrant Disrespect to a CIT Employee	◦ Student referred to administration; infraction investigated ◦ Parent/Guardian phone call

The misbehavior is serious enough to warrant the use of In-School Detention (ISD) May result in the continuation of Level 1 or 2 misbehaviors.	◦ Flagrant Disrespect to a Substitute Teacher ◦ ISD Rules Violation ◦ Minor Physical Altercation ◦ Misconduct on a Field Trip/Clinical Experience ◦ Refusal to Report to Lunch Detention or ISD ◦ Theft less than $49.99 ◦ Vandalism less than $49.99 ◦ Vape Possession ◦ Violation of Student Driving Rules/Regulations ◦ Verbal Altercation	◦ Discipline Letter may be sent home ◦ Sending school notified ◦ Sending school detention ◦ 1-3 Days Out of School Suspension
<u>Level 4 Behaviors:</u> Included are incidents which are clearly criminal and/or serious to require the following: - Possible removal from school - Intervention of law enforcement - Action by school board Also included are incidents that results in violence toward another person and poses a direct threat to the safety of others or the school. These misbehaviors may also be a result in the continuation of level 1, 2, or 3 behaviors.	◦ Continuation of Level 1, 2, or 3 behaviors ◦ Assault on CIT Employee or Student ◦ Bomb Threats ◦ Controlled Substance/ Paraphernalia Violation (Drug or Alcohol) ◦ Disorderly Conduct ◦ Gang Policy Violation ◦ False Fire Alarm ◦ Failure to Report to ISD ◦ Fighting/Physical Aggression ◦ Harassment/Intimidation ◦ Hazing Policy Violation ◦ Health/Safety/Welfare Endangerment ◦ Inappropriate/Unwanted Touching ◦ Obscene Materials ◦ Severe PA Law/Federal Law Violation ◦ Sexual Harassment ◦ Sexual Misconduct ◦ Terroristic Threats/Acts Policy Violation ◦ Theft Greater than $50.00 ◦ Tobacco Use Policy Violation ◦ Unlawful Trespass ◦ Vandalism Greater than $50.00 ◦ Vaping on School Property ◦ Weapons/Dangerous Instruments Violation	◦ Infraction investigated by administration ◦ Student receives Out of School Suspension ◦ Parent phone contact and a parent conference may be requested depending on infraction ◦ Parents/guardians will be requested to pick up the student ◦ Student may be removed from the school environment ◦ Sending school notified ◦ Discipline letter sent home ◦ Law enforcement contacted if needed ◦ Citation will be issued if needed 1-10 Days Out of School Suspension **Any change of placement will be discussed in collaboration with the sending school administration. The sending school is the local education agency (LEA) and will be taking the lead in the meeting. Decision regarding alternate placement will ultimately be decided by sending school administration. **All expulsions will be conducted in accordance with the sending school's expulsion policies**

Student Definitions
Career and Technical Education (CTE)

CTE Student

Secondary CTE students are those who:

1. enroll in the technical coursework and are following the courses as planned in the scope and sequence of a PDE-approved reimbursable secondary CTE program, AND;
2. complete and sign the "Annual Educational and Occupational Objectives for Students Enrolled in a PDE Approved CTE Program" form (PDE-408) or a similar locally developed form directly related to the student's enrollment in the CTE program.

Technical coursework – sequential instruction that is based on work-related tasks that are performed on the job and are aligned to the CIP description, which includes the technical skill content and required number of technical skill hours that are delivered by an appropriately certified teacher.

Perkins V CTE Concentrator

A student who completes at least two state-defined CTE courses. Pennsylvania defines a CTE course as a minimum of 240 technical instructional hours as planned per year in a PDE-approved CTE program. Completing at least 480 technical instructional hours is required for PDE-approved one-year CTE programs.

NOTE: Completing means passed the course and earned credit.

CTE Completer

A student is considered a completer of a CTE program when the student has:

1. completed all secondary-level competencies on the task list identified as part of the approved CTE program (or met appropriate related IEP objectives),
2. completed a PDE-approved occupational end-of-program assessment for the student's reported program CIP (or completed a program that has an assessment waiver) - students with an IEP participating in PASA are exempt from this occupational assessment requirement if the PASA is documented in the IEP, AND;
3. attained a high school diploma or equivalent.

STUDENT SUCCESS

CIT staff is committed to providing a supportive and inclusive environment where every student has the opportunity to succeed. Through a combination of open communication, support, engagement, and quality instruction, we strive to empower students to reach their goals.

What is Student Success?

