

Career and Technical Education



Student Handbook 2018/2019

ACADEMICS

COURSE CREDIT

There is a rigorous curriculum in all classes that include seatwork and shop experiences. Students who successfully complete their two-year Career and Technical Education (CTE) Program will be awarded eight units of credit. (* Indicates 1 year programs)

Career and Technical Education Program Credit

CTE Program	Certified (✓)	Math Credit	Science Credit	CFM Credit	CTE Credit	Total Credits
*Agricultural Studies Academy (Full Day)	✓	1	1	.5	5.5	8
Agricultural Studies	✓	1	1	.5	5.5	8
*Allied Health (Half Day)			1	.5	2.5	4
Automotive Technology	✓	1	1	.5	5.5	8
Building Trades	✓	1	1	.5	5.5	8
Software Development and Business Design	✓	1	1	.5	5.5	8
Cosmetology	✓	1	1	.5	5.5	8
Criminal Justice	✓	1	1	.5	5.5	8
Culinary Arts	✓	1	1	.5	5.5	8
Education and Human Services	✓	1	1	.5	5.5	8
*Education Careers Academy (Full Day)		1	1	.5	5.5	8
Heavy Equipment	✓	1	1	.5	5.5	8
Natural Resource Management	✓	1	1	.5	5.5	8
Graphic Communications	✓	1	1	.5	5.5	8
Health Careers	✓	1	1	.5	5.5	8
Heating, Ventilation, Air Conditioning (HVAC)	✓	1	1	.5	5.5	8
Metalworking Technology	✓	1	1	.5	5.5	8
Multi Occupations						Determined by District

ACADEMIC CREDIT

At the discretion of the home school district a student may earn academic credits within the eight units. Credits available within each of the Career and Technical Education programs are indicated on the CTE Program Credit Chart. These credits may be used to fulfill the graduation requirements; the third unit of math and/or science, and required .5 Career and Financial Management. Credits are awarded by the district on an individual student basis. CTE credits earned are adjusted based on academic credits used.

MARKING PROCEDURES

- ▶ Grades are calculated numerically and may be converted by home schools. Grades below 65 will be considered failing.
- ▶ Career and Technical Education grade reporting consists of three areas indicated below.

Written work.....	25 % of mark
Workplace Readiness.....	25 % of mark
Performance.....	50 % of mark

- ▶ Final exams include written and practical exams and a final project. This counts for 20% of the final mark in the course. Four-quarter grades will count as 80% of the final grade.
- ▶ Incompletes will not be issued except in extreme cases due to extenuating circumstances. All incompletes must be made up at the end of the five weeks following the previous marking period. ***It is the responsibility of the individual student to make arrangements with the instructor.*** Instructors will not issue a report card grade below a 50 or an incomplete, without administrative approval.
- ▶ Independent study course grades will be issued upon completion of the work.
- ▶ Alternative Education, AHSEP (Alternative High school Educational Program) and independent study students will follow the grading procedures set up in their programs.

REPORT CARDS/PROGRESS REPORTS

Student report cards are issued every 10 weeks with copies of grades sent to home schools. Progress reports are issued every five weeks. Student performance is based on academic progress, performance and workplace readiness. The reports also inform parents/guardians and students about attendance and makes suggestions for individual improvement. A grade of 65% for all classes is considered passing, unless a sponsoring school sets a higher criteria.

WORK-BASED LEARNING

Second year students must participate in work-based learning in order to be eligible for New York State Regents Technical Endorsement and/or program certificate. Students must meet the following criteria:

- ▶ Parent and home school approval for all participating students.
- ▶ **Work-based learning will be scheduled only during students' program time** except by special arrangement.
- ▶ Work-based learning experiences are privileges allowed only to students whom the teacher has determined have developed sufficient workplace readiness skills.
- ▶ Excessive absenteeism may result in a student being ineligible to participate.
- ▶ The work-based learning experience must be related to the student's program and at a level of difficulty commensurate with the student's ability. This may be accomplished by actual hands-on-experience or by observation.
- ▶ **The CTE teacher will visit potential job sites, interview work-based learning sponsors, and recommend the job site.**
- ▶ Career and Technical Education students may not spend more than 20 days in the work-based learning experience.
- ▶ Student progress will be evaluated.
- ▶ Students typically will not be compensated.
- ▶ Transportation will be the student's responsibility.
- ▶ The student will be in compliance with all State and Federal labor laws.
- ▶ The work supervisor will teach students the proper safety habits for the assigned site. **Always use proper safety habits and take all precautions to avoid unsafe conditions.**
- ▶ Concerns should be discussed with the teacher and the work-based learning supervisor.

STUDENT PORTFOLIO

Each student will develop a professional portfolio. The portfolio contains an employability profile, and evidence of student work, work-based learning, and achievements.

EMPLOYABILITY PROFILE

An employability profile is a comprehensive assessment of workplace competencies. The skills sets include basic academic skills, thinking skills, personal and interpersonal qualities, resources, information systems and technology skills. Students will receive an **Employability Profile** upon completion of his/her program.