- Mastering your technical skills in your chosen program
- Achieving academic success by applying knowledge
- Earning industry certifications
- Developing professional skills
- Participating in work-based learning, off-site internships, and clinical experiences

Student's Role in Student Success:

- Maintain excellent attendance and be on time
- Follow school expectations and safety guidelines
- Maintain a 60% or higher in your program (Nazareth HS: 65%)

Parent/Guardian Role in Student Success:

- Keep up with your child's progress/Communicate with the instructor
- Encourage attendance
- Celebrate progress
- Reinforce the importance of safety, respect, and responsibility

Students who are not being successful in their program will be provided with interventions and/or evaluated for another program or withdrawn from CIT.

WITHDRAWAL OR COURSE TRANSFER

Every attempt is made for all students to be enrolled in their CTE program of choice. In some instances, the enrollment of a student at CIT or in a specific program may not be viable. Both the student and CIT may initiate action which can result in either the transfer of the student from one program to another or return to the sending high school. Participating sending schools may also recommend that the student no longer attend CIT. Individual school procedures provide reasons for such transfer.

Program to Program Transfer:

A. Student must meet with their CIT counselor to ensure their interests align with their career goals.
B. Student and counselor discuss program options and availability.
C. Student's parents/guardians contacted to discuss career goals and the student's interest.
D. Program information provided to parents/guardians.
E. Confirming communication documented from parents/guardians and sending school in agreement with program change.
F. CIT Counselors update the CTE Program and assist in the transition of programs.

Program of Study SOAR Eligible Student

A student will be eligible for postsecondary College Track Education credits if the student has:

1. earned a high school diploma,
2. achieved a minimum 2.75 GPA on a 4.0 scale in their POS technical coursework,
3. achieved proficiency on all of the approved POS task grid, AND;
4. achieved Competent or Advanced level on the POS end-of-program assessment,

NOTE: A Program of Study SOAR eligible student must complete and submit the appropriate documentation as defined in the Statewide Articulation Agreement. In addition to the statewide articulation agreements, CIT also has local agreements. See your teacher or Guidance Counselor.

SENIOR RECOGNITION PROGRAM

The Senior Recognition Program recognizes the members of the graduating class and their skills achievements. Each graduating senior and their family are formally invited to attend this outstanding evening held at the end of the school year. Every member of the graduating class receives a program certificate recognizing their specific Career and Technical Pathway. Awards of special merit and achievement are also bestowed at this ceremony.

SCHOOL CLOSINGS

The Career Institute of Technology and its cooperative school districts operate on a common calendar. Special closings in the event of snow or other emergencies will be announced by the home school. Students are urged to listen to local radio stations and observe the school closings of their own school district. If your home school closes, you will not report to CIT.

CLUBS AND ORGANIZATIONS

Most school club activities are handled by the participating schools. However, all students attending the Career Institute of Technology can be members of a career and technical student organization (CTSO). Following are the CTSO's available to the students at CIT:

SkillsUSA This club is available to all students attending our school. SkillsUSA improves the quality of America's skilled workforce through a structured program of citizenship, leadership, employability, technical and professional skills training. Students have the opportunity to receive leadership training, compete in local, regional, and nationwide competitions, and earn scholarships and prizes.

DECA (An association of Marketing Students). This club is available to all students in the Marketing and Retail Services program. Its goal is to develop future leaders in marketing, management, and entrepreneurship.

HOSA (Health Occupation Students of America). This club is available to students in the Health-Related Technology program.

NTHS (National Technical Honor Society). Candidacy in the Honor Society is based upon scholarship, service, leadership and character. Qualifications are outlined in the NTHS constitution/by-laws and are available through the NTHS advisor.

Student Influencer Club This club is available to all students attending CIT to be the voice of all students by organizing school events and promoting CIT to all stakeholders.

INSURANCE

CIT does not provide insurance coverage for students. All students participating in a Career & Technical Education program are urged to participate in the insurance program offered by the home school. The cost of this insurance is minimal. Bodily injury and financial loss may occur through accidents. Insurance information is given to each student early in the year at the home school. The Administration at CIT strongly recommends that every student participates in their home school insurance programs.

STUDENT SERVICES

All services, such as career, personal, and group counseling; scheduling issues and college/career training questions are dealt with by our counselors in the student services office. Students must ask their program instructors to go to student services and set up an appointment. It is the responsibility of the student to see the instructor in advance. In addition to these services, the CIT counselors coordinate scholarship opportunities and articulation agreements for potential college credit for graduating seniors.

Student Services Website

SAFE2SAY SOMETHING

1-844-SAFE2SAY (1-844-723-2729)
https://www.safe2saypa.org/

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies.