ARTICULATION AGREEMENTS AND DUAL ENROLLMENT

Through strong partnerships with post-secondary institutions and St. Lawrence-Lewis BOCES, opportunities have been developed for students to gain advanced standing in all programs. There are two types of credit a student may be eligible to receive from college, dual enrollment credit and articulated credit. Through dual enrollment students are able to pay a reduced tuition rate to earn college credit while taking their CTE course. Articulated credit is granted to a student at the participating college after students meet criteria set by the college. For more information and the most current listing of agreements visit www.sllboces.org and click on **Career and Technical Education**.

TECHNICAL ENDORSEMENT

Students enrolled in a New York State approved Career and Technical Education program who successfully complete all requirements are eligible to have a technical endorsement affixed to the high school diploma. Requirements for technical endorsement include completion of the required units of credit for graduation, passing grades on required Regents examinations or approved alternatives, and completion of a three-part technical assessment: written, demonstration, project components.

PROGRAM ASSESSMENTS – ALL PROGRAMS

Cosmetology: Cosmetology students must complete 1,000 hours to be able to take the New York State Licensing Examination.

Culinary Arts: There are two assessments from the National Restaurant Association Educational Foundation for Culinary Arts students.

1. ServSafe® - The ServSafe program has become the industry standard in food safety training. The ServSafe program provides accurate, up-to-date information for all levels of employees on all aspects of handling food, from receiving and storing to preparing and serving. It is a science-based curriculum on how to run a safe establishment. Students successfully completing the program receive a ServSafe certificate.
2. ProStart – Successfully completing the ProStart program earns students the ProStart National Certificate of Achievement (COA). Students are required to take ProStart Year 1 and 2, successfully pass the exams and also complete a minimum of 400 hours of work in a restaurant or foodservice establishment.

HVAC: The Air-Conditioning and Refrigeration Institute (ARI) is the trade association representing manufacturers of more than 90% of the air conditioning and commercial refrigeration equipment installed in North America. An internationally recognized leader in the developing standards for and certifying the performance of these products, ARI is also a major advocate for the heating, ventilation, air conditioning and refrigeration (HVACR) industry, both domestically and abroad.

Metalworking: Students may qualify to participate in the New York State Department of Transportation Field Welder Certification Program and Local A.W.S. Compliance Welding Certifications.

Certified Nurse Aide (CNA): The CNA certification exam is designed to evaluate the knowledge, skills and abilities required to safely perform the job of a nursing assistant. The evaluation consists of two main parts: a written or oral exam, and a hands-on skills examination.

CAREER AND TECHNICAL EDUCATION PROGRAM REQUIREMENTS

PROGRAM COMPONENTS	Course Credit	CTE Employability Certificate	Technical Endorsement
Pass the Class	X	X	X
Career Plan/Employability Profile		X	X
Complete Work-Based Learning		X	X
Take Written & Practical Technical Assessment		X	X
Score Above National Reference Point on Written & Practical Technical Assessment			X
Culminating Project		X	X
Meet Program Attendance Requirements		X	X
Pass Five (5) Regents			X
Complete Graduation Requirements at Home School			X

ALTERNATIVE EDUCATION

ALTERNATIVE EDUCATION PROGRAM

This program prepares students to take the Tests Assessing Secondary Completion (TASC) tests. The TASC tests cover the same subjects that students study in high school which are language arts/writing, language arts/reading, social studies, science and mathematics.

- ▶ Students in the Alternative Education Program (AHSEP students may not miss more than 10 days per semester 20 weeks). Students, who have accumulated 10 absences in one semester, must meet with the CTE center principal, instructor(s), and counselor, to review their eligibility to continue in their educational programs. Recommendations may be made to the sponsoring school to drop such students from the Alternative Education program.

ATTENDANCE

CAREER AND TECHNICAL EDUCATION ATTENDANCE

Satisfactory attendance is required in all courses to assure student success. Career and Technical Education follows guidelines suggested by business and industry.

To qualify for Technical Endorsement students may not miss more than 15 days in a school year. It is the responsibility of the student to call the instructor when he/she will be absent.

Seaway CTE Center	353-2293
Northwest CTE Center	393-4570
Southwest CTE Center	287-3590
Offsite Programs (ECA & AG)	call individual instructor

Students are not marked absent under the following circumstances:

- ▶ Days when home school does not provide transportation.
- ▶ Days approved by CTE Center Counselor or Principal.
- ▶ Days when students have other substitute educational experiences.

Student absences with official documentation are excused as follows:

- ▶ Court appearances
- ▶ Military
- ▶ College visits
- ▶ Death in family

All other absences, including medical, will be counted in the fifteen-day total

Attendance is part of the permanent record and is considered by future employers and institutions for higher learning.

Students are awarded certificates quarterly for perfect attendance and annually for exemplary attendance. Exemplary attendance is defined as five days or fewer.

Attendance is recorded on the progress reports and report cards.

Written documentation must be provided for all missed days regardless of the reason. Students are responsible to make up all work missed when they are not in attendance. Timely completion of make-up activities will be factored into the overall grade.

TARDINESS / LEAVING EARLY

Any student arriving late or leaving early must sign in or out of the Office with parent or guardian permission.