How it works:

- **Submit an anonymous tip report through the Safe2SaySomething system**
- **Crisis center reviews, assesses, and processes all submissions**
- **Crisis center sends all submissions to school administration and/or law enforcement for intervention**
- **If needed, the crisis center may contact tipster anonymously through the app**

STUDENT CODE OF CONDUCT

Student Code of Conduct: It will be my responsibility to participate in and to recognize, understand and abide by CIT rules and consequences.

1. Attendance and Tardiness: It will be my responsibility to attend school on a regular basis accumulating no more than twelve (12) days absent for each year and five (5) days tardy. All driving privileges are for students who maintain this requirement.
2. Student Driving: I will be given the privilege to drive to and park at CIT if:

- I maintain a safe driving record
- I abide by the Student Code of Conduct
- I adhere to the Attendance and Tardy Policy
- I adhere to the Student Driving/Parking Regulations
- My sending high school Driving Policy permits it
- I maintain an acceptable disciplinary record.

1. Busing: The demonstration of my behavior in transportation to and from CIT will indicate to me my status in developing the proper character as it relates to my commitment to the Student Code of Conduct.
2. Cafeteria: Cafeteria behavior is another opportunity for me to demonstrate my commitment. Being courteous and respectful to my fellow students allows others to enjoy an incident-free lunch period guaranteeing a relaxed, sociable atmosphere.
3. Food: It is my responsibility to be prudent in the consumption of food outside the Cafeteria. Your instructor and bus driver simple rules and regulations to follow. Common sense and proper disposal of wrappers will be an indication of my application of this privilege. Students may consume resealable bottled liquids if permitted by their instructor and is not consumed when using a computer.
4. Dress Code: I am preparing for a career; therefore, appropriate dress and grooming should reflect my specific occupation. Safety may dictate appropriate apparel in my shop. Appropriate dress varies from program to program.
5. Drugs, Alcohol, and Weapons: I understand drugs, alcohol and weapons are prohibited by law and policy. All violations will be immediately referred to the Forks Township Police Department for prosecution and possible termination from CIT.
6. Tobacco Products, Vaping and/or Smoking: Possession or use of tobacco/nicotine products is prohibited at CIT. I understand I may be charged with the violation of a Pennsylvania State No Smoking Ordinance that

carries a fine. This is a great opportunity for me to practice sound health habits and be courteous to non-smokers.

7. Fighting: I understand fighting is prohibited and may be considered an assault. Certain circumstances may require CIT to contact the police department for possible prosecution. It also carries an automatic (3) days to (10) days suspension with possible termination.
8. Safety of my classmates, it is my responsibility to adhere to all safety regulations for the safe passage of students and safe use of the equipment found throughout the school.
9. Insubordination: CIT Staff is encouraged to respect my ideas and concerns and it is my responsibility to mutually respect the rights and opinions of teachers, administrators, bus drivers and all staff members involved in the educational process. Open insubordination to clear and reasonable directions will be disciplined.
10. Identification Badges: CIT requires all students to wear ID badges while classes are in session. It will be my responsibility to have my ID badge in my possession at all times.
11. Bullying/Cyber Bullying: Bullying is prohibited according to CIT policy. CIT is committed to providing a safe positive learning environment for the students. Bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

CAREER INSTITUTE OF TECHNOLOGY
2026-2027
SCHEDULE OF CLASSES

In order to schedule classes and activities outside the occupational environment, each session has been divided into two periods and scheduled by semester. The schedules are as follows:

CLASS	START	END
PERIOD	TIME	TIME
AM Homeroom	7:53 a.m.	7:57 a.m.
1	8:00 a.m.	9:06 a.m.
2	9:09 a.m.	10:15 a.m.
LUNCH	10:30 a.m.	11:30 a.m.
PM Homeroom	11:33 a.m.	11:55 a.m.
3	11:55 p.m.	1:01 p.m.
4	1:04 p.m.	2:10 p.m.
PM Dismissals	2:15 p.m.	2:25 p.m.

NOTE: Period 1 academic classes start at 8:05 a.m. and period 3 academic classes start at 11:50 a.m. Students will be considered late for academic classes if they arrive after the designated time above.

Career Institute of Technology 2026-2027 School Calendar

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July	
6	Holiday - School/Offices Closed
August	
25-27	Teacher In-Service
31	First Day for Students
September	
4	School Closed/Offices Open
7	Labor Day -School/Offices Closed
October	
12	School Closed/Offices Open
November	
26-27	Holiday - School/Offices Closed
30	School Closed/Offices Open
December	
24-31	Winter Break
Offices open: 12/28, 29, 30	
January	
1	Winter Break
18	MLK Day - School/Offices Closed
February	
15	Presidents Day - School/Offices Closed
March	
25	Spring Break - School Closed
	Offices Open
26 & 29	Spring Break - School/Offices Closed
May	
31	Memorial Day - School/Offices Closed
June	
3	Last Student Day
8	Last Teacher Day

	Teacher	Student
August	4	1
September	20	20
October	21	21
November	18	18
December	17	17
January	19	19
February	19	19
March	20	20
April	22	22
May	20	20
June	6	3
Total:	186	180

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Days lost to inclement weather are expected to be added to the end of the year. The following day **MAY** be used as make up day:
March 25, 2027.