- ▶ **Excused tardiness:** Late arrival or early release from classes for school-sponsored educational activities, and late arrival and early departure of the sponsoring school bus.
- ▶ **Unexcused Tardiness:** All other late arrivals or early releases from classes will be considered unexcused tardiness, no matter the length. **Two unexcused late arrivals or early departure equals one absence.**

ATTENDANCE APPEAL

Students who have been absent more than fifteen days each year will not be eligible to receive a CTE Employability Certificate or Technical Endorsement. If there are extenuating circumstances, students may request an attendance appeal. The appeals are held in the spring of the school year. **Students must provide verifiable documentation of their extenuating circumstance(s).**

The appeals committee may consist of:

- ▶ A student advocate

- ▶ The CTE teacher
- ▶ A counselor (CTE or home school)
- ▶ An administrator
- ▶ A parent/guardian

The final decision will be made by the principal based on input from the committee.

BUILDING

ACCIDENTS

Any student having an accident at school, at a work site, or on the bus should report it immediately to the adult in charge. An accident report MUST be filled out.

ANTI-DISCRIMINATION (INCLUDING SEXUAL HARASSMENT)

The BOCES affirms its commitment to nondiscrimination and recognizes its responsibility to provide an environment that is free of discrimination, harassment and bullying (see Board Policies) (see Dignity for All Students Act). The BOCES prohibits and condemns all forms of harassment on the basis of actual or perceived race, color, ethnic group, creed, religion, religious practice, national origin, age, weight, disability, sex, sexual orientation, gender, veteran status, marital status, or political affiliation by employees, students, volunteers, vendors, contractors, and provides equal access to the Boy Scouts and other designated youth groups and any other third parties who are observing, participating in, or otherwise engaging in activities subject to the supervision and control of the BOCES.

The BOCES also prohibits and condemns retaliation or any discrimination, harassment or bullying on the basis of an individual's opposition to discrimination or participation in a related harassment investigation or complaint proceeding.

For purposes of this policy, discrimination is defined as treating another in a negative manner based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or other students on school property or at a school function.

Harassment is defined as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

Bullying is defined as hostile activity which harms or induces fear through the threat of further aggression and/or created terror.

The BOCES will promptly investigate all complaints, whether verbal or written, formal or informal, of allegations of discrimination, harassment or bullying based on any of the characteristics described below; and will promptly take appropriate action to protect individuals from further discrimination, harassment or bullying.

1. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance or is used as a basis for employment or educational decisions affecting such individual; and/or
2. Creates an intimidating, hostile or offensive work or learning environment; and/or
3. Otherwise adversely affects the employment and/or educational opportunities and benefits provided by the St. Lawrence-Lewis BOCES.

Any employee, student, volunteer, vendor, contractor, or other third party who may be engaged in an activity which is subject to the supervision and control of the BOCES who believes she/he has been a victim of, or who has knowledge of, discrimination, harassment or bullying in the BOCES environment and/or at a program, activity or event under the control and supervision of the BOCES, shall immediately report such alleged discrimination, harassment or bullying to the BOCES Dignity for All Students Act Coordinator. Please refer bottom of page for specific contact information for each CTE Center. In the event the Dignity for All Students Act Coordinator is the alleged offender, the report shall be directed to the District Superintendent of the BOCES.

Upon receipt of a complaint or allegation of harassment, the BOCES will conduct a prompt and thorough investigation and render a determination. If it is determined that a violation of this policy has occurred, immediate corrective action will be taken. If the offending individual is a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with applicable laws, regulations, and/or policies, including the Code of Conduct. If the offending individual is an employee, appropriate disciplinary measures will be applied,

up to and including termination of employment, in accordance with applicable laws, regulations, policies, and/or collective bargaining agreements. If the offending individual is a third party, appropriate sanctions will be applied as warranted and in compliance with law. The application of such disciplinary measures or sanctions by the BOCES does not preclude the filing of civil and/or criminal charges relating to the alleged misconduct.

The BOCES prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of a complaint of discrimination, harassment or bullying. Follow-up inquiries shall be made to ensure that discrimination, harassment or bullying has not resumed and that all those involved in the investigation of the discrimination, harassment or bullying complaint have not suffered retaliation.

Any questions or concerns regarding this policy or related procedure should be directed to the Dignity for All Students Act Coordinator.

Title IX Civil Rights Officer
Assistant District Superintendent of Instruction
315-386-4504 extension 10501
Darin Saiff – darin.saiff@sllboces.org

Dignity Act Coordinators:
Seaway CTE Center
Tara Bartlett – tbartlett@sllboces.org
315-353-2293 extension 20134
Julie Stoner – jstoner@sllboces.org
315-353-2293 extension 20107

Northwest CTE Center
Brenda Thurman – bthurman@sllboces.org
315-393-4570 extension 30225

Southwest CTE Center
Ami Larson – alarson@sllboces.org
315-287-3590 extension 50105

Offsite Programs
Zachary Dupray – zdupray@sllboces.org

ASBESTOS POLICY

All St. Lawrence-Lewis BOCES schools and buildings have had an inspection for the presence of asbestos-containing building materials according to the Asbestos Hazard Emergency Response Act of 1986. Under the Federal guidelines, the buildings were completely inspected for all asbestos-containing materials. A copy of the Survey Report and the Management Plan is available in each building's office and in the District office. Several buildings are asbestos free. Of those few that do contain asbestos, it has been shown that these are in no way of any danger to students or staff. All materials are well contained. Every six months, surveillance is done to assure proper procedures are continually followed. Every three years a mandatory re-inspection takes place in July in each school and buildings known to contain these materials.

AUTHORIZED AREAS

Upon arrival, students are only authorized to go from the bus directly to a designated area. If students need to wait for transportation, they must wait in authorized areas.

- ▶ Any student in an unauthorized area will be subject to disciplinary action.

PERSONAL PROPERTY

Students are responsible for keeping all their personal possessions secure while on school grounds. BOCES is not responsible for lost or stolen personal property. **Students should be aware that theft of any kind is a violation of the law.** Students are provided with lockers to secure their possessions.

LOCKERS

Lockers may be provided. Lockers are the property of the Career and Technical Education Center and school officials have the authority to open them whenever they deem necessary. Students may be required to purchase school locks. Students are responsible for keeping all their personal possessions secure while on school grounds. BOCES is not responsible for lost or stolen personal property.

- ▶ **Lockers, desks, data files and other such storage spaces remain the exclusive property of the school, and students should have no expectation of privacy with respect to these areas.**

BROKEN, MISSING, OR STOLEN TOOLS & EQUIPMENT

Immediately report broken or lost tools to your teacher so they may be repaired or replaced. **BOCES reserves the right to seek liability for any damages as a result of misuse or negligence.**

COMPUTER USAGE

Students who engage in unacceptable use of computerized information resources may lose computer access and may be subject to appropriate disciplinary action.

- ▶ Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered BOCES property, subject to control and inspection. The computer coordinator may access all such files and communications to insure system integrity. Students should **NOT** expect that information will be private.
- ▶ Students who engage in cyber-bullying (ie. Inflicting willful and repeated harm through the use of electronic text) will face appropriate disciplinary action.
- ▶ Students who are aware of any misuse or abuse of any software or electronic communication shall notify their teacher or building principal.
- ▶ Unauthorized access and other unlawful activities are prohibited. Violations may result in appropriate disciplinary action.
- ▶ Unauthorized disclosure, use and dissemination of personal information on the Internet are prohibited. Violations may result in appropriate disciplinary action.

DRIVING PERMITS/STUDENT DRIVING/RIDING

Driving/riding is a privilege and not a right. The administration strongly discourages students from driving to the Career and Technical Education Center. Buses are provided for all students attending the area centers. In special situations, however, a student may receive student-driving/riding approval from the administration. Driving/riding permission is required any day that the student has a need to drive/ride to the center. Any student who does not follow the prescribed procedure may be denied the privilege of driving/riding. Disciplinary action will also result.

ATV's, snowmobiles and other forms of recreational vehicles are not to be operated on BOCES grounds.

Specific Procedures for driving/riding permits for students:

- ▶ A request form must be filled out at least 24 hours in advance. Forms may be obtained from the **main office** and must be approved by the student's teacher before being approved by the building principal and sponsoring school principal.
- ▶ Keep pass displayed in car at all times. A record of this is kept in the main office.
- ▶ BOCES reserves the right to tow away any or all vehicles in violation of the center's policy at the owner's expense.
- ▶ **Reminder – School Districts have legal authority to govern traffic on their campus – violators of rules face legal action for unsafe driving!** (See Motor Vehicle Policy) Operators of motor vehicles cannot exceed the posted speed limit.
- ▶ Allowing another student to drive/ride without a valid permit may result in disciplinary actions.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this BOCES to provide, through a positive and effective program, equal educational opportunities for all students in admittance to and/or participation in educational courses, programs or activities; school services; and extracurricular events regardless of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, weight, marital status, or disability.

The St. Lawrence-Lewis BOCES shall not discriminate on the basis of age, weight, sex, sexual orientation, race, color, creed, religion, national origin, political affiliation, marital status, veteran status or disability in any career education program or activity of this BOCES. The career program and/or activities shall be readily accessible to students with disabilities.

Complaints regarding these policies should be directed to the Program Supervisor, Program Director, or Human Resources Coordinator, Rafael Olazagasti, (315-386-4504) located at P.O. 231, 40 West Main Street, Canton, New York 13617

EMERGENCY DRILLS

It is important that all students familiarize themselves with emergency drill instructions posted in all instruction areas at the beginning of the school year. At the sounding of the fire alarm signal, students will proceed as directed by their teacher in an orderly manner, through the designated exit to a point a reasonable distance from the building. No running or talking will be permitted during the fire drills.

FIRE EXTINGUISHERS

Any student caught, or suspected of misusing a fire extinguisher will have to pay for the recharging of the extinguisher and will be subject to further disciplinary measures.

GRIEVANCE PROCEDURE

While students have the responsibility to abide by the policies and regulations of the BOCES, they shall also be afforded opportunity to present complaints and grievances free from interference, coercion, restraint, discrimination or reprisal. Students will be given an opportunity to be heard on complaints and grievances they may have. A student filing a complaint for any matter, or alleging discrimination or harassment, should read the following information regarding the resolution of the complaint.