Approved at the Joint Operating Committee Meeting: April 9, 2026

School Closed
First/Last Teacher Day
H Holiday - School and Offices Closed
First/Last Student Day
Offices Open
Building Closed

CIT PERSONNEL

Amy, Gene	Cafeteria Aide
Amy, George	Custodian
Arias, Juan Carlos	Custodian
Austin, Jessica	Student Services Secretary
Nuss, Kathleen	Cafeteria Aide
Baylog, Robin	Receptionist/Secretary to Principal
Bilotta, Michael	Custodian/Maintenance Worker
Camden, Dolores	Payroll Clerk
Humphreys, Tim	Custodian
Newhart, Tyler	Network & Computer Support Technician
Todaro, Michael	School Police Officer
Rocco, Rachel	Secretary, Supervisor of Career & Technical Education
Spencer, Tracy	Lead Cafeteria Worker
Buist, Jax	Accounts Payable Specialist
Velazquez, Shaina	School Nurse/Attendance Officer
Valenti, Patricia	Administrative Assistant
Kitzmiller, Luke	Maintenance Technician

CIT SCHOOL POLICE

School Police Officer	Officer Mike Todaro

ACADEMIC INSTRUCTORS

Math/ESL Specialist	Mrs. Haley Evans

EDUCATIONAL SUPPORT

Behavior Intervention Specialist	Mr. Brent Herzog
Counselor	Mr. Jonathan Rosenblum
Counselor	Ms. Jen Russ
Learning Support Teacher/CIT	Mrs. Jamie Buczak
Learning Support Teacher/IU 20	Mrs. Kathern Heiser
Learning Support Teacher/IU 20	Mrs. Christa Knecht

CAREER AND TECHNICAL (CTE) INSTRUCTORS

Automotive Collision and Refinishing Technology	TBD
Automotive Technology	Mr. Marcus Munley
Building Construction Technology	Mr. Michael McGaughran
Computer Systems & Networking	Mrs. Caylee Ohland
Cooperative Education Coordinator	TBD
Cosmetology	Mrs. Carrie Miller
Culinary Arts	Mr. Shane Killeen
Early Childhood Education	Mrs. Wendy Nebzydoski
Electrical Construction Technology	Mr. Greg Kern
Electronics	Mr. Chaz Pozzi
Exercise Science	Mrs. Amanda Brown
Health Related Technology	Mrs. Ellen Scott
Heating, Ventilation, Refrigeration & Plumbing	Mr. Kevin Pulli
Machine Tool Technology	Mr. Mike Louriero
Marketing & Retail Services	Ms. Tana Blazure
Masonry	Mr. Casey Clark
Protective Services	Mrs. Jodi Dannels
Small Engine Repair	Mr. Joshua Staack
Veterinary Tech	Mrs. Amy Balliet
Welding Technology	Mr. Eric Coughlin
Welding Technology	Mr. Jason Sandt

Associate Teacher

Early Childhood Education	Jones, Brieann

Para-Educators

Killo, Kara	Para-Educator
Delgado, Graciela	Para-Educator
Mazumdar, Paola	Para-Educator
Hendricks, Felicity	Para-Educator
Hughes, Jarrett	Para-Educator
Moran, Edda	Para-Educator
Bucklar, Jamie	Para-Educator
Partridge, Andrea	Para-Educator
Roman, Emily	Para-Educator
Sell, Dawn	Para-Educator
Storms, Casey	Para-Educator
Wilson, Irma	Para-Educator
Zimmerman, Jamie	Para-Educator

CIT ABSENCE NOTE

Today's Date: _____

Student Name (First) (Last):_____

Grade: ____ High School: _____ Program: _____

Date of Absence(s): _____

Reason: _____

Parent/Guardian Signature & Date:

_____

CIT ABSENCE NOTE

Today's Date: _____

Student Name (First) (Last):_____

Grade: ____ High School: _____ Program: _____

Date of Absence(s): _____

Reason: _____

Parent/Guardian Signature & Date:

_____

********** Detach and Return **********

Signing below signifies that you have read and agree to follow the CIT Student/Parent Handbook and the policies found within the handbook which can be found on CIT's website in addition to the parent portal.

Print Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____