- ▶ **Informal Complaints:** The St. Lawrence-Lewis BOCES encourages the resolution of all student complaints as promptly as possible and at the lowest level possible. Accordingly, students are urged to discuss complaints first with the appropriate teacher, staff member or building principal. However, if the complaint concerns discrimination, harassment (sexual or otherwise), or bullying, the student and/or parent should notify the Career and Technical Education Dignity for All Students Act Coordinator. Names and telephone numbers of the counselors are listed on the back of this handbook. Under no circumstances will the student be required to discuss the alleged harassment with the individual allegedly harassing him or her.
- ▶ Complainants have the right to end the informal process at any time and begin the formal stage of the complaint process.
- ▶ **Formal Complaints:** Formal complaints must be submitted in writing using the form developed by the BOCES. Formal complaints may be submitted either to initially report a complaint or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint.
- ▶ **Investigation of a complaint:** Upon receipt of a formal or informal complaint, a prompt, thorough and impartial investigation of the allegations will be conducted. Witnesses will be interviewed and complainants will be notified of the outcome of the investigation and the actions proposed to resolve the situation.

INFECTION CONTROL

The first line of infection control is cleanliness. Always wash thoroughly whenever you have come in contact with any bodily fluid or discharge. Cover all cuts or sores. Students with communicable conditions, including conjunctivitis (pink eye) or head lice are recommended to seek treatment/advice from a health care provider:

- ▶ According to Education Law: 906, whenever a student shows symptoms of any contagious or infectious disease, as defined in section 2(1)(1) of the Public Health Law, he or she must be sent home immediately. Before the student is allowed to return to school, he or she must either present a certificate from a health officer or family physician, or be examined by the district medical officer.

MEDICATION POLICY

Students are not allowed to have any medication with them in school (in their locker or on their person) unless a completed Self-Medication Release Form is on file in the main office. Students who distribute medication to others will be subject to disciplinary and possible legal action.

OFF CAMPUS MISCONDUCT

Off campus misconduct that endangers the health and safety of students or staff within the school or can reasonably be forecast to substantially disrupt the educational process is prohibited. Such conduct includes, but is not limited to:

1. Cyber-bullying (i.e. Inflicting willful and repeated harm through the use of electronic text).
2. Threatening or harassing students or school personnel over the phone or other electronic medium.

PARENTAL VISITATION AND TEACHER CONFERENCES

Parents who are interested in meeting with the principal, teachers, or counselors are requested to call ahead and make an appointment. All visitors must report to the main office immediately upon entering the campus.

SAFETY

Safety cannot be over stressed. Safety equipment and procedures required in each program must be followed. Students are not permitted to operate any machinery or equipment without the explicit consent of the teacher in charge.

SAFETY PLAN

The BOCES has adopted a safety plan and building-level emergency response plans. These plans are intended to define how the BOCES and each building will respond to acts of violence and other disasters.

They provide a framework for identifying and implementing appropriate strategies for creating and maintaining a safe, secure learning environment for all students.

A copy of the safety plan is available for examination in the BOCES office.

STATE LAW REQUIRES THAT STUDENTS, TEACHERS, AND VISITORS WEAR SAFETY GLASSES DURING LABORATORY TIME IN ALL MECHANICAL SHOPS AND AT JOB SITES. **Each teacher will familiarize the students with all specific safety rules that apply to his/her program. Serious safety violations may result in disciplinary action.**

SCHOOL CLOSING

All announcements concerning the closing of school because of bad weather will be made over local radio stations. If a school district is closed, there will be no classes at the Career and Technical Education Centers for students from that school nor should students from that school go to work-based learning site that day.

SCHOOL PROPERTY

Defined as property in or within any building, structure, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law 142.

All students must do their part to keep school property neat and safe. The following guidelines have been set for this purpose:

- ▶ Do not write on, mark, deface or damage any school property.
- ▶ Deposit all waste in proper receptacles.
- ▶ Take proper care of textbooks.
- ▶ At the end of each class period, do your part to leave the classroom and shop clean and in good order.
- ▶ Any student willfully causing damage to school property may be required to pay for the damage.

SIGNING OUT

Students leaving early must be signed out from the CTE Center by a parent/guardian, except when a previous authorized driving pass has been obtained.

CELL PHONE & OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices shall not be activated or used during the instructional day, other than in a designated area. Cell phones and other electronic devices should be secured, as indicated by the instructor, and turned completely off. Please note that "forgetting" to turn off a cell phone or other electronic device is not an excuse for disrupting class. The only exception to this policy is if an instructor directs these devices to be used for educational purposes.

If a student is observed using a cell phone or other electronic device during the instructional day, the observing staff member will ask the student for the device and turn it in to main office for safekeeping. Failure to comply on the student's part will also result in a discipline referral for noncompliance with the reasonable request of a staff member and will result in loss of participation credit at the discretion of the Building Principal. The student may make an

appointment with the Building Principal to have their cell phone returned. Parents/guardians will be notified of the student's actions. A second incident of unapproved use will result in the cell phone being returned only to a parent/guardian. Third and subsequent incidents of cell phone use will result in further disciplinary action.

St. Lawrence-Lewis BOCES is not responsible for loss or damage of cell phones or any other electronic devices for students choosing to bring or use such devices to school.

VISITOR(S)

All visitors must register in the main office upon arrival at the school. Visitors are required to sign out when they leave.

- ▶ Students may not bring their friends without prior permission. See "Student Visitations" on page 28 for the approval process.
- ▶ Students are asked to be respectfully aware of visitors.

WEAPONS

Weapons are defined as any tool or device capable of inflicting serious bodily injury. A firearm as defined in 18 USC 921 for purposes of the Gun-Free Schools Act, also includes but is not limited to any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

- ▶ The BOCES prohibits the possession/misuse of knives, razors, ice picks, explosives, guns or any other objects that reasonably can be considered weapons, on BOCES property.
- ▶ Swift disciplinary action will result for students who bring weapons or **look-a-like weapons** onto school property or onto school transportation vehicles or to their internship site.

The CTE Center administrator reserves the right to prosecute any persons violating the law on school property.

Summary of the St. Lawrence-Lewis Board of Cooperative Educational Services Code of Conduct Summary

The following is a summary of the Code of Conduct adopted by the St. Lawrence-Lewis BOCES. Each school district and BOCES Board of Education must adopt a Code of Conduct pursuant to the New York State Laws of 2000 popularly known as the SAVE law. This Code is a refinement of previous Codes and was developed with the involvement of staff, students, parents and law enforcement agencies in our community. Much of what is in the Code is required under the SAVE legislation and is designed to ensure all students go to school in a safe, orderly and civil learning environment. Copies of the full Code are available from any St. Lawrence-Lewis BOCES program office upon request.

CODE OF CONDUCT SUMMARY:

Section 1

Section 1 sets forth the **beliefs** upon which this Code of Conduct is based.

Section 2

Section 2 contains **legal definitions** including but not limited to discrimination, harassment and bullying as required by the regulations.

Section 3

Section 3 defines **student rights and responsibilities**.

Students have a right to:

1. A safe, healthy, orderly, and civil learning environment.
2. Take part in all BOCES activities on an equal basis regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
3. Present their version of the relevant events to BOCES personnel authorized to impose a disciplinary penalty...
4. Access to BOCES rules and, when necessary, to receive an explanation of those rules from BOCES personnel.

Students have the responsibility to:

1. Contribute to maintaining a safe and orderly learning environment.
2. Be familiar with and abide by all BOCES policies, rules and regulations dealing with student conduct.
3. Attend classes every scheduled day unless legally excused, and to be on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward high achievement.
5. React to direction given teachers, administrators and other BOCES personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for class and BOCES functions.
10. Accept responsibility for their actions.
11. Conduct themselves at all times as representatives of St. Lawrence-Lewis BOCES.

Section 4

Section 4 outlines the responsibilities of the **essential partners** in education (parents, teachers, guidance counselors, Dignity for All Students Act Coordinator, principals, district superintendent, and Board of

Education). These expectations are common sense, well-established practices, which support the education of students in a safe, orderly and civil learning environment.

Section 5

Section 5 outlines the **Student Dress Code**. Students are expected to dress in a manner which is safe, appropriate and not disruptive. Uniforms, coveralls, safety shoes, etc. may be required in some Career and Technical Education courses.

Section 6

Section 6 lists **prohibited student conduct**. This list is not meant to be exhaustive, but contains the most common violations.

- ▶ Discrimination
- ▶ Harassment
- ▶ Bullying
- ▶ Disorderly conduct
- ▶ Insubordination
- ▶ Disruptive behavior
- ▶ Violent behavior
- ▶ Endangering the safety, morals, health or welfare of others
- ▶ Misconduct on a school bus
- ▶ Violation of traffic laws, parking regulations, other vehicle restrictions
- ▶ Academic misconduct
- ▶ Conduct which violates the penal law of New York State

Section 7

Section 7 defines **off campus misconduct**

Off campus misconduct that endangers the health and safety of students or staff within the school or can reasonably be forecast to substantially disrupt the educational process is prohibited. Such conduct includes, but is not limited to:

1. Cyber-bullying (i.e. Inflicting willful and repeated harm through the use of electronic text).
2. Threatening or harassing students or school personnel over the phone or other electronic medium.

Section 8

Section 8 lays out the requirements for **reporting violations** of the Code of Conduct.

Any violation of the Code of Conduct shall be reported immediately to the building principal, with the exception of discrimination, harassment or bullying. All incidents of discrimination, harassment or bullying must be reported to the Dignity for All Students Act Coordinator, who will refer the incidents to the principal or administrator in charge for investigation.

Any weapon, alcohol or illegal substance found shall be confiscated immediately and parents will be notified. The building principal will notify the local law enforcement agency of any code violation that constitutes a crime.

Violations are designated Level 1, Level 2 or Level 3 according to their severity. The chart below describes examples of violations at each of the 3 levels and the suggested range of penalties for each violation. However, each case will be analyzed on an individual basis.

Level 1

1. Safety Violations
2. Public displays of affection
3. Misconduct in Public or Common areas
4. Misuse of driving / riding permits.
5. Violation of cafeteria procedures.

6. Abusive and/or vulgar language/gestures
7. Disruptive behavior
8. Tardiness/Absentee
9. Loitering in or around the building
10. Violation of the dress code
11. Misuse or use in a restricted area of electronic devices such as portable sound systems, stereos, radios, recorders, cellular phones, pagers, and laser lights, etc...
12. Being in an unauthorized area
13. Unauthorized use of computers, the internet, phones

Level 2

14. Insubordination to school personnel
15. In possession of pornographic materials
16. Forging/falsifying a school-related document or form
17. Cheating
18. Plagiarism
19. Unauthorized cutting/absence from class
20. Leaving school property without permission
21. Use or possession of tobacco products. (Smoking/smokeless)
22. Use or possession of electronic/ vapor cigarettes
23. Conduct unbecoming a student.

Level 3

1. Discrimination
2. Bullying
3. Harassment
4. Fighting/assault
5. Theft
6. Vandalism
7. Possession of a weapon or fireworks
8. Possession of or inappropriate use of chemical irritants.
9. Use or possession of drugs, alcohol and/or related paraphernalia.
10. Verbal assaults or threats
11. Hazing
12. Disorderly conduct.
13. Extortion
14. False alarms, bomb threats,
15. Setting fires/arson

Violations are divided into three main categories of offenses, with a range of penalties or consequences for each. The following chart is intended to be used only as a guide. Each case will be analyzed on an individual basis.

LEVEL I		
1 ST Offense	2 nd Offense	3 rd Offense & Subsequent
<ul style="list-style-type: none"> • Verbal/written warning/reprimand • Structured Day(s) • SAS (Supervised Alt. Setting) • Lunch Detention(s) 	<ul style="list-style-type: none"> • Structured Day(s) • SAS 	<ul style="list-style-type: none"> • Short-term suspension • Structured day(s) • SAS • Parent conference may be called
LEVEL II		
1 ST Offense	2 nd Offense	3 rd Offense & Subsequent
<ul style="list-style-type: none"> • Structured Day(s) • SAS • Short-term suspension • Verbal/written warning • Lunch detention(s) 	<ul style="list-style-type: none"> • SAS • Short-term suspension 	<ul style="list-style-type: none"> • SAS • Short-term suspension • Long-term suspension pending superintendent's hearing in home school
LEVEL III		
1 st Offense	2 nd Offense	3 rd Offense & Subsequent
<ul style="list-style-type: none"> • SAS • Short-term suspension • Long-term suspension pending superintendent's hearing in home school 	<ul style="list-style-type: none"> • Long-term suspension pending superintendent's hearing in home school 	<ul style="list-style-type: none"> • Long-term suspension pending superintendent's hearing in home school

In addition to the above possible penalties, the following may be added:

- ▶ At all Levels for 2nd, 3rd and subsequent offenses – responsibility report/behavior probationary contract
- ▶ At all Levels for 2nd, 3rd and subsequent offenses – a conference
- ▶ At all Levels for all offenses – Guidance referral
- ▶ At all Levels for the 3rd offenses and any subsequent offenses - there may be a re-entry conference with a review committee required.

Section 9

Section 9 describes in detail **the disciplinary procedures and penalties** in the event a student is found to have violated the Code of Conduct. The range of penalties is:

- 1 Verbal warning
- 2 Written warning
- 3 Written notification to parents
- 4 Parent conference
- 5 Structured day
- 6 Supervised Alternative Setting (SAS)
- 7 Lunch detention
- 8 Suspension from social or extracurricular activities
- 9 Suspension of other privileges

- 10 Suspension from school (short-term, long-term, or permanent)
- 11 Exclusion from a class (temporary or permanent)
- 12 Involuntary transfer

Section 9 also covers **teacher removal of a student**, for cause, from his or her class. Teachers may remove a student for up to two days if the teacher determines the student is disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

Violations which warrant **suspension** from school (short term, long term, or permanent) are referred to the student's home school district. The home school district is responsible for due process, parent notification and disciplinary hearings. Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year, unless the home school superintendent modifies the penalty.

Section 10

Section 10 details the requirements for **discipline of students with disabilities**. Students with disabilities are expected to adhere to the Code of Conduct of the BOCES facility or school district in which their special education, alternative education, or career and technical education program is located, to the best of their ability. Some students with disabilities will have a Behavior Intervention Plan as part of their Individual Education Program.

Students with disabilities have the right to certain procedural protections whenever school authorities intend to discipline them. The student's home school Committee on Special Education is responsible for all regulatory and due process requirements for students with disabilities.

Parents of students in BOCES Special Education programs should contact the Special Education department or their child's special education teacher for detailed procedures for student management and discipline in those programs.

Parents can also request a copy of the Code of Conduct of the host school district in which their child's special education program is located from a special education supervisor or the Special Education office.

Section 11

Section 11 deals with **corporal punishment**. Corporal punishment of any student by any BOCES employee is forbidden. A BOCES staff member may use reasonable physical force to:

- ▶ protect oneself, another student, teacher or any person from physical injury;
- ▶ protect the property of the school or others;
- ▶ restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

Section 12

Section 12 deals with **student searches and interrogations**. Any property of BOCES including lockers, desks, computers etc. can be searched at any time and for any reason by BOCES officials. Students should have no expectation of privacy in spaces they are using which are the property of BOCES. Student belongings may be searched only if there is a reasonable suspicion that the student violated the law or the Code of Conduct.

Section 13

Section 13 describes the rules that pertain to **visitors** to BOCES facilities. All visitors are required to report to the principal's office upon arrival at the school and sign a register.

Section 14

Section 14 describes the rules governing **public conduct** on BOCES property.

Prohibited Conduct:

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage, destroy or remove BOCES property.
3. Disrupt the orderly conduct of classes.
4. Distribute or wear obscene or otherwise inappropriate garments or materials.
5. Discriminate against, harass or bully any person on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
6. Enter BOCES premises without proper authorization or remain after closing.
7. Obstruct the free movement of anyone where this Code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell distribute or exchange alcoholic beverages, controlled substances or be under the influence of either.
10. Possess or use firearms or other weapons except for law enforcement officers.
11. Loiter on or about BOCES property.
12. Gamble on BOCES property or at BOCES functions.
13. Refuse to comply with any reasonable order of identifiable BOCES officials performing their duties.
14. Willfully incite others to commit acts prohibited by this Code.
15. Violate any federal, state or local laws or BOCES Board policy while on BOCES property.
16. Smoke or otherwise use any tobacco product.
17. Persons who engage in prohibited conduct will be asked to leave the BOCES premises, if appropriate. Students or staff who violates this section of the Code may be subject to disciplinary action in accordance with statute, contracts, Board policy, or other sections of the Code of Conduct.

Section 15

Section 15 describes the **procedures for distributing** this Code to students, staff, parents of students and the community. The procedures are:

1. Provide the Code Summary and an explanation to students at the start of each school year.
2. Mail the Code Summary to the parents of students at the start of each school year.
3. Provide all teachers and staff with the Code of Conduct and training in the administration of the Code at the start of each school year and make this training a part of new staff orientation.
4. Make full copies of the Code available upon request in all program offices.

If there is reason to believe that any student, employee or visitor has violated a law in a BOCES facility or at a BOCES function, the appropriate law enforcement agency will be notified without delay.

Important Phone numbers:

To ask for information or request a copy of the full Code, contact the appropriate office.

- BOCES Central Office..... (315) 386-4504**
- Special Education (315) 386-4504**
- Adult Education (315) 379-7963**
- Career and Technical Education (315) 386-4504**
- Northwest CTE Center (315) 393-4570**
- Seaway CTE Center (315) 353-2293**
- Southwest CTE Center (315) 287-3590**

GUIDANCE AND CAREER PLANNING

CAREER PLANNING SERVICES

Counselors are available for student support in the areas of career planning, college exploration, scholarships, crisis intervention, and resource/referral.

CAREER PLANS/EMPLOYABILITY

Students will begin their career planning process as juniors. Counselors will meet with each student throughout the two-year experience to continue the decision making process to achieve future goals. This will include utilizing a variety of interest inventories and resources such as www.guidancedirect.com.

CHARACTER EDUCATION

Character Education is an important part of the CTE Center programs. A variety of activities are integrated throughout the curriculums to enhance character development.

ADD/DROP

Students wishing to transfer to another program within the center may do so only with the approval of the CTE principal, instructor, and counselor, the component school principal and counselor and parents/guardians. Changes may be refused. Changing programs after the first five weeks may disqualify a student from earning an employability certificate and/or technical endorsement.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

Each year students are eligible to apply to become a member of the National Technical Honor Society. The mission is to honor student achievement and leadership, promote educational excellence, and enhance career opportunities.

STUDENT LEADERSHIP

Students are selected by their instructors to represent their programs. Leaders are trained in leadership and marketing skills. The primary responsibility is to assist with tours for eighth and tenth grade visitations.

SCHOLARSHIPS

Packets are available for a variety of local and national scholarships, which are coordinated through guidance and career planning.

STUDENT RECOGNITION

A partnership exists with local organizations recognizing students of the month. Students are issued certificates and recognized throughout the school during the month.

STUDENT VISITATIONS

Students wishing to visit a program must get permission from their home school administrator, guidance counselor and the CTE Center principal and submit the necessary paperwork to guidance prior to visitation. Schools sending students for visits will be coordinated through guidance and set up according to center policy.

STUDENT RECORD ACCESS

FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred in the law as “eligible students”) the following rights:

1. The right to inspect and review the student’s education records within 45 days of the day St. Lawrence-Lewis BOCES receives a request for access.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent of disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorize disclosure without consent.
 - ▶ A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - ▶ Upon request, St. Lawrence-Lewis BOCES discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Lawrence-Lewis BOCES to comply with the requirements of FERPA. The Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC, 20202-4605.
5. The BOCES shall annually inform parents or eligible students of their right to refuse the release of student directory information and indicate a time period for their response. Following such notice and a reasonable response period, the BOCES may release such information to an outside group without individual consent. The BOCES shall only release such directory information on a case-by-case basis in response to legitimate requests by employers, post-secondary institutions, and organizations providing awards and/or scholarships for the purpose of verifying enrollment, attendance and/or program completion.
 - ▶ In accordance with the Family Educational Rights and Privacy Act (FERPA), St. Lawrence-Lewis BOCES has designated student directory information as the following: name, major field of study, participation on officially recognized activities, dates of attendance, and degree and awards received.
 - ▶ Parents may object to the release of any or all of this “directory information.” However, they must do so in writing within 10 business days of receiving notice.

